

# GENERAL ASSEMBLY HANDBOOK



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## 1. FOREWORD

### 1.1 Letter from Head of Academy

Dear Delegates and Participants,

Welcome to the United Nations General Assemblies of Leaders Model United Nations.

This handbook is designed to be a valuable resource for all participants, assisting them in navigating the academic and procedural elements that are essential to this conference. It includes rules of procedure, expectations for debate, and an academic framework intended for use within this committee.

The General Assembly is recognized as one of the most diverse and representative bodies in the realm of international diplomacy. The resolutions adopted within its committees reflect the collective voice of the international community and can shape global agendas and cooperation. Therefore, achieving success in GA committees requires not only strong communication skills but also thorough preparation, critical analysis, and a solid understanding of diplomatic procedures and consensus-building.

The regulations outlined in this handbook are intended to foster a structured, equitable, and engaging debate atmosphere where every participant is afforded an equal chance to contribute. Whether you are participating in your inaugural Model United Nations conference or are a seasoned delegate, we strongly urge you to review these guidelines meticulously.

Preparation is the cornerstone of effective diplomacy. The more acquainted you become with the procedures and agenda, the more substantial and fruitful the debate will be.

If you have any inquiries during your preparation or throughout the conference, please do not hesitate to contact your committee chairs or members of the academic team.

On behalf of the Secretariat of Leaders Model United Nations, I wish you a fruitful preparation period and a successful conference.

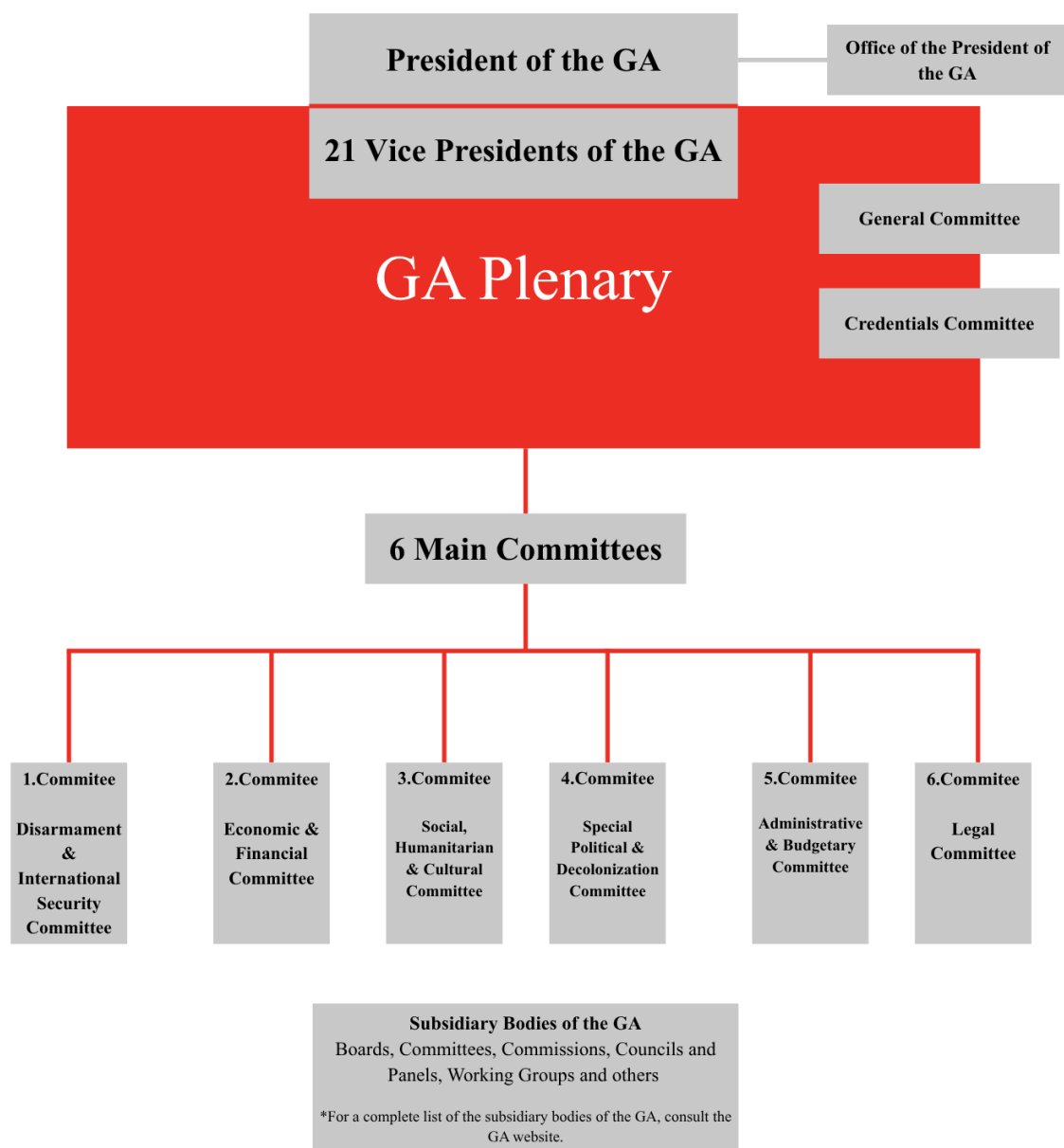
Sincerely,  
Miraç Çağlayan Ekici  
Head of Academy

## 2. General Considerations

### 2.1 Scope

These rules are based on the original rules of the General Assembly as stated in the Charter of the United Nations. However, adaptations have been made to facilitate and ease debate during the Model UN conference. The rules are self-sufficient and shall be considered adopted in advance of the meeting. LeadersMUN Secretariat reserves the right to change the meeting rules.

#### 2.1.1 General Assembly's Plenary



Leader Model UN contains three committees as General Assembly which is one of them is a main committee (GA-3 SOCHUM) furthermore two of them is a subsidiary bodies of the GA (UN Women, INCB) especially INCB is an expert committee under the subsidiary bodies.

The UN Charter establishes six principal organs: the General Assembly (GA), the Security Council, the Economic and Social Council (ECOSOC), the Trusteeship Council, the International Court of Justice and the UN Secretariat.

Each of the 193 Member States of the UN has one vote in the GA. “We reaffirm the central position of the General Assembly as the chief deliberative, policymaking and representative organ of the United Nations, as well as the role of the Assembly in the process of standard-setting and the codification of international law” (2005 World Summit Outcome).

The GA is free to choose the way it conducts its business. The GA Rules of Procedure continue to evolve and to be adapted. Over the years, the GA has granted itself many exceptions to established rules.

The GA has a President (President of the General Assembly — PGA) and twenty-one Vice-Presidents. The GA works through a Plenary, six Main Committees, a General Committee and a Credentials Committee. In addition, there are various subsidiary bodies, such as boards, committees, commissions, and councils, that report to the GA.

The GA meets in sessions. At the beginning of each session, the GA adopts an agenda of items to be considered.

## **2.2 Language**

English is the official and working language of the conference.

## **2.3 Delegations**

Each Member State will be represented by a single delegate and will have one vote in the committee.

## **2.4 Participation of Non-Members**

A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Committee Board.

## **2.5 Representation and Credentials**

The credentials of all delegations have been accepted upon registration. The Secretary-General shall be the final arbiter of the validity of all credentials. Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary General.

## **2.6 Dress Code**

The official dress code of the conference is formal business attire. Dress code is mandatory for all participants, those who do not apply may receive an official warning by a decision made by the Secretariat.

## **2.7 General Powers of Committee Board**

The Board will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Board will have complete control of the proceedings at any meeting. The Chairs will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Chairs may temporarily transfer their duties to another member of the Committee Board. Committee Board members may also advise delegations on the course of debate. In the exercise of these functions, they will be at all times subject to these rules and responsible to the Secretary-General and to the Head of Academy.

## **2.8 Appeal**

Any decision of the Chair, except those matters for which the Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Chair may speak briefly in defence of the ruling. The Secretary-General has ultimate discretion on any ruling, whether it is appealed successfully or not.

## **2.9 Quorum**

The Board may declare a committee open and permit debate to proceed when at least one-fourth of the voting members of the committee is present. The presence of a majority of the members will be required for a vote. A quorum will be assumed to be present unless specifically challenged by a point of order and shown to be absent. A roll call is never required to determine the presence of a quorum.

## **2.10** Courtesy

Delegates will show courtesy and respect to the committee staff and to other delegates. The Chair will immediately call to order any delegate who fails to comply with this rule.

## **2.11** Electronic Devices

No laptops, tablets, cell phones, or other electronic devices may be used in the committee room during formal debate or moderated caucus. Computers may be used outside the committee room at any time, or in the committee room during unmoderated caucus at the discretion of the Committee Board. Rule can be altered at the discretion of the Committee Board.

### **3. Rules of Governing Debates**

#### **3.1 Presidency**

The Presidency shall preside over the meetings of the committee and, under the authority of the General Assembly, shall represent it in its capacity as an organ of the United Nations. In case of a dispute over the interpretation of the Rules of Procedure, the Presidency or any person appointed by the President shall make the final interpretation of these rules and the United Nations Charter. The Presidency has the authority to overrule any procedural matters he deems not beneficial to the work of the committee.

All GA committees operate under the authority of the President of the General Assembly (P-GA). All academic decisions of the General Assembly committees are ultimately subject to the P-GA. The Secretary General is the ultimate decision-maker on all matters related to governance.

The President of the General Assembly within LeadersMUN is the Head of Academy, Miraç Çağlayan Ekici.

#### **3.2 Speeches**

No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if their remarks are not relevant to the subject under discussion, or offensive to committee members or staff. Delegates who are absent when recognized by the dais automatically forfeit their time, and the debate will continue.

#### **3.3 Communication**

Written notes should be the only means of communication between members not recognized to speak. All notes have to be written in English and shall only concern issues related to the Council's work. Notes which fail to fulfill these specifications will be handed to the Presidency by the Admin Staff. Further consequences will be decided upon by the Presidency.

### **3.4 Debate**

The questions brought before the committee shall be formally debated and led by the Presidency. Any member wishing to speak during debate should signal this by raising his placard. The Presidency shall then recognize a speaker.

At the start of the committee session, the Presidency opens the General Speakers List and will ask for delegations who want to be added to the list. Once the General Speakers List runs out, the committee will move into voting procedure.

Once the floor is open, the Presidency may ask for points or motions. If you are recognized by the Presidency you may stand up and state your point/motion. All motions need a Second to be recognized by the Presidency, if not stated otherwise. If there are objections to a motion, the motion will be put to a vote which shall be considered a procedural vote.

### **3.5 Unmoderated Caucus**

An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. A motion for an unmoderated caucus is in order at any time when the floor is open, prior to the closure of debate. The delegate making the motion must briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage. The Chair may rule the motion dilatory, and their decision is not subject to appeal. The Chair may prematurely end an unmoderated caucus if the Chair feels that the caucus has ceased to be productive, and this decision is not subject to appeal.

### **3.6 Moderated Caucus**

A motion for a moderated caucus is in order at any time when the floor is open, prior to the closure of debate. The delegate making the motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes, for the caucus. Once raised, the motion will be voted on immediately, with a simple majority required for passage. If no delegates wish to speak, the moderated caucus will immediately conclude, even if time remains in the caucus. The Chair may also decide, subject to appeal, to suspend the caucus early.

### **3.7 Semi-Moderated Caucus**

A motion for a semi-moderated caucus is in order at any time when the floor is open, prior to the closure of debate. The delegate making the motion must briefly specify a topic, and an overall time limit, not to exceed twenty minutes, for the caucus. During a semi-moderated caucus, delegates shall remain seated and may speak when recognized by the Chair after raising their placards. The Chair will grant the floor to delegates for the specified speaking time. Once the motion is raised, it shall be put to an immediate vote, requiring a simple majority to pass. If no delegates wish to speak, the caucus shall conclude immediately, even if time remains. The Chair may also decide, subject to appeal, to suspend the caucus before the allotted time has elapsed.

### **3.8 Motion to Retake Votes**

A delegate may introduce this Motion directly after a Voting Procedure in order to decide whether the votes should be retaken. The Presidency may decide whether this Motion is in order. There must be a Second to the Motion for it to be considered by the committee.

### **3.9 Motion to a Roll Call Vote**

A 'Motion for a Roll Call Vote' will force each member of the committee to explicitly state its vote in favour, against or an abstention after being called upon by the Presidency. It requires a Simple Majority or a decision of the Presidency to pass.

### **3.10 Closure of Debate**

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favour of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. If the committee is in favour of closure, the Chair will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote.

### **3.11 Motion to Suspend the Meeting**

This motion is made to suspend the meeting for the purpose of a regular caucus or a moderated caucus, but its use also depends upon the conference you are attending. This motion requires an immediate vote.

### **3.12 Adjournment of the Meeting**

Whenever the floor is open, a delegate may move for the adjournment of the meeting, to suspend all committee functions for the duration of the conference. The Chair may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

### **3.13 General Speakers' List**

The committee will have an open speakers' list for the topic being discussed. A separate speakers list will be established as needed for debate on amendments. Periodically, the Chair will call on delegations wishing to be added to the speakers list, and delegations may remove their names from the list via written request. If all motions on the floor fail, the committee will temporarily return to the speakers' list until a consensus on debate can be established.

### **3.14 Yields**

A delegate granted the right to speak from a speaker's list may, after speaking, yield in one of three ways: to another delegate, to questions, or to the dais.

**3.14.1 Yield to another delegate:** Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to a third delegate. To turn the floor over to another delegate is not considered a yield.

**3.14.2 Yield to questions:** Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. Only the speaker's answers to questions will be deducted from the speaker's remaining time.

**3.14.3 Yield to the Chair:** Such a yield should be made if the delegate has finished speaking and does not wish to yield to another delegate or to questions, and further does not wish their speech to be subject to comments. The Chair will then move to the next speaker. A yield to the Chair is in order, but not automatic, when a speaker's time has elapsed. Yields are in order only on substantive speeches and not during the moderated caucus.

### **3.15 Point of Personal Privilege**

Whenever a delegate experiences personal discomfort that impairs their ability to participate in the proceedings, he or she may rise to a point of personal privilege to request that the discomfort be corrected.

### **3.16 Point of Information**

If a speaker has opened himself to points of information, the Presidency shall select questioners which are granted one question each. A point of information has to be phrased as a question. A short introductory statement or reference may however precede the question. There will be no further dialogue between the delegates on the floor.

### **3.17 Point of Order**

During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Chair in accordance with these Rules of Procedure.

### **3.18 Point of Parliamentary Inquiry**

When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the Chair a question regarding the Rules of Procedure.

### **3.19 Right of Reply**

A delegate whose personal integrity has been impugned by another delegate may request a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Chair's decision on whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Chair.

### **3.20 Resolutions**

In the context of Model United Nations (MUN), a resolution paper is a formal written document that presents proposed solutions to an international issue discussed in a committee, using diplomatic and official language. It is prepared by delegates and, when adopted, represents the collective opinion and decisions of the committee. A resolution document typically consists of three main sections: a title, preambulatory clauses, and operative clauses.

Preambulatory Clauses

Acknowledging	Noting with approval	Noting with deep concern
Acting	Expressing concern also	Noting with regret
Affirming	Expressing concern	Noting with satisfaction
Alarmed by	Expressing its	Observing
Alarmed	appreciation	Reaffirming
Anxious	Expressing its satisfaction	Reaffirming also
Appreciating	Expressing satisfaction	Realizing
Approving	Firmly convinced	Recalling
Aware of	Fulfilling	Recalling also
Bearing in mind	Fully alarmed	Recognizing
Believing	Fully aware	Recognizing also
Cognizant	Fully believing	Recognizing with
Concerned	Further deploring	satisfaction
Confident	Further recalling	Referring
Conscious	Guided by	Regretting
Considering	Having adopted	Reiterating
Contemplating	Having considered	Reiterating its call for
Convinced	Having considered further	Reminding Seeking
Declaring	Having devoted attention	Seized
Deeply concerned	Having examined	Stressing
Deeply conscious	Having heard	Taking into account
Deeply convinced	Having received	Taking into consideration
Deeply disturbed	Having reviewed	Taking note
Deeply regretting	Having studied	Taking note also
Deploring	Having adopted	Taking note further
Desiring	Having approved	Underlining
Determined	Having considered	Viewing with appreciation
Emphasizing	Having decided	Welcoming
Encouraged	Keeping in mind	
Expecting	Mindful Noting	
Expressing appreciation	Noting further	

Note: Clause starters can be reused by adding “further” or “deeply”. For instance “Noting” could be reused as “Further noting” and “Concerned” could be reused as “Deeply concerned”.

## Operative Clauses

Accepts Acknowledges Adopts Advises Affirms Also calls for Also recommends <b>Also strongly condemns</b> Also urges Appeals Appreciates Approves <b>Authorizes</b> Calls Calls for Calls upon Commends Concurs <b>Condemns</b> Confirms Congratulates Considers <b>Decides</b> <b>Declares</b> <b>Declares accordingly</b>	<b>Demands</b> Deplores Designates Directs Draws the attention Emphasizes Encourages Endorses Expresses its appreciation Expresses its hope Expresses its regret Further invites Further proclaims Further recommends Further reminds Further requests Further resolves Has resolved Instructs Introduces Invites Notes Notes with satisfaction Proclaims Reaffirms	Recalls Recognizes Recommends Regrets Reiterates Reminds Repeats <b>Requests</b> <b>Requires</b> Solemnly affirms Stresses Strongly advises <b>Strongly condemns</b> Strongly encourages Suggests Supports Takes note of Transmits Trusts Underlines Underscores Urges Welcomes
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Note: Clause starters can be reused by adding “further” or “strongly”. For instance: “Requests” could be reused as “Further requests” and “Asks” could be reused as “Strongly asks”.

***Important Warning:*** Bolded Phrases are reserved solely for the UN Security Council.

### 2.20.1 Resolution Acceptance Rules

1. GA Resolutions cannot contain UNSC Operative Phrases.
2. The statement of the committee should be exactly as written in the LeaderMUN Study Guides.
3. The committee must be clearly stated in capital letters before the resolution begins its text section.
4. The opening of preambulatory clauses should be italicized.
5. No clause opening should be repeated in its exact form.
6. Preambulatory clauses must end in commas.
7. All acronyms must be listed in full before appearing in abbreviated forms.
8. Grammatically the resolution is one sentence so that no clause may contain a full stop (period) or begin a new sentence.
9. No operative clause opening phrases should be repeated in their exact form.
10. Operative clauses must end in semicolons (;).
11. Operative sub-clauses and sub-sub-clauses must have commas at their end.
12. A full-stop (period) only appears at the end of the last operative clause.
13. Operative numbers should align with the first letter of the preambulatory clause.
14. Following lines of operative clauses must align with the first word of the first line.
15. Sub-clauses should be marked with a letter and a full-stop (period) and have single indentation (one press of tab).
16. Sub-sub-clauses should be marked with a lowercase roman number followed by a full-stop (period) and have double indentation (two presses of tab).
17. Acronyms must be listed in full at the first time before appearing in abbreviated forms.
18. Ensure that there is a linespace between the end of one operative clause and the beginning of the next.
19. Last clause ends with a full stop (period).

If the resolution paper does not comply with the rules stated above, it will be declared invalid by the president of the general assembly without appeal and suspended until the identified errors are corrected.

#### **4. Rules of Governing Debates**

##### **4.1 Rights of Voting**

Each member of the GA Committees has one vote.

##### **4.2 Procedural Matters**

A procedural matter is a Voting on any Motion whatsoever. Decisions of the GA Committees on procedural matters shall be made by an affirmative vote of the Simple Majority. Abstentions are not in order. A vote on procedural matters is only conducted if there are objections to the motion introduced.

### 4.3 Substantive Matters

A substantive matter is a Voting on the inclusion of an amendment, a clause, a final resolution. Abstentions by members of the GA Committees are in order. The Chair's decision whether to accept the motion for a roll call vote may not be appealed.

4.3.1 In a roll call vote, the Chair will call all countries noted by the dais to be in attendance in alphabetical order.

4.3.2 In the first sequence, delegates may vote "Yes," "No," "Abstain," "Pass," "Yes with rights," or "No with rights."

4.3.3 A delegate who passes during the first sequence of the roll call must vote "Yes" or "No" during the second sequence. The same delegate may not request the right of explanation.

4.3.4 A delegate may only request the right of explanation if their vote appears to constitute a divergence from his or her country's policy and if he or she votes "Yes with rights" or "No with rights" in the first round of voting. After all delegates have voted, delegates who stated their vote with rights will be granted 30 seconds each to explain their votes.

4.3.5. The Chair will then announce the outcome of the vote.

The LeadersMUN Secretariat reserves the right to amend or reinterpret any rules outlined in this handbook during the course of the conference. For any matters not explicitly defined herein, the relevant United Nations chapters and procedures shall apply. This handbook has been prepared and issued under the guidance of the Head of Academy, Miraç Çağlayan Ekici, to provide delegates with a comprehensive framework for their participation.