



# **Student Officer Booklet**

# **LmunA 2025**





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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 OC. 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 both a beginning and 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 infographics 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 NGOs.




 *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 of 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 them. 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](http://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 consists of the Secretaries 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 Organising Committee and the conference. Your **point of contact** is the Secretary-General. If any problems or questions arise, they are the person you should inform.

This year's Secretary-General is **Esmee Hartemink**.

### The Organising Committee

The Organising Committee of LmunA 2025 consists of a group of 27 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 consists 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 and chairs 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.

### Delegates

Delegates represent Member States, NGOs, 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 help set rooms up for sessions 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 lunchtime 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 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 stronger support.* With a minimum of 8 co-submitters per resolution, there will always be a 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**.



### Approval panel

The chair is required to send in the resolution before discussing it, the approval panel will provide the main submitter with feedback if necessary. After the resolution has been passed, the chair is requested to send in the resolution for a final check. If necessary, feedback will be provided to the main submitter.

### Duties of the delegates

All the delegates on 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”, and “fellow delegates” when addressing 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, therefore we suggest using the phrase “delegation of ..., please rise and state your point.”.
- Delegates must avoid the use of insulting or abusive language at all times.
- Delegates must **yield the floor** to the chairs or a fellow delegate 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 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 raises a Point of Personal Privilege, ask this person about the nature of their 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 they are willing to yield to points of information.
  - i. E.g.: “Could the honourable delegate please explain to the house what they intend 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 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, and 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 in 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 rights.

*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 the 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, it 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 an 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. This 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. 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. It 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 SGs to reach a final decision.
- e. If an 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 takes action that 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 constraints. 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 adding an issue will be in order, but there are exceptional circumstances.
- d. A simple majority is needed to pass an Amendment to the Agenda.

*10. Objections to the Main Motion*

- a. Delegate objects to the main motion (= the resolution).
- b. The delegate proposing the objection has one minute to explain his proposal.
- c. Objection to be put to a vote, needs a **two-thirds** majority to pass.
- d. Mostly will be proposed if the 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. This can be done before the debate starts if all supporters agree with the motion.
- b. This 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 forms.
- 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 slowly and clearly 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 constraints.
- f. Only one amendment per Amendment Sheet will be in order.
- g. An amendment may only affect 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. NGOs have **no voting rights**.
- 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, an amendment to the second degree must be legible, only the speaker who has the floor moves an amendment to the second degree, and the 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 NGOs, UNO's or Observers, are not allowed to vote on resolutions as a whole. They can, however, support a decision by raising their placards during the voting procedure.
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 the **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 for 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 their 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. Laptops, tablets or mobile phones may be used during lobbying by delegates. However, during debate time, this is not in order.
2. In resolutions, refer to Developing Countries and Developed Countries, rather than “poor and rich countries”.
3. Participants 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 jackets closed. Participants can also choose to wear dresses and skirts, which should always be appropriately lengthy. They cannot be shorter than three fingers above the knee. Cleavage should reach below one hand under the collarbone.
4. 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”.
5. When the Secretary-General walks in, the entire forum must rise and clap.
6. Singing, informal jokes, or any other inappropriate behaviour is out of order, except during punishments.
7. Eating and drinking during the debates are not in order. Water is an exception. Make sure that the Chairs set an example.
8. 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. (The only exception being the Secretaries General walking in.)

*Note: further rules are mentioned in the terms and conditions. If an OC member feels that these rules have been violated, measures will be taken.*



## 4. General remarks on chairing

### *Chairing Style*

1. Try to adapt to whatever the committee needs, if the delegates are quite shy, try to be open and go through everything slowly. Keep in mind that this is a beginner conference, meaning that many delegates will be nervous.
2. Pay close attention to the substance of the debate, and interfere as soon as you feel the debate drifts away from Orders of the Day, or if a delegate uses un-parliamentary language.
3. Speak loudly and firmly.
4. Take your time to explain the procedures. Do not rush through the debate but make your decisions clear to all delegates in the forum.
5. Never yell at delegates when they get rowdy or disruptive; stay calm, but warn them if they continue to be disruptive.
6. If in doubt on a question, take your time and consult with the co-chair.
7. 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.
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 the Executive Staff members to (find someone to) chair with you.
2. One person chairs, and 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 the 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 they 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 plagiarised clauses, by voting against the resolution or by tabling the resolution.
5. Always inform the Organising Committee if any form of plagiarism arises. LmunA is a beginning delegate conference 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, please contact the Secretaries General, they will take it from there. The OC will keep the respective President/Chair and MUN-director informed about the situation and act accordingly.

### *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 OC. 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 could help you with the chairing duties during debate, please keep in mind that both delegates and chairs should refrain from using personal pronouns! This also includes that a chair should never address a delegate with 'you', please always state the name of the delegation.

You are more than free to take on your chairing style as it might be what the committee needs, however, try to stay professional during debate.

### *Discussing resolutions and amendments*

- Could the house please come to order, we would like to start the debate.
- A resolution has been submitted by the delegation of ..., the resolution is on the issue of ...
- Could the main submitter of this resolution come forward and present the resolution? Please first read out all the preambulatory clauses and the first and last operative clauses.
- We will now be debating on the issue of ...
- The delegation of ... has submitted the following amendment: ...
- We will now be continuing to debate (in favour of/against) the resolution. Are there any delegations wishing to take the floor and speak? Please raise your placards high NOW.
- 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.

### *Motions and points*

- \*motion\* Does the chair hear any seconds?/Are there any seconds in the house?
- \*motion\* Does the chair/president hear any objections?  
Yes: There has been an objection to the motion, could the delegation of ... please rise and explain their objection?  
No: Seeing there are no objections, this motion passes.
- \*motion\* This motion needs a two-third majority to pass, therefore we will now be moving into the voting procedure. Admins please suspend note passing and secure the door. \*go into voting procedure\*
- \*motion\* The chair/presidency has overruled the motion, we will be continuing the debate. (keep in mind that as a chair you should provide an explanation for this decision)
- All points are out of order during a speech.
- There has been a point of \*any point\*, delegation of ..., please rise and state your point.
  - 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.
- There has been a point of personal privilege due to audibility, could the speaker please speak up?



### ***Course of the debate***

- The delegation of ..., you have the floor
- Is the delegation open to any point of information?  
Yes: How many? The delegate has opened themselves up to (number) points of information, are there (number) such points in the house?  
Yes, and and all: The delegate has opened themselves up to any and all points of information, are there any such points in the house?  
No: Thank you delegate, we suggest you yield the floor back to the chair.
- In the interest of the debate, could the delegation please yield the floor?
  - \*to another delegate\*  
Approved: Yes, it is in order to yield the floor to the delegation of ...  
Denied: No, that will not be in order, please yield the floor to the chair.
- The Chair sets the debate time for 45 minutes in favour and 45 minutes against. (reso)  
The Chair sets the debate time for 2 minutes in favour and 2 minutes against.  
(amendment length)
- The Chair sets the debate time of 60 minutes in open debate.
- We are now in closed debate in time in favour/against.

### ***Regarding the rules***

- Could the delegate address the house first?
- Could the delegate please refrain from using personal pronouns?
- Please refrain from using direct dialogue.
  - \*Could the chair please ask the delegate to rephrase their point of information?\*
  - Could the delegation of ... please rephrase (and shorten) their point of information?
  - \*Request for follow up?\*
  - Does the delegation (original speaker) accept?  
Yes: That will be in order.  
No: That will not be in order, please take your seat.
- Could the house please pay attention to the speaker?
- Do not insult the delegation. We do not tolerate this. We request you to formally apologise.
- Could the speaker please refrain from using unparliamentary language?
- Please give a warm round of applause to our lovely admin staff! They have delivered amazing work this weekend.
- The delegation of ... was late/broke the rules/etc. and will therefore receive a punishment.



### ***Voting procedure***

- We will now be moving into voting procedures on the amendment submitted by .... All NGOs may not vote, no one is allowed to abstain. Admins please suspend note passing and secure the door.
  - All those wishing to vote in favour/against the amendment, please raise your placards high NOW (only on now, otherwise the vote won't count)
    - You may lower your placard
    - With a vote of ... in favour and ... against, this amendment has passed/failed and will/will not be added to the resolution as a whole.
- We will now be moving into voting procedure on the resolution as a whole, all NGOs are not allowed to vote, abstaining is in order
  - With a vote of ... in favour, ... against and ... abstentions, this resolution does/does not pass. (Clapping is in order, if it passes)
- We will now be moving into voting procedure 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 passes. All NGOs are not allowed to vote, abstaining is not in order. Admins please suspend note passing and secure the door.
  - Failed: Since the amendment to the second degree failed, we will now be moving into debate on the original amendment with the amendment.
  - Passed: Since the amendment to the second degree passed, we will now be moving into debate on the altered amendment.
- Seeing that the set time has passed and we have run out of debate time on the resolution, we will therefore be moving into voting procedures.
- We will now be voting through roll call. This means that the chair will do a roll call, and when your country's name is said, you either shout "in favour", "against", or "abstaining".
- There have been people asking for a right to explain the vote...
  - This will not be granted due to time constraints.
  - this will be granted, limited to 3 explanations, all those wishing to request an explanation, please raise your placards high NOW.
    - \*delegations call out other delegations for them to explain their vote\* That will be in order, delegate of ... you have 30 seconds to explain your vote.
      - We will now be moving into voting procedure again, etc.

### ***Planning wise***

- We will now have a recess until 15:30. Please make sure you are seated by 15:30 sharp. We will be staying within the conference room.
- 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.
- Tomorrow, we will start the debate at 09:00. Don't be late.