Rules of Procedure

SkyMUN 2026

Welcome to the **rule booklet of SkyMUN 2026.** In this booklet you will find all the **Rules of Procedure** and people present at the conference. All the rules in this booklet are binding for the SkyMUN 2026 conference. If any misconceptions arise in the committees this booklet will guide you through the correct procedure.

Index

People present at the conference
Resolutions and amendments
Points and motions
Floor and speech
Voting Procedure
Agenda and Location
GA plenary

People present at the conference:
Besides delegates there are a number of people present at a MUN. All the rights and responsibilities of the remaining parties can be found down below.

1. The Committee/Assembly
First and foremost, a Model United Nations conference consists of **delegates**. The delegates are part of a **committee/assembly**. In such a committee/assembly there are 3 parties involved; **member states, observer states and organizations**(NGO/IGO). Member states have the right to vote on **resolutions, amendments and procedural matters**. Most parties represented are member states. Observer states can only vote on procedural matters (e.g objecting/seconding motions) and not on amendments or resolutions. Organizations have the same voting rights as observer states.
In order to cast a vote in a committee/council you need a quorum. **Quorum** is the minimum of member states that must be present at the time of the meeting to get a decision through. The number needed for quorum is ⅔ of all member states in a committee. If a delegate does not show up to the entire conference, they are not taken into account when deciding the exact number of quorum. All committees except the Security Council have a quorum of ⅔ represented delegations.
The Quorum for the Security Council is the permanent 5 members. If one of the P5 is not present the council cannot go into voting procedure.

2. StOff
Secondly, each committee has **2 chairs/Student Officers**. These chairs guide the committee through the debate and make sure every delegate sticks to the **Rules of Procedure**. The decision of the chair can never be **overruled** by any number of delegates. If a delegate wishes to appeal from the decision made by the chair (see **Points and Motions**), a member of the **Secretariat** (see below) will be brought in to review the situation. Every committee has 2 chairs. If 1 chair is absent, the remaining chair has the right to decide themselves whether or not to suspend debate until a second chair is reimplemented. A committee is allowed to be in session with 1 chair.
The chairs can overrule all decisions made by the delegates in their committee except for the motion to appeal a decision made by the Chair. Chairs only have power over their committee and can be overruled by the Secretariat at any time. A **President** is responsible for a Plenary session. The **President** of the Plenary can be a chair to the committee in the days leading up to the Plenary session. Chairs should remain fully impartial on the topics that are being debated, and cannot favor certain delegates to speak more often than others.

3. Secretariat

Model United Nations conferences have a **Secretariat.** They are the main force behind the conference. They guide the **Organizing Committee** (see below) in their tasks, decide the theme and topics, speech at the ceremonies etc. They have the highest level of authority during the conference. SkyMUN has a Deputy Secretary General/Secretary General structure. A decision by the DSG can only ever be overruled by the SG, a decision made by the SG can be overruled by no one.

4. Organising Committee (OC)
Every MUN has an **Organising Committee** (**OC)**. This is a group of pupils who work on specific aspects of a conference. The OC members have no authority over the

debates, decisions about the Rules of Procedure can only be made by them when instructed by a member of the Secretariat.

5. MUN directors

Every delegation is led by an **MUN director.** MUN directors do not have any binding power regarding the SkyMUN conference and only carry authority for their own delegates.

6. External staff

SkyMUN has 3 parties who make up the external staff

1. Kandinsky MUN directors;

The Kandinsky MUN directors have no binding rights over the debates or delegates from other schools. They only have authority over the students from Kandinsky College and therefore the Organising Committee.

2. Press team

Throughout the conference a team of students will take pictures of the debates, ceremonies and other aspects of the conference. Pictures taken by the press team will be available to all participants of the conference, and by signing the terms and conditions a SkyMUN participant consents to appear in these pictures. Pictures taken by other parties than our press team are not under the control of SkyMUN. If you wish for a picture taken of you by someone outside of the SkyMUN organization to be removed or otherwise treated, it is considered a personal matter and SkyMUN is not obligated to help you. All media created by our press team is used for SkyMUN purposes only.

3. Admins

Each committee has admins to assist the debates. They fulfill smaller tasks at the conference such as helping in committees, in the kitchen or assisting the OC. They have no binding power.

Resolutions, and amendments:

1. Resolutions

Resolutions are essentially one big sentence consisting of 3 elements: the name of the organ, the preamble and the operative part.
After listing the forum and the topic which the resolution is about, the main submitter and co submitters are mentioned. The main submitter introduces the resolution and debates in favour of it. Co-submitting does not mean a delegation agrees with the resolution, they just want to have it discussed.

Structure

After naming the committee/council the preambulatory clauses are listed.
Preambulatory clauses;
· Are not numbered
· Must start with a verb in the present tense, past tense or perfect participle.
· Present background to the action part of the resolution
Preambulatory clauses are only in place to provide information and the wishes of the council. They do not take action.

After the preambulatory clauses, the operative clauses are listed.
Operative clauses;
· Are numbered
· Express the opinion of the supporting Member states
· Call to action
· Must begin with an action verb

When the opening verb of a clause is repeated in the following paragraph(s), the word also is used. If the verb is repeated a second time in succession, the word further is used. Also and further are placed after the verb in the preamble and before the verb in the operative part. Certain operative clauses can only be used by the (Historical) Security Council, as this is the only committee with binding power in the UN.

Subclauses are listed with letters (a, b,c) first. Subclauses to the subclauses are listed with roman numbers (i, ii, iii).
These sub clauses are in place to expand on the point made in the clause and provide extra information about where or how the action called for will be taken. If a clause only has 1 subclause, this clause should be added into the main clause. It can only become a subclause once a second sub clause arises.

The Security Council and Historical Security Council work Ad-Hoc. This means all resolutions start from scratch and will be built up clause by clause. Delegates do not have to write a draft resolution in advance to the conference since all resolutions will be constructed in the committee. All other committees work with Draft Resolutions.
A resolution does not need to pass through the approval panel to be voted upon. Resolutions only need to be passed through the approval panel to be submitted to a plenary session.

Everything on how to write a resolution and what it consists of can be found in the **How To booklet**.
-Resolutions need **7 co-submitters** to be debated and passed.
-**A simple majority** is needed to pass a resolution.
-What resolution is debated first is the decision of the chairs.

-Resolutions must be passed through the approval **panel** before being passed to a Plenary Session. It can be discussed before getting approval from the approval panel.

Examples of a resolution and verbs for the clauses can be found in the How To booklet on the skymun.eu website.

2. Amendments

When debating a resolution, delegates can entertain **amendments**. This can be through adding, striking or changing a clause. Amendments should be submitted by passing a note to the chair. An amendment can be amended as well, this is called an amendment to the 2nd degree. **Amendments to the 3rd degree** are not in order, except if they're **friendly amendments** (i.e changing punctuation/phrasing. A friendly amendment does not change the content of the clause, purely practical/linguistic aspects.) When an amendment to the second degree is passed, this means the entire clause is passed. The right procedure to debate an amendment is therefore to first debate and vote upon the original amendment, and discuss an amendment to the 2nd degree only when the amendment to the 1st degree has passed.

Points and Motions:

Point of Information (to the Speaker).:
After a speech the delegate will need to state if they are open for points of information. A point of information means to ask a question about the content of the speech.

Point of Order.
If a chair made a mistake (mainly used for an error with the RoP) a delegate can raise a point of order. This is rather unfriendly, so we suggest steering clear from this point./

Point of Parliamentary Inquiry.
If you have a question about the RoP, you can raise a point of parliamentary inquiry (e.g., Point of Parliamentary Inquiry, what does this motion mean?)

Point of Personal Privilege.
For any discomfort felt during the conference, you can raise a point of personal privilege. (e.g., can the window be opened? May I use the restroom?)

Motions:
All motions need to be seconded once before being accepted. All objections to a motion must be stated before the committee.

Motion to amend the agenda.
If the chairs decide to debate topic 3 before topic 2, but you want to debate topic 2 first you can raise a motion to amend the agenda.

Motion to appeal from the decisions made by the chair.
If you don't agree with the decision a chair has made, you can raise the motion to appeal from the decision of the chair. If the chair agrees, the motion is automatically passed. If not, a Secretariat member will be called into committee to make the decision for them.

Motion to extend debate time.
If you want more time to debate a clause or resolution before moving into the voting procedure.

Motion to divide the house.
With this motion, abstaining during the voting procedure will no longer be in order. All the delegates will now need to vote in favor or against the resolution.

Motion to move into voting procedure.
If you want to vote on the clause/resolution you can motion to move straight into the voting procedure.

Motion to reconsider the resolution.
If you've moved on from a resolution, but you want to discuss if again, you can motion this.

Motion to table the resolution.
Motion to temporarily move onto another resolution other thanthen the one being debated at the moment.

Motion to vote by roll call.
After a motion to vote by roll call, the chairs will call out the countries one by one and ask whether they vote in favor, against or they abstain.

Motion to adopt the amendment by acclamation.
When adopting an amendment by acclamation, you add the amendment to the resolution without a voting procedure. This motion is only in order for amendments, not for resolutions as a whole.

Floor and speech:

Structure of a speech

A speech starts with the addressing of the house (honorable chairs, dear delegates, esteemed guests etc). A speaker should never use personal pronouns and should refer to themselves in the 1st person plural or the 3rd person singular when referring to the delegation (i.e we believe/the delegation of the Russian Federation believes).

When entertaining a resolution the main submitter should

· Read out the organ

· Read out all operative clauses

· Address the house and begin their speech

The preambulatory clauses do not have to be read out. They can be debated.

When entertaining amendments the submitter should

· Read out the amendment

· Address the house and begin their speech

After a speech delegates will be asked if they are open to any Points of Information/PoI's. After the delegate has stated how many PoI's they will answer(any and all, up to 2, etc.), the chairs decide the order in which delegations get to raise their points. The chair can also decide to limit PoIs due to time constraints. Delegates should never have direct dialogue and should always talk via the chair.

When the delegate is done with their speech and PoI's, the chairs will suggest the delegate yields the floor back to the chair. To yield means to give. When stating you yield the floor back to the chair, you give the floor back to the chair. A delegate can also wish to yield the floor to another delegation. If the other delegate accepts and the chair approves of the yielding, another delegate will take the floor. There is no limit as to how many times the floor can be yielded to another delegate. The amount of yields to another delegation that are in order is decided by the chairs.

A delegate can only interrupt a speaker due to problems with audibility. All other points and motions should wait until after the speaker is done. Chairs can interrupt the speaker if they deviate from the structure of a speech (i.e. can the delegate please refrain from using personal pronouns, can the delegate please address the house etc). Chairs can also request a delegate to round off their speech due to time restraints. Guests can never interrupt a speaker under any circumstances.

Delegates should stand up when asking a Point of Information to the speaker.

Delegates should take their placard up to the speaking stand with them.

Open and closed debate

When starting to debate an amendment, the chair will state if the committee is in closed debate time in favor or against. When in closed debate time in favor, delegates can only speak in favor of the amendment. When in closed debate time against, delegates can only speak against the amendment. Whilst in open debate time delegates can speak both in favor or against. Resolutions can be discussed in both open and closed debate time. Amendments can only be discussed in closed debate time. When in closed debate time, one delegate must speak

in favor and one must speak against. When there are no speakers in favor, delegates cannot vote in favor and the amendment/resolution will be tabled. When there are no speakers against, delegates cannot vote against and the amendment/resolution is immediately passed.

Formal apologies

When delegates feel insulted/attacked by another delegate during the debate they can request a formal apology. Delegates are allowed to refuse to give/accept a formal apology. Once this is the case, a member of the Secretariat will oversee the situation and assess the consequences they find necessary (e.g take away a country's voting rights). The consequences are limited to their committee.

Funding

When writing a resolution a delegation can wish to request funding. It is not in order to request exact numbers/amounts. Naming the organ who will be asked to deliver the funds is in order. A percentage is also in order (i.e *Wishes* to receive an increased funding of 120% of the current funding)

Voting Procedure

Resolutions do not need to go past the approval panel in order to be voted upon. Voting procedure can only be started if a committee has a quorum (see point 1). The quorum for all committees except SC and HSC is ⅔ of the member states.
When moving into voting procedure all entrances to the committee room should be secured, note passing should be suspended and all use of devices is restricted.
All member states have 1 vote. They can either vote in favor, against or vote for neither by abstaining. Observer states can raise their placards but this will not be taken into account when counting the votes. A raised placard by an observer state is only a way to express opinions.

Right to Veto

In the Security Council the Permanent 5 members have the right to veto. If a member of the permanent 5 members (China, France, Russia, UK, USA) votes against a resolution, the resolution will not be passed regardless of the other votes. If a P5 does not agree with the resolution at hand but does not wish to veto they should abstain. All votes against by a P5 member count as a veto.

Agendas and location
In order for the debate to be productive all participants should be at the right place at the right time. Not being on time will be treated with an MUN punishment.

1. Location
All committees have an assigned room. All delegates, admins and chairs are expected to be at this room when the **Schedule per Day** (see Information Booklet) says so. All other locations with the specific times can also be found in the **Schedule per Day**.

2. Committee time
Each chair makes the agenda for the committee. This agenda is binding for all delegates. A committee day consists of various forms of debate time.

a. Lobbying
Lobbying time is when the delegates have the time to write and work on resolutions together. This time is used to find allies, merge resolutions, think of clauses and amendments etc. Delegates may not leave the committee during lobbying, unless explicitly stated by the chairs.

b. Open and closed debate time
Explained above under floor and speech

c. Breaks
In the schedule per day you can find the lunch times for each committee. Chairs are allowed to appoint small breaks for their committee in between. Delegates are allowed to leave their committee during breaks if approved by the chair. Delegates can only leave the premises of the conference if approved upon by their chair and MUN director. Delegates should not leave their committee room during the debate except for Points of Personal Privilege.

d. Informal committee times
Chairs schedule times for punishments and reading out the gossip box.

GA plenary

The RoP for the GA plenary barely deviate from the regular RoP. However **only resolutions as a whole are debated, no amendments are entertained.** All delegates from all committees are allowed to speech and vote on all resolutions. The main submitter of each resolution is expected to give a speech. All RoP consering amendments are not in order, all RoP for resolutions stay the same. Only resolutions approved by the approval panel can be discussed. The chair of each respective committee chair the resolution of their committee. The PGA is responsible for the time division per committee and leading the opening and closing of the plenary. As the PGA is also the chair of GA1, she will chair the resolution of GA1 and then hand over the chairing position to the chair of the next resolution.