



December 1, 2025

JEIMUN 2026 Rules of Procedures

for Beginners Conference

In JEIMUN, we adopt the original Rules of Procedures. Please read this document closely and prepare for the conference. This Rules of Procedure applies to both Beginners Conferences (B1 and B2) at JEIMUN2026.

Conference Schedule

Day 1 Jan. 10 (Sun)

Time	Contents	Place
09:30 - 10:00	Registration	Small Hall
10:00 - 11:00	Opening Ceremony	Small Hall
11:15 - 12:00	Lunch time - Negotiations are not permitted.	
12:00 - 12:30	Ice break - For all delegates, we highly recommend talking with other delegates and deepening friendship. *For more specific information, please refer to Background Guide 2.	Designated Rooms
12:30 - 17:00	1st Meeting - Begin the meeting from formal debate by every country (at the discretion of the chairperson) - After half of the countries present have delivered their speeches, there will be a break. After the break, the remaining countries will deliver their speeches, followed by another break. - When all of the countries deliver their speech, the chair will ask delegates to raise motions.	Designated Rooms

Day 2 Jan. 11 (Sat)

Time	Contents	Place
09:00 - 11:30	2nd Meeting	Designated Rooms
11:30 - 12:15	Lunch time - Negotiations are not permitted.	
12:15 - 13:00	Networking Event	
13:00 - 17:00	3rd Meeting * 15:00 DR Submission	Designated Rooms

Day 3 Jan. 12 (Mon)

Time	Contents	Place
09:00 - 11:45	4th Meeting * 10:00 AM Submission * 11:00 WP Submission	Designated Rooms
11:45 - 12:30	Lunch time	
12:30 - 14:00	Closing Ceremony	Small Hall

※Any negotiations conducted during lunch breaks or at night are strictly prohibited.

Language

- Please refrain from using any language other than English during conferences. This applies to all delegates. However, regarding communication within each team, the use of a familiar language other than English is permitted.

Use of Electronic Devices

- Electronic devices may only be used during unmoderated caucuses and breaks to compose official documents or to serve as translators if necessary. However, during formal speeches and moderated caucuses, please pay attention to the speeches and discussions.
- As a general rule, please use mobile tethering for internet access. The Wi-Fi at the National Olympics Memorial Youth Center is weak. If you are unable to do so due to reasons such as not having an overseas SIM card or not possessing a smartphone, please consult the JEIMUN2026 staff in advance. In addition, please act with the understanding that not all participants may have access to the internet on the day of the conference, and conduct yourself accordingly during committee sessions.

Motion

- Delegates can raise the following motions, and motions shall be voted on in the following order of precedence:
 - Submission of Working Papers (WP), Draft Resolutions (DR), or their Amendments (AM)
 - This motion will be automatically carried once raised, provided they have passed the director's review.
 - Unmoderated Caucus
 - Delegates must specify its duration when raising the motion.
 - Moderated Caucus
 - Delegates must specify its duration, speaking time for each country and the purpose (discussion topic) of the moderated caucus.
 - Suspension of the Session (for a break)
 - Adjournment of the Session (ending the entire conference)

*If there are multiple motions for an unmoderated caucus or moderated caucus, the motion with the longer duration will be voted first. If the duration of the motions are the same time, the motion proposed earlier will be voted earlier.

- To propose a motion, delegates must raise their placards high enough for the chair to easily see. When considering motions, the chair will call on three countries with raised placards. Once your country is called, please lower your placard.
- After naming three countries, the chair will ask each delegate to state the motion they wish to propose. If a delegate wishes to withdraw their motion (e.g., if the same motion has already been proposed by another delegate), the chair will invite the remaining delegates to propose a different motion.
- After all motions are taken, the floor will move to an immediate vote. If the number of countries and votes does not match, we will have to hold another vote again, so please be sure to raise your hand either in favor or against. As mentioned, unmoderated and moderated caucuses require a simple majority to pass. If no motion receives a majority, the floor will automatically move to formal debate.

Points

Delegates can raise the following points:

- **Point of Personal Privilege**
 - Raised when a delegate is experiencing difficulty participating comfortably in the conference due to technical difficulties (e.g., inability to hear the speaker properly, or discomfort due to the room being too hot or cold).
- **Point of Order**
 - Raised when a delegate objects to the chair's procedure or believes the chair has made an error.
- **Point of Inquiry**
 - Raised when a delegate has questions regarding procedural matters.
- **Point of Information**
 - Raised to ask questions about the speaker's formal speech. This point can only be used when the speaker has yielded their remaining time for questions.

※Right of Reply (RoR)

RoR is raised when a delegate feels their country has been unjustifiably defamed during a formal speech and wishes to respond.

- RoR can only be requested immediately after the speaking delegate has finished.
- The chair will decide whether to grant RoR. The chair may ask the delegate for the reason for requesting it.
- If granted, the delegate may give a reply speech for up to one minute.

Formal Speech

- Each country has **2 minutes** to deliver a formal speech.

- 30 seconds before the time limit, the chair will tap the gavel once.
- The chair will tap the gavel twice when the time is up, signaling that the delegate must immediately stop speaking and leave the podium. This rule must be strictly followed by all delegates.
- In JEIMUN2026, **every country will make a speech at the beginning of the 1st Meeting.** After this formal debate is finished, the chair will reopen a speakers list, so **delegates who wish to give another speech must add their country to the list by raising their placards.** **When there are no countries in the speakers list, the meeting will proceed to voting. If there are no Draft Resolutions or Amendments on the floor, the meeting will be adjourned.** Unless the chair reopens it, countries not listed will not be allowed to give a formal speech.

Caucuses

Unmoderated Caucus

- An unmoderated caucus may last for up to **60 minutes**.
- Extensions are granted only at the discretion of the chairperson.
- Delegates are allowed to move freely within the conference room. Active negotiations on topics relevant to general measures for food security issues caused by conflict, as well as preparation for Working Papers, Draft Resolutions, and their Amendments, are encouraged.
- A digital timer will be displayed on the front screen to indicate the remaining time for the caucus.

Moderated Caucus

- A Moderated Caucus may last for up to **40 minutes**.
- Extensions are granted only at the discretion of the chairperson.
- Delegates should discuss the topic specified in the motion. Delegates wishing to speak during the caucus must raise their placards when the chair invites them to do so. The chair will call on one country at a time to speak.
- A microphone will be provided to the speaking country. (Please begin speaking after receiving the microphone.)

Notes

- Notes are used for brief and informal communication between delegates.
- Notes must be written on paper of A6 size or smaller.
- The use of notes is permitted from the start of the first informal debate (moderated caucus or unmoderated caucus).
- During moderated caucuses, notes will be passed by staff. During unmoderated caucuses, note-passing is allowed; however, staff will not pass notes, so delegates must pass them themselves.
- The passing of notes is strictly prohibited during formal debate and voting procedures.

Official Documents

At the JEIMUN 2026 Conference, the following can be submitted as official documents:

- Working Paper
 - **Delegates are allowed to submit their Working Paper from the beginning of the meeting until 11:00 of Day 3.**
 - Countries needed for the submission of WP are **two or more**.
 - For more specific information on WP, please refer to Background Guide 2.
- Draft Resolution
 - Delegates should submit their DR by **15:00 of Day 2**.
 - Countries needed for the submission of DR are **15 or more**.
- Amendment of the Draft Resolution
 - Delegates should submit their Amendments by **10:00 of Day 3**.
 - Countries needed for the submission of Amendments are **22 or more**.

All the official documents should be written in English. Editing and submitting official documents during formal debate is strictly prohibited.

- **Font and format:** Times New Roman, 10 pt, line spacing 1.0.
All documents must strictly follow the prescribed format that will be distributed before the conference.
- **Page limit:**
 - Draft Resolutions (DR): Up to **4 single-sided A4 pages**
 - Amendments (AM): Up to **6 single-sided A4 pages**
 - Changing the format (e.g., reducing font size, changing layout, or using double-sided printing) to fit within the page limit is **not permitted**. There is **no restriction** on the number of operative clauses.
- **Underlining of sponsoring countries:** Not required. All sponsors bear equal responsibility as submitting countries.
- **Submission policy:**
Working Papers, Draft Resolutions, Amendments will **not** be accepted if:
 - The submission is even slightly past the deadline,
 - The requirements for sponsor countries are not met, or
 - The format or layout is significantly improper.

Submission of a Working Paper

A Working Paper should be submitted via **email** in **Microsoft Word format**. If you have any technical problem to submit, please tell the front before the beginning of the conference, and the front might admire you for submitting in alternative ways.

- The Working Papers should be named as follows: "**WP_(B1 or B2)_Submitting Country.docx**" (e.g., **WP_B1_Japan.docx**).
- Unless the chair confirms receipt of the email before the designated submission time, the document will not be accepted or shared with other delegates.
- After the formal debate following an unmoderated or moderated caucus ends, the chair will invite sponsoring countries to raise a motion to submit their Working Paper. These motions will carry without a vote, and the Working Papers will be officially introduced to the floor.
- There will be no official explanation time for Working Papers.
- You can submit a Working Paper during informal debate. However, the submission of a Working Paper during formal debate is strictly prohibited.

- **In JEIMUN2026, Working Papers are used to encourage discussion, for example to express stance, share the draft of the Draft Resolution, declare what to do in this conference.** You can write Working Papers in any style. For more specific information on WP, please refer to Background Guide 2.

Submission of a Draft Resolution

A Draft Resolution should be submitted via **email** in **Microsoft Word format**. If you have any technical problems to submit, please tell the JEIMUN2026 staff before the beginning of the conference, and the staff might allow you to submit in alternative ways.

- The Draft Resolutions should be named as follows: **“DR_(B1 or B2)_(Submitting Country).docx”** (e.g., **DR_B1_Japan.docx**).
- Unless the chair confirms receipt of the email before the designated submission time, the document will not be accepted or shared with other delegates.
- After the formal speech following an unmoderated or moderated caucus ends, the chair will invite sponsoring countries to raise a motion to submit their Draft Resolutions. These motions will carry without a vote, and the Draft Resolutions will be officially introduced to the floor.
- After the Draft Resolution is officially introduced to the floor, the submission country can explain their Draft Resolution for **1 minute** if the submission country wishes. The other sponsor countries can also explain if the submission country yields.
- **A Draft Resolution must have 15 or more sponsor countries.**
- The deadline for the Draft Resolution is **15:00 on Day 2**.
- The director will check the format, sponsors, and articles which clearly includes out of agenda. Sponsor countries will be called by the director to gather at the front. During this time, other groups will proceed with negotiations on Amendments. After the director's check finishes, negotiations on Amendments should be continued. The fully checked Draft Resolution will be distributed on the night of Day 2.

Submission of an Amendment

An Amendment should be submitted via **email** in **Microsoft Word format**. If you have any technical problems to submit, please tell the JEIMUN2026 staff before the beginning of the conference, and the staff might allow you to submit in alternative ways.

- After submitting a Draft Resolution, you may submit Amendments to it. You are encouraged to revise your Draft Resolution so that it gains broader support from other countries and results in more effective policies.
- The Amendments of the Draft Resolutions should be named as follows: **“DR_(B1 or B2)_(Submitting Country).Rev1.docx”** (e.g., **DR_B2_Japan.Rev1.docx**)
- **The sponsors of Amendments must contain the sponsors of the based Draft resolution.**
- In this conference, only Friendly Amendments are permitted. (Unfriendly Amendments are not permitted.) When you submit your Amendment, all the sponsors must withdraw your Draft Resolution. If more than one sponsor country is against withdrawing the Draft Resolution, you cannot submit your Amendment and the Draft Resolution will still remain. You cannot change the submitting country from your Draft Resolution. In this way, **a country**

can only be the sponsor of one Resolution or Amendment submitted to the assembly before voting.

- After the Amendment is officially introduced to the floor, the submission country can explain their Amendment for **1 minute** if the submission country wishes. The other sponsor countries can also explain if the submission country yields.
- **An Amendment must have 22 or more sponsor countries.**
- The deadline for the Amendment is **10:00 on Day 3.**
- The submission of Amendment is allowed **only in the 4th Meeting.**

Voting

- Voting will be conducted using one of the following two methods: **roll-call vote** or **consensus vote**. Delegates cannot select any voting method other than the two options available during this conference. However, if one country declares that they want to move for roll-call vote, it will be automatically carried.
- When the voting process begins, the chair will invite delegates to raise motions on how to vote on each Draft Resolution or amendment. The chair will call on a country that has its placard raised to present its motion. When asked, the delegate should clarify which voting format they propose.
- **Roll-Call Vote:**
 - If a roll-call vote is adopted, the chair will call out each country's name to ask if delegates agree or disagree with the Draft Resolution or amendment. Delegates can respond with 'Yes' if they are in favor, 'No' if they oppose, 'Abstention' if they choose not to vote for political reasons. You can choose 'Pass' if they wish to wait until the end of the roll-call to cast their vote, but you have to vote only 'Yes' or 'No' after you pass the vote. In addition, you can choose 'Pass' only one time.
- **Consensus Vote:**
 - If a consensus vote is adopted, it indicates that all countries agree to the Draft Resolution or amendment, eliminating the need for individual roll calls. If a delegate motions for a consensus vote, the chair will confirm agreement by asking, "There has been a motion to adopt this Draft Resolution/amendment by a consensus vote. Are there any objections?" If a delegate opposes adopting the document by consensus, they should raise their placard, in which case a roll-call vote will be conducted.
- Voting will be conducted according to the document number assigned to each Draft Resolution or amendment.
- During the voting session, delegates are prohibited from communicating with delegates from other countries in any form or leaving the conference room.

Other Rules and Tips

Structuring a Good Conference

- Finally, remember the responsibility of being a sponsor: you should be prepared to explain your Draft Resolution in detail when asked, and the same applies to Amendments. Raise your voice if you feel overlooked during discussions.
- For delegates who are new to MUN or participating in MUN in English, there may be times when you struggle to express your opinions fully. Don't hesitate to ask those leading the

discussions or any other delegates for clarification. The chair and organizing committee members are also available to assist you.

- For those experienced in English MUN, please be attentive to how other delegates are keeping pace with the conference. If necessary, slow down the discussion. This is a three-day conference, and we have plenty of time to ensure it is meaningful.