

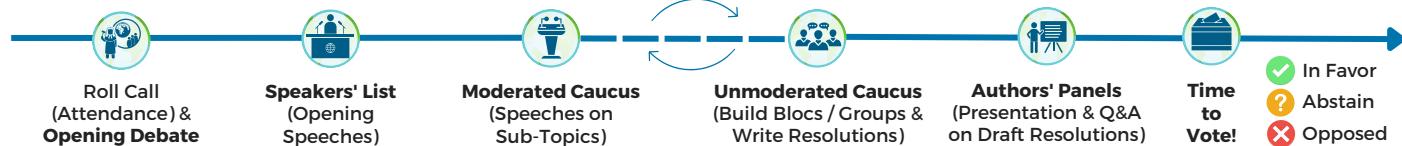


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15 Tips for Being a Good Chair!

Committee Flow: Action-Items & Motions



Key Chaining Terms to Know:

General Terms

- DAIS:** Refers to the staff of your committee (Chair, Co-Chair, Rapporteur, Pages);
- Point of Inquiry:** Raised by delegates to ask a question;
- Point of Order:** Raised by delegates to correct a mistake in procedure;
- Point of Personal Privilege:** Raised by delegates to acknowledge issues preventing participation;
- Motions:** Raised to guide committee forward;
- Right of Reply:** Raised if delegates feel their country has been wrongfully attacked in a speech;
- Decorum:** Refers to maintaining order in committee.

Additional Motions to be Aware of

- Round Robin:** Rather than raising their placards, every delegate is called on one-by-one around the room;
- Divide the Question:** Voting separately on each clause or parts of the draft resolution;
- Roll Call Vote:** Asking delegates how they are voting one-at-a-time, in the same order as roll call;
- Suspend Debate:** Break between committee sessions (lunch, until the next day, etc).



SCAN OR CLICK for 'Chairing for Beginners Pt. 1: Introduction to Chairing!'

Pro-Tips from Expert Chairs:

Bring out the Best

- Be approachable & smile** - the best diplomats bring a friendly attitude to the table;
- Don't be afraid to be you** - you don't have to follow the script to a tee - make sure you're having fun;
- Provide feedback** - when appropriate, encourage your delegates & let them know how they're doing!

Make it Easy

- Explain motions** clearly for your new delegates;
- Repeat motions aloud** after they are raised to ensure everyone hears each motion;
- Write down** motions as they are raised & share your screen with delegates to follow along;
- Limit the number of motions** you accept (stick to around 3) to make it easy to stay on-track;
- Once a motion passes**, repeat the motion aloud before getting started!

Lead by Example

- Say "thank you"** - whenever appropriate, show your delegates respectful attitudes to emulate;
- Feel free to recommend specific motions** to help guide your delegates & committee forward;
- "This motion does not pass;"** rather than saying that motions "fail," use more positive framing!

Review the Chairing Cheat Sheet (It's Nearly Time to Open Debate)!

ROLL CALL

- "The Chair (I) will now take roll call. remember to respond with:
**✓ ✗ Present & Voting OR
✓ ✉ Present"**
- Proceed to take roll call in alphabetical order;
- Repeat aloud if delegates are 'present & voting' or 'present';
- Let your delegates know simple & 2/3 majorities;
- Give a brief overview of points & motions for new delegates!

COMMITTEE CHAIR PASS

- COMMITTEE:
TOPIC:
DATES:
LOCATION:
TOTAL # OF DELEGATES:
SIMPLE MAJORITY (50% + 1):
2/3 MAJORITY:



ORDER OF DISRUPTIVENESS (from most to least):

- EXTENSIONS
- ROUND ROBIN
- UNMODERATED CAUCUSES (by total time)
- MODERATED CAUCUSES (by total time)
- RETURNING TO THE PRIMARY/ SECONDARY SPEAKERS' LIST



SCAN or CLICK to read
7 Tips for Chairing
Committees for Novice
Delegates!"



Chairing Made Easy Checklist: What To Say & When to Say It!



Starting Committee: Opening Debate & The Speakers' List



- Accept a Motion to Open Debate (ensure **every** delegate votes on each motion, pass by simple majority).
- Accept a Motion to Open the Speakers' List (remind delegates of your **default speaking time**, typically 1-minute):
 - Once the motion passes, first ask the delegate who proposed the motion if they would like to speak first;
 - Next, ask all delegates wishing to be added to raise their placards, lowering them when recognized;
 - Remind delegates that they can send a note to the Chair to be added to the list;
 - Recognize the first speaker, reminding them that you'll tap the gavel when they have 15-seconds remaining.



Continued Debate & Negotiation: Moderated & Unmoderated Caucuses



- Following the Speakers' List, ask if there are any points or motions on the floor, specifically reminding delegates that you're looking for a moderated or unmoderated caucus to move committee forward:
- Remind delegates that **you'll vote in order from most to least disruptive** before repeating the motions aloud & voting.

MODERATED CAUCUSES



UNMODERATED CAUCUSES

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Accept <u>Motions for Moderated Caucuses</u> that include a total time, speaking time, & topic. <input type="checkbox"/> Once a motion passes, first ask the delegate who proposed the motion if they would like to speak first OR last; <input type="checkbox"/> Ask for delegates wishing to speak to raise their placards, recognizing 1-3 delegates at a time (responsive debate); <input type="checkbox"/> Recognize the first speaker, reminding them you'll tap the gavel with 10-seconds remaining. | <ul style="list-style-type: none"> <input type="checkbox"/> Accept <u>Motions for Unmoderated Caucuses</u> that include a total time. <input type="checkbox"/> Once a motion passes, remind delegates of your expectations and of when the unmod period will elapse; <input type="checkbox"/> Allow delegates to get started, giving them 5-minute and 1-minute warnings before taking further motions. <p>! Ensure you let your delegates know when they should start writing resolutions!</p> |
|---|--|
- Ensure you **let delegates know the time you expect draft resolutions to be completed & submitted to the Chair**, constantly reminding them to stay on-track!



Authors' Panels (Presentation and Q&A)

- Once the draft resolutions have been submitted, accept a Motion to Introduce the Draft Resolutions **OR** a Motion to Introduce a Specific Draft Resolution (ex: Draft Resolution 1.2).
- Once a motion passes, **remind delegates of your Authors' Panel Process** (sponsors read their clauses aloud, have the ability to give a short speech to summarize, and yield their remaining time to questions);
- Invite the sponsors of the draft resolution to come to the front and **present** and, once they **yield to questions**, recognize members of the other blocs to ask them questions, **timing only the answers** to these questions;
- Repeat this process** until each draft resolution has been presented, and **in the case you're accepting amendments**, use the same process for introducing them to the committee.



Voting & Ending Committee

- Accept a Motion to Close Debate & Enter Voting Procedure (**note:** this motion requires speakers in favor & against before voting):
 - Recognize 2 delegates to speak in favor of & 2 delegates to speak against closing debate;
 - Remind delegates that this motion **requires 2/3 majority to pass** before voting.
- Proceed to vote on the draft resolutions **in the order they were presented**, reminding delegates which resolution they're voting on before asking for all **those in favor**, all **those opposed**, and all **those abstaining**:
 - Let delegates know immediately if the **resolution passes or does not pass**, with clapping in order for those that pass.
- Once voting procedure is complete, accept a Motion to Adjourn! Then **CONGRATULATE YOURSELF & YOUR DELEGATES!!**

