



Survall Model United Nations

The Delegate's Handbook

FLOW OF DEBATE:

- I. Opening by the Chair.
- II. Roll call.
- III. Drawing up the agenda.
- IV. Opening statements.
- V. Informal lobbying.
- VI. Draft resolution introduction.
 - A. Reading out the operative clauses by main submitter.
 - B. Opening Speech by main submitter.
- VII. Open debate.
 - A. Submission of Amendments.
- VIII. Closed debate.
 - A. Time for
 - B. Time against
 1. Submission of amendments.
- IX. Voting on resolution.
- X. Repeating point IV to VIII for each resolution.
- XI. Closing by Chair.

Opening by the Chair

A word of welcome by the Chair, sometimes with a few comments that the Chair would like to make.

Role Call

The Chair calls out every country to check the presence of its delegation. After the chair calls out the country name, delegates should answer with either “present” or “aye”, depending on the instructions of the chairs. Late or absent delegated will receive fitting punishments.

Opening Statements

Delegates, if they wish, will present their opening statements.

An opening statement should be a summary of your country position on the topic of what you hope to achieve in this conference during the day.

There will be a time limit of 60 seconds.

Drawing up the agenda

The chair informs the delegates about the resolutions and topics being discussed in the House on that day.

Informal lobbying

Informal lobbying is time for delegates to discuss issues with other delegates, in an informal atmosphere without any certain structure. Lobbying, if done well, makes for very productive debate. During lobbying, resolutions will be discussed, altered, merged or completely written.

For a resolution to be submitted to the Approval Panel, it needs to have at least two co-submitters. Co-submitters are delegations who are interested in debating this resolution. This means that co-submitters do not necessarily agree with this resolution, but just want to see it being debated.

Co-submitters can completely disagree with the resolution and therefore want to see it discussed.

Draft resolution introduction

Before starting debate on a resolution, the main submitter introduces its resolution by reading out the operative clauses of the resolution, followed by a speech of this main submitter on the resolution.

This speech gives the main submitter the chance to explain the ideas behind and meaning of the resolution and set the tone for the debate and eliminate counter arguments before the opposition gets the chance to state them.

Open debate

During the open debate, amendments can be submitted and speeches for and against the resolution can be held. Amendments will only be discussed in closed debate.

After a delegate is done speaking, the delegate will be requested to “yield the floor back to the chair”, which means that the delegate will give the right to speak back to the chair and that the delegate will return to his/her seat.

Closed debate

Before closed debate, the chair will set debating time in favour of and against the resolution. Closed debate offers a chance for delegates to build a strong line of arguments and convince the House to come on your side.

Amendments will be discussed only during time against.

Note: friendly amendments (amendments correcting spelling mistakes, stylistic features or other non-content related amendments) will be passed automatically when approved by the chair and the original author of the resolution).

Voting on resolution

After debates, chairs will suspend all note passing, ask administrative staff to seal the door and also speaking will not be allowed. Then delegations will vote on the resolution.

Closing by the chair

A short word by the chair to round off the day and dismiss the delegates.

Important information you should probably know:

Points

A point may only be entertained at the chair's discretion, and may not interrupt a speaker, save for a Point of Personal Privilege due to audibility.

Point of Information:

To the speaker: A question directed to the delegate who has the floor and who has indicated they are open to Points of Information.

Can only be raised once the Chair has asked for Points of Information.

Must be phrased in the form of a question

Follow-up questions are permitted at the discretion of the Chair.

To the Chair: A question directed to the chair, that may not interrupt a speaker.

Point of Order:

A question raised if the delegate believes the Chair has made an error in procedural matters such as keeping time, order of debate, etc.

May not interrupt a speaker.

Point of Parliamentary Inquiry:

A question directed to the Chair regarding the Rules of Procedure

Can be raised at any time

May not interrupt a speaker.

Ex: “*what happens to the amendment if an amendment to the second degree passes?*”

Point of Personal Privilege:

A question raised regarding the delegate’s personal needs.

Can only interrupt a speaker if it relates to the audibility of a delegate speaking.

Motions

Motions are actions that are proposed by delegates that require support from the rest of the committee and the Chair’s approval.

Requires vocal support from at least one other delegate; a “second”. If a delegate raises a vocal “objection”, however, the motion is immediately out of order.

Motion to move directly into voting procedures.

- Calls for the closure of debate at the time and for an immediate transition into voting procedures.

Motion to extend debate time

- Calls for more time for speakers, amendments, etc...

Motion for a __ minute Unmoderated Caucus

The above motions are ultimately up to the chair’s discretion.

The above motions all require a “second” from the house

Motion to table a resolution

- Calls for the temporary disposal of a resolution
 - This resolution can only be debated on again only after all other resolutions on the agenda have been debated.
- The delegate who makes this motion must provide a short 30s speech on their reasoning behind it.
- The chair will recognise two speakers in favour and two against the motion, unless it is unanimous.
- The motion must pass by a simple majority.

Motion to Reconsider a Resolution

- Calls for a re-debate and re-vote of a resolution that has already been debated and voted upon
- Only valid if all other resolutions have been debated and voted upon.
- Requires a two-thirds majority
- Ultimately up to the Chair’s discretion

Motion to Withdraw a Resolution

- This motion can be raised at any time during debate before voting by the main submitter and other sponsors of a resolution to withdraw it from the agenda completely, as long as there is an unanimous agreement by the main submitter and other sponsors.

Motion to Divide the House

- This motion can be raised following a vote where there were a large number of abstentions (larger than the number for or against).
- If approved this means that during the second vote **abstentions will no longer be permitted**.
- Objections are not permitted
- Ultimately up to the Chair's discretion

Motion to Appeal the Decision of the Chair

- This motion overrules the decision of the Chair, and only pertains to the most recent decision the Chair has made
- Requires a 30s statement from the delegate proposing it on their reasoning behind it
- Requires a two-thirds majority to pass.

Yielding

Once a delegate has finished their speech, and exhausted all Points of Information, the Chair will ask the delegate how they wish to yield the floor. The delegate has two options.

Yield to another delegate

- The delegate can choose to yield to another delegate from a different delegation.
- This is only in order once consecutively
- The delegate yielding must obtain the permission of the delegate being yielded prior to this.
- Ultimately up to the Chair's discretion.

Yield to the Chair

- The delegate can choose to yield the floor back to the chair following points of information.
- Once this has been done, the floor is open to all delegates once again.

Other points:

Amendments

- If an amendment fails, no change is made to the resolution. If it succeeds, it will be included in the original resolution.

Amendment to the First Degree

- A change proposed to the original resolution
- A delegate submits the amendment to the Chair, and when the Chair calls for speakers on the resolution, the delegate can raise their placard to be recognised. Once recognised, the delegate must state "The delegate has submitted an amendment".
- Amendments are debated in the order they are submitted
- Once an amendment is recognised, a sequence of events will follow:
 - The Chair will set a debate time on the amendment
 - Debate will be open only to that amendment

- The submitter of the amendment will make a speech on the amendment, and will then answer Points of Information.
- The Chair will then open the floor up to any other delegate wishing to speak for/against the amendment
- Once debate time has elapsed, delegates may vote for, against, or abstain from, the amendment.

Amendment to the Second degree

- A change proposed to an amendment being debated at the time
- The house then moves into debate on the Amendment to the Second Degree - the same process as above then takes place
- If an amendment to the Second Degree passes, changes will be made to the original amendment, and the original amendment automatically passes.
- If an amendment to the Second Degree fails. No changes will be made to the original amendment, and the house moves back into debate/voting on the original amendment.

Voting Procedure

Only member states of the United Nations are permitted to vote on resolutions and amendments. Non-member delegations and organization are not permitted to vote. In any vote, delegates may for, against, or abstain from voting, except for when a Motion to Divide the house is in effect, in which abstentions are not permitted. Note-passing is not permitted during voting.

Language

Delegates are encouraged to speak in a professional, diplomatic manner, and are only to refer to themselves and other delegates in **third person or by their delegation**.

Note-Passing

As direct conversation between delegates is discouraged, delegates are permitted to pass written notes to other delegates in the committee.

We ask that delegates be respectful in their communications and only pass notes on matters relevant to the debate. If a note is found to be offensive or inappropriate in any way, it will be passed to the Chair, who will decide whether or not to suspend note-passing.

Funding

In the interest of debate, Survival MUN will assume that funding for anything proposed in a resolution is unlimited. Please keep in mind that questions about funding should not take precedence in debate, as they detract from actually discussing the specifics of the resolution being debated.

MUN VOCABULARY:

Abstention: A vote neither in favour nor against (only on a whole resolution).

Amendment: Alteration or change to a resolution.

Clause: The parts into which a resolution is divided, each concerning one particular aspect of an issue.

Closed Debate: Debate where time in favour and against is separated.

Co-submitter: Co-author or co-signer of a resolution.

Floor: When a delegate has the floor, he/she has the right to speak in debate.

House: The forum, used to indicate the entire assembly (all members of the forum except for the chairpersons).

IGO: International-Governmental Organisation.

In favour: A vote supporting a resolution or amendment.

In order: Allowed.

Lobbying: To debate informally in the lobby (usually in the committee already)

Main submitter: Author or main author of the resolution, who officially proposes it to the committee.

Merge: To put two or more resolutions together to form one.

Motion: A proposal for the forum to do something.

NGO: Non Governmental Organisation.

NMD: Non Member Delegation.

Objection: This is used when a delegate is against a motion.

Open debate: Debate where delegates may speak in favour or against at any time.

Operative clause: These are the numbered clauses which take action.

Preambulatory clause: These are the non-numbered clauses which define the issue and mention thoughts concerning the issue.

Placard: Sheet or paper with the country name, used to be recognised during the debate.

Resolution: Proposal suggesting ways to deal with a certain issue.





Second: Used when a delegate supports a motion.

Submit: Propose, suggest.

UNO: United Nations Organisation.

Yield: To give (e.g. to yield the floor to the chair/another delegation).

For Best delegate/Honourable mention: Delegates should do their best to engage during debate, provide fruitful debate, and be respectful of the rules and other delegates.

 CHECK-IN 08:30 - 09:00 Arrival at Surval on 6th June to register 09:00 - 09:40 Guest Speaker	 MORNING SESSIONS 09:40 - 11:00 Committees in session 11:00 - 11:20 Break 11:20 - 12:30 Committees in session	 AFTERNOON SESSIONS 12:40 - 13:30 Lunch 13:30 - 14:50 Committees in session 14:50 - 15:10 Break	 DEPARTURE 15:10 - 15:40 Closing Ceremony From 15:45 Students can leave
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Further information: Please refer to the Surval website
<https://survalmun.wixsite.com/survalmun>

Many thanks from all of us at Surval Montreux Model United Nations Club, 2019: *"The Protection and Modernisation of our World"*