



SILVER OAKS  
MODEL UNITED NATIONS 2025  
7<sup>th</sup> EDITION  
17      18      19      OCT

# DELEGATE HANDBOOK

@SOMUNHYD



# WELCOME NOTE



Dear Delegates,

It is with great excitement and anticipation that we welcome you to the 7th edition of the Silver Oaks Model United Nations (SOMUN 2025)! As participants in this prestigious conference, you are about to embark on a journey that will challenge your understanding of global issues and enhance your skills in diplomacy and debate. SOMUN is beyond debating; it is a conference that serves as a platform where you can engage in constructive dialogue, explore different perspectives, and work collectively towards finding solutions to the pressing challenges our world faces today.

Please review the delegate handbook and adhere to the Code of Conduct to ensure a smooth and conflict-free conference.

Best Regards,  
SOMUN Team 2025



# GENERAL RULES

- External participation: No non-delegates may intervene in committee proceedings. Any non-delegate, such as a guest speaker, faculty member, or someone from outside the committee, must obtain permission from the Executive Board before addressing the committee.
- Secretariat Statement: The Secretariat or other members of SOMUN'25 may issue official statements to any committee.
- Powers of the Executive Board: The Executive Board holds the power to open and close committee sessions, as well as rectify procedural action. They oversee the flow of debate by moderating discussions, recognising speakers, posing questions, announcing outcomes, delivering rulings on procedural issues, and ensuring strict adherence to the Rules of Procedure. The committee staff, in turn, may assist in facilitating debate and guiding delegates on procedure. In fulfilling these duties, all staff remain bound by the Rules of Procedure and are ultimately accountable to the Secretariat.



# **RULES OF PROCEDURE**

## **ROLL CALL**

The Executive Board will conduct the roll call at the beginning of the first committee sessions on all 3 days.

Delegates can choose between two responses:  
**Present:** During substantive voting, the delegate can choose to either vote for, against, or abstain from voting.

**Present and Voting:** The delegate can either vote for or against during substantive voting.  
They cannot abstain.

**Note:**

If a delegate chooses ‘Present’ on Day 1 of the conference, he/she can change it to ‘Present and Voting’ on the second or third day. However, if they choose ‘Present and Voting’ on Day 1 and/or Day 2, the delegate cannot revert to ‘Present’.



# VOTING

**Procedural:** Includes voting on motions that direct the flow, rules, and structure of debate. For example, setting the agenda, establishing the speaker's list, or entering a moderated caucus, etc. All delegates, irrespective of their stance during roll call, are expected to vote either for or against during motions.

**Substantive:** Includes voting on the content of the debate, such as working papers, draft resolutions, and amendments. Delegates who have chosen 'Present' may abstain from this type of voting. However, a 'Present and Voting' stance means the delegate cannot abstain from voting; they must vote for or against.

## Quorum

**Simple Majority:** A simple majority shall consist of one-half plus 1 of all delegates present in the committee.

**Special Majority:** It needs at least two-thirds of the votes of delegates present in the committee.



# MOTIONS

A motion is a formal request made by delegates to guide the flow of debate, which the Executive Board must recognize before it is entertained. Once recognised and put in order, motions are to be voted upon by all delegates. They require a simple majority to pass.

- **Motion to set the agenda:** Raised by a delegate to establish the subject matter to be discussed during the conference.  
*Verbatim:* “The delegate of XYZ would like to raise a motion to set the agenda as (agenda of the committee).”
- **Motion to open the General Speakers’ List (GSL):** This motion establishes the GSL, where delegates can speak about any topic related to the agenda.  
*Verbatim:* “The delegate of XYZ would like to raise a motion to enter formal debate and establish the GSL with an individual speaker time of X seconds.”



- **Motion to open a moderated caucus:** A motion to enter a type of informal debate where the delegates speak about a specific subtopic under the agenda. The delegate raising this motion can choose to speak first or reserve their right to speak.

*Verbatim:* “The delegate of XYZ would like to raise a motion to suspend formal debate and enter into a moderated caucus on the topic X for a total time period of Y minutes and individual speaker time of Z minutes/seconds.

- **Motion to open an unmoderated caucus:** A motion to enter a type of informal debate where delegates engage in informal discussions, lobby, form blocs, and draft resolutions.

*Verbatim:* “The delegate of XYZ would like to raise a motion to suspend formal debate and enter into an unmoderated caucus for a total time period of Y minutes.”



- **Motion to introduce a Draft Resolution:** Once the Draft Resolutions have been formally submitted and received by the Executive Board, delegates may move to introduce them. Once the motion passes, the sponsors are permitted to introduce and discuss the resolution.  
*Verbatim: “The delegate of XYZ would like to raise a motion to discuss Draft Resolution X.”*

**\*Amendments:** During debate on a draft resolution, delegates may wish to change the text by adding, deleting, or modifying clauses. An amendment allows these changes to be formally considered and discussed. Amendments can be friendly (all sponsors agree, automatically added) or unfriendly (not all sponsors agree, requiring a vote by the committee).



- **Motion to close debate:** When the committee has sufficiently discussed a topic or draft resolution, a delegate may move to close the debate. If passed, this motion ends the discussion and is followed by the voting procedure.

*Verbatim: “The delegate of XYZ would like to raise a motion to close debate.”*

- **Motion to table debate:** This motion pauses debate on the current topic and moves to another topic.

*Verbatim: “The delegate of XYZ would like to raise a motion to table the debate.”*



- **Motion to move into voting procedure:** Once debate on a topic or resolution is done, the committee enters the formal voting procedure. The Executive Board ensures strict decorum and then guides the committee through clause voting (if divide of the question is passed) or voting on the resolution as a whole. *Verbatim: “The delegate of XYZ would like to raise a motion to move into the voting procedure for resolutions.”*
- **Motion to suspend debate:** This motion is raised to pause the committee temporarily, usually for breaks, meals, or the end of the day. Debate resumes once the session is called back to order by the Executive Board. *Verbatim: “The delegate of XYZ would like to raise a motion to suspend debate (and break for high tea/lunch).”*
- **Motion to adjourn debate:** This motion formally ends the work of the committee, usually at the end of the final session of the conference. *Verbatim: “The delegate of XYZ would like to raise a motion to adjourn the committee.”*



# POINTS

## Point of Information

A delegate may raise a POI if they wish to ask another delegate, who has just delivered his/her speech, any questions regarding its content. It is to be asked when the chair opens the floor for it or the delegate yields their time to questions. POIs cannot be asked during moderated caucuses and only during GSLs.

## Point of Order

A delegate may raise a point of order if he/she wants to point out a mistake in the Rules of Procedure or a factual inaccuracy in a speech made by another delegate. A point of order must not interrupt a speaker.

## Point of Parliamentary Inquiry

If a delegate has queries related to the Rules of Procedure or the flow of debate, he/she may raise a point of parliamentary inquiry to the Executive Board.



## **Point of Personal Privilege**

A delegate may raise a point of personal privilege at any time during the committee sessions if they seek to address any discomfort they are facing, such as audibility (the only time when a speaker can be interrupted).

## **\*Right of reply**

A delegate can raise a right of reply if they feel their country's policies/sovereignty is being directly insulted, or in instances of grave personal insult by another delegate in their speech. The delegate can give a response only if granted by the Executive Board. (Note: Right of replies is not to be made unless they are necessary).



# YIELDS

Yields are a way for delegates to use or pass on their remaining speaking time during formal debate (the General Speakers' List). They cannot be used in moderated caucuses.

## **Yield to Another Delegate**

After their speech, a delegate may give their remaining time to another delegate, who must be informed in advance.

## **Yield to the EB**

The delegate gives back their remaining time directly to the EB after his/her speech. This is the default option if no other yield is made.



## **Yield to Questions**

The delegate may choose to answer POIs. Other delegates can ask short, direct questions, and the speaker may respond.

## **Yield to Comments** (depends on committee rules)

The delegate can yield the remainder of their time to comments (opinions/views) about their speech by other delegates.



# RESEARCH

- Make sure to go through your committee's background guide.
- Build your policy position by understanding your country's stance on the agenda, foreign policy, and foreign relations. Understand what the problem is according to your country, the solutions it supports, and which countries will likely support/oppose your stance.
- Avoid plagiarism or using open forums, personal blogs, or opinion-based sources for research. Always check the credibility of each source before citing it.



# SOURCES

- **Official UN Documents:** UN Charter, treaties, conventions, Security Council and General Assembly resolutions, reports from UN bodies, etc.
- **Government and Embassy Websites:** Official foreign ministry statements, national policy documents, and embassy press releases.
- **Reputable Agencies:** Al Jazeera, Amnesty International, Reuters, Human Rights Watch, etc.



# DRESS CODE

Day 1 (October 17): Western Business Formals

Day 2 (October 18): Traditionals

Day 3 (October 19): Western Business Formals

## NOTE:

- Delegates of the Lok Sabha can wear traditional clothes on all 3 days of the conference if they wish to do so.
- To maintain the decorum and professionalism expected at the event, all participants are required to adhere strictly to the prescribed dress code. Casual or party wear is prohibited. This includes, but is not limited to, jeans, sandals, t-shirts, athleisure wear, or any bright and flashy clothing and accessories.
- On Days 1 and 3, delegates are expected to arrive in formal business attire. Appropriate options include suits, ties, blazers, collared shirts, formal skirts, dresses, and closed formal footwear. Outfits should be conservative in style, neat in appearance, and professional in presentation at all times.
- Please note that any clothing or accessories that do not meet these standards will not be permitted.

