



# LOK SABHA

## Rules of Procedure



### Agenda:

**“Assessing the Feasibility of  
‘One Nation, One Election’ in India and  
its Implications on Federal Autonomy.”**



# Lok Sabha Rules of Procedure

## 1. Committee Structure & Seating Arrangement

- **Speaker:** Presides over the session, ensuring order and adherence to procedures.
- **Deputy Speaker:** Assists or substitutes the Speaker as needed.
- **Ruling Party:** Seated to the right of the Speaker.
- **Opposition & Other Parties:** Seated to the left of the Speaker.
- **Panel of Chairpersons:** A group of up to ten members nominated to preside in the absence of the Speaker and Deputy Speaker..

## 2. Language Policy

- **Bilingual Proceedings:** Both Hindi and English are permitted. Delegates should use only one language per speech to maintain clarity.

## 3. Opening Formalities

- **National Anthem:** Marks the commencement of the session.
- **Roll Call:** Attendance is taken. Delegates respond with:
  - (i) **Present:** Can vote Yes, No, or Abstain.
  - (ii) **Present and Voting:** Must vote Yes or No; abstention is not permitted.

## 4. Quorum

- **Requirement:** At least one-third of the members must be present to commence proceedings.

## 5. Agenda Setting

- **Motion to Set Agenda:** Delegates propose the order of topics for discussion. Requires a majority vote to pass.

## 6. Statements from the House

- **Purpose:** Allows members to express their initial positions on the agenda.

### Procedure:

- After establishing a quorum, the Speaker invites statements.
- A total of 16 members (8 each from the government and opposition) are given time on the floor to make statements.
- The Leader of the House is the default first speaker, and the Leader of Opposition is the default last speaker.



- Each speaker is allotted a maximum of 90 seconds.
- Agendas for the Discussion Hour can be submitted after the first two statements.

### 7. Moderated and Unmoderated Caucuses

- **Moderated Caucus:**

**Purpose:** Facilitates focused discussion on specific subtopics within the agenda.

**Procedure:**

- » A delegate motions for a moderated caucus, specifying:
  - ☐ Total duration (e.g., 10 minutes).
  - ☐ Individual speaking time (e.g., 1 minute per speaker).
  - ☐ Specific subtopic for discussion.
- » The motion requires a simple majority to pass.
- » The Speaker recognizes speakers during the caucus.
- » No points are entertained during this time.

- **Unmoderated Caucus:**

**Purpose:** Allows delegates to engage in informal discussions, negotiate, and draft documents.

**Procedure:**

- » A delegate motions for an unmoderated caucus, specifying the total duration (e.g., 15 minutes).
- » The motion requires a simple majority to pass.
- » Delegates may move freely, form groups, and collaborate on documents during this time.

### 8. Discussion Hour

- **Purpose:** Facilitates focused discussion on specific sub-agendas within the main agenda.
- **Procedure:**
  - » Allocated time (maximum one hour) for discussing sub-agendas proposed by members.
  - » Agendas are submitted in writing and prioritized based on submission time.
  - » The Speaker may withdraw any agenda deemed irrelevant.
  - » All points, including Points of Information, are permitted during this time.



### 9. Question Hour

In Lok Sabha, **Question Hour** is a designated time when Members of Parliament (MPs) can ask questions to the ministers about their ministries' policies, decisions, or any public concerns. It's an excellent opportunity for delegates to hold the government accountable and gain clarity on various issues. Typically, Question Hour is scheduled at the beginning of the session, lasting for about 30 to 60 minutes, depending on the conference's agenda.

#### Procedure:

- Questions must adhere to specific guidelines, avoiding arguments, defamatory statements, or matters under adjudication.
- The Speaker decides on the admissibility of questions.

### 10. Zero Hour

- **Purpose:** Members raise urgent matters without prior notice.
- **Procedure:**
  - » Starts immediately after the Question Hour.
  - » Members submit notices 1 hour before on the day of the sitting, stating the subject they wish to raise.
  - » The Speaker decides whether to allow the matter to be raised.
  - » Each member is typically allotted three minutes to raise an issue.
  - » The government is expected to respond, though not obliged.
  - » All points, except Points of Information, are allowed during this time.

### 11. Points and Motions

- **Point of Personal Privilege:** Raised when a delegate faces personal discomfort affecting participation.
- **Point of Order:** Raised to address a breach in procedure or factual error. The Speaker rules on its validity.
- **Point of Parliamentary Inquiry:** Questions directed to the Speaker regarding procedural matters.
- **Point of Information:** Questions posed to a speaker after their speech, subject to the Speaker's discretion.
- **Motions:** Proposals to alter the flow of debate, such as moving into a moderated or unmoderated caucus. Require a majority vote to pass.

### 13. Voting Procedure

- **Simple Majority:** Most decisions, which does not include passing the bills, require a simple majority.



- **Closure of Debate:** A motion to end debate on a topic requires a two-thirds majority. Two speakers may speak against the motion before voting.
- **Adjournment:** A motion to end the session, not open to debate, requires a special majority vote.

### 14. Bill Introduction and Passage

- **Introduction:** Members may introduce bills relevant to the agenda.
- **Debate and Amendments:** Bills are debated, and amendments may be proposed.
- **Voting:** After debate, bills are put to a vote. If passed, they are considered adopted by the committee.

### 15. Conduct and Decorum

- **Attire:** Formal Indian or Western attire is required. Indian wear is encouraged.
  - **Electronic Devices:** Usage is not permitted during committee sessions but can be used during unmoderated caucus or when the committee is not in formal proceedings.
  - **Respect for the Chair:** Delegates must show utmost respect to the Speaker and abide by their decisions.
  - **Language:** Speeches should be free from defamatory statements and personal attacks.
  - **Desk Tapping:** Delegates may tap their desks to indicate agreement or appreciation.
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## **Documentation Guidelines**

### **Position Paper Guidelines**

#### **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 that the position paper must follow, it should include a description of the position your country holds on the issues on the agenda, relevant actions that your country has taken, and potential solutions that your country would support.

#### **Purpose:**

Keep in mind the recent decisions taken by your own country, major events that have taken place after the war, and your foreign policy regarding the same. The Position papers should include the following details:

- The delegate's preliminary understanding of the topic and what it entails
- Allocation of the delegate and your stance on this agenda
- Your proposed plan of action and effective solutions
- Any information regarding your portfolio that you think the Executive Board members should know
- Furthermore, your expectations as to how this committee should progress and what are your expectations from the debate.
- Position papers should include the name of the delegate, his/her country, and the committee, along with the agenda
- Be in a standard font ( Times New Roman) with a 12-point font size and 1-inch document margins and alignment should be justified.

Each position paper should not exceed two pages which does not include the Bibliography, and should all be combined into a single PDF format per delegate (other formats will not be accepted.)

### **Press Release Guidelines**

#### **Party Statement**

A Party Statement refers to an official communication issued by the leader of a political party or its designated spokesperson within the Lok Sabha. In the context of this simulation, delegates may use a party statement to convey a change in party policy or to respond formally to a significant crisis update introduced by the Executive Board.

Delegates must note that such statements will only be accepted if they carry considerable weight and are likely to influence the flow of debate within the House.





### Example:

If the Executive Board introduces a crisis update that a major riot has broken out in a particular state, the political party in power may choose to issue a Party Statement outlining steps being taken, such as deploying paramilitary forces or imposing curfews. Similarly, opposition parties may issue a statement strongly criticizing the government's failure to act in time.

However, if a statement merely condemns the situation without proposing concrete actions or changes in stance, it may not be accepted by the Executive Board. Therefore, a well-received party statement must fulfill two conditions:

1. It must be from a party relevant to the issue at hand.
2. It must have substantial political or procedural implications.

Once a Party Statement is accepted by the Executive Board:

- It shall be read aloud by the delegate issuing it.
- It will be circulated among all other Members of Parliament.
- The Executive Board may allow Points of Information to the delegate regarding the content of the statement.

**Please note:** A party statement is not subject to voting as it represents internal policy. Once issued, it is assumed that the concerned party has already initiated the course of action mentioned within the simulation.

### Sample

#### Party Statement by the Leader of the Opposition

**Date:** [Insert Date]

**Issued by:** Shri Rahul Gandhi, Member of Parliament and Leader of the Opposition.

**Subject:** Immediate Response to the Crisis in Manipur

In light of the recent crisis update issued by the Executive Board stating that ethnic violence has escalated in the state of Manipur, the Indian National Congress expresses its deep concern over the deteriorating law and order situation.

We firmly believe that the Union Government has failed in its constitutional duty to maintain peace and protect the rights of citizens in the region. The deployment of central forces, delayed as it may be, has proven inadequate, and intelligence agencies appear to have underestimated the extent of communal tensions brewing for weeks.

#### In view of this, the Indian National Congress hereby declares the following:

1. We demand the immediate imposition of **President's Rule** in Manipur under Article 356, given the failure of the state machinery.
2. We urge the Hon'ble Prime Minister to convene an **all-party meeting** to build consensus on a humanitarian and strategic response.
3. Our party MPs will be visiting relief camps in the affected districts and submitting a detailed report in Parliament.
4. We shall move an adjournment motion in the House tomorrow, demanding urgent discussion and accountability from the Union Home Minister.

The Congress party reiterates its commitment to upholding the principles of federalism, human rights, and national unity. The time for inaction is over.



### Joint Press Release

A Joint Press Statement refers to an official communication made collectively by two or more political parties or Members of Parliament (MPs) within the Lok Sabha. This is generally used to:

- Convey a shared position or consensus between political factions in response to a simulated crisis,
- Announce a mutual understanding, or
- Present a joint legislative proposal or demand.

While there is no restriction on which parties or MPs may collaborate on such a statement, it will only be accepted by the Executive Board if it substantially affects the flow of debate in the committee.

### For Example:

If a crisis update reveals a major economic downturn affecting farmers nationwide, both ruling and opposition parties may choose to issue a joint statement calling for immediate relief measures such as debt waivers or a special parliamentary session to discuss the crisis.

### Procedure

Once a Joint Press Statement is submitted and accepted by the Executive Board:

- It will be read out aloud by the MPs or party leaders issuing it.
- The Executive Board may then open the floor for Points of Information (POIs) directed toward any of the issuing members.

A joint press statement is **not subject to a vote**, as it reflects the autonomous actions or agreement between participating parties or MPs. Once it is submitted, it is assumed that the issuing parties have already initiated the measures outlined in the statement.





### Sample Joint Press Release

#### **Joint Press Statement**

**Date:** [Insert Date]

**Issued by:** Shri Rahul Gandhi, Member of Parliament (Wayanad),  
Shri Akhilesh Yadav, Member of Parliament (Kannauj),

**Subject:** Response to Communal Riots in Uttar Pradesh

In light of the recent communal riots in Meerut and Muzaffarnagar, we expres grave concern over the deteriorating law and order situation in Uttar Pradesh. The inaction and failure of the state government to protect innocent lives is unacceptable.

We jointly demand the following:

1. Immediate deployment of central forces to restore peace.
2. A judicial inquiry to ensure accountability.
3. A special relief package for victims and affected families.
4. Strict action against those inciting violence, regardless of political affiliation.
5. A joint opposition delegation will visit the affected areas and submit a report in the Lok Sabha.
6. A parliamentary discussion under Rule 193 on the rise in communal incidents across the state.

This is a time for unity, not division. We urge the government to act swiftly and ensure justice.



### Committee Wide Press Release

A Committee-Wide Press Release in the context of the Lok Sabha is a unified statement issued with the consensus of all Members of Parliament (MPs) present in the committee. It reflects the collective opinion of the House on a specific issue and outlines the course of action being undertaken or proposed.

This type of press release typically comes after extensive debate and general agreement within the committee on the issue at hand. It must include:

1. The agreed stance of the entire Lok Sabha on the matter.
2. The actions being taken or recommended by the House.
3. A tone that reflects national unity and constitutional responsibility.

While drafting this release, MPs must ensure that the proposed actions fall within the legislative or oversight powers of the Lok Sabha. For example, issuing advisories, proposing amendments, or recommending government intervention are valid inclusions, whereas directly enforcing executive decisions may fall outside its simulated scope.

Once submitted, a committee-wide press release is automatically considered adopted, as it represents the consensus of the House after a separate voting or debate on the document which requires a special majority. It will be read aloud by the Speaker or a nominated MP.

This form of press release showcases the capacity of the Lok Sabha to come together beyond party lines in the national interest, especially in times of crisis or major public concern.



### Committee Wide Press Release

#### Committee-Wide Press Release

**Issued by:** Lok Sabha

**Date:** [Insert Date]

**Subject:** Consensus on the Passage of the 129th Constitutional Amendment Bill

The Members of Parliament, across party lines, have reached a historic consensus on the **129th Constitutional Amendment Bill**, aimed at ensuring greater representation of women in the Lok Sabha and State Legislative Assemblies.

The House unanimously acknowledges that despite decades of progress, women continue to be underrepresented in the highest decision-making bodies of the country. This amendment seeks to correct that imbalance and reaffirm the commitment of the Indian Parliament to gender equality and inclusive governance.

Through this amendment, the following provisions have been agreed upon:

1. Reservation of one-third of all seats for women in the Lok Sabha and all State Legislative Assemblies.
2. The implementation of the reservation will commence from the next general election following the delimitation exercise.
3. A review mechanism every 15 years to assess the impact and future course of the reservation.

All Members have endorsed this measure as a necessary and progressive step for strengthening Indian democracy. The Lok Sabha urges the Rajya Sabha and all State Assemblies to show similar support to ensure swift implementation.

This Committee-Wide Press Release reflects the Lok Sabha's united stance and serves as a declaration of its commitment to a more equitable political future.

*This press release has been adopted by consensus and requires no further debate.*



### Directives

In the context of this Lok Sabha, directives are instruments used by Members of Parliament (MPs) to propose or enforce immediate actions in response to developing situations or crises. These are not the same as formal parliamentary bills, but serve as **quick-response mechanisms** to advance the party or personal agenda during dynamic committee proceedings.

There are two main types of directives entertained in this simulation:

#### 1. Joint Directive

A **Joint Directive** is used when two or more MPs or political parties choose to collaborate on a specific course of action. These directives are meant to show inter-party cooperation or strategic alliances and can be of two types:

##### a) Public Joint Directive

- If accepted by the Executive Board, the content of the directive is **read aloud in the House**.
- It becomes part of the public record and can influence the direction of the overall debate.
- Suitable when MPs want to signal strong policy actions, strategic alliances, or shared condemnation/support.

##### b) Private Joint Directive

- Even if approved, its **contents are not disclosed to the rest of the House**.
- Only the Executive Board will be aware of its contents and implement its consequences accordingly.
- Typically used for secret alliances, covert political strategy, backdoor negotiations, or sensitive instructions (e.g., pressuring state units, influencing police action, or dealing with a protest discreetly).

### Sample

<Insert Type> Joint  
Directive

From:<Insert Names of  
Countries>

1. Point 1

2. Point 2

3. Point 3



### 2. Committee-Wide Directive

A Committee-Wide Directive in the Lok Sabha is a method through which the entire House collectively decides on implementable action in response to a crisis or urgent issue. This document is drafted by Members of Parliament to address or prevent a developing situation and must be written in a clear, commanding tone without preambulatory clauses. The directive must focus on actions within the constitutional and procedural powers of the Lok Sabha such as deploying central forces, initiating CBI inquiries, or directing ministries. To be introduced, the directive requires the support of at least one-third of the total committee strength. Once introduced, it is discussed solely through a moderated caucus and cannot be amended. For it to pass, a simple majority (50% + 1 vote) is needed, and abstentions are not allowed. Upon passage, the directive is considered immediately implemented within the simulation framework.

#### Sample

##### **Committee wide Directive**

**Authors:** Shri Narendra Modi and Smt Sonia Gandhi

**Signatories:**

Shri Rahul Gandhi, Shri Akhilesh Yadav, Shri Rajnath Singh, Shri Shashi Tharoor

**Objective:**

To take immediate steps to control the outbreak of communal riots reported in Muzaffarnagar and nearby areas.

**Action Points:**

- Deploy 10 companies of CRPF to affected districts.
- Direct the Ministry of Home Affairs to submit a situation report within 48 hours.
- Appeal to all Members of Parliament to issue public statements urging peace and restraint.

### Chits

Chits serve as a mode of indirect communication among delegates, as well as between the Executive Board and delegates. In this simulation, there are four primary types of chits:

- **Substantive Chits** – These are sent by delegates directly to the Executive Board. They contain relevant information, opinions, or arguments that the delegate believes should be brought to the Board's attention. Substantive chits may also include speeches that the delegate wishes to deliver but has not had the opportunity to present during committee proceedings.





- **Points of Information (POIs)** – These chits are used when a delegate wishes to ask a question to another delegate but cannot do so verbally. POIs may be sent after a speech or at any point during the committee session. They can either be delivered directly to another delegate or routed through the Executive Board if the question is intended to be formally noted by the Chair.
- **Replies to Points of Information** – Upon receiving a POI, delegates are encouraged to respond using a chit. These replies can be sent either directly to the delegate who posed the question or via the Executive Board. While responding to every POI is not mandatory, doing so is recommended as it helps clarify the delegate's policy position and proposed actions.
- **Lobbying Chits** – Delegates may use chits to informally communicate and lobby with others. These chits are useful for forming alliances, clarifying positions, or casually coordinating speeches and motions. Lobbying chits are sent directly to other delegates and are not monitored by the Executive Board.

**Note:** On Substantive Chits delegates are free to include multiple points in a substantive chit. However, the chit must remain concise, and all key terms or arguments should be clearly underlined to ensure readability and emphasis.

### Working Paper

A working paper, in its most elementary sense, refers to a list of proposed solutions drafted by a group of Members of Parliament (MPs) working together (hereinafter referred to as a bloc). It serves as a precursor to a Draft Bill or Constitutional Amendment and enables MPs to present their views and policy solutions in a structured yet flexible manner.

Delegates are requested to keep the following in mind while drafting a working paper:

- **There is no prescribed format** for a working paper. However, MPs are highly encouraged to follow the structure of a Draft Resolution (Using Preambulatory Clauses and Operative Clauses) to ensure clarity and ease of transition if the paper is developed into one.
- **There will be no authors or sponsors** for a working paper. Instead, it must have at least **1/3rd of the committee's total strength as signatories** for it to be accepted by the Executive Board.
- The discussion of working papers is ideally conducted through a **moderated caucus**, with a defined number of speakers and specific speaking time. This allows MPs to present and refine the contents collaboratively.
- In the context of Lok Sabha, **working papers may or may not be voted upon**. The decision to conduct a vote lies at the discretion of the Executive Board based on the relevance and comprehensiveness of the proposals.





- The Executive Board will **not accept working papers that are plagiarized, pre-written, or submitted by an individual MP**. Collaboration is key, and individual lobbying documents will not be entertained as working papers.
- **No amendment procedure** shall be entertained for working papers. If MPs wish to alter or add content, they are advised to prepare and submit a fresh paper with updated signatories.

### Bill Drafting Guidelines

A Bill is a formal document that outlines proposed legislation or amendments to existing laws. In the Lok Sabha simulation, Bills must be drafted with clarity, legal precision, and alignment with the constitutional powers of the Indian Parliament. A Bill is usually introduced after a bloc has prepared a working paper and has consolidated its stance into a structured legislative proposal.

#### 1. Title of the Bill:

- The bill should have a clear and concise title that reflects its content and purpose.
- The title should be specific to the issue being addressed.

#### 2. Preamble :

- The preamble provides a brief introduction to the bill and explains its purpose, intent, and the problem it aims to address.
- It is not mandatory in all bills but can be useful for more complex legislation and is advised by the executive board.
- The preamble should be a concise paragraph, highlighting the reasons for the bill's creation.

#### 3. Enacting Formula:

- This section formally establishes the bill and its legal standing.
- It typically reads: ***“Be it enacted by Parliament in the [Year] of the Republic of India as follows:”***

#### 4. Sections:

- The body of the bill is divided into **sections**, which outline the various provisions and changes the bill seeks to make.
- Each section must be numbered consecutively and focus on one specific point or issue. This makes it easier to reference and debate.

#### 5. Sub-sections and Clauses:

- Each section may be further divided into **sub-sections and clauses**, if necessary, to elaborate on specific details, conditions, or provisions.
- Sub-sections and clauses help break down complex sections into manageable parts.
- Ensure that each clause is clear, precise, and legally sound.



### 6. Definitions (if applicable):

- If a bill contains complex terminology or legal jargon, a section dedicated to definitions should be included.
- The definitions should be clear and precise, ensuring that the terms are understood uniformly by all parties.

### 7. Provisions for Implementation:

- Bills should clearly specify **how the provisions** of the bill will be implemented, monitored, and enforced.
- This may include the establishment of new institutions, allocation of funds, and timelines for the rollout of various provisions.

### 8. Repeals and Amendments (if applicable):

- If the bill seeks to amend or repeal existing laws, it should clearly specify which sections or clauses of the old law are being amended or repealed.

### 9. Implementation and Enforcement:

- If the bill involves substantial changes, it should have provisions regarding its enforcement and the responsibilities of the concerned authorities.

### 10. Conclusion or Final Clauses:

- Any concluding sections should outline the timeline for the bill's implementation, the effective date, or any other final provisions needed to wrap up the bill.

### Important Considerations:

- **Clarity and Precision:** Ensure that every section, sub-section, and clause is worded clearly and avoids ambiguity.
- **Legal Language:** Use formal and legal terminology as necessary to make the bill sound authoritative.
- **Feasibility:** Ensure that the provisions in the bill are feasible and practical for implementation.
- **Consistency:** Make sure the bill follows a consistent format and avoids contradictions.



### Sample

#### The National Health Security Bill, 2025

Be it enacted by Parliament in the Seventy-fifth Year of the Republic of India as follows:

#### **Section 1: Short Title and Commencement**

- (1) This Act may be called the National Health Security Act, 2025.
- (2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

#### **Section 2: Establishment of the National Health Authority**

- (1) The Government of India shall establish a National Health Authority (NHA).
- (2) The NHA will be responsible for the implementation of health security programs.
- (3) The NHA will be chaired by the Union Minister for Health and Family Welfare.

#### **Section 3: Definitions**

- (1) "Health Security" means the provision of affordable and accessible healthcare services to all citizens.
- (2) "Eligible Citizens" refers to individuals who fall below the poverty line, as defined by the Planning Commission.

#### **Section 4: Funding and Resources**

- (1) The National Health Authority will be allocated a fund of ₹50,000 crores to implement the health security programs.
- (2) The funding will be sourced from the annual budget of the Ministry of Health and Family Welfare.

#### **Section 5: Repeal of the Health Insurance Act, 2010**

- (1) The Health Insurance Act, 2010 is hereby repealed and replaced by the provisions in this Act.

#### **Section 6: Enforcement**

- (1) The National Health Authority will establish regional offices to oversee the implementation of the health security programs.
- (2) The Ministry of Health and Family Welfare will monitor the progress and ensure compliance with the provisions of this Act.

#### **Section 7: Commencement**

- (1) This Act shall come into force on the 1st of January, 2026, as per the notification issued by the Ministry of Health and Family Welfare.



### Amendment Guidelines

Amendments allow delegates to propose changes to a Draft Resolution (DR) that has been discussed in committee. Keep the following points in mind for submitting amendments:

- **Format:** Amendments must be submitted in the prescribed format; otherwise, they will not be accepted by the Executive Board.
- **Sponsors:** Sponsors cannot submit amendments to their own DR.
- **Major Changes:** If 1/3rd or more of the clauses in the DR are deleted, the entire DR will be tabled. No further discussion or voting will take place on that DR.

There are three types of amendments:

- **Additive Amendment:**
  - » Adds new clauses to the Draft Resolution (DR).
- **Subtractive Amendment:**
  - » Removes existing clauses or parts of clauses in the DR.
- **Modifying Amendment:**
  - » Changes or modifies the wording of an existing clause in the DR.

### Sample

[Type of Amendment]

[add/remove/modify] the following clause [after/instead/before] Clause [X]:

“The Government shall allocate 10% of the national budget to education for the next fiscal year.”

