



SMUSMUN Rules of Procedure & Position Paper Guide

Position Paper Policy

What is a Position Paper?

A position paper is a brief overview of a country's stance on the topics being discussed by a particular committee. Though there is no specific format the position paper must follow, it should include a description of your positions your country holds on the issues on the agenda, relevant actions that your country has taken, and potential solutions that your country/government would support. Each position paper should not exceed one page, excluding works cited, and should all be combined into a single document per delegate (for double delegations this means only one delegate needs to submit the paper for both). Position papers are not required for DISEC and UNHRC, however, they are necessary if a delegate would like to be considered for an award. If delegates choose to write their position paper with the help of AI, they will also not be eligible to receive awards.

Formatting

Position papers should:

- Include the name of the delegate, their country, and the committee
 - For US senate this would be delegate name and senator they are representing
 - For HCC this would be the delegate name and the empire/nation you are representing
- Be in a standard font (e.g. Times New Roman) with a 12-point font size and 1-inch document margins
- Not include illustrations, diagrams, decorations, national symbols, watermarks, or page borders
- Include citations and a bibliography, in MLA format, giving due credit to the sources used in research (not included in the 1-page limit)
- Not be written by Large Language models (AI), as this does not align with school and SMUSMUN policy. (If you require further clarification, please contact us.)

Due Dates And Submission Procedure

Position papers for this committee must be submitted by 11:59 PM PT on November 18, 2025. Once your position paper is complete, please save the file as your last name, your first name, and committee (Smith, John - DISEC) and send it as an attachment in an email to your committee's email address, with the subject heading as "[last name] [first name] - Position Paper". Please do not add any other attachments to the email. Your position paper should be submitted in PDF format; position papers submitted in another format will not be accepted. Each position paper will be manually reviewed and considered for the Best Researched award.

For DISEC all position papers should be sent to paul.holland@smus.ca

For UNHRC all position papers should be sent to kieran.mackay@smus.ca

For US Senate all position papers should be sent to aasprey2@shawnigan.ca

For HCC all position papers should be sent to eli.alexander@smus.ca

AI Use Policy

Research

AI may be used to find preliminary sources related to your country's topic/stance, but never to write your research for you. AI will be regarded as a tool, not a crutch. If you do not have time to submit your position paper, please email your committee director and they will almost certainly give you an extension.

During committee sessions, AI may not be used in any manner, whether it be to write speeches or do research. During committee sessions, the only acceptable access of your computer will be to write resolution papers/bills and not for any other reason

Consequences

If you are suspected of using AI in your position paper, your committee director will report it to the secretariat and we will contact your teacher sponsor. If it is found that you have used AI, you will still be allowed to attend the conference, however you will not be eligible for an award, no matter how well you do in your committee.

If you are suspected or found of using AI during the conference, your committee director will report it to the secretariat and we will contact your teacher sponsor. You will no longer be eligible for any awards, however you will be allowed to continue your participation at the conference.

Rules of Procedure

Scope & Application

These rules of procedure are applicable to DISEC and UNHRC only at SMUS Model United Nations 2025 during all scheduled and extraordinary sessions. No other rules of procedure apply.

Delegate Conduct

Delegates shall be courteous and respectful to all staff and delegates. The Chair will immediately call to order delegates who do not abide by this rule. Delegates who feel that they are not being treated respectfully are encouraged to discuss their concerns with their Director or a member of the Secretariat.

English will be the only official and working language of the conference. Delegates may not use intentionally affected accents during committee. National costumes are not permitted; delegates must wear formal Western business attire during all committee sessions.

Delegates are expected to be present at the beginning of every scheduled committee session, at which point roll call will be taken. Delegates who will not be present for part or all of a committee session should inform their Committee Staff verbally or by email prior to any such absence; it is a delegate's responsibility to ensure their absence is duly noted.

Quorum & Roll call

Quorum denotes the minimum number of delegates who need to be present in order to open debate. The Chair may declare the committee open when at least one-third of the members of the committee are present. A quorum will be assumed to be present unless specifically challenged and shown to be absent.

At the beginning of each committee session, the Chair will conduct roll call. Delegates may have themselves recorded as "present and voting," in which case they are not permitted to abstain on any substantive vote (no delegate may abstain on a procedural vote), or may be recorded as simply "present." Delegates who are not recorded as either during roll call will not be recognized to speak nor permitted to vote on any matter. Delegates who arrive after roll call should send a message to the Committee Staff to be listed as present or present and voting. Once roll call has been conducted, the Chair will open the floor to a motion to open debate, which requires a simple majority to pass.

Primary Speakers List

The Agenda is the order in which the committee's two topics will be discussed. The first matter of the committee will be to open the Primary Speakers List, which is established for the purpose of debating the proposed agenda and remains open throughout the conference.

Flow of Debate

After the agenda is set, the Secondary Speakers List is automatically opened. During the Secondary Speakers List, speakers may speak generally on the Topic Area being considered. Between speakers on the Secondary Speakers List, any delegate may raise their placard to make a point or motion. The Chair reserves the right to ask the committee for any points or motions. A delegate attempting to make a point or motion must wait to be recognized by the Chair, at which point they should rise. No delegate should raise their placard while another delegate is speaking.

Moderated Caucus

A motion for a moderated caucus is in order at any time when the floor is open. The delegate making the motion must specify a time limit for the caucus, a time limit for the individual speeches, and a topic of discussion for the caucus (example: Motion for a 10 to 1 moderated caucus on women's rights where 10 is the length of the caucus and 1 is speaking time). A motion for a moderated caucus requires a simple majority to pass.

If a motion is passed, the delegate making the motion will be given the option to request first or last speaker's rights; this grants said delegate the ability to give the first or last speech of the moderated caucus. Should the delegate request first speaker's rights, they will be automatically recognized as the current speaker. Should the delegate request last speaker's rights, the Chair will reserve a time period greater than the maximum speaking time allowed before a moderated caucus elapses for the delegate to speak.

No motions or yields are in order between speeches during a moderated caucus. If there are no delegates wishing to speak during a moderated caucus, the caucus immediately ends. Speeches must address the set topic of the moderated caucus; delegates whose remarks are irrelevant may be called to order. In the following period in which motions can be proposed, a delegate may motion for an extension for the previous caucus. This extension acts as a regular moderated caucus that continues with the same topic and may take no more than half of the time allotted for the previous moderated caucus.

Unmoderated Caucus

A delegate may move for an unmoderated caucus at any time when the floor is open. The delegate making the motion must specify a time limit, not exceeding twenty minutes, and an intended topic of discussion or other purpose for the caucus. At the Chair's discretion, the motion will be put to a vote, requiring a simple majority to pass. In the case of multiple motions for unmoderated caucuses, the Chair will order the motions in ascending order of length. During an unmoderated caucus, delegates may leave their seats or possibly the committee room in order to lobby in a more informal setting or to collaborate on working papers and draft resolutions.

Closure of Debate

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion (which will be debate on a Topic Area, debate on the Agenda, or debate on an amendment). At this point, the Chair may recognize up to two speakers to speak against the motion; no speakers in favour will be recognized. Closure of debate requires a simple majority of the members present. Should a motion to close debate pass, the committee will move immediately into voting procedure on the procedural matter, draft resolution, or amendment.

Suspensions, Recesses, & Adjournment of the Meeting

The suspension of the meeting means the postponement of all committee functions until the next scheduled committee session. The adjournment of the meeting means the postponement of all committee functions for the duration of the conference. A motion for suspension of the meeting is in order only when no more than ten minutes remain before the committee's designated dismissal time. Either motion may be ruled out of order at the discretion of the Chair. Members of the Secretariat reserve the right to suspend the meeting at any time.

Postponement (Tabling) & Resumption of Debate

Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution or amendment currently on the floor. This motion, known as “tabling,” requires a two-thirds majority vote to pass, and recognize no more than two speakers in favour and two speakers against. No debate or action will be allowed on any draft resolution or amendment that has been postponed. A motion to resume debate on a tabled draft resolution or amendment requires only a simple majority to pass and is not debatable. Resumption of debate on a draft resolution or amendment cancels the effects of postponement of debate.

Secondary Speakers List

No delegate may be listed on the Secondary Speakers List more than once simultaneously. At any time, the Chair may call for members that wish to be added to the Secondary Speakers List. The Secondary Speakers List is the default activity of the committee; if no motions are on the floor, debate automatically returns to the Secondary Speakers List.

Speeches and Time Limits

No delegate may address the committee without being first recognized by the Chair. The Chair may call a speaker to order if their remarks are impertinent. The Chair will limit the time allotted to each speaker, and may entertain motions to set the speaking time. Speaking time begins as soon as the speaker begins their speech. If a delegate exceeds their allotted time, the Chair will call the speaker to order.

Yields

A delegate recognized to speak from the Secondary Speakers List must yield the remainder of their time when they are finished speaking; note that delegates should not yield in moderated caucuses. A delegate who uses the entirety of their speaking time does not technically need to yield, but should yield the remainder of their time to the Chair as a courtesy.

There are four different types of yields.

Yielding to the Chair: The remaining speaking time of the delegate will be absorbed by the Committee Staff. A delegate must yield to the Chair if they do not wish to yield to another delegate or have their speech open to questions or comments.

Yielding to another delegate: A delegate may yield the entirety or remainder of their speaking time to another delegate. The delegate being yielded to is given the option to accept or decline the yield. Should the delegate accept the yield, the Chair will recognize the delegate for the remaining time. A yield to a yield is out of order.

Yielding to questions: Questioners will be selected by the Chair, unless the Chair grants that right to the speaker. Delegates may only ask one question when they are selected by the

Chair—follow-up questions are not permitted—though they may raise their placards multiple times if they have more than one question. The Chair will call to order delegates whose questions are rhetorical, leading, and/or not designed to elicit information. The speaker may refuse to answer a question at their discretion. Only the speaker may respond to questions, and only the speaker's answers count towards the time limit; the speaking time is paused in the time that the question is posed.

Yielding to comments: Commenters will be selected by the Chair, and will be offered twenty seconds each for their comments. Should the original speech's time elapse, a commenter will be permitted to complete their comment. Comments must address the speech just completed.

Right of Reply

At SMUSMUN 2025, rights of reply will only be given in the cases that a delegate has been personally insulted or their position has been insulted to the point that the Chair decides it constitutes a right of reply.

Points

Point of Personal Privilege

Whenever a delegate experiences personal discomfort or danger, which impairs their ability to participate in the proceedings, they may raise a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the delegate is in dire discomfort or danger.

Point of Order

During the discussion of any matter, a delegate may raise to a Point of Order to indicate an instance of improper procedure. The Chair will rule on the Point of Order in a manner that best facilitates debate, at their discretion; the Chair's ruling is not subject to appeal. A delegate rising to a Point of Order may not speak on the substance of the matter currently under discussion. A Point of Order may not interrupt a speaker. Additionally, the Chair reserves the right to address a delegate directly if proper procedure is not followed.

Point of Inquiry

When the floor is open, a delegate may raise a Point of Inquiry to ask the Chair a question regarding the Rules of Procedure. A Point of Inquiry may not interrupt a speaker. Delegates with substantive questions should not raise to this point, but should rather approach the Committee Staff during an unmoderated caucus or send a note.

Resolution Papers

Due to the extensive nature of the rules surrounding resolution papers, they will not be included in the SMUSMUN 2025 Rules of Procedure. If delegates wish to read up on how to write a resolution we suggest looking at the VMUN website or sending an email to their committee Director.



SMUS MODEL
UNITED NATIONS