



SMUN'25



SMUN

संधौ बलं, विभेदे जयः।

**CONFERENCE
HANDBOOK**



SECRETARY GENERAL'S ADDRESS

With immense pride and heartfelt gratitude, I welcome you all to the first edition of the Sahamaanaa Model United Nations — SMUN 2025.

This moment marks more than the commencement of a conference; it signifies the birth of a vision — one that seeks to nurture voices, foster understanding, and celebrate the power of dialogue in an increasingly divided world.

The name Sahamaanaa embodies courage — the courage to question, to dissent, and to discover unity through difference. Guided by our theme, “Sandhau Balam, Vibhede Jayah” — Strength in Doubt, Victory in Division — SMUN 2025 stands as a tribute to the idea that progress emerges not from uniformity, but from the bold exchange of perspectives.

This inaugural edition brings together four distinguished committees:

The United Nations General Assembly – DISEC,
The Lok Sabha,
Churchill’s War Cabinet, and
The International Press Corps.

Each has been curated to challenge intellect, encourage critical engagement, and cultivate the true essence of diplomacy — where debate is not conflict, but conversation refined through respect and reason.

To me, SMUN is more than an event; it is the beginning of a legacy. A space where young leaders rise to the occasion, where ideas evolve into conviction, and where dialogue becomes a force for change. Standing here as the first Secretary-General of Sahamaanaa MUN, I feel deeply honored to carry forward this vision alongside an exceptional team whose dedication has transformed a dream into reality.

To every delegate, I urge you to embrace these two days with openness and courage. Challenge your assumptions, respect differing opinions, and remember that the greatest diplomats are not those who speak the loudest, but those who listen the hardest.

Welcome to Sahamaanaa Model United Nations 2025 — where courage begins in conversation, and victory is found in understanding.

Regards,
Samrat Pratap Singh,
Secretary General, SMUN.



DEPUTY SECRETARY GENERAL'S ADDRESS

With immense pride, we welcome you all to the maiden edition of SMUN. This conference marks the beginning of a platform built for meaningful dialogue, decisive leadership, and the exchange of real ideas.

Over the past months, we have worked to create a space where every delegate has a voice and every discussion has impact. Each committee has been selected to reflect a distinct dimension of governance and diplomacy. The Lok Sabha, UNGA DISEC, IPC, and Churchill's War Cabinet each demand critical thinking, discipline, and a clear sense of purpose.

We have both been in your place before. We know the nerves before the first speech, the energy in a heated debate, and the satisfaction of leaving a committee with something learned. SMUN is not about hierarchy or titles. It is about showing initiative, taking responsibility, and speaking with intent.

We believe diplomacy is built on three principles: preparation, respect, and consistency. Every motion, clause, or report you present is an opportunity to apply these values. The goal is not to win arguments but to create understanding that moves the discussion forward.

To the first-time delegates, take this as your introduction to leadership. To the experienced ones, take this as your opportunity to set a higher standard. To all of you, make these three days count.

SMUN is a beginning. Let it remind us that clarity in thought and respect in dialogue will always define real diplomacy.

Regards,
Shadan Husham,
Ashmit Seal,
Deputy Secretary General, SMUN.



THE SECRETARIAT

UNGA DISEC

CHAIRS: Ayush Majumdar & Akashdeep Sen.

VICE-CHAIRS: Samrat Pratap Singh & Ritankar Mondal.

DIRECTOR: Akshat Jaiswal.

LOK SABHA

SPEAKER: Shivans Bhura.

DEPUTY SPEAKER: Jashojeet Bannerjee.

PARLIAMENTARY REPORTER: Ashmit Seal.

CHURCHILL'S WAR CABINET

CHAIRS: Adrish Hossain & Shadan Husham.

VICE-CHAIR: Sananya Chakraborty.

DIRECTOR: Rahil Hussain

INTERNATIONAL PERSS CORPS

CHAIRS: Sweta Sahoo & Arindam Mukherjee

VICE CHAIR: Koushiki Das & Rishika Manna



PARTICULARS

The Conference will be held at ICCR, Kolkata, on the 8th and 9th of November 2025. Delegates must arrive on time each day to ensure the smooth and uninterrupted conduct of all proceedings. The Organising Committee, will not be responsible for the loss or damage of any personal belongings. Delegates are advised to take full responsibility for their possessions throughout the Conference.

USE OF ELECTRONIC DEVICES

1. The use of the internet during committee sessions is strictly prohibited. Delegates may access online resources only during unmoderated caucuses or at times explicitly permitted by the Executive Board. Any violation of this rule may lead to reprimand.
2. Delegates must bring their devices fully charged to the Conference. Power outlets will be available only as resources permit, and the Secretariat does not guarantee continuous access to charging facilities.
3. Misuse of digital devices may lead to confiscation. Such devices will be returned only after the Secretariat has taken appropriate action.
4. Only laptops or tablets are permitted for use during committee sessions. The use of headphones, earphones, or any in-ear or over-the-ear devices during sessions is strictly prohibited.
5. Any act of harassment, discomfort, or misconduct toward another delegate through digital means will be treated as a serious offense equivalent to bullying. The Secretariat reserves full discretion to take disciplinary action against offenders.



DRESS CODE

Delegates are required to follow the dress code below during the Conference:

Day 1: Indian Attire

Day 2: Western Formals

Inappropriate or non-compliant attire will not be permitted. The Secretariat reserves the right to take appropriate action in cases of violation. Delegates must dress respectfully and in accordance with the prescribed guidelines on both days of the Conference.

Delegates of Lok Sabha may wear Indian Traditionals on both the days.

COURTESY AND DECENCY

All delegates must maintain proper decorum and display courtesy toward the Board, the Secretariat, and fellow participants. Every individual present at the Conference, including members of the Organizing Committee and participants, must be treated with dignity and respect at all times. Acts of indecency or misconduct will not be tolerated under any circumstances. Delegates are expected to observe basic etiquette throughout the sessions. Should any incident or dispute occur, it must be immediately reported to the Chairperson(s) or the Secretary-General. The Secretariat will review the issue and take the necessary course of action.

APPEALS AND REQUESTS

Any appeal or request related to the Conference must be addressed to the Secretariat or the Secretary-General, either in writing or via email. When required, a clear explanation or justification for the request must be included. The Secretariat retains full discretion in responding to and deciding on such appeals.

All complaints and appeals submitted to the Secretariat will be dealt with promptly, and action will be taken as considered appropriate.



FUNCTIONS AND POWERS OF THE PRESS

1. Members of the Press are responsible for reporting significant events and discussions taking place within their assigned committees. They may also submit editorials and opinion pieces expressing their perspectives on topics under deliberation.
2. Press members must not publish any content that is offensive, defamatory, or disrespectful toward the agenda, delegates, or any participant.
3. The Press is entitled to conduct unobstructed questioning during Press Conferences. However, if questions or responses become irrelevant, incoherent, or disruptive to committee order, the questioning may be halted.
4. Press members may interview delegates from their assigned committees with the delegate's explicit consent and may submit corresponding reports to their committee.
5. During Press Conferences, the Chairpersons of the International Press Corps shall preside over moderation and all proceedings. Their decisions in such contexts will be final and binding.

LANGUAGE

The official language for all communication during both the days of the conference is English, which must be appropriate and respectful. The use of vernacular languages is permitted solely in the Lok Sabha sessions, in accordance with the Executive Board's guidelines.



GENERAL POWERS OF THE SECRETARIAT AND COMMITTEE STAFF

1. All decisions made by the Secretariat are final, absolute, and non-negotiable.
2. Matters not covered within the scope of the Conference Handbook will be resolved by the Secretariat as deemed appropriate.
3. Any oral or written statement issued by the Secretariat concerning committee flow or procedure is binding upon all participants.
4. The Executive Board is responsible for managing and moderating debate within the committee. The Chairperson's decisions regarding all procedural or substantive matters are final.
5. The Chairperson may temporarily delegate responsibilities to another member of the Executive Board when necessary.
6. The Executive Board may recommend or discuss with the committee the future course of action whenever required.
7. The Executive Board answers to the Secretary-General, whose decisions are final if there is a disagreement. The Executive Board can change procedures when necessary to help meetings run smoothly.

MISCELLANEOUS RULES

1. Any changes to delegation composition or delegate details must be promptly communicated to the Secretariat via email.
2. Delegates are not allowed to remain or loiter within or around the venue premises after the committee has been adjourned for the day. Any violation will invite disciplinary action.
3. Instances of bullying, harassment, or use of derogatory language will result in strict action. Delegates must immediately report such incidents to a member of the Secretariat.



4. Possession, use, or consumption of any prohibited substances, including vapes, e-cigarettes, or alcohol, is strictly forbidden for all students, faculty, staff, and visitors during the Conference.

5. Any delegate who observes a breach of the above rules or code of conduct must report it immediately to their Chairperson(s) or the Secretariat for appropriate action.

SECURITY REGULATIONS

Please be informed that bag checks and frisking will be conducted by the Security Team during registration. Delegates found in possession of vape pens, e-cigarettes, cigarettes, lighters, or any other illicit substances will have them confiscated permanently.

Additionally, food items, deodorants, and similar belongings will be collected during checking and may be returned at the end of the day. The Secretariat will not be responsible for the loss or misplacement of such items, so delegates are strongly advised not to carry them to the venue.

All CWC delegates are required to present their school ID cards during the security check.

Please note that any form of disrespect or rude behavior toward members of the Security Team will not be tolerated and will result in strict disciplinary action.



RULES OF PROCEDURE

Flow of Committee

The formal commencement of committee proceedings begins with the setting of the agenda. Once the agenda is established, the committee moves into the General Speakers' List (GSL), which serves as the primary form of formal debate. Each delegate is provided with a placard for identification. Delegates wishing to speak in the General Speakers' List must raise their placards to be recognised. Committee discussions are conducted through both formal and informal debate formats as outlined below:

Formal Debate

1. General Speakers' List
2. General Discussion on Paperwork

Informal Debate

1. Moderated Caucus
2. Unmoderated Caucus
3. Special Speakers' List
4. Round Robin
5. Open Floor

These formats ensure productive and structured deliberations. While the General Speakers' List constitutes the formal framework of debate, most discussions occur through informal debate. The Special Speakers' List (SSL) is used primarily to address immediate crises or pressing updates.

Roll Call

Roll Call is taken at the beginning of each committee session. Delegates must respond with either present or present and voting. A delegate marked as present and voting cannot change their status later in the committee. This status indicates that the delegate is required to vote on all final documents and cannot abstain. Non-members cannot respond with present and voting.



Opening Debate

For the committee to begin formal proceedings and pass the agenda, debate must first be opened. Only after the agenda is passed can substantive discussions commence.

Verbatim:

"The delegate of [your country] would like to raise the motion to open debate."

Agenda

The agenda serves as the foundation for discussion within the committee. Delegates are expected to deliberate upon it and work toward a resolution by the end of the session. Since agendas are typically broad and multi-dimensional, setting the agenda is the first procedural step in committee.

Verbatim:

"The delegate of [your country] would like to raise the motion to set the agenda, the agenda being [agenda]."

Debate and Motions

General Speakers' List (GSL)

The General Speakers' List is the primary and only formal mode of debate in committee. Its purpose is to allow delegates to express their country's stance and policy regarding the set agenda. The GSL remains active throughout the committee and serves as the default form of debate when others conclude. It typically begins with a per-speaker time of 90 or 120 seconds, with no total time limit.

Informal debate formats cannot exceed the GSL per-speaker time. The total time for any informal debate must be divisible by the per-speaker time to yield a whole number of speakers.

Verbatim:

"The delegate of [your country] would like to raise the motion to enter into the General Speakers' List, per speaker time being [time in seconds]."

(Note: usually 90s or 120s)

Special Speakers' List (SSL)

The Special Speakers' List, though outside formal debate, is distinct from caucuses. It is used primarily during crises or updates requiring immediate discussion. The per-speaker time is shorter than that of the GSL, and there is no total time limit. Once completed, the committee returns to the GSL.

Verbatim:

"The delegate of [your country] would like to raise the motion to suspend formal debate and move into a Special Speakers' List, per speaker time being [time in seconds]."



Moderated Caucus

The Moderated Caucus is used to discuss specific subtopics or updates in greater depth. The topic is decided by the committee, with the motion receiving the most votes proceeding. The delegate whose motion passes may choose to speak first or reserve their right to speak.

Verbatim:

"The delegate of [your country] would like to raise the motion to suspend formal debate and move into a moderated caucus, total time being [time], per speaker time being [time in seconds], discussing [topic]."

Unmoderated Caucus

The Unmoderated Caucus allows delegates to engage in informal discussions without moderation to build consensus or negotiate solutions. It is typically used when formal debate fails to yield agreement. There is no per-speaker time.

Verbatim:

"The delegate of [your country] would like to raise the motion to suspend formal debate and move into an unmoderated caucus, total time being [time in minutes]."

Round Robin

In a Round Robin, delegates deliver speeches sequentially in alphabetical order, usually in response to a new crisis. Participation is optional, though rights to speak cannot be reserved. The proposer decides the per-speaker time, which cannot exceed that of the GSL. There is no total time limit.

Verbatim:

"The delegate of [your country] would like to raise the motion to suspend formal debate and move into a Round Robin, per speaker time being [time in seconds], discussing [topic]."

Open Floor

An Open Floor facilitates spontaneous discussion, functioning similarly to an Unmoderated Caucus but allowing freer participation. There is no per-speaker time.

Verbatim:

"The delegate of [your country] would like to raise the motion to suspend formal debate and move into an Open Floor, total time being [time in minutes], discussing [topic]."



Extension of a Motion

When a form of debate (moderated or unmoderated) elapses without the committee reaching its intended conclusion or outcome, the committee may pass a motion to extend the duration of that debate.

The extension may not exceed 50% of the original duration.

Verbatim:

"The delegate of [your country] would like to raise the motion to extend the [form of debate] by [50% or less than 50% of the time period of the original motion]."

Suspension of Debate

Debate is suspended before breaks and resumed afterward.

Verbatim:

"The delegate of [your country] would like to raise the motion to suspend the committee."

Adjournment of Debate

Adjournment signifies the permanent closure of the committee session.

Verbatim:

"The delegate of [your country] would like to raise the motion to adjourn the committee."

Motion to Discuss Paperwork

The committee may move to discuss paperwork through various formats.

1. Question-Answer Session (QnA):

A question round with the authors, where delegates may ask a fixed number of questions (declared while introducing the motion). Any author may respond.

Verbatim:

"The delegate of [your country] would like to raise the motion to move into a Question-Answer Session of [x] questions on [name of document]."



2. XvX Debate:

A fast-paced discussion between X speakers for and X speakers against the document, alternating speeches. Authors may or may not participate. Questions are not entertained unless allowed by the Executive Board.

Verbatim:

"The delegate of [your country] would like to raise the motion to move into an [x] for [x] against, discussing [name of document]."

3. Clause-by-Clause Discussion:

Each clause of the document is discussed individually. The authors read each clause, followed by questions from the committee. The number of questions per clause is decided by the Executive Board. Points of Order and Information are allowed.

Verbatim:

"The delegate of [your country] would like to raise a motion to move into a clause-by-clause discussion on [name of document]."

YIELDS

When a delegate finishes their speech with time remaining, they may yield the remainder in the following ways:

- 1. Yield to Points of Information:** The Chair opens the floor for questions on the delegate's speech. Number of questions depends on remaining time and Chair's discretion.
- 2. Yield to the Chair:** Time elapses and control returns to the Chairperson(s).
- 3. Yield to Another Delegate:** Remaining time is transferred to another delegate, who may continue speaking.



POINTS

Points are the primary mode of communication with the Executive Board. In order of precedence:

1. Point of Personal Privilege: Raised for personal discomfort or clarity requests. Must be addressed immediately but not misused.

Example: "Point of Personal Privilege, could the Chair please adjust the temperature?"

2. Point of Parliamentary Inquiry: Raised for procedural clarifications.

Example: "Point of Parliamentary Inquiry, which is the next allotment on the list?"

3. Point of Order:

b) To identify procedural errors made by the Executive Board.

Example: If the Board recognises a motion which is not in order.

(NOTE-Point of Orders SHOULD NOT BE raised to correct factual inaccuracies in a delegate's speech).

4. Point of Information:

Used to ask questions on a delegate's speech. Normally allowed only during the General or Special Speakers' List, unless otherwise permitted by the Chair.

Questions must be brief and relevant.

5. Right to Reply:

Raised when a delegate or their head of state is insulted. The delegate must specify the statement being addressed. The Executive Board decides if the Right to Reply is in order.

QUORUM

The quorum is the minimum number of members required to commence formal debate.

At SMUN, it is 1/5th of the total committee strength.

Example: For a committee of 30 delegates, at least 6 must be present.

In double-delegate committees, each delegation counts as one.



VOTING

Two primary types of voting exist:

1. Voting on Formal Paperwork

All nations have one vote. Possible responses: "yes," "no," "yes with rights," "no with rights," "abstain," or "pass."

Delegates marked "present and voting" cannot abstain. Votes are roll-call based. Observers cannot vote. Only Points of Personal Privilege may interrupt voting.

Special Votes:

Yes with rights: When voting for a document conflicts with national policy. Example: Russia voting for a U.S. resolution.

No with rights: When voting against a document conflicts with policy. Example: U.K. voting against a German resolution.

Note: Formal paperwork requires a two-thirds majority to pass.

2. Voting on Committee Proceedings

Used for motions and procedural matters.

A motion passes by simple majority (50% + 1 vote). Voting is conducted by raising placards.



PAPERWORK

DISEC will only be having draft resolutions, the format of which is to be conveyed during committee.

Lok Sabha and International Press Corps will not be having any Paperwork.

The Rules of Procedure of Churchill's War Cabinet is given below:

Churchill's War Cabinet-Paperwork and Rules of Procedure

