



LMUNA

Lorentz Lyceum
Model United Nations
Arnhem

Student Officer Booklet



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1. Writing a research report

Introduction

A research report is a tool for delegates to help them prepare for the conference. It contains background information that delegates use intensively when preparing for the conference. It is written by the **Chair** and/or **Deputy Chair** of the committee, who will act as an expert on the issue during the conference. A research report has a set structure and format. The formatting will be done by the executive staff. This document is meant as a guideline for these Chairs and Deputy Chairs writing a research report for LmunA.

9 parts of a research report

· An introduction of the issue

The introduction should give a beginning as well as an experienced delegate a clear image of the issue and what to expect from the research report. You are encouraged to include any images, maps or info graphics showing an overview. Make sure you properly **cite the source**.

In any case, it should include:

- a. the main goals of the research report
- b. a short description of the issue
- c. a description of the effects the issue has

· Definition of key terms

In this section, you elaborate on specific terminology with regard to the issue. We advise you to use this part to elaborate on any official documents, treaties, peacekeeping missions, and events. Make sure you include all the key terms you use in the research report, as well as all the terms you expect your delegates to understand and use during the debates.

· A general overview

The general overview should provide the delegate with more **in depth** information on the issue. The exact content depends on the issue. You are encouraged to include any important information you believe is relevant to the debate. For every issue, you should include a description of the history, as well as a description of the problem and the current situation. Always support your descriptions with relevant information, such as facts or official (UN) documents.

· Major parties involved

This section should elaborate on who the major parties involved in the issue are and what their stance / policy is. Make sure that only facts are used, and **no speculation or opinion** regarding the stance or policy is included. Major parties can be countries, UN organisations or NGO's.

· A timeline of key events

You might find this section to overlap with the general overview and previous attempts to solve the issue. However, the general overview should provide a broad explanation on the history of the issue, and a timeline of key events should not. Instead, you are expected to give a **chronological overview** of the history, including any important treaties and events.



· *Previous attempts to solve the issue*

This section is more important than it might seem. A lot of the issues that will be discussed during LmunA, have already been discussed by the UN or attempts have been made to solve it. In order to move past these attempts, you should explain the previous attempts to solve the issue, and evaluate why they failed. This information helps the delegates to come up with new ideas that take into consideration the problems that arose before.

· *An overview of possible solutions*

Although the delegates are expected to come up with solutions themselves, there is no harm in helping them to get started. It is important that you do not go into detail on how to solve the issue. Instead, you should inform the delegates on which underlying problems should be solved in order for the issue as a whole to be solved.

· *Bibliography*

The bibliography should include all the resources used when writing the research report. The bibliography must be arranged according to MLA format, for example by using www.easybib.com as a tool to do so. It should be **numbered** and in **alphabetical order**.

· *Further reading*

This section should include any relevant documents, treaties and websites for delegates to further read, or areas of research the delegates should conduct.



2. Parties involved in LmunA

The Secretariat

The Secretariat of LmunA exists of the Secretary-General (SG), Deputy Secretary-General External (DSGE) and Deputy Secretary-General Internal (DSGI). They are expected to serve as the leaders of the Student Officer team, as well as the Executive Team and the conference. Your **point of contact** is the Secretary-General. If any problems or questions arise, he is the first person you should inform. This year's Secretary-General is Moos Vos.

The Executive Team

The Executive team of LmunA 2021 exists of a group of 24 Head-of's and Deputies that are responsible for a certain part of the conference. They can be contacted at any time when trying to find the Secretariat. With any questions regarding for example the location of a certain place, they can be contacted as well.

The Board of Directors

The Board of Directors exists of three MUN Directors from the Lorentz Lyceum, who are in charge of guiding the Secretariat through the process of preparing the conference and any major decision making. This includes the content of the conference and choosing the Student Officer team.

MUN Directors

All the supervising teachers are considered MUN Directors. They are responsible for the behaviour and preparation of the delegates from their school.

Presidents and Chairs

Although similar, there is a difference between the Presidents and the Chairs. While the Presidents are responsible for an entire committee, Chairs are responsible for a subcommittee. They are responsible for smooth and fruitful debates as well as writing the research reports and helping the delegates prepare.

Deputy Presidents and Deputy Chairs

The Deputy Presidents and Deputy Chairs have the same responsibilities as the Presidents and Chairs. They work in collaboration to uphold the standard of debate.

Ambassadors

Each Member State present at LmunA will be represented by an Ambassador. They will act as a guide for the delegates representing the same Member State. They can be called upon at any time to provide information in the Security Council or the Reformed Security Council. In general, the Ambassador is a delegate in one of the General Assembly Committees.

Delegates

Delegates represent Member States, NGO's, UNO's and Observers during the LmunA conference. They are the body of the conference and are responsible for representing their country or organisation according to their policy.



Admin Staff

The Admin Staff is an essential part of the LmunA conference. They perform any task from assisting in committees to helping set up rooms for session and lunch.

3. Rules of Procedure

Introduction

The following pages give an explanation of the Rules of Procedure for Student Officers. Please keep in mind that this is a beginning delegate MUN, and that not all delegates will be aware of these procedures. Take the time to explain whenever confusion occurs. Adhere to these Rules of Procedure carefully, though.



Roll Call

As a Student Officer, it is important to act as an example for your delegates. Make sure to always be on time and adhere to your own rules. You will be provided with a Roll Call list. We recommend you to use the Roll Call list at the start of the day and after lunch, or after any other outdoor recess you have had.

Planning

Make sure that you have a schedule for the day when you start with Roll Call. The programme of events tells you when the day starts and ends, and you will be informed by the secretariat on your lunch time for every day well in advance. When making a schedule for the day, take into account the following things:

1. Division of tasks between the chairs. The chairing time should be divided equally between the Chair and the Deputy Chair.
2. Divide time equally between the issues.
3. Try to prevent discussing two resolutions on the same issue in a row.
4. When debating a resolution, time is only ticking when delegates present speeches or when the speaker on the floor answers questions. When an amendment is debated or a question is asked, the time pauses. Take this into consideration.

Lobbying

One of the most important aspects of any MUN conference is the lobbying. This is where draft resolutions begin to form the body of the conference. This is also the time for the chair to see in what direction the debate is going, and to assist delegates in fully understanding the issues. Be approachable and friendly during the lobbying time, to ensure an environment in which delegates feel comfortable enough to ask questions. The most important things you should keep in mind during lobbying are:

1. *Every resolution should have at least 8 co-submitters.* LmunA is a relatively short conference, so with this measure we ensure that there is a limited amount of resolutions to be debated. It is important to clearly communicate this with your committee. You should also inform them that co-submitting a resolution **does not mean you support it**, but rather that you want it to be discussed.
2. *Encourage merger groups in order to create more comprehensive resolutions with a stronger support.* With a minimum of 8 co-submitters per resolutions, there will always be merging of resolutions. As a chair, you should support these groups and mediate between parties who cannot agree. Do not hesitate to make recommendations, as long as they remain **unbiased**.
3. *Always listen to the comments made by the approval panel.* The approval panel will check the resolutions on plagiarism, and correct any wrong formulation or format mistakes. It is possible that the approval panel sends the resolution back to the chairs, with comments on what should be improved in order to approve the resolution. Make sure your delegates improve the resolution before sending it back to the approval panel.



Duties of the delegates

All the delegates in the committee should follow these duties. They will be informed of them well in advance, but since LmunA is a beginning delegate conference, some participants might need time to get used to them. Make sure to correct your delegates when they make a mistake. The duties of each delegate are:

- Speakers need to address each other and themselves in the **third person** at all times. They should use the phrases “honourable speaker”, “fellow delegates” when addressing to others. Referring to themselves or their country, they should always use “the delegation of” or “we”, instead of “I”.
- Delegates should **stand** when speaking and should not sit down until after the speaker has finished answering the delegate’s question.
- Delegates must avoid the use of insulting or abusive language at all times.
- Delegates must **yield the floor** when required to do so by the Chair.

Points

In General, points during the debate **may not interrupt a speaker**, except for a Point of Personal Privilege referring to audibility. Other points will be dealt with only when there is a debating pause, e.g. when the speaker having the floor yields to points of information, to another delegation, or to the Chair. Note that seconds and objections are not in order when points are used and that none of the points are debatable.

1. Point of Personal Privilege

- a. This refers to the comfort and well-being of the delegate.
- b. It may not refer to the content of a speech.
- c. It may **only** interrupt a speaker if it refers to **audibility**.
- d. When someone rises a Point of Personal Privilege, ask this person to the nature of his point, except for when it interrupts the speaker. If this occurs, immediately ask the speaker to speak up or the house to come to order.
- e. E.g.: “Could the windows please be opened? It is very hot in here.”

2. Point of order

- a. This refers to **procedural matters** only.
- b. It may not interrupt a speaker.
- c. It can only refer to something that just happened.
- d. It may also be used when a delegate feels insulted by another delegate.
- e. E.g.: the chair has made an error in the order of debate or in the setting / observing of debate time.

3. Point of Information to the Speaker

- a. A question directed to the delegate having the floor, who has indicated that he is willing to yield to points of information.
 - i. E.g.: “Could the honourable delegate please explain to the house what she intends with clause 3?”
- b. The initiative for this point is taken by the Chair and is not mentioned by delegates in this way.



- i. E.g.: “Are there any points in the house?”
- c. The speaker asking the Point of Information may only speak if recognised by the Chair.
- d. It must be formulated in the form of a question, although a short introductory statement may precede the question.
- e. There can be **no direct dialogue** on the floor. Follow-ups **are** allowed during the LmunA conference. Chairs may decide whether or not to allow the follow-ups at their own discretion.

4. Point of Information to the Chair

- a. A question to the Chair referring to something of domestic nature.
- b. To be used by delegates when something is unclear to them.
- c. Can refer to almost anything, from issues to personal priorities.
- d. E.g.: “At what time do we adjourn for lunch?”

5. Point of Parliamentary Inquiry

- a. This is a Point of Information to the Chair concerning Rules of Procedures.
- b. It is to be used by delegates when something is unclear to them concerning the Rules of Procedure.
- c. E.g.: “Could the Chair please explain to the house what is meant by closed debate?”

6. Call for the Orders of the Day

- a. This is a call by a delegate to return to the main agenda of the forum, may be called if someone feels that the debate drifts away from the original agenda issue.
- b. E.g.: “Could the Chair please ensure that we stay focused on the original issue?”

Motions

Motions during debate may never interrupt a speaker. Motions will be dealt with only when there is a debating pause. Note that in most cases the Chair may decide on a motion. Furthermore, seconds and objections are in order. Some complicated motions call for a debate. Most motions just need a simple majority to pass; when a two thirds majority is needed, this is mentioned with the description of the motion. Please bear in mind that when someone rises to a motion, this is mostly not meant to provoke the Chair or undermine his authority, but merely the voice of a delegate / the house to change the course of the debate. This voice should be respected, so use your capacity to overrule a motion with restraint. NGOs have no voting right.

1. Motion to move into Previous Question

- a. This may be confused with the “motion to move directly into voting procedure”. However, this does not exist, and you should correct your delegates when they wrongfully use it.
- b. It calls for the closure of debate and a vote to be taken on the motion (resolution / amendment / motion) pending.
- c. It may be moved by the Chair or a delegate, may not interrupt a speaker.



- d. It requires a “second” by the house, and is overruled by the chairs if an “objection” of one delegation is made.
- e. It may be overruled by the Chair if the resolution has barely been debated.

2. Motion to Extend Debate Time

- a. This motion calls for extension of the debate time on resolution / amendment / motion.
- b. It may be overruled by the Chair due to time constraints.

3. Motion to Divide the House

- a. The chair asks every delegate individually for their vote.
- b. Abstentions are no longer in order.
- c. The motion may be called if there are enough abstentions during the voting which, if forced to vote in favour or against, could topple the result of the voting.
- d. Not to be confused with the motion to vote by Roll Call.

4. Motion to Vote by Roll Call

- a. The chair asks every delegate individually for their vote.
- b. Abstentions will still be in order.
- c. The motion may be called if the delegate feels uncertain that the administrative staff has properly counted the votes.

5. Motion to Table the Resolution

- a. Calls for the **temporary** disposal of a resolution.
- b. Will be done if a deadlock in the debate has occurred and more (informal) lobbying or time is needed.
- c. Sometimes means the death of a resolution, due to lack of time as it can only be rediscussed after all other resolutions have finished being debated (unless a motion to take matters from the table is proposed).
- d. The motion is debatable.
- e. Needs a simple majority.
- f. To take matters from the table a **two thirds** majority is needed.

6. Motion to reconsider a resolution

- a. Calls for a re-debate and a re-vote of a resolution that has already been discussed (adopted or rejected).
- b. Only necessary if no other draft resolutions on the issue are present, and may so be used as a basis to create a new resolution. May however also be used when it is not necessary and there are other resolutions.
- c. The motion is debatable.
- d. Needs a **two-thirds** majority to pass.

7. Motion to Appeal from the Decision of the Chair

- a. Overrules a decision of the Chair.
- b. Must be made directly after the Chair has made the decision.
- c. The Chair will ask the delegate to express the nature and justification of the appeal.



- d. The Chair may either grant the appeal, thereby accordingly altering the previously reached verdict, or call upon the SG to reach a final decision.
- e. If appeal is upheld, this only overrules one of the Chair's decisions.

8. Motion to refer a resolution to another forum

- a. If the resolution take action which the forum may not take, this is a mandatory motion.
- b. It should be discouraged by the chairs as it will most likely be not possible due to time constrains. The chair needs to encourage re-wording or amendments.
- c. Can be avoided through an amendment that changes e.g.: "Demands..." to "Strongly urges the SC to demand".

9. Motion to amend to the Agenda

- a. Amendments to the Agenda must be proposed in writing at the start of business of every forum.
- b. They must be proposed in the form of a motion to be debated (5 min. in favour and 5 min. against will be the norm).
- c. Normally only amendments to the agenda which suggest to add an issue will be in order, but there are exceptional circumstances.
- d. Simple majority is needed to pass an Amendment to the Agenda.

10. Objections to the Main Motion

- a. Delegate objects to main motion (= the resolution).
- b. Delegate proposing the objection has one minute to explain his proposal.
- c. Objection to be put to a vote, needs **two-thirds** majority to pass.
- d. Mostly will be proposed if delegation feels the issue is an infringement of national sovereignty, e.g. China/Taiwan, Falkland Islands, etc.
- e. Once a resolution has lost to an objection to its consideration, it cannot be reconsidered at any time.

11. Motion to Withdraw the Resolution

- a. Can be done before debate starts if all supporters agree with the motion.
- b. Can be done during debate by the unanimous consent of the forum, i.e. if there are no objections.

Yielding the floor to other delegations

The floor may be yielded by one delegation to another only once consecutively. E.g. China may yield the floor to Germany, but Germany may then not yield the floor to the USA. Where delegations consist of more than one member, delegates from the same delegation may not yield the floor to each other.



Amendments

1. Amendments to the first degree

- a. Amendments can only be moved by a speaker who has the floor, in open debate or in closed debate during time against.
- b. An amendment is only in order if it is submitted to the Chair before the delegate takes the floor, on the **official** Amendment Sheet.
- c. Amendments will only be entertained if the speaker on the floor moves the amendment. No Chair should ever move an amendment, but should always wait until the speaker moves the amendment. Short speeches before the speaker moves the amendment are in order.
- d. Although the delegate moves the amendment, the Chair reads out the amendment slow and clear for the delegates to note down.
- e. Debate on amendments should always be **closed** debate. The chair must set the debate time, taking into consideration time constrains.
- f. Only one amendment per Amendment Sheet will be in order.
- g. An amendment may only effect one clause at a time, unless the Chair decides differently.
- h. Chairs should prioritise constructive amendments. However, the Chairs are not allowed to formally decide which amendments are debated. You cannot refuse the speaker to move the amendment.
- i. Delegations can vote either in favour or against an amendment. Abstentions will not be in order. NGO's have **no voting right**.
- j. Friendly Amendments are amendments concerning the spelling or grammar of a clause. These amendments will not be debated on, and thus will be voted on immediately.

2. Amendments to the second degree

- a. The procedure is the same as for an amendment to the first degree. Set debate time, closed debate, official amendment sheet only, amendment to the second degree must be legible, only speaker who has the floor moves amendment to the second degree, Chair reads out the amendment to the second degree.
- b. An amendment to the second degree may only be moved in closed debate during time against.
- c. If the amendment to the second degree passes, the debate on the amendment as a whole should continue.
- d. If the amendment to the second degree fails, the debate on the amendment as a whole should also continue.
- e. An amendment to the third degree is not in order.

Voting procedures

1. Only Member States of the United Nations may vote on resolutions, amendments or motions. Non-Member Delegations, such as NGO's, UNO's or Observers, are not allowed to vote on resolutions as a whole.



2. When voting on a resolution, delegates may vote in favour, against or abstain. When voting on amendments, delegates may only vote in favour or against. When voting on motions, such as a motion to table a resolution, delegates may only vote in favour.
3. Points will not be in order, except for points relevant to the actual conduct of voting. Chairs should instruct admin staff to take **voting procedure**, suspend note passing and secure the doors.
4. A resolution or amendment will only pass if the number in favour exceeds the number against. Abstentions should not be taken into consideration, but should be recorded.
5. A resolution or amendment with a tied vote fails. It is recommended to ask for a motion, such as a motion to Vote by Roll Call or a motion to Divide the House.

The debate

The debate time

1. The Chair will propose the limitation of debate time before the start of the debate. The time on resolutions in the GA forums is usually set between **60-90 minutes**. The time that is needed for the debate depends on the length of the resolution, the controversy of the issue and the willingness of the delegates to participate. Take this into account when scheduling your day and setting debate time.
2. The Chair may decide to limit speaking time of individual speakers by setting a set time, or by asking the delegate to “come to his/her closing remarks”.

The debate mode

1. *Open debate* is a debate mode that allows delegates to speak either in favour or against the resolution as a whole.
2. *Closed debate* is a debate mode that dictates when delegates are allowed to speak in favour on the resolution or amendment and when they are allowed to speak against.

Funding

While funding is an important part of solutions to many issues, in MUN, we can assume there is unlimited funding. This can cause confusing situations for both Chairs and delegates. Take into account that:

1. Funding may be discussed and included in the resolutions. However, clauses or statements referring to funding should be broad. This means that there should be **no specific** numbers or funds named.
2. E.g. of a mention that is in order: “Asks the IMF to fund the above mentioned proposal”.
3. E.g. of a mention that is not in order: “Asks the UN to pay \$45,72 million out of their Rapid Reaction Fund and the IMF to sponsor the remaining \$34,28 million out of their Developing Nations Fund.”

Important rules to adhere to:

1. Mobile phones must be switched off at all times.
2. Laptops, tablets or mobile phones may be used during lobbying by delegates. However, during debate time, this is not in order.



3. Do not wear any national or military attire.
4. In resolutions, refer to Developing Countries and Developed Countries, rather than “poor and rich countries”.
5. Men should always wear a jacket, shirt and tie. Only in exceptional circumstances can jackets be taken off, such as a very hot room. When speaking, delegates should always wear their jacket. Women should be dressed equally formal. Dresses and skirts should have an appropriate length and should have a minimum length of two fingers above the knee.
6. When having a recess or break, make sure to state “we will meet again at 12.30”, rather than “we will adjourn for 30 minutes”.
7. Singing, informal jokes, or any other inappropriate behaviour is out of order, except during punishments.
8. Eating and drinking during the debates is not in order. Water is an exception. Make sure that the Chairs set an example.
9. Clapping is only in order after a resolution passes. The Chairs must call the house to order soon thereafter. Clapping without permission of the Chairs is never in order.

4. General remarks on chairing

Chairing Style

1. Pay close attention to the substance of the debate, and interfere as soon as you feel debate drifts away from Orders of the Day, or if a delegate uses un-parliamentary language.
2. Speak loudly and firmly.
3. Take your time to explain the procedures. Do not rush through the debate but make your decisions clear to all delegates in the forum.
4. Never yell at delegates when they get rowdy or disruptive; stay calm, but warn them if they continue to be disruptive.
5. If in doubt on a question, take your time and consult with co-chair.
6. Admit errors! Say: “The Chair stands corrected” and proceed with further business. Do not extensively discuss decisions or errors with delegates, explain them clearly, and move on.
7. Start with a strict and extremely serious chairing-style to set the right debating tone. If everything runs well, then start loosening up. However, stay serious at all times, as you are the person the delegates should respect and listen to.
8. Be polite, friendly, helpful, serious, clear, co-operative, committed, involved, unbiased, fair and diplomatic at all times!

Cooperation with your co-Chair

1. Never chair alone! Make sure there are always two people chairing. If your co-Chair is absent for a longer period of time, ask one of the other Student Officers or Executive Staff members to (find someone to) chair with you.
2. One person chairs, the other one does administrative business (amendments, notes, etc.).



3. Never contradict each other in public. Complement each other, and help each other when necessary.
4. Divide chairing time fairly between co-chairs.
5. Discuss chairing style before debate.

Cooperation with the Administrative Staff

1. Get to know your Admin Staff before the start of the conference.
2. Discuss everything with them before the debate starts, such as what you expect from them concerning voting procedures, the passing of notes, etc.
3. Remember that most of them are very young and are new to the MUN world.
4. Cooperate with them, and make sure they feel appreciated!
5. Thank them at the end of each day, and give them a round of applause.
6. If the Admin Staff is not co-operative, report them to the Head of Admins.

Plagiarism

1. Copying of (parts of) resolutions of the United Nations is seen as plagiarism.
2. Delegates are allowed to **refer** to UN documents with exact reference to the source from which it came and the year in which it was published.
3. Student Officers must check resolutions for plagiarism.
4. If plagiarised clauses are found during the lobbying process, the Student Officer needs to discuss the necessary changes with the sub-forum. If plagiarised clauses are found during the debate of the resolution, the Chair should point out that there is an accusation of plagiarism and that the forum should draw its own conclusion either by not agreeing with the accusation, by amending the resolution to strike the plagiarized clauses, by voting against the resolution or by tabling the resolution.
5. Always inform the executive team if any form of plagiarism arises. LmunA is a beginning delegate conferences so delegates **won't be punished**, but it is important to inform their MUN Directors.

Dealing with 'disruptive' Delegates

Chairs will occasionally have to deal with 'disruptive' delegates. Chairs should not take their remarks or behaviour as a personal insult, but deal with them quietly and calmly as follows:

1. Take them aside privately and explain clearly, seriously and sharply that their behaviour is disrupting the forum, and that it is unacceptable. Try to do this **without making it public**; do not do this in front of the whole forum. If delegates continue to be disruptive despite your requests to change their behaviour, warn them that they may be removed from the forum if they keep disrespecting the rules of conduct. Warn them that their badge and / or party ticket may be confiscated and that his behaviour will be reported to his MUN Director. If the confrontation is public keep it cool. Do not call a recess until a situation runs really out of hand.
2. If delegate doesn't change their behaviour, send for someone of the Executive Staff (you can always find a Staff member in room B26). They will take the disruptive delegate aside and discuss the behaviour and the consequences.
3. In extreme cases, the Executive Staff may decide to confiscate the badge / party ticket permanently and remove the delegate from the forum. This will be done without big



upheaval, but effectively and swiftly. Confiscated badges will be kept in the Secretariat and can only be reclaimed with the approval of one of the members of the Executive Staff. The Executive Staff will keep the respective President and Chair informed about what happened.

Dealing with MUN Directors

MUN Directors are a vital part of any conference. It is important to always treat them politely and with respect. Avoid any confrontation with MUN Directors and report any problems you may encounter to the Executive Staff. MUN Directors are allowed to enter the forum at any time, except for voting procedures. Only if the behaviour of a MUN Director is very disturbing to the debate, politely ask them to leave the committee and explain to them outside why their behaviour was disruptive. Keep in mind that the MUN Directors have received instructions as well.

5. Stock phrases to use during the debates

These stock phrases should help you when chairing the debates. You can use them as a backup when you get stuck, or just as a reminder.

Starting off with debating

- Could the house please come to order, we would like to start debate.
- Could we please have some silence in this house/forum? Could everyone please be seated, and be silent?
- We have a resolution here, it is on the question of...
- The resolution was passed in the sub-forum with a vote of ... in favour, ... against and ... abstentions.
- I would like to ask the main submitter to come forward and read out the operative clauses.
- We will now discuss the question of... We will debate this issue ad hoc.
- There has been an objection to the main motion. ..., please come forward and explain to the house why you proposed this motion. You have one minute.
- We will now put this motion to a vote. It needs a two-thirds majority to pass. If it passes, it means we will not discuss this resolution anymore this weekend.
- The Chair objects to the consideration of this motion. It does not seem to have solid grounds. Chair overrules the motion. We will continue debate.
- The Chair sets a debate time of 45 minutes in favour and 45 minutes against.
- The Chair sets a debate time/we will have a debate time of 60 minutes open debate, with a guillotine time of 90 minutes.
- We are now in time in favour/against.



- ...(main submitter). You have the floor.

Course of the debate

- Could the speaker please come to his closing remarks?
- Could the speaker please conclude his speech?
- Are you open to points of information?
- The speaker has opened himself to ... points of information. Is there any delegate requesting such point?
- Are there any points in the house? (not: on the floor)
- Excuse me, it is not in order to pose more than one question in one point of information.
- Excuse me, a point of information should consist of a question only, possibly preceded by a short introductory statement. It is not to be used as a policy statement.
- Could you please ensure to refer to other delegates in the third person?
- In the interest of debate, could you please yield the floor (to the Chair).
- Yes, it is perfectly in order to yield the floor to another delegation.
- No, it will not be in order to yield the floor to another delegation, since it has been yielded previously. (or: in the interest of debate, it will not be in order...).
- ..., you have the floor.

Amendments

- The speaker who now has the floor, ..., has submitted an amendment. I will read it out.
- Firstly, I will read it out as a whole. Then, I will repeat it slowly, part by part.
- Is the amendment clear for everyone?
- Chair sets a debating time of 2 minutes in favour, and 2 minutes against.
- ..., you have the floor.
- Seen that there are no objections, we will now move into debate on this amendment. Are there any objections to the motion to move the previous question?
- We will now move into voting procedures on the amendment. Let me please remind all NGOs not to vote, and all others not to abstain.
- All those in favour of/against the amendment, please raise your placards high.
- With a vote of ... in favour and ... against, this amendment has passed/ has failed.
- We will now take a vote on the amendment to the second degree. If this amendment to the second degree passes, it does not mean that the amendment to the first degree also passes.
- Since the Amendment to the second degree failed, we will move into debate on the original amendment.
- Since the amendment failed, the submitter of the amendment retains the floor.
- Excuse me, but this should only be a short statement about your sentiments now that the forum failed your amendment. It should not deal with the resolution or the issue.



Continuing debate

- We will now continue with debate (in favour of/against) the resolution. Are there any delegations wishing to take the floor and speak to the assembly?
- There has been a point of personal privilege. Could the speaker please speak up?
- Does your point of personal privilege refer to audibility? Could the house then please come to order? I do not believe that this is the speaker's fault.
- Could the house please pay the attention to the speaker that he/she deserves?
- All points are out of order during a speech.
- There has been a point of order, please rise and state your point.
- There has been a point of information to the Chair. Please rise and state your point.
- Could the speaker please stay focused on the issue, and on the resolution at hand? The Chair feels that the debate is drifting off track.
- There has been a motion to move into previous question. Are there any seconds/objections?
- Please do not insult the speaker. We can really not tolerate this. Please apologize.
- Could the speaker please refrain from using unparliamentarily language?
- Since you are apparently not capable of delivering a suitable speech, could you please yield the floor back to the Chair and get seated?

Rounding off and voting

- We have run out of debate time on the resolution. We will therefore move into voting procedures now.
- Let me remind you that note-passing is out of order during voting. Also, could the admin please make sure the doors remain closed, and that they take voting positions?
- All NGOs are not allowed to vote, abstentions are in order.
- All those in favour/against/abstaining, please raise your placards high. • You may lower your placards.
- With a vote of ... in favour, ... against, and ... abstentions, this resolution passes/fails.
- Since we had a very close vote, we will now have a recount. You should vote the same way.
- All those in favour
- There has been a motion to divide the house. However, the Chair feels it is not necessary, as the outcome of the vote was clear/however, due to time constraints we will not entertain this motion.
- We will now vote on roll call. This means I will do a roll call, and when I call your country's name, you either shout "in favour", "against", or "abstaining".
- There have been people asking for a right to explain vote, we will grant one right for each side. ... you have 30 seconds.
- There have been people asking for a right to explain vote. However, since we have not enough time, this is overruled.

Rules

- We will now have a recess until 15:30. Please make sure you are seated by 15:30 sharp.
- We have a tight schedule to follow today.



- We will now have lunch for half an hour. Please make sure you are back in the forum and seated at 13.15.
- Please give a warm round of applause to our lovely admin staff! They have delivered amazing work this weekend.
- Tomorrow, we will start debate at 09:00. Don't come late.