



DELEGATES GUIDE

Recurring Applicable Procedure;

1. Delegates;

A **delegate** represents a person, organization, government or country that takes part in an MUN debate.

Delegates must:

- Refrain from using personal pronouns such as “I”, “We”. Instead, a delegate should speak in third person using terms such as, “The delegate believes...”
- Stick to the formal dress code. This includes a suit or tuxedo for male delegates and a knee-length skirt, dress or smart pants for female delegates. A delegate must not wear any costumes, traditional clothing or military attire that represents their country. Any violators of this rule may be sent back home to change into the appropriate attire.
- Debate according to the viewpoints of the country they are representing and not their own opinion.
- Use formal language. The formal language of I’MUN is English with exceptions coming in the form of specialized committees such as the Arab League.
- Respect other delegates, the Secretariat team, Presidents and Chairs, staff members, security members, media team members etc. If a case of misconduct is present, the delegate will face serious consequences.
- Speak only when told to do so by the chairing panel.
- Cursing is strictly prohibited throughout the I’MUN conference and the chairing panel will not hesitate to take disciplinary action against any offenders of this rule.
- 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 will be happy to help the delegate work through it.
- Blatant disobedience and refusal to contribute and participate in writing a resolution or doing any mandatory work is strictly prohibited.

2. Preparation;

At I'MUN, the expectations are demanding and standards are high. Therefore, preparing prior to the conference is necessary.

Delegates should:

- Read the topic briefs on the I'MUN website. These topic briefs will summarize each topic that will be discussed during the conference. Make sure to read them thoroughly and understand the topic comprehensively.
- Do further research on the topics you will be debating to understand them better.
- Conduct general research on your country to understand its viewpoints on different issues.
- Complete a pre-conference assignment that may be assigned by your president prior to the conference.
- Prepare clauses to make the process of lobbying and merging more efficient.

3. Flow of Conference and Debate;

a. General Outline of the I'MUN conference:

Day 1	Lobbying and Merging	<ul style="list-style-type: none">- Opening ceremony- Lobbying and merging
Day 2	Debate day 1	<ul style="list-style-type: none">- Opening speeches- Debate
Day 3	Debate day 2	<ul style="list-style-type: none">- Debate- Closing ceremony

b. Lobbying and Merging;

Lobbying and merging is a process that occurs during the first day of the conference. Delegates get into groups of around 6 delegates (depending on the number of delegates per committee and the chairing panel's preference). They will merge all of their prepared clauses and/or ideas in order to come up with one final resolution (see section 6).

- Delegates **should** get into groups with their allies and with delegates that share the same political stances on the topics.
- Delegates **should not** get into groups with their political enemies or remain in the same group after the completion of a resolution for each topic.

c. Flow of Debate:

1. Roll Call: the panel will take attendance by calling out every delegation. The delegate must reply with “present”.
 2. Opening Speeches: each delegate will be given around 2 minutes to read out their opening speech presenting their stance on the topics (see section 4).
 3. Everyone is given a hard copy of the first resolution. The main submitter reads out the operative clauses of the resolution from the podium.
 4. The main submitter is then asked to speak for their resolution convincing the house to vote for it.
 5. The main submitter is asked by the panel if they are open to any points of information. The main submitter could reply with any of the following:
 - Any and all (the delegate is willing to answer all points of information asked by other delegates)
 - Designates up to a certain number of points of information (as chosen by the delegate)
 - No (the delegate is not willing to answer any points of information)
- Note:** Points of information are questions and cannot be phrased as statements. The main submitter may not answer a point of information with a question.
6. If the main submitter opts not to entertain any points of information, they must yield the floor to the chairing panel or a co-submitter. If the main submitter opts to entertain points of information, once they have entertained all points of information, they must yield the floor to the chairing panel or to a co-submitter.
 7. The panel asks the house to raise their placards if they would like to speak for the resolution. The chairing panel will recognize one delegate to speak for the resolution. The delegate will identify the areas of strength of the resolution.
 8. The panel asks the house to raise their placards if they would like to speak against the resolution. The chairing panel will recognize one delegate to speak for the resolution. The delegate will identify the areas of weaknesses of the resolution.
 9. Delegates suggest amendments by writing down their amendment on an amendment sheet (see section 5). The staff members will give your amendment to the chairing panel. The panel will choose one amendment and the delegate who submitted the amendment will be asked to approach the podium. The delegate must explain their amendment and justify why it is necessary. The delegate is asked by the panel if they are open to any points of information. The delegate could answer:

- Any and all (the delegate is willing to answer all points of information asked by other delegates)
 - Designates up to a certain number of points of information (as chosen by the delegate)
 - No (the delegate is not willing to answer any points of information)
10. The panel asks the house to raise their placards if they would like to speak for the amendment. The chairing panel will recognize one delegate to speak for the resolution. The delegate will identify the areas of strength of the amendment.
 11. The panel asks the house to raise their placards if they would like to speak against the amendment. The chairing panel will recognize one delegate to speak against the resolution. The delegate will identify the areas of weaknesses of the amendment.
 12. Voting Procedure on the Amendment: The panel will ask the delegates to raise their placards if they want to vote for this amendment. The panel will then ask the delegates to raise their placards if they want to vote against the amendment. If the amendment passes, the entire house is to make the change on their hard copy of the resolution.
 13. Voting Procedure on the Resolution as a whole: The house will vote either for or against the resolution as a whole (including the amendments that passed). The panel will ask the delegates to raise their placards if they want to vote for this resolution. The panel will then ask the delegates to raise their placards if they want to vote against the resolution. Delegates can abstain from voting. The panel will then announce the outcome of the voting procedure.

4. Opening Speeches;

An opening speech is a speech presented by each delegate on the second day of the I'MUN conference. This speech introduces your delegation and your country's stance on the topics of the forum.

Example Opening Speech:

Honorable Chair, President and fellow Delegates,

The delegate of Egypt is honored to be invited to such a prestigious conference, and participating in the human rights council (HRC). The delegate of Egypt is looking forward for passionate and remarkable debate on the topics concerning female genital mutilation, food shortages in Venezuela and killer robots. Egypt has always been concerned in serving the world when it comes to solving the political, social and especially humane problems that revolve around it.

To begin with, the continued practiced of female genital mutilation, against the law legislated in Western African countries concerns Egypt. This deeply distressed Egypt due to the overwhelming international effort that is being exerted and will continue to be exerted until this point of conflict is completely abolished, and not by singular efforts of any certain country, but by the collective effort of the international community.

Secondly, the topic of tackling the issue of medical and food shortages in Venezuela. This is an issue that is in need of immediate attention and Egypt would love to play a role in solving this social crisis.

April 22, 2011, is a day some delegates might not recognize, over 25 people were killed in a drone attack in Pakistan. This marks the day of the beginning of technological warfare. Finally, the last topic of discussion is the use of killer robots. Regarding this topic, Egypt are very aware of the consequences this could lead to, and are strictly against it, as it plays a role in increasing terrorism globally, internationally and locally. Most importantly, the right to life should never be compromised.

We hope that through international effort and Egypt's contribution, the above human rights can be achieved.

The delegate of Egypt yields the floor to the Chair.

5. Amendments;

An amendment is a change to a resolution. Delegates can submit an amendment to the chairing panel (when asked to do so) in order to amend the resolution. The chairing panel will only choose a few amendments to be presented. The house votes to pass the amendment or not. It is important to note that if the main submitter or co-submitter submits the amendment, it is considered a friendly amendment, and therefore, immediately passes.

Possible amendments:

- Add a clause or sub-clause
- Strike out a clause or sub-clause
- Change a word or sentence
- Rephrase a clause

Example Amendments:

Add a sub-clause explaining what type of punishments will be placed on countries that sell weapons on terrorist groups.

Strike out clause 2 entirely because it contradicts several clauses like clause 4 and sub-clause 5c.

Change the word "or" in sub-clause 6a, to "and".

6. Resolutions;

A resolution is a solution to the topics discussed in your forum. A resolution has the following format:

Forum: (your forum – e.g. General Assembly, Economic and Social Council)

Topic: (the topic this resolution will be solving – e.g. Human Rights in the MENA region)

Main Submitter: (delegation of main submitter)

Co-submitters: (delegation of co-submitters)

Preambulatory Clauses:

- Preambulatory clauses are stipulated facts about the topic.
- You should include around 3-5 preambulatory clauses per resolution.
- Preambulatory clauses start with phrases such as but not limited to:
 1. (Affirming, alarmed by, bearing in mind, believing, confident of, declaring, deeply concerned, deeply disturbed, emphasizing, expecting, fulfilling, fully aware, guided by, having adopted, having considered, keeping in mind, noting with regret, observing, reaffirming, realizing, recalling, seeking, taking into consideration, welcoming)
- These phrases should be underlined.
- Preambulatory clauses should **not** be numbered.

Operative Clauses:

- Operative clauses are the proposed solutions to the issue.
- They are the call to action that could resolve the situation.
- They begin with phrases such as but not limited to:
 1. (Accepts, affirms, approves, calls upon, condemns, confirms, deplors, designates, emphasizes, encourages, endorses, expresses its hope, further invites, further reminds, further recommends, reaffirms, reminds, requests, supports, takes note of, transmits.)
- These phrases should be underlined.
- Operative clauses should be numbered.
- An operative clause can have sub-clauses and sub sub-clauses.

Structure of an operative clause:

- 1) Brief explanation on the operative clause
 - a) What about 1) do you want to explore?
 - i) How are you going to achieve a)?
 - ii) Another way to achieve a).
 - b) What else about 1) do you want to explore?

Please note that:

- In order for there to be an a) subclause, there must be a b) subclause. And, in order for there to be an i) subclause, there must be an ii) subclause.

- You do not have to write subclauses for each operative clause.
- You do not have to write sub sub-clauses for each sub-clause.
- Sub-clauses and sub sub-clauses should NOT be discussing a different solution to the issue.

Example of a Resolution:

FORUM: Human Rights Council

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

MAIN SUBMITTER: Egypt

CO-SUBMITTERS: Iran, Sudan, Iraq

Guided by 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.

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

1. Calls for the enhancement of national and global awareness programs targeting areas that practice FGM, with the aim of increasing the consequences and knowledge of the horrors that come with this experience.
2. Reaffirms the importance of improving the treatment and medical care provided to those who have had FGM practiced on them, in ways such as but not limited to:
 - a. Increasing 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 for those who practice FGM.
 - b. Ensuring that those who have had FGM practiced on them are able to get treated for free.
3. Recommends recruiting and training qualified professionals to reverse the practice of FGM and educate those of its damage.
4. Further recommends that countries legislate a law specifically against the practice of FGM.

7. Points and Motions;

Points:

1. Point of Personal Privilege

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 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 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;

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;

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;

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;

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.

8. *Crisis;*

A crisis is when an issue suddenly appears in a committee and delegates have to spontaneously come up with solutions to solve the issue in a limited period of time.

- Delegates have to come up with their own realistic solutions to the crisis, creativity is essential.
- The debate is informal, and will be conducted like a moderated caucus.
- When the crisis is presented, delegates have a limited amount of time to react; the delegates that are part of the crisis will have time to discuss with each other, then present a directive to the rest of the delegates.
- The rest of the delegates will have time to ask questions and debate with the delegates who are presenting in an open discussion.
- Lastly, the crisis team will gather a majority vote on where the delegates stand with the presenting delegates' points; with or against.
- The crisis will not affect future debates on different topics and resolutions in upcoming debate sessions.

a. Role of the Delegate during a Crisis:

The delegates will tackle the crisis just like they would tackle any other issue. The solution, however, will not be written, but presented in front of the whole committee. The delegates should tackle the crisis according to the viewpoints of the country they are representing and not their own opinion. The delegates involved with the crisis will be able to present, the rest of the delegates will vote with or against their proposal. All delegates are expected to engage and show interest in debating the crisis, as well as work with their groups.

Delegates can:

- Formulate formal agreements:
 1. Delegates can either write out the terms of the agreement in detail on a paper or ask the crisis team members if they are allowed to have a discussion with crisis team supervision.
 2. All agreements have to be supervised by a crisis team member.
 3. The agreement will not be pursued, if it has not been sent or discussed with the crisis team in advance.
 4. Present their solutions to the crisis to the rest of the house when asked to by the panel.
- Formulate informal agreements:
 1. Delegates involved in the informal agreements may discuss the terms of the agreement without granting permission from the crisis team.
 2. These are not recommended.
- They can take action within their portfolio power.
- Tactically bribe or backstab other delegates if it is within their power.
- Refer back to the crisis team for help, support, or advice.

Delegates can't:

- Pursue an action out of their portfolio powers, unless they are supported by another delegate who can.
- Can't start a war without the permission of the crisis team.

b. Debate Moderation during a Crisis:

- The delegates will be given the freedom to think creatively, to come up with original and unique solutions to solve the crisis with limited time.
- The delegates may be advised by the crisis team, however they will not be forcefully pushed in a certain direction.
- The crisis team will allow realistic actions from delegates, things that are within their power.
- The crisis team can send private information to some delegates to fuel debate and intensify it.
- Delegates will present their solution on the podium. The panel will then ask the house to raise their placards for points of information. After that, one delegate will speak for this particular solution and one delegate will speak against it.

c. The Crisis Team:

- The crisis team's job is to come up with challenges and issues that delegates will have to spontaneously solve.
- They will get involved in the debate if they sense that it is getting too offensive, or too stale to the point where delegates are no longer interacting.
- They will present the information about the crisis to the committee during their session, suspending it until after the crisis period has been concluded.

- They will interfere with editing and tweaking ineffective directives that may halt the activity of the debate.
- They will provide the delegates with a detailed crisis guide to navigate them through the process. However, they will not force them to choose a particular solution.

d. Crisis Structure in Various Committees:

Small Committees:

- The crisis will work as such;
 1. The delegates involved with the crisis will have a few minutes to discuss with each other and or with themselves.
 2. Then the delegates involved will stand on the podium and state their point and their solution to the crisis and persuade delegates to support their solution.
 3. The delegates that presented will then have a standoff, which will be an open debate with each other in front of all the other delegates, chair and president.
 4. When the debate is over, the rest of the delegates will vote with or against the solutions.

Large Committees:

- The crisis will take place on the second and third days of the conference, depending on the committee.
- Each committee will be introduced to the crisis, which is directly linked to the topics that they have been preparing for and now debating.
- The crisis will be similar to standard debate, with the exception that no resolutions will be written.
- The crisis will work as such;
 1. The delegates involved with the crisis will have a few minutes to discuss with each other and or with themselves.
 2. Then the delegates involved will stand on the podium and state their point.
 3. The rest of delegates will be able to ask them questions.
 4. After the questions are asked the rest of the delegates will either vote with or against the presented resolutions.
 5. The delegates who had good questions for the delegates presenting will be able to have an open debate with the delegate presenting in front of the full committee.
 6. Then, two delegates will be chosen to support or oppose one of the delegates' speech.
 7. When the questions and speeches are done, the rest of the delegates will either vote with or against the proposed solution