

HALMUN



DELEGATE HANDBOOK

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Letter From the Secretary-General

Dear delegates, faculty advisors, and future diplomats,

It is my great pleasure to invite you to the 2nd iteration of the Haileybury Almaty Model United Nations (HALMUN), taking place from October 8th to October 9th, 2022 conducted in an online format.

HALMUN challenges young diplomats to think of innovative and groundbreaking ideas to solve the global issues of today. Our conference has always believed in the power of the youth and its ability to thrive in the face of adversity. Consequently, we have decided that this year's theme is "Preparing Today's Youth for the Challenges of Tomorrow".

Over the course of two days, you will be passing resolutions, debating world issues, and building friendships with people from all over the world. Tackling such problems will require enormous effort and unwavering perseverance, but HALMUN believes in every single one of its delegates regardless of their experience.

We look forward to welcoming you to our conference this October. In the meantime, feel free to explore our website to learn more about the conference. Do not hesitate to reach out to our team at halmunstaff@gmail.com or myself at 10Kul-MuhammedA@haileyburyalmaty.kz for any additional information.

We cannot wait to see you at HALMUN this October!

Anuar Kul-Mukhammed
Secretary-General
Haileybury Almaty Model United Nations



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MUN

Conference Schedule (GMT+6)

Saturday, October 8th

9:30 - 10:00	Opening Ceremony
10:00 - 11:45	Session 1
11:45 - 12:00	Break
12:00 - 13:30	Session 2
13:30 - 14:30	Break
14:30 - 15:45	Session 3
15:45 - 16:00	Break
16:00 - 18:00	Session 4

Sunday, October 9th

9:30 - 11:45	Session 5
11:45 - 12:00	Break
12:00 - 13:30	Session 6
13:30 - 14:30	Break
14:30 - 15:45	Session 7
15:45 - 16:00	Break
16:00 - 18:20	Session 8
18:30 - 19:00	Closing Ceremony

Rules of Procedure

The HALMUN Rules of Procedure are based on the Harvard MUN, with certain modifications.

All credit goes to the HMUN and HALMUN's editing team .

1. Language: English will be the official and working language of the conference.
2. Delegations: Each member state will be represented by one delegate and shall have one vote on each committee. Representatives of accredited observers will have the same rights as those of full members, and they may sign or vote on resolutions or amendments.
3. Participation of Non-Members: A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Director.
4. Statements by the Secretariat: The Secretary-General or a member of the Secretariat whom he or she designates may at any time make either written or oral statements to the committee.
5. General Powers of the Committee Staff: The Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Director will have complete control of the proceedings at any meeting and will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Director may temporarily transfer his or her duties to another member of the Committee staff. Committee staff members may also advise delegations on the course of debate. In the exercise of these functions, the Committee staff will be at all times subject to these rules and responsible to the Secretary-General.
6. Appeal: Any decision of the Director, with the exception of those matters for which the Committee Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Director may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Director will stand unless overruled by a two-thirds majority. The Director has ultimate discretion on any ruling, whether it is appealed successfully or not.
7. Quorum: The Director may declare a Committee open and permit debate to proceed when at least one fourth of the voting members of the Committee is present. A member of the Committee is considered present if at least one delegate representing that member is in the Committee chamber. The presence of a majority of the members will be required for the vote on any substantive motion. A quorum will be assumed to be present unless specifically challenged by a Point of Order and shown to be absent. A roll call is never required to determine the presence of a quorum.
8. Courtesy: Delegates will show courtesy and respect to the Committee staff and to other delegates. The Director will immediately call to order any delegate who fails to comply with this rule.
9. Electronic Devices: During committee sessions, delegates are not allowed to access any online resources of search for new information. Only Zoom and any previously completed research can be open.

10. Agenda: The first order of business for the committee, if the committee has more than one topic area to discuss, will be the consideration of the agenda. Since each of the committees at HMUN Dubai 2021 are single topic, the agenda will be automatically adopted.

11. Debate: After the agenda has been determined, one continuously open speakers list will be established for the duration of the topic area, except as interrupted by procedural points or motions, caucuses, discussion of amendments, and introduction of draft resolutions. Speakers may speak generally on the topic area being considered and may address any working paper or any draft resolution currently on the floor. A draft resolution can only be referred to as such once it has been introduced to the committee.

12. Unmoderated Caucus: An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in breakout rooms. A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion may briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed thirty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage. The director may rule the motion dilatory, and their decision is not subject to appeal. The director may prematurely end an unmoderated caucus if they feel that the caucus has ceased to be productive, and this decision is not subject to appeal.

13. Moderated Caucus: The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes, for the caucus. Once raised, the motion will be voted on immediately, with a simple majority required for passage. The Director may rule the motion dilatory, and their decision is not subject to appeal. If the motion passes, the director will call on delegates to speak at his or her discretion for the stipulated time. The delegation that proposes the motion has the choice of going first or last. Only speeches will be counted against the overall time of the caucus, and each speech will be counted as taking up the full duration of the speaking time. If no delegates wish to speak, the moderated caucus will immediately conclude, even if time remains in the caucus. The director may also decide, subject to appeal, to suspend the caucus early.

14. Closure of Debate: When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The director may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the director may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. If the committee is in favor of closure, the Director will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote. If the speakers list is exhausted and no delegations wish to add their name to the list, debate on the topic at hand is immediately closed.

15. Suspension or Adjournment of the Meeting: Whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all committee functions until the next meeting, or for the adjournment of the meeting, to suspend all committee functions for the duration of the conference. A motion to adjourn will not be in order until three quarters of the time scheduled for the last session have elapsed. The director may rule such motions dilatory; this decision is not subject to appeal. When in order,

such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

16. Postponement and Resumption of Debate: Whenever the floor is open, a delegate may move for the postponement of debate on a resolution or amendment currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds majority to pass and will be debated by two speakers in favor and two opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed, and if debate on a resolution or amendment has not been resumed before debate is closed, that resolution or amendment may not be voted upon. A motion to resume debate on an amendment or resolution on which debate has been postponed will require a simple majority to pass and will be debated by two speakers in favor and two opposed. Resumption of debate will cancel the effects of postponement of debate

17. Speakers List: The committee will have an open speakers list for the topic area being discussed. Separate speakers lists will be established as needed for motions to set the agenda and debate on amendments. A delegation present may add its name to the speakers list by submitting a request in writing to the chair, provided that delegation is not already on the speakers list and may similarly remove their name from the list by a similar request in writing through the zoom chat feature. At their discretion (usually only when a new speakers list is opened) the director may solicit nations to be added to the speakers list by raising their placard using the zoom raise hand function. 18. Speeches: No delegate may address a session without having previously obtained the permission of the director. The director may call a speaker to order if their remarks are not relevant to the subject under discussion, or offensive to committee members or staff. Delegates who are absent when recognized by the dais automatically forfeit their time, and debate will continue.

19. Speaking Time: When any speakers list is opened, the speaking time is automatically set to one minute. Delegates may also motion to set a new speaking time at any time when points or motions are in order during formal debate. This motion requires a simple majority to pass.

20. Yields: A delegate granted the right to speak from a speakers list may, after speaking, yield in one of three ways: to another delegate, to questions, or to the Chair. - Yield to another delegate: Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to turn the floor over to a co-delegate is not considered a yield. - Yield to questions: The director will choose other delegates to ask questions, one each. Follow-up questions will be allowed only at the discretion of the director. Only the answering time will be deducted from the speaker’s time. - Yield to the chair: Such a yield should be made if the delegate has finished speaking and does not wish his or her speech to be subject to comments. The Director will then move to the next speaker. A yield to the chair is in order, but not automatic, when a speaker’s time has elapsed. - Yields are in order only on substantive speeches and not during moderated caucus.

21. Right of Reply: A delegate whose personal or national integrity has been impugned by another delegate may re-quest in writing a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Director’s decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Director.

Points

22. Point of Personal Privilege: Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege may interrupt a speaker, delegates should use this power with the utmost discretion.

23. Point of Order: During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper use of parliamentary procedure. The Point of Order will be immediately ruled upon by the director in accordance with these rules of procedure. The Director may rule out of order those points that are dilatory or improper; such a decision cannot be appealed. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.

24. Point of Parliamentary Inquiry: When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the director a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not raise this point, rather they should approach the committee staff at an appropriate time or send a direct message to an assistant director.

25. Working Papers: Delegates may propose working papers for committee consideration. Working papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, and do not require formal introduction, but do require the signature of the director to be copied and distributed. Working papers do not have signatories. Note that HMUN Dubai prohibits writing any materials that could be presented to the committee like working papers outside the time of writing sessions or committee to maintain fairness and inclusivity to different time zones.

26. Resolutions: A resolution may be introduced when it receives the approval of the director and is signed by at least 25 members in General Assembly committees and 8 members in the Economic and Social Council committees and Regional Bodies. Signing a resolution need not indicate support of the resolution, and the signatory has no further rights or obligations and may sign more than one draft resolution. There are no official sponsors of resolutions. The director's decision not to sign a resolution or amendment may not be appealed. Resolutions require a simple majority to pass unless otherwise stated in specific Committee rules. More than one resolution may be on the floor at any one time, but at most one resolution may be passed per topic area.

27. Introducing Resolutions: Once a resolution has been approved as stipulated above and has been copied and distributed, a delegate may make a motion to introduce the resolution. This motion requires only authorization by the director. The dais staff, time permitting, may choose to read the operative clauses of the resolution. Once a draft resolution has been introduced and distributed, the director may entertain non-substantive clarification points, typically used to address typographical, spelling, or punctuation errors. A resolution will remain on the floor until debate is postponed or a resolution on that topic area has been passed.

28. Amendments: Delegates may amend any resolution that has been introduced. An amendment must have the approval of the director and the signatures of at least 10 members in the General Assembly,

4 members in the Economic and Social Council and Regional Bodies, and 3 members in the Security Council. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. There are no official sponsors of amendments and all amendments on the floor must be debated and voted upon: - An approved amendment may be introduced when the floor is open. General debate will be suspended and two speakers lists will be established, one for and one against the amendment. Debate will alternate between each list. - A motion to close debate will be in order after the Committee has heard two speakers for the motion and two against, or when one of the speakers lists is exhausted. In accordance with the normal procedure described in Rule 15, the Director will recognize two speakers against the motion to close debate, and a 2/3 majority is required for closure of debate on the agenda. - When debate is closed on the amendment, the Committee will move to an immediate vote. Votes on amendments are substantive votes. After the vote, debate will return to the general speakers list.

Rules Governing Voting

29. Division of the Question: After debate on a topic area or amendment has been closed, a delegate may move to divide the question on any item which is about to be voted on. Division of the question means that a specified set of operative clauses may be voted on separately from the rest. Preambulatory clauses may not be removed by division of the question. The motion may be debated to the extent of two speakers for and two speakers against. This motion requires a simple majority to pass:

- If the motion passes, the Director will accept proposals on how to divide the question. Such proposals may divide the question into two or more parts. After all proposals have been accepted, the Director will arrange them from most severe to least, and each will be voted on, in that order. If no division passes, the resolution remains intact.

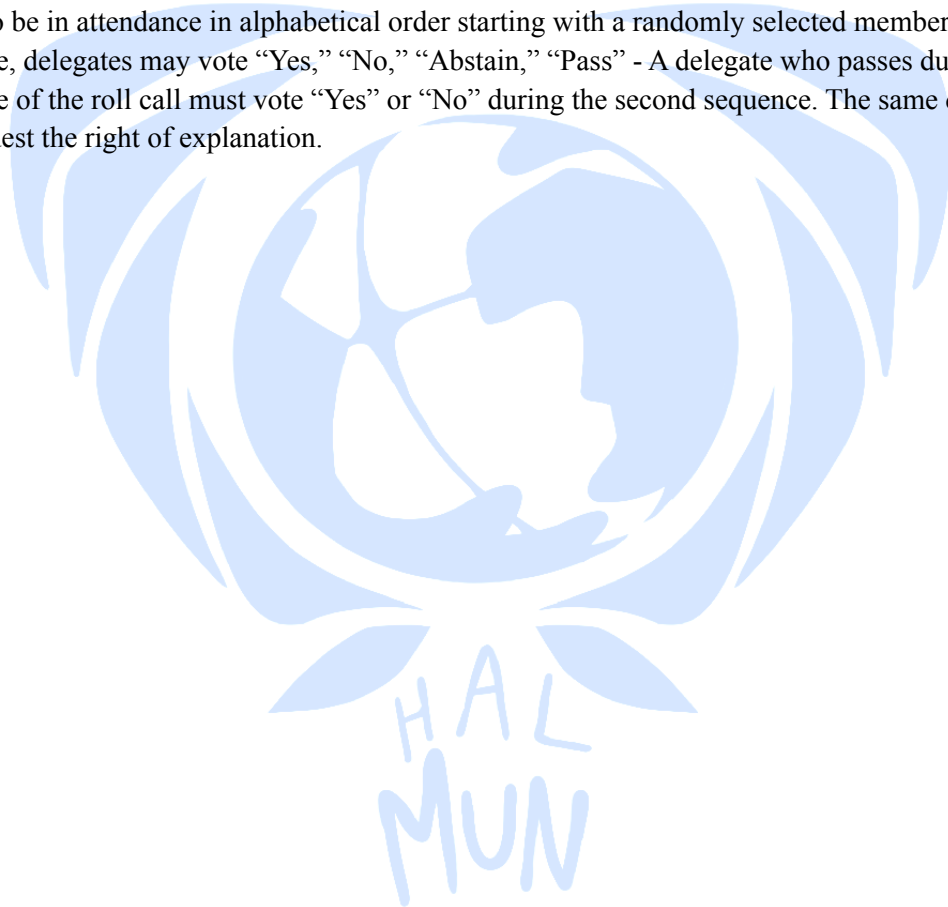
- If any proposal passes, all other proposals are discarded, and the resolution or amendment is divided accordingly. A substantive vote must then be taken on each divided part to determine whether or not it is included in the final draft. A simple majority is required for inclusion of each part. After all divided parts have been voted on, those that were voted to be included are recombined into the final draft resolution, which must then be voted upon under regular rules of procedure. If all of the operative parts of the substantive proposal are rejected, the proposal will be considered to have been rejected as a whole.

30. Reordering Resolutions: The default order in which resolutions are voted on is the order in which they were introduced. After debate on a topic has been closed, a delegate may motion to change the order in which resolutions on the committee floor will be voted on. Such a motion must specify a desired order. Once such a motion has been made, the director will accept alternative proposals for ordering. This motion takes precedence over a motion to divide the question on a resolution. Proposals will be voted on in the order in which they were received and require a simple majority to pass; once a proposal has been passed, all others are discarded, and resolutions will be voted on in that order.

31. Voting: Once the committee is in voting procedure and all relevant motions have been entertained, the committee will vote on the resolutions on the floor. Voting occurs on each resolution in succession; once a resolution has been passed, no further resolutions will be voted on. In all matters, both substantive and procedural, each country will have one vote. Each vote may be a "Yes," "No," or "Abstain." All matters will be voted upon by Zoom functions, except in the case of a roll call vote. After the director has announced the beginning of voting, no delegate will interrupt the voting except on a Point of Personal

Privilege or on a Point of Order in connection with the actual conduct of the voting. A simple majority requires more “Yes” votes than “No” votes; abstentions are not counted towards either total. A two-thirds majority vote requires at least twice as many “Yes” votes as “No” votes. A procedural vote is a vote on any matter besides an amendment or resolution and requires every country to vote either “Yes” or “No” on the question.

32. Roll Call Voting: After debate is closed on any topic area or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions. The Director’s decision whether to accept the motion for a roll call vote may not be appealed. Such a motion may be made from the floor and must be seconded by 25 members in General Assembly committees and 8 members in Economic and Social Council committees and Regional Bodies. Voting will be at the discretion of the chair in all other committees. - In a roll call vote, the Director will call all countries noted by the dais to be in attendance in alphabetical order starting with a randomly selected member. - In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” “Pass” - A delegate who passes during the first sequence of the roll call must vote “Yes” or “No” during the second sequence. The same delegate may not request the right of explanation.



Preambulatory clauses:

Affirming	Expecting	Keeping in mind
Alarmed by	Expressing its appreciation	Noting further
Approving	Expressing its satisfaction	Noting further
Aware of	Fulfilling	Noting with approval
Bearing in mind	Fully alarmed	Noting with deep concern
Believing	Fully aware	Noting with regret
Cognizant of	Fully believing	Noting with satisfaction
Confident	Further developing	Observing
Contemplating	Further recalling	Reaffirming
Convinced	Guided by	Realizing
Declaring	Having adopted	Recalling
Deeply concerned	Having considered	Recognizing
Deeply conscious	Having considered further	Referring
Deeply convinced	Having devoted attention	Seeking
Deeply disturbed	Having examined	Taking into account
Deeply regretting	Having heard	Taking note
Desiring	Having received	Viewing with appreciation
Emphasizing	Having studied	Welcoming

Operative clauses:

Accepts	Emphasizes	Reaffirms
Affirms	Encourages	Recommends
Approves	Endorses	Regrets
Authorizes	Expresses its appreciation	Reminds
Calls for	Expresses its hope	Requests
Calls upon	Further invites	Resolves
Condemns	Further proclaims	Solemnly affirms
Confirms	Further recommends	Strongly condemns
Congratulates	Further reminds	Supports
Considers	Further requests	Takes note of
Declares accordingly	Further resolves	Trusts
Deplores	Has resolved	Urge
Designates	Notes	
Draws attention	Proclaims	

Conference Policies

Pre-lobbying / writing policy: All writing is expected to take place during committee time. Working papers, draft resolutions, amendments cannot be written outside of the conference and cannot be submitted. Lobbying outside of committee time is also not allowed, delegates are expected to lobby only during the conference.

Attendance policy: To qualify for an attendance certificate one must attend at least 3 committee sessions. If a delegate has been allocated a position of significant relevance to the committee and is not present during roll call, their position will be allocated to a different delegate.

Harassment policy: HALMUN will not tolerate any forms of bullying or harassment. Delegates found guilty of such offense will face expulsion from the conference.

Plagiarism policy: Plagiarism whether in resolutions, amendments or position paper will not be tolerated. If the plagiarism rate is higher than 10%, the document will not be considered by the committee and the delegate may face expulsion from the conference.

Dress code policy: Western Business Attire. National and religious attire will be permitted, as long as it remains professional. For men a formal shirt, blazer, neat buttoned shirt, and trousers are all examples of formal attire. For women a formal dress or a neat shirt and formal skirt are examples of formal attire. Nonconforming individuals can pick either.

Awards policy: There will be 4 awards announced per committee during the Closing Ceremony. The Best Delegate, Outstanding Delegate, Honorable Mention and Best Position Paper. Verbal commendations may be given out based on chair's discretion. The criteria for the award will depend on:

- Attendance of all committee sessions
- Quality of the position papers
- Adherence to the conference policies and rules
- Exhibition of in-depth knowledge regarding the committee agenda
- Ability to reach solutions while maintaining cohesion with the country's policies and interests
- Ability to compromise with other delegates
- Participation and skill in resolution writing

Position Papers

Position papers must be submitted to the chair's email in the correct PDF format before October 6th. Submitted papers cannot be taken back or resubmitted.

The file should be titled: Country_Committee_Full Name_PositionPaper

E.g. Kazakhstan_UNSC_KassymJomartTokayev_PositionPaper

Position papers are to be written in English. Sections written in any language other than English will not be taken into account.

Position Papers are to be written in paragraphs (including the solutions) written in Times New Roman, font size 11, single line spacing, with one [1] inch margins and zero [0] kerning value. The use of italics, bold lettering or underlining is permitted. Aesthetic choices such as adding flags, state emblems or coats of arms is permitted but will not affect the quality of the paper.

The Position Papers must have a minimum of 1 page and a maximum of 3, not including the bibliography.

According to our plagiarism policy, the plagiarism rate must not be higher than 10% for it to be considered valid. Any papers breaching the policy, will not be considered for awards. All sources must be cited using the MLA 8th edition.

The position paper is recommended to be divided into 4 parts:

1. History of the Topic
2. Role of the International Community
3. Country Action
4. Proposed Solutions

Please see the example of a position paper in the committee folder.

Contact Information

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