

VIDMUN '25

CONFERENCE POLICY



Manav Rachna International School, Sector-46, Gurugram

1. Conference schedule

CONFERENCE SCHEDULE - DAY 1	
TIME	PROCEEDINGS
8:00 am – 9:00 am	Registrations
9:00 am – 10:00 am	Opening Ceremony
10:00 am – 10:30 am	Breakfast
10:30 am – 12:30 pm	Committee Session 1
12:30 pm – 2:00 pm	Lunch
2:00 pm – 4:00 pm	Committee Session 2
4:00 pm – 5:30 pm	High Tea and Socials
5:30 pm	Dispersal

CONFERENCE SCHEDULE - DAY 2	
TIME	PROCEEDINGS
8:00 am – 9:00 am	Breakfast
9:00 am – 12:30 pm	Committee Session 3
12:30 pm – 2:00 pm	Lunch
2:00 pm – 3:00 pm	Committee Session 4
3:00 pm – 3:30 pm	High Tea
3:30 pm – 5:30 pm	Closing Ceremony
5:30pm	Dispersal

2. Dress Code

- Day1 – Western Formals
- Day2 – Indian Formals
- Dress appropriately, keeping school guidelines in mind.
- I-card has to be worn at all times on the school premises.

Note:-No jeans, cargo pants, hats or caps will be permitted. At all times, we ask that delegates exercise good sense with an understanding of the dress code.

3. Awards Policy –

Delegates with outstanding performances in their committee will be awarded with the following:

- Best delegate
- High Commendation
- Special Mention
- All awardees will receive certificates of merit.
- The Best Delegate and High Commendation recipients shall receive trophies for their performance.
- The judgement for these awards shall be taken by the executive board of the respective committees, and their decision shall be final and indisputable.

BEST SCHOOL DELEGATION

- The participating schools shall be ranked against each other on the basis of the cumulative performances of their representative delegates in the conference.
- The merit & number of awards won by a school will be added to the competing list, after which the Best School Delegation will be decided at the closing ceremony on the 2nd Day.

The following criteria shall be followed:

- Best delegate – 4 points
- High commendation– 2.5 points
- Special mention – 1 point

The school with the greatest cumulative score would be awarded the best school delegation award.

4. Code of conduct:-

I. General Behavioural Expectations

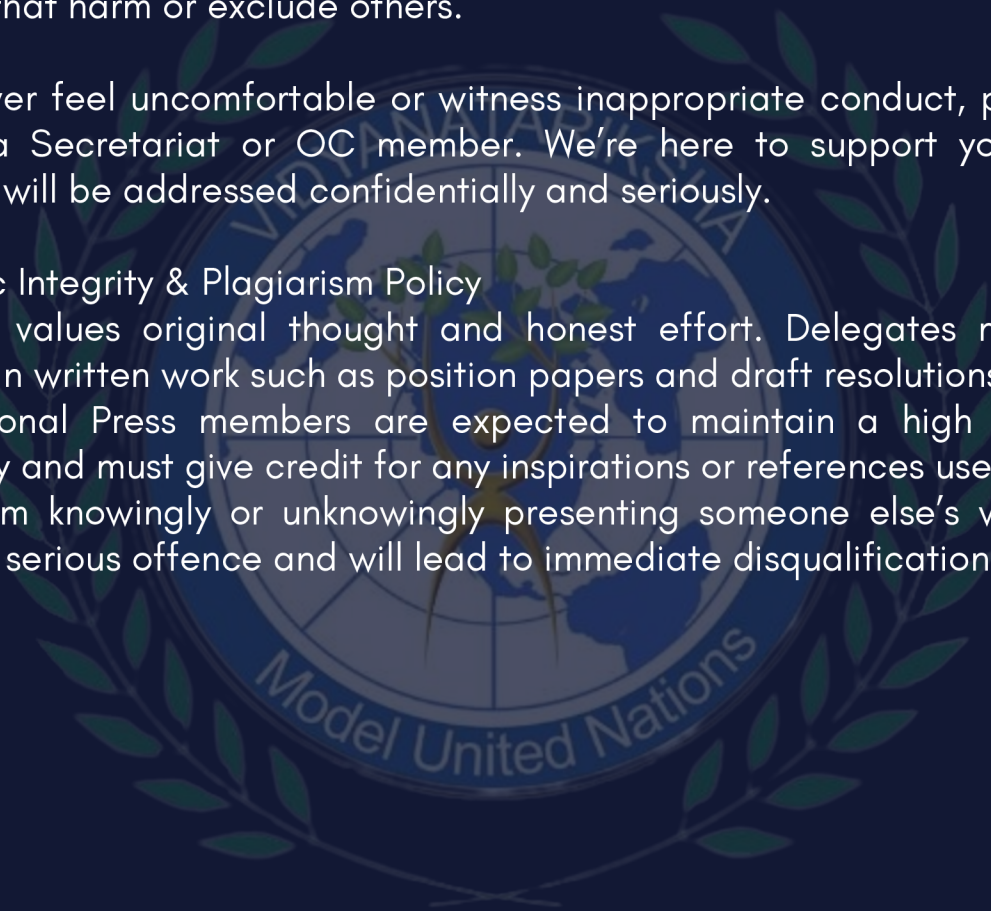
- We expect every participant, delegates, Executive Board members, International Press, Organising Committee, and Secretariat to treat each other with dignity, courtesy, and professionalism.
- Be polite and patient, even in moments of pressure. Everyone is working hard behind the scenes to make this conference run smoothly.
- Disrespectful or dismissive behaviour, be it verbal, non-verbal, or online, towards any individual will not be tolerated.

II. Inclusivity & Safe Space Policy

- We stand firmly against any form of discrimination, including on the basis of gender, caste, religion, race, disability, sexual orientation, or nationality.
- Participants must refrain from using offensive language, slurs, or physical actions that harm or exclude others.
- If you ever feel uncomfortable or witness inappropriate conduct, please reach out to a Secretariat or OC member. We're here to support you, and your concern will be addressed confidentially and seriously.

III. Academic Integrity & Plagiarism Policy

- VIDMUN values original thought and honest effort. Delegates must cite all sources in written work such as position papers and draft resolutions.
- International Press members are expected to maintain a high standard of creativity and must give credit for any inspirations or references used.
- Plagiarism knowingly or unknowingly presenting someone else's work as your own is a serious offence and will lead to immediate disqualification.



IV. Use of Devices & Internet Etiquette

- You're welcome to use phones, laptops, and tablets to assist in your research or note taking during unmoderated caucuses or breaks.
- Please keep Wi-Fi/hotspot off during committee sessions, unless instructed otherwise by the Executive Board.
- Communication on official VIDMUN social media groups should remain formal and respectful.
- Devices with cameras may be used only in public spaces. Do not take photos or videos that are explicit, offensive, or compromise someone's dignity.
- International Press photographers, please be especially mindful: Your lens carries responsibility.
- Streaming, viewing, or visiting sites that contain NSFW content of a graphic nature is strictly prohibited.

V. Food, Water & Well-being

- All meals, delicious, hygienic, and thoughtfully planned, will be provided to participants.
- Please bring your own water bottles to support our sustainability efforts. Refill stations will be available and can be accessed.

We care about your well-being so eat well, stay hydrated, and take care of yourself.

VII. Drug and Alcohol Policy

- Substance abuse, including alcohol, tobacco, or illegal drugs, is strictly prohibited and will result in immediate expulsion.

VIII. Medical Assistance

- If you feel unwell or witness someone else in distress, inform an OC member or Secretariat immediately.
- A first-aid kit and medical support team will be on standby throughout the conference.
- No concern is too small, please don't hesitate to speak up.

XII. Accountability & Disciplinary Action

- In case of any breach of this code, the following actions may be taken:
- Verbal or written warnings
- Disqualification from awards
- Temporary or permanent removal from committee sessions
- Immediate expulsion from the conference in serious cases

The Secretariat holds final discretion in matters of conduct and discipline.

6. General powers of the committee staff

- Every committee will have designated Organising Committee (OC) members assigned as the primary point of contact for any immediate concerns including logistics, attendance, navigation, or general assistance.
- OC members are authorised to maintain decorum, enforce time schedules, and ensure procedural discipline within the committee room. Their instructions must be followed promptly and respectfully.
- Delegates are required to check in and out with their committee's OC member for official attendance purposes.
- Once committee proceedings commence, OC members are empowered to restrict late entries, unless explicitly permitted by the Executive Board.
- Delegates must refrain from eating in committee, misusing electronic devices, or speaking out of turn. OC members may intervene directly to address such behaviour, without prior instruction from the Executive Board.
- Respect and professional courtesy must be extended to all OC members at all times. They represent the Secretariat and hold legitimate authority within the conference structure.
- Disregarding instructions, arguing with, or displaying rudeness towards OC members will be considered a serious violation and dealt with accordingly.
- All OC members are trained to act with fairness, impartiality, and professionalism. Their decisions should be respected as procedural not personal.
- For distribution of materials (e.g., placards, notepads, draft resolutions), delegates must wait for OC assistance and avoid taking them directly.
- OC members may offer basic technical support in coordination with the Executive Board, ensuring committee sessions proceed without disruptions.

RULES OF PROCEDURE

I. INTRODUCTORY REMARKS

Rule 1: Official and Working Language English shall serve as the sole official and working language for all committee sessions, both during formal debate and informal discussion.

Rule 2: Decorum Delegates are expected to maintain decorum and follow all instructions issued by UNA-USA MUN staff. Failure to comply with these directions may result in immediate dismissal from the conference.

II. THE SECRETARIAT

Rule 3: Communications from the Secretariat, The Secretary-General, or a designated representative, reserves the right to address any committee through oral or written statements regarding matters of relevance.

Rule 4: Responsibilities and Authority of the Secretariat The Chairperson shall officially open and close committee sessions and may propose the adoption of procedural motions provided there are no significant objections. The Chair retains full authority over the committee's proceedings in accordance with these rules. This includes moderating discussions, announcing decisions, ruling on procedural points and motions, and ensuring the observance of all conference rules. If necessary, the Chair may temporarily delegate these responsibilities to another member of the committee staff. All procedural matters within the committee fall under the discretion of the Chair. Additionally, the Chair holds the authority to take any reasonable actions not explicitly outlined in the Rules of Procedure if such actions are required to facilitate the flow of debate and ensure the committee functions effectively.

III. AGENDA

Rule 5: Communication of the Agenda

The Secretary-General or their designated representative shall share the agenda with all delegates prior to the commencement of the conference. This ensures that participants are well-informed and prepared for upcoming discussions.

Rule 6: Amendment of the Agenda

Should urgent or significant matters arise during the course of the conference, the Secretary-General holds the authority to revise the agenda. At their discretion, new topics may be added to address pressing global concerns or unforeseen developments.

Rule 7: Setting and Adoption of the Agenda

The first order of business in any committee will be the formal adoption of the agenda. During this process, the only permissible motion shall be:

"The nation of [country name] moves that [topic area X] be given priority on the agenda."

- This motion requires a second to be considered.
- A provisional speakers' list will then be established, allowing up to three delegates to speak in favor and three to speak against the motion. Each speaker will be allotted one minute.
- Following the speakers' list, the motion will be put to an immediate vote, requiring a simple majority to pass.
- Once a resolution is passed or the committee adjourns debate on the selected topic, only then may a motion to proceed to the second topic area be entertained.
- In the event of an emergency or international crisis, the Secretary-General or Director-General may direct the committee to temporarily table the current debate in order to prioritize the more urgent issue. After a resolution has been adopted (or rejected) on the crisis topic, the committee may return to the previously tabled agenda item only at the discretion of the Secretary-General or Director-General.

IV. CONDUCT OF BUSINESS

Rule 8: Speakers' List

The Chair shall open the Speakers' List for each agenda item at the request of a delegate. Any delegate wishing to be added must indicate so when prompted by the Chair or submit a written request to the Dais.

Rule 9: Speaking Time Limitations

The Chair holds the authority to set a time limit for individual speeches. However, delegates may motion to modify this limit, either to extend or reduce speaking time which shall then be subject to a vote by the committee or council. If a delegate exceeds the allotted time, the Chair may call them to order immediately and without delay.

Rule 10: Delivering Speeches

Delegates must obtain the Chair's permission before addressing the committee. The Chair reserves the right to call a speaker to order if their remarks are irrelevant to the topic under discussion. All speeches must adhere strictly to the time limits established in accordance with Rule 9.

Rule 11: Yielding Time

A delegate recognized to speak on a substantive matter may choose to yield any remaining time after their speech. Yielding may occur in the following three ways:

- **Yield to Another Delegate:** The remaining time is transferred to another delegate, who may continue the speech. Note: The second delegate cannot yield further.
- **Yield to Questions (Points of Information):** The Chair will recognize delegates to ask questions, limited to one question per speech. The Chair may dismiss questions deemed irrelevant or argumentative. Responses must fit within the original speaker's remaining time.
- **Yield to the Chair:** This yield ends the speaker's time without further comments or questions. The Chair will then proceed to the next speaker on the list.

Important: Once time has been yielded, the recipient of that yield (whether another delegate or to questions) may not yield any remaining time further.

Rule 12: Right of Reply

The Right of Reply may be granted only in cases of grave personal insult directed at a delegate during formal proceedings. Such requests must be submitted in writing to the Chair and may be considered only after the speaker has concluded their remarks. The Chair reserves the sole discretion to grant or deny the request and will inform the Secretary-General of the circumstances in which the Right of Reply was invoked. Note: Decisions regarding the Right of Reply are final and not subject to appeal.

Rule 13: Appeal to the Chair's Decision

If a delegate believes that a ruling made by the Chair is incorrect, they may file a formal appeal. To do so, the delegate must submit a written note to the dais, clearly stating their intent to appeal the Chair's decision.

The appeal will then be reviewed by the Deputy Secretary-General, who holds the authority to decide whether the appeal merits consideration. If acknowledged, the Deputy Secretary-General will listen to both the delegate's reasoning and the Chair's justification before making a final ruling. Note: The outcome of the appeal is binding and not open to further contestation.

V. POINTS

Rule 14: Point of Personal Privilege

At any point during formal proceedings, a delegate may raise a Point of Personal Privilege if they are experiencing difficulty related to personal comfort, safety, or well-being. The Chair shall address such points immediately. However, the Chair reserves the right to deny recognition if the delegate has not demonstrated proper decorum or restraint, or if the point is deemed frivolous or disruptive in nature.

Rule 15: Point of Order

A Point of Order may be raised at any time during debate if a delegate believes there has been a breach of procedure or an improper use of authority by the Chair. Upon raising the point, the Chair will consider it immediately. Delegates invoking a Point of Order must refrain from discussing the substance of the topic under debate. The Chair may deny the point if it lacks merit or if the delegate has failed to uphold appropriate conduct or timing.

Rule 16: Point of Information (Directed to Another Delegate)

Once a delegate concludes their speech and explicitly yields time to Points of Information, other delegates may pose a single question in response to the speech. These questions referred to as Points of Information must be relevant to the content of the speaker's remarks, policy position, or resolution. The speaker may respond within the remaining time allotted for their speech. All such exchanges must be respectful, concise, and in line with the formal decorum of the committee.

Rule 17: Point of Inquiry

When the floor is open and no delegate is speaking, a member of the committee may raise a Point of Inquiry to seek clarification regarding the current procedural status or rules governing the committee's actions. Please note: A Point of Inquiry may never interrupt an ongoing speech and must be addressed with professional decorum.

VI. MOTIONS

Rule 18: Motion to Suspend Debate (Caucus)

At any point during formal debate, a delegate or the Chair may move to suspend debate to facilitate a moderated or unmoderated caucus, both of which offer structured or informal discussion opportunities. This motion requires a simple majority to pass.

- **Moderated Caucus:** The motion must clearly state the total duration of the caucus and the individual speaking time (e.g., "The delegate of [Country] moves for a five-minute moderated caucus with 30-second speaking time"). During this caucus, the Chair will directly recognize delegates to speak without the use of a speakers list. Yields are out of order.
- **Unmoderated Caucus:** This motion should specify only the total duration (e.g., "The delegate of [Country] moves for a ten-minute unmoderated caucus"). Delegates may move freely and engage in informal consultation with others to negotiate, draft documents, or collaborate.

Rule 19: Motion to Table Debate

If a delegate or the Chair believes that ongoing discussion on a topic should be paused, they may move to table the debate. Once seconded, the committee shall hear two speakers in favour and two against, followed by an immediate vote. A two-thirds majority is required for the motion to pass.

If successful, the topic is considered tabled, meaning no further debate or voting will take place on that subject unless it is reintroduced. To resume debate on a tabled topic, a similar motion must be made, and it also requires a two-thirds majority to pass.

Rule 20: Closure of Debate

A delegate may, at any point during the discussion, move to close debate on the topic under consideration. If the Chair chooses to entertain this motion, two speakers opposing the motion shall be granted the opportunity to speak. After these two speeches, the motion is immediately put to a vote and requires a two-thirds majority to pass. If the motion is adopted, the Chair shall declare the debate closed and the committee will proceed directly to voting on all draft resolutions and amendments currently on the floor. Additionally, the committee shall automatically enter voting procedure when the speakers' list has been exhausted.

Rule 21: Adjournment of the Meeting

- A delegate may motion to adjourn the meeting at any point during the discussion of a matter. This motion is not subject to debate and will be put to an immediate vote. If the motion passes, the committee shall reconvene at its next scheduled session. However, if moved during the final session, adjournment shall mark the official conclusion of the committee's proceedings.

Rule 22: Order of Procedural Motions

Procedural motions shall take precedence over others in the following order:

1. Point of Personal Privilege
2. Point of Order
3. Point of Inquiry
4. Point of Information
5. Introduction of a Draft Resolution
6. Motion to Suspend Debate
7. Motion to Table Debate
8. Motion to Close Debate
9. Motion to Adjourn the Meeting

Rule 23: Submission of Working Papers, Draft Resolutions, and Amendments

- All working papers, draft resolutions, and amendments must be submitted to the Director in typed format, along with the required number of signatures.
- Refer to the Resolution Submission Process for specific signature requirements.
- The Chair may allow discussion and consideration of submitted documents once approved, even if they have not been officially circulated in the committee.

Rule 24: Introducing Draft Resolutions

- After a draft resolution has been approved by the Director and distributed to the committee, any delegate may move to introduce it.
- The motion to introduce a draft resolution is automatically accepted and does not require a vote.
- The introduction must be limited to summarising the operative clauses of the resolution.
- This introduction is considered procedural; therefore, yields and comments are not in order.
- Delegates may raise further questions or remarks regarding the draft resolution via the speakers' list or through points of inquiry.

Rule 26: Methods of Decision

All procedural decisions, with the exception of motions for the closure and adjournment of debate, shall be decided by a simple majority of the delegations present in the room. Abstentions are not permitted on procedural motions. In most committees, draft resolutions and amendments also require a simple majority in favour to be adopted. However, in the United Nations Security Council, resolutions and amendments must receive a minimum of nine affirmative votes. In addition, there must be no veto from any of the five permanent members namely, the People's Republic of China, France, the Russian Federation, the United Kingdom, and the United States of America. An abstention by a permanent member is not considered a veto.

Rule 27: Voting Rights

- Each present delegation is entitled to one vote.
- Observer states and NGOs may not vote on substantive matters.
- On substantive votes, delegations may vote Yes, No, or Abstain.
- On procedural matters, abstentions are not allowed.
- The term "present and voting" refers to delegates who vote either Yes or No, with no abstentions.

Rule 28: Conduct During Voting Procedure

- Once the Chair announces the beginning of voting procedure:
 - No delegate may enter or exit the committee room.
 - Delegates may not interrupt the procedure except to raise:
 - A Point of Personal Privilege
 - A Point of Inquiry, or
 - A Point of Order, strictly related to the voting process.
- Communication is strictly prohibited during voting.
- A designated staff member shall secure the doors and maintain order throughout the procedure.