



OBSMUN 2025

PROCEDURE GUIDE



Model United Nations (MUN) is a simulation and academic competition in which students role-play as delegates from different countries to the United Nations and simulate UN committees. As a delegate, you'll be representing the interests and opinions of your assigned country (NOT YOUR OWN!!). As such, we encourage you to research the policies, positions, and interests of your assigned country, besides anything else you may find relevant to the issues being debated in the committee. You should also aim to work with other delegates to negotiate, draft, and pass resolutions on the topics being discussed in your committee.



BASIC PROCEDURE

COMMITTEE SESSIONS

There are 10 committee sessions in OBSMUN. In each session, you'll be debating one of the issues assigned to the committee. In MUN, debate works through clauses. These work like pieces of legislation, a proposition you make to a committee. Each clause is submitted by a country and can have multiple co-submitters. There will be some more information on how to write clauses, and how they should be formatted at the end of the guide.

STARTING PROCEDURE

The session begins with a roll call, in which delegates are asked to raise their placards to confirm their presence by stating "*Present and Voting*" out loud and physically raise their placards once their country has been called.

Afterwards, there will be some caucus time in which delegates gather co-submitters for their clauses so that they can be presented. OBSMUN requires at least 3 co-submitters besides the main submitter/submitters. In OBSMUN, co-submitting a clause does not mean that you agree with it, just that you want to see it debated in the committee. Caucus time can either be moderated, in which the chair will present a clause sent to

committee, and ask for co-submitters, or unmoderated, in which delegates go around the committee room asking for co-submitters.

PRESENTATION OF A CLAUSE

Then, the debate starts. The chair will ask for delegates to raise their placards to present a clause. If you wish to present a clause, please make sure you have sent it to your respective committee email with the subject of the email being the name of the country you are representing. Once selected, the delegate who proposed the clause will read it word by word to the committee and present a short speech on why other delegates should support it.

After that, the delegate will be asked whether he/she is open to Points of Information (POIs), which are basically questions on the clause or the speech made by the delegate. If the delegate accepts, the chair will choose other delegates to ask questions. Not all POIs will always be chosen due to time constraints.

Once the POIs are done, the delegate should give the floor back to the chair by saying: *“The delegation of {Insert Country Here} yields the floor back to the chair.”* The floor can also be yielded to another delegate for them to make a speech, but it is very likely that the chair will refuse it.

OPEN DEBATE

At this point, open debate begins, and therefore speeches (For, Against or supporting an abstention) and amendments (any changes a delegate wishes to make to a clause) can be made. The speeches follow the same structure as the initial speech.

Amendments work in a different way. Once an amendment is presented, the typist will add it to the clause, highlighted. The chair will then ask the delegate to read out their amendment, and then ask if any of the submitter(s) or co-submitters of the clause object to the amendment and the changes it proposes. If there are no objections, it will pass as a “Friendly Amendment” and will be added directly to the clause.

Since OBSMUN25, when an amendment is objected, it will be debated as if it was open debate. Here, the delegate that proposed the amendment and would make a speech with POIs at the end, like with the initial speech. But then, both speeches and amendments to the second degree can be made. While speeches work just like in open debate, amendments to the second degree consist of only the proposer’s speech and respective POIs, and then a vote will be made on whether this amendment to the second degree is to be implemented to the overall amendment or not.

After a few speeches and/or amendments to the second degree, the house will vote on the amendment as a whole, where delegates may only vote in Favour, or Against (no Abstentions).

CLOSED DEBATE

After some speeches and amendments on the clause, the house will move onto closed debate. In closed debate, only speeches in favour and against can be made, and no POIs are allowed. This means the debate will be made on the clause as is.

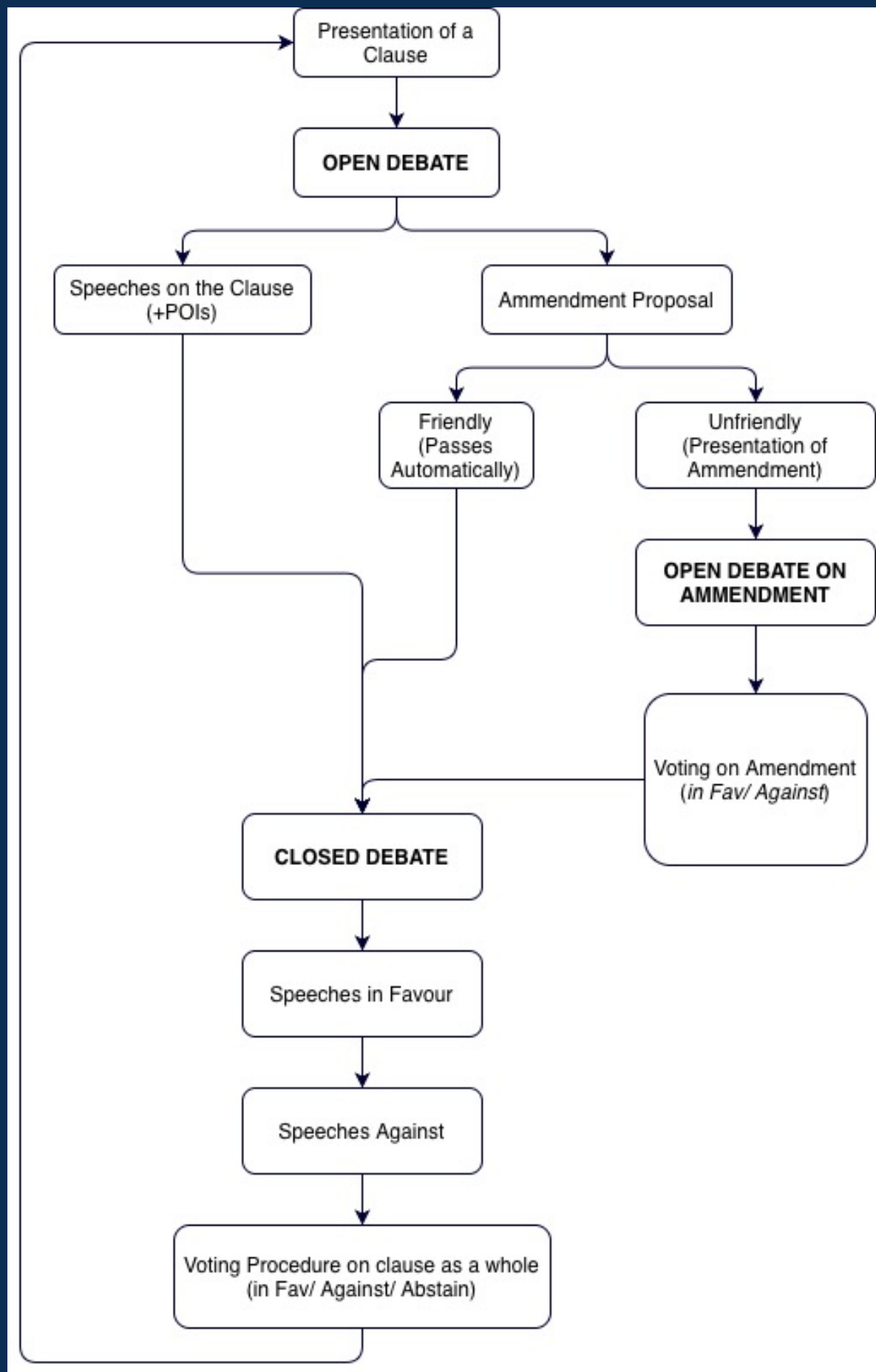
VOTING PROCEDURES

Once closed debate ends, the house will vote on whether to pass the clause or not. The chair will ask whether delegates will vote in favour, abstain or vote against the clause. Once the votes have been counted, the clause will either pass and be added to the resolution (a proposal containing all the clauses passed in the committee which is voted on at the end of the conference), or be rejected by the committee.

COMMITTEE RESOLUTIONS

On the last session of the debate of a specific issue, the committee will go over all of the clauses that have been passed (resolution), and vote on whether they all get approved or rejected. This will often act like another clause, but it may not be the case due to time constraints. Like in the votes of clauses, delegates may vote in Favour, Against, or Abstain from passing the resolution.

SIMPLIFIED PROCEDURE FLOWCHART



POINTS AND MOTIONS

In an MUN, delegates can raise points if they wish to inquire about something ongoing in the committee or raise motions to change something ongoing on the committee. To raise a point, delegates must raise their placard and state their point or motion out loud. Some of these can be raised at any point during the debate and take precedence over all other issues. Please be mindful when raising such a point or motion, they should not be raised while anyone but the chair has the floor, and remember that the main chair of the committee has the ultimate authority on whether to entertain these points and motions. For motions, we recommend that delegates explicit their support by saying “Second” once the motion is presented. If you disagree with a motion, please say “objection” so the chair takes them into consideration when deciding on whether to entertain the motion. The following is a description of each point and motion entertained in OBSMUN. No other points or motions besides the ones listed below will be entertained.

Point of Information to the Chair: A question addressed directly at the chair of the committee, which presents an enquiry regarding the contents of the debate and/or clauses (This can include a request to fact check anything another delegate has stated, as long as it takes less than a minute to check.

Point of Information to the speaker (POI): A question addressed at the speaker following the presentation of a clause, amendment, or speech.

Point of Parliamentary Enquiry: A question addressed directly at the chair which enquires about an uncertainty regarding parliamentary procedure.

Point of Order: A question or remark addressed at the chair and/or committee as a whole, which corrects any violations to standard procedure or questions the actions of other delegates.

Point of Personal Privilege: An issue or question regarding a situation causing personal discomfort to the delegate, and rendering them incapable of participating in the debate. Examples could be needing to go to the toilet, or asking a delegate to speak louder.

Motion to extend Points of Information: A proposal to extend the number of points of information addressed at the speaker.

Motion to table a Clause: A proposal to ‘table’ a clause, in which case the clause being presented would only be debated following the presentation of all other clauses. Often, to table the clause implies that it will not be debated at all during the conference, and henceforth shall not pass.

Motion to skip directly into voting procedures: A proposal to skip the process of debate on a clause or amendment and instead move into voting procedures.

Motion to divide the House: Proposal to proceed with the ‘division of the house’, a debate component in which voting procedures are repeated and delegates must either vote in favour or against a clause, with

abstentions being out of order. Occurs when the result of a vote is very close between those who favour and those against a clause.

Motion to pass without a vote: A motion to directly adopt a clause without requiring voting procedures; it requires at least a 'second' and no objections to pass.

Motion to a right of reply: A motion to obtain the right to respond to comments made by another delegation during formal debate; these generally occur after a speaker's response to a POI is offensive and/or questions the integrity of another delegate's argument.

Motion to move into caucus time: A proposal to suspend formal debate and move into caucus time.

Motion to extend debate time: A proposal to extend the number of opportunities provided to delegates to present their speeches and/or amendments during debate on a particular clause.

PROCEDURE FOR CLAUSES

Before starting with your clause, ensure you are well informed about the main aspects of the agenda topics: What is the issue? For how long has it persisted? Which countries/regions does it affect? What social groups does it affect? What is its relevance to your country? What is its global relevance? And its Impact on other countries. Ensure you read the topic guides provided by the committee and read further into the topic from several different sources.

At OBSMUN, we only use operative clauses (with the exception of the SC, ICJ, and BP), and therefore, all clauses proposed must start with one of the following operative verbs:

Urges	Calls Upon	Declares	Supports
Strongly Urges	Requests	Proclaims	Endorses
Encourages	Recommends	Affirms	Authorises
Strongly Encourages	Transmits	Emphasises	Congratulates

EXAMPLE FORMATTED CLAUSE

Committee: General Assembly

Issue: Addressing the issue of the EU dependence on Russian oil

Submitter: India

Co-Submitters: Indonesia, Angola, Hungary, Poland, Macedonia, DR Congo, Egypt, USA, Venezuela,

1. Proposes member states incentivise the sale of fuels with a proportion of biofuels:
 - a. Encourages member states to set the proportion at a minimum of 75% Gasoline to 25% Biofuel:
 - i. Suggests member states enforce this proposal by fining those who do not comply, the specific details of this shall be decided within each member state, in accordance with their needs;
 - b. Suggests members states work towards phasing out high emission vehicles:
 - i. Gradually increasing taxes on the sale of the aforementioned vehicles until 2030;
 - ii. Creating zones within cities where high-emission Vehicles cannot be used.

SECURITY COUNCIL PROCEDURE

SUMMARY AND RESOLUTIONS

The Procedure for the Security Council works similarly to the Basic Procedure, with a few exceptions. These are the P5 Members and Veto power, covered in the next section, and resolutions. Unlike in the Basic Procedure, delegates can submit resolutions instead of just individual clauses, but these still have to start with an operative verb. This means that multiple clauses can be added. The SC Chairs recommend not making very long resolutions, since these are less likely to be selected by chairs.

P5 MEMBERS AND VETO

At the establishment of the Security Council and the United Nations in 1945, five members were given permanent status in the SC. The People's Republic of China, France, the Russian Federation, the United Kingdom and the United States were granted permanent seats in the SC and were given veto power. In OBSMUN, the veto power allows the P5 to reject any amendments or resolutions proposed in the council.

The SC Committee Chairs **strongly suggest** that the P5 members issue veto threats and use the veto power only when deemed necessary in order to allow non-permanent nations to contribute more to the debate.

If a P5 member wishes to issue a Veto, they may do so by:

- Voting against amendments or resolutions;
- Sending a private note to the main chair stating they are making a veto threat.

It is important to note that Abstentions from P5 members can still allow a resolution to pass.

Once this has occurred, the main chair will call for a P5 Meeting outside the committee room, where:

1. The nation proposing the veto will argue why they have done so;
2. The other members will then proceed to come to an agreement (or compromise) about the issue raised;
3. The conclusion from the meeting will be proposed to the rest of the council:
 - a. If the conclusion is an amendment, for example, it passes automatically;
 - b. If the conclusion is to completely strike a resolution, this will also pass automatically, and the clause will be discarded.

BP

PROCEDURE

COMMITTEE SESSIONS AND DECORUM

In the BP, Members of Parliament (MPs) must refer to one another in the third person by constituency or office, such as “*the Honourable Member*”. Alongside, all speeches must be made standing, and members must remain standing until the end of their speech.

As in all other committees in OBSMUN, direct cross-debate is prohibited, since all debate must flow through the speaker of the house.

Jeering at speeches is allowed by shouting “Hear! Hear” and “Nay!”. To present a motion, Members must stand with their placard visible and state the motion if selected.

Once they are done with the debate, speakers may yield the floor to another MP for a short speech.

STRUCTURE OF THE BP

BP represents the House of Commons, which is composed of various parties, each comprised of multiple members. Therefore, communication and teamwork between party members is key.

The Speaker of the house is the equivalent to the main chair, and must be addressed as Mr. Speaker.

The biggest party will sit opposite to the second biggest party, called the opposition. Parties may work together and coordinate their bills.

On the first day of the conference, party leaders will be able to ask Prime Minister Questions (PMQs). Party leaders get priority when asking the Prime Minister questions at the beginning of the first session.

BILLS

At the BP, Bills are created instead of resolutions, but they act in the exact same way as resolution.

DEBATE STRUCTURE

The order of the session will be announced upon the start of each session, and can only be changed through a motion to change the agenda.

Then, the leader of each party will present their bill for the issue discussed in that session.

OBSMUN25

Afterwards, an MP will be chosen to present their bill. This MP must first read out their bill word by word, and will then be able to give a speech on their bill. This first speech is protected and there shall be no interruptions as the MP speaks.

Then open debate begins, where both speeches (with POIs) and amendments can be made. As of OBSMUN25, debates on amendments will be open debate, meaning that amendments to the second degree can be made.

After a few speeches and/ or amendments, the house moves onto closed debate, where only speeches will be entertained, with no POIs.

VOTING PROCEDURES

To be able to vote in the BP, MPs may either loudly state “Aye” if they agree, or “Nay” if they disagree. For abstentions, the MPs must remain quiet.

Abstentions are not allowed when voting on an amendment.

If any MP calls “Division!” and the speaker of the house orders a recorded vote, members move to opposite sides of the room, where abstentions are not allowed.

BP MOTIONS AND POINTS

In BP, the motions and points are generally different from other committees, though some are the same. For clarity, all of the motions and points that will be entertained at OBSMUN will be explicitly stated below:

Motion to present a speech: Allows MPs to state something regarding the bill being discussed.

Motion to present an amendment: This allows MPs to amend the bill.

Motion to present a question: Allows MPs to ask a question, through the speaker, to another MP.

Motion to divide the house: If a vote was close and a more accurate vote is desired.

Motion to cross the floor: Ask the speaker of the house if an MP may change party.

Motion to censor {Name of MP}: Allows the censoring of an MP, where they will not be able to speak for a certain amount of time.

Motion to present a bill: Method to present a bill.

Motion to table the bill: Moves the bill being debated to the bottom of the list of bills, meaning that it will likely not be debated due to time constraints.

Motion to change the agenda: To request the speaker of the house to change the issue of the debate.

Point of Order: A question or remark addressed at the chair and/or committee as a whole, which corrects any violations to standard procedure or questions the actions of other delegates.

Point of Personal Privilege: A personal issue or question to the speaker, such as needing to go to the toilet.

ICJ

PROCEDURE

STRUCTURE OF THE ICJ

The International Court of Justice is the primary judicial organ of the UN, and aims to settle legal disputes and advise on legal questions referred to by authorised UN institutions.

In the ICJ, there are 4 positions:

1. President/ Vice-President
2. Registrar
3. Judge
4. Advocate

The Panel consists of the President, Vice-President, Judges, and Registrar.

President and Vice-President

The President serves as the head of the panel and presides over all meetings. If the President is absent from the court, the Vice-President will step in and take over the court.

Registrar

A registrar is responsible for maintaining a record of all documents, ensuring that the necessary documents and their formats are distributed to the panel.

Judge

OBSMUN 2025, there are usually 9 Judges. Judges are required to ask questions and analyse each side's evidence and arguments. During the conference, Judges must remain as objective as possible and must reserve their judgment until the final deliberation has taken place.

Judges of the court are independent, bound by international law, and not by any country or delegation.

Advocate

Advocates either prosecute or defend a case. Each side will be comprised of two advocates.

Applicant

(Prosecutor) A nation may choose to file an application to the ICJ in the hope of instituting a case between itself and another country to settle a dispute. This nation is referred to as the applicant party. The applicant party must briefly outline the facts and grounds upon which it bases its claim, as well as cite any treaties, conventions, or declarations of acceptance of compulsory jurisdiction upon which it asserts the Court's authority.

Respondent

(Defendant) The respondent party is the nation against which the case is brought before the ICJ. It is responsible for responding to the claims made by the applicant party. The respondent must present its account of the facts, contest the applicant's legal arguments, and may raise objections to the Court's jurisdiction. Similar to the applicant, the respondent is to refer to relevant treaties, conventions, and legal principles to support its defence and challenge the substance of the applicant's claims.

COURTROOM PROTOCOL

Modes of Address

In the ICJ, first-person pronouns may be used rather than third-person. Despite this, Judges should be addressed as “**Judge {Surname}**”, “**Your Honor**”, or “**Judge**”, and any panel member acting as the case president as “**President**”, and registrars as “**Registrar**”. When addressing specific advocates, they may be addressed as “**Advocates**” or “**Counsel**”, and when referring to the country, they may use the country name or “**Applicants/ Respondents**”.

Despite this, there must be no direct conversation between parties when the court is in session, and any witness appearing before the Court is to be addressed by their appropriate title and surname.

Documents

All ICJ documents must be submitted before the start of the conference, and must present a general summary and arguments of each side.

Stipulation

The stipulations should be the first set of documents submitted by both parties. Noted as a *special agreement*, stipulations are general facts to which both parties agree upon. These will be listed in bullet points and will only consist of solid facts mutually understood by both parties, and will be written jointly by both advocacy teams.

Memorial

This document will be submitted by the applicant party, and shall contain relevant facts, statements, and submissions that convey the party's general arguments and reasons for bringing the issue to the ICJ.

Counter-Memorial

A counter memorial shall contain an admission or denial of the facts stated in the Memorial, or any additional fact or observations concerning the statement of law in the Memorial.

Evidence Packet

The evidence packet is a compilation of all the documents the advocates submit to the court to support their legal argument(s).

Relevant Deadlines

Memorials, counter memorials, and stipulations shall be submitted prior to the start of the conference.

Starting evidence and oral arguments must be done prior to the start of the conference, but advocates will have time to make further arguments as the conference develops.

COURT PROCEEDINGS

Swearing of the oath

The Judge's Declaration shall be delivered during the first official session of an issue, where the Judges of the Court shall state the following:

- "I solemnly declare that I will perform my duties and exercise my powers as judge honourably, faithfully, impartially and conscientiously."

Written Proceedings

Memorials and Counter-Memorials shall be submitted to the Court following format, as established in the OBSMUN:

Title of case

....

The party submitting the memorial

“ Memorial of the applicant ...”

“ Counter memorial of the respondent...”

Date (Day / Month / Year)

Introduction;

Historical Background and Timeline;

- Context of the conflict.
- Key events over time are displayed in a chronological overview of the situation that led to the legal dispute.

Jurisdiction of the Court in all legal disputes concerning:

1. The interpretation of a Treaty;
2. Any question of International law;
3. Existence of any fact which, if established, would constitute a breach of an international obligation;
4. The nature or extent of the reparation to be made for the breach of an international obligation.

Statement of Facts — No argument, just context.

- Political and Diplomatic Developments;
- Escalation into Conflict;
- Facts highlighting how civilians were affected by the violation of human rights or humanitarian law;

- Treaty Context and Legal Framework.

Summary of Arguments — Brief overview in 1-2 sentences

Each claim should be divided into subheadings and include the legal grounds on which the claim is based. Such may be:

- Treaty law;
- Customary International Law;
- General Principles;
- If applicable, past cases and studies of scholars;

Prayer for Relief — A formal statement where the party outlines the decisions it wants the Court to deliver.

Stipulations

The mutually agreed-upon facts will be read aloud by the President, and each advocate will be required to respond by stating either “*So stipulated*”, or “*Not stipulated*”. Any facts not stipulated will be left to the Judges’ interpretation.

COURT PROCEEDINGS

After the roll call, opening statements start, where advocates are allocated 5 minutes to deliver an overview of the content in their memorial, proposing their ideal solution to the issue.

Then, the presentation of evidence commences, where each party presents any evidence they have. They must recite the title, author, medium, date of the evidence, and a brief explanation of its significance. After each piece of evidence is presented, the opposing party can agree with it or object on multiple grounds:

1. **Authenticity:** Doubts whether the evidence is genuine, original, or untampered;
2. **Relevance:** Doubts whether evidence is directly related or useful for the issue being debated;
3. **Reliability:** Doubts whether the evidence can be trusted as credible, considering matters such as bias.
4. **Accuracy:** Doubts whether evidence is factually correct or precise.

Witness Examination

After, the witnesses will be examined in the order they are written in the witness lists, unless otherwise confirmed by the President due to exceptional circumstances. Two separate witness lists are given, one for

each party, and the order will alternate, starting first with the Applicant's first witness.

Summoned witnesses must remain outside until invited to enter. Before testifying, the witnesses must recite the following oath:

“I solemnly affirm that the evidence I am about to give shall be the whole truth as best I know it.”

Witness examinations start with direct examination, where the party that called the witness will ask their questions. Witnesses may not be caught lying to the Panel or presenting information that contradicts valid evidence presented by either party.

After, cross-examination occurs, where the opposite party, and then the judges, question the witness.

Both parties get a total of 15 minutes to examine each witness, which may be expended through several rounds of examination. When advocates finish their examination, the Judges will have the opportunity to question the witness.

Advocates may interrupt a speaker only for the following purposes:

1. **Audibility:** Raised when a question or statement was not audible;
2. **Relevance:** Raised when a question or statement is irrelevant;

3. **Badgering of a witness:** The speaker is aggressively or repeatedly questioning a witness in a manner that pressures, intimidates, or confuses the witness.
4. **Asking a leading question:** A question that encourages a desired answer rather than allowing the witness to respond independently;
5. **Speculation:** When an advocate or witness provides a guess, assumption, or opinion regarding something they cannot know firsthand;
6. **Improper conduct:** Raised in response to an inappropriate, disrespectful, or unethical behaviour.

After the presentation of evidence, the court goes into a closed session where only the Panel is present. The Judges are then to into the evidence and summarise their evidence and its relation to the case to the Panel. After, other Judges will join and the evidence as a whole is discussed. Each evidence will be marked by a high/ medium/ low weighting based on its reliability, relevance, and accuracy.

After, each team is allotted 30 minutes to make a closing statement, which re-address all the points of contention in the court and bring up new arguments if needed.

DELIBERATION AND JUDGEMENT

Deliberation is a closed session where only the Judges stay in the room. They will discuss all aspects of the case, including its arguments, supporting evidence, and resolution to the dispute. This discussion will be facilitated and led by the President.

At the end of deliberation, each Judge will announce their decision (affirmative “yes” or negative “no”) on the case, and the court’s judgement will be determined by the majority vote of the Judges. In case of an equality of votes, a casting vote will be exercised by the president to break this tie. This solution will be proclaimed in the verdict.

At the end, the verdict will be written out in the following format:

“The International Court of Justice,

Regarding the case of {subject of dispute} between the {Applicant} and the {Respondent}, We have found the following statements of fact:

(Here, clauses and statements from pieces of evidence will be directly quoted and cited as follows)

Clause {X} of the {Treaty of Y} states:

“{Quote clause here}”

Hence, we, the majority opinion judges, find that:

{Court states and evaluates the arguments of the advocates in several numbered clauses, stating what arguments they determined valid and what they did not consider valid on this case}

For these reasons, we believe that:

{Court's its conclusion and conditions the numbered clauses}"

If the judgment does not represent in whole or in part the unanimous opinion of the Judges, any Judge shall be entitled to deliver a separate opinion.