

**MUN STAFF  
TRAINING  
MATERIALS**

**CHAIRS,  
CO-CHAIRS,  
AND MUN  
OBSERVERS**

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# MUN STAFF TRAINING MATERIALS

## CHAIRS, CO-CHAIRS, AND MUN OBSERVERS

### INTRODUCTION

The Chairs, Co-Chairs, and MUN Observers carry much of the responsibility to ensure the observance of rules and procedures and the flow of the conference. The quality of Chairs and Co-Chairs can often make or break the Delegates' Model UN experience, and well informed MUN Observers ensure fairness in scoring for all Delegates. Therefore, it is important for all MUN Staff to be well prepared for the conference.

The training materials have been developed to give a thorough overview of the procedures, responsibilities and expectations for all staff members. It is left up to the individual to ensure that they understand and follow the guidelines in these materials.

### OVERVIEW

Four important guidelines for all MUN Staff Members are

- ) Punctuality
- ) Appearance
- ) Poise
- ) Impartiality, fairness, honesty, and respectfulness.

It is important for all MUN Staff Members to be on time, appropriately dressed in professional attire and to conduct themselves with poise. It is often necessary to address multiple motions or points simultaneously, to contend with violations of diplomatic courtesy, to field questions and to approve resolutions. How the Chairs and Co-Chairs handle these challenges has an immense effect on the committee. The impartiality and honesty of the Chairs, Co-Chairs and Observers ensures fairness in the committee sessions, scoring and awards.

### CHAIRS

The role of the Chair is to facilitate debate, to keep it moving, and to ensure that delegates follow the Rules of Procedure. Chairs also explain and clarify rules so that even novice delegates can feel comfortable participating. Along with clarifying the rules and facilitating the flow of the committee sessions the Chair also helps set the atmosphere of the simulation. The Chair's duties are to,

- ) Call the sessions to order, open and close each session, and rule on points of order,
- ) Limit speaking time, limit the speakers' list or decide the propriety of any procedural motion,
- ) Interpret and ensure observance of the rules of parliamentary procedure,
- ) Accord the right to speak,
- ) Put questions to a vote and,
- ) Announce decisions.

The Chair's privileges include the following:

Order: The Chair will have complete control of the proceedings at any meeting and the maintenance of order therein.

Discretion: The Chair has the discretion to entertain a motion, to deny a motion, or to decide that a particular motion is appropriate or inappropriate.

Delegation: The Chair has the power to delegate authority to either a Co-Chair or any other appropriate person.

Format: The Chair may require that any motion or request be submitted in writing.

The Chair has significant influence on the atmosphere and ambiance of the committee. While it is important to ensure the workings of the committee run smoothly and decorum is observed, it is encouraged to enjoy the lighter moments as well. While MUN is a serious learning experience, students should find it pleasurable and fun.

See *The Chair's Guide to Parliamentary Procedure* for guidance on the specific roles and responsibilities of Chairing.

## **CO-CHAIRS**

Co-Chairs are responsible for the logistics of the committee session as well as supporting the Chair and being ready to assume the responsibilities of the Chair. Duties of the Co-Chairs are to

- ) Take attendance
- ) Record the votes
- ) Review resolutions
- ) Direct discussions, accord the right to speak, announce decisions, and ensure and enforce the observance of the rules
- ) Advise the delegations on the possible course of debate, and suggest any motions which would be looked upon favorably
- ) Propose the adoption of any procedural motion to which there is no significant objection.

See *The Chair's Guide to Parliamentary Procedure* for guidance on the specific roles and responsibilities of Co-Chairing.

## **MUN OBSERVERS**

Observers are responsible for monitoring and scoring the delegates. The scoring done by the Observers is what the Chairs, Co-Chairs and Observers will use when determining the award recipients. Observers should also aid Chairs in the facilitation of novice delegate participation during the committee sessions.

See the *MUN Observer Responsibilities* and *MUN Scoring System* for further instruction on scoring guidelines.

# **MUN CHAIR TRAINING MATERIALS**

## **RULES OF BEHAVIOR**

### **USING THE GAVEL**

The gavel is a powerful tool of the Chair. Light taps are used to signify that a delegate should wrap up a speech, while slightly heavier taps indicate the end of the speaking time limit. The gavel may also be used to call for “decorum,” or quietness in the committee, but it should be used sparingly for this purpose so the Chair may avoid an overbearing presence.

### **NOT SHOWING BIAS**

It is difficult but important for the Chair to avoid showing any bias. It is always important to engage those students who don’t speak much. However, even when many students who have not previously spoken decide to participate, it is important not to entirely neglect those who have spoken often.

### **KNOWING WHEN TO INTERJECT**

If the committee seems slow to take a specific course of action that the Chair deems fit or necessary (such as motioning for recesses or introductions of resolutions, etc.), the Chair should interject by “looking favorably upon” the intended motion. Also, a Chair must remember that if there are no yields after a formal speech, the Chair must open the floor to comments. If certain students refrain from speaking, it is good for the Chair to encourage them to participate.

### **WHEN POINTS AND MOTIONS CAN BE MADE**

Points of Order and Privilege (if the current speaker cannot be heard) are in order at any time, including interrupting a speaker. Points of Inquiry can be made any time somebody is not speaking. Motions can be made when there is no caucus in progress.

### **RULING SOMETHING DILATORY**

If a motion is made at an improper time or would not be worthwhile, the Chair should rule the motion “dilatory,” meaning out of order, or literally, time wasting.

### **NOTE PASSING**

Delegates may pass notes at all times except during formal voting procedure. The passing of notes is not to be disruptive.

### **WHEN DELEGATES MAY LEAVE THE ROOM**

If a delegate makes a valid Point of Privilege to leave the room, they may. Delegates don’t need to ask to go to the bathroom, they should just leave. Delegates may also go into the hall in order to work on a resolution (double delegations must leave one delegate in the room). Delegates are not permitted to leave the building at any time unless under the approval of their faculty advisor.

## **FORMAL DEBATE**

Time in committee is divided between debate and caucus. During formal debate, the rules of parliamentary procedure are in effect, and the delegates may speak to the whole committee. At this time delegates make speeches, ask and answer questions, and introduce and debate resolutions and amendments. Delegates wishing to speak may do so either by adding their names to the Speakers List or from a yield. A clear understanding of the rules of parliamentary procedure is recommended for formal debate.

## **MODERATED CAUCUS**

In this format, the Assistant Chair calls upon individual delegates to speak to the committee for a short period of time. All rules of parliamentary procedure still apply unless otherwise directed by the Assistant Chair.

## **UN-MODERATED CAUCUS**

Caucusing allows delegates an opportunity to talk informally with others and exchange ideas regarding working papers, resolutions or amendments. All rules of parliamentary procedure are suspended at this time.

## **WORKING PAPERS**

Working papers serve as stepping-stones towards writing resolutions. Working papers allow delegates to write ideas in an informal fashion for the consideration of the committee. Larger working papers can be copied at the discretion of the Chair. Once enough ideas in working papers have been agreed upon by a significant number of the delegations, delegates should consider creating resolutions.

## **RESOLUTIONS**

A resolution is a formal document that outlines the committee's recommendations for future action. A resolution must:

- ) Specifically address the current topic,
- ) Be well-written, concise, and substantive,
- ) Contain the appropriate number of signatories, sponsors and
- ) Have the Chair's approval for copying and introduction.

After a resolution's introduction, a vote is rarely commenced without the document's significant debate and amendment. Prior to a vote, a resolution should:

- ) Represent a realistic solution to the problem,
- ) Present specific, concrete proposals,
- ) Reflect a compromise among *all* competing viewpoints

## AMENDMENTS

Amendments are proposed changes to resolutions that have already been introduced; they are devices to facilitate a resolution that all parties can agree upon. As in formal debate, a clear understanding of the rules of parliamentary procedure is recommended for proposing, debating, and voting on amendments.

## VOTING

After debate has been exhausted on a topic and resolutions have been composed which meet the approval of the body, the committee may move into voting procedures. All resolutions still on the floor are put to a vote in the order they were introduced. After voting procedures have ended, debate resumes with another topic.

## GUIDE TO PARLIAMENTARY PROCEDURE

### CHAPTER 1: GETTING STARTED

Before delegates have the opportunity to speak and debate, there are a few customs and formalities to go through. The first committee sessions can be intimidating for inexperienced delegates but a relaxing start can ease much of the tension. Each section begins with roll call for an attendance check.

#### **INTRODUCTION:**

1. It is customary that members of the dais, another name for the conference staff in the committee, introduce themselves at the beginning of every conference.
2. Many chairs begin with an “ice breaker” in which delegates introduce themselves through a large group activity.

#### **ROLL CALL:**

1. Roll Call is the process of taking attendance of the delegates.
2. The Chair states:
  - “*Delegations must raise their placards and state ‘Present’ or ‘Present and Voting’ after their country’s name is called.*”
  - “Present” is self explanatory but “Present and Voting” means that delegates MUST vote on ALL resolutions.
  - The Chair must be sure to mark which nations state “Present and Voting” as it will be important during formal voting procedure.
3. The Chair reads off the nations in alphabetical order while recording the results on the attendance list provided.
4. If the Chair believes that a nation is present and did not respond during roll call, the Chair should repeat the nation’s name once or twice.
5. After roll call is complete, the Chair requests,
  - “*Any delegations which did not hear their names called please raise your placards now.*”
  - The Chair then records those nations as Present.
6. The Chair furthers,

*“Any nation that arrives hereafter must send a note up to the dais stating their arrival.”*

7. The Co-Chair writes on the board while the Chair states aloud,
  - The number of votes required for a simple majority (1/2).
  - The number of votes required for a 2/3 vote.
  - These numbers are always rounded up.
8. If more nations arrive, the Co-Chair must recalculate the required numbers of votes.

## CHAPTER 2:

### **Formal Debate (the speakers list):**

1. The Chair states:

*“We will now move into formal debate. The Chair will look favorably upon a motion to open the speakers list.”*
2. Once the motion is made, the Chair should refer to the section titled: **Voting on Procedural Matters.**
3. Once approved (it should never fail a vote) the Chair requests,

*“All nations wishing to be added to the speakers list please raise your placards now.”*
4. The Co-Chair should write down the list of nations so it is viewable by the delegates as the Chair calls off nations’ names.
  - Each nation may only appear once on the speakers list at any given time.
5. When all delegations with their placards raised have all been called on or until the speakers list becomes rather full, the Chair states:

*“All nations wishing to be added to the list please send a note up to the dais.”*
6. The Chair asks for a motion to set the speaking time if it has not already been motioned for.
7. As a rule of thumb, the time limit allowed should be between one minute and three and a half minutes. Otherwise the Chair should rule the motion “dilatatory” (out of order).
8. The Chair should refer to the section titled: **Voting on Procedural Matters.**
9. When a delegation has finished a speech during formal debate, it should yield which means that it wishes to transfer the ability to speak to another person.
  - Yields include:
    - To the Chair.
    - To another delegation (for the remainder of the allotted time).
    - To questions (for the remainder of the allotted time).
    - To comments (two 30-second comments chosen by the Chair).
  - If a delegate does not yield, the floor is automatically open to two 30-second comments.
  - There can never be a second yield after an initial yield.



10. Between speeches during formal debate, it is appropriate for the Chair to ask:
  - ***“Are there any points or motions on the floor at this time?”***
    - If there are any, the Chair proceeds with the **Voting on Procedural Matters** section. Otherwise the Chair states, ***“Seeing none, (next country on the speakers list) you are recognized to speak.”***
11. If at any time during formal debate after a topic has been selected and the number of speakers on the list has significantly decreased, the Chair may instruct the delegates:
  - ***“If the speakers list runs out, we will be forced to move into an immediate vote on any resolutions on the floor. If no resolutions exist, then we will move into the next topic.”***
    - It would be appropriate at this time for the Chair to interrupt the flow of debate and have delegates raise their placards to be added to the speakers list.

### **VOTING ON PROCEDURAL MATTERS:**

1. When a motion is made, the Chair restates the motion, saying:
  - ***“There is a motion on the floor to \_\_\_\_.”***
2. The Chair asks:
  - ***“Are there any seconds?”***
    - If there are, the Chair proceeds to the next Step; otherwise the motion immediately fails, and the committee moves onto the next matter.
3. The Chair asks:
  - ***“Is there any opposition?”***
    - If none exists, then the motion immediately passes; otherwise a Procedural Vote must be done.
4. The Chair reminds delegates that,
  - ***“All nations must vote on procedural matters which require a simple majority to pass.”***
5. Now the Chair requests:
  - ***“All those in favor, please raise your placards now.”***
  - ***“All those opposed, please raise your placards now.”***
    - The Co-Chair counts the numbers of placards raised each time.
6. If not all nations vote in a procedural matter, the vote must be taken again by repeating Steps 4 and 5.
7. If all nations have voted, the Chair determines if a majority was or was not achieved, and then informs the committee of the results by telling them that the motion either ***“Passed”*** or ***“Failed.”***

## **CHAPTER 3: DISCUSSING THE TOPIC**

There are three ways to discuss the topic. The topic should begin with Formal Debate. As time progresses, Moderated Caucuses are appropriate as a looser form of discussion. As resolutions become more numerous, Un-Moderated Caucuses allow free movement around the room and easy vocalization.

### **MOVING INTO A MODERATED CAUCUS:**

1. A delegate may motion for a Moderated Caucus.
  - If there has been enough time during formal debate for several countries to speak, the Chair should rule in favor.
  - The delegate making the motion must state a time and purpose for the caucus.
  - As a rule of thumb, times should be no less than 5 minutes and no more than 15 minutes.
  - It is at the Chair's discretion whether or not there should be a speaking time limit during Moderated Caucus.
2. Upon his/her approval of the motion, the Chair should refer to the **Procedural Voting** section.
3. Once in a Moderated Caucus, the chair calls on delegates to speak.
  - There are no yields during a Moderated Caucus.
  - The final speaker should only be given the remaining time of the caucus, not the extent of the speaking time limit.
  - If at some point no nation is willing to speak, the Moderated Caucus ends early.

### **EXTENDING A CAUCUS**

1. Depending on the situation, debate may be very productive and delegates may wish to lengthen the discussion period of a Moderated *or* Un-Moderated Caucus.
2. Delegates may motion to "Extend the Caucus" once, for a time period shorter than that of the initial Caucus.
3. Upon his/her approval of the motion, the Chair should refer to the **Procedural Voting** section.

### **MOVING INTO AN UN-MODERATED CAUCUS**

1. A delegate may motion for an Un-Moderated Caucus.
  - An Un-Moderated Caucus would be advisable if it appears that resolutions are being written or delegates are getting restless from sitting for too long.
  - The delegate making the motion must state a time and purpose for the caucus.
  - As a rule of thumb, times should be no less than 5 minutes and no more than 15 minutes.
  - The Chair should remind delegates that,  
*"If debate is nonproductive, we will reconvene early from the Un-Moderated Caucus and continue with the speakers list."*
2. Upon his/her approval of the motion, the Chair should refer to the **Procedural Voting** section.
3. Although delegates are free to roam around the room to discuss ideas, the chair must be able to control the volume level so as not to disturb nearby committees.
2. The Chair may walk around the room during an Un-Moderated Caucus in order to observe, but should not advise or give an opinion to delegates.

3. A Chair, however, is able to answer questions about formatting a resolution.
4. At the conclusion of the Un-Moderated caucus, the Chair taps the gavel to call delegates back to order.

## CHAPTER 4: DEVELOPING A SOLUTION

Once the committee has discussed the topic long enough to develop at least the beginnings of a solution, delegates will begin to write their own proposed solutions in documents called Resolutions.

There are three named stages of every resolution. Each resolution begins as a Collaboration of Ideas meaning that the resolution is still being written and has not been submitted to or approved of by the Chair.

The second stage is when the Collaboration of Ideas has been submitted to and approved of by the Chair. Once the Chair accepts this document, it is labeled as a Working Paper. It is then copied and handed out to all of the delegates to read. Changes can be made to the Working Paper without the vote of the committee.

The third and final stage occurs when the Working Paper is introduced as a Resolution in which case it is renamed, and changes must be made in the form of amendments. It is in this form only that a Resolution can be voted on.

### **THE BIRTH OF A RESOLUTION**

1. Before a written document has been submitted to and approved of by the Chair, it should be referred to as a “Collaboration of Ideas.”
2. A delegate must then submit a legibly written document and the Chair must verify that it meets the format shown in the supplemental sheet: **Proofreading a Resolution.**
  - If a Collaboration of Ideas has only minor issues (punctuation, underlining, etc.) then the Chair can make the revisions.
  - If a Collaboration of Ideas has major syntax issues and is difficult to follow (grammar, poorly written, etc.) then the Chair should request that the delegate who submitted it fixes the problem(s).
3. Once the Collaboration of Ideas is approved of, the Co-Chair (although the Chair may opt to) either types up or makes copies of the written document.
4. When there are enough copies made to hand out to the entire committee and dais, the document is passed out.
  - The Chair should remind delegates that it is now to be called a Working Paper.
  - The Chair designates a name, usually a sequence of topic letter and order of submission (i.e. Working Paper B/3 which would be the third one submitted on topic B).
5. In order to discuss the Working Paper more freely, a SPONSOR (one of the main writers of a resolution) should motion to introduce it as a Resolution, provided that the paper has at least 1/5 of the body signed on.
  - There is NO vote on this motion. It automatically passes.

- If no nation moves to introduce the Working Paper as a resolution, the Chair should encourage them to do so, stating, ***“The Chair would entertain a motion to introduce Working Paper \_\_\_\_\_ as a resolution.”***
6. Once introduced as a Resolution, a Working Paper will be renamed in order of introduction.
    - i.e. if Working Paper B3 is the first one introduced as a resolution then ***Working Paper B3 Resolution B1.***
  7. The Chair should give the committee a brief reading period.
  8. It is at the Chair’s discretion to have a question-answer session in which there is a motion for a timed period for the sponsors of the resolution to answer questions from delegates that they call on.
  9. Once the period has expired, the Chair informs the committee that: ***“We will now return to the speakers list unless there are any other motions on the floor.”***

### **INTRODUCING AN AMENDMENT**

1. There are two types of amendments: Friendly and Unfriendly.
2. A Friendly amendment is one of which all sponsors and signatories of the amended resolution have also signed the amendment as sponsors or signatories.
  - If the amendment is written in the proper format, and has all of the required signatures, it is automatically added to the resolution.
3. An Unfriendly amendment is not approved of by all of the sponsors and signatories of the amended resolution. Once in formal voting procedure, an amendment must be voted on before a vote on the resolution occurs.

## **CHAPTER 5: MAKING A DECISION**

Once the delegates have developed their resolutions and have thoroughly discussed them, they must then vote on them. Model UN voting procedure is complicated for both the delegates as well as the Chair. This is a time of major politicking as delegates often forget that they may vote for more than one resolution.

### **TABLING A TOPIC**

1. If debate on a specific topic has continually been nonproductive and/or no resolutions appear to be imminent, it would be appropriate to table topic.
2. Tabling a topic allows all current resolutions for a topic on the floor to be put aside. This creates the opportunity to move onto another topic without having to vote prematurely on current resolutions while maintaining the ability to go back and reconsider the topic.
3. There should be two speakers “for” and two speakers “against.”
  - Each speaker is given 30-seconds to give their opinion.
  - The order should be First “for”; First “against”; Second “for”; Second “against.”

A simple majority in a Procedural Vote is required.

## CLOSING DEBATE

1. Once productive debate has occurred on all resolutions on the floor, it would be appropriate to move into formal voting procedure. A delegate may motion for:
  - Previous Question.
  - Closing debate.
2. The Chair should state:
  - ***“I need two speakers against closing debate on topic \_\_\_\_\_. It is a reminder that if we close debate, then all resolutions currently on the floor will be voted on and no further changes may be made or further resolutions added.”***
3. Speakers “against” the closure of debate are asked to raise their placards. The Chair picks two.
  - Occasionally there will not be two speakers but the Chair is to continue anyway with one or none.
4. The order of speeches is the order that the delegates were called upon.
5. After they have each given 30-second speeches, the committee moves into an immediate Procedural Vote.
6. If the motion passes, the Chair should continue onto the section: **Voting on a Resolution**. Otherwise the committee will move back into formal debate.

## VOTING ON A RESOLUTION

1. Once the committee has voted to close debate, the Chair must inform delegates that,
  - ***“We are moving into formal voting procedure and all doors must be closed, there is to be absolutely no talking and no passing of notes at this time.”***
  - It is excessive but appropriate for the Chair to send an extra dais member to stand in front of the doors making sure nobody comes in.
  - The Chair should remind the committee that, ***“All those nations which responded to roll call with ‘Present and Voting’ may NOT abstain on any resolution. It is also to be a reminder that you may vote in favor of MORE THAN ONE resolution.”***
2. Now the committee votes on the resolutions in the order that they were introduced. If there are any sections divided out of resolutions or any **Unfriendly Amendments**, they are to be voted on before their respective resolutions following the voting procedure in Step 6. If a delegate motions for a Roll Call Vote or Division of the Question on an amendment, it is advised that the Chair rules the motion dilatory and proceeds.
3. Grounds for the automatic failure of a resolution:
  - In the Security Council ONLY, if at least one of the five veto powers (China, France, Russian Federation, United Kingdom, or United States) votes down a resolution, voting procedure is

- done completely, but regardless of votes in favor, the resolution fails.
- If a sponsor of a resolution votes it down, voting procedure is completed, but regardless of votes in favor, the resolution fails.
4. A delegate may motion for a specific type of voting procedure. Each motion must be made before individual resolutions, not for the voting process as a whole. They may motion for:
    - **Division of the Question:** Allows the committee to vote on specific lines in a resolution separately from the whole (needs two speakers “for” and two speakers “against” as well as a simple majority in a Procedural Vote).
    - **Roll Call Vote:** Works much like the initial Roll Call.
    - If neither motion is made, the Chair is to proceed to Step 7.
  5. A motion for a **Division of the Question** must state which parts of the resolution are to be pulled out and voted on separately. If such a motion made, there should be two speakers “for” and two speakers “against” voting on specific parts of the pending resolution separately.
    - Each speaker is given 30-seconds to give their opinion.
    - The order should be First “for”; First “against”; Second “for”; Second “against.”
    - A simple majority in a Procedural Vote is required to divide the question.
    - If passed, the committee votes on the divided out section first, then on the resolution as a whole including or excluding the divided out section depending on the previous vote.
    - The Chair should refer to Step 8 for declaring the results of the vote.
  6. If a **Roll Call Vote** is motioned for by the committee, it is the Chair’s decision to approve or not. If the motion is approved and passes a **Procedural Vote**, the Chair should inform the committee that,
    - Each nation’s name will be called in alphabetical order and the choices for response are as follows:
      - Yes
      - Yes with Rights (if the delegation makes a vote that is unexpected/seemingly contrary to their policy)
      - No
      - No with Rights (if the delegation makes a vote that is unexpected/seemingly contrary to their policy)
      - Pass (The vote will come back to them after all other nations have voted, and they **MUST** vote the second time around)
      - Abstain (only to be used by those nations who did NOT answer “Present and Voting” during Roll call)
    - Each nation’s response is recorded on a provided list.
  7. If there are no motions for a Roll Call Vote, then the Chair should proceed with normal voting procedure which is very similar to how the committee would vote on procedural matters.

- For each vote, all members of the dais should count and record the number of placards raised. If there are any discrepancies, the vote should be taken again.
  - To vote, the Chair instructs the committee:
    - “*All nations in favor of Resolution \_\_\_ please raise your placards now.*”
    - “*All nations opposed to Resolution \_\_\_ please raise your placards now.*”
    - “*All nations abstaining from voting on Resolution \_\_\_ please raise your placards now.*”
  - If not all members have voted, the Chair must remind the committee that:
    - “*All nations MUST vote. If you don’t want to vote in favor or against a resolution, then you should abstain.*”
  - The Chair should refer to Step 7 for declaring the results of the vote.
  - Nations which responded with “Present and Voting” to Roll Call may not abstain.
8. The number of votes “for”, “against”, and “abstaining” are added up.
- If there is a 2/3 majority, the Chair states:
    - “*By a vote of (for) to (against) to (abstentions), this resolution passes.*”
  - If there is no 2/3 majority, the Chair states:
    - “*By a vote of (for) to (against) to (abstentions), this resolution fails.*”
  - In the Security Council, a negative vote by any one of the five veto powers means the resolution automatically fails.
  - If this is a Roll Call Vote, then those nations voting “With Rights” are allowed to give 30-second speeches clarifying their votes.
  - When a resolution is passed, it is often customary for the committee to applaud in approval and for the Chair to congratulate the committee.
9. Once all resolutions have been voted on, it is time to consider a new topic. To do this, the process begins over again in the section titled **Moving to Set the Agenda.**

### **MOVING TO RECONSIDER A RESOLUTION/TOPIC**

If no resolution passes or the committee has previously tabled a topic, it is acceptable to reconsider either. For such a motion to pass, there should be two speakers “against” and a 2/3 majority in a Procedural Vote.

## **CHAPTER 6: FINISHING A SESSION**

By the end of a committee session, delegates are not just free to leave when they wish. There are votes that must be taken to approve of suspending or adjourning a meeting.

### **MOVING TO RECESS**

At the conclusion of a committee session (not the last) there should be a motion to Recess which allows a committee session to end for a scheduled break. It requires a simple majority in a Procedural Vote.

**MOVING TO ADJOURN**

At the conclusion of the last committee session, there should be a motion to Adjourn which allows the committee sessions to end for the entire conference. It requires a simple majority in a Procedural Vote.

| Rule                                | Speakers | Vote | Appeal | Comments   |
|-------------------------------------|----------|------|--------|--|
| <b>Rules in Order of Precedence</b> |          |      |        |  |
| Point of Personal Privilege         | N/A      | N/A  | N/A    | In order at any time; used when a delegate is unable to participate in committee business.     |
| Point of Order                      | N/A      | N/A  | N/A    | In order at any time, but only able to interrupt a speaker when speech itself is out of order. |



|  |       |     |     |   |
|--|-------|-----|-----|---|
| Point of Parliamentary Inquiry                   | N/A   | N/A | N/A | In order when floor is open. Questions about Parliamentary Procedure to Chair.                |
| Right of Reply                                   | N/A   | N/A | No  | No Right of Reply to Right of Reply   |
| Un-Moderated Caucusing                           | None  | ½   | No  | Motion requires purpose and time limit for caucus: maximum time is 20 minutes.                |
| Moderated Caucusing                              | None  | ½   | No  |   |
| Suspension of Meeting                            | None  | ½   | No  | Acceptable only at end of a committee session   |
| Adjournment of Meeting                           | None  | ½   | No  | Acceptable only at end of last committee session  |
| Tabling of Debate                                | 2+/2- | 2/3 | Yes | Automatically switches to other Topic   |
| Closure of Debate                                | 0+/2- | 2/3 | Yes | If passed, all resolutions on the floor go to a vote.   |
| Competence                                       | 1+/1- | ½   | N/A | Only in order immediately after the introduction of an amendment or resolution.               |
| Division of the Question                         | 2+/2- | ½   | N/A | Proposals for division are voted on first, and then the divisions are voted on substantially. |
| Introduce Resolutions                            | N/A   | ½   | N/A | Questions asked of the resolution or amendment when it is introduced may only be orthographic |
| Introduce Amendments                             | N/A   | ½   | N/A |   |
| Time Limit on Speeches                           | N/A   | ½   | Yes | Change or set speaking time; minimum is 10 seconds  |
| <b>Rules not arranged in order of precedence</b> |       |     |     |   |
| Appeal   | Chair | ½   | N/A | Chair defends ruling. “For” means decision is upheld. “Against” means overturned              |
| Quorum   | N/A   | N/A | Yes | Assumed present unless challenged. ¼ for debate, ½ for substantive vote.                      |
| Agenda   | +/ -  | ½   | N/A | If motion fails, proceed to other Topic   |
| Yields   | N/A   | N/A | N/A | No multiple yields. May yield to 1) another delegate, 2) questions, or 3) Chair.              |
| Roll Call Vote                                   | N/A   | ½   | No  | Only in order on substantive matters.   |

# MUN CHAIR TRAINING MATERIALS

## GUIDE TO PROOFREADING A RESOLUTION

### FORMATTING A RESOLUTION

A resolution is written in the form of a long sentence. The following numbers correspond with sections of the Sample Resolution on the next page.

1. The resolution's name will be assigned by the Chair and is determined by the topic and the order in which it was introduced to the committee. For example, if the committee is on topic B and the resolution is the third to be submitted, it receives the appellation: Resolution B/3.
2. The committee name, sponsors, signatories, and topic should be written against the top, left margin in that order.
  - ) Sponsors are those who were the lead writers of the resolution.
  - ) Signatories are those who want to see the resolution debated on the floor and do not necessarily favor or oppose the resolution.
  - ) A resolution needs at least 1/5 of the committee signed on as either a sponsor or signatory.
3. Preamble clauses begin with an underlined word and end with a comma.
  - ) These clauses address the problem being discussed, recall past actions taken, explain the purpose of the resolution, and offer support for the operative clauses.
4. Operative clauses begin with a number and an underlined word and end with a semicolon.
  - ) These clauses develop the solution to the problem recognized in the Preamble clauses.
  - ) Words including Condemn and Demand may be used ONLY in the Security Council.
5. The last line of the resolution should end in a period.
6. Before a working paper can be submitted as a resolution, it must have at least 1/5 of the committee as either sponsors or signatories.

### FORMATTING AN AMENDMENT

An amendment is an addition to a resolution. An amendment also needs to be written in the format of a resolution. Each added preamble and operative clause must be written the same as if they were submitted in a resolution. All amendments need at least 1/5 of the committee signed as sponsors or signatories. Friendly amendments require that all sponsors and signatories of the amended resolution sign as sponsors and signatories of the amendment. Unfriendly amendments need any 1/5 of the committee to sign and are voted on during formal voting procedure.

## **SAMPLE MUN DIALOGUE**

Here you will find a short walkthrough of what is likely to happen during a Model UN committee meeting. *Your committee meetings will not necessarily happen exactly like this, but this can be a good way to familiarize yourself with the way it MIGHT happen.*

Note – The Chair and the Assistant Chair will often share duties as agrees with the rules and as fits their style. In this simulation, for simplicity, all talking is done by a Chair.

### **OPENING MEETING**

The chair may introduce his or herself and let the other members of the staff do the same. After whatever the Chair may have in mind, the session will commence...

Chair: All right, we will now begin with roll call. I will read off an alphabetized list, so please say “Present” if you are here. Afghanistan?

Afghanistan: Present.

Chair: Australia?

Australia: Present

*The Chair goes through the rest of the roll call.*

Chair: We have 25 delegates present. So 13 positive votes will be required for a majority, and 17 will be needed for any motions requiring 2/3.

### **FORMAL DEBATE**

Chair: We are in formal debate are there any points or motions at this time before we create a speaker’s list? ... Seeing none, all those wishing to speak please raise your placard. (The Chair note names) ...Any points or motions? The first delegate on the list is the US, you have 1 minute delegate.

*U.S. delegate speaks, and yields remaining time to the UK at the end of his speech. UK finishes and yields to Germany.*

Chair: Delegate, you are out of order. You may not yield after you have already been yielded to, please take your seat. Thank you, delegates. Any points or motions?

*Togo delegate raises his placard.*

Chair: Togo, to what point do you rise?

Togo: Motion to set the speakers’ time at one minute, thirty seconds.

Chair: That is in order. All those in favor of extending the speakers' time to one minute, thirty seconds, raise your placards.

*A few placards go up.*

Chair: All those opposed.

*A large number of placards go up.*

Chair: That motion clearly fails; the Speakers' time will remain at one minute. Any other points or motions? Seeing none, Bahamas, you are recognized for one minute.

*Several speakers speak according to the speakers' list. In the middle of the Russian Federation's speech, France's placard goes up.*

Chair: Excuse me delegate from the Russian Federation. Delegate from France, to what point do you rise?

France: Point of Personal Privilege. Could the delegate from the Russian Federation please speak up so that the delegations in the back can hear?

Chair: Yes, dually noted. Will the delegate please try to speak louder?

*The Russian Federation delegate complies, and continues speaking, louder. Several more speakers go, the last of which is the Algerian delegate.*

Chair: Thank you Algeria. Are there any points or motions?

*The delegate from Libya raises her placard.*

Chair: Libya, to what point do you rise?

Libya: Point of Parliamentary Inquiry. If I have a draft of a resolution, how many signatories do I need before I introduce it?

Chair: Excellent question Libya. Well, as it states in Rule 32, you need the signature of 1/3 of the body, which in our case would be 8 and a third, or simply 9 (because we always round up). Thank you Libya.

## **UN-MODERATED CAUCUS**

Chair: Any points or motions?

*The Argentinian delegate raises her placard.*

Chair: Delegate from Argentina, to what point do you rise?

Argentina: I move for an un-moderated caucus for 10 minutes to discuss various working papers on the floor with an aim at achieving greater consensus in the body.

Chair: That is in order. All those in favor of the motion please raise your placards. (The Chair notes a number of placards) All those opposed. (The Chair notes a few placards) Seeing an overwhelming majority in favor, we will not have an unmoderated caucus for ten minutes.

*Committee caucuses for ten minutes, and then reconvenes.*

## **MODERATED CAUCUS**

Chair: Points or motions?

*The Mongol delegate's placard goes up.*

Chair: Mongolia, to what point do you rise?

Mongolia: Motion for a 5 minute moderated caucus with a speakers' time of 30 seconds, to discuss, specifically, the health issues of our topic.

Chair: If there are no other motions...I will entertain that Mongolia. All those in favor of the Mongolian delegates motion, please raise your placards...all those opposed... By a clear majority, that motion passes. We are now in moderated caucus. All delegates wishing to speak, raise your placards.

*Many placards go up.*

Chair: Gabon. You are recognized for 30 seconds.

*Gabon speaks.*

Chair: Thank you Gabon. Those wishing to speak...

*Azerbaijan, Bosnia-Herzegovina, Turkmenistan, Indonesia, Chile, Canada, Slovenia, South Africa, and Yemen speak.*

Chair: Thank you distinguished delegate from Yemen. The five minutes is now up. We will now return to Formal Debate.

## **INTRODUCING RESOLUTIONS**

*The delegate from China approaches the Chair and informs him that he has a resolution he would like to submit. The Chair verifies that it has the required number of signatories, that it is in proper resolution format, and that the content is relevant, finally, giving his approval to it. The Chair submits the approved resolution to the Conference Staff, who type up the resolution, copy it, and return the copies to the committee. As the committee proceedings continue unabated, the copies of the resolution land on the Chair's desk.*

Chair: We are still in formal debate. Are there any points or motions on the floor?

China: China motions to introduce Resolution A/1.

Chair: That is in order. China please come to the front and read it to the assembly.

*China reads his resolution. The Chinese delegate remains on the floor to correct any typos in the resolution.*

Chair: We will now vote on the motion to introduce Resolution A/1; a majority is needed. All those in favor... Opposed... This vote passes. Resolution A/1 is now on the floor for your discussion.

## **INTRODUCING AMENDMENTS**

*India has an amendment and approaches the Chair with it. The Chair confirms that it is in proper format, has the right number of sponsors, and is relevant. If the amendment is long, it can be copied, but since most amendments are short, most can be introduced immediately after approval.*

Chair: Any points or motions?

India: I move to introduce Amendment A/1/1 to Resolution A/1.

Chair: Please come to the front India and read the amendment.

*India reads it and answers orthographic questions.*

Chair: We will now vote on introduction of the amendment. All those in favor... all opposed... it passes. We will open a speakers' list. All those wishing to speak in favor of amending the resolution with this amendment, please raise your placards... Those wishing to speak against... If there are no points or motions on the floor, delegate from Egypt, you have 1 minute.

*Egypt speaks for inclusion of the amendment, delegate against speaks, delegate for speaks, delegate against speaks, then a delegate for speaks.*

Chair: Thank you delegate from Portugal. Points or motions?

*Bahrain raises his placard.*

Chair: Bahrain. To what point do you rise?

Bahrain: Motion to close debate.

Chair: That is in order. Now we will move to an immediate vote. A two-thirds majority is required to close debate. All those wishing to close debate... all those opposed. By a clear majority debate is closed. We will then immediately vote on whether or not to add the amendment into the resolution on the floor. All those in favor please raise your placards. All those opposed...By a vote of 22 in favor and 3 opposed, this resolution has been amended.

## **VOTING ON RESOLUTIONS**

Chair: Points or motions?

*United States raises her placard.*

Chair: U.S. To what point do you rise?

United States: Motion to close debate.

Chair: That motion is in order. The U.S. motions that we close debate on the Topic, moving all resolutions currently on the floor to a vote as they are currently amended. After the vote we will move to the next topic area. This motion requires up to one speaker against... Angola, you are recognized for 30 seconds.

*Angola speaks against closing debate.*

Chair: Thank you Angola. A motion to close debate requires a two-thirds majority. All those in favor... all those opposed... by a clear majority, debate is closed. We will now move into voting procedures. We have two resolutions on the floor, Resolution A/1, and Resolution A/2, both as amended. First, Resolution A/1. Are there any points or motions?

*The Iraqi delegate raises her placard.*

Chair: Iraq, to what point do you rise.

Iraq: Motion for a roll call vote.

Chair: That motion is in order. That motion requires a simple majority to pass. All those in favor... opposed... This motion passes. We will now proceed with the Roll Call Vote. Delegates may vote "For", "Against", "Abstain", or "Pass" in the first round of voting. All those who passed, must vote in the second round. I will begin at a random point in the list... Gambia?

Gambia: Against

Chair: Germany?

Germany: Against

*Voting continues.*

Chair: By a vote of 2 "For", 22 "Against", and 1 "Abstention" that resolution fails. Now we will vote on Resolution A/2. Any points or motions from the committee?

*The delegate from Pakistan raises his placard.*

Chair: Pakistan. To what point?

Pakistan: Motion for division of the question.

Chair: That is in order. How do you propose the question is divided?

Pakistan: It should be divided as clauses 1-3, 4-6, and 7-8.

Chair: Very well, are there any other points or motions... Seeing none, we will take speakers for and against, two of each. All those wishing to speak for division of the question... those wishing to speak against... Very well, Italy, please rise for 30 seconds.

*Italy speaks for division, Japan against, Uruguay for, Nigeria against.*

Chair: All right, we will now move to a vote. This motion requires a simple majority. All those in favor... those opposed... This motion passes. First the committee will vote on the first set of clauses, 1-3. Any points or motions? Seeing no points or motions, all in favor... all opposed... By a vote of 15 to 10, Clauses 1-3 will now be included in the draft resolution. The second set, 4-6, will now be voted on. Any points or motions?

*United States raises her placard.*

Chair: United States to what point do you rise?

United States: Motion for a roll call vote.

Chair: I'm going to rule that dilatory at this time. Any other points or motions? Very well. All those in favor of clauses 4-6... all those opposed... that fails by a vote of 4 to 21. The committee will now move to a vote on the third set, clauses 7-8. Any points or motions on the floor? Seeing no points, all those in favor of these clauses... all opposed... by a vote of 12 in favor, 11 opposed, and 2 abstentions, these clauses will be included in the draft resolution. We will now move to a vote on the draft resolution. If there are no points or motions on the floor... all those in favor of Resolution A/2 as amended and as divided, please raise your placards... all those opposed... By a vote of 24 in favor and 1 opposed, Resolution A/2 passes. Congratulations, we've completed the first topic. I will now entertain a motion for a five minute suspension of the meeting.

*The United Arab Emirates placard goes up.*

Chair: U.A.E. to what point do you rise?

United Arab Emirates: Motion for a five minute suspension of the meeting.

Chair: That is in order. All in favor... all opposed... that passes. Break for five minutes delegates, and then we will begin discussion of the second