Model United Nations

ASIS MODEL UNITED NATIONS 2026

Al Saad Indian School, Al Ain

OFFICIAL RULES OF PROCEDURE

ASIS MUN 2026

1. Purpose

The Rules of Procedure (ROP) ensure the smooth academic flow of debate, discussion and decision-making at ASIS MUN 2026. They give delegates a structured framework for debate, documentation and resolution drafting, and give every committee the same rules. Where a situation is not covered by these rules, the Chair's decision is final.

2. General Rules

1. **Language:** English is the official working language of all committees.
2. **Quorum:** A quorum is required for formal debate. It is defined as **50% + 1** of the total number of delegates in a committee.

3. **Decorum:** Delegates must maintain proper decorum at all times and address the Chair when making points or motions.
4. **Address:** Delegates must address each other respectfully and in the third person (for example, "the delegate of France"). Personal pronouns such as "you" or "I" are not allowed and will lead to a deduction of marks.
5. **Electronic devices:** Devices may be used only for research or official communication related to the MUN. Using social media or any other unapproved applications during sessions is prohibited. Delegates found doing so may face disciplinary action, up to and including disqualification.
6. **Use of AI:** The use of AI tools is allowed but will result in a deduction of marks. The deduction is greater for paperwork (position papers, working papers and draft resolutions) than for speeches.
7. **Research:** All delegates are expected to research their country and its policies thoroughly. Supporting documents will be provided for research.
8. **Dress code:**

   Day 1: Traditional or Formal attire. Delegates of the FIFA Council may wear the jersey of their assigned country.

   Day 2: Formal attire for all delegates.
9. **Latecomers:** A delegate who arrives after roll call must send a chit to the Chair to record their presence.

3. Terminology

- **Delegate:** The official representative of a country or organisation who debates, negotiates and votes on its behalf.
- **Chair / Executive Board (EB):** The committee's presiding authority. The Chair maintains order, interprets procedure, recognises speakers and guides debate.
- **Secretariat:** The conference organising team, which oversees all committees.
- **Working paper:** An early document setting out a bloc's ideas and proposed solutions.
- **Draft resolution:** A formal, formatted document of proposed solutions, built on a passed working paper, that the committee votes on.
- **Resolution:** A draft resolution that has been passed by the committee.
- **Amendment:** A proposed change to an operative clause of a draft resolution.
- **Motion:** A formal request by a delegate for the committee to begin, change, suspend or conclude an activity.
- **Point:** A request or concern raised with the Chair, decided by the Chair rather than by a vote.
- **Yield:** How a speaker disposes of time remaining at the end of a speech in GSL.
- **Procedural vote:** A vote on how the committee operates (for example, opening a caucus). Every delegate present votes Yes or No by placard; no abstentions.
- **Substantive vote:** A vote on content: working papers, amendments and draft resolutions.

4. Roll Call

- Each session formally begins with roll call. The Chair calls each delegation in alphabetical order, and the delegate raises their placard and responds "Present" or "Present and voting."
- **"Present":** the delegate may abstain on substantive votes.
- **"Present and voting":** the delegate must vote Yes or No on substantive votes and may not abstain.

- Roll call establishes attendance, determines whether quorum has been met and records each delegation's voting status. If quorum is met, the Chair declares: "Quorum has been met. This committee is now in session."

5. Opening the Floor

- After roll call, the Chair opens the floor: "The floor is now open. Are there any points or motions on the floor?"
- The floor is also opened once the minimum number of GSL speakers has been heard, and whenever a caucus ends.
- Delegates raise their placards and, when recognised, state their motion. Motions do not require a second; the Chair proceeds directly to a vote after hearing 3 motions (maximum).

6. Setting the Agenda

Each committee has one agenda. Setting the agenda formally begins debate.

1. The Chair calls for a motion to set the agenda. The delegate chosen is at the Chair's discretion.
2. The delegate moves: *"The delegate of [Country] moves to set the agenda to [agenda]."*
3. If any delegate opposes the motion, the Chair may recognise one speaker for and one speaker against, for a maximum of one minute each.
4. The committee then holds a procedural vote (simple majority). The vote is held whether or not there is opposition.

7. General Speakers' List (GSL)

- The General Speakers' List is the default format of formal debate, in which delegates present their country's position on the agenda. It remains open unless the committee moves into a caucus or another format, and debate returns to it whenever no other motion is in effect.
- Motion: *"The delegate of [Country] moves to open the General Speakers' List."*
- Delegates are added by raising placards when the GSL is opened, or later by sending a chit to the Chair. Speakers are called in alphabetical order.
- **Speaking time:** 90 seconds per speech, unless the Chair changes it. There is no limit on the total time of the GSL.
- **Minimum speakers:** The committee must hear at least **6 speakers** (or the full committee, if it is smaller) before any other motion is considered.
- An opening speech (GSL speech) should cover the country's stance on the issue, the country's current action, and what the country proposes to contribute in committee.

8. Yields

When a delegate finishes a GSL speech with time remaining, they must declare one of the following yields:

- **Yield to the Chair:** The remaining time is given back to the Chair, who moves to the next speaker.
- **Yield to another delegate:** Allowed only if more than 15 seconds remain, and only with the written approval (by chit) of the receiving delegate obtained in advance. The receiving delegate speaks for the remaining time only and cannot yield it further.

- **Yield to questions:** Other delegates may ask the speaker questions, which are answered within the speaker's remaining time. Only questions are allowed. The Chair may limit the number of questions and follow-ups. Members of the EB may also ask questions.

9. Motions

The following motions may be raised when the floor is open. Unless stated otherwise, each requires a procedural vote by simple majority (50% + 1 of delegates present), by placard, with no abstentions.

Motion	What it does	Vote required
Motion to set the agenda	Establishes the agenda for debate.	Simple majority
Motion to open the GSL	Begins the General Speakers' List.	Simple majority
Motion for a moderated caucus	Opens focused debate on a sub-topic, with a total time and individual speaking time.	Simple majority
Motion for an unmoderated caucus	Suspends formal debate for informal lobbying and drafting (maximum 30 minutes).	Simple majority
Motion to extend a caucus	Adds time to the current caucus (unmoderated caucus: maximum 10 minutes).	Chair's discretion
Motion for open debate, a challenge or a 2v2	Opens one of the special debate formats described below.	Chair's discretion + Simple majority
Motion to introduce a working paper or draft resolution	Brings a document approved by the Chair to the floor.	Simple majority
Motion to close debate	Ends debate on the agenda and moves the committee into voting procedure.	Simple majority
Motion to suspend the session	Temporarily pauses the committee for a break, lunch or the end of the day.	Simple majority
Motion to adjourn the meeting	Ends the committee for the rest of the conference.	Simple majority

9.1 Order of motions (disruptiveness)

- When several motions are on the floor, the Chair collects them all and puts them to a vote in order of disruptiveness, beginning with the most disruptive. Disruptiveness is how drastically a motion changes or stops the normal flow of the committee.
    - **Highest:** motions that stop the session (adjourning the meeting, suspending the session).
    - **Middle:** motions that alter the line of debate (closing debate, introducing a document).
    - **Least:** motions that modify the debate format (caucuses, extensions, moving from the GSL to a moderated caucus).
- **Competing moderated caucuses:** the motion with the longer total time is voted on first. If the total times are equal, the motion with the longer individual speaking time goes first; if both are equal, the motion raised first goes first.
- Up to three motions may be on the floor at a time. Once all have been heard, the Chair puts them to a vote in order of disruptiveness. The first motion to pass is enacted, and any remaining motions fall away. If none passes, debate resumes as before.
- **Dilatory motions:** The Chair may rule a motion dilatory and reject it without a vote if it does not progress debate, repeats a motion that has just failed, or the committee needs to move in a different direction.

10. Moderated Caucus

- A moderated caucus is a formal debate on a sub-topic of the agenda, used to gauge the committee's opinion on a specific issue.
- A moderated caucus may be raised only once the GSL minimum of 6 speakers has been heard and the floor is open.
- Motion: *"The delegate of [Country] motions to open a moderated caucus to discuss [sub-topic] for a total time of [total time], with an individual speaking time of [time] per delegate."*
- **Example (FIFA Council):** *"The delegate of Brazil motions to open a moderated caucus to discuss standards for host selection for a total time of 10 minutes, with an individual speaking time of 1 minute per delegate."*
- There is no fixed maximum time. The Chair may amend the proposed times or rule an unreasonable motion dilatory.
- If the motion passes, the delegate who proposed it may choose to speak either first or last. Delegates who raise a motion that passes are also awarded bonus points.
- Delegates who wish to speak raise their placards and are recognised by the Chair. A delegate who is not recognised may submit a supplementary chit.

11. Unmoderated Caucus

- An unmoderated caucus is an informal session in which delegates may leave their seats to lobby, form blocs and draft working papers and draft resolutions, while maintaining decorum and remaining in the committee room.
- Motion: *"The delegate of [Country] motions to open an unmoderated caucus for [purpose] for [time]."*
- **Time:** maximum 30 minutes, with a possible extension of 10 minutes at the Chair's discretion.

12. Open Debate, Challenge and 2v2

- **Open debate:** A 20–30 minute free-floor debate in which every delegate may take turns speaking while staying in their place, maintaining decorum and waiting their turn.
- **Challenge:** A one-on-one exchange in which a delegate formally disputes another delegate's stance on a specific issue, sub-topic or portfolio policy. The challenging delegate must gain the approval of the Chair and of the delegate being challenged. The motion states the topic and a time limit not exceeding 3 minutes. Interruptions are allowed.
- **2v2:** A challenge with two delegates on each side, at the Chair's discretion. Timing is set by the Chair upon the delegate's suggestion.
- In all three formats, delegates must maintain diplomatic decorum. Personal attacks or informal language will result in a deduction of marks.

13. Points

Points are decided by the Chair, not by a vote. No point may interrupt a speaker, including a Point of Personal Privilege. All points must wait until the speaker has finished. The various points are:

- **Point of Personal Privilege:** Raised when a delegate experiences discomfort that affects their participation (for example, audibility, room temperature, washroom or health).
- **Point of Order:** Raised to correct a factual inaccuracy in a speech made by a delegate. It is at the discretion of the Chair whether to consider the point.

- **Point of Parliamentary Inquiry:** Directed to the Chair to clarify a question about the rules of procedure.
- **Point of Information:** Directed to another delegate to ask a question about their speech or resolution. Cannot be asked during GSL.
- **Right of Reply:** Requested from the Chair, by chit or by raising a placard after the speech has ended, when a delegate's country has been insulted or misrepresented in another delegate's speech. It is granted at the Chair's discretion and is limited to 30 seconds. There is no reply to a Right of Reply, unless approved by the chair.

14. Lobbying and Blocs

- Lobbying is the informal diplomacy through which delegates persuade others to support their ideas, negotiate compromises and gather support for a working paper or draft resolution. It usually takes place during unmoderated caucuses. A delegate should approach potential allies with a clear proposal, explain how it benefits their national interests and remain open to reasonable changes.
- A bloc is a group of delegations with similar positions, interests or regional priorities that coordinates speeches, amendments and voting. Blocs may be regional (for example, the European Union, African Union or Arab League) or issue-based. Strong blocs assign roles: one delegate may lead drafting, another may speak in debate, and another may track opposing arguments.
- Successful bloc-building does not mean blindly following a large group. Delegates must protect their country's core interests and ensure that any resolution they support reflects defensible national policy. Forming a bloc with countries whose position contradicts your country's foreign policy will be negatively marked.

15. Research and Credible Sources

- Delegates must understand the official stance of their country. They should use primary sources first: the country's foreign ministry, its permanent mission to the UN, national statements, treaties and speeches in UN bodies. They should then use credible secondary sources such as the UN Digital Library, UN News, WHO, World Bank, IMF, OECD, the International Committee of the Red Cross, and respected academic or news institutions.
- Delegates should evaluate every source for its authority, accuracy, date, purpose and bias, and avoid anonymous blogs, unverified social media posts, Wikipedia, and advocacy material presented as neutral fact.
- Research must be translated into policy: what the country has done, what it wants, what it opposes, and which realistic solutions it could support in committee.

16. Chits

Chits are short written notes passed through the EB or volunteers, allowing delegates to communicate during formal debate without speaking. All chits may be read by the EB, and use of chits is considered in marking.

- **Normal chit:** Delegate-to-delegate communication used to lobby, ask questions, share information or coordinate with allies. Format: To: [Country] (Optional: Via EB)| From: [Country] | [Message].
- **Supplementary chit:** For delegates who were not recognised to speak in a moderated caucus. Addressed to the Chair, it may contain up to 5 points of opinion or solutions on the topic of that moderated caucus, and is graded separately. Format: To: EB | From: [Country] | Supplementary Chit | [Moderated caucus topic] | [Up to 5 points].

- Chits must relate to committee business. Inappropriate chits will be withheld by the EB and may lead to a deduction of marks. Chit passing stops during voting procedure, and at other times at the EB's discretion. See Appendix G for examples.

17. Position Papers

- A position paper is a concise research document in which a delegate explains their country's stance on the agenda and proposes solutions consistent with national policy. It should include a brief background of the issue, the country's past actions and official position, the main challenges as the country sees them, and practical recommendations for the committee.
- Effective position papers are specific rather than generic: they cite treaties, national laws, UN resolutions, statistics and past diplomatic statements.
- **Submission:** Position papers are compulsory and must be submitted to the EB during the first committee session.
- **Labelling:** The country and committee name must be clearly shown on the first page and in the file name. A bibliography of all sources must be included.
- **Marking:** Position papers are graded.
- **Format:** Maximum two pages, excluding the bibliography. See Appendix A for the format.

18. Working Papers

- A working paper is a document that organises a bloc's early ideas, evidence and proposed solutions before they become a formal draft resolution. It does not need full resolution formatting, sponsors or signatories, but it must name the delegate or delegates who proposed it.
- A working paper can have a maximum of 5 authors.
- Format: see Appendix B.
- A strong working paper includes: a clear title and the contributing delegations; the committee and agenda; the specific problem being addressed; the bloc's main policy positions; and practical solutions, including who will act, what they will do, how it will be funded or implemented, and how progress will be monitored.
- Working papers are submitted to the Chair for approval, then introduced to the committee by motion.
- **Voting:** Working papers are voted on by simple majority (substantive vote). Only a working paper that has passed can be developed into a draft resolution.

19. Draft Resolutions

- A draft resolution sets out the committee's proposed solutions to the agenda. It must be built on the points of a working paper that has passed.
- A draft resolution has three parts: the heading, the preambulatory clauses and the operative clauses. See Appendix C for the format, and Appendices E and F for the lists of preambulatory and operative phrases.

19.1 Roles

- **Authors:** The primary creators of the resolution, who conceived its core ideas and wrote the operative clauses. A maximum of **3 authors per bloc** is allowed. Authors present and defend the resolution during debate.

- **Sponsors:** Key supporters who contributed to the resolution by adding or editing clauses or helping to merge ideas. Sponsors fully support the resolution.
- **Signatories:** Delegates, from the same or an opposing bloc, who want to see the resolution debated. Signing does not mean supporting it. There is no minimum number of signatories.

A delegate may hold only one of these roles on a given resolution.

19.2 Format

1. **Heading:** committee name, agenda, authors, sponsors and signatories.
2. **Preambulatory clauses:** state the background, context and justification for the resolution, including past UN or international action. Each begins with an italicised preambulatory phrase (for example, *Alarmed by*, *Deeply concerned*, *Recalling*), is not numbered, and ends with a comma.
3. **Operative clauses:** state the actions the committee will take. Each is numbered, begins with an underlined operative verb (for example, *Calls upon*, *Encourages*, *Requests*), and ends with a semicolon. Sub-clauses are lettered a), b), c). The final operative clause ends with a full stop.

19.3 Submission

- Draft resolutions are submitted to the Chair, who checks that they build on a passed working paper, follow the author limit and format, and stay within the agenda and the committee's mandate.
- Approved draft resolutions are numbered (for example, DR 1.1), shared with the committee and introduced by motion. The authors then present the resolution.

20. Amendments

- An amendment is a written request to add, delete or change an **operative clause** of a draft resolution. Preambulatory clauses cannot be amended. Amendments are submitted in the format shown in Appendix D.
- **Friendly amendment:** a change agreed to by all authors of the draft resolution (for example, correcting a mistake or clarifying wording). It is incorporated into the text without a vote.
- **Unfriendly amendment:** a change that one or more authors do not agree to. It is submitted in writing to the Chair, debated if the Chair allows, and voted on during voting procedure before the draft resolution. It passes by simple majority of Yes over No votes.

21. Voting Procedure

21.1 Procedural votes

- Procedural votes (on motions) pass by simple majority (50% + 1 of delegates present). Every delegate present votes Yes or No by raising their placard. Abstentions are not allowed.

21.2 Substantive votes

1. A delegate moves to close debate. If the motion passes, the committee enters voting procedure.
2. During voting procedure, no motions other than points are entertained, chit passing stops, and no delegate may enter or leave the room.
3. Unfriendly amendments are voted on first, in the order received, by placard. Each passes by simple majority.
4. Draft resolutions are then voted on in the order they were introduced, by roll call: the Chair calls each country in alphabetical order, and the delegate states "Yes", "No" or, if eligible, "Abstain".

5. Only delegates who answered "Present" at roll call may abstain. Delegates who answered "Present and voting" must vote Yes or No.
6. **Threshold:** A draft resolution passes with a two-thirds majority of Yes over No votes; abstentions are not counted. The Chair may set a different threshold for a committee, which must be announced before the committee enters voting procedure.
7. Once a draft resolution passes, it becomes a resolution and the agenda is considered resolved. Remaining draft resolutions are not voted on.
8. The Chair announces the number of votes for, against and abstaining, and whether the document has passed.

21.3 United Nations Security Council (UNSC)

- **Substantive votes:** a draft resolution requires 9 Yes votes out of 15, with no No vote from any permanent member (China, France, the Russian Federation, the United Kingdom and the United States). A No vote from a permanent member is a veto. An abstention by a permanent member is not a veto.
- **Procedural votes:** require 9 votes out of 15. The veto does not apply.

22. Documentation and Records

- **Study guides:** Each committee will receive a study guide with background information, key terminology, recent statistics and possible discussion points.
- **Records of debate:** The EB keeps a record of motions, points, votes and documents for each session.

23. Authority of the Executive Board

1. The Chair oversees all proceedings and maintains order in committee.
2. The Chair may change speaking times, amend caucus durations, rule motions dilatory and settle procedural disputes.
3. All rulings of the Chair are final. Any concern about a ruling may be raised with the Secretary-General outside committee session.

These Rules of Procedure ensure smooth proceedings, encourage structured debate and promote active academic engagement among delegates.

APPENDIX

No.	Appendix	Contents
A	Position Paper Format	Layout and sections of the position paper
B	Working Paper Format	Fields every working paper must contain
C	Draft Resolution Format	Heading, committee opening line, clauses and a worked example
D	Amendment Format	How to submit friendly and unfriendly amendments
E	Preambulatory Phrases	Approved phrases to open preambulatory clauses
F	Operative Phrases	Approved verbs to open operative clauses
G	Chit Formats	Examples of normal and supplementary chits
H	Quick Reference	Exact wording for motions, points and yields

Appendix A – Position Paper Format

- **Length:** maximum two pages, excluding the bibliography.
- **Presentation:** a clear, readable font (for example, Times New Roman or Arial) in 12 pt, with 1.15 line spacing and 1-inch margins.
- **File name:** Committee_Country_PositionPaper (for example, UNGA_Japan_PositionPaper).
- **Sources:** all sources must be listed in the bibliography with links. Wikipedia must not be cited.

Header (top of the first page)
[Flag of the assigned country] **Committee:** [Committee name] **Country:** [Assigned country] **Agenda:** [Full agenda of the committee]

Section	What to include
1. Background of the issue	A brief history of the issue, key facts and statistics, and why it matters now.
2. Country's position and past action	Your country's official stance; relevant national laws and policies; treaties signed or ratified; past UN votes and statements.
3. Key challenges	The main obstacles to solving the issue, as your country sees them.
4. Proposed solutions	Practical, realistic measures your country will support in committee, and where it is willing to compromise.
5. Conclusion	One short paragraph summarising what your country wants the committee to achieve.
6. Bibliography	Every source used, with links (does not count towards the two-page limit).

Example layout

[Flag of the assigned country]

Committee: United Nations General Assembly (UNGA)

Country: [Assigned country]

Agenda: Combatting Illicit Financial Flows (IFFs) and Resolving Jurisdictional Loopholes in Offshore Tax Havens to Stabilise National Economies

1. Background of the issue

[One paragraph: what the issue is, its scale (with statistics from credible sources), and why it matters now.]

2. Country's position and past action

[One or two paragraphs: your country's official stance; national laws and policies; treaties it has signed or ratified; past UN votes and statements.]

3. Key challenges

[One paragraph: the main obstacles to solving the issue, as your country sees them.]

4. Proposed solutions

[A short numbered list of practical measures your country will support, and where it is willing to compromise.]

a) [Solution 1]

b) [Solution 2]

c) [Solution 3]

5. Conclusion

[Two or three sentences summarising what your country wants the committee to achieve.]

Bibliography

1. [Organisation or author], "[Title of report or article]", [Year]. [Link]
2. [Organisation or author], "[Title of report or article]", [Year]. [Link]

Appendix B – Working Paper Format

- A working paper does not need preambulatory or operative clauses, sponsors or signatories.
- A working paper may have a maximum of **5 authors**. When it is developed into a draft resolution, the authors must be reduced to a maximum of **3 per bloc**.

Field	What to write
Working paper number	Assigned by the EB once approved (for example, WP 1.1).
Title	A short title describing the bloc's approach.
Committee and agenda	The committee name and its agenda.
Authors	The delegations that wrote the working paper (maximum 5).
Contributing delegations	Other delegations that contributed ideas.
Problem being addressed	The specific problem or sub-topic the working paper tackles.
Main positions of the bloc	The key policy positions the authors share.
Proposed solutions	Numbered solutions. For each: who will act, what they will do, how it will be funded or implemented, and how progress will be monitored.
Open questions	Issues still to be agreed, alternative proposals and possible amendments.

Example layout

Working Paper 1.1

Title: [Short title describing the bloc's approach]

Committee: General Assembly

Agenda: Combatting Illicit Financial Flows (IFFs) and Resolving Jurisdictional Loopholes in Offshore Tax Havens to Stabilise National Economies

Authors: [Country], [Country], [Country] *(maximum 5)*

Contributing delegations: [Country], [Country]

Problem being addressed

[The specific problem or sub-topic, for example: profits being shifted to low-tax jurisdictions through shell companies.]

Main positions of the bloc

a) [Position 1]

b) [Position 2]

Proposed solutions

1. [Solution]

Who: [Countries or bodies responsible]

What: [The action they will take]

Funding / implementation: [How it will be paid for and put into practice]

Monitoring: [How progress will be checked and reported]

2. [Next solution, in the same format]

Open questions

[Issues still to be agreed, alternative proposals and possible amendments.]

Appendix C – Draft Resolution Format

C.1 The committee opening line

The committee opening line is the name of the body adopting the resolution, written on its own line between the heading and the first preambulatory clause, and followed by a comma (for example, *The General Assembly,*). A resolution is written as one long sentence: the opening line is its subject, the preambulatory clauses explain why the body is acting, and the operative clauses state what it does.

Committee	Opening line
DISEC	*The Disarmament and International Security Committee,*
ECOFIN	*The Economic and Financial Committee,*
UNGA	*The General Assembly,*
SOCHUM	*The Social, Humanitarian and Cultural Committee,*
UNSC	*The Security Council,*
UNEP	*The United Nations Environment Programme,*
UNHCR	*The Office of the United Nations High Commissioner for Refugees,*
FIA WMSC	*The FIA World Motor Sport Council,*
FIFA Council	*The FIFA Council,*

C.2 Clause rules

- **Preambulatory clauses:** begin with an italicised phrase from Appendix E, are not numbered, and end with a comma.
- **Operative clauses:** begin with an underlined verb from Appendix F, are numbered, and end with a semicolon. Sub-clauses are lettered a), b), c). The final operative clause ends with a full stop.

Example layout

Draft Resolution 1.1

Committee: General Assembly

Agenda: Combatting Illicit Financial Flows (IFFs) and Resolving Jurisdictional Loopholes in Offshore Tax Havens to Stabilise National Economies

Authors: [Country], [Country], [Country]

Sponsors: [Country], [Country]

Signatories: [Country], [Country], [Country]

The General Assembly,

Alarmed by the scale of illicit financial flows, which divert public resources away from developing economies,

Recalling the United Nations Convention against Corruption (2003),

Recognizing that differences between national tax laws allow profits to be shifted to low-tax jurisdictions,

1. Calls upon Member States to establish public registers of the beneficial owners of companies and trusts;
2. Encourages the exchange of financial information between national tax authorities, including:
    a) automatic exchange of financial account information,
    b) joint audits of multinational companies;
3. Requests the Secretary-General to report on the progress made at the next session.

Appendix D – Amendment Format

- Only operative clauses may be amended.
- A friendly amendment must be signed by all authors of the draft resolution and is added without a vote. An unfriendly amendment is voted on before the draft resolution and passes by simple majority.

Field	What to write
To	Executive Board
Draft resolution	Number of the draft resolution (for example, DR 1.1)
Type of amendment	Friendly / Unfriendly
Action	Add / Delete / Modify
Clause	Number of the operative clause (and sub-clause, if any)
Current text	The clause as it is now (leave blank when adding a new clause)
Proposed text	The new wording
Submitted by	Delegation(s) submitting the amendment
Signatures of authors	Required for friendly amendments only

Appendix E – Preambulatory Phrases

Preambulatory phrases (written in italics)		
Affirming	Desiring	Noting with deep concern
Alarmed by	Emphasizing	Noting with satisfaction
Approving	Expecting	Observing
Aware of	Expressing its appreciation	Reaffirming
Bearing in mind	Fulfilling	Realizing
Believing	Fully aware	Recalling
Confident	Further deploring	Recognizing
Contemplating	Further recalling	Referring
Convinced	Guided by	Seeking
Declaring	Having adopted	Taking into consideration
Deeply concerned	Having considered	Taking note
Deeply conscious	Having examined	Viewing with appreciation
Deeply convinced	Having received	Welcoming
Deeply disturbed	Keeping in mind	
Deeply regretting	Noting further	

Appendix F – Operative Phrases

Operative phrases (written underlined)		
Accepts	Designates	Notes
Affirms	Draws the attention	Proclaims
Approves	Emphasizes	Reaffirms
Authorizes	Encourages	Recommends
Calls	Endorses	Regrets
Calls upon	Expresses its appreciation	Reminds
Condemns	Expresses its hope	Requests
Confirms	Further invites	Solemnly affirms
Congratulates	Further proclaims	Strongly condemns
Considers	Further recommends	Supports
Decides*	Further reminds	Takes note of
Declares accordingly	Further requests	Transmits
Demands*	Further resolves	Trusts
Deplores	Has resolved	Urges

** Decides and Demands create binding obligations and may be used only by the Security Council.*

Appendix G – Chit Formats

Normal chit (example)
To: Delegate of Japan (Via EB) **From:** Delegate of India Would your delegation support a joint clause on public registers of beneficial ownership? We would like to work on it together in the next unmoderated caucus.

Supplementary chit (example)
To: EB **From:** Delegate of Brazil **Supplementary Chit** **Moderated caucus topic:** Blacklisting of tax havens at the international level 1. A blacklist should be based on transparent, published criteria agreed by all Member States. 2. Countries should be given a fixed period to reform before being listed. 3. Developing countries should receive technical assistance to meet the criteria. *(Maximum 5 points)*

Appendix H – Quick Reference: Motions, Points and Yields

H.1 Motions

Motion	Wording
Set the agenda	"The delegate of [Country] moves to set the agenda to [agenda]."
Open the GSL	"The delegate of [Country] moves to open the General Speakers' List."
Moderated caucus	"The delegate of [Country] motions to open a moderated caucus to discuss [sub-topic] for a total time of [x] minutes, with an individual speaking time of [y] seconds per delegate."
Unmoderated caucus	"The delegate of [Country] motions to open an unmoderated caucus for [purpose] for [x] minutes." (maximum 30)
Extend a caucus	"The delegate of [Country] motions to extend the current [moderated/unmoderated] caucus by [x] minutes."
Open debate	"The delegate of [Country] motions to open an open debate on [topic] for [x] minutes."
Challenge	"The delegate of [Country] motions to challenge the delegate of [Country] on [topic] for [x] minutes." (maximum 3)
2v2	"The delegate of [Country] motions for a 2v2 between [Country] and [Country] and [Country] and [Country] on [topic]."
Introduce a document	"The delegate of [Country] motions to introduce Working Paper [1.1] / Draft Resolution [1.1]."
Close debate	"The delegate of [Country] motions to close debate and move into voting procedure."
Suspend the session	"The delegate of [Country] motions to suspend the session for [lunch / the day]."
Adjourn the meeting	"The delegate of [Country] motions to adjourn the meeting."

H.2 Points and yields

Point / yield	Wording
Personal Privilege	“Point of Personal Privilege. [State the issue, e.g. the speaker is not audible.]”
Order	“Point of Order. The delegate of [Country] stated that [X]; this is factually incorrect because [Y].”
Parliamentary Inquiry	“Point of Parliamentary Inquiry. [Question about procedure.]”
Information	“Point of Information. Does the delegate of [Country] believe that [question]?”
Right of Reply	“The delegate of [Country] requests a Right of Reply, as the delegate of [Country] misrepresented our country’s position on [X].”
Yield to the Chair	“The delegate of [Country] yields the remaining time to the Chair.”
Yield to a delegate	“The delegate of [Country] yields the remaining time to the delegate of [Country].” (more than 15 seconds left; written approval required)
Yield to questions	“The delegate of [Country] yields the remaining time to questions.”