

Delegate Handbook
PLISMUN 2019

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Preamble:

Dear Delegate,

With pride, we present you to the second annual Model United Nations conference hosted by Park Lane International School. This conference is open to all upper-grade students, and it is of no importance whether you are a first-timer or experienced. Our conference is almost 100% student-led, and we have wholeheartedly worked hard enough to ensure that not only do you engage in high-yielding debates, but also make bonds, and develop skills that will last a long time.

We hope that this conference will play a crucial role in not only your professional careers but also within your personal understanding of the world.

We truly hope for PLISMUN'19 to be a great MUN experience for all participants. It is our main goal for every student to leave with more experience and skill than they arrived with along with great memories.

Good luck and enjoy PLISMUN'19!

Committees

There are three main types of committees, they are:

1. **General Assemblies (GAs):** These committees simulate the six GAs, DISEC, ECOFIN, SOCHUM, SPECPOL, Administrative and Budgetary, and Legal. They are typically the largest committees and pass non-binding resolutions.
2. **Specialized Committees:** These committees do not always simulate United Nations committees, but when they do, they simulate one of the fourteen ECOSOC committees. They can also simulate other congregations of delegates, such as the International Olympic Committee or the United States Senate. Typically, specialized committees are smaller than GAs.
3. **Crisis Committees:** These committees are made to force delegates to think on their feet. They can be anything from Historical Security Councils to futuristic rebel meetings. Delegates are constantly provided with random crisis updates that can completely change the flow of committee at the chairs discretion. These committees, typically for more advanced delegates, are among the smallest in MUN.

MUN Vocabulary:

1. **Abstention:** a vote neither in favour nor against.
2. **Against:** a vote opposed to a resolution or amendment
3. **Clause:** the parts of which a resolution is divided into
4. **Closed debate:** a debate separated into arguments for or against
5. **Committee:** a forum preparing a resolution for the general assembly
6. **Co-submitter:** a co-author or signer of a resolution
7. **Delegate:** representative of a country or organisation
8. **Floor:** when a delegate has the floor, they have the right to speak in a debate
9. **House:** the forum, used to indicate the entire assembly
10. **IGO:** inter-governmental organisation

11. **In favour:** a vote supporting a resolution or amendment
12. **In order:** allowed
13. **Lobbying:** a informal debate in the lobby
14. **Main submitter:** author of a resolution who proposes it to a committee
15. **Merge:** to combine 2 resolutions into 1
16. **Motion:** a proposal for the forum
17. **NGO:** Non Governmental Organisation
18. **NMD:** Non Member Delegation
19. **Objection:** this is used when a delegate is against a motion
20. **Open debate:** debate where delegates may speak in favour or against it at any time
21. **Operative** clause: numbered clauses which take action
22. **Preambulatory clauses:** non numbered clauses which define the issue and mention thoughts concerning the issue
23. **Placard:** the sheet of paper with your delegation name on it
24. **Resolution:** proposal suggesting ways to deal with a certain issue
25. **Second:** used when a delegate supports a motion
26. **Submit:** to propose or suggest
27. **UNO:** a United Nations Organisation
28. **Yield:** to give (e.g. to yield the floor to the chair)

Flow of debate:

1. Opening by the chair
2. Role call
3. Lobbying
4. Preparation of the agenda
5. Draft resolution
 - a. Reading out the operative clauses
 - b. Draft resolution introduction
6. Open debate
 - a. Submission of amendments

7. Closed debate
 - a. Time for
 - b. Time against
8. Submission of amendments
9. Voting on resolution
10. Repeating points 5 to 8 for each resolution
11. Closing by the chair

Motions:

Motions are used to transition a stage of the committee. This is done as by a delegate to the whole committee. (i.e. motion to move into voting procedure)

1. **Motion to adjourn the session**

This motion is used to suspend committee time due to breaks, lunches, and the end of session. (*Presidency vote*)

2. **Motion to close the debate**

This motion is used to end speakers in an open and/or closed debate. (*Majority vote*)

3. **Motion to move into open/closed debate**

This motion is used to instantly skip to open/close debate in order to discuss the subject further on. (Majority vote)

4. **Motion to move into a Q&A session**

This motion is used towards a specific delegate in case a delegate wants to ask another delegate consecutive questions about the topic at hand. The delegate being questioned should only be delivering a speech in order for this motion to be entertained. (*Presidency vote/denied/accepted by the delegate*)

5. **Motion to divide the house**

This motion is used in the case of overwhelming abstentions. This motion,

if passed, means that the voting procedure is re-done without abstentions.
(*Presidency vote/majority vote*)

6. Motion to move into time against/time in favour:

This motion can only be used during closed debate. This motion allows delegates to move unto time against/time in favour in the case of prolongation.
(*Majority vote*)

7. Motion to extend debating time

This motion is used if the delegate feels like the debate at hand should go on further and/or would like to entertain a speech. (*Majority vote*)

8. Motion to move into voting procedure

This motion allows the committee to move instantly into voting procedure.
(*Majority vote*)

9. Motion to explain vote

This motion calls for a specific delegate to justify their reasoning behind their vote --for/against-- (*Presidency vote*)

10. Motion to entertain an amendment

This motion calls for a specific amendment to be entertained after a draft resolution has been introduced. This motion can only be passed if it was raised during closed debate, time against. (*Presidency vote*)

11. Motion to appeal the decision of the chair

This motion can be entertained if the delegates were to perceive the chairperson's decision on a motion/point incorrect. The Secretary General will have the final say if the issue is not resolved. (*Majority vote*)

12. Motion to open a speaker's list

This allows delegates to sign up to speak. (*Presidency vote*)

13. Motion to move into lobbying time

This allows the delegates to move into blocs to form resolutions.

(Presidency vote)

14. Motion to extend lobbying time

This motion is used in order to increase the amount of time left for lobbying. *(Majority vote)*

15. Motion to move into unmoderated caucus

This motion is used to move into informal meetings in order to discuss the topic at hand with the committee's delegates. *(Presidency vote)*

16. Motion to extend unmoderated caucus time

This motion is used in order to increase the time spent during an unmoderated caucus. *(Majority vote)*

Points:

A point is called for by a delegate raising their placard. The chair will recognise the delegate, after which they are required to rise and state their point. The chair can then either decide to or not to entertain the point. The delegate must remain standing until permitted to sit.

1. Point of information:

- a. **To the speaker:** can be raised if a delegate wishes to question a statement by the speaker.
- b. **To the chair:** may be raised if the delegate wishes to ask the chair a question.

2. Point of inquiry:

May be raised if a delegate is unsure as to the interpretation of the rules or a procedure. The point may not be made during voting procedure.

3. Point of personal privilege:

- a. A point ensuring the wellbeing of a delegate to ensure full participation in debate. Examples include going to the bathroom and opening or closing windows.
- b. Audibility. This is the only point where you can interrupt a speaker if you are incapable of hearing them.

4. Point of order:

May be called if a delegate feels the rules of procedure have been ignored in session. The chair must recognise the point and will ask the delegate to explain the point.

5. Right to reply:

This can be used if the delegate feels like they have been articularly insulted or called out by another delegate. If a delegate has called upon a right to reply, then they must be demanding an apology.

Requests:

1. Request for follow up

A request to follow up allows a delegate to ask a second point of information.

2. Request to join the Q&A session

This request can be raised if a delegate wishes to join a Q&A session directed at another specific delegate

Resolution

A resolution is a written document between submitters and co-submitters, where the issue being discussed in the committees is solved within that document.

A resolution should include the following:

- 1. Name of the committee**
- 2. Name of the debated issue**

3. Submitter

The main speaker who will introduce the resolution

4. Co-submitters

The delegates which helped write and formulate this resolution.

5. Signatories (20% of the committee)

Those who are in support of the resolution and will grant a vote for. Signatories are often allies or neutral states to the submitter/co-submitters.

6. Preambulatory clauses

These are clauses which address the issues at hand. Preambulatory clauses have specific formats, the very beginning of the preambulatory clause includes a phrase called the preambulatory phrase. This phrase is *italicized*. Preambulatory clauses can include sub-clauses and sub-sub clauses, but at the end of the general clause, a comma must be put, and at the very final clause, a semicolon is used.

Sample Preambulatory Phrases

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

7. Operative clauses

These are clauses which suggest solution to the issue at hand. Operative clauses have specific formats, the very beginning of the operative clause includes a phrase called the operative phrase. This phrase is **underlined and bolded**. Operative clauses are numbered, and can include sub-clauses and sub-sub clauses, but at the end of the general clause, a comma must be put, and at the very final clause, a period is used.

Sample Operative Phrases

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

PLISMUN Rules and Regulations:

1. I give consent to being photographed and for my photographs to be shared on social media such as but not limited to:
 - a. Facebook
 - b. Instagram
 - c. Snapchat
2. I acknowledge that Park Lane International School is not responsible for any action I take nor my well-being outside of **formal** conference times.
3. I acknowledge that it is forbidden to deal with and/or use any of the following:
 - a. Mind-altering substances
 - b. Cigarettes including e-cigarettes
 - c. Life-endangering objects
4. I will pay for the repair costs of any damage I inflict on the property of the school or any other venues of the conference.
5. I will not cause any damage to the school's property, nor the venues.
6. I acknowledge that in the case of breaking any of the above-mentioned rules, I may face expulsion from PLISMUN or fees.
7. I will respect the authority of all authorised persons and will act upon their commands during all formal conference times and in emergency situations

