

THE INAMDAR-SHINDE RULES OF PROCEDURE

INTRODUCTORY REMARKS

Rule 0: Working Language

- a) English shall be the sole official working language during all sessions of the committee.
- b) All speeches, points, motions, notes, and documentation must be presented in English.

Rule 1: Decorum & Conduct of Participants

- a) All participants are expected to maintain diplomatic conduct, respect and professionalism throughout the committee.
- b) If a participant causes a disruption- whether verbal or behavioural, the Executive Board shall issue a verbal warning.
- c) A participant may receive up to three verbal warnings with no negative marking.
- d) Upon the fourth instance of disruption and onwards, the Executive Board may impose:
 - i) Negative marking under the decorum component of evaluation, and/or
 - ii) Temporary suspension of the participant from the committee room for a duration of 10 minutes.
- e) The Executive Board reserves the right to escalate disciplinary action in cases of severe misconduct, harassment, or behaviour that endangers the decorum of the committee.

Rule 2: Authority of the Executive Board

- a) The Executive Board (EB) shall declare the opening and closing of each session of the committee.
- b) Subject to the rules outlined in this document, the EB shall exercise full control over the proceedings of the committee at all times.
- c) The EB is responsible for:
 - i) Moderating all discussions and ensuring a fair, structured flow of debate.
 - ii) Announcing decisions, including the result of votes and rulings on procedural matters.
 - iii) Ruling on all points and motions raised by participants.
 - iv) Ensuring full enforcement and adherence to the Rules of Procedure during all sessions.

- d) The decisions of the EB on matters of procedure shall be final and binding.
- e) In situations not explicitly covered in this document, the EB may undertake any action it deems necessary to facilitate, expedite, or maintain the orderly flow of debate at the conference.

CONDUCT OF BUSINESS

Rule 3: Roll Call

- a) During roll call, each participant shall respond with "Present".
- b) No "Present and Voting" option will be used.

Rule 4: Opening Statements (OS)

- a) Each participant shall deliver a 90 second speech.
- b) The floor shall be opened for one mandatory Point of Information after each statement, if so determined by the EB at the beginning of the first session.
- c) Opening Statement speeches shall follow a rotational recognition pattern where the speeches shall alternate among one member from each of the three parts of the matrix: Union Leadership, SSRs and ASSRs.
- d) Exceeding the time limit:
 - i) If a participant crosses the 90-second limit, they shall be permitted to complete only a final concluding sentence.
 - ii) If the participant begins any new sentence after the 90-second mark, all content delivered beyond 90 seconds shall not be recorded verbatim and may not be considered for speech marking.
- e) Unused time:
 - i) If a participant finishes their statement before the 75-second mark, yields shall be entertained.
 - ii) Yields will be of the following type:
 - 1) Yielding to Questions: A number of questions (determined by the EB) may be asked to the participant yielding such time by participants raising their placards.
 - 2) Yielding to Another participant: If consented, another participant may be 'given' the unused time, and such a participant must speak immediately.
 - 3) Yielding to the EB: The EB may move on, or do as they wish.

- iii) In such a case, the EB may either:
 - 1) Elapse the remaining time and invite the next speaker, or
 - 2) Open the floor for additional Points of Information.

POINTS

Rule 5: Point of Personal Privilege

- a) A Point of Personal Privilege may be raised at any time during the meeting, including while another participant is speaking.
- b) This point must relate strictly to matters concerning the participant's personal comfort, safety, or well-being.
- c) A participant may signal this point silently by raising their placard during a speaker's speech if they are unable to hear the speaker clearly.
- d) Requests for the repetition of content shall be granted or denied at the discretion of the EB, depending on whether the concern regarding audibility is deemed genuine.

Rule 6: Point of Inquiry

- a) This point shall be addressed to the EB for the purpose of seeking clarification on procedural matters, and may be raised only when no speaker holds the floor.
- b) This point may be used to request explanations regarding the rules, sequence of debate, permissible motions, or any procedural doubts a participant may have.

Rule 7: Point of Information (POI) (questions to other participants) (Only permissible during Opening Statement Speeches, as Compulsory POI, at the discretion of the EB, in consult with the participants)

- a) A participant may raise a verbal POI only when the floor has been opened for POIs by the EB.
- b) The addressor must frame the POI concisely, and it shall consist of only one question. Compound questions are not permitted.
- c) The recipient of the POI may choose to:
 - i) decline to answer the question,
 - ii) respond via a written chit, or
 - iii) answer verbally.
- d) A plea for a follow-up question may be made by the addressor only if they believe the question was not adequately answered.

- e) Follow-up requests shall be granted solely at the discretion of the EB. Discretion of the EB, will be based on the factum of whether the answer given '**addresses**' the premise of the question asked.

Rule 8: Point of Order

- a) This point may be raised when a participant believes that a procedural inaccuracy has occurred.
- b) All Points of Order must be directed exclusively to the EB, whose ruling on the matter shall be final.

Rule 9: Point of Factual Inaccuracy

- a) May not be raised throughout the committee session.
- b) Factual Inaccuracies may be pointed out through speeches, which will be silently recognised and awarded by the EB.
- c) The EB shall take suo motu cognizance of factual inaccuracies made by participants, and silently downmark them for the same.

MOTIONS

Rule 10: Consultation Session (AKA Consultation of the Whole)

- a) A motion for a Consultation Session must include:
 - i) The total duration, not exceeding 60 minutes; and
 - ii) The topic to be discussed.
- b) This motion requires a simple majority (50% + 1) to pass.
- c) Speaking Order and Flow of Debate:
 - i) If the motion passes, the participant who proposed the Consultation Session shall deliver the first speech.
 - ii) There shall be no pre-determined speakers' list for the duration of the Consultation Session.
 - iii) After each speech, interested participants shall raise their placards, and the previous speaker shall recognize the next, creating a continuous "passing the mic" speaking order.
- d) Time Management: A Consultation Session has no fixed individual speaking time, but each speaker shall observe a soft time limit, set at the discretion of the EB, to ensure equitable participation within the overall 45-minute maximum duration.

Rule 11: Informal Session

- a) A motion for an Informal Session must specify only the total duration, not exceeding 20 minutes.
- b) This motion also requires a simple majority to pass.

Rule 12: Extensions

- a) Extensions to any of the aforementioned motions may be proposed through a separate motion and shall require a simple majority to pass.
- b) An extension may not exceed 50% of the original duration of the motion being extended.

FLOW DURING CRISIS SESSIONS

Rule 13: Motions during Crisis Sessions

- a) After a Crisis Update is revealed, all participants automatically move into an Informal Session for 15 Minutes, during which they are expected to draft and submit their Directives.
- b) Following the obligatory Informal Session, the delegates may choose to raise any of the motions as mentioned in Rules 10 to 12 to fully discuss the Crisis.

Rule 15: Directives and Communiqués

- a) Directives will be of two types:
 - 1) Covert Directives
 - 2) Overt Directives
- b) Communiqués can be requested by the participants by communicating the same to the Executive Board.
- c) The Executive Board shall not announce the details regarding the acceptance/non-acceptance of each Directive, the same shall reflect in both, the course of the summit, as well as the marksheet.