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## Introduction

SONMUN is the annual School of the Nations student-led conference where students from schools across Macau and neighbouring regions come together to form a mutual consensus on international affairs. It is important to note that the rules of procedure are different for every MUN. In this case, the SONMUN Rules of Procedure are primarily based on the UNA-USA rules of procedure, but amended to meet the timeframe of a 2 day conference and a beginner-oriented audience. It is recommended that even experienced delegates have a look through the Rules of Procedure. **Please feel free to skip to parts needed or to reference it during the conference; this is a long RoP, and we do not expect you to do it right the first time!**

## Code of Conduct

### Rule 1: Scope

The Rules of Procedure present in this conference only apply to SONMUN, and may be subject to change at any year the conference is held, to the discretion of the SONMUN Team. If a scenario in which the Rules of Procedure cannot be accommodated, the SONMUN Secretariat reserves the right of final interpretation.

### Rule 2: Language

Any committee staff or delegates participating in this conference may not use any other language except English as a form of communication, even during unmoderated caucuses or during bloc discussions. During a speech, delegates may not use foul, derogatory or offensive language.

### Rule 3: Bloc Moderation

All bloc communication, whether conducted online or in-person, will be moderated by SONMUN staff to ensure that all delegates are appropriately following the Rules of Procedure, and to prevent any malicious action.

### Rule 4: Breaking Rules of Procedure

delegates who have been caught breaking any rule present in this booklet will be given an appropriate warning or punishment decided on by the Secretary General or other authoritative

personnel, including a Chairperson. These punishments will include a timeout, a limitation on actions a delegation may be able to take, or suspension from the conference altogether.

If a delegate has observed, communicated, and confirmed with the Secretary General or the Deputy Secretary General that a SONMUN staff has acted inappropriately, the staff will be held accountable and suspended from the session.

### **Rule 5: Participation from Observers**

Non-Member states or registered Observers may not comment or make conversation during a Moderated Caucus, and instead observe quietly. During an Unmoderated Caucus, they may talk and give feedback to the participants.

Observers can include class or school teachers, but it is advised that such individuals stay neutral about the events happening during the conference.

### **Rule 6: Personal Pronouns**

Delegates may not use personal pronouns in a speech. Instead, delegates are required to use third-person language when addressing the committee. Examples include:

“The delegation of Nigeria wishes all delegates a good morning.”

“The delegation of the United Kingdom would like to emphasise...”

### **Rule 7: Powers of DAIS Staff**

Chairpersons or committee staff may moderate discussion at any point of the conference in reference to the Rules of Procedure. A chairperson will have complete control over the proceedings of the conference and its moderation. When at a hung decision, final authority is transferred to the Deputy Secretary General, and hence to the Secretary General.

### **Rule 8: Electronic Devices**

Electronic devices, including but not limited to tablets, smartphones, laptops, or other technology, are **permitted** to be used during **any point** of the conference. However, the use of AI tools like ChatGPT, Poe, Deepseek, etc., are not permitted.

### **Rule 9: Dress Code**

As SONMUN is a school-affiliated conference run by students and aimed at students, we understand the desire to wear casual outfits. However, Model United Nations is a formal event, and it is mandatory for all delegates to wear business/formal attire. **School uniforms are allowed.**

### Rule 10: Decorum

Delegates attending the conference will be expected to extend, to the highest standards and to the best of their ability, absolute kindness and courtesy towards observers or fellow delegates. This is especially important to foster a respectful and encouraging environment among even delegates originating from other schools.

If the Committee Chairs notice that a certain delegate or group of delegates fail to maintain decorum, it will warn the committee with: "May the committee please maintain decorum." Failure to respond to this warning will result in the delegates being revoked from the session.

### Rule 11: Absences

Delegates who will be absent during the conference must inform the committee staff at least **twenty four hours in advance**. delegates who attended the first session but neglected other sessions will be counted as absent. This rule extends for any delegate who misses two sessions or more of the conference. As a result, the delegate's participation certificate will be revoked.

### Rule 12: Food and Drinks

Food and Drinks is strictly forbidden with the exception of water when a committee is running. Snacks may be eaten during break or lunch.

### Rule 13: School Delegations

Delegations who have registered as a school are not allowed to form a pre-made bloc without notifying the DAIS team. Additionally, the bloc must be opened up to all participants of the conference and not limited to students of the same school. This is to help foster an inclusive environment.

## Flow of Debate

*Taken & modified from [bestdelegate.com](http://bestdelegate.com)*

1. Each committee is led by two Chairpersons who facilitate the discussion of the committee. The committee will start with the Chairperson taking Roll Call.
2. There are three debate formats. The default debate format is called the Speakers List. This is where delegates take turns making speeches in front of the room by the order that they are recognised on the Speakers List as selected by the Chairs. Speeches are typically around 1 minute or 1 minute and 30 seconds, but the maximum individual speaking time in SONMUN is **2 minutes**. Extending the individual speaking time is out of order.
3. After a certain number of speeches, the delegates may vote to change the debate format to either Moderated Caucus or Unmoderated Caucus. Moderated Caucus is when the

committee decides to focus on a sub-issue of the topic and deliver speeches on it. delegates will raise their placards to be called on to speak, and the Chairperson will call on speakers one-by-one until the Moderated Caucus time has elapsed.

4. Unmoderated Caucus is when delegates are free to get up out of their seats and roam around the room to work with other countries with similar policies. The first one or two Unmoderated Caucuses will be spent finding allies, but afterward most of the Unmoderated Caucuses are spent writing a Draft Resolution with your bloc (your group of allies), which is the end goal for an MUN conference.
5. The committee will switch between the General Speakers List, Moderated Caucus, and Unmoderated Caucus until draft resolutions are complete, merged, and ready to be presented.
6. Resolutions, in SONMUN, will be presented as they are ready, after a minimum of two sessions have elapsed. It is worth noting that, in most conferences, Draft Resolutions are only introduced on the second day of the conference. Once the Draft Resolution has been introduced, there will be a Q&A period where other delegates can raise questions on the resolution, also called a Formal Caucus.
7. Finally, all the countries in the committee will vote on whether or not they want a resolution to be passed. This usually takes place on the second day of the conference. Once all the Draft Resolutions from every bloc have been introduced, the Model UN simulation will be considered finished.

## **Conference Procedure**

### **Roll Call**

All delegates must attend Roll Call, which takes place for the first few minutes of a session. If a delegate does not respond to the roll call, they will be counted as absent for that session, until an appropriate notice has been made to the Chairs via a private page.

All delegates, when their delegation has been called upon, must respond by raising their placard and speaking clearly, whether they are “Present” or “Present and Voting.” The Chairs will call the countries in alphabetical order.

If a delegation is present, they may abstain from voting on any resolutions or amendments. If a delegation is present and voting, delegates give up their right to abstain from voting and must vote either “In Favour” or “Against” in resolutions or amendments.

## Opening Debate

The chair will announce for the floor to be open for debate after three delegations have completed their speeches in the General Speaker's List. A Chairperson must prioritise any points risen by delegates before authorising any motions.

## Moderated Caucus

Moderated Caucus or "Mod" is a motion that refers to a form of debate where the speakers list is set aside, and speakers will be called upon by the chair. The purpose of a moderated caucus is to facilitate debate at critical regards in the discussion.

The delegate proposing the motion must specify a total time, an individual speaking time, as well as the topic for the caucus. Afterwards, when the motion is proposed, a simple majority vote will be carried. The Chairperson may rule the motion out of order, and the decision is not subject to appeal, due to reasons such as time constraints, a need for an unmoderated caucus, etc.

When raising a Mod, delegates raise their placard and state: "The delegate of [country] motions for a moderated caucus on the topic of [topic] for a total of [total time], with [individual speaking time] per delegate."

Note: This is also referred to as an "formal session".

## Unmoderated Caucus

Unmoderated Caucus or "Unmod" is a motion that refers to calling for a suspension of the rules allowing delegates to converse freely. This includes a lift from the restriction of avoiding personal pronouns, though delegates are reminded that conversation **must still be conducted in English**. Like with Moderated Caucuses, they must be provided with a suggested time limit. The motion requires a simple majority to pass.

When raising an Unmod, delegates raise their placard and state: "The delegate of [country] motions for an unmoderated caucus for the purpose of [purpose] for a total time of [total time]."

Note: This is also referred to as an "informal session".

## Suspension or Adjournment of the Meeting

Suspension of the meeting refers to the postponement of all functions of the Committees until the next meeting, as well as the duration of the meeting. When the floor is open, a delegate may raise the motion of Suspension/Adjournment of the meeting. The Chairs may overrule such motions, and decisions will not be subject to appeal. When in order, the motion is not debatable, and will be subjected to an immediate vote, needing two-thirds majority to pass.

## Points and Motions

There will only be a total of 11 points and motions in this conference. Points and motions will be considered in the following order of priority by the Secretariat or a Chair:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Right of Reply
5. Point of Information
6. Suspension of Meeting
7. Unmoderated Caucus
8. Moderated Caucus
9. Introduction of Draft Resolution
10. Introduction of Amendment
11. Adjournment of Meeting

It is critical to note that the **first motion proposed of any session** must be a **Moderated Caucus**.

## Voting on Motions

When a motion is made, the committee must vote on it. An abstention is out of order, meaning they cannot abstain from this vote and must vote either a “In Favour” or a “Against”. All motions, including a Moderated and Unmoderated Caucus, require a Second and a simple majority to pass, with the exception of Points, which do not require voting.

## General Speaker’s List

The Committee has a set General Speaker’s List with a default speaking time of 90 seconds, which may not be altered.

At the start of every session, a General Speaker’s List will be established and delegates may raise their placard to be added in. If a delegation wishes to remove their country from the List, a private page must be sent to the Chair or the Secretariat. The upcoming country to speak will be announced prior by the Chairs.

If the committee is unable to establish a motion for three consecutive times, the committee will, by default, rotate back to the General Speaker’s List. The topic discussed during the General Speaker’s List will correspond to the topic of the conference as a whole.

## Yields

When in the General Speaker’s List, a country may choose to yield the remaining time if there is a minimum of 30 seconds left. There are a number of ways a delegate may yield their time:

Yield to the Chair: once yielded to the Chair, the Chairperson will move to the next speaker on the General Speaker's List.

Yield to another delegate: once yielded, the delegation must select one delegate to use up the remaining time.

Yield to questions: depending on the remaining time, a Chairperson will select a number of voluntary delegates to raise questions on the speech. If a delegate wants to raise a question during this time, they will raise a Point of Information. The timer will start once the yielding delegation starts to reply.

Second-degree yields are not allowed, meaning the floor may only be yielded once to a delegation.

## **Speeches**

After a caucus has been established, a new Speaker's List will be established alongside it. If delegates wish to speak on the motion, they must raise their placard when the Chair announces them to do so to be added into the List. delegates may not go beyond the set speaking time. When there is 10 seconds left to the speech, the Chairperson will call the speaker to order.

Speeches must be respectful of the sovereignty of participating Member States and relevant to the topic of the caucus.

## **Right of Reply**

A delegation may only utilise their Right of Reply when another delegation has clearly violated basic rules of respect or the exercising delegation feels that the other delegation has personally offended them beyond the scope of the conference. A delegation may extend their Right of Reply by sending a page to the Chairperson. The decision whether to grant the Right must be made at the discretion of the Chairperson, and cannot be appealed against.

## **Point of Personal Privilege**

A delegate may exercise their Point of Personal Privilege only when they feel that certain conditions or circumstances are preventing them from actively participating in the conference, and may go outside of the committee room or use the bathroom when this Point is active.

It is critical to note that Point of Personal Privilege may only be used outside of the committee room – delegates will be expected to leave the room when the Chair has approved their Point. Moreover, a Point must not interrupt a speaker, unless the speaker is inaudible.

## **Point of Information**

A Point of Information (or POI) is a question that delegates can ask when the delegate that has finished speaking yields their remaining time to questions. To raise it, delegates can raise their placards. When the Chair grants the delegate their Point of Information, they can ask any question related to the speech.

## Point of Order

A Point of Order may be raised when a delegate feels there is a parliamentary irregularity, and the Chairperson will immediately respond in accordance with the Rules of Procedure. The decisions made by the Chairs are not subject to appeal.

## Point of Parliamentary Inquiry

A delegate may raise a Point of Parliamentary Inquiry when they are unsure of how to apply one aspect of the Rules of Procedure. It can only be raised when the floor is opened, and it may not interrupt a speaker.

# Draft Resolutions

## Number of Sponsors and Signatories

A Draft Resolution may have up to **six sponsors and unlimited signatories**, but to introduce a Draft Resolution, at least **one sponsor and seven signatories** are needed. Working Papers are not limited to such standards and may contain an unlimited number of sponsors, but they do not contain signatories.

A sponsor is a delegation who will introduce the document, and the delegates who have written it. Signatories of a Draft Resolution may not always be In Favour of the resolution, but sign it so that it has the potential to be discussed in committee.

## Working Papers

The floor will be open for Working Papers at the second committee session. Before the commencement of the session, a Chair will announce “The floor will now be open for Working Papers.”

It is crucial to note that a Working Paper must first be submitted to the Chairs before a Draft Resolution can be submitted from the same sponsors. Delegations cannot sponsor a Draft Resolution without sponsoring a Working Paper.

A Working Paper is the framework for a Draft Resolution – containing ideas that may have the potential to be on a Draft Resolution. It does **not** need to be in the appropriate Draft Resolution format.

## Introducing Draft Resolutions

The floor will only be open to receiving Draft Resolutions **on the fourth committee session**.



Once a Draft Resolution has acquired the approval of the Chairpersons, the committee may move to vote to introduce a Draft Resolution. In SONMUN, Draft Resolutions will be introduced in the order they have been voted upon.

After five minutes of reading time is granted, all sponsors of the Draft Resolution will need to read out every operative clause of the Draft Resolution out loud. Chairs will grant them the floor.

The committee will move to a Q&A session (also called a “Formal Caucus”) with a set time, determined by the Chairs. The committee will move to a voting bloc afterwards. After the time set for the Draft Resolution has elapsed, the committee will move back to the General Speaker’s List.

No delegate may refer to a Draft Resolution that hasn’t yet been introduced.

### **Amendments**

delegates can make amendments to Draft Resolutions that have been introduced. They may raise an amendment by raising the Motion to Introduce an Amendment **through a note to the Chairs**. The Chair will read out the text of the proposed amendment written on the note.

This can take the shape of changing wording, removing clauses and adding clauses. Amendments can be done either in an “unfriendly” or “friendly” mode. However, due to the short timeframe of our conference, only **unfriendly amendments** are in order.

Unfriendly Amendments: an amendment not directly from the sponsors of the Draft Resolution. It requires the approval of a Chairperson and at least five signatories. These amendments require a two-thirds majority to pass.

In SONMUN, amendments up to the second degree (amendment to the amendment) are allowed.

Amendments to preambulatory clauses are not in order in SONMUN.

### **Voting on Draft Resolutions and Amendments**

If the committee wishes to start voting procedures on Draft Resolutions, they must  
In this conference, two motions will be in order when the voting procedure has started:

Motion for a Roll-Call Vote: The DAIS will call the countries one by one to vote, if this motion is suggested.

Motion to Divide the House: The motion to Divide the House is in order when the representative proposing this motion wishes to **exclude abstention** from the voting options during the final vote on the draft resolution.

If no such motions were raised, the Committee will go on to vote on Draft Resolutions the order they were introduced. A Roll Call will be done by the DAIS to clarify the majority.

Present delegates may choose to abstain within the first round of voting. They may also vote a “Pass”, which brings them to the next round of voting. A pass or an abstain cannot be raised in the second round – delegates, whether Present or Present and Voting, may only vote “In Favour” or “Against”.

For both amendments and Draft Resolutions, a two thirds majority is required to pass.

### Draft Resolution Format

Every Draft Resolution must be done in this format. The Chairperson has the right to deny its introduction if it is not followed correctly. Please look at the example below.

**COMMITTEE:** Social, Humanitarian & Cultural Committee (SOCHUM)

**TOPIC:** Accommodating climate refugees in developing states and mitigating climate change and improving the livelihoods of marginalised populations in developing countries

**SUBMITTED BY:** United States of America, Dominion of Canada

**SIGNATORIES:** Republic of India, Malaysia, People’s Republic of China

The General Assembly,

*Aware* of the fact that climate change is arguably one of the most imminent threats, including poverty and hunger, to the world in the recent decades,

*Recognizing* the exceptional circumstances in relation to environmental disasters regarding climate change,

*Recalling* the Universal Declaration of Human Rights (UDHR) which notes every person’s right to live;

1. Calls for the addition of a new subsection within the International Covenant on Economic, Social, and Cultural Rights (ICESCR) under the right to an adequate standard of living in regards to the fact that poverty is the major cause of climate change and should be eliminated first and:
  - a. Reasons such as but not limited to:
    - i. Noting that many countries that have not signed this convention are developing countries who are unable to ratify and uphold what the convention asks for
    - ii. That without any financial support, they will not escape poverty and will continue to expel tons of pollution
  - b. To include content such as but not limited to:
    - i. The state parties to the present Covenant recognize the disability developing

A link can be found for reference: [SONMUN Example Draft Resolution](#)

### *Preambulatory Clauses*

Preambulatory phrases are first, followed by an individual clause. Each clause should add **background context**, reference previous UN solutions or resolutions to the issue, congratulate efforts by countries, or to draw attention to difficulties faced. They **cannot** contain a period at the end of each clause.

### ***Operative Clauses***

Operative clauses must include **solutions discussed**. They preferably reflect policies enacted within sponsoring countries, create initiatives and projects, bring up new proposals, etc. They are the most difficult and important part of a Draft Resolution, as countries need to ensure that the solutions are feasible and effective.

### ***Sample Table of Clauses***

\*\*Please note that Draft Resolutions are not restricted to these terms; these are just some ideas for reference

| Preambulary Clauses     | Operative Clauses          |
|-------------------------|----------------------------|
| Acknowledging           | Accepts                    |
| Aware of                | Authorizes                 |
| Bearing in mind         | Calls for                  |
| Believing               | Calls upon                 |
| Confident               | Confirms                   |
| Contemplating           | Congratulates              |
| Emphasizing             | Considers                  |
| Expecting               | Decides accordingly        |
| Expressing appreciation | Designates                 |
| Fully aware             | Encourages                 |
| Guided by               | Endorses                   |
| Having adopted          | Expresses its appreciation |
| Having considered       | Expresses its hope         |
| Keeping in mind         | Further invites            |
| Noting further          | Further proclaims          |

| Preambulary Clauses  | Operative Clauses |
|----------------------|-------------------|
| Noting with approval | Further resolves  |
| Noting with concern  | Has resolved      |

## Glossary

*Taken & modified from <https://munual.philkuo.com/unansa-mun-glossary/>*

These are MUN and SONMUN-specific terms that may help delegates new to SONMUN.

| Term              | Definition                                                                                                                                                                                                                                                                                        | Usage of Term                                                                                             |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Abstain           | A response that a delegation would take on voting for substantial matters to express its neutral stance.                                                                                                                                                                                          | “Any delegates wishing to abstain please raise your placards high”                                        |
| Adjourn           | To suspend a conference to another time indefinitely (usually used at the end of a conference as a whole).                                                                                                                                                                                        | “Motion to adjourn meeting.”                                                                              |
| Background Guide  | A document containing information about the topic sent to delegates prior to the conference for preparations.                                                                                                                                                                                     |                                                                                                           |
| Bloc              | A group of member states cooperating to articulate ideas, express their stances and opinions, and draft unique draft resolutions. A bloc should be formed on the basis of country stance and common goals, not on the basis of working with friends or separating school delegations from others. | “Several blocs had formed during the second session, with some deciding on merging their working papers.” |
| Chair/Chairperson | A member of the DAIS that moderates the conference, enforces the Rules of Procedure, and enforces debate.                                                                                                                                                                                         | “The Chair will now adjourn the meeting – which we mean The DAIS team, not the one you are sitting on.”   |

| Term                   | Definition                                                                                                                                                                                                | Usage of Term                                                                                                                          |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| DAIS                   | Collective name for Chairs and staff running the committee.                                                                                                                                               | In SONMUN, it is used interchangeably with “Chairs” or “Secretariat.”                                                                  |
| Decorum                | Proper diplomatic way of behavior required of every delegate; often said by the Chair when a committee should quiet down, reduce undiplomatic behaviour, or                                               | “Decorum, delegates.”                                                                                                                  |
| Delegate               | A student representing a member state, observer, or organization at a conference.                                                                                                                         | “The Delegate of Germany motions to move into voting procedure.”                                                                       |
| Delegation             | A body or group of delegates. Sometimes used to refer to a singular delegate as in the actual UN, “delegation” refers to a nation. In SONMUN, it is used interchangeably with “delegate.”                 | “This delegation believes that draft resolution 1.1 is beneficial to all nations and it should be passed”, or “Delegation of Germany.” |
| Draft Resolution       | A document aiming to solve the problems posed by the committee; if it passes, it becomes a resolution adopted by the United Nations. Divided into two parts: preambulatory clauses and operative clauses. |                                                                                                                                        |
| Gavel                  | A small wooden hammer used by the Chairs to bring order to the committee.                                                                                                                                 |                                                                                                                                        |
| General Speakers’ List | A list that displays the order in which delegates are to speak in; has a time limit and needs to set a speaker time.                                                                                      | “Are there any delegates wishing to be added to the General Speakers’ List?”                                                           |
| Member State           | A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council.                                               |                                                                                                                                        |

| Term               | Definition                                                                                                                                                                                                                | Usage of Term                                                                                     |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Moderated Caucus   | A formal debate mode on a specific subtopic chosen by the committee in which delegates can make short speeches; total time and speaker's time is stated by the delegate who raised it.                                    |                                                                                                   |
| Motion             | A specific request made by delegates that may alter the flow of debate. Examples include: moderated caucus, unmoderated caucus, suspension of the meeting and adjournment of the meeting.                                 |                                                                                                   |
| Observer           | An accompanying advisor, teacher, staff, or adult with the SONMUN Observer nametag. They cannot make speeches or make moves to help delegates, but can watch the discussion and attend to delegates outside of committee. |                                                                                                   |
| Floor/On the Floor | The formal platform and stage where debates and speeches are given.                                                                                                                                                       | "Are there any points or motions on the floor?"                                                   |
| Operative Clauses  | Statements made in the second section of the draft resolution that details the specific actions sponsors wish to put forth. It has to start with a verb in any form necessary.                                            | "Please read out the operative clauses of the draft resolution."                                  |
| Logistics Staff    | Conference staff positioned in committees to help with miscellaneous actions, such as note passing, photography, or providing drinks to chairs.                                                                           |                                                                                                   |
| Placard            | A sign with the name of the entity that the delegation is representing printed on it.                                                                                                                                     | "Delegates that wish to be added to the general speaker's list, please raise your placards high." |

| Term                     | Definition                                                                                                                                                                                      | Usage of Term                                                                                                                                                                                                                                                          |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal Pronouns        | Words that replace the name of a person, place, or thing in a sentence                                                                                                                          | As with standard Model UN procedure, SONMUN delegates should refrain from the use of personal pronouns, such as she, he, I, they; instead it is generally acceptable to refer to yourself as “The delegate of [country]” and to others as “The delegate of [country].” |
| Point                    | A specific request made by a delegate to the DAIS team, including: Point of order, Point of personal privilege, Point of information.                                                           | “Point of personal privilege: could this delegate use the restroom?”                                                                                                                                                                                                   |
| Position Paper           | A summary of a member state’s stance on the topic to be debated, usually submitted prior to a conference.                                                                                       |                                                                                                                                                                                                                                                                        |
| Preambulatory Clauses    | Statements made in the first section of the draft resolution that outlines the main problems faced, facts, and past actions taken.                                                              |                                                                                                                                                                                                                                                                        |
| Procedural Vote          | Voting concerning the flow of debate, such as those of motions.                                                                                                                                 | “Delegates, this is a procedural vote, thus meaning all delegates are required to vote on this.”                                                                                                                                                                       |
| Roll Call                | When the Chair reads aloud all the names of participating delegations in alphabetical order to record if they are present or present and voting (or to record their votes in a Roll Call vote). | “The chair will now be taking roll call. When your delegation is called, please raise your placards and say present or present and voting.”                                                                                                                            |
| Rules of Procedure “RoP” | The rules by which a Model UN committee is run.                                                                                                                                                 |                                                                                                                                                                                                                                                                        |

| Term                                         | Definition                                                                                                                                                                                                             | Usage of Term                                                                                                                                                        |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Second                                       | To vocally agree to a motion. A Second is needed for every motion in SONMUN, even Mods and Unmods, with the exception of Points.                                                                                       | “The delegate has raised a motion to suspend the meeting. Are there any seconds?”                                                                                    |
| Secretariat                                  | The hosting team of the conference.                                                                                                                                                                                    |                                                                                                                                                                      |
| Secretary General & Deputy Secretary General | The administrative heads of a conference.                                                                                                                                                                              | “We love our Secretary General so much we bought her matcha!”                                                                                                        |
| Signatory/Signatories                        | A country that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish this. A signatory does not need to <b>support</b> a resolution; it only wants it to be <b>discussed</b> . | Please refer to “Draft Resolutions” to understand signatories in SONMUN.                                                                                             |
| Simple Majority                              | At least fifty percent of the committee plus one delegate votes in favour.                                                                                                                                             | Most motions, including Unmods or Mods, require a Simple Majority to pass.                                                                                           |
| Two-Thirds Majority                          | At least two-thirds of the committee votes in favour.                                                                                                                                                                  | The <b>only</b> motion requiring a two-thirds majority is the suspension/adjournment of the meeting. All amendments in SONMUN require a two-thirds majority to pass. |
| Sponsor                                      | Main drafters of a draft resolution.                                                                                                                                                                                   | “Sponsors of ‘Draft Resolution 1.1’ please approach the DAIS team.”                                                                                                  |
| Substantive Vote                             | Votes concerning the passage of a document, such as a draft resolution or amendment.                                                                                                                                   | “In the substantive vote, delegates are allowed to vote yes, no, pass or abstain.”                                                                                   |
| Suspension                                   | A motion used to indicate the end of a session and pausing of a conference (usually used for lunchtime).                                                                                                               | “The delegate of Belgium motions for the suspension of the meeting.”                                                                                                 |



| Term                  | Definition                                                                                                                                                                                                                                                                                                 | Usage of Term                                                                                                                     |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Unfriendly Amendments | The only amendment type allowed in SONMUN. A type of amendment where the content in which would be edited is debatable (like deleting a clause or replacing the phrase with another phrase), therefore a new motion to introduce it has to be raised, followed by debating and voting on it.               | “The Chair would entertain three speakers for and three speakers against to speak on this unfriendly amendment.”                  |
| Unmoderated Caucus    | A type of caucus in which delegates leave their seats to mingle or go to the bathroom; more importantly, discuss the issue or draft resolutions.                                                                                                                                                           | “The delegate of Brazil motions for an unmoderated caucus for the purpose of drafting resolutions for a total time of 5 minutes.” |
| Working Paper         | A Working Paper is the framework for a Draft Resolution, containing ideas that may have the potential to be on a Draft Resolution. It does <b><u>not</u></b> need to be in the appropriate Draft Resolution format. It is the <b>preliminary</b> document needed to pass before making a Draft Resolution. |                                                                                                                                   |
| Yield                 | To pass or “yield” the remaining time or the floor to specific delegates, questions, or the chair.                                                                                                                                                                                                         | “This delegate would like to yield its remaining time back to the chair.”                                                         |