

DALY COLLEGE MODEL UNITED NATIONS

2026

RULES OF PROCEDURE

Delegate Handbook

Issued by the Secretariat, Daly College Model United Nations 2026
The Executive Board of each committee is the final authority on procedure.

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How to use this handbook

First-time delegates should begin with Sections 2, 4, 5, 7, 8, 9, 10, 12, 13, 15, and 16. Executive Board members should begin with Sections 3, 4, 8, 11, 15, and 17. Where these rules are silent, the Executive Board and the DCMUN 2026 Secretariat decide.

1. How DCMUN procedure works

DCMUN 2026 follows a structured debate system in the UNA-USA style. It gives delegates a predictable path from speeches to negotiation, from negotiation to written proposals, and from written proposals to voting. Procedure is not a maze; it exists to stop chaos from taking over the room.

In practice, procedure balances three needs. Fairness: every delegation has the same procedural rights. Efficiency: the committee can reach decisions. Diplomacy: delegates must persuade, negotiate, and write solutions instead of attacking one another.

Key principle

Procedure is the steering wheel, not the destination. A strong delegate uses procedure to create space for substance: speeches, policy, bloc-building, drafting, and final votes.

The authority ladder

- This handbook and any committee-specific rules issued by the Dais are the first authority.
- The DCMUN 2026 Secretariat (Secretary-General, Director-General, USG Committees) may clarify or override procedural issues.
- The Chairperson controls the room and rules on points and motions in real time.
- Where the rules are silent, the Chair may act to preserve fairness, order, and committee flow.
- Delegates may question procedure through the correct points, but should not argue procedure to derail debate.

2. The committee flow at a glance

Step	Stage	What happens
1	Roll call	The Chair calls countries; delegates respond “present” or “present and voting”.
2	Quorum check	The Chair confirms enough delegations are present to open debate and take decisions.
3	Agenda setting	For multi-topic committees, delegates set the order of topics through a motion, limited debate, and a vote.
4	Open the GSL	The committee opens the General Speakers List and sets a speaking time.
5	Formal debate	Delegates give policy speeches, yield time, answer POIs, and rejoin the GSL.
6	Moderated caucuses	Delegates motion for focused debate on subtopics; the Chair recognises speakers directly.
7	Unmoderated caucuses	Delegates negotiate informally, form blocs, merge ideas, and draft working papers.
8	Working papers	Informal documents are submitted to the Dais for review and circulation.
9	Draft resolutions	Fully formatted proposals with sponsors and signatories are approved by the Dais and introduced.
10	Amendments	Delegates modify draft resolutions through friendly or unfriendly amendments.

Step	Stage	What happens
11	Closure of debate	The committee votes to stop debate and enter voting procedure.
12	Voting procedure	Amendments are voted on first, then draft resolutions. Results are announced.
13	Next topic / adjournment	The committee moves to the next topic, suspends for a break, or adjourns.

The most important mental model

Formal debate creates the public record. Moderated caucuses focus the room. Unmoderated caucuses build the deal. Working papers organise ideas. Draft resolutions turn those ideas into voteable text.

The debate cycle

- **Early committee:** establish positions, identify blocs, set the agenda, frame the problem.
- **Middle committee:** moderated caucuses for sub-issues; unmoderated caucuses for bloc formation and drafting.
- **Late committee:** introduce draft resolutions, debate them, consider amendments, close debate, and vote.

3. People in the room: roles and authority

The Secretariat

The DCMUN 2026 Secretariat is the senior conference leadership: the Secretary-General, Director-General, USG Committees, USG Delegate Affairs, and other officers. The Secretariat sets conference policy, approves major procedural clarifications, handles disciplinary matters, and communicates urgent changes to committees.

The Executive Board (Dais)

Role	Typical responsibilities
Chairperson / Moderator	Runs debate, recognises speakers, rules on points and motions, maintains decorum, announces votes, manages time.
Vice-Chair / Director	Handles substantive accuracy, document approval, amendments, research quality, and procedural support.
Rapporteur	Tracks attendance, the GSL, motions, votes, chits, and document submission.
Pages / volunteers	Pass chits, distribute documents, manage logistics, and support the Dais.

Delegates

A delegate represents a Member State, observer state, NGO, or international organisation. A delegate speaks, negotiates, raises points and motions, writes documents, asks questions, votes, and preserves diplomatic decorum.

Sponsors, signatories, authors, supporters

Term	Meaning
Sponsor	A delegation that helped write and supports a draft resolution. Sponsors are politically attached to the substance.
Signatory	A delegation that wants the draft resolution debated. A signatory does not necessarily support the document.
Author	Used for working papers. Similar to a sponsor; the delegation wrote the document.
Supporter	Used for working papers. Indicates support for circulation or discussion, not full endorsement.

Note from the Dais

Document labels are not weapons. A signatory is not automatically a supporter. A sponsor should know and defend the text. A working paper supporter may simply agree the idea deserves discussion.

4. Roll call, attendance, and quorum

Before each session, the Dais confirms which delegations are present, absent, or observing. This affects quorum, vote thresholds, and document signature calculations. Late arrivals must report to the Dais before participating; during voting procedure, late entry is prohibited once doors are secured.

Roll call responses

Response	Meaning	Voting consequence
Present	The delegation is in the room and participates in debate.	May vote Yes, No, or Abstain on substantive votes.
Present and voting	The delegation commits to a definite position on substantive votes.	May vote only Yes or No; may not abstain.
Absent	The delegation is not in the room when called.	Does not count as present. Late delegates check in with the Dais.
Observer / non-voting	May speak if recognised, depending on mandate.	Usually cannot vote on substantive matters.

Quorum

Quorum is the minimum presence required for the committee to open, debate, or vote. At DCMUN 2026, quorum to open debate is one-third of registered delegations, and a simple majority is required for substantive votes, unless the Dais announces otherwise for a specific committee. The Chair will state clearly whether quorum is met and what number was used.

Roll call script

Chair: The committee will now begin roll call. When your delegation is called, please respond with “present” or “present and voting”.

Rapporteur: Afghanistan? **Delegate:** Present.

Rapporteur: Albania? **Delegate:** Present and voting.

Chair: With [number] delegations present, quorum is met. The committee is now in session.

5. The General Speakers List (GSL)

The GSL is the backbone of formal debate: a list of delegations wishing to speak on the agenda item. The Chair calls speakers in order. The GSL remains open unless the committee closes it or moves into another mode of debate.

Opening the GSL

Delegate: The delegation of [country] moves to open the General Speakers List with a speaking time of 90 seconds.

Chair: Seeing seconds and no objections, the General Speakers List is now open. Delegates wishing to be added may raise their placards or send a chit to the Dais.

To be added, raise your placard when the Chair asks, or send a chit: “The delegation of [country] requests to be added to the GSL.” After speaking you may request to be added again, but not appear twice at once. Default speaking time is set by the Chair (usually 60–120 seconds) and may be changed by motion.

What a GSL speech should do

Speech part	Purpose	Example
Hook / urgency	Show why the agenda matters.	Food insecurity is not a future threat; it is a present governance challenge.
Country stance	State national policy and interests.	Kenya supports climate-resilient agriculture and regional early warning systems.
Evidence / impact	Add credibility without overload.	Drought cycles show prevention is cheaper than emergency relief.
Solutions	Move debate toward action.	Prioritise technical assistance, grain storage, and local capacity-building.
Diplomatic close	Invite cooperation.	We look forward to working with delegations that support practical, funded solutions.

If the GSL is exhausted and no other business is pending, the committee moves toward voting procedure on introduced draft resolutions. The Chair will warn the committee before the list is exhausted.

6. Yields and Points of Information

A yield tells the Chair what happens to unused speaking time after a GSL speech. Yields are not allowed in moderated caucuses.

Yield type	Meaning	Delegate phrase
To the Chair	Remaining time returns to the Chair; debate moves on.	The delegation yields its remaining time to the Chair.
To another delegate	Another delegation receives the remaining time and may not yield again.	The delegation yields its remaining time to the delegate of Brazil.
To Points of Information	Other delegates ask questions, one at a time through the Chair.	The delegation yields to two Points of Information.

Points of Information (POIs)

A POI is a question directed to a speaker — not a comment disguised as a question. It should be short, relevant, and answerable. The Chair may reject aggressive, irrelevant, repetitive, or speech-like POIs. The speaker answers within remaining time.

Good POI	Weak POI
Could the delegate clarify how their proposal would be funded?	Does the delegate not realise their entire policy is unrealistic?
Would the delegate support including regional monitoring in the draft resolution?	The delegate is wrong because my country solved this, correct?
How would the proposed sanctions avoid harming civilians?	Is the delegate aware of every historical example of failed sanctions?

No speeches through POIs

A POI is not a backdoor speech. If a delegate begins a long preamble, the Chair will interrupt: "Please state your question."

7. Points

Points are tools for personal comfort, procedural correction, clarification, or questioning. They are not motions and do not move the committee into a new debate format.

Point	Use	Interrupt?	Example
Point of Personal Privilege	Personal comfort, safety, or audibility.	Only if urgent (especially audibility).	The delegate cannot hear the speaker.
Point of Order	A procedural error by the Chair or committee.	Only if immediate correction is necessary.	The motion requires a second under the rules.
Point of Parliamentary Inquiry	A question to the Chair about procedure.	No.	What motions are currently in order?
Point of Information	A question to a speaker who has yielded to POIs.	No.	Would the delegate support clause-level monitoring?
Point of Clarification	Definitions or document wording.	No.	What does “capacity building” mean in Clause 3?

Right of Reply

A Right of Reply is a request to respond to a grave personal or national insult. It is submitted in writing to the Chair after the offending speech. The Chair has full discretion and may deny weak or tactical requests.

Appeal to the Chair

A delegate may appeal a Chair ruling in writing. Appeals are serious, should be rare, and are referred to the DCMUN 2026 Secretariat. An appeal is not a tool for irritation or delay.

Delegate discipline

Most points fit in one sentence. If a point needs a paragraph, it is probably a speech.

8. Motions

A motion is a formal proposal asking the committee to do something: set the agenda, open the GSL, enter a caucus, introduce a document, close debate, suspend, or adjourn. Motions are raised only when the floor is open.

The standard motion cycle

- The Chair opens the floor for points or motions.
- A delegate raises a motion with correct wording; the Chair rules it in or out of order.
- The Chair asks for seconds, entertains competing motions, and puts them to a vote in order of disruptiveness.
- If a motion passes, the Chair implements it immediately.

Procedural vs substantive votes

Vote type	Meaning
Procedural	A vote on how the committee operates: caucuses, agenda, closure, speaking time. Abstentions are not allowed.
Substantive	A vote on content: draft resolutions and unfriendly amendments. Abstentions allowed for “present” delegations only.

Majority thresholds

Threshold	Meaning	Example (40 present)
Simple majority	More than half of those present and voting.	21 Yes votes.
Two-thirds majority	At least two-thirds support. Required for closure, tabling, resumption.	27 Yes votes.
Consensus / no objection	The Chair asks for objections; seeing none, the motion passes.	—

Precedence

When several motions are raised together, the Chair votes on the most disruptive first — usually the longest unmoderated caucus or the motion that most changes what the committee is currently doing.

Exact wording for common motions

Motion	Delegate wording
Open GSL	The delegation of [country] moves to open the General Speakers List with a speaking time of [time].
Moderated caucus	The delegation of [country] moves for a moderated caucus on [topic], for a total time of [minutes], with an individual speaking time of [seconds].
Unmoderated caucus	The delegation of [country] moves for an unmoderated caucus for [minutes].
Extend caucus	The delegation of [country] moves to extend the previous caucus by [minutes].

Motion	Delegate wording
Introduce draft resolution	The delegation of [country] moves to introduce Draft Resolution [number].
Closure of debate	The delegation of [country] moves for closure of debate on this topic.
Suspend meeting	The delegation of [country] moves to suspend the meeting until [time/session].
Adjourn meeting	The delegation of [country] moves to adjourn the meeting.

9. Moderated caucuses

A moderated caucus is focused, semi-formal debate on a specific subtopic. The committee temporarily leaves the GSL; the Chair calls on delegates directly by placard, each with a short speaking time. Yields are out of order.

A motion for a moderated caucus must state a topic, a total duration, and an individual speaking time. It passes by simple majority.

Moderated caucus motion

Delegate: The delegation of Bangladesh moves for a 10-minute moderated caucus on climate-induced displacement, with a 45-second speaking time.

Chair: That motion is in order. Seeing seconds, this motion requires a simple majority. All those in favor? All those against? The motion passes. Delegates wishing to speak, please raise your placards.

Use a moderated caucus to break a broad topic into sub-issues, compare positions, test support for solutions before drafting, debate a specific document, or create momentum when the GSL is slow.

Good moderated caucus topics

Weak topic	Better topic
Solutions to terrorism	Countering terrorist financing through regional intelligence sharing
Climate change	Funding loss-and-damage response for small island developing states
Healthcare	Equitable vaccine distribution in low-income states
Refugees	Burden-sharing mechanisms for host countries

Delegate strategy

Use moderated caucuses to become associated with a clear policy lane. Speak when you can add a solution, coalition invitation, evidence, or a challenge that moves the room — not on every topic.

10. Unmoderated caucuses

An unmoderated caucus is a temporary break from formal speaking order for informal negotiation. Delegates move around the room, speak directly, form blocs, merge ideas, and draft documents. Decorum still applies, and delegates must remain in the committee room unless the Dais permits otherwise. The motion requires only a total duration and passes by simple majority.

Using the time well (15-minute example)

Minutes	Best use of time
0–2	Find allies and gather around a clear policy theme.
2–5	Choose a bloc coordinator, drafter, speaker, and negotiator.
5–10	List proposed clauses and assign drafting tasks.
10–13	Merge overlapping ideas and identify likely sponsors and signatories.
13–15	Prepare the next motion, next speaker, or document submission to the Dais.

Bloc formation

- Form blocs around policy compatibility, not friendship. Include geographic diversity, stakeholders, and technical expertise.
- Do not build a giant bloc with no coherent policy — it will collapse during drafting.
- Do not isolate smaller delegations; they provide crucial votes and legitimacy.
- Assign tasks early: preamble, operative clauses, sponsorship list, speech defence, amendment negotiation.

Reality check

Most resolutions are won or lost in the unmoderated caucus. If your bloc has no document plan by the end of the first serious unmod, you are drifting.

11. Suspension, tabling, closure, and adjournment

These motions affect the larger structure of debate and are more disruptive than routine caucus motions.

Motion	Purpose	Threshold / notes
Suspend the meeting	Pauses the meeting for a break or the end of a session. Debate resumes later.	Simple majority or Chair discretion.
Table debate	Sets aside the current topic without voting on it.	Two-thirds. Limited speakers for and against.
Resume debate	Returns to a tabled topic.	Two-thirds.
Closure of debate	Ends debate and moves to voting procedure on pending documents.	Two-thirds. Up to two speakers against.
Adjourn the meeting	Ends the meeting; final adjournment ends the committee.	High threshold / Chair discretion.

Closure of debate should happen only when draft resolutions and amendments are ready and introduced. If closure passes too early, good ideas die unfinished.

Closure of debate script

Delegate: The delegation of [country] moves for closure of debate on this topic.

Chair: Seeing seconds, the Dais will entertain up to two speakers against this motion. We will now vote; this motion requires a two-thirds majority. The motion passes. Debate is closed, and the committee will enter voting procedure.

Note from the Dais

Suspension, tabling, closure, and adjournment sound similar but have very different consequences. Know which one you are moving for.

12. Working papers

A working paper is an informal written proposal that collects ideas, policies, and draft clauses. It bridges debate and a formal draft resolution, and need not follow full UN resolution format unless the Dais requires it. Working papers are not voted on; they are discussed, improved, and transformed into draft resolutions.

Lifecycle: a bloc drafts during unmoderated caucus → the Dais reviews for relevance and quality → the Chair approves circulation → the committee debates it → it is revised into a draft resolution.

Submission checklist

Element	Recommended practice
Title	Descriptive: "Working Paper 1.1: Regional Early Warning and Response".
Authors / supporters	List the delegations that wrote or support discussion of the document.
Problem statement	One short paragraph defining the issue.
Proposed actions	Bullet points or rough operative clauses.
Implementation notes	Funding, timeline, agencies, monitoring, and stakeholder roles.
Submission	Send to the Dais in the format announced by the committee.

Sample working paper (abridged)

Working Paper 1.1 — Food Security Early Warning

Authors: Kenya, Brazil, Bangladesh Supporters: Mexico, Ghana, Indonesia, Norway

Problem: Climate shocks, conflict, and price instability are increasing food insecurity in vulnerable regions.

Framework: 1. A voluntary regional early warning network with FAO technical support. 2. Emergency grain storage partnerships in high-risk regions. 3. Support for smallholder farmers through climate-resilient seeds and microcredit.

13. Draft resolutions

A draft resolution is a formal, voteable document proposing the committee's solution to the agenda. It uses UN-style structure — heading, preambulatory clauses, operative clauses — and must be approved by the Dais before introduction. The Dais will announce the required number of sponsors and signatories for each committee. A signatory may later vote against the draft resolution.

Anatomy of a draft resolution

Part	Purpose	Notes
Heading	Identifies committee, topic, sponsors, signatories, and draft number.	The Dais assigns the final number, e.g. Draft Resolution 1.1.
Preamble	Explains context, past UN action, and reasons for action.	Clauses begin with participles: Recognizing, Recalling, Deeply concerned.
Operative clauses	State the actions the committee recommends or decides.	Numbered; each ends with a semicolon, the final clause with a period.

Introduction

After Dais approval, a delegate may motion to introduce the draft resolution. During introduction, a sponsor summarises the operative clauses; yields and comments are out of order during the introduction itself.

Introduction script

Delegate: The delegation of Kenya moves to introduce Draft Resolution 1.1.

Chair: That motion is in order. Sponsors may approach the podium; please limit your remarks to the operative clauses.

Sponsor: Draft Resolution 1.1 establishes a regional early warning network, supports emergency grain storage, and creates a voluntary price-spike reporting mechanism.

What makes a strong draft resolution

- It stays within the committee's mandate and identifies specific actors: Member States, UN agencies, regional organisations, NGOs, funds.
- It includes implementation and realistic funding, not just ideals.
- It respects sovereignty unless the mandate supports stronger action.
- It has broad sponsorship, enough signatories, and operative clauses that survive hostile questions.

14. Amendments

An amendment changes a draft resolution after it has been introduced — adding, deleting, or modifying clauses — so the committee can improve text without rewriting the whole document.

Type	Meaning	How it is handled
Friendly	Accepted by all sponsors of the draft resolution.	Adopted automatically after Dais approval.
Unfriendly	Not accepted by all sponsors, but supported by enough delegations.	Requires Dais approval and a substantive vote.
Amendment to an amendment	A change to a pending amendment.	Out of order at DCMUN 2026.

Submission checklist

- Identify the draft resolution number and the exact clause to be amended.
- State whether the amendment adds, deletes, or modifies text.
- Include required sponsors/signatories if unfriendly, and submit to the Dais for approval before moving to introduce it.

Unfriendly amendments are voted on before the draft resolution as a whole, beginning with the amendment that most significantly changes the text. Once amendments are decided, the committee votes on the final amended draft resolution.

15. Voting procedure

Voting procedure begins after closure of debate passes, or when the GSL is exhausted with documents pending. Once voting begins, the room changes: doors are secured, no delegate may enter or leave, all delegate-to-delegate communication and chits are suspended, and only points about comfort, procedure, or the conduct of voting are entertained.

Order of voting

- Unfriendly amendments are voted on first, in the order determined by the Chair.
- The draft resolution, as amended, is voted on next.
- Multiple draft resolutions are voted in the order introduced, unless the committee reorders them.
- After all draft resolutions are decided, the committee moves to the next topic or closes the session.

Methods of voting

Method	How it works	When used
Placard vote	Delegates raise placards for Yes, No, and Abstain (if allowed).	Most procedural and many substantive votes.
Roll call vote	Delegations are called alphabetically and respond Yes, No, Abstain, or Pass.	Substantive votes when requested or directed.
Acclamation	The Chair asks for objections; if none, the motion passes.	Routine procedural matters.
Recorded vote	Votes are recorded by delegation.	Major substantive votes.

In a roll call vote, a delegation that passes in the first round is called again in a second round and may then vote only Yes or No. "Voting with rights" allows a delegate to explain an unusual vote before results are announced, at the Chair's discretion. Draft resolutions pass by simple majority unless the Dais announces special rules (e.g. Security Council simulations).

Roll call status	Yes?	No?	Abstain?
Present	Yes	Yes	Yes
Present and voting	Yes	Yes	No
Observer / NGO	Usually no	Usually no	Not applicable

Voting procedure script

Chair: Debate is now closed. The committee is in voting procedure. Delegates may not enter or leave the room, and all communication is suspended.

Chair: All those in favor of Amendment 1.1A? All those against? Abstentions? Amendment 1.1A passes.

Chair: We will now vote on Draft Resolution 1.1 as amended. With [number] in favor, [number] against, and [number] abstentions, Draft Resolution 1.1 passes.

16. Chits and note passing

Chits are written notes used to coordinate during formal debate without interrupting speakers, to form blocs before the next unmoderated caucus, to ask questions when not recognised orally, and to send substantive analysis to the Executive Board. At DCMUN 2026, substantive chits may be considered by the EB in its evaluation of delegates. Chits are suspended during voting procedure.

Chit types

Type	Recipient	Purpose
To EB	Executive Board	Procedural query, substantive note, GSL request, document clarification.
Via EB	Another delegate, screened by the Dais	Formal delegate-to-delegate communication.
Direct	Another delegate	Informal lobbying or coordination, where allowed.
POI chit	Speaker, through the Dais	A written question when oral POIs are limited.
Substantive chit	Executive Board	A concise policy argument, evidence point, or solution for evaluation.

Standard chit format

To: [Country / Executive Board] From: [Your country] Route: [Direct / Via EB / To EB]

Type: [POI / Substantive / Procedural / Coordination]

Message: One clear purpose in 1–5 sentences, with a source or clause reference for factual claims.

Chit etiquette

- No anonymous chits, insults, or personal comments. Assume the Dais may read anything routed via EB.
- One purpose per chit; write legibly and identify countries clearly.
- Do not spam the Dais — quality beats quantity — and never fabricate evidence.

Weak chit	Strong chit
Can we work together?	Our bloc is drafting on rural health access. Would your delegation co-sponsor language on mobile clinics if funding is voluntary?
Your speech was wrong.	Could the delegate clarify whether their sanctions proposal includes humanitarian exemptions?
Add me to everything.	The delegation of South Africa requests to be added to the GSL.

17. Quick-reference tables

Points

Point / request	Purpose	Interrupt?	Chair response
Personal Privilege	Comfort, safety, audibility.	Only if urgent.	Address immediately if valid.
Point of Order	Procedural error.	Only if immediate.	Well taken / not well taken.
Parliamentary Inquiry	Ask about procedure.	No.	Answer briefly.
Point of Information	Question to a speaker.	No.	Only when the speaker yields.
Right of Reply	Grave insult.	No; written.	Chair's discretion.
Appeal	Challenge a Chair ruling.	No; written.	Referred to the Secretariat.

Motions

Motion	Purpose	Debate?	Threshold
Set agenda	Choose topic order.	For/against speakers	Simple majority
Open GSL	Begin formal debate.	No	Simple majority
Set speaking time	Change GSL speech length.	No	Simple majority
Moderated caucus	Focused debate on a subtopic.	No	Simple majority
Unmoderated caucus	Informal negotiation and drafting.	No	Simple majority
Extend caucus	Continue the current caucus (shorter than the original).	No	Simple majority
Introduce draft resolution	Bring an approved DR to the floor.	No	Procedural vote / automatic
Table debate	Set aside the current topic.	2 for / 2 against	Two-thirds
Resume debate	Return to a tabled topic.	2 for / 2 against	Two-thirds
Closure of debate	Move to voting procedure.	Speakers against only	Two-thirds
Suspend meeting	Pause until later.	No	Simple majority
Adjourn meeting	End the meeting or session.	No	Chair discretion / high threshold

The document ladder

Stage	Status	Voteable?	Main purpose
Ideas / bloc notes	Informal.	No.	Gather solutions.

Stage	Status	Voteable?	Main purpose
Working paper	Dais-reviewed informal document.	No.	Organise proposals for debate.
Draft resolution	Formal Dais-approved text.	Yes, after introduction and closure.	Propose committee action.
Amendment	Formal change to a draft resolution.	Friendly: no; unfriendly: yes.	Improve or challenge draft text.
Resolution	Adopted draft resolution.	Already voted.	Final committee decision.

18. Resolution writing guide

Draft resolution skeleton

Committee: [Committee Name] Topic: [Agenda Item]

Sponsors: [Country], [Country] Signatories: [Country], [Country], [Country]

Draft Resolution 1.1

The [Committee Name],

Recalling [previous UN resolution, treaty, or principle],

Recognizing [key problem or context],

Deeply concerned by [impact on people, security, development, rights],

1. Encourages [actor] to [specific action] by [method/timeline];
2. Requests [UN body] to [specific program], including: (a) [sub-action], (b) [sub-action];
3. Recommends the creation of [mechanism] funded through [realistic source];
4. Calls upon Member States to [action appropriate to the mandate].

Phrase banks

Preambulatory (neutral / legal)	Preambulatory (concern)	Preambulatory (cooperative)
Recalling, Guided by	Alarmed by, Deeply concerned by	Recognizing, Appreciating
Having considered, Bearing in mind	Noting with concern, Aware of	Acknowledging, Welcoming
Taking into account	Emphasizing	Affirming
Operative (soft)	Operative (programmatic)	Operative (strong)
Encourages, Recommends	Requests, Calls upon	Decides, Establishes
Invites, Suggests	Urges, Supports	Authorizes, Mandates
Further encourages	Designates	Condemns

Clause quality checklist

Actor — who acts? Action — what exactly happens? Mechanism — through what body, fund, or program?

Timeline — when or how often? Funding — from where? Monitoring — how is progress measured? Mandate

— does the committee have this authority? Sovereignty — does the clause respect state consent where needed?

From vague idea to operative clause

Vague idea	Better operative clause direction
Help refugees	Calls upon UNHCR and willing Member States to expand voluntary registration support and legal aid in host communities;
Stop climate change	Encourages Member States to adopt nationally appropriate renewable energy transition plans with UNEP technical support;
More funding	Recommends establishing a voluntary multi-donor trust fund administered by [relevant body] for capacity-building projects;

Diplomatic language

Avoid	Use instead
I think...	The delegation of [country] believes...
You are wrong.	The delegation respectfully disagrees with the delegate's assessment.
My country wants...	The government of [country] supports...
Can I ask you...	Would the delegate clarify...

19. Glossary

Term	Meaning
Abstain	A choice not to vote Yes or No on a substantive matter. Not allowed for “present and voting” delegates.
Amendment	A formal change to a draft resolution.
Bloc	A group of delegations working together on shared policy or documents.
Chit	A written note used for communication, questions, or substantive input.
Closure of debate	A motion that ends debate and moves the committee into voting procedure.
Dais / EB	The Executive Board: committee leadership that runs procedure and evaluates documents.
Draft resolution	A formal voteable proposal submitted by sponsors and signatories after Dais approval.
GSL	The General Speakers List — the main list of speakers for formal debate.
Moderated caucus	Focused debate where the Chair recognises speakers directly.
Motion	A formal request for the committee to take procedural action.
POI	Point of Information — a question to a speaker.
Present	Roll call status allowing participation and abstention on substantive votes.
Present and voting	Roll call status requiring a Yes or No on substantive votes.
Quorum	The minimum presence required to open debate or take decisions.
Signatory	A delegation that wants a draft resolution discussed, without necessarily supporting it.
Sponsor	A delegation that authors and supports a draft resolution.
Unmoderated caucus	An informal negotiation period for bloc formation and drafting.
Working paper	An informal document that organises ideas before a draft resolution.
Yield	Giving remaining speech time to the Chair, another delegate, or POIs.

A final word from the Secretariat

The best committees do not obsess over procedure for its own sake. They use procedure to create fair access, disciplined debate, serious negotiation, and written outcomes. Learn the rules — then learn when and why each rule matters. We look forward to welcoming you to Daly College Model United Nations 2026.