



DISDHMUN 2024

Delegate Handbook



Contents

Committees	4
Conference Agenda	5
Dress Code	5
Different positions at DISDHMUN	6
1. Student as a Delegate	6
2. Student as a Student Officer/ Chair	6
3. Student in the Press Team	7
4. Student as Administrative Staff (Admin Staff)	7
Researching a Delegation or an Issue	8
How to Research a Delegation	8
How to Research an Issue	8
Checklist on a country	9
1. Identity	9
2. International position	9
Writing Resolutions	11
I/ What Is A Resolution?	11
II/ How To Write A Resolution?	11
A/ What is the preamble?	11
B/ How to write the preambulatory clauses?	11
D/ How to write the operative clauses?	12
III/ How To Present A Resolution?	12
A sample resolution	13
What Happens During Debate Time	14
Lobbying	14
Definition Of Key Words Used In The Forums	14
Rules of Procedure	15
Motions	15
Points	16
Voting	16
Yielding	16
Modes Of Address During Formal Debates	17
Parliamentary behaviour by delegates	17
Phrases to be used by delegates of the House	17
How debate works	18
Voting procedure	20
Amendments	21
Vocabulary and Terms	22
Sources	25



Committees

General Assembly 1 (Room: Gym)

Head chair: Sebastian Andersen

Deputy chair: Isabel Cremers

General Assembly 4 (Room: 302/Humboldt Saal)

Head chair: Giulia Francesca Bauer

Deputy chair: Rudraksha Garg

Security Council (Room: 301)

Head chair: Kim Zanzinger

Deputy chair: Rick Beers

Human rights (Room: 304)

Head chair: Marcel Sutedja

Deputy chair: Linde Houtzagers

ECOSOC (Room: 305)

Head chair: Ishani Awasthi

Deputy chair: Till Munack



Conference Agenda

Thursday, 15th of February 2024

07:30-08:00	Staff Briefing (BoD, Admins, Press Team)
08:00-08:30	Student Officers' Briefing (Mandatory for Student Officers)
08:00-08:30	Arrivals and Registration
08:30-09:00	Opening Ceremony
09:00-10:30	Lobbying in GA1, GA4, SPC, ECOSOC, EC, HRC
09:00-16:30	SC in session
10:30-16:30	All committees and councils in session
13:00-14:30	Staggered Lunch Break
16:45-17:15	Closing Ceremony
17:15-17:30	Student Officers' Debriefing
17:30-17:45	Staff Debriefing

	Lunch Break	Pictures
GA1:	13:00-13:45	15:45
GA4:	12:30-13:15	16:00
Security Council:	12:30-13:15	15:30
Human rights:	12:00-12:45	15:00
ECOSOC:	12:00-12:45	15:15

Dress Code

Participants should not wear clothing, jewellery, or accessories which are distracting, inappropriate, or which may call attention to themselves – either individually or as a group. Inappropriate dress includes, but is not limited to:

- Team accessories such as scarves, hats, non-MUN badges/buttons/pins.
- Sports shoes & denim clothes.
- National costume or military attire.
- School uniforms.

Boys should be dressed in a formal suit, shirt, tie, or similar alternative i.e., formal trousers.

Girls should be dressed equally formally in suits, smart separates (whether trousers or skirts) or dresses.

Different positions at DiSDHMUN

There are four positions that students at DiSDHMUN can participate in:

1. Delegate
2. Student Officer / Chair
3. Press Team
4. Admin Staff

1. Student as a Delegate

A delegate represents a country, a UN organisation, or an NGO (Non-Governmental Organisation) in a forum. As a delegate you participate as a representative to the country or organisation you have been assigned to.

Before the conference, the delegate's tasks are:

- To **research the country** (see pages 7-9 [Checklist on a Country](#)).
- To **research the issues of your forum** (see page 7 [Checklist on an Issue](#)). This document will help the delegate to be aware of the country or organisation's views on the issues.
- To **write a draft resolution** (see page 10 [How to write a Draft resolution](#) and page 13 for a [sample Draft resolution](#)).

During the conference, the delegate's tasks are:

- To **lobby** (see page 14 [Lobbying](#)).
- To **debate on the draft resolutions** (see page 14 [What happens during debate time](#)).

2. Student as a Student Officer/ Chair

All Student Officers must read Research Reports on the issues in their forum, in order to be able to aid delegates with their preparation and research for a conference. Research reports are a great starting point to one's research on an issue and it provides a general view on the issue and provides factual and relevant information to the issue.

During the lobbying process, the role of a Student Officer is that of intermediary, bringing the various interest groups into contact with one another to ensure more worthwhile debate during the formal sessions. The chairs or presidents of a forum are also in charge of monitoring the debate; they will ensure that the rules and procedures are followed for a smooth and productive debate. Chairs need extensive MUN experience to conduct the debates appropriately. Dedicated and knowledgeable chairs are vital to a successful conference as they are like role models to the 8 delegates. Their roles include more than simply ensuring that procedure regulations are abided by; they stimulate steady progress throughout the debate, encourage the involvement of all delegates without sacrificing the substance of debate, prevent the rules from becoming obstacles and exercise strict self-discipline to always remain impartial. The chairs' knowledge of the issues debated is assumed to be good and can provide the delegates with fresh ideas. They should constantly remind the delegates of the importance of cooperation and compromise for draft resolutions to benefit the international community.



3. Student in the Press Team

Press delegates will be under the direction of a Press Coordinator and will be responsible for producing the conference online content. The press team includes layout, editors, text editors, reporters, artists. Students who would like to apply should have some journalistic skills, be able to work with word processing and desktop publishing.

4. Student as Administrative Staff (Admin Staff)

Without the Administrative Staff there would be no conference. The Admin Staff makes sure that the conference runs smoothly by:

- Welcoming all the participants (= Information Desk)
- Setting up the various committees
- Passing notes between delegates in the different forums (= Messengers)
- Taking care of the general security

Thanks to the Admin Staff, the delegates can concentrate on lobbying and debating while they take care of the conference.



Researching a Delegation or an Issue

There are two fields of research that you must focus on when preparing for any MUN conference. First you need to learn about the **country** you represent and then there are the **issues** on the agenda.

How to Research a Delegation

When researching your country, you have several options. One of them is trying to contact its Embassy in your country. You will find that some Embassies are cooperative, and others will be less so. You will just have to try. Another option is to use the internet. A widely used website for this is the CIA World Factbook (<https://www.cia.gov/the-world-factbook/>). Choose the country you represent, and you will find the information you need. If you need a guideline on what you need to know about your country, you can refer to the Council of World Affairs. This is a particularly useful site, by the way, in preparing for many aspects of a conference. Alternatively, you might try individual countries' websites.

How to Research an Issue

The issues on the agenda of a DiSDHMUN conference are taken from the UN website. Hence going to this website and typing in the issue on the agenda into its search engine will be a good way to start your research on these issues. Member states have websites for their Permanent Missions at the UN that can also be useful if you want to learn about the views of your country on a given issue. You can also try its Embassy in your country, but cooperation may again vary. In addition, 4 – 6 weeks before the conference the Research reports, will be made available for you. These research reports contain a lot of useful general background information on each issue on the agenda and will form the basis for debate during the conference.

United Nations	http://www.un.org/
CIA World Fact Book	https://www.cia.gov/the-world-factbook/
Embassies Worldwide	http://www.embassyworld.com/
The Economist	http://www.economist.com/
CNN	http://www.cnn.com/
BBC World	http://www.bbc.com/
International Crisis Group	http://www.crisisgroup.org/
Wikipedia	https://en.wikipedia.org/wiki/English_Wikipedia/
Best Delegate	https://bestdelegate.com/
U.S Department of State	http://www.state.gov/r/pa/ei/bgn/index.htm
BBC Country Profiles	http://news.bbc.co.uk/2/hi/africa/country_profiles http://news.bbc.co.uk/2/hi/asia-pacific/country_profiles http://news.bbc.co.uk/2/hi/south_asia/country_profiles http://news.bbc.co.uk/2/hi/middle_east/country_profiles



Checklist on a country

When learning about the country you will be representing, you should ask yourself the following questions and make yourself familiar with the answers.

Name of the country: _____

1. Identity

Geography:

- What is the surface, population, capital of the country?
- Where is the country located?
- Which countries are its immediate geographical neighbours?
- What significance does the geographical location of the country have in its politics and/or economic situation? (Small island state, land-locked mountainous region etc.)

Politics:

- What kind of government does the country have? (Monarchy, Republic, Parliamentary democracy etc.)
- What is the origin of the governmental and political structures?
- Who is the current Head of State?
- Who is the current Head of Government?
- What are the main political parties?
- How stable is the current political structure?

History and Culture:

- What historical events have helped to shape the current state?
- What is/are the official language(s)?
- What are the main religious and ethnic groups?
- What role does religion and/or ethnicity play in the country's internal or external politics?
- Is the country a former colony? If yes since, when is it independent?

Economics:

- How self-sufficient or dependent is the country economically?
- What is the country's GDP?
- Is it an MEDC or an LEDC?
- What natural resources does it have?
- What basic commodities or manufactured articles does it produce and export?
- What basic commodities or manufactured articles does it have to import?
- What economic and/or trade organisations does it belong to or is it affiliated with?

2. International position

Defence:

- What is the country's military strength or weakness?
- What defence alliances does it belong to?
- Has it been involved in any internal or external conflicts in its recent history?
- Does it possess nuclear weapons?

International relations:



- What role does it play and what influence does it have on the world stage?
- Since when is it a member of the United Nations?
- Is it regularly a member of the Security Council or ECOSOC? If yes, when was the last time?
- What direct involvement does it have with any United Nations organs or agencies?
- How is the relationship with its bordering countries?

Writing Resolutions

I/ What Is A Resolution?

Before an MUN Conference, you write one or two draft resolutions. The issues of the resolutions can be found in the agenda of the conference. With a draft resolution in your hand, you will participate actively during the debates. A draft resolution is initially a formal statement of a proposal to a UN Council, Committee or Commission. It consists of one long, but coherent, sentence divided into clauses and subclauses. A draft resolution should not represent the position of one country but rather of a majority of the UN member states.

II/ How To Write A Resolution?

The language of a UN resolution is very formal, diplomatic and somewhat legalistic. In order to help you, please read the 4 following questions:

A/ What is the preamble?

The preamble is the introduction of the resolution. It contains the background and the argumentation to the issue you have chosen.

B/ How to write the preambulatory clauses?

You will write your references to former UN resolutions, ratified conventions, and/or declarations.

You will provide official figures, the most recent ones possible, to illustrate the issue.

You will congratulate countries and/or organisations (i.e. UN organisations, NGOs) which have worked on the issue.

You will emphasise the difficulties that have been encountered in the past.

You will need to begin the preambulatory clauses with a present or a past participle or an adjective.

See the following list:

PREAMBULATORY PHRASES

Acknowledging	Expecting	Noting with appreciation
Affirming	Expressing its appreciation	Noting with approval
Alarmed by	Expressing its satisfaction	Noting with deep concern
Approving	Fulfilling	Noting with regret
Aware of	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Observing
Bearing in mind	Fully believing	Pointing out
Confident	Further deploring	Reaffirming
Congratulating	Further recalling	Realizing
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognising
Deeply concerned	Having considered	Referring
Deeply conscious	Having devoted attention	Reminding
Deeply disturbed	Having examined	Seeking
Deeply regretting	Having received	Taking into account
Deploring	Having studied	Taking into consideration
Desiring	Keeping in mind	Viewing with appreciation
Emphasising	Noting further	Welcoming

The operative clauses contain the policy statements of the body making the draft resolution. The clauses should be clear and unambiguous. They present by order of importance what the UN should do or what attitude it should adopt.

D/ How to write the operative clauses?

This question is the most difficult one. You must ensure that your proposals are actually workable and that they fully reflect the existing policies of the country or agency that you represent. You encourage, and/or invite countries to sign/ratify a convention/declaration. You may propose, welcome or deplore all new situations. You may support, congratulate or refuse new proposals. You may confirm, regret what is already existing. You have to begin the operative clauses with verbs in the third person singular of the Present Tense. See the following list:

OPERATIVE PHRASES

Accepts	Designates	Regrets
Affirms	Encourages	Requests
Approves	Endorses	Resolves
Asks	Expresses its satisfaction	Seeks
Authorizes	Expresses its hope	Strongly affirms
Calls for	Further recommends	Strongly urges
Calls upon	Hopes	Suggests
Congratulates	Invites	Supports
Confirms	Proclaims	Trusts
Declares accordingly	Proposes	Transmits
Deplores	Recommends	Urges

Rather than just borrowing/copying clauses from UN resolutions or resolutions from previous conferences, you will be in a much better position to defend and debate during the conference if you write your own resolution from scratch.

III/ How To Present A Resolution?

The heading, which appears on each page, must state specific information:

FORUM: you write down the forum you belong to.
 QUESTION OF: you copy the issue of the resolution.
 SUBMITTED BY: you write down the name of your delegation country or organisation.

The opening verb of each clause is underlined.

There is a line-space between each clause.

The lines of the resolution are NOT numbered.

Each operative clause IS numbered.

The sub-clauses begin with a), b), c), etc.; sub-sub-clauses begin with i), ii), iii), etc.

Acronyms and abbreviations are written out in full the first time they are used.

Each preambulatory clause is followed by a comma.

Each operative clause is followed by a semicolon.

There is only one full stop, that is, at the END of the resolution.

Do make sure that you not only take several hard copies of your draft resolution but also have an electronic version (e.g. USB, flash disk, iPod, etc.)

You should have enough copies to distribute to other members of your forum during the lobbying process.



A sample resolution

FORUM: GENERAL ASSEMBLY

QUESTION OF: Peace, security, and reunification on the Korean peninsula

SUBMITTED BY: _____

The General Assembly,

Recalling its resolution 55/11 of 31 October 2000, in which it welcomed and supported the inter-Korean summit and the joint declaration adopted on 15 June 2000 by the two leaders of the Democratic People's Republic of Korea and the Republic of Korea,

Reaffirming the purposes and principles of the Charter of the United Nations regarding the maintenance of international peace and security,

Convinced that inter-Korean dialogue and cooperation are essential for consolidating peace and security on the Korean peninsula and contribute to peace and stability in the region and beyond, in conformity with the purposes and principles of the Charter,

Recognizing that the summit held in Pyongyang from 2 to 4 October 2007 between the two leaders and their Declaration on the Advancement of North-South Korean Relations, Peace and Prosperity represent a major milestone in improving inter-Korean relations,

Recalling the statements welcoming the inter-Korean summit made on 1 October 2007 by the Secretary-General and the President of the General Assembly, and recalling also the statement welcoming the adoption of the Declaration made on 4 October 2007 by the Secretary-General,

1. Welcomes and supports the inter-Korean summit held from 2 to 4 October 2007 and the Declaration on the Advancement of North-South Korean Relations, Peace and Prosperity adopted on 4 October 2007 by the two leaders of the Democratic People's Republic of Korea and the Republic of Korea;
2. Encourages the Democratic People's Republic of Korea and the Republic of Korea to implement the Declaration fully and in good faith, thereby consolidating peace on the Korean peninsula and laying a solid foundation for peaceful reunification;
3. Invites Member States to continue to support and assist, as appropriate, the process of inter-Korean dialogue, reconciliation, and reunification so that it may contribute to peace and security not only on the Korean peninsula but also in north-east Asia and the world.

How to write an opening speech

Why do you have to write an opening speech?

At DiSDHMUN, you will be asked to deliver an opening speech in your committee. An opening speech should last **up to 1 minute**. In this minute, you should address very clearly to the audience the position of the country you represent on the primary concerns about the state of the world.

The different parts of an opening speech

There are a few things to keep in mind when preparing for an opening speech:

- First, there is the beginning of the speech. It is customary to address the Chair and the delegates present by starting your speech, saying something like: *'Honourable Chair, Distinguished/Fellow Delegates'*
- and then go on to the main body of your speech.

The main body of your speech should address the issue on the agenda your delegation feels most strongly about. Some delegates think that this part of the speech should be funny and entertaining. This is not what the speech is about at all. Keep it diplomatic and concentrate on getting one single message across.

It is standard practice to end the speech with a flourish such as: 'Thank you'.

How to deliver an opening speech

When speaking to the delegates of your committee at DiSDHMUN, you can be easily in awe of the number of people you are facing. You will be nervous. The best way to overcome this is by practising the delivery of your speech in your class and presenting it to your MUN-Director and maybe your fellow delegates. Ask them what they think about your speech and adjust it if you think it needs that. You should open your speech with a strong sentence to gain audience attention.

Also, when delivering your speech, you must remember to speak slowly and clearly. As a rule of thumb, you are speaking slowly enough when you think to yourself: *'I am speaking too slowly now.'* Have the speech timed and see that it does not exceed the time allotted to you. If necessary, the chair will remind you that your time is almost up by saying: *'Will the Delegate please come to his/her closing remarks'*. If you hear this said to you, please act accordingly.

With regards to vocabulary and use of English, if you are a native speaker, bear in mind that there will be non-native speakers in your audience. If you are a non-native speaker, do not worry about making mistakes. You will not be the only one to make them.

Summing up, an opening speech consists of an opening flourish, a main body that drives home one point only and a closing flourish.

A SAMPLE OPENING SPEECH

DELEGATION: France

Honourable President, Distinguished Delegates,

France recognizes the need for multilateral efforts to achieve a greater balance in terms of development between the nations in the world. However, France also believes that any hope of achieving an acceptable economic balance in terms of global standards of living must take into consideration the environmental impact of such efforts.

France applauds the recent changes in tone apparent in the North-South dialogue and calls for greater attention to be paid to the interrelatedness of development planning and environmental security. Environmental threats from industrialisation must be eliminated from development planning. Therefore, France stands firmly behind the idea that aid and investment should occur at the local level, where traditional knowledge about the environment can play an important role in the development.

Thank you.



What Happens During Debate Time

Lobbying

Before the start of the formal conference, you informally try to gain the interest and support of other delegates for your draft resolution. You may find other delegates with a similar draft resolution and decide to merge the two, making the draft resolution stronger and more likely to succeed in debate. This is the time for delegates to air their views. Allies need to be found to support the draft resolution. Sometimes a delegate might abandon his/her own draft resolution in favour of another, better one. Your draft resolution should not be longer than two A4 pages and be clearly expressed in the official format (see page 10 [Writing resolutions](#)). It forms the basis for discussion, and you should expect your draft resolutions to be merged with others if national interests and security are not undermined. You should create draft resolutions that are representative of the policies of specific interest groups and that make realistic recommendations for actions to be taken in dealing with the issues. The Chairs should coordinate the work of the delegates in the lobbying process to prevent unrealistic or illogical draft resolutions being produced. This is the time when you will try to obtain sufficient co-submitters to register your draft resolution. Generally, time spent on lobbying usually results in a stronger resolution.

Definition Of Key Words Used In The Forums

The chair: The chairperson is the one conducting the debate and maintaining order while remaining totally impartial. They can either be a Chair/President or a Deputy Chair/ President. They oversee the committees functioning and the flow of debate.

The administrative staff: The Administrative Staff (Admin) ensure the smooth running and logistics during an MUN conference. They are in charge of photo-copying draft resolutions, passing note paper from the chair/delegate to another chair/delegate. The Admin Staff have the role of setting up the committee rooms regarding: Placards, Tables, Chairs and Seating plans to accommodate the committee members.

The House: All the members of the forum except the chairperson.

The submitter: The person who is proposing the motion in the form of a draft resolution for debate.

To have the floor: To have been given the right to speak in debate before the House.

To yield the floor: To give up one's right to the floor either finally or temporarily for a point of information to be asked.

Rules of Procedure

Motions

At MUN Conferences, there are several types of Motions. Below, you can read about them and see their purpose.

Motion to Move the Previous Question:

- This motion is known as “the motion to move to voting procedure”
- This motion means that when discussing something in closed debate, if the house is in time in favour, motioning to move to the previous question, will move debate into time against. If debate was in time against, debate will then be moved into voting procedures
- In open debate, it means that the debate will be moved into voting procedures
- It may not interrupt the speaker
- This motion can be moved by either a chair or delegate, but requires a “second”
- Even if there are objections, it is up to the chair’s discretion to entertain the motion or not
- The chair can overrule the motion if there is a lot of time left for the resolution and more debate can be created in the house
- Remember to refrain from using “motion to move into voting procedure” as this motion no longer exists

Motion to Adjourn the Debate:

- This motion calls for the temporary stopping of debate
- It may not interrupt the speaker
- The caller of the motion will need to make a short speech on why debate should be adjourned and therefore why the resolution should be tabled (put aside and debated after all other resolutions)
- The chairs recognize speakers in favour and against this motion (debatable)
- This motion is voted on and a simple majority is required for the motion to pass
- Should the motion fail, debate will continue as normal
- If a delegate wishes to re-debate the tabled resolution, they can appeal for it, but then a 2/3 majority vote will be conducted and the resolution will then be debated at the end

Motion to Reconsider a Resolution:

- This motion calls for a re-debate and a re-vote of a resolution that has already been debated
- It will be a resolution debated at the end, as other resolutions have priority, as they hadn’t been debated
- It may not interrupt the speaker
- It will be entertained faster if there are no other resolutions on that particular topic
- A two-thirds majority is required for this motion to be entertained and isn’t a debatable motion

Motion to Extend Debate Time:

- This will be at the chair’s discretion and is not a debatable motion
- It may not interrupt the speaker
- Another delegate needs to “second” this motion



Points

Point of personal privilege

A question directed to the chairman by a delegate who refers to the comfort and well-being of the house (e.g.: audibility, temperature in the house). It may not refer to the contents of any speech and may only interrupt the speaker if the speech is inaudible. **If you wish to go to the toilet, send a note to the chair, do not use this point!**

Point of information (to the speaker)

A question that is asked to the speaker concerning the content of a speech or other issues relevant to debate. The point must be phrased as a question and the delegate asking must remain standing whilst the question is answered, out of respect for the speaker.

There may be a "request for a follow up". This means the delegate wants to ask another question. Depending on the conference this may or may not be allowed by the Chair. No direct dialogue between delegates is allowed in between; the question is asked and then the answer is given.

When the delegate has answered your POI (point of information) and you wish to ask another one, you can request for a follow up ("Request follow up?"). You must wait for the chair to answer either "denied" or "granted".

Point of information to the chair

This is a question addressed to the Chair, pertaining to anything other than the rules of procedure. So it can refer to scheduling and the committee's agenda, or asking the Chair to clarify a decision that was made. A Point of Information to the chair can be a question or clarification on the issue being debated

"Point of Information to the chair! Could the chair explain when the Nuclear Non-Proliferation Treaty was signed?"

Point of Order

Refers to the rules of Procedure. A Point of Order is called if a delegate doesn't agree to a decision/ruling made by the chair. It isn't debatable and it can't interrupt the speaker. It can refer to a current decision made by the chair or to a general procedural matter.

"Point of Order!" Is it in order for delegates to yield the floor more than once, as the floor was just yielded to Japan?"

Point of Parliamentary Enquiry

A Point of Parliamentary Enquiry refers to the Rules of Procedure. It is a question on the Rules of Procedure.

"Point of Order!" Could the chair explain what is meant by abstentions?"

It isn't like a Point of Order, as that is a question on the chair's ruling. This is a question about the rules in general.

Voting

On Resolutions, Clauses and Amendments, only Member States can vote. This means that Observer Status delegates (organisations and unrecognized countries) cannot vote.

However, on procedural matters, all delegates have the right to vote. For example, if a motion to adjourn debate is called, the chair will ask delegates to vote on it. Here, all delegates have the right to vote as it is a procedural matter.

If it was an amendment to add a sub-clause to a clause, when voting only member states can vote, as it is a resolution matter.

Yielding

Delegates can only yield once consecutively. One delegate cannot take the floor, speak, and yield to another and have them yield to a third delegate, as it restricts the house from hearing a varied range of delegates, who might not share the same views on that resolution and topic.

Therefore, it will be allowed to yield, however, chairs can call it “out of order” after which, delegates must then yield the floor back to the chair.

Modes Of Address During Formal Debates

Parliamentary behaviour by delegates

1. Speakers need to address each other in the Third Person (e.g.: *he/she, the delegate, the delegation*) at all times. Always “*honourable speaker*” or “*fellow delegates*”, never “*You*” or “*I*”.
2. Delegates should stand when speaking and should not sit down until after the speaker has finished answering the delegate’s question.
3. Delegates must avoid the use of insulting or abusive language.
4. Delegates should address the chair and the House before presenting their speech

Example: “*Honourable Chair, fellow delegates...*”

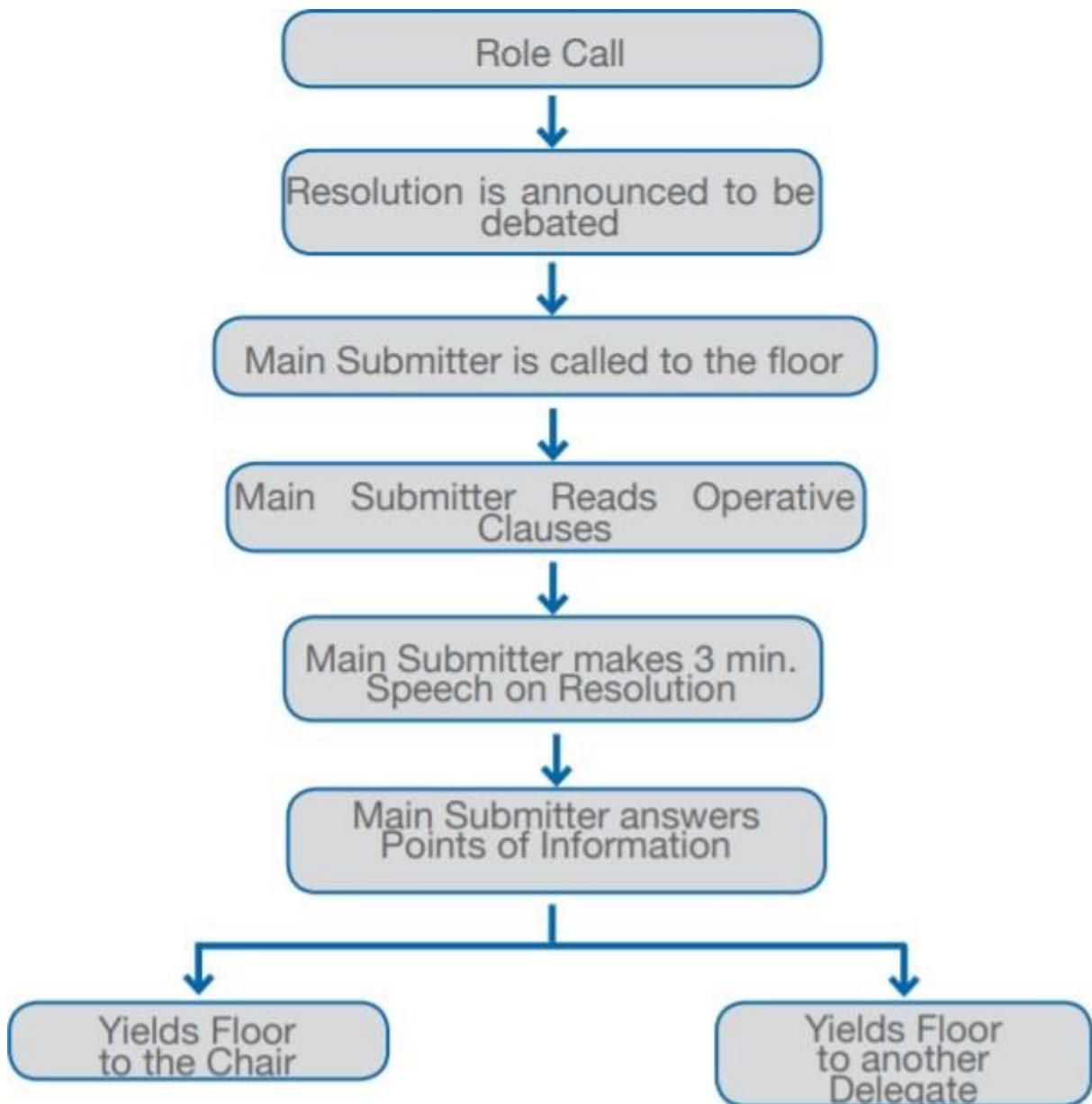
Phrases to be used by delegates of the House

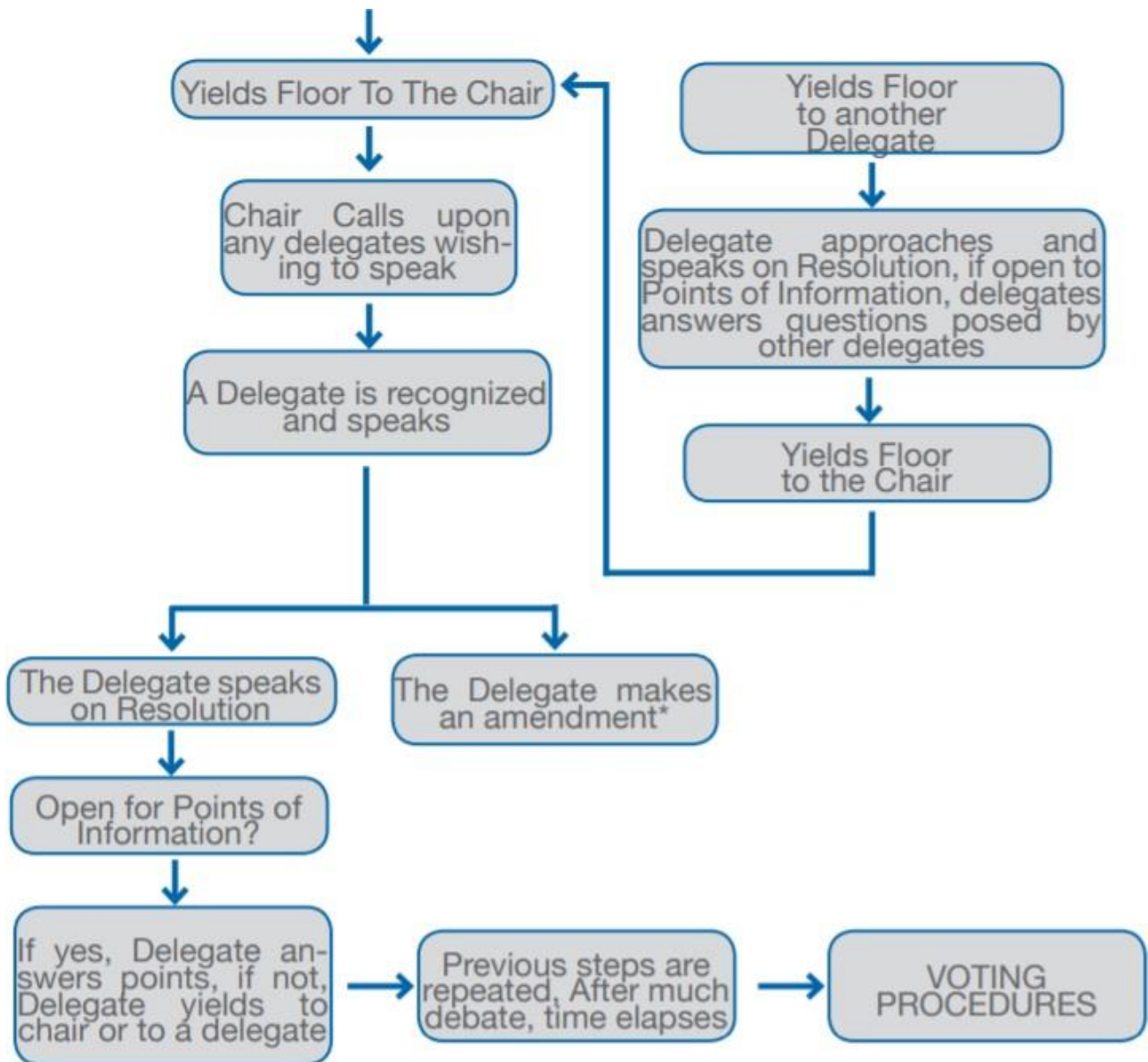
- “*Mr./Madam Chairman...*”.
- “*The delegate of ... requests the floor*” or “*wishes the floor*”.
- “*The delegate of ... would like to raise a point of information/ point of order*”.
- “*The delegate of ... wishes to speak in favour of/against this motion/ resolution/amendment because...*”.
- “*Is the chair /the speaker (not) aware ...*”.
- “*Does the speaker (not) agree with me that...*”.
- “*The speaker stated in his/her speech... Does he/she (not) realize that...*”.
- “*The delegate of ... moves to amend the resolution by striking/inserting/adding the words...*”.
- “*The delegate of ... urges the House to give its support by voting for/against this motion/resolution/amendment*”.

How to lobby

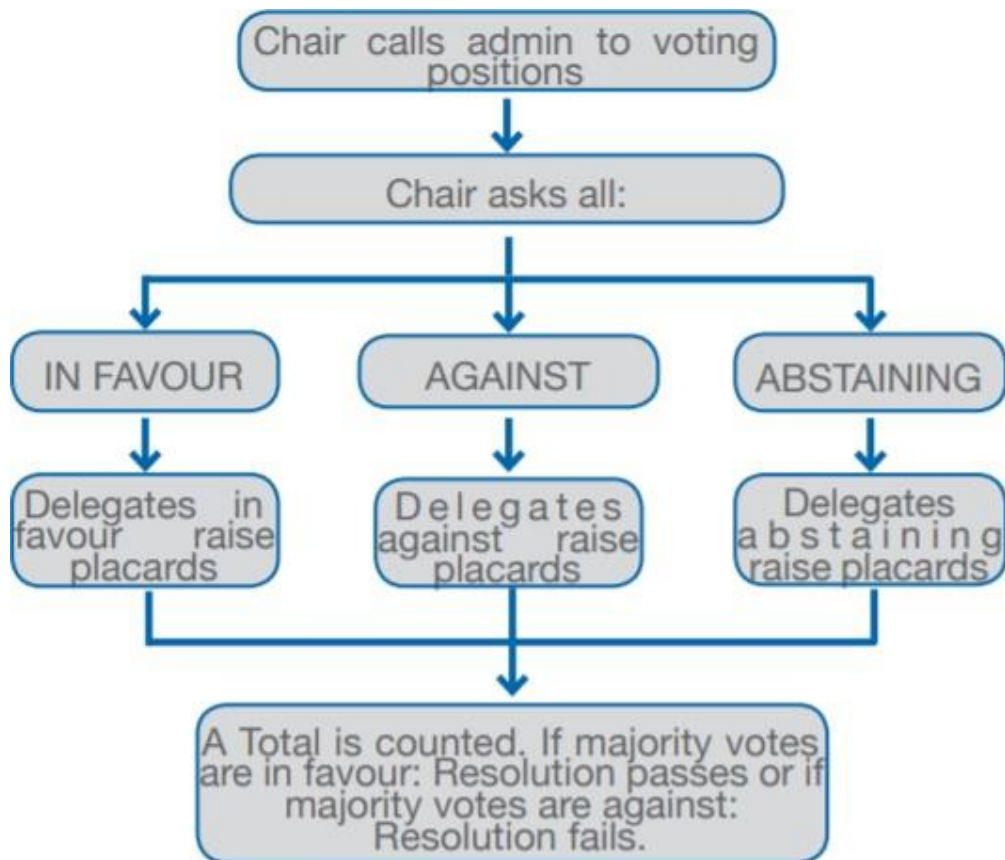


How debate works

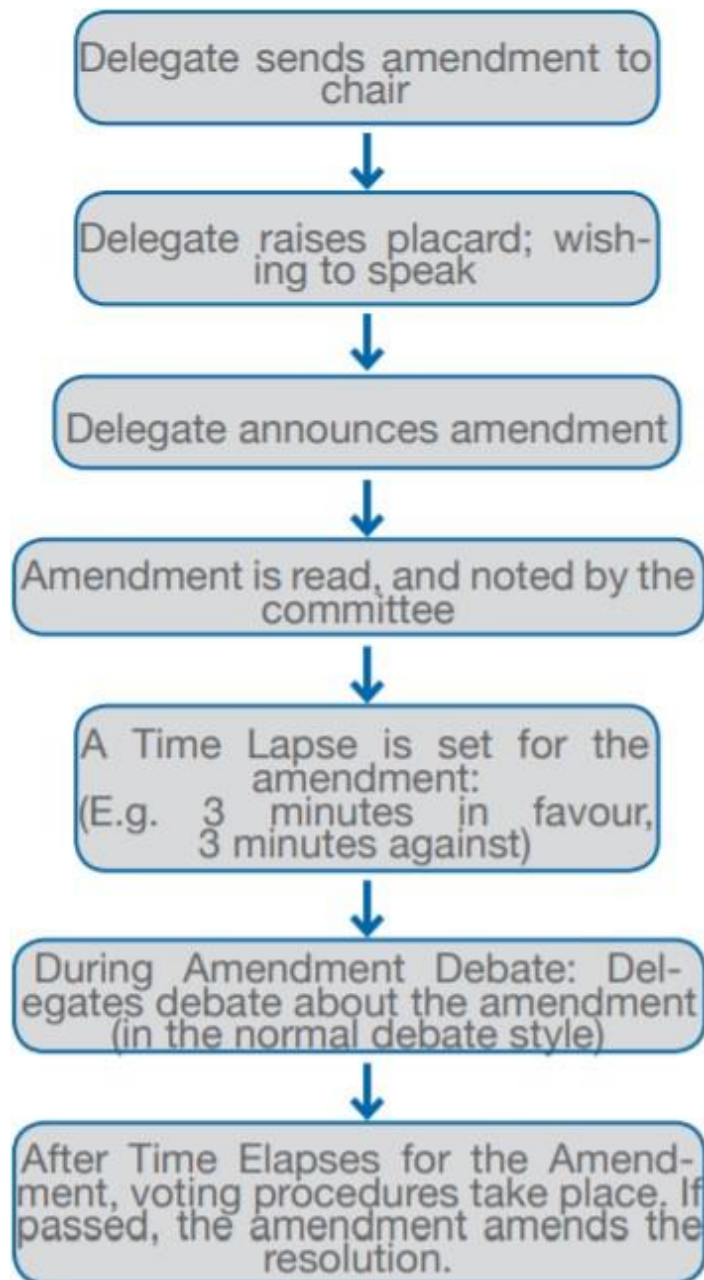




Voting procedure



Amendments





Vocabulary and Terms

Abstain

When debate time elapses, delegates are to vote on the resolution or an amendment. Delegates who wish to abstain are those who do not support the resolution or clause and also do not oppose it.

Adjourn

When the debate session adjourns, it means that session time has ended. The chair announces to delegates that the committee will be adjourned, either for a break, lunch or for the day.

“Delegates, the committee is adjourned for lunch. Please be back at 1:45 for us to begin debate on another resolution.”

Agenda

The agenda is the order in which resolutions, breaks and other events will occur. It is the committee’s schedule.

“The first thing on the agenda, delegates, is roll call”

Amendment

An amendment is a change (addition, removal or adjustment) to a clause or a resolution. It is submitted by delegates during debate and is debated upon in closed debate and is then voted on.

“The delegate submitted an amendment to strike clause six”

Debate

The Debate is where delegates exchange their delegations’ opinions on an issue and try to resolve that issue by resolutions.

“Delegates we are now debating the resolution on DPR Korea submitted by the delegate of Japan”

Draft Resolution

A Draft Resolution is a document that tries to solve a situation. It is written (drafted) by delegates together during the lobbying stage and is then debated by the committee. If it passes in the committee, the draft resolution becomes a resolution as it has been amended and approved by the committee.

“Japan and Germany wrote a draft resolution on the DPR Korea issue”

Expert Chair

An Expert Chair refers to a chair who is an expert on a specific topic. As there are several topics in committees to be debated. Each chair is expected to become “an expert” on one or a few topics each.

“I am the expert chair on the topic of DPR Korea”

First Degree Amendment

An Amendment to the First Degree is where a delegate submits an amendment to add, remove or adjust a clause in the resolution to become better and more appealing to the House.

“That was a strong amendment to the first degree, submitted by the delegate of Japan. It helped improve the resolution greatly!”



Floor

The Floor is a metaphorical area, which delegates can obtain to be able to speak on a resolution or clause.

“Delegate you may take the floor and speak on the resolution”

Formal Debate

Formal debate is the debate style at MUN conferences, where delegates address themselves and each other in the third person, rather than saying “me” or “I” one would say “the delegate of”.

Motions

A motion is a request made by a delegate, which is requested to do something, such as moving into voting procedures or to extend debate time. To learn of the various motions, please refer to page 14.

Notes and Note-passing

A note is a piece of official delegation paper that delegates can send around the committee. Between delegates, they pertain to the debate and try to get each other’s opinions or to generally talk to delegates. However, if the house gets rowdy, the chair has the right to suspend note passing.

Placard

A placard is the sign paper the delegates hold up to be recognized by the chair to speak or to make a point of information. Every delegate has their own placard with the delegation written across it.

“Delegates please lower your placards”

Point

A Point is a question raised by the delegate pertaining to the resolution or to the committee. They can be raised to the chair or to delegates who have the floor. To learn of the various points, please refer to the page.

“The Delegate wanted to make a point of information to the delegate of Japan, but was unable to due to time”

Position

During debate, delegates have a position. Their position is their standing on a resolution or a clause, which reflects their delegation’s views.

“What’s your delegation’s position on the DPR Korea issue?”

Resolution

Resolutions are documents written by delegates, which aim to solve a specific situation.

“Japan wrote a fruitful resolution on the issue of DPR Korea”

Right of Reply

The Right of Reply is where delegates may reply to a speaker’s comment. It is requested by a delegate to the chairs when a delegate has been insulted, or was mentioned on a delegate’s speech and wishes to answer the delegate back on what they said about them.



“The Delegate of DPR Korea stated how Japan was a Terrorist Island wishing to demolish DPR Korea. The Delegate of Japan requested the Right of Reply to explain to DPR Korea and the house that they aren’t a Terrorist Island but want stabilised international peace and cooperation.”

Roll Call

The Roll Call is done at the start of the day and after breaks. It’s like the register at school, where the chairs (instead of teachers) check for which delegates are present and if debate may begin.

Second

A Second, is something called out by a delegate who agrees with a motion. If a delegate doesn’t agree, they call out “Objection!”. If a chair sees that a motion is in order, they’ll ask if there are any delegates who second the motion, and if there are, the motion would be entertained.

“Motion to Move into voting procedures!” “Are there any delegates wishing to second that motion?” “Second!”

Second Degree Amendment

Amendments to the Second Degree are amendments which change an amendment to the first degree. They can only be submitted in the “time against” the first amendment.

Signatories

A signatory is a delegate who has signed onto the resolution. They are therefore a co-submitter and at the minimum want the resolution to be debated (that means that they might not support the resolution but want it to be debated).

Speaker’s List

The Speaker’s List is held by the chair and determines which delegates will speak. It also serves as an account of how many times each delegate has spoken.

Voting Bloc/Voting Procedure

The Voting Bloc/ Voting Procedure is where delegates vote on either amendments, clauses or resolutions.

Yield

Yielding is where a delegate gives the floor to either another delegate or gives the floor back to the chair.

“Is it in order for the delegate to yield the floor to the delegate of Japan?”



Sources

https://thehague.thimun.org/wp-content/uploads/2017/05/THIMUN_2014_Basic_Guideline.pdf

<https://thehague.thimun.org/wp-content/uploads/2021/05/BASIC-GUIDELINES-FOR-DELEGATES-final-version-2021.pdf>

http://www.munish.nl/dl/mun_official/Final_MUN_Guide.pdf