PROCEDURE

1. The committee starts with roll call. Delegates should respond by saying ‘present’ or ‘present and voting’.
2. Delegates who chose ‘present and voting’ cannot abstain from voting for draft resolutions or amendments.
3. Delegates who arrived after roll call should pass a note to the Chair stating their presence and mark their attendance.
4. A roll call is followed by setting up the speaker’s list, also known as General Speaker’s List.
5. This is followed by the process of setting up the agenda. A delegate should make the motion regarding which topic to be discussed first.
6. If this does not happen, the Chair will call upon the first person in the speaker’s list and ask for his opinion regarding the topic to be discussed first.
7. A motion put forward by a delegate in this manner will not be discussed upon and will be put to an immediate vote. (Remember, during any voting procedure, the delegate must not bring up motions of any sort.)
8. On the other hand, when a delegate proposes a motion to discuss a particular topic first, without being called up from the speaker’s list, this motion is to be discussed among other delegates and then voted upon. Any number of delegates can propose the motion for setting the agenda. They should mention the topic they wish to discuss first in the committee along with the motion. After this, the delegates who proposed the motion will be asked to speak in support of their motion. The Chair can decide which should be voted first. If the first one gets the majority, then the second one will be neglected automatically.
9. In either scenario where a delegate proposes a topic or where the Chair has to call upon a person and ask his opinion, any delegate is free to call upon a moderated or an unmoderated caucus to discuss among each other the order of the topics. (optional)
10. After successfully setting up the agenda by choosing a topic to debate upon, delegates are called from the General Speaker’s list. Each delegate will have a speaking time of two and a half minutes. It is now time for the delegates to deliver their opening speeches.
11. Now the delegates can give their opening speeches. However a delegate should speak only when he is called by the Chair.

But when a delegate wants to share something new, such as suggesting ideas or a solution or refuting or critically evaluating the opening speeches of others, he should raise his placard and motion for a moderated caucus. You also need to specify the time for which you wish to speak.

12. This part of the committee (opening speech time) is very important because a delegate can identify the delegates with similar views and opinions and join them at the time of unmoderated caucus to write working papers or resolutions and canvas other delegates for their support. Delegates can also listen to the problems of other
countries and think upon different ideas for a solution that will solve their problems without compromising one's own stand.

13. In this manner, although when the general speaker’s list is in order, any delegate can motion for a moderated or an unmoderated caucus, to discuss the solutions to the problem at hand.

14. A moderated caucus helps to facilitate discussion especially when there is a long speaker’s list. Anyone can speak by raising their placards and are recognized by the Chair.

15. When a delegate motions for an unmoderated caucus, he should also explain the purpose behind the motion (for e.g. to bring out a draft resolution) and also request for a time limit. (Say, 15 minutes). Once this motion is put forward it is then voted upon. One half of the members need to support this motion for it to pass. If it passes, delegates meet informally with one another to prepare a working paper (during the first two or three unmoderated caucuses) and discuss to negotiate a draft resolution (occurs in later unmoderated caucuses and after submitting working paper to the Chair). Delegates are free to move around the hall at this point. The rules and regulations of the committee are temporarily suspended during this time. It is during the time of an unmoderated caucus that a working paper is written by the delegates and presented to the Chair for approval. After many rounds of unmoderated caucuses, a draft resolution is written and presented to the Chair.

16. Only after getting the approval of the Chair can a draft resolution be introduced to the whole committee. A sponsor (the author of a resolution) can do this by bringing up the motion to introduce the draft resolution. After getting the approval of the Chair, the delegate can read it in front of the whole committee. After this he must yield his time to face questions or comments asking for clarifications on the resolution. If a resolution is written by 2 or 3 sponsors, then they too can answer the questions.

17. Other delegates can again ask for unmoderated caucuses to write amendments to this resolution, but again, it has to be approved by the Chair. Only then can an amendment be introduced to be discussed in the committee.

18. In this case too, the countries who wrote the amendments must read it in front of the whole committee and are expected to answer questions or face comments regarding the amendments they are trying to make to the draft resolution.

19. After hearing amendments other delegates are wishing to make to their own resolution, sponsors can deem a resolution as friendly or unfriendly.

20. If they deem it as friendly, the sponsors can motion for an unmoderated caucus and make changes to their draft resolutions.

21. But if it is deemed unfriendly, then a secondary speaker’s list is setup and sponsors are asked to explain why they feel that the amendment is unfriendly, and hence cannot be accepted and the delegates who brought up the amendments are asked to explain as to why they want such amendments. After this discussion, the amendments are voted upon, and if the amendment passes the sponsors need to change the resolution. If it doesn't pass, then the committee should return to General Speaker's list, where the remaining delegates can deliver their opening speeches.

22. In SCVMUN, you cannot amend an amendment.

23. After discussing and debating upon draft resolutions and amendments, the General Speaker’s list is continued and the remaining delegates are called upon to present
their opening speeches (unless someone motions for the closure of the debate this requires a two-third majority to pass). Again after delivering opening speeches, delegates can call upon moderated or unmoderated caucuses to make minor adjustments to the resolution (this is friendly amendments made by the sponsors themselves) or make amendments in the light of new information obtained from the new opening speeches.

24. When the General Speaker’s list is exhausted, automatically the committee moves to voting upon the draft resolutions on the floor.

25. Once the voting procedures start, no delegate is allowed to propose any motion, except the motion for a roll call vote and the motion for dividing the question.

26. If a draft resolution passes (requires two-third majority to pass) then that’s the end of the topic and the committee moves on to the next topic. If a resolution fails, then the committee returns to the secondary speaker’s list.