



CHAIR HANDBOOK



YEARS OF
SHAPING LEADERS

BMUNIS'25

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INTRODUCTION

The Chairs are the most important people in a council. They guide the delegates through the council, moderate and facilitate debate and discussion. As a Chair, you control and coordinate lobbying and debate and implement the rules of procedure in the council.

It is also your responsibility to prepare detailed background guides which will determine the quality of debates and resolutions, which will shape the narrative of the council. As a Chair, you must be responsible, well-prepared, approachable, professional, and unbiased at all times. Ensure that you recognize each delegate and act fairly and judicially.

You will be maintaining and controlling the proceedings of the council, for which you must be well aware of the rules and procedures of a MUN.

Guidelines:

- Always begin strictly. This shows the delegates that you have authority and lends you their respect. This makes it easier to control the council.
- Remain approachable, polite, and friendly throughout the conference. Never speak arrogantly to your delegates, nor be disrespectful to them.
- Never publicly contradict your co-Chair. Treat them with respect, and remember that Chairing a council is a collaboration with your co-Chair. Your teamwork will be a deciding factor in how the council is conducted.
- Always remain calm and collected. Never yell at your delegates.
- The debate can be commenced regularly, with a few breaks in between to reinvigorate the council.

- Make sure that every delegate has an idea of what's going on in the council. For example, if you have done around 5-6 moderated caucuses, the delegates might forget or get confused about what topic they are debating on or are going to vote on. It's advisable if the Chairs restate the topic before voting commences.
- Chairs should take notes or write small summaries of the delegate's speeches to give a brief idea in deciding the quality of content as well as to measure the research and contribution of each delegate, depending on which awards could be decided.
- Attend to motions from time to time by asking, "Are there any points or motions on the floor?" and if necessary, bring back the GSL.
- You can deny motions and points if they seem too vague or unnecessary.
- In case council sessions become monotonous, you may approach members of R&T for a crisis situation. This may help in bringing more energy into the council.
- Never be afraid to admit to your mistakes. If you've made an error, own up and say "The Chair stands corrected."
- Encourage first-timers and less active members of the council by asking them to raise motions and participate more enthusiastically. This could also be done through a diplomatic note from the Chair. If there are no delegates raising points and motions, the Chairs can ask the delegates to do so at random.
- Do not misuse your authority. Remember that being an unbiased and approachable Chair is imperative to a good council.

Chairs can clip delegates under the following conditions:

1. If delegates don't maintain decorum even after 2-3 warnings.
2. If delegates are not punctual or appear late after breaks.
3. If a delegate informally insults another delegate in the council or indulges in some sort of harassment.

The Chairs must inform the head of security before a delegate is clipped. Give a warning to the delegate at least three times before clipping. If a delegate is clipped once, they will not be eligible for any awards. If they are clipped 3 times, they will be expelled from the council.

MUN Command

MUN command is a website that helps Chairs with council proceedings. To ensure a productive council, Chairs must familiarize themselves with the software before the conference.

BACKGROUND GUIDES

A background guide is a comprehensive document about the issues that will be discussed in the council sessions. This will contain a brief description of the issues and will give the delegates a general idea of what they will be debating upon, what their main focus should be, which parts to concentrate on, etc.

As a Chair, it's your responsibility to prepare a background guide containing basic information about the issues which will help enhance the preparation of your delegates and help them come up with solutions.

The following guidelines will help you prepare a well-detailed background guide:

Introduction

You should begin by describing the importance of the issue at hand, its origin, and what the issue revolves around. Give a glimpse of what is to be expected in this guide. Elaborate on what the issue is, why it is taken into consideration and being debated upon, what was the cause in brief etc; it is essential to give clear, concise, and unbiased views of all the parties involved in the issue. At no point should the background guide reflect the Chair's point of view.

Definition of Key Terms

Define specific terms which may be hard to understand by some delegates and require explanation. Only defining terms that are significant to the issue or terms that may have more than one definition or interpretation will help in preventing any possible confusion. Please credit the source of the definition in the Bibliography as plagiarism is unacceptable.

General Overview

This constitutes the majority of the background guide as it provides complete information about what the issue essentially is, its origin and history, its present situation, details about what has been done so far, and the regions where the issue continues to be prominent. It is recommended that you may also include pictures, statistics, flowcharts, and diagrams.

Major Parties Involved

Mention the NGOs, companies, personalities, or countries that play a considerable role in the issue. The views and measures taken by each body must be elaborated upon.

Timeline of Key Events

Stress on events that play a role in the development of the issue. Keep it short and to the point. Present it in a column form whereby a date and the title of the event are present only.

For example:

Issue: Democratic People's Republic of Congo

May 2005: A new constitution is decided upon and implemented by the government
July 2006: Elections are held. There are no clear majorities, thus elections are announced redundant. A run-off is held.

Previous attempts to resolve this issue

Emphasize any initiatives carried out by government bodies, NGOs, or any other relevant organization in an attempt to settle the issues present at hand. Also, mention how those initiatives affected and influenced the current situation. You can reference treaties, policies, and resolutions addressing the issues and examine flaws, loopholes, and other relevant aspects that made them successful or unsuccessful.

Possible solutions

Suggest viable solutions to the issue presented while making sure that you are not proposing any preambulatory or operative clauses; this part merely sets the foundation for your delegates to build upon. Any treaties or policies that prove to be possible solutions should be mentioned in the appendix.

Appendix/Appendices

This area is for you to include sources to help facilitate your delegates' research. Treaties, policies, or resolutions connected to the subject matter can be mentioned alongside important articles, informative websites, helpful books, or any other piece of valuable information. Please ensure that all sources included are relevant and reliable.

Bibliography

Cite all sources (books, documentaries, websites, etc.) that you have used in the process of creating the background guide. All quotations must be referenced.

Note:

Chairs have the liberty to add any information/subtopic that they believe will help the delegates get a better grasp on the issue.

RULES OF PROCEDURE

POINTS

Points are made by individuals for comfort or inquiry about procedures. They are the most common feature of an MUN conference. A delegate may propose a point by raising their placard and upon recognition by the Chair, delegates state the nature of the point. A point cannot be seconded (because there is no need to). Points are not voted upon but may be overruled by a Chairperson, should they be deemed destructive or unnecessary. Each point has its purpose and conditions for use.

Four types of points are recognized in the ISBMUN conference:

Point of Personal Privilege:

It's used to express concerns about comfort such as the need to use the washroom or the inaudibility of the speaker. Example: Could the Delegate please be more audible?

Point of Order:

It's used when a delegate believes that there has been an error in the running of the council or the rules of procedure, or if a factually incorrect statement is made.

Example: May the Delegate please refrain from using personal pronouns?

Point of Parliamentary Enquiry:

It is directed to the Chair and is regarding the rules of procedure or the conference. It is a question asked by a delegate to the Chairperson about the parliamentary procedure or related to the factual contents of the debate or about the lunch schedule. This point should not be confused with a point of order. It aims to clarify a rule, not to correct the Chair. Example: 'Could the Chair please explain to the House what Article 22 of the UN Charter states?'

Point of Information:

This is a clarifying question about the contents of a speech or statement asked by a delegate to the speaker. The delegate can only speak if recognized by the Chairperson. The Point must be formulated in the form of a question. This point can be raised only after a delegate finishes their speech. Example: 'Could the Delegate please explain to the House the purpose of Clause 3?'

NOTE:

Only a Point of Personal Privilege may be used to interrupt a speaker.

MOTIONS

A motion is a formal proposition by a delegate to carry out a certain task within a conference. A delegate may propose a motion the same way he/she may propose a point, by raising his/her placard and stating the nature of the motion.

- The Chairs may open the floor to any motions when they feel it is an appropriate time to do so and the delegates proposing a motion will 'raise their placards'.
- In case of more than one motion, the Chairs will hear the nature of the motions one by one.
- The motions will then be considered in the order of their disruptiveness and be voted on by the committee. (Note that all procedural Motions require a simple majority of members present and voting to pass unless otherwise specified.)
- If a motion passes, all other motions previously raised are removed from the floor and must be raised anew when the Chairs next call for Motions.
- If a motion fails, it is discarded, and the Chairs move on to the next motion. This continues until a motion is passed or the floor returns to the General Speakers' List.

ORDER OF DISRUPTIVENESS OF MOTIONS (descending).

1. Motion to suspend the meeting
2. Motion to close the debate
3. Motion to adjourn the debate
4. Motion to resume the debate
5. Motion to introduce a draft resolution
6. Motion to introduce an unfriendly amendment
7. Motion to introduce a friendly amendment
8. Motion for an unmoderated caucus
9. Motion for a moderated caucus
10. Motion to extend a caucus
11. Motion to open speakers' list

The Chairs need to be aware of the order of disruptiveness of motions.

1. Motion to Set the Agenda

- This motion must be raised after the quorum is met. The delegate must state the agenda item (Day 1 or Day 2 issue) they'd like to discuss.

2. Motion for Roll Call Vote

- Requests for the order of voting to be done in the alphabetical order of the represented countries in the council.
- This motion will be put to a procedural vote without speakers.

3. Motion to Suspend the Meeting

- For a temporary halt of the meeting at the end of a committee session.
- It is raised when the floor is open to doing so, and the period for suspension of the meeting should be specified by the delegate.
- Subjected to a procedural vote without speakers.

- This Motion is used to propose short breaks of the session, i.e., lunch breaks or the end of daily sessions.
- The Chairs may rule the Motion out of order if the Chairs feel that it is not yet time for the suspension of a session. This decision of the Chairs is not open to appeal.
- The Chairs may furthermore briefly suspend the Meeting at any time at their discretion. The Meeting may be automatically suspended with direction from the Secretary-General and a designated member of the Secretariat.

4. Motion to Close the Debate

- Requests ending all activities related to debating and moving into voting procedures on all Draft Resolutions.
- Subjected to a procedural vote with a minimum of two speakers (one for and one against)
- Requires a two-thirds majority to pass.

5. Motion to Adjourn the Debate

- Requests the end of the debate procedures at the time of the motion.
- If the Motion passes, then all discussion on the agenda item is considered to be finished and the agenda item is considered dismissed.

6. Motion to Resume the Debate

- Requests the resumption of the debate that had been adjourned before.

7. Motion to Introduce a Draft Resolution

Requests for the introduction of a delegate's draft resolution.

Raised after the drafting of resolution by blocs and minimum no. of signatories are acquired.

After being raised, the operative clauses are read out, seconds and objections are entertained, and the motion is put through a procedural vote.

8. Motion to Introduce an Unfriendly Amendment

- Requests for permission to introduce an unfriendly amendment.
- After the introduction of the amendment, a procedural vote without speakers will determine whether the amendment needs to be debated.
- Debating includes one FOR and AGAINST speech each and the opening of a supplementary speakers' list at the Chairs' discretion.
- After debating, the council will conduct substantive voting on the implementation of the amendment.

9. Motion to Introduce a Friendly Amendment

- Requests for permission to introduce a friendly amendment.
- Friendly amendments don't need to entertain seconds and objections, thus, allowing them to be incorporated into the draft resolution.

Note:

Any amendments made to a second degree (an amendment to an amendment) are always out of order.

Failed Friendly Amendments may be reintroduced as Unfriendly Amendments.

10. Motion to Appeal the Decision of a Chair

- Requests to review a particular decision made by the Chair if and when a delegate believes their decision is unfair or biased.
- After this motion is raised, the Chair will be given a minute to explain themselves.
- This motion will entertain all seconds and objections. If there aren't any seconds, the decision is not appealed, and the council moves forward normally.
- In case a Chair is appealed twice, the matter will be taken up to the secretariat and the decision of the Secretary-General will be final and binding.

The following decision of the Chairs' cannot be appealed:

Decision of Chair to grant Panel of Authors

Decision of Chair to set speaking time

Ruling of Chairs on points of order.

11. Motion for an Unmoderated Caucus

- Requests the committee to move into an unmoderated caucus session.
- Delegates must specify the purpose of the caucus and its time limit.
- The motion will then be subject to a procedural vote without speakers.
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- Although the unmoderated caucus is informal, Chairs must make sure that the delegates do not use derogatory terms in order to personally attack a fellow delegate.
- Make sure to read out the motion just afterward to clarify with the delegate, and so people understand what it is about.

12. Motion for a Moderated Caucus

- Requests the committee to move into a moderated caucus session.
- When raising this motion, delegates must specify the topic of the caucus, the total time limit, and the individual speakers' time.
- i.e. "Motion to open a moderated caucus to discuss ___ for the time duration ___ and time ___ per speaker." (max 1 minute)
- The motion will then be subject to a procedural vote without speakers.
- Make sure to read out the motion just afterward to clarify with the delegate, and so people understand what it is about.

13. Motion to Extend Caucus

- After the total time for the Moderated Caucus has elapsed, Delegates can raise this motion to extend the time limit by no more than half the original length.
- Once the total time for the Unmoderated Caucus has elapsed, the delegates can raise a motion to extend the Unmoderated Caucus by a given time that does not exceed the original time.

14. Motion to Change Speaking Time

- Requests for the change in speaking time of the general speakers' list.
- The proponent of the motion must specify the new speaking time while introducing the motion.
- This motion will be put to a procedural vote without speakers.

15. Motion to Open Speakers' List

- Requests for the Chair to open the general speakers' list.
- There must always be people on the general speakers list, or else debate is automatically closed and you have to move to voting procedure which should be avoided.

16. Motion to Reorder Draft Resolutions

- Requests for the reorder (as per the proposer's will) of the draft resolutions on the floor for voting procedures.
- This motion will be subject to a procedural vote without speakers.

17. Motion to Split the House

- In the likely event of a vote being particularly close, or even a tie, this motion forces all of those who have abstained to vote either "for" or "against", leading to a success or a failure of the resolution.

18. Motion for Question-Answer Session

- Raised when delegates wish to ask a series of questions to a particular delegate
- The council delegates may only pose a maximum of 10 questions.
- The motion will be put to the procedural vote without speakers.

19. Objection to Main Motion

- This motion is raised to object to the implementation of a motion already on the floor
- After being raised, the proposer has 1 minute to explain the proposal, after which, the motion will be put to a procedural vote without speakers.

20. Motion to Reconsider a Draft Resolution

- Requests for the re-debate and re-vote of a particular draft resolution (passed or failed) after all draft resolutions on the floor have been debated and voted upon.
- This motion will be put to a procedural vote without speakers.

21. Motion to Withdraw a Draft Resolution

- To only be raised before voting on a draft resolution, this motion requests the withdrawal of a draft resolution on the floor.
- Before raising this motion, it must be signed off by all the sponsors of the draft resolution being withdrawn.
- The motion will not entertain any seconds and objections, thus, passed without being voted upon.

22. Motion to Move into Voting

- This motion calls for the disposal of all present procedures and immediately moves on to formal voting.

23. Motion to Challenge

- Raised when a delegate wants to challenge another delegate over a particular issue (this may be over a particular sub-topic), over a specified period.

NOTE:

This is strictly supposed to be a one-on-one debate and other delegates shall not intervene until the Chair opens the floor for more motions.

24. Motion for a Round Robin

- This motion calls for every delegate in the room to speak for a set speaking time, the order of speakers is the order of roll call.

25. Motion for a Trial Against [Delegate] for [Reason]

- This motion is used if the committee wishes to put a delegate on trial for high crimes and misdemeanors. Generally, a delegate will be the prosecuting lawyer to present arguments against the accused, while another delegate will present arguments on behalf of the accused. The Chair may allow for additional arguments. To conclude the trial, delegates will vote to find the accused delegate innocent or guilty. This generally requires a two-thirds majority, and if found guilty, the offending delegate can lose voting or speaking privileges at the discretion of the Chair.

PRESS CORPS PROCEDURE

Press Procedure

Starting this year, Press Corps will no longer be a regular council, rather it will constitute a special council.

Press delegates will be assigned to observe and report on other councils and will be present in your respective councils after Council Session 1 on both days.

The press delegates may ask only Points of Information on any speech which are to be accepted at the discretion of the chair.

Press Conferences

The press delegate(s) in a council are obliged to conduct at least 1 press conference during the entire committee session. To this end, they must co-ordinate with the respective chairs to find suitable times at which to conduct this conference so that regular council flow may not be disrupted heavily.

As at least 1 press corps chair has to be present during the conference, the respective council chairs may be asked to tweak the timings so that the press chairs may attend every press conference.

During the press conference, the press corps delegate(s) will have the opportunity to ask 10 total questions, to any delegate of their choosing, which may be direct questions or follow ups as per their discretion.

Once the conference is complete, the council may resume normal procedure.

CAUCUSING

MODERATED CAUCUS

A moderated caucus is a formal debate where the delegates discuss a subtopic in the main topic. Delegates can raise the motion for a moderated caucus when the floor is open. The delegate must state the topic, time limit, and the individual speaking time of each delegate. This is a formal debate where delegates will speak in turn as recognized by the chair. The Chair may rule the motion out of order if the subtopic is deemed irrelevant or unnecessary; then the decision is not up for appeal.

PROCEDURE:

- If the motion passes the Chair will ask the delegates to raise their placards.
- At the beginning of the caucus, the Chair will ask the proposer of the motion if they would like to speak first or last. (It is important to note that if the delegate chooses to speak last, the Chair must manage the speaker's list to make it happen)
- The Chair will then open the supplementary speaker's list and ask interested delegates to raise their placards. The speakers will then be added to the list in order and make their speeches.
- A Chair may add additional speakers from the council if the number of speakers is insufficient. Chairs may select delegates at random if they don't volunteer.
- The moderated caucus can be extended up to half the time of the original time limit.
- Once the time for the moderated caucus has elapsed, the Chair may either return to the GSL or open the floor to any points or motions.

TIPS:

- Time Management: Give delegates a warning when they have 30 seconds left in their speaking time. This will help them to wrap up their points and ensure that they don't exceed their time.
- Maintain Decorum: It's important to remind delegates to remain respectful towards each other and avoid personal attacks.
- Prioritize Engagement: As a Chair, your goal is to encourage dialogue and facilitate a productive discussion. Encourage delegates to engage with each other and to ask questions to clarify their positions.

UNMODERATED CAUCUS

An unmoderated caucus is an informal debate where the delegates can freely discuss ideas, negotiate, or argue on a specific topic. When the Chair opens the floor to points or motions a delegate may raise the motion for an unmoderated caucus. The delegate must specify the time limit and the motion will be subjected to a procedural vote.

The Chairs may rule the motion out of order if they believe it is unnecessary or irrelevant and this decision is not open to appeal.

PROCEDURE:

- If the motion passes the Chair will ask delegates to raise their placards if interested in participating in the caucus.
- The committee will then depart from the formal debate and the speakers will be may move around and engage in face-to-face discussions.
- When the allotted time has elapsed, the Chair may return to the GSL or open the floor to any points or motions.

TIPS:

- **Focus:** The unmoderated caucus is a free-flowing discussion, it's important to keep the discussion focused on the topic at hand and remind delegates to stay on track if the discussion starts to wander off-topic.
- **Encourage Collaboration:** During the unmoderated caucus, encourage delegates to collaborate and work together. This will help them to exchange ideas more freely and come up with innovative solutions.
- **Maintain Decorum:** Remind them to avoid personal attacks and to listen respectfully to other viewpoints. During an unmoderated caucus, delegates are expected to engage in productive and respectful discussion. Any use of foul language, personal attacks, or physical altercations will not be tolerated.

CRISIS PROCEDURES

A crisis committee operates at a faster pace and with greater activity than a regular committee. It differs from a regular committee as the situation that the delegates face are either fictitious or historical. Typically, council proceedings begin at a predetermined point in time and progress from there (events that occur later in the fictitious/historical timeline cannot be taken into account). These councils are very dynamic and unpredictable, with no guaranteed outcome.

This committee consists of two parts - the frontroom and the backroom. The front room is the council itself, the Chairs and the delegates and the backroom consists of R&T members who are busy noting down everything happening in the council and are writing crisis updates according to the directives that are sent. The Chairs are expected to maintain continued communication to ensure smooth coordination and timely crisis updates.

THE CRISIS PROCEDURES ARE AS FOLLOWS:



As a crisis council is one that moves with the flow and doesn't have a rigid schedule, the agenda does not have to be followed strictly.

Note:

- Points and motions for both types of committees remain the same.
- There will be no lobbying and merging for a crisis council.

Crisis Updates

A crisis committee requires constant crisis to make the council lively and action packed. So at the start of the committee, as the council is discussing issues relevant to the point in time in which they have been placed, a crisis update will be introduced to disrupt council procedures.

These take place when the council is to be aware of an update that has taken place in the world that they are simulating. The primary purpose of a crisis update is to let the delegates know the effect their directives had on the situation, and to introduce new problems into the council. After a crisis update has been announced, points of information are allowed to further clarify the situation.

After this, the Chairs will check if there are any motions on the floor. Usually a delegate will raise the motion to a caucus, so that the council is able to discuss the new development and make directives.

Directives

While resolutions and directives are similar, a directive's structure is less rigorous and more condensed because it has to be drafted much faster. The idea is the same; however, there aren't any preambulatory or operative clauses. Instead, there are clauses and subclauses outlining the delegates' desired responses to the situation. Although the number of clauses in a directive is unconstrained, most directives contain three to four clauses.

There are two types of directives: Private directives and public directives.

A public directive is one that must be made in response to the present issue by a group of delegates or by all of the delegates. The directive will be finished and presented to the entire council for discussion. The Chairs have the authority to combine any directions that appear to be excessively similar and to set a limit on the number of public directives that the delegates may submit.

PUBLIC DIRECTIVE EXAMPLE

Issue - Defence of the nuclear missiles stationed in West Turkey Sponsors The Soviet Union, Republic of China, Republic of Türkiye Signatories - Republic of Poland, Federal Republic of Germany.

1. Defense Measures:

Delegates representing the Soviet Union and Poland proposes the stationing of troops around West Turkey as a defensive measure against potential threats. Emphasizes the capability of both nations to assist Turkey with manpower and artillery support.

2. Humanitarian Aid:

Delegate representing East Turkey announces the continuation of current food resource shipments to underprivileged countries in the Soviet Union, highlighting ongoing commitment to humanitarian efforts.

3. Delegates representing China offer to provide medical supplies and shelter for refugees from Turkey, showcasing China's capacity to contribute to humanitarian aid efforts.

4. Delegates representing Germany pledges to provide housing requirements for refugees affected by the ongoing crisis, demonstrating Germany's willingness to support those in need. Turkey also proposes that all member states contribute additional resources to support humanitarian aid efforts in the affected region, emphasizing the urgency of the situation and the need for collective action.

This directive aims to achieve maximum security of the Soviet Union's most deadly and important resource - nuclear missiles. Direct conflict via nuclear weapons is not the aim we wish for, however if our security is found to be threatened, we will not hesitate to launch at any and all threats.

A private directive is one that is submitted by one or more delegates, as a response to the current crisis, it will be submitted directly to the Chairs and will not be shared with the other delegates. This is usually used by the delegates to quietly influence the council to go their way. The action taken by this private directive, if approved of by the backroom, will be shared as a crisis update. A joint private directive is one where there are two or more delegates writing a directive.

PRIVATE DIRECTIVE EXAMPLE

From - John .F. Kennedy To - Chairs

Could you please schedule an emergency closed-door session to discuss sensitive intelligence regarding a potential security threat? It's crucial that this information is shared confidentially with the council members.

Crisis Background Guides

Crisis background guides should be more detailed than other council's background guides. Different subtopics like detailed history of the issue, general overviews of each allocation and the point in time where the council takes place have to be mentioned. Chairs are allowed to add in any information they deem necessary for the delegates to know with a bibliography at the end for extra information.

In a background guide for the crisis, the Chairs are to include a section that details the list of allocations in the council with a short description for each member, called a 'character biography'. This is so that the delegates properly understand who they are, what persona they are to adopt and what powers and liberties the allocation is allowed, especially if some allocations are to be made up by the Chairs. The Chair is given the creative liberty to define their character as they see fit, as long as the character being in the council is logical.

Here, internal motives can also be mentioned, as a way to sow the seed of crisis and internal conflict between the delegates

For example: Grith AKA 'White Falcon' - Leader of the Band of the Falcon and supreme commander of the Midland Regular Army. He and his ragtag group of mercenaries were the sole reason for the victory of the hundred year war. This provides him as an option for a very powerful ally or if you have the guts, a deadly enemy. He has been rumored to have created the band of the falcon under suspicious aims which begs the question, what are his true motivations for his relentless pursuit of victory?

CHAIR SCRIPT

Start by introducing yourself and creating an environment where the delegates are not as nervous as they were when they stepped foot in the council. Elaborate on the parliamentary procedures, explain the points and motions, and answer the queries that the delegates may ask.

"The council will now come to order. We will begin the session with the roll call." Delegates are supposed to raise their placards when their country's name is called and respond with "present" or "present and voting".

Call out every country's name in alphabetical order.
For example: "Delegate of Afghanistan".

Chairs must conduct roll calls after each break.

"The delegates whose names were not called, please raise their placards now."

OPENING SPEECH

"We will now proceed with opening speeches. Delegate of You have 90 seconds to speak and your time starts now"

"Thank you delegate"

When the timer reaches 60 seconds, the Chair is supposed to knock on the desk to signify the relapsing time

DEBATE

"We will begin the debate on the resolution submitted by the delegate of ... (the proposer). Would the delegate of please read out the operative clauses?" "Delegate, you have 2 minutes and your time starts now."

After the delegate has finished speaking, "Thank you delegate. It is mandatory to take two points of information. Are there any points of information on the floor?"

After the mandatory points of information, "Is the delegate open to any more points of information on the floor?"

If yes, "Are there any points of information on the floor?"

If not, "Thank you delegate. Do you wish to yield the floor to another delegate?"

If one wishes to yield the floor, "The delegate has yielded their time to the delegate of ... the Chair calls upon the delegate of ... to take the floor. Does the delegate of ... accept?"

If the delegate does not yield the floor to another delegate. "Thank you, delegate. You may be seated."

*Yields to the second degree are not allowed. (Another yield to an original yield)

"Delegate of you have been recognized. Please state your point."

·There will be no direct dialogue between the delegates

·"Are there any other points of information on the floor?"

·"Could the delegate please rephrase the question?"

·"Could the delegate please rephrase the point of information in the form of a Question?"

"Are there any 'for' speeches for this resolution on the floor?"

AGAINST SPEECHES

"Are there any against speeches on the floor?"

At least two for and two against speeches must be entertained for each resolution. The delegate giving the for/against speech is also required to take two mandatory points of Information.

AMENDMENTS

"The delegate of ... has submitted an amendment to the resolution. The amendment reads out ..."

"Delegate, you now have the floor."

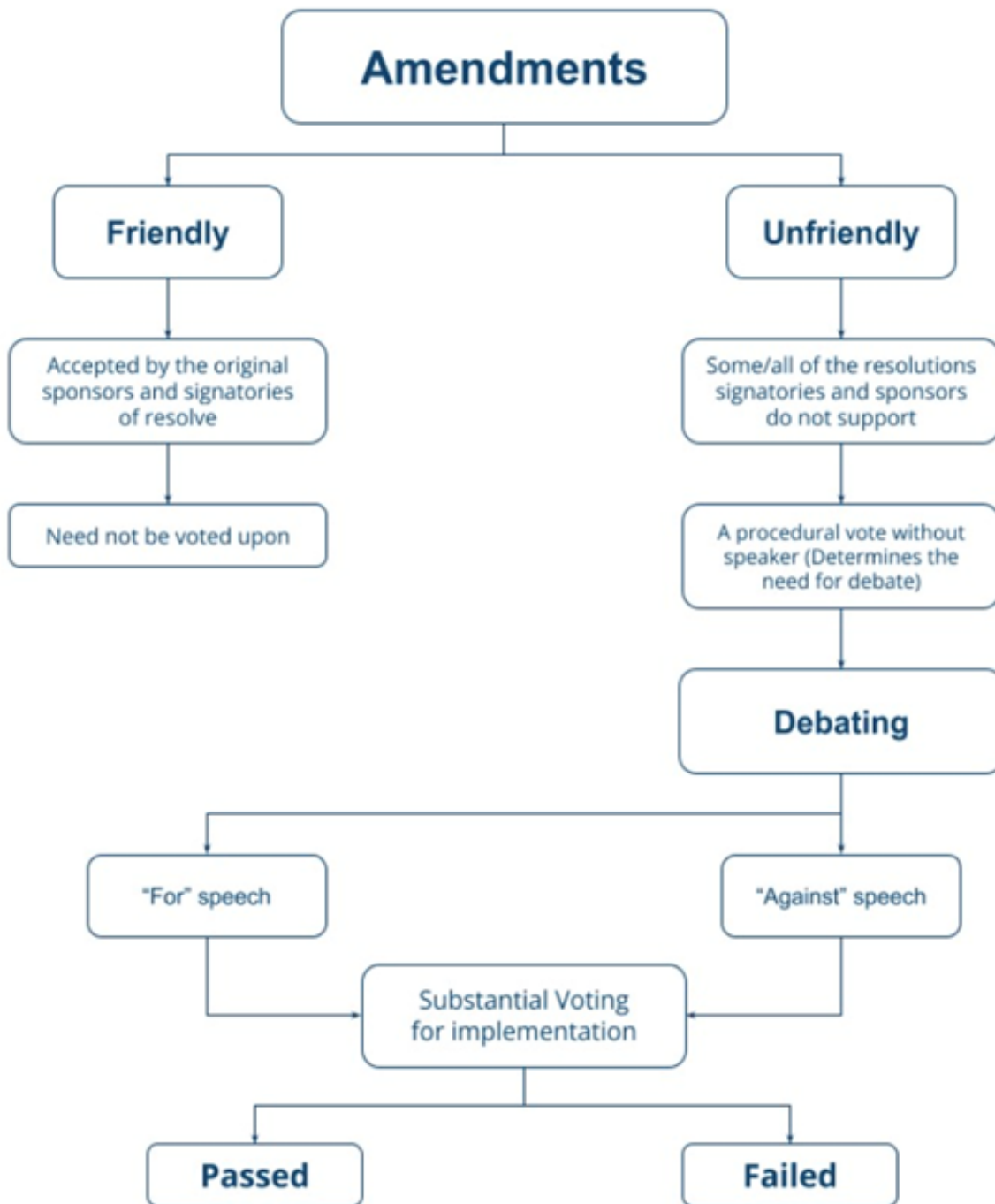
"Delegates wishing to speak 'for' this amendment, please raise your placards." "Delegate of... you have the floor." "Delegates wishing to speak 'against' the amendment, please raise your placards."

Chairs get to decide the number of for and against speeches for the amendment.

“We will now move into voting procedures on the amendment.”

“We will now resume debate on the resolution as a whole.”

Amendments to the second degree are not allowed.



VOTING

“We will now be moving into the voting procedure. All delegates voting for this resolution, Please raise your placards.”

If votes are closed because of a large number of abstentions then the motion to divide the house has to be called upon: 'There has been a motion to divide the house, abstentions are not in order and the voting will be retaken.'

“With a vote of for, against, and abstentions, this resolution has passed/ failed. Clapping is/ is not in order.”

“We will now move onto the resolution of ...”

DIPLOMATIC NOTES

Diplomatic notes allow delegates to communicate by asking or receiving answers. These notes preserve the formal atmosphere of debating by preventing people from wandering around. Diplomatic notes need to be in a certain format. The writer and recipient must be indicated clearly by using “from” and “to,” followed by the name of the nation/ delegation each of them represents. Once the delegates are done writing the diplomatic notes, they should send them to either of the Chairs through the runner.

Diplomatic notes can be addressed to the Chairs or can be addressed to fellow delegates in the council. The delegates are advised to use diplomatic notes when it comes to raising the ‘Point of Personal Privilege’

For example, a delegate may write a diplomatic note to the Chair of the committee to:

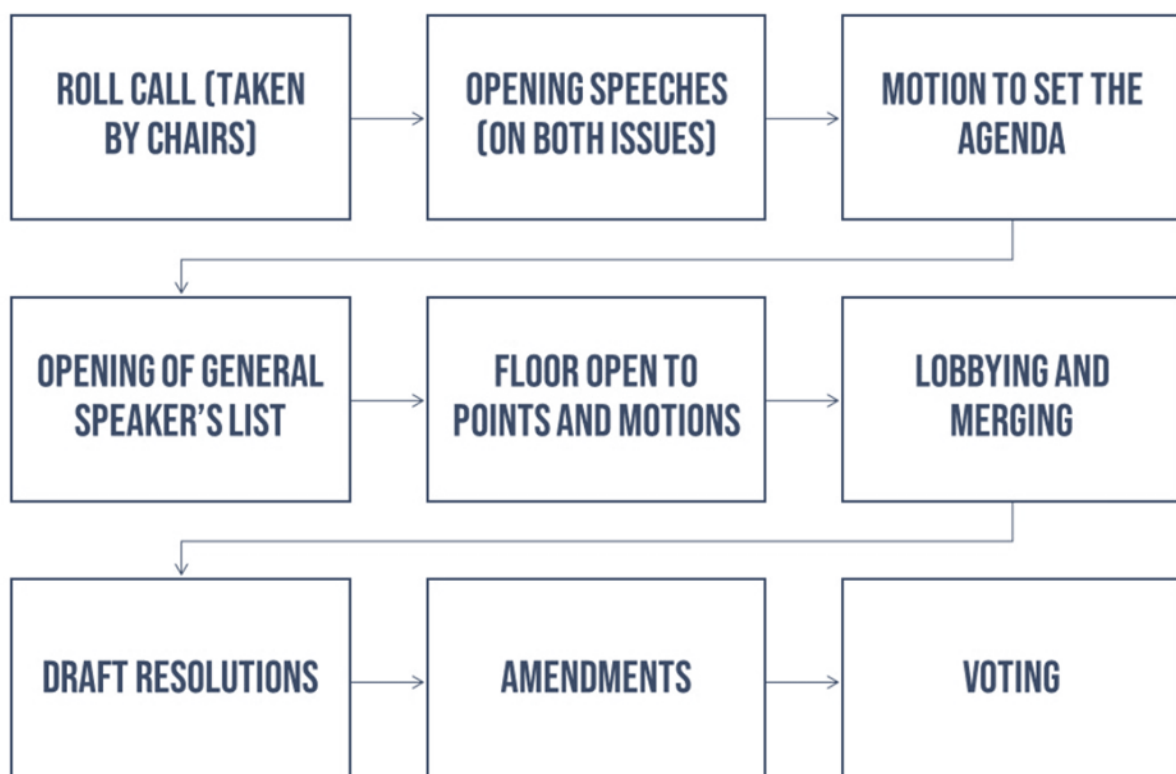
- Request the floor to make a point of order, a point of information, or to deliver a speech.
- Seek clarification on the rules of procedure or the status of a particular resolution.
- Raise a concern or objection about the conduct of the committee or the behavior of other delegates.

Diplomatic notes between a delegate and a Chair should be written in a respectful and professional tone and should adhere to the rules of procedure and decorum of the committee. The Chair may respond to the note by granting or denying the delegate's request, or by providing the necessary clarification or guidance on the matter in question.

Key Points Regarding Notes:

- Notes should revolve around the debate.
- The administrative staff reads the diplomatic notes before handing them to the person they are addressed to make sure they are appropriate.
- Undiplomatic comments can lead to delegates' suspension from the conference.
- During voting procedures, note passing is suspended.
- Diplomatic notes must be written in English.

AN OVERVIEW OF BMUNIS COUNCIL PROCEEDINGS



STOCK PHRASES

Stock phrases are simple phrases that Chairs use to explain the procedures during the debate. Here are some important stock phrases:

- Could the House please come to order?
- Usage of electronic devices for recreational/research purposes is prohibited during the debate.
- Would the main submitter please take the floor and read out the operative clauses?
- The floor is now open.
- ... you've been recognized.
- ... you have the floor.
- The speaker will [please] refrain from using personal pronouns / unparliamentary language.
- The speaker will [please] refrain from insulting other delegates.
- Delegate, please come to your final remarks.
- An amendment has been proposed by ... this is in order. The Chair will read it out.
- We will now move into voting procedures on the amendment
- Are there any points of information on the floor/ in the house?
- Delegate of ..., you've been recognized. Please state your point.
- Please state your point in the form of a question
- Please refrain from asking several questions at one point.
- Would the delegate please repeat/rephrase the question?
- There will be no direct dialogue between delegates.
- Your point is well/ not well said.
- The Chair stands corrected.
- Debate time on this resolution has elapsed.
- We will now move into voting procedures on this resolution.
- All those in favor of this resolution please raise your placard.
- All those against ...
- All those abstaining ...
- By a vote of in favor....., against....., with..... abstentions, this resolution/amendment has passed/ failed.
- Clapping is/is not in order

SITUATIONS

If a Chair makes a mistake in what they say in a committee, here's how a Chair can correct it:

- **Acknowledge the mistake:** The first step is to acknowledge the mistake and take ownership of it. This can be done by saying something like, "The Chair had misspoken earlier" or "The Chair made a mistake in their earlier statement."
- **Correct the mistake:** After acknowledging the mistake, the Chair should correct it by providing accurate information or clarifying their previous statement. For example, they may say, "What the Chair meant to say was..." or "To clarify, the correct information is..."
- **Apologize:** If the mistake has caused confusion or disruption in the committee, the Chair needs to apologize for any inconvenience caused. This can be done by saying something like, "The Chair apologizes for any confusion caused by mistake" or "The Chair is sorry for any disruption the mistake may have caused."
- **Move on:** Once the mistake has been corrected and an apology (if necessary) has been given, the Chair needs to move on and continue with the proceedings. Dwelling on the mistake can be counter productive and may distract from the important work of the committee.

In all cases, the Chair needs to remain calm, professional, and objective. By taking responsibility for their mistake and correcting it in a timely and respectful manner, the Chair can help ensure a productive and successful committee session.

As a Chair, you may encounter various situations in a council that require your attention and action. Here are some examples of situations that may occur and some suggestions on how to handle them:

1. A delegate makes an inflammatory statement: If a delegate makes an inflammatory statement, the Chair should intervene immediately and remind the delegate to use appropriate language and behavior. The Chair may also consider taking disciplinary action, such as issuing a warning or suspending the delegate's right to speak.
2. A delegate challenges a ruling by the Chair: If a delegate challenges a ruling by the Chair, the Chair should explain the reasoning behind their ruling and allow the delegate to appeal the ruling if they wish to do so. The Chair should also ensure that the appeal is dealt with in a timely and fair manner.
3. A delegate fails to follow the rules of procedure: If a delegate repeatedly fails to follow the rules of procedure, the Chair may consider taking disciplinary action, such as suspending the delegate's right to speak or removing them from the council.
4. A delegate is not respecting the speaking time limit: If a delegate is not respecting the speaking time limit, the Chair should remind the delegate of the time limit and ask them to wrap up their remarks. If the delegate continues to speak beyond the time limit, the Chair may have to interrupt them and move on to the next speaker.
5. A delegate is not following the topic of discussion: If a delegate is not following the topic of discussion, the Chair should politely remind the delegate to focus on the topic at hand. The Chair should also be prepared to guide the discussion back to the agenda item if necessary.
6. A delegate interrupts another delegate: In this situation, the Chair should politely remind the delegate who interrupted to wait their turn to speak and allow the current delegate to finish their point. The Chair should also remind all delegates to maintain decorum and respect other delegates' right to speak.
7. A delegate speaks out of turn: If a delegate speaks out of turn, the Chair should politely remind them to wait their turn to speak and follow the established speaking order. The Chair should also enforce the speaking time limit for each delegate to ensure that everyone has an opportunity to speak.

8. A delegate is not following the rules of decorum: If a delegate is not following the rules of decorum, the Chair should remind the delegate of the rules and ask them to modify their behavior. If the delegate continues to misbehave, the Chair may have to take disciplinary action.

9. A delegate proposes a motion that is out of order: If a delegate proposes a motion that is out of order, the Chair should explain why the motion is out of order and ask the delegate to propose a valid motion if they have one.

In any situation, the Chair should remain calm and professional, and ensure that all delegates are treated fairly and respectfully. The Chair should also be familiar with the rules of procedure and be prepared to enforce them as necessary to maintain order and facilitate productive discussions.

