



# CHAIRING GUIDE

## Recurring Applicable Procedure;

### *1. Motions, Requests and Terminology;*

#### **Terminology:**

The terminology used in Model United Nations is what defines a conference, terminology separates an argument among friends from a proper formal debate. The most common and fundamental rule when it comes to moderating MUN terminology in an unexperienced committee, is that personal pronouns are prohibited unless you are in charge of a forum that permits their usage, or if a crisis is presented in which delegates are required to refer to themselves as individuals rather than representatives of a country or corporation. The following is a list of prohibited personal pronouns;

**Prohibited Personal Pronouns:** I, You, She, They, Him, Us, Me, He, It, We, Her, Them

**Alternatives:** Rather than using personal pronouns, a delegate is expected to refer to themselves in the third person as the delegate of whatever country or entity they represent. A delegate may never directly address another delegate in a conference, they must speak to the chair and convey all points and requests to the chairing panel. It is the duty of any member of the chairing panel to point out if a delegate uses personal pronouns and to correct them every time without fail.

Furthermore, chairing in an MUN conference entails the moderation and reception of a wide variety of motions. Model United Nations uses a wide variety of motions and phrases to convey common procedures. The following are all the most prominent phrases used in a conference as well as the appropriate time to use them;

#### **Points:**

##### 1. Point of Personal Privilege

- a. The phrase ‘point of personal privilege’ is used when one delegate does not understand what another delegate is saying. This can be for 1 of 2 reasons, audibility, and incomprehensibility. Audibility alludes to a lack of understanding due to not hearing what the opposing delegate said, if at any point a delegate calls out “point of personal privilege” it is the duty of the chair to ask if it is due to audibility. However, if a point is not understood due to incomprehensible phrasing, and the delegate calls out “point of personal privilege” it is the job of any members of the chairing panel to request that the delegate rephrases their point.

##### 2. Point of Order

- a. A point of order is presented upon hearing a false fact that must be corrected. Upon hearing a delegate call out “point of order” it is the job of the chair to state either “please rise and state your point” or “denied” a delegate must state

what the false fact was and provide evidence beyond reasonable doubt that proves that the fact is false. This point may not interrupt a speaker.

3. Point of information

- a. A point of information refers to when a speaker opens themselves up for questioning and a delegate would like to ask a question, in this moment a delegate will state the phrase “point of information” and it may be accepted or denied based on the chairing panel’s decision. This may not interrupt a speaker.

**Motions:**

1. Motion to approach the chairing panel

- a. This motion is used whenever a delegate has a question or request that is not directly related to the relevant talking points and requires immediate attention, this includes; bathroom, water and medical requests as well as asking for permission to execute anything unusual within the debate. Delegates may only use this motion in regard to the relevant discussed topic to ask for clarification and/or to clear up any confusion.

2. Motion to extend points of information

- a. This motion is used when a delegate feels as though the debate on a certain topic is incomplete and would like to continue discussing the topic at hand the chair may accept or deny this motion based on a variety of factors such as time constraints, over saturation, lack of discussion and many more.

3. Motion to divide the house

- a. This motion is used when voting results in a draw and the delegate presenting the motion would like the chairing panel to consider voting through roll call.

4. Motion to move to voting procedure

- a. This motion is used when a delegate believes that the debate has been complete on an amendment or resolution and would like to begin voting, members in of the chairing panel are entitled to reply in any way they see fit.

2. *Fundamental Concepts & General Rules;*

### **General Behavioral Expectations Within a Committee:**

1. In a committee it goes without saying that delegates are expected to act with respect towards the chairs, as well as the other delegates. Cursing is strictly prohibited throughout an MUN conference and the chairing panels are permitted to take disciplinary action against any offenders of this rule as long as the form of disciplinary action is accepted by a secretariat or a supervisor. A delegate is expected to engage and show interest in debate, as well as work with their groups and make all work done a team effort, it is understandable if a delegate is nervous and scared to participate, and if this is the case the chairing panel are required to help the delegate work through it, however, blatant disobedience and refusal to contribute and participate in writing a resolution, or doing any mandatory work, is strictly prohibited. Delegates are expected to follow all the rules set by the chairing panel. If a delegate is persistently disobedient and refuses to abide by the rules of the conference, then the matter must be handed over to a supervisor or a secretariat.

### **Dress Code:**

2. The dress code for all MUN conferences for males, will be a suit with a button up shirt and tie, and for females, any form of formal clothing appropriate for a conference, they are expected to wear a skirt, pants or dress that covers their knees. General everyday attire is prohibited, and any violators of this rule may be sent back home to change into the appropriate attire. Members of the chairing panel are required to enforce this rule by reporting any delegates who are in violation of the dress code to the supervisors and/or secretariats.

### **Applicability:**

3. The aforementioned rules previously discussed will be applicable for the entirety of the I'MUN conference with no exceptions, though in other conferences there may be differences in small details, the bulk of the information is repeated and applicable.

### **Language:**

4. The formal language of 'IMUN is English with exceptions coming in the form of specialized committees.

### **Dealing with Problems:**

5. If at any point in time an issue occurs within the committee that is out of the ordinary and disrupts the flow of the debate and/or harms the experience of any members within the forum, a chair is expected to immediately report to the head of chairing before taking action.
3. *Forum Expectations (In Depth);*

- a. Rules and Regulations:

- The usage of any and all electronic devices during any debate session is strictly prohibited unless a valid reason is given, and the chair's permission is given.
- Chairs are expected to ask that all members of the forum switch their mobile phones off, after this warning, if a call is received by any delegate, and if the delegate shows excessive use of the device then the chair is permitted to temporarily confiscate the device.
- The use or possession of prohibited substances and contraband is strictly prohibited, if a delegate is seen with such items at any point in time it is imperative that this is reported directly to the secretary general.
- Any form of informal clothing or accessories is prohibited (Pins, hats, t-shirts etc.)
- Delegates are expected to wear their ties and suit jackets at all times during the debate session, this is especially imperative upon approaching the podium
- Horseplay, roughhousing and any form of malicious physical contact is strictly prohibited and must be reported immediately
- Joking around, singing and talking whilst the debate is occurring are disallowed at I'MUN and it is the duty of the chair to shut down such actions whenever they present themselves.
- The chair must not release any delegates to the lunch breaks prior to receiving permission from the staff and security teams, regardless of the given time.
- Chairs are not allowed to send any delegates to the restroom or to drink water without the supervision of a member of the staff or security teams.
- Chairs may not provide delegates with early dismissal unless a guardian requests permission to do so beforehand
- Chairs are expected to be attentive during every debate session and to respond to motions, points and concerns
- All members of a forum are required to stay inside the forum at all times during the debate session, no may leave the committee unless they are requested by a secretariat or by a court to be a witness.
- Plagiarism is strictly forbidden in all forums under all circumstances, there are no exceptions to this rule, any delegates who disobey this rule and continue to plagiarize must be reported to a member of the secretariat team.

## General Forum Overview;

### *b. Lobbying and Merging session flow (Day 1 Rundown):*

- The first session will begin with roll call to ensure that all delegates are in the right place, the chair will call out different delegations to see if anyone is missing, all missing delegates are to be marked absent, and the sheet will be collected by any member of the team.
- After roll call is complete the chairs are expected to introduce themselves and give a brief summary of the committee prompt and the expectations within the committee. After this the chairing panel will state what the first topic to be discussed will be and how the debate sessions will go.
- The next step will be lobbying, and merging, lobbying and merging is where delegates break the mold between one another and split up into groups based on their allies and friends to write resolutions based on the corresponding topics. This is one of the most critical moments in the conference, it is a chair's duty to make themselves approachable and ready to help, and in committees with little to no experience the chairing panel is required to be available at all times for questions. The delegates form their perception of a chair based on first impressions, this is why a chair must be as helpful as possible during the lobbying and merging process.
- Upon the completion of the first lobbying and merging session the chairing panel is expected to keep the delegates quiet whilst awaiting instructions from the security and staff teams regarding when to leave for coffee break.
- When staff and security signals that the coffee break is over delegates are expected to return to the committee and begin the second lobbying and merging session for the second topic. After this has commenced the first day of I'MUN will be completed and chairs must await instructions from the staff and security regarding when to dismiss the delegates. Upon completion of both resolutions the chairing panel must collect them on a USB provided by the staff and security and edit them all to ensure formatting is up to I'MUN standards, and grammar is corrected.

### *c. Debate Session Flow (Days 2 & 3 Rundown);*

- The debate session will begin as per usual with roll call, after the chairing panel determines who is not in attendance, the delegates will begin with opening speeches (order of speakers to be determined by the panel).
- Next, the passing out of resolutions at a random order will begin. Staff and security will retrieve the printed copies of the resolutions and hand one out to each delegate.

- The delegates will be given two minutes to read through the resolution after which the main submitter will approach the podium begin reading out and speaking for their resolution.
- Upon the completion of their speech, a member of the chairing manel must ask if the delegate is open to any points of information. If the delegate states that they are open to points of information, a member of the panel must state the following “if there are any such points in the house please raise your plaque cards now” and select the order in which people will be speaking.
- When the debate begins with the points of information it is the duty of the chairing panel to respond to all points and motions at all times. It is also the duty of the chairing panel to entertain amendments whenever they see fit whilst maintaining the same structure and composure as they would have debating a resolution.
- After delegates are dismissed to coffee breaks, they are all expected to return for the next session and either pick up where they left off or begin repeating the same procedure with a different resolution

(Note: The aforementioned debate format and flow must be executed throughout all sessions in the same manner for all standard committees. (Court and Fringe Chairing Guide Below))

#### *d. Crisis Debate Flow;*

- Prior to beginning the first debate session, all members of the chairing panel will be informed of whether or not a crisis will take place within the committee, and when. If a crisis will be taking place it could occur during any debate session based on whatever is most convenient for the fringes team.
- Once a crisis is presented, the chairing panel must explain the nature of the crisis to the delegates. After the explanation has commenced, the delegates are expected to write resolutions regarding the crisis and their stance for 30 minutes and spend the rest of the debate session discussing what events unfolded.
- After the debate session has commenced the chairing panel are expected to report the solutions that the delegates came up for the crisis to the fringes team.
- The crisis is not to be considered, discussed or used as a point of reference in future debates on different topics and resolutions in upcoming debate sessions.

#### *4. Resolutions & Amendments at I’MUN;*

##### *a. I’MUN Exemplar Resolution Format;*

FORUM: Human Rights Council

TOPIC: Female Genital Mutilation with specific focus on West Africa.

MAIN SUBMITTER: Egypt

CO-SUBMITTERS: Iran, Sudan, Iraq

*Recognizing* the efforts of nations and the United Nations and as well as those of NGOs towards minimizing and eradicating the practice of FGM around the world.

*Emphasizing* the crucial importance and need for gender equality and abolishment of the medical, therapeutic and social practices involving the health of women.

*Acknowledging* the importance of the effect of legislations and rules on FGM and the number of cases occurring worldwide.

*Reaffirming* resolution number 69/150 and 51/2 which encourage the importance of ending female genital mutilation.

*Recalling* all resolutions relevant to this topic, such as resolutions number 56/128, 58/156 and 62/141.

1. *Expresses* profound concern about the treatment and medical care provided to those who have had FGM practiced on them.
  - a. Expressed support for specialization groups related to this issue to be involved within governments, and would be responsible in doing the following:
    - i. Tracking down frequent users of this criminal offense and finding ways to mentally treat these people.
    - ii. Finding a way to establish FGM as a completely abolished practice.
    - iii. Protesting on the increase of the sentence, if needed, for those who practice FGM.
  - b. Creates unique task forces designated with the task of prevention and stabilization regarding the issues at hand

(Note: chairs at I'MUN are required to stay after hours to work on formatting any resolutions that are not up to I'MUN resolution standards.

*b. I'MUN Amendment Format;*

- Amendments can be number of different things, either requesting to strike out a clause or sub clause, add a clause or sub clause, or replace a clause or subclause.
- The way amendments are meant to be presented is by delegates writing down their requests on a piece of paper and giving it to a member of the staff or security teams.
- Whenever the time is appropriate the chair must present this amendment by having staff or security write it down where everyone else can see it (whiteboard or interactive white board)
- After it has been written down the delegate who presented the amendment will approach the podium and speak as though it was a resolution.
- If a clause or sub clause is being added or replaced it, the replacement or addition must be identical in format to an operative clause and/or a standard subclause.



### *c. Aiding Unaware Delegates;*

- Normally when dealing with traditionally inexperienced committee's at I'MUN or any other conference for that matter, a large portion of first-time delegates will be unaware of how to write a resolution during the lobbying and merging time slot.
- Chairs and presidents are expected to spend the lobbying and merging period walking around and speaking to all the individual groups about how they are coming along, furthermore they are expected to monitor progress and ensure that all delegates are on track with writing properly formatted resolutions.
- Chairs and presidents are also expected to help correct errors within resolutions and guide those who are unaware of how to write a resolution.
- When writing a resolution in unexperienced committees, usually the person with the most experience will put in a lot more work than others, it is the duty of the chairing panel to ensure this does not happen and that work is split evenly between delegates.
- In regard to helping delegates understand the flow of the debate, it is customary to ask if all delegates are aware of the points and motions, if not, the panel must take a small portion of the session and dedicate it to getting delegates up to speed.
- When it comes to presenting amendments, it is the duty of the chairing panel to explain the format of an amendment as well as how to present one. Furthermore, delegates must be made aware that if 2/3 of the resolution is amended, it automatically fails.
- Often delegates who are new to the concept of resolution writing will include certain clauses regarding funding and exact numbers, the panel must make it clear that throughout I'MUN funding may not be included within a resolution and all delegates should assume that all countries have unlimited funding (LEDCs and 1st World Countries alike)

## 5. Chairing Courts, Fringes & Preparing Packets;

### *a. Chairing a Fringe Committee at I'MUN;*

What are Fringes:

- Fringes are special committees unique to I'MUN conferences.

Front room:

- The front room will consist of the chair, president and all the delegates of the committee. This room responds to the crisis and sends directives to the backroom in order to take action to solve the crisis. For this reason, for some fringe committees, the chair will not need to run a basic debate (reading resolutions, asking points of information, writing amendments etc.)

Similar to the delegates, the chair will not know the crisis beforehand. This will allow the chair to respond fairly and creatively to the crisis.

#### Back Room:

- The back room is where the crisis is directed. The backroom consists of a team of 3-4 fringe team members and the president of the committee. The backroom will receive the directives from the front room and decides the outcome for every decision the delegates and chair make. This allows the backroom to steer debate. The chair must be in contact with the backroom in order to reveal the outcome of the crisis to the house.

The crisis team will already have a written crisis and predict how the delegates will react to each crisis. They will have a certain course they wish to steer the debate to. However, they cannot predict everything accurately.

#### Directives:

- Instead of writing resolutions, delegates will write directives to respond to crisis. Directives are clause-like actions. They are passed by the committee as a whole. They must get a majority vote to pass. The backroom will allow one directive to be passed for each crisis. Every directive overrules the last.

#### Language:

- Crisis debate in a fringe committee is informal. It is also an open floor debate. This makes the debate more enjoyable and intense. Use of personal pronouns is NOT prohibited in fringe committees.

#### Dress Code:

- Similar to the regular committees, chairs and delegates of fringe committees must come dressed in formal attire. However, the I'MUN team might be able to provide costumes that are appropriate to the topics discussed in the fringe committees.

#### Time:

- For every crisis that unfolds, delegates have a limited amount of time to react, get in groups and write clause-like directives. They then have limited time to debate and gather a majority vote on one of the directives. The chair must manage the time of the delegates to write their directives and vote on one of the directives to be sent to the backroom. The gap between two consecutive sessions could be a week or simply a few hours. Using real time limits the choices of the upcoming crisis.

#### Debate Flow:

- Crisis is announced to the house by the backroom.
- Delegates must write directives to respond to the crisis.
- Delegates announce their directives and debate.
- Delegates vote for one directive to be passed to the backroom.
- The backroom will choose to pass or fail the directive.
- A new crisis is announced.
  
- There will be few to no motions and points in a fringe committee. The delegate will raise their placard to speak and the chair must choose a delegate to speak. They must

only motion to introduce a directive during debate, which the chair sees fit to introduce at that time.

#### Preparation for Chairing a Fringe Committee:

- Read the topic brief and do further research on the situation.
- Read each delegate's individual agenda.
- Read each delegate's portfolio powers.

#### Portfolio Powers:

- Portfolio powers are advantages a delegate has in a fringe committee. A delegate may use their portfolio powers to pass a directive or for personal benefit.

For example, the director of intelligence will be able to:

- Spread false information
- Access communication lines
- Access information about other delegates
- Hack other nations

#### Individual Agendas:

- Each delegate will have a private individual agenda. It is a goal that they are secretly aiming to achieve by the end of the conference. The chair must ensure that delegates do not reveal their individual agendas to each other.

#### Individual Action Order:

- Individual action order is an action taken by an individual delegate. The delegate can send a secret note to the backroom (via email) regarding what they wish to do. The backroom can either grant this order or ignore it. However, the backroom will look for loopholes in the orders to make it backfire on the delegate. These individual actions must be within the delegate's portfolio powers.

#### Deaths:

- When appropriate, the backroom will allow assassination attempts by delegates. These delegates will change their position and return to the committee with a new identity. Their new identity may have the same portfolio powers or decreased portfolio powers.

### *b. Chairing a Court at I'MUN;*

#### Key Words and Terminology;

- All delegates will be referred to as advocates
- Rather than stating order in the house the chair/president must say order in the court
- Advocates must refer to the chair/presidents as your honor
- The jury must be directly addressed during the opening and closing speeches
- The advocates may not speak with one another

- Communication will only be between advocates and the witnesses and advocates and their president/chair

#### Basic Court Debate Flow;

- One of the two teams will begin the process by calling in the witness, the chair must allow the advocates 5 minutes to quickly prep and refresh the witness prior to entering the court
- After the witness has been prepared, they will be sent in to be questioned by the jury on factual information within the affidavit to determine their credibility score (0-3)
- After the questioning has commenced and the witness answered all pending inquiries, the score will be released, if the witness achieves a score of 0, they will be impeached anything above 0 will allow them to continue as a witness however, their credibility increases based on the number.
- Once this has commenced, direct examination will begin, this will then be followed by cross examination, after this there will be redirect examination followed by re-cross examination
- Once the final examination has been completed the witness will be sent back to their forum and the same flow will continue for all witnesses to come

#### Opening and Closing Speeches;

- The chair/president must monitor the opening and closing speeches at all times to ensure that they don't exceed 10 minutes, humiliate the opposing team and/or directly address the opposing side, the speeches are a very pivotal part of courts in I'MUN as they serve as a chance to persuade the jury without any interruptions, and as a chair/president any one in charge of the courts must make sure that the speeches remain civil and productive.

#### Dealing with Objections;

- When it comes to courts in MUN conferences, often times newcomers will use a lot of objections incorrectly, the way to deal with this is by stopping everything once the objection is called out, conferring with the jury, ensuring the usage lines up with the definition and then ruling whether it is sustained or overruled
- At I'MUN, once an advocate makes one false objection, their entire team is then not allowed to make another objection regardless of whether or not they have an applicable one to the situation
- If an advocate presents a valid objection, it is the duty of the president/chair to tell the advocate to rephrase their question in a way that renders the aforementioned objection inapplicable.

- If the president/chair feels as though the same advocate is lingering for too long and constantly being objected, they may ask the advocate to be seated.

(Objection list found in the court guide)

*c. Preparing Packets for the conference;*

Example Packet;

Committee: United Nations Office on Drugs and Crime

Topic: Illicit Cultivation of Drug Crops

Information:

- Illicit cultivation is described as the cultivation of plants which the government has deemed illegal to grow. In the narcotics trade, there are three main crops which are the base to the majority of the natural and synthetic narcotics, that include; opium poppy(opium), coca bush(cocaine), and cannabis. At current levels, world heroin consumption and seizures represent an annual flow of 430-450 tons, 50 tons of that total is counted as opium from Myanmar and the Lao People's Democratic Republic while the rest, 380 tons of heroin and morphine, are exclusively produced from Afghan opium. In the past year 5 tons were consumed and seized in Afghanistan, while the remaining 375 tons are terrorizing the streets of the neighboring countries they are trafficked to. It is very important to consider that the reason behind such act relies completely on the price of opium poppy which increased drastically in 2011 causing the cultivation of such plants very beneficial for many farmers living among poverty in Afghanistan and the areas surrounding it. Solving such crisis requires your efforts in bringing together all mechanisms of supporting these countries to shift their income from drug trafficking to other useful substitutes.

General Sources to use for Packet Preparation;

- Preparing packets entails looking up a certain subject, and uncovering detailed important and related unbiased information that could be of use to the delegates to further help them understand the topics, the following are a list of sources that could be used to find information on a wide variety of topics, generally applicable to I'MUN committees;

- <https://www.britannica.com/>
- <https://www.history.com/>
- <https://www.encyclopedia.com/>
- <https://www.un.org/en/>
- <https://www.icc-cpi.int/resourcelibrary/official-journal/rome-statute.aspx>
- <https://www.un.org/en/charter-united-nations/>
- <https://constitutionus.com/>
- <https://foreignpolicy.com/>