

# Procedure Booklet

BIMUN ESADE 2025



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# 01

# Welcome to BIMUN

BIMUN's procedure is based on THIMUN's debate structure, however, a few alterations are put in place in order to give a unique experience. These alterations are the following:

1. Absence of a full-fledged draft resolution that is presented to start off the debate
2. A clause by clause debate
3. Rules governing caucus time
4. Lack of caucus time in the Security Council to sign clauses (1)

Since the debate is done through a clause-by-clause procedure, instead of debating whole resolutions that are merged during lobbying sessions, the debate tries to focus on debating clauses, which alongside other clauses that pass, will form the final resolution which will be voted upon.

These clauses that are presented to be debated, have previously undergone caucus, the process in which clauses are merged and signed. A certain number of signatures are required in order for these clauses to be debated. Caucus time can be requested during debate, in case delegates feel the need to have informal contact on a clause or amendments (2).

(1) Delegates can ask for unmoderated caucus in order to review some clauses

(2) Chairs rule whether the motion is or is not in order

# Key Terms

## Open Debate

Moment in the debate where the floor is open for speeches for and against, and amendments to whatever is being debated at the time. During this time, delegates may make Points of Information to the speakers.

## Closed Debate

Moment in the debate where the floor is exclusively open for speeches for and against on whatever is being debated at the time. During this time, delegates may not make Points of Information to the speakers, and no amendments can be presented.

## Voting Procedure

Moment of the debate where delegates vote on the resolution, clause, amendment, or amendment to the second degree being debated. During this time, delegates vote in favor, against or abstain, according to their country's policy.

# Order of Events

Events go as follows.

- 1. Roll Call:** A session will always commence with the roll call. This is to ensure that all delegates are present, and to consider how many votes are necessary to achieve majority.
- 2. Opening Speeches:** Opening speeches are a way for delegates to express their intentions before the debate even starts. Chairs determine whether they will entertain opening speeches at their own discretion.
- 3. Caucus:** Caucus, also known as lobbying, is the moment where delegates show their clauses to each other in order to gain support and signatures. In some occasions, clauses are merged with the objective of getting enough signatures for the clauses to be debated.
- 4. Debate:** Debate is the moment where the clauses and amendments presented during caucus are discussed.
- 5. Voting Procedure:** After debating a clause, an amendment, or the resolution as a whole, delegates vote on whether it passes or not in accordance with their country's policy.

# Roll Call

“We will start/continue this session with the roll call. Delegates should raise their placards when their countries’ name is called out and respond with “present” or “present and voting” (3).”

The roll call is done in alphabetical order. Delegates call out “present” or “present and voting”.

“Any delegates who did not hear their country’s name, please raise your placards now.”

If you do not hear your name called out, when asked, raise your placard and you’ll be noted down for the next roll call.

# Opening Speeches

Some delegates wish to make some opening speeches to show the committee what their intentions are. These opening speeches are done before any debate or caucus is done. Chairs choose whether to entertain such speeches.

(3) When a delegate considers itself "present and voting", they are unable to abstain in votes.

# Caucus

“We will now be moving into caucus. We will set a caucus time of \_\_\_ minutes. Delegates will need \_\_\_ number of signatures for each of their clauses in order for them to be debated. Once the minimum number of signatures has been reached, please submit them \_\_\_.”

Different spaces in the room will be set for delegates to merge their clauses and get the necessary signatures. A minimum number of signatures is set on order for clauses to be debated.

# Debate

## OPEN DEBATE ON THE RESOLUTION AS A WHOLE

Open debate on the resolution as a whole is the moment where the clauses presented during caucus are selected and presented. Chairs will ask the delegates if they wish to submit a clause, and those who have will raise their placards. It would go as follows:

"We will now be moving into OPEN debate on the resolution as a whole. Any delegates wishing to add a new clause to the resolution, please raise your placards now."

"This delegate has submitted a clause, will that be in order?"

"That will be in order, delegate, please come to the podium and read the clause."

The delegate will then read the clause.

"Thank you delegate, the floor is yours."

After the speech, the delegate will be asked whether they are open to points of information:

"Thank you delegate. Is the delegate open to any points of information?"

"1,2,3 ... any and all."

"The delegate has opened him/herself to \_\_\_ points of information. If there are such in the house please raise your placards now."

Delegates who wish to make a POI raise their placards.

- X, Y, Z, you have been recognized in that order.

After all points of information are done, delegates must give the floor back to the chairs:

"Does the delegate yield the floor back to the chairs?"

"So yielded."



## **OPEN DEBATE ON THE CLAUSE**

Once the clause is presented, open debate on the clause can entertain speeches FOR and AGAINST the clause, while giving delegates the opportunity to modify the clause through AMENDMENTS.

It would go as follows:

“We will now be moving into open debate on the clause, are there any delegates wishing to make a speech for or against this clause, or submit an amendment?”

Those who do, raise their placards.

- “Delegate of \_\_\_ you have been recognized.”

Amendments must have previously been sent to the chairs, and have been approved by them.

Once the chairs consider that the clause has had enough speeches in favor and against and amendments, they will move into CLOSED DEBATE ON THE CLAUSE, where only speeches for or against the clause can be entertained.

“We will now be moving into CLOSED debate on the amendment, we will be entertaining a speech for/against the clause.”

“Delegate of \_\_\_ you have been recognized.”

During this time NO POINTS OF INFORMATION ARE ENTERTAINED, and after closed debate, the debate moves into voting procedure.

After voting procedure on the clause, the committee will move on to OPEN DEBATE ON THE RESOLUTION AS A WHOLE.

## **DELEGATE MAKES A SPEECH FOR OR AGAINST THE CLAUSE**

Chairs will select what type of speech they will be entertaining. The same number of speeches for and against have to be entertained.

Delegate finishes their speech.

"Thank you delegate. Is the delegate open to any points of information?"

"1,2,3 ... any and all."

"The delegate has opened him/herself to \_\_\_ points of information. If there are such in the house please raise your placards now."

Delegates who wish to make a POI raise their placards.

- X, Y, Z, you have been recognized in that order.

After all points of information are done the delegate gives the floor back to the chairs:

"Does the delegate yield the floor back to the chairs?"

"So yielded."

After the speech, The CLAUSE as a whole will then move into OPEN DEBATE.

## DELEGATE MAKES AN AMENDMENT TO THE CLAUSE

A delegate could wish to make an amendment to the clause. This amendment is submitted **THROUGH A NOTE DIRECTED TO THE CHAIRS.**

When delegates submit the amendment, the delegate is called to the floor and reads out their amendment.

"This delegate has submitted an amendment, will that be in order?"

"That will be in order, delegate, please read the amendment."

After reading the amendment, or having presented it, the chairs must give the floor to the delegate to make their speech:

"Delegate, the floor is yours."

Delegate finishes their speech.

"Thank you, delegate. Is the delegate open to any points of information?"

"1,2,3 ... any and all."

"The delegate has opened him/herself to \_\_\_ points of information. If there are such in the house please raise your placards now."

Delegates who wish to make a POI raise their placards.

- X, Y, Z, you have been recognized in that order.

After all points of information are done:

"Does the delegate yield the floor back to the chairs?"

"So yielded."

After their speech and POI, there is OPEN DEBATE on the amendment.

“We will now be moving into open debate on the amendment, are there any delegates wishing to make a speech for or against this amendment, or submit an amendment to the second degree?”

If after some time, enough speeches for, enough speeches against, and enough amendments to the second degree have been made, move into CLOSED DEBATE.

“We will now be moving into CLOSED debate on the amendment, are there any delegate wishing to make a speech for or against this amendment?”

“Delegate of \_\_\_ you have been recognized.”

NO POINTS OF INFORMATION ARE ENTERTAINED, finish with voting procedure on the amendment.

The clause as a whole will then move into OPEN DEBATE.

## DELEGATE MAKES A SPEECH FOR OR AGAINST THE AMENDMENT

If the delegate wishes to make a speech for or against, it should be clear what their intention is. The chairs will mandate what type of speech they will be entertaining in order to maintain the order of debate.

"We will be entertaining a speech for/against this amendment."

Delegate finishes their speech.

"Thank you delegate. Is the delegate open to any points of information?"

"1,2,3 ... any and all."

"The delegate has opened him/herself to \_\_\_ points of information. If there are such in the house please raise your placards now."

Delegates who wish to make a POI raise their placards.

- X, Y, Z, you have been recognized in that order.

After all points of information are done:

"Does the delegate yield the floor back to the chairs?"

"So yielded."

If after some time, enough speeches for, enough speeches against, and enough amendments to the second degree have been made, move into CLOSED DEBATE.

"We will now be moving into CLOSED debate on the amendment, are there any delegate wishing to make a speech for or against this amendment?"

"Delegate of \_\_\_ you have been recognized."

NO POINTS OF INFORMATION ARE ENTERTAINED, finish with voting procedure.

After voting procedure, the debate will move into OPEN DEBATE on the CLAUSE.

## **DELEGATE MAKES AN AMENDMENT TO THE SECOND DEGREE**

Delegates might wish to make an amendment to the second degree, in other words, an amendment to the amendment in question. These amendments are always debated in closed debate, therefore there are no POI. A delegate can request an amendment to the second degree by calling a MOTION TO MAKE AN AMENDMENT TO THE SECOND DEGREE, or SENDING A NOTE TO THE CHAIRS.

"We will now be moving into closed debate on the amendment to the second degree. Any delegates wishing to make a speech for or against this amendment to the second degree please raise your placards now."

After the speech is done:

"Thank you delegate, does the delegate yield the floor back to the chairs?"

"So yielded."

Chairs entertain the same number of speeches for and against. Always finish with voting procedure.

If the Amendment to the Second degree passes, the whole original amendment passes as well.

The committee MOVES INTO OPEN DEBATE ON THE CLAUSE.

If the Amendment to the Second Degree does not pass, the committee MOVES INTO OPEN DEBATE ON THE AMENDMENT.

## **CLOSED DEBATE ON THE RESOLUTION AS A WHOLE**

This is done in the final moments of the debate. Speeches for and against the resolution as a whole are entertained, with no POI.

“We will now be moving into closed debate on the resolution as a whole. Any delegates wishing to make a speech for or against this resolution please raise your placards now.”

“Delegate of \_\_\_ you have been recognized.”

After the speech is done, NO POINTS OF INFORMATION ARE ENTERTAINED, finishing with voting procedure.

## **VOTING PROCEDURE**

“We are now moving into voting procedure, admins please secure the exits and suspend note passing.”

“All of those wishing to vote for/against/abstain please raise your placards now.”

After the vote:

“With \_\_\_ votes for this amendment, \_\_\_ against this amendment, and \_\_\_ abstentions, this \_\_\_ passes. Clapping is/is not in order.”

If there is a tie, a vote through roll call is done. If there is still a tie after that, speeches for and against are once again entertained.

“Seeing as we have a tie, we will be voting through roll call. When your delegation’s name is called out, please vote “in favor”, “against” or “abstain”.”

## Motions

Motions are actions taken by delegates that require support from the house and approval from the chair to be legitimized. A motion that is made by a delegate requires a “second” from another delegate to be put up for consideration in the committee. However, they are immediately voided if a delegate yells, “objection” to said motion.

### **Motion to move into Voting Procedures**

Calls for the chair to skip speeches on the amendment/resolution being debated and advance into Voting Procedures.

### **Motion for an Unmoderated Caucus**

Asks for a moment to move into caucus and draft new clauses and sign them.

### **Motion to Divide the House**

Called when the amount of abstentions can swing the vote of a clause/amendment. The vote is re-done through roll call, with no abstentions allowed.

“There has been a motion to divide the house, we will re-take the vote and abstentions are not in order.”

### **Motion to Follow-Up**

Made after having received a response to a Point of Information, calls for the chair to allow the delegate to respond to the speaker and make another question. Whether it is in order is at the chair’s discretion.



## **Motion to Extend Points of Information**

Called by delegates who wish to make additional points of information to the speaker. The chair can decide whether it is in order or not.

## **Motion to make a friendly amendment**

This is used if a delegate wishes to make a minor change to the clause or amendment being debated. It may not alter the content/objective of the clause or amendment in question.

## **Yielding the Floor**

Once a delegate completes a speech, the floor can be yielded in three different ways: yield to another Delegate, yield to Points of Information or yield to the Chair.

Ask the delegate whether he yields the floor to the Chairs: "Does the delegate yield the floor back to the chairs?"

"So yielded" / "This delegate wishes to yield the floor to the delegate of \_\_\_."

"That will be in order, delegate of \_\_\_ please take the floor."

# Points

Points are the way in which delegates are able to express themselves when they are not making a speech or a POI. They are able to raise points at any moment during the debate by raising their placards in the air and stating the type of point they wish to make.

Only points of personal privilege can interrupt a speaker. All other points are dealt with once there is a pause in the debate, i.e. after the speaker/chair is done speaking.

## **Point of Personal Privilege**

Refers to a problem experienced personal discomfort that affects their participation in the debate. i.e. room temperature or audibility.

When a Point of Personal Privilege is Called, Chairs respond: “[Delegate, please rise and state your point](#)”. The delegate replies, and the chair will generally decide whether it will be in order or not.

## **Point of Order**

Refers to procedure mistakes done by chairs and must be done directly after the error has occurred.

When a Point of Order is called, Chairs respond: “[Delegate, please rise and state your point](#)”. If the delegate is correct, correct your mistake.

## **Point of Information to the Speaker**

Question directed at the speaker once he/she has opened herself to such points. There should be no direct dialogue between delegates so if the delegate wishes to follow up on the speaker's response, they should make a “[Motion to follow up](#)”. The chair will then decide whether or not it is in order.

## **Point of Parliamentary Enquiry**

A Point of Information directed at the chairs that looks to resolve question on procedure. It can also be used to define terms.

When a Point of Parliamentary Inquiry is called, Chairs respond: “*Delegate, please rise and state your point*”. Once the delegate makes their point, Chairs should try to resolve it.

## **Right of Reply**

A Right of Reply is a special rule that is invoked if a delegate feels that their delegation’s integrity has been insulted in the speech of another delegate.

When a Right of Reply is called, Chairs respond: “*That will be in order delegate. Rise and say what offended your delegation*”. The delegate who called for their Right of Reply should do three things: repeat what offended them, respond to the other country’s comments, and lastly ask them to not repeat it again.



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