

2026 SJTUMUNC

SHANGHAI JIAO TONG UNIVERSITY
MODEL UNITED NATIONS CONFERENCE

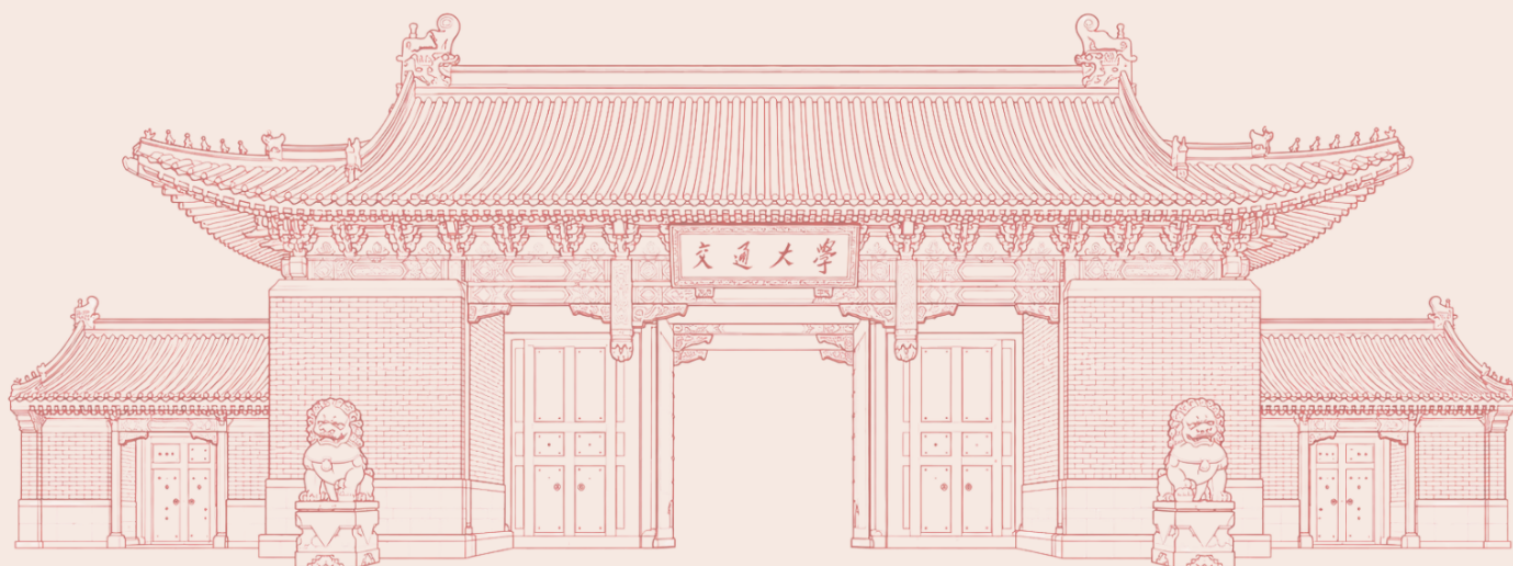


上海交通大学 南洋模拟联合国大会

United Nations Office
on Drugs and Crime

会议规则

RULES OF PROCEDURE





United Nations Office on Drugs and Crime

Rules of Procedure

总则 1

（一）本议事规则适用于上海交通大学南洋模拟联合国大会 UNODC 会场，著作权归本会场学术团队保有，未经大会与学术团队授权，任何人不得抄袭、剽窃或将本议事规则应用于其他会议； 1

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总则

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（二）本议事规则对本会场所有学术团队成员、参会代表、媒体代表及观察员有效。如有相关问题，参照本议事规则处理；

（三）本会场学术团队对本议事规则保有最终解释权，有权在告知全场的情况下对本议事规则进行合理调整；

（四）如本议事规则与大会规定有所冲突，以大会规定为准；

（五）未经大会秘书处和学术团队同意，任何无关人员不得随意进出大会会场，不得以任何方式违规获取会议内部信息。为维护会议秩序，主席团有权请离相关人员；

（六）所有参会人员在会场应保持冷静克制，不得扰乱会议进程、辱骂其他参会人员，学术团队保留将违反规定的参会成员请离会场的权利。

Composition of the Conference

Committee

The operating platform of the conference that determines the rules and procedures of the meeting.



Dais Team

The Dais Team of the Conference is responsible for distributing the conference documents, presiding over the conference, and also has the authority to interpret the meeting rules.

At the same time, the Dais Team is also responsible for ensuring the academic nature of the conference, including but not limited to revising the documents submitted by the delegates and pointing out their academic issues.

According to the specific circumstances of the meeting process, the Dais Team has the authority to adjust the rules of procedure.

Delegates

Each member state or observer entity may send one delegate to participate in the conference based on the stance of the represented entity. One delegate independently undertakes all responsibilities, including speaking, consulting, drafting documents, and voting.

Delegates enjoy the right to participate in all the sessions of the conference, express positions and promote motions, negotiate with other delegates, draft or second any documents, participate in voting procedures, exercise their rights of Personal Privilege, and hold reasonable objections to the decisions and rulings of the Dais Team.

Roll Call

The roll call is conducted at the beginning of the conference and at the start of each session.

Firstly, the Dais Team calls the delegates to take their seats and announces the start of the session, then announces the start of the roll call.

The roll call is carried out in the order of the initial letters of English names from A to Z.

When a delegate is called, they should raise their national placard high and reply “Present”.

After the roll call, the Dais Team should announce the following matters: the actual number of attendees, whether it meets the legal number of attendees, the simple majority (Simple



Majority), two-thirds majority (or “absolute majority”) (Two-Thirds Majority), and 20% of the number.

If the number of attending countries fails to reach a quorum, the committee will enter the “exhibition” state. In this state, delegates can not engage in formal or informal debates, and the Dais Team will not distribute documents to the entire conference, but in this state, the Dais Team can provide situation updates. In the exhibition state, if the Dais Team notices a change in the number of delegates present, they will promptly conduct a re-roll call until the number of attending countries reaches the quorum.

Countries that were absent during the roll call stage should submit a page form to the Dais Team after they arrive, indicating “xx country is now present”. The Dais Team will promptly announce the country’s presence and announce new total attendance numbers and other information.

The quorum is the simple majority of the number of people who should be present at the meeting.

A simple majority is the number obtained by multiplying the actual attendance by one half, rounding down, and adding one.

Two-thirds majority (absolute majority) is the number obtained by multiplying the actual attendance by two and dividing by three, rounding up.

A twenty percent majority is the number obtained by multiplying the actual attendance by twenty percent and rounding up.

Formal Debate

The formal debate takes place before the motion to terminate the debate is passed and all non-friendly amendments and Draft Resolutions have been voted on. During this period, the conference conducts activities centered around the predetermined topic.

After the names are called out, the General Speakers’ List is automatically activated, and the conference enters the formal debate.



General Speakers' List

The Dais Team will ask the delegates who wish to be included in the general speakers' list to hold up their national placards. The Dais Team will randomly select the delegates and record the list and the order. After the recording is completed, the delegates on the list will speak in order.

The default speaking time is 120 seconds. This time can be modified by a motion.

The General Speakers' List will remain until the end of the conference; that is, it continues between different sessions and does not need to be reset.

If no motion is passed for three consecutive times, the conference will automatically return to the General Speakers' List.

Yield

If the remaining time after the delegate's speech ends is greater than or equal to 10 seconds, the delegate can choose to yield. The methods include:

Yield to Chair: The Dais Team handles the remaining time by themselves;

Yield to the delegate of ...: The delegate who is yielded to gains the remaining speaking time and cannot yield again after the speech ends;

Yield to question: The Dais Team will ask the delegates who wish to ask a question to raise their national placard, and the Dais Team will randomly select one, and that delegate conducts the questioning (the questioning does not occupy time), and the speaking delegate uses the remaining time to answer the question;

Yield to comment: The Dais Team will ask the delegates who wish to comment to raise their national placards, and the Dais Team will randomly select one, and that delegate gains the remaining time to comment on the previous speech.

If the delegate hands over the remaining time to comments or questions, the Dais Team should ask the delegate who wishes to comment or ask a question to raise the national placard. If no delegate raises the placard, the Dais Team should repeat twice to fully confirm



the will of the delegates in the audience. If no delegate raises the placard again, the remaining time will be automatically yielded to the Dais Team.

No form of yield can be repeated.

Suspension of the formal debate

The formal debate will be suspended under the following circumstances:

1. When a moderated caucus or an unmoderated caucus is passed at the meeting, the formal debate will be automatically suspended.
2. When a delegate raises a question by holding up a placard, the formal debate is suspended.
3. When the motion to suspend the meeting is passed at the meeting, the formal debate is suspended.
4. If the organizing committee or the Dais Team deems it necessary, the formal debate shall be suspended.

Informal Debate

Typically, after the three delegates in the General Speaker's List have delivered their speeches, the Dais Team will open the floor and inquire, "Are there any points or motions on the floor?" This signals that the formal debate is about to transition into an informal debate.

Should both questions and motions be raised simultaneously, questions take precedence.

Points

Points include Points of Order, Points of Information (or Parliamentary Inquiries), and Points of Personal Privilege.

A point must specify both its type and its content. Delegates should not raise points that pertain to the topic under discussion or the substance of another delegate's speech.



Delegates may—and are encouraged to—submit points by passing a page to the Dais Team.

Point of Order: A delegate may raise a “Point of Order” to address a procedural irregularity and seek a correction to the proceedings. The Dais Team shall, based on established rules and standards, decide whether to rectify the procedure or overrule the point. For example:

“According to the rules of procedure, a motion to postpone Draft Resolution 1.1 requires a two-thirds majority; as the vote only reached a simple majority, the motion has failed.”

Point of Inquiry: A delegate may raise a “Point of Inquiry” to seek clarification regarding the rules of procedure or other matters. For example: “Could the Dais Team clarify whether a motion to postpone a Draft Resolution requires a simple majority or a two-thirds majority?”

Point of Personal Privilege: A delegate may raise a “Point of Personal Privilege” if they experience personal discomfort or require assistance from the conference organizers. For example: “The delegate of China is unable to see the voting results on the screen; could the font size be increased?” If a delegate finds it necessary to temporarily leave the conference hall, they should submit a page to the Dais Team to communicate their intention; upon returning, the delegate should again submit a note to the Dais Team to indicate their resumption of attendance.

Motion

A motion refers to a form in which a delegate puts forward a specific proposal under the premise that the Dais Team has inquired whether all delegates present wish to propose an adjustment to the conference proceedings. Such a motion may be raised after the previous delegate concludes their formal debate statement and before the next delegate commences their formal debate statement, immediately after a prior motion is disposed of, or following the failure of a previously submitted motion to secure a second or pass, with the exception of motions to suspend debate, motions to close formal debate, and motions to alter the voting order. The process of submitting such a proposal and the content of the proposal itself are collectively defined as a motion.

Delegates may raise motions to adjust the speaking time for formal debate, to proceed with a moderated caucus, to proceed with an unmoderated caucus, to table a Draft Resolution, to



remove a Draft Resolution from the table, to suspend debate, to close formal debate, to alter the voting order, or to suspend the meeting temporarily.

Any motion of any type requires a second from at least one other delegate. A second indicates that the seconder supports the motion or the motion's proponent. If no delegate seconds the motion, the motion fails. A motion may only proceed to a vote after it has been seconded.

The adoption threshold for a motion via vote varies in accordance with the content of the motion. Voting in favor of a motion indicates that the supporter deems the motion or the subject matter addressed by the motion to be necessary, and does not necessarily signify alignment with the position of the motion's proponent. In the case of a motion for a moderated caucus, it is generally presumed that delegates voting in favor of the motion also wish to deliver a speech within the framework of that motion.

Motion Category 1: Moderated Caucus

When a delegate deems it necessary to conduct in-depth discussions on a specific issue under the agenda item, they may move for a Moderated Caucus.

A motion for a Moderated Caucus shall include the topic of the Moderated Caucus, the total duration, the speaking time for each delegate, and a statement indicating the delegate's preference to speak first or last.

The delegate who raises the motion shall automatically be the first or last speaker on the speaking list of this round of Moderated Caucus in accordance with their preference. It shall be noted that the delegate shall clarify their intention regarding the speaking order when raising the motion. If no such clarification is made, the delegate shall be the first speaker by default. Once the motion is adopted, the speaking order shall not be modified; the delegate who raises the motion may not choose a speaking order other than the first or last position.

The Chair shall calculate the number of available speaking slots based on the total duration and the speaking time per delegate, and randomly select delegates who wish to speak to join the speaking list in sequence. If the number of delegates wishing to speak is less than the number of available speaking slots specified in the motion, the Chair may randomly select delegates not yet on the speaking list to join the list until the number of delegates on the



speaking list reaches the number of available speaking slots specified in the motion. The order of the speaking list shall not be altered once confirmed.

The topic of a Moderated Caucus shall be a refinement of the agenda item or closely related to a specific aspect of the agenda item. The topic of a Moderated Caucus shall be a concise and accurate declarative statement, and shall not be presented in the form of a question.

The total duration of a Moderated Caucus shall be an integer multiple of the speaking time allocated to each delegate, and the total duration shall not exceed 20 minutes. The number of speaking delegates shall not be excessively small.

If there is remaining time in the Moderated Caucus after the speaking list is exhausted, the Dais Team may, at their discretion, decide to end the Moderated Caucus in advance or add additional speaking slots. The number of delegates to be added to the speaking list shall be equal to the result of dividing the remaining total duration by the speaking time per delegate, rounded down. This process may be repeated until the remaining time is insufficient to accommodate one delegate's speech.

When a delegate wishes to extend the duration of the previous Moderated Caucus, they shall move for a new Moderated Caucus that continues the previous topic.

The speaking time for a Moderated Caucus can not be yielded.

This motion shall be adopted by a simple majority.

Motion Category 2: Unmoderated Caucus

A delegate may move for an Unmoderated Caucus when they deem it necessary to exchange views with other delegates, or to conduct other tasks such as document review and drafting.

The motion shall specify the total duration of the proposed Unmoderated Caucus, which shall not exceed 20 minutes.

During the Unmoderated Caucus, the Presiding Officer shall not preside over the proceedings. Delegates may leave their seats or the conference venue. The Dais shall time the Unmoderated Caucus and remind delegates to return to their seats upon its conclusion.



Following the end of the Unmoderated Caucus, delegates shall return to their seats as soon as practicable.

The Unmoderated Caucus is categorized as an informal debate, and the working languages of the committee shall be used throughout the process.

Content that is exclusively discussed and agreed upon during the Unmoderated Caucus, without being deliberated and consensually endorsed in the main speakers' list or the moderated caucus, shall not be incorporated in Draft Resolutions or draft amendments to resolutions under non-exceptional circumstances.

Two consecutive motions shall not both be motions for an Unmoderated Caucus.

This motion shall be adopted by a simple majority.

Motion Category 3: Modify the Time of General Speakers' List

When a delegate believes that the current time for speakers' statements in the formal debate is too long or too short, they can motion to modify the time. The motion should include the proposed modified time by the delegate.

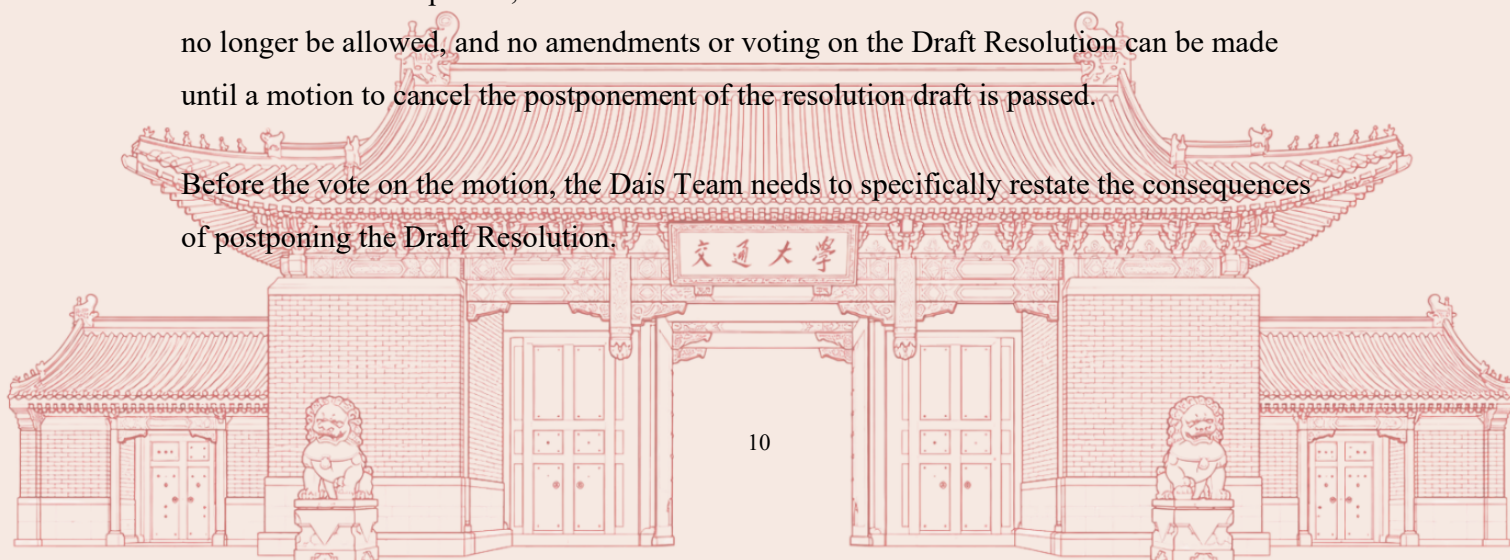
This motion requires a simple majority to pass.

Motion Category 4: Postpone the Draft Resolution

The motion to postpone the Draft Resolution refers to the proposal made by a delegate when they believe it is necessary to postpone an introduced Draft Resolution. This proposal should include the number of the Draft Resolution to be postponed.

After this motion is passed, all motions related to the discussion of the Draft Resolution will no longer be allowed, and no amendments or voting on the Draft Resolution can be made until a motion to cancel the postponement of the resolution draft is passed.

Before the vote on the motion, the Dais Team needs to specifically restate the consequences of postponing the Draft Resolution.





Before the vote on the Draft Resolution, a motion can be made to postpone a certain Draft Resolution.

This motion requires a two-thirds majority to pass.

Motion Category 5: Resume the Draft Resolution

When a delegate believes that it is necessary to cancel the postponement of a Draft Resolution and restart the discussion, amendment, and voting on it, they can propose to resume the Draft Resolution. The motion should include the number of the Draft Resolution to be resumed.

This motion requires a simple majority to pass.

Motion Category 6: Conclusion of Debate

When a delegate believes that the discussion on the current topic is sufficiently thorough and it is necessary to proceed to a vote on all unfriendly amendments and Draft Resolutions, they can propose to close the debate. After the conclusion of the debate is passed, the formal debate on the current topic cannot be resumed, and voting on all unfriendly amendments and Draft Resolutions can begin.

This motion requires a two-thirds majority to pass.

Motion Category 7: Reorder the Draft Resolution

After the conclusion of the debate, the motion is passed and the voting on unfriendly amendments is completed. When a delegate believes that it is necessary to change the voting order of the Draft Resolution, they can propose to reorder the voting. To avoid the motion delegate possibly missing the opportunity to change the order due to random timing, after the voting on unfriendly amendments and before the voting on the resolution draft, the Dais Team should proactively inquire if there is a motion to reorder the voting order of the Draft Resolution.

After the motion to reorder the voting order is passed, all unpostponed Draft Resolutions should be voted on in the new order. The meeting can only pass one motion to reorder the voting order.



This motion requires a simple majority to pass.

Motion Category 8: Suspend the Meeting

When a meeting at a certain stage of the schedule is coming to an end and the delegates consider it necessary to temporarily suspend the meeting, they can propose a motion for a temporary recess. Once the motion for a temporary recess is passed, the meeting is temporarily suspended.

This motion requires a simple majority to be passed.

Adjournment and conclusion of the formal debate

With the exception of the last session, at the end of each session, the Dais Team will recommend that a delegate raise a motion to adjourn the meeting.

To conclude the formal debate and draw the whole conference to an end, delegates have two methods:

Firstly, once all countries on the main speakers' list have spoken and no delegate wishes to be formally added to the list, the formal debate shall automatically conclude.

Secondly, if delegates consider that the topic has been fully discussed, delegates may raise a motion to conclude the formal debate.

Documents

General Rules

All documents must be submitted to the committee's academic email address by the deadline set by the Dais Team. Submissions received after the deadline will be considered invalid and will not be reviewed by the Dais Team nor the Academic Committee.



Documents will be assigned an official number for all documents sequentially based on the timestamp of their latest submitted version. Delegates are not required to number the documents themselves.

Once a document (other than a friendly amendment) is officially released, the Dais Team will, at an appropriate time, suspend the ongoing formal or informal debate to allow for the reading of the document.

Working Papers

Working papers serve as interim summaries of the issues discussed within the formal sessions and usually form the basis of Draft Resolutions.

Generally, working papers should be drafted toward the end of each session—or at the end of each day—and submitted to the Dais Team before the start of the next session.

Working papers require only sponsors; no signatories are needed, and there is no limit on the number of sponsors.

Once a working paper is officially released, the Dais Team will invite the sponsors to present the document, with a time limit of two minutes.

Working papers are not subject to a Q&A session or a formal vote.

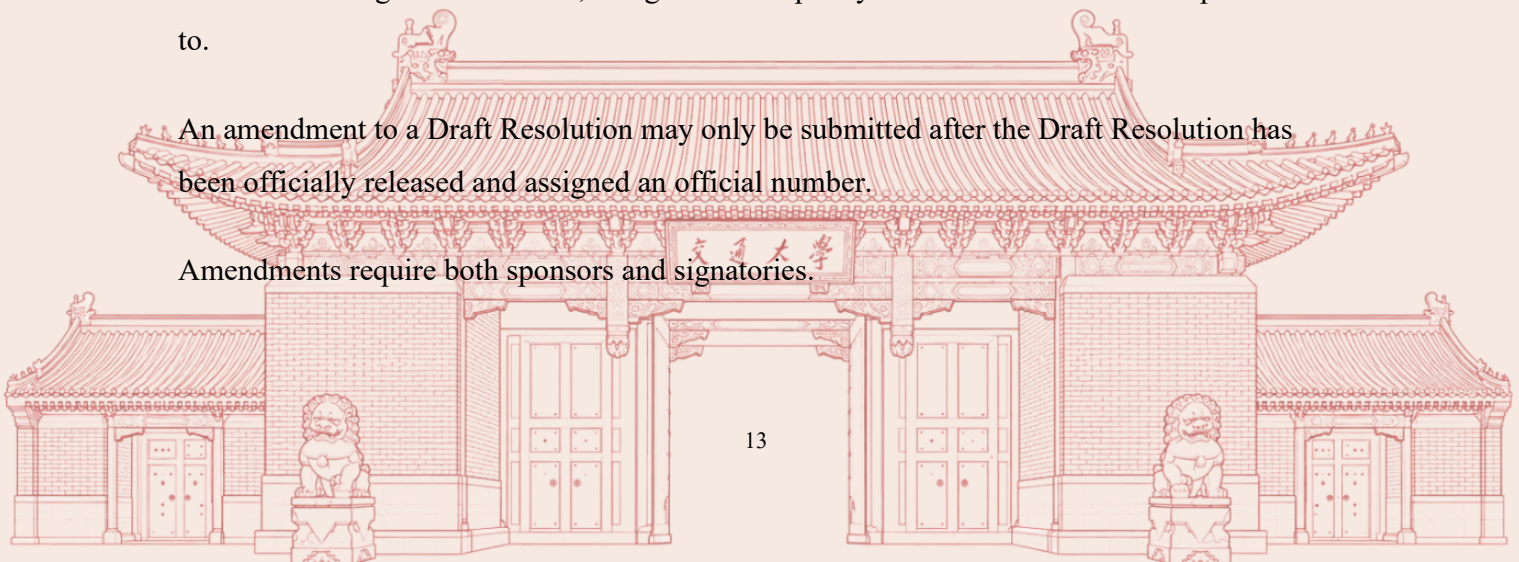
Amendments

When delegates deem it necessary to propose changes to an existing Draft Resolution, they may draft an amendment.

When submitting an amendment, delegates must specify which Draft Resolution it pertains to.

An amendment to a Draft Resolution may only be submitted after the Draft Resolution has been officially released and assigned an official number.

Amendments require both sponsors and signatories.





The sponsors of a Draft Resolution may not sponsor an amendment to that same Draft Resolution; they may only consent to the amendment as signatories.

Amendments are categorized as either “friendly” or “unfriendly”.

An amendment is considered a friendly amendment if all the sponsors of the Draft Resolution are its signatories; otherwise, it is considered “unfriendly.”

Once a friendly amendment is officially released, it is incorporated directly into the corresponding Draft Resolution without the need for a formal reading, introduction, or vote.

Following the release of an unfriendly amendment, delegates are granted one minute to read it. The Dais Team will then invite the sponsors of the amendment to present it, with a time limit of one minute.

Unfriendly amendments are voted upon after the conclusion of formal debate, but prior to the vote on the Draft Resolution itself.

Draft Resolution

A Draft Resolution is the final output of the conference—a formal document that consolidates the consensus reached during the proceedings and outlines proposed solutions to the topic.

A Draft Resolution consists of two parts: preambulatory clauses and operative clauses.

Preambulatory clauses review past resolutions or actions related to the topic, expressing support for or criticism of them. Operative clauses detail the outcomes of the discussions held during the conference.

A Draft Resolution requires sponsors and signatories. The combined total of sponsors and signatories must equal at least 20% of the number of delegations actually present.

A “sponsor” is a delegation that participates in drafting the resolution.

A “signatory” is a delegation that supports the content of the Draft Resolution or believes it warrants further discussion.

A delegation may not serve as a sponsor for more than one Draft Resolution; however, a delegation may serve as a signatory for multiple Draft Resolutions.

Once a Draft Resolution is formally introduced, delegates are granted three minutes to review it. The Dais Team will then invite the sponsors to present the document, with a time limit of three minutes.

Following the presentation, delegates may pose up to three questions regarding the drafting or syntax of the resolution, which the sponsors will then answer.

Draft Resolutions are put to a vote after formal debate has concluded and following the voting on any unfriendly amendments.

Summary of Document Procedures

Document	Reading Time	Sponsors' Introduction	Questions & Answers	Voting
Working Paper	2 min	2 min	/	/
Friendly Amendment	/	/	/	Directly included in the corresponding Draft Resolution without voting
Unfriendly Amendment	1 min	1 min	/	Two-thirds majority of the document; roll-call vote in two rounds
Draft Resolution	3 min	3 min	Up to three grammar questions	Two-thirds majority of the document; roll-call vote in two rounds

Voting

Once the formal debate has concluded, the voting procedure begins. At this point, the Dais Team will close the doors to prevent any delegates from entering or leaving the conference room, and conduct the roll call procedure once more to confirm the total number of countries

currently present.

The committee shall first proceed to a roll-call vote on all unfriendly amendments in order.

Each unfriendly amendment requires a two-thirds majority of the document to be adopted.

Voting on unfriendly amendments is limited to the options “Yes”, “No”, or “Abstain”; the option “Pass” is not available.

Once voting on all unfriendly amendments has been completed, delegates are permitted to move motion to “Change the order of voting on Draft Resolutions”.

Once the order of voting on Draft Resolutions has been confirmed, two rounds of roll-call votes shall be conducted on each Draft Resolution in sequence.

In the first round of voting, all delegates must cast a vote. Delegates may vote “In favour/Yes”, “No”, “Abstain” or “Pass”; in the second round of voting, only the delegates who voted “Pass” in the first round must vote again, but may only vote “In favour/Yes” or “No”.

A Draft Resolution must receive a two-thirds majority to be adopted.

A committee will only adopt one Draft Resolution. Once a Draft Resolution has been adopted,

The committee will not further vote on the remaining Draft Resolutions.

When one Draft Resolution has been adopted or none of the Draft Resolutions have been adopted, the session shall automatically conclude as the formal debate has ended.

