

# The Student Officer Manual

## **The Sixth Annual Session of Phnom Penh Model United Nations**

Adopted from the UNISMUN Student Officer Manual

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## Student Officers

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### *Administrative Team*

*Head Administrative Officer*  
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*Head Press Officer*  
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### *General Assembly First Committee*

*Head Chair*  
Tae Hyung Ahn, EISHCMC

*Deputy Chair*  
Sopor Thannan, Liger

### *General Assembly Second Committee*

*Head Chair*  
Shen Pei Yuan, EISHCMC

*Deputy Chair*  
Christine Chin, ISPP

### *General Assembly Third Committee*

*Head Chair*  
Juyeong Lee, ISPP

*Deputy Chair*  
Chamoliss Mout, JPA

### *General Assembly Fourth Committee*

*Head Chair*  
Solyndar Khun, ISPP

*Deputy Chair*  
Warakorn Borivenpaisal, ISHCMC

### *Security Council*

*Head Chair*  
Hye Jin Jang, EISHCHC

*Deputy Chair*  
Ted Dennis, ISHCMC

### *Economic and Social Council*

*Head Chair*  
Brian Pham, AIS

*Deputy Chair*  
Adeeti Khatri, ISPP

### *Environmental Commission*

*Head Chair*  
Lam-Vi Ngo, EISHCMC

*Deputy Chair*  
Myoung Kim, ISPP

### *Human Rights Council*

*Head Chair*  
Jade Clark, CIS

*Deputy Chair*  
Sopheak Thy, Liger

### *Junior General Assembly 1*

*Head Chair*  
Nadine Fernando, ISPP

*Deputy Chair*  
Pham Quoc Nam, EISHCMC

### *Junior General Assembly 2*

*Head Chair*  
Angela Wei, ISPP

*Deputy Chair*  
Shar Latt, EISHCMC

## Assemblies and Issues

### General Assembly 1

- The question of regulating small arms and light weapons proliferation
- The question of use of private military and security companies
- The role of resilient healthcare systems in global security

### General Assembly 2

- The question of bitcoin regulation
- The question of depletion of finite resources
- The question of funding of education in low-income countries

### General Assembly 3

- The question of suitable working conditions and worker's rights
- The question of combating hate organizations
- The question of reducing the gender wage gap

### General Assembly 4

- The question of compensation of atomic radiation damage
- The question of repatriation of colonial artifacts
- The question of government transparency

### Human Rights Council

- The question of respecting civil liberties
- The question of protection of racial minorities
- The question of basic rights of prisoners

### Environmental Council

- The question of protection of water bodies
- The question of reducing meat production to combat climate change
- The question of reducing pesticide use

### Economic Social Council

- The question of providing sustainable energy resources
- The question of implementing conditional cash transfers
- The question of protectionism in world trade

### Security Council

- The situation on the Korean Peninsula
- The situation in the Horn of Africa
- The situation in Kashmir

### Junior General Assembly 1

- The question of migration and security
- The question of funding low-income countries
- The question of respecting civil liberties

### Junior General Assembly 2

- The question of the removal of chemical weapons
- The question of depletion of finite resources
- The question of providing sustainable energy resources

## Duties

### ... of the Secretary-General

- > Head and run the conference
- > Lead all organization, planning of the conference
- > Coordinate, monitor, and communicate with MUN Directors, Student Officers and
- > Delegate both prior to and during the conference
- > Organize and run pre-conference MUN information sessions
- > Oversee and facilitate efforts in debate, press, and administration

### ... of the Head Administrative Officer

- Collaborate respectfully and efficiently with fellow Head Administrative Officer
- Prior to the conference, construct a team of volunteers to serve as administrative officers in each committee, ensuring there is an appropriate amount of officers per committee
- Prior to the conference, ensure that each administrative officer is aware of and is available to work at the designated times of the conference
- Prior to the conference, inform administrative officer is of their duties as administrative officer
- Prior to the conference, create and customize all conference materials, such as but not limited to:
  - Placards
  - Name tags
  - Conference souvenirs (i.e. notebooks, water bottles, etc.)
- Prior to the conference, organize the set up of each room being used for the conference
- During the conference, facilitate the signing in of each delegate and Officer, which includes the distribution of name cards, in an organized and efficient manner
- During the conference, facilitate the administrative team by navigating between committees and overseeing administrative efforts
- During the conference, organise and oversee the printing of all resolutions by collaborating with chairs and delegates.
- Help with the organization of snacks and meals both prior to and during the conference
- In general, assist with all practical aspects of running the conference

### ... of the Head Press Officer

- Collaborate respectfully and efficiently with fellow Head Press Officer
- Prior to the conference, prepare newsletter formats
- Assemble an appropriately sized press team consisting of photographers, writers, etc.
- Run the following:
  - @PPMUN2 twitter page
  - Daily newsletter
  - Photography
  - End-of-conference photo and video montage
- Appropriately delegate their duties to their press team
- Ensure all press officers are working constructively and to the best of their ability, and are aware of their duties and expectations
- Organize the distribution of newsletters
- Provide all delegates with access to all photos taken during the conference

### ...of the Head Chair

- Write a research report on **two** of the topics on the agenda for their respective committee
- Take a leading role in the facilitation and organization of debate
- Collaborate efficiently, respectfully and constructively with your deputy chair
- Communicate and aid delegates in his/her committee
- Use parliamentary language at all times
- Follow rules of procedure
- Ensure all delegates are aware of and understand the rules of procedure, including
  - Lobbying procedures (including the role of the main and co-submitters)
  - Debate procedures (including amendment procedures)
- Coordinate amendments and keep the projected resolution PowerPoint current

- Keep tally of speakers and points of information
- Encourage all delegates, including non-native speakers, to partake in debate
- Answer points of information to the chair to the best of your ability
- Monitor and enforce dress code
- Take roll call every day and after debates
- Announce lunch times to delegates
- Make educated and logical decisions regarding the length of lobbying time, recess time, and debate time by considering the nature of debate, the needs of the delegates, the time left available, and the schedule of the conference
- Cooperate with admin staff respectfully and collaboratively
- Maintain professionalism and maturity
- Efficiently and effectively tackle problems
- Organize the voting for superlatives in your respective committee
- To make a speech with their Deputy Chair at the Closing Ceremony

### ... of the Deputy Chair

- Write a research report on **one** of the topics on the agenda for their respective committee
- Take a leading role in the facilitation and organization of debate
- Collaborate efficiently, respectfully and constructively with your head chair
- In every other right, fulfill the duties of the head chair

### ... of the Delegate

- Address each other in the third person at all times (i.e. always “honorable speaker” or “fellow delegates”, never “you” or “I”)
- Prepare a number of clauses for at least one of the topics in their committee
- Come with a deep understanding of their delegation and the opinions of their respective delegation regarding the topics to be debated
- Should stand when speaking and not sit down until after the speaker has answered their question
- All male delegates must wear a jacket when they speak
- Delegates must not insult any member of the house, be it delegates, guests, members of Admin, members of Press, or Student Officers either physically or verbally
- Abide by the dress code
- Must yield the floor to the chair when required to do so by the chair
- Not speak unless called upon by the chair
- Maintain a serious and professional attitude; Laughing is not in order
- Should address the chair and the house before presenting their speech (ex. Honorable chair, fellow delegates)
- To make a 1 minute policy opening speech to their general assembly before lobbying on the first day

## Further Chair Guidelines and Expectations

### Conduct of the Chair

As chair, it is essential that you embody the professionalism and conduct so readily associated with the Model United Nations Conference.

Avoid looking distracted, using your phone, biting your nails, talking with your fellow chair during debate, etc.. Stay attentive, look involved, and use parliamentary language. Help your delegates when they need it. For many delegates, this will be their first MUN conference they have ever attended. It is your job to not only engage and educate these first-time delegates on the nature of debate, but also to be an effective and of high standard representation of MUN.

It is also very important that you show authority. Speak clearly and with gusto, make informed and rational decisions, make announcements beforehand and make eye contact with delegates. It needs to be clear that you're the boss. While it is important to be friendly with delegates, it is also important that you establish your position of authority. If you do not exhibit mature and responsible qualities, those who follow you will treat you with less respect and the quality of debate will suffer as a result.

Moreover, remember to be **serious**. It is understandable that you'd like your delegates to perceive you as the funny and friendly chair; however, you should *not* sacrifice the integrity of MUN in the process. If you treat MUN as a joke, so will your delegates. It is so important that you start off debate in a serious tone; this will set the mood for the rest of the conference.

In addition, remember to be diplomatic. It is not your place – *ever* – to show bias or communicate your personal opinion in a debate setting. It is your job to facilitate debate and not participate in it.

Remember to always admit your mistakes. Say, “the chair stands corrected.” If you do not know the answer to a point of information, admit you do not know and try to answer the question later.

Different chairs approach the position differently, some with a stern hand and others with a more lax and friendly attitude. Neither is necessarily better than the other. By combining your own personality with your knowledge of debate and with MUN conduct, you should be able to be an effective and formidable chair. However always remember to exhibit the discipline and professionalism of MUN at all times.

### Planning and Time Management

While there will be rough guidelines for when lobbying and when debate should occur, the majority of the time management for the conference is left up to the chairs. Do this by collaborating with your fellow chair to delegate certain periods of time to lobbying,

caucus, and debate. Announce these times in advance, by saying, for example, “The chair sets two hours lobbying time.” There’s no need to announce the time for the entire conference – just for what is to occur next.

As a chair, you need to be able to “sense the tone”. If you sense that delegates need more lobbying time, extend lobbying time. If debate is slow, end a debate early, or entertain a five-minute indoor caucus. The latter is an effective way to liven debate. If debate is particularly fruitful, extend debate time. However, bear in mind that lunch times, start times, and end times of the conference will be set and chairs will have to bear these in mind when allocating and managing debate time.

Chairs can also choose the order of debate. While there may be some restrictions from printing and other potential logistical barriers, for the most part, chairs determine the order in which resolutions are debated. Debate two or three resolutions on one issue, and then move onto the next issue. Conversely, debate one resolution on one issue, and then move to another resolution on another. Regardless of order, it is important that delegates are engaged and all resolutions are debated.

In addition, ensure that there are not too many and not too few resolutions to debate. During lobbying, split large groups into smaller ones if necessary, or combine smaller groups to make bigger ones.

Decide in advance which chair is chairing which resolution. **There should only be one chair chairing for a resolution.** The other chair can monitor the PowerPoint presentation, respond to notes to the chair and address amendments. Ideally, chairs should chair the resolutions they wrote research reports on. Switch chairs only between breaks.

Lastly, always be thinking in advance. If resolutions are due to the admission panel by 9:00am, ask delegates to submit them by 8:30am. Remember to allocate time at the end of the day for superlatives.

Organization is key when running an effective conference.

### Communicating with Delegates

Never yell, speak rudely, condescendingly, sarcastically or arrogantly to delegates. Be fair, diplomatic, and professional at all times. Explain your decisions and be fair in distribution of speaking and debate times. Do your best to call on all delegates.

Use your voice, body language, and conduct to command professionalism and authority.

### Communicating with MUN directors

MUN Directors usually will walk in and out of debate freely, often taking pictures. Treat them politely and professionally. They should not disturb debate.



### **Communicating with the Administrative Team**

The Admin Team is essential in the running of MUN conferences. Never treat them disrespectfully or condescendingly. Take the time to get to know them and be friendly with them. Admin staff can send messages between assemblies however they are not your personal staff. They should not be fetching you food.

### **Communicating with the Press Team**

Often photographers will enter during debate, so just ignore them and act naturally. You may be interviewed or photographed by Press, in which case, cooperate, remaining friendly and polite.

## Rules of Procedure

### Role Call

A role call must be taken first thing in the morning, and after outdoor breaks. At the end of each role call, ask if any delegates have been not called out or if they entered late and missed roll call. Ask them to approach the chairs and notify you of the delegation, so it can be noted down. Any remaining absent countries should be noted down and passed on to the Secretary-General.

### Debate time

There will be open debate on resolutions and closed debate on amendments.

### Points

#### *Point of Personal Privilege*

- Refers to the comfort and wellbeing of the delegate
- Delegate can only interrupt the speaker if the point refers to audibility
- May not refer to the content of the speech
- Not debatable

*Example:* “Could the aircon be turned up?”

#### *Point of Order*

- Refers to procedural matters only
- Used if the chair makes an error regarding the order of debate, setting of debate time
- May not interrupt a speaker
- Not debatable
- Can only refer to something that just happened
- If used by a delegate to cause disorder, then it is out of order
- When responding to a point of order, explain your decision so that it is clear to all delegates
- If you have made a mistake, say, “the chair stands corrected”.

*Example:* “Can the delegate yield the floor to the delegate of ROK if the floor was yielded to him by the delegate of China?”

#### *Point of Information to the Speaker*

- A question to the speaker who has the floor by a delegate who does not have the floor
- *Always* in question form – if not, ask the delegate to rephrase their point of information in question form
- Delegates must always remain standing when the speaker is replying to their point of information
- Takes place after a speaker makes his speech

- Speakers can decide how many points of information they are open to. They can state a specific number, say they are open to any and all, say they are open to any and all pertaining to their speech, or say none at all.
- It is up to the chair's discretion whether or not points of information are entertained, and how many are entertained.
- *Not* used to make an argument. If the point of information gets too lengthy, remind the delegate of this fact, and ask them to rephrase their point of information to be more concise
- There is no direct dialogue between delegates – all debate must take place through the chair
- **Follow ups will be entertained. While follow ups to the second degree are frowned upon, one may be granted to the discretion of the chair**, as long as there are no time constraints and the chair feels that it would be fruitful to further debate.

*Example:* “Could the delegate please clarify how rations would be provided to refugees, as stated in clause 3?”

#### *Point of Information to the Chair*

- A question to the chair, that does not fall under the category of Point of Order, Point of Personal Privilege, or Point of Parliamentary Enquiry
- May not interrupt a speaker
- The chair should answer this clearly, and quickly move onto debate
- Can be used to clarify an issue

*Example 1:* “At what time does the house adjourn for lunch?”

*Example 2:* “Could the Chair please confirm whether or not the USA has signed the Kyoto Protocol?”

#### *Point of Parliamentary Enquiry*

- A question to the chair regarding the Rules of Procedure
- May not interrupt a speaker

*Example 1:* “Could the Chair please explain what the Point of Parliamentary Enquiry is?”

Please note that delegates may not create their own points. This is out of order. In addition, note that Points of Personal Privilege regarding audibility are the *only* points that can interrupt a speaker. Beware of delegates abusing this point to condescend speakers. If you do see this behavior, condemn it and move on.

### **Motions**

Motions are made by members of the house who do not have the floor to the chair.

#### *Motion to move to the previous question*

- Formerly known as *Motion to move directly into voting procedures* – remind delegates of this fact
- Calls for the closure of debate and to move into voting procedures regarding the resolution or amendment

- When discussing an amendment and debating in closed debate, refers to the movement from time in favor of the amendment to time against the amendment.
- May not interrupt a speaker
- Requires a “second” by other delegates
- Chair needs to ask whether there are objections
- May be overruled by chair if time needs to be filled
- Depending on the seconds and objections, the chair can decide to their discretion whether or not the motion will be entertained

#### *Motion to withdraw a resolution*

- Can be done if all submitters and co-submitters have agreed to withdraw the resolution

#### *Motion to extend debate time*

- Whether or not to entertain the motion is up to the discretion of the chair
- Needs a “second” if proposed by the floor

#### *Motion to divide the house*

- Calls for a revote on the resolution/amendment *without* abstentions. Delegates can only vote for or against the resolution
- Chairs must ensure that all delegates vote
- The motion is not in order if the number of abstentions is smaller than the number of votes for, or the number of votes against. For example, if there are 15 votes for, 12 votes against, and 5 abstentions, a *motion to divide the house* is not in order
- Can be overruled by chair due to time restraints
- Requires a “second”
- Chair must ask for objections

### **Yielding**

The floor may be yielded back to the chair or to another delegate. If the delegate wishes to yield the floor back to the chair, they may say “so yielded” or “back to the chair”. Delegates can yield the floor to whatever delegate they want, even if that delegation is not associated or was not aware beforehand that the delegate would do so. The floor may only be yielded by one delegation to another **once** consecutively.

### **Amendments**

The chair will be equipped with amendment paper. Delegates may request for amendment paper via note form during debate. Then the chair decides whether or not there is time available to entertain the amendment. If so, the chair will type it up on the PowerPoint, and once done, will send a note to the delegate saying that their amendment has been processed. Then if the delegate is called to have the floor, they can inform the house that they have submitted an amendment. This is called “moving the amendment”. Then the house moves into closed debate on the amendment.

This means that the chair must set debate time for the amendment (ex. five minutes for, five minutes against). Then the chair gives the submitter an amount of time to speak on their amendment, for example, 30 seconds. This counts as time for the amendment. Once the time for has elapsed, then there is time against, and then there are voting procedures.

There can also be amendments to the second degree. This is when a delegate amends the amendment. If amendments to the second degree are passed, there still should be voting procedures on the amendment as a whole, to confirm the house's opinion. Amendments to the second degree can be confusing and frustrating. Only entertain them if you feel they are constructive.

Whether or not an amendment is entertained is up to the discretion of the chair. Generally, amendments are encouraged. They are examples of constructive debate and should be celebrated. However, when selecting which amendment to be entertained, try to pick whatever would best suit the nature of debate – a controversial one if the house is quiet, a straightforward one if you need to move back to debate as a whole if debate on the resolution is heated. Prioritize constructive amendments, i.e. adding a clause. Destructive amendments are discouraged. Amendments with procedural mistakes can be debated depending on the judgment of the Chair.

### Voting

Only members of the United Nations may vote. Non Member Delegation cannot vote.

Inform Admin staff to suspend note passing and lock doors during voting procedures. If delegates have left to the bathroom, and are locked out, they are not to take part in voting procedures.

Delegations can vote in favor, vote against, or abstain from a resolution.

During voting procedures, all points are out of order, except for those regarding the conduct of voting.

If votes for exceed votes against, the resolution passes, regardless of number of abstentions.

Regardless of the magnitude of votes on whatever side, the chair must always record the votes in each category.

Chairs should not state their opinion regarding whether or not an issue voted no is good or bad. Generally, Chairs should encourage the passing of resolutions. Constructive debate is better than destructive debate.

Clapping is in order if a resolution has passed, and is not in order if it hasn't.

### Note Passing

Note passing is the only direct communication delegates can have with one another. All verbal communication must take place through the chair – no talking between delegates is allowed.

Note passing between delegations within a committee is allowed, however messages must be regarding debate and can only be in English. Only chairs can make inter-committal notes – not delegations.

Chairs can suspend note passing at any time should it get too noisy in the house, however, generally note passing should be encouraged as it is constructive for debate.

The Admin staff passes notes between delegates and screen them. Inappropriate notes are given to the chair and read to the house at the end of the day. Notes that are too inappropriate cannot be read to the house.

Any notes that cause you alarm or concern should be shown to the Secretary-General or a teacher immediately.

Delegations are expected to bring their own notepaper, however PPMUN will provide some general notepaper for delegates and chairs to use as well.

### Funding

Funding is not discussed in MUN. We assume everything has enough funding and is funded by the United Nations.

### Debate Process

1. Call the house to order.
2. Reminders and further comments.
3. State the issue of debate.
4. Call upon the Main Submitter to read out the operative clauses. (Preambles are not read aloud.)
5. Set the debate time and state that there will be an open debate.
6. Main Submitter has the floor. He/she will make a speech on his/her resolution.
7. Once the main submitter is finished, ask whether or not he/she is open to any points of information.
8. Should the delegate yield say none at all, skip to the next step. Should the delegate specify a number, only recognize that number of points of information.  
Should the delegate specify an undefined number of points, then either specify a number of points to recognize and recognize that number, or recognize however many you wish.
9. Ask the delegate to yield the floor back to the chair or to another delegate.
10. The process repeats.
11. Once set time for the resolution elapses, move into voting procedures.

### Amendment Process

1. Delegate requests amendment paper from the chair.
2. The chair sends amendment paper to the delegate.
3. Once the chair receives the amendment, the chair decides whether or not to entertain the amendment.
4. The delegate types up the amendment on the PowerPoint and then notifies the delegate once it's ready in note form.
5. If the delegate is recognized and chooses to move the delegate, the chair shows the amendment on the screen and reads the amendment aloud.
6. The chair sets closed debate time on the amendment.
7. Chair sets time in favor and time against the amendment.
8. Submitter of the amendment makes a speech on the amendment.
9. Points of information are entertained, if the delegate is open to them.
10. Delegate yields the floor back to the chair or to another delegate.
11. Another delegate is recognized, has their speech, and entertains points of information if there is time left for it in the time designated in favor of the amendment.
12. Then move to time against the amendment once time has elapsed.
13. Chair recognizes speaker against, who holds speech, entertains points of information.
14. *Amendment to the second degree is entertained.*
15. *Similar process takes place, with closed debate time.*
16. *Voting procedures occur. Regardless of outcome of voting on amendment to second degree, move back into debate on the resolution as a whole.*
17. This continues until time on the amendment elapses.
18. Move into voting procedures on the amendment as a whole.
19. If amendment passes, delegates should make appropriate changes to their resolution. If it doesn't, they should be informed not to make any changes to their resolution.

### Lobbying

Chairs have to facilitate and organize lobbying. Delegates are expected to bring at least a handful of clauses on one of the issues on the agenda for their committee. After role call, chairs set areas in the room for each topic, where delegates who prepared for the same topic can be brought together. Chairs assist delegates in the process of lobbying and merging together their clauses and resolutions based on similar resolutions. Chairs should encourage interactions between schools.

Chairs should set time for lobbying. Delegates should email their merged resolutions to the chairs, who will screen the resolutions for typos and major errors. Chairs will also standardize formatting. As of yet, there is no Approval Panel for PPMUN 2014, so chairs must ensure that resolutions are of an appropriate standard before printing. Then they are then handled by press and printed and distributed to delegations.

Chairs need to ensure enough resolutions are being created in order to fit the time for debate within the assembly. Split or merge resolutions accordingly to fit your needs for time.

Lobbying is generally the most unstructured time of any MUN conference, so if any confusion or problem arises, feel free to call on the Secretary General, who would be happy to help.

### The Life of a Resolution

1. During lobbying, delegates merge resolution.
2. The resolution is typed up.
3. Delegates fill out the co-submitter sheet. At least five co-submitters are needed for a resolution to be considered.
4. The resolution is emailed to the chair, who checks the formatting of the resolution. The chair also validates the resolution and uploads it to the shared Google Drive folder, naming it in the following format:  
Room Number - Committee – Topic # - Main Submitter Delegation
5. Chair sends one of the admin staff to printing the resolution, ensuring that more than enough resolutions are printed
6. Resolutions are debated
7. If in a General Assembly, Chairs decide which of the resolutions will be sent to the Plenary session. Select the most controversial resolution.
8. Resolution is debated in the Plenary session.

### The Plenary Session

The Plenary Session is a session in which **only General Assemblies take part**. This will take place on Sunday, October 19. ECOSOC and the Security Council will continue debate as normal, and JGA will be disbanded. JGA delegations may attend Plenary if they wish.

The three committees adjourn to debate the most controversial of resolutions amongst their assemblies – one from each. For PPMUN, there is no President of the General Assemblies, so the Secretary-General will run debate. Chairs and co-Chairs will sit at the front with the Secretary-General and will respond to notes passed to the chair.

### Closing Ceremony

The closing ceremony will take place at the end of the conference, and all chairs are expected to make a speech with their fellow chair regarding what occurred in their General Assembly in front of all conference attendees.



## Chair Script

### Debating a Resolution

**Chair:** The house will now come to order. The next resolution to be debated on is on the question of \_\_\_\_\_. Would the main submitter please approach the podium to read out the operative clauses?

**Delegate:** (Reads out Operative clauses.)

**Chair:** Thank you delegate. The chair now sets an open debate time of \_\_\_\_ minutes on this resolution. Delegate, you now have the floor.

**Delegate:** (Delivers opening speech for resolution.)

**Chair:** Thank you delegate. Is the delegate open to any points of information?

**Delegate:** (Any number.)

**Chair:** That is in order. The Delegate of \_\_\_\_\_ has opened himself/herself up to \_\_\_\_ points of information. Are there any delegates in the house wishing to raise a point of information? Please raise your placards now. (Delegates raise placards.) Delegates of \_\_\_\_, \_\_\_\_, and \_\_\_\_, you have been recognized, in that order. Please rise and state your point.

**Delegate:** (Points of Information.)

**Delegate:** (Response.)

**Chair:** Thank you. Would the delegate please yield the floor back to the chair or to another delegate?

**Delegate:** If it is in order, the delegate would like to yield the floor to the delegate of \_\_\_\_\_.

**Chair:** That is in order. Would the delegate of \_\_\_\_\_ please approach the podium? You now have the floor.

(Delegate makes speech; Points of Information are entertained.)

**Chair:** Thank you. Would the delegate please yield the floor back to the chair or to another delegate?

**Delegate:** The delegate would like to yield the floor back to the chair.

**Chair:** That is in order. The floor is now open. Are there any delegates wishing to speak on this resolution, as a whole, at this time? Please raise your placards now.

(Debate continues until time elapses.)

**Chair:** Debate time on this resolution as a whole has now elapsed. We will now move directly into voting procedures on this resolution as a whole. Would the Admin staff please suspend note passing, secure the doors, and take voting positions?

All those who wish to vote in favor of this resolution as a whole, please raise your placards high... you may lower your placard.

All those who wish to vote against this resolution as a whole, please raise your placards high... you may lower your placard.

All those who wish to abstain from voting on this resolution as a whole, please raise your placards high... you may lower your placard.

(Counts \_\_\_\_\_ results.)

With \_\_\_ votes for, \_\_\_ votes against, and \_\_\_ abstentions, this resolution (passes/does not pass). Clapping (is/is not) in order.

### Debating an Amendment

**Delegate:** The delegate has submitted an amendment. Has the chair received it?

**Chair:** The chair has received the amendment by the Delegate of \_\_\_\_\_. This is in order. The chair will now read out the amendment to the (first/second) degree. (Slowly and clearly reads out amendment, which is projected on the screen.) The Chair now sets a closed debate time of \_\_\_ minutes for and \_\_\_ minutes against this amendment to the (first/second) degree. Delegate, you now have the floor.

**Delegate:** (Delivers a speech on the amendment.)

**Chair:** Thank you delegate. Is the delegate open to any points of information?

(Standard points of information follow.)

**Chair:** (Once time in favor of the amendment has elapsed.) Time in favor of this amendment has elapsed. We will not move directly into time against this amendment.

(Debate continues.)

**Chair:** (Once time in against the amendment has elapsed.) Time against this amendment has elapsed. We will now move directly into voting procedures. Would the Admin staff please suspend note passing, secure the doors, and take voting \_\_\_\_\_ positions?

All those who wish to vote in favor of this amendment to the (first/second) degree, please raise your placards high... you may lower your placard.

All those who wish to vote against this amendment to the (first/second) degree, please raise your placards high... you may lower your placard.

All those who wish to abstain from voting on this amendment to the (first/second) degree, please raise your placards high... you may lower your placard.

### Entertaining a Point

**Delegate:** Point of \_\_\_\_!

**Chair:** There is a point of \_\_\_\_ on the floor. Please rise and state your point.

**Delegate:** (States point)

**Chair:** Point is well/not taken/The chair stands corrected/The chair apologizes and that is not in order at this time.

### Entertaining a Motion

**Delegate:** Motion to \_\_\_\_\_!

**Chair:** There is a motion on the floor to \_\_\_\_\_. Are there any seconds?  
 (Pause \_\_\_\_\_ for \_\_\_\_\_ seconds.)  
 Are \_\_\_\_\_ there \_\_\_\_\_ any \_\_\_\_\_ objections?  
 (Pause for objections.)

(If the chair needs to move into a vote on the motion:) All nations must vote on procedural matters, which require a simple majority to pass. All those in favor, please raise your placards now. All those opposed, please raise your placards now.

With a majority in favor/opposed, the motion is in order/failed.

## Possible Chairing Scenarios

### You are confused about rules of procedure

These are your options if you are confused about rules of procedure:

1. Consult with your fellow chair. They may know the appropriate next action.
2. Think logically and determine what would be the most appropriate next step. If you are making a judgment call, explain to the house why you made that decision.
3. Explain to the house that you do not know and (if it was a Point of Parliamentary Enquiry) that you will try to answer their question later.
4. Consult an MUN Director or the Secretary-General.
5. Consult the respective part of this manual.

### Time constraints

These are your options if you are experiencing time constraints.

1. Reduce the debate time for the resolution.
2. Do not entertain follow-ups or follow-ups to the second degree.
3. Do not entertain points of information.
4. Do not entertain amendments.
5. Give delegates time limits for speeches (ex. 1 minute).
6. Do not debate a resolution. However, avoid this option as best as you can. We want every resolution to have a chance to be debated. If you feel you must cancel a resolution, speak to the submitters of the resolution and request their permission before making the decision.

### An Inactive Committee

These are your options if your committee is being inactive and debate is slow:

7. Entertain a controversial amendment.
8. Encourage the main submitter to make an amendment/speech on their resolution in note form.
9. Entertain a five-minute indoor caucus. This allows delegates to intermingle in an orderly fashion and discuss the resolution. Hopefully afterwards, delegates will have more to say on the resolution.
10. Shorten debate time on the resolution.
11. Move to the previous question.

### An Uncooperative Committee

These are your options if your committee is being unruly and uncooperative:

1. Call the house to order.
2. Suspend note passing (if it is the source of commotion).
3. Wait until delegates are silent as opposed to continually repeating that they need to be quiet. This exhibits better authority.

4. **NEVER** yell or act aggressive or annoyed towards delegates. It will automatically undermine your authority and worsen the situation.
5. Alert the Secretary-General or a teacher.

### A Disruptive or Unruly Delegate

If a delegate in your committee is being unruly or inappropriate, it is usually because they are seeking attention. It is best to handle the situation **quietly** and **calmly**; Chairs should not make rude or insulting remarks on their behavior. These are the appropriate steps that should be taken, should the scenario occur:

1. Take the delegate aside privately, explaining why you have taken them aside and that they must follow the rules of conduct. Say that you will notify their director the next time this behavior occurs. Mention that, should it still persist, they may be banned from future MUNs at ISPP. Make this conversation as **concise** and **brief** as possible – the longer it goes, the more that can go wrong.
2. If the issue has still not yet been solved, notify the delegate's MUN director. Then the MUN director will have a private discussion with the delegate, discussing their behavior.
3. If the issue has still not yet been solved, notify the Secretary-General. The delegate will be removed from the forum and not allowed to return. The Secretary-General and other MUN directors will determine an appropriate punishment for the delegate, which may include the banning of the delegate from future MUN conferences.