SBMUN

DELEGATE GUIDE

Introduction

Delegates, welcome to SBMUN. We hope that this will be a conference where you partake in meaningful debates, make lasting friendships, and of course, have fun in MUN. To make this the best experience we can provide, we have prepared this guide for you to guide you through an SBMUN experience.

If you have any questions at all prior to or during the conference, please do not hesitate to reach out to us at southbaymun@gmail.com.

Conference Policies

As the conference is hosted at a high school, and other organizations and clubs may be present, we ask that all delegates be respectful of their surroundings and be mindful that there may be other groups across campus. Please refrain from wandering away from designated committee rooms to allow these clubs and people privacy.

Your committee rooms will not be open during lunch and breaks for delegates to eat in, however any outdoor area will be fair game

In light of recent events regarding generative AI tools such as ChatGPT, we are updating our tech policy. Technology will be allowed during unmoderated caucuses for General Assembly committees as well as for specialized committees, and throughout the committee sessions for crisis committees. This policy is subject to change per the discretion of committee chairs; please reach out to your specific chairs for clarification.

Plagiarism of outside sources (including ChatGPT) is strictly prohibited. Any delegate found to be submitting unoriginal work for position papers or resolution papers will be ineligible for awards. Delegates found violating these policies will be contacted. If you believe that we have made a mistake, please let us know and the matter can be discussed further.

Charitable Cause

This year, South Bay has decided to pick their charity after the conference has finished.

Candy Grams will be sold for 2 dollars with all proceeds going to the charity of South Bay's choosing. **Please bring cash as an online payment method is unavailable.**

Schedule

- 7:30 AM - 8:00 AM
  - Registration
- 8:00 AM - 8:30 AM
  - Opening Ceremony
- 8:30 AM - 11:00 AM
  - Committee Session 1

- 11:00 AM - 11:15 AM
  - Break 1
- 11:15 AM - 1:15 PM
  - Committee Session 2
- 1:15 PM - 2:15 PM
  - Lunch
- 2:15 PM - 5:00 PM
  - Committee Session 3
- 5:00 PM - 5:30 PM
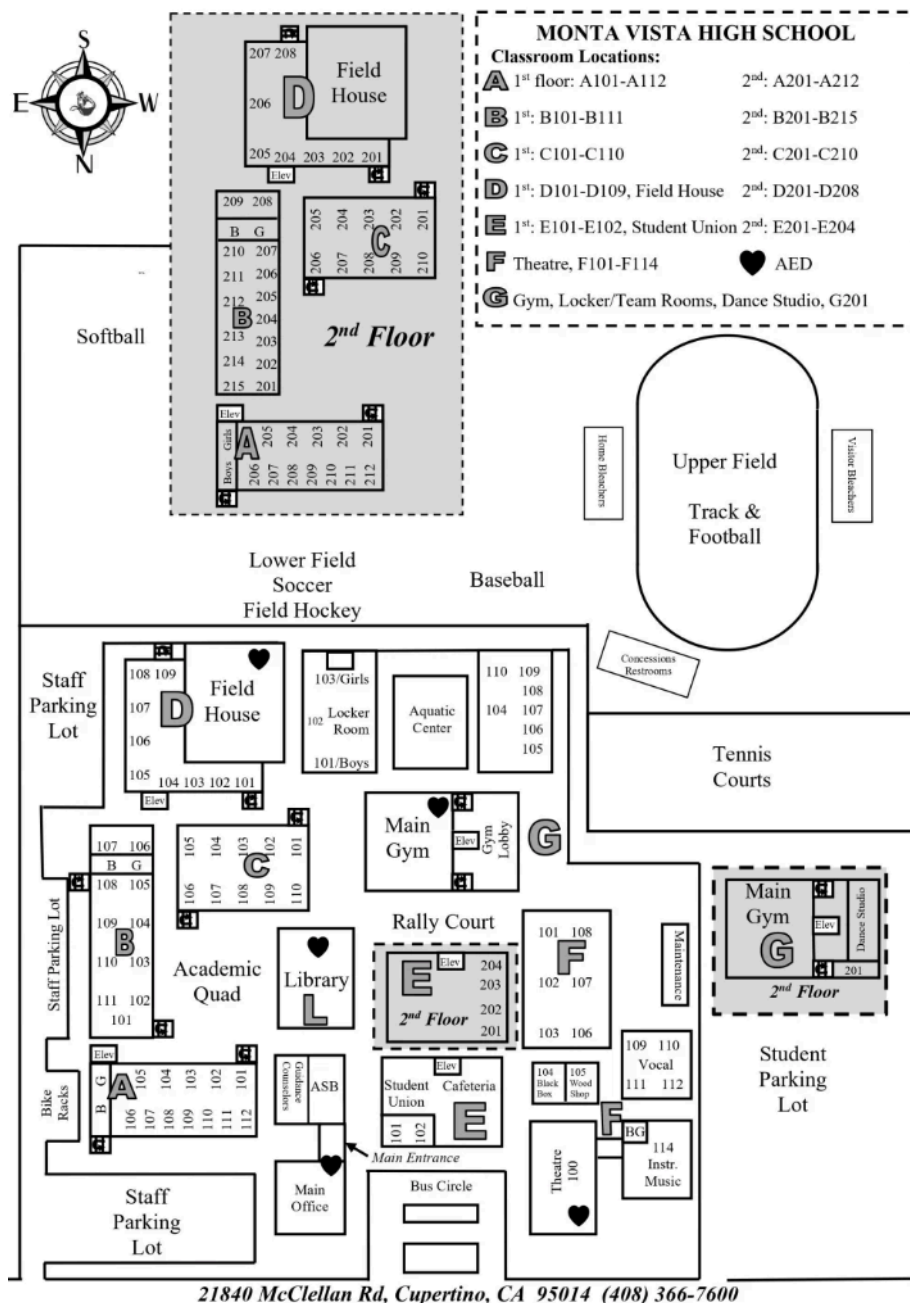 - Break 2
- 5:30 PM - 6:00 PM
  - Closing Ceremony

Registration

All delegations will be required to register to ensure that the information on file is correct. **All delegations must bring printed copies of their forms.** Registration will be held in the Monta Vista bus circle near the main entrance.

Chairs will have delegate placards and name cards. You will receive them during the first committee session, and most likely during or before roll call.

Map

- Opening and Closing Ceremony (Academic Quad)
- WTO (Main Library)
- UNODC (Studies Class)
- Apocalypse (B103&B104)
- Senate (Smaller Library Room)
- Dumbledore (C102&C103)
- Ctrl-Alt-Del (C108)
- Hawaii (C109&C110)

MONTA VISTA HIGH SCHOOL
Classroom Locations:

A 1st floor: A101-A112   2nd: A201-A212
B 1st: B101-B111   2nd: B201-B215
C 1st: C101-C110   2nd: C201-C210
D 1st: D101-D109, Field House   2nd: D201-D208
E 1st: E101-E102, Student Union   2nd: E201-E204
F Theatre, F101-F114   ♥ AED
G Gym, Locker/Team Rooms, Dance Studio, G201

2nd Floor

Field House
Softball
Lower Field
Soccer
Field Hockey
Baseball
Upper Field
Track & Football
Home Bleachers
Visitor Bleachers
Concessions Restrooms

Staff Parking Lot
Field House
Locker Room
103/Girls
102
101/Boys
Aquatic Center
Tennis Courts

Main Gym
Gym Lobby
G
Main Gym
G
Dance Studio
201
2nd Floor

Staff Parking Lot
Academic Quad
Library
Rally Court
E
2nd Floor
F
Maintenance
Student Parking Lot

Bike Racks
A
Guidance Counselors
ASB
Student Union
Cafeteria
E
Vocal
104 Black Box
105 Wood Shop
BG
114 Instr. Music
Student Parking Lot

Staff Parking Lot
Main Office
Main Entrance
Bus Circle
Theatre 100

21840 McClellan Rd, Cupertino, CA 95014 (408) 366-7600

Food & Snacks

SBMUN will be providing a variety of snacks and food for delegates and advisors; delegates may also take advantage of the food options available near campus. **Please bring cash as an online payment method is unavailable.**

- Pizza - **$2**
  - Available during lunch, limited quantity
  - **Cash only**
- Candy Grams - **$2**
  - Delegates can choose to send a note and some candy to someone of their choosing; profits will go to a charity of South Bay's choosing
  - Sold during first break and lunch, read out during 3rd committee session
  - **Cash only**
- Boba - **$6**
  - Sold during lunch, limited quantity
  - **Cash only**
- Local eateries - within driving distance of Monta Vista
  - Note: Please remember that Lunch is a 1 hour time slot. Please plan your trip accordingly

Points and Motions

The bread and butter of Model UN is points and motions. Without using these tools, debate cannot happen. A **motion** requires a simple majority vote and changes the way the committee session operates at any given time. A **point** is a quick question or statement regarding procedure.

Motions
- *Motion to open/resume debate*
  - This motion is used to start or restart the committee session and is generally the first motion to be done in committee
- *Motion to suspend/close debate*
  - This motion is used to stop debate. Closing debate is done after the resolutions are voted on while suspending debate is done before a break.
- *Motion to open the speaker's list*

- ○ This motion is proposed after debate has started and allows for delegates to get on the general speaker's list. The general speaker's list is the first opportunity for delegations to speak and has no specific topic.
- *Motion for a moderated caucus for (total speaking time) with a (individual speaking time) speaking time on (topic)*
  - ○ This motion is used to propose a moderated caucus. A moderated caucus contains a **total speaking time**, as well as an **individual speaking time**.
  - ○ **Individual speaking time** can be in minutes, seconds, or a mix of both while **total speaking time** is usually in minutes.
  - ○ **Total speaking time** must be divisible by **individual speaking time** so that chairs know the exact number of people that can speak.
  - ○ When making a motion for a moderated caucus, you need to specify the topic that you want each delegate to speak about. For example: "Country policy"
  - ○ If your motion passes, you can choose to be the first speaker or last speaker in the line up.
  - ○ Moderated caucus motions are often shortened to "(total speaking time), (individual speaking time), on (topic).
    - ■ Ex: Motion for a 6, 45 on funding resolutions, Motion for a 10, 1 on deforestation, Motion for a 12, 30 on sustainable solutions
- *Motion for an X minute unmoderated caucus on (topic)*
  - ○ This is used to propose an unmoderated caucus. An unmoderated caucus contains a speaking time and, depending on the committee, a topic.
  - ○ This caucus allows for delegates to walk around the room and talk with others about similar views and resolutions.
  - ○ During this time, delegates should begin thinking of how they would like to draft their resolutions.

Points
- *Point of Inquiry*
  - ○ This is used to ask a question to the chairs
- *Point of Order*

- ○ If a delegate believes that there is an issue with procedure, they can notify a chair using this point
- *Point of Personal Privilege*
    - ○ This point is used to request something regarding the individual delegate
    - ○ For example, if they feel the room is too warm they might ask for the doors to be opened

Parliamentary Procedure

GAs and some specialized committees generally follow a standard parliamentary procedure. This framework guides the flow of committee, meaning the order of what is discussed is influenced by parliamentary procedure.

Before starting any debate, the chairs will do a roll call for attendance. When your country name is called, you have the option to respond with one of **two** options. The first option is to say "present and voting" which indicates that you cannot abstain from voting on resolutions. The second option is to say "present" which means you can abstain from voting on resolutions. It's important to note however, that **during procedural votes** (Voting for motions) you **must** vote, regardless of how you answered during roll call

After roll call is complete, debate can start. Debate will consist of Moderated and Unmoderated caucuses. Moderated caucuses are opportunities for delegates to speak about their policy and solutions, and unmoderated caucuses are used to discuss solutions with like-minded delegates.

Once the delegates in the committee have written their resolutions, debate transitions into resolution presentation and voting. After each bloc presents their solutions, the committee will vote on the resolution or directive. The resolution or directive passes if a simple majority (>50%) of delegates vote for the resolution.

Changes to parliamentary procedure will be up to the discretion of the chairs.