Student Officer Manual

PaxMUN 2022

Authored by the Secretariat

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Introduction to Chairing a Committee

This booklet is mainly for beginning Student Officers but can also be used as clarification for more experienced Student Officers. It would be beneficial for all Student Officers to read through this before the conference.

As a Student Officer, it is your responsibility to ensure that debates run smoothly. You should be aware of the UN charter and the THIMUN Rules of Procedure which apply to your specific committee. Student Officers are expected to write a research report and should therefore, at least be as educated on their issues as all the delegates.

Student Officers declare the opening and closing of each meeting, ensure rules are being properly enforced, and accord the right to speak. They may limit time for speeches, call upon delegates to speak if beneficial to the debate, and rule on points of order, as they have the final say in decisions taken. Student officers must always be available to give help and information to delegates who ask for clarifications.

The President/Chair may call recesses or adjournments. Decisions made by the Chair cannot be debated but may be appealed. A two-thirds vote against the Chair is typically required for such an appeal to be sustained.

Rules of Procedure

Quorum

A debate cannot be started without a quorum, this is set at ⅓ of the house. A quorum is also required during voting procedures.

Lobbying

During lobbying, the room is split depending on issues and how many resolutions have been written. Student Officers should decide what issue they want to specialize in and will assist delegates who are submitting a resolution on that issue. Although the Chair does not have to give up their duties, it is advised that the Chair allows the Deputy Chair to take over the Chairing duties when debating upon their specialized issue.

Debate format

1. Establishment of order in Committee with all delegates seated
2. Roll Call
3. Opening remarks by the President or Chair
4. Reading of draft resolution
5. Open debate on resolution
6. Closed debate if there are amendments
7. Conclude the debate by voting

NB: all delegates must follow the diplomatic norms and respect the decisions of the Chairs at all times. This includes:
- Standing up when speaking
- Obtaining the floor before speaking
- Yielding the floor
- Using polite language

If a delegate repeatedly

Points and Motions

Delegates have the right to make formal statements or requests to the Chair, or fellow delegates that have the floor. Below is a list of 4 essential points and motions.

1. *Points of Information (POIs)* are questions that are asked directly to a delegate that has the floor, concerning the contents of the speech that has just been given. Chairs ask a speaker if they are open to POIs after their speech. Delegates that have had their POI answered may not give a direct reply, and follow-ups are not in order under THIMUN rules of procedure.
2. *Points of Personal Privilege* refer to the general comfort of a delegate. For example, delegates may interrupt a speech to make a *'point of personal privilege due to audibility'* if they cannot hear the speaker.
3. *Motion to Move to the Previous Question/ Motion to Move into Voting procedures* can be used to move into the next stage of debate, or into voting procedures on the resolution/ amendment. This requires a second, and is up to the discretion of the Chair.
4. *Motion to Extend Debate Time* is used to increase the amount of time that the chairs have assigned to the current stage of debate. This requires a second, and is up to the discretion of the Chair.

Amendments

Amendments may only be submitted by a speaker who has the floor. Amendments to the second degree are always voted on before the amendment to the first degree. Debate on amendments occurs during closed debate, with time set for and against the amendment, All delegates may vote on an amendment and abstain if they wish to do so.

Tabling and Reconsidering

A delegate can raise a motion to table a resolution This will pass if ⅔ of the delegates vote in favor. Once a resolution has been formally rejected or adopted by a vote, it may be reconsidered after all business in the agenda has been completed. This also usually requires the support of ⅔ of the delegates.

Referring a resolution

A resolution may be referred to another committee, such as the Security Council. This has to be debated and requires a majority vote.

Approval Panel

After the Chairs check through resolutions, they may be sent to this email to be approved: aprovpaxmun@gmail.com

Yielding

Delegates may choose to yield to the Chair or to another delegate. Yielding to another delegate can only be done once consecutively. The Chair has to ask the delegate who the speaker yielded to whether they accept the yield.

Voting

Once debate time has elapsed, the forum moves into voting procedures. The Chair first instructs admin staff to "secure the doors" and "suspend note passing". They then ask delegates to raise their placards to vote in favor, against or to abstain. A resolution passes when votes in favor exceed votes against, regardless of the number of abstentions. If the Chairs are apprehensive about the votes, delegates may put forward a 'motion for a roll-call vote'. If this is done, delegates vote individually and may not abstain. Chairs should be careful not to entertain this motion regularly as it is time consuming.

Sample resolution

As mentioned previously, the Presidency is responsible for submitting resolutions. Below is the format which the Secretariat will be using to approve applications.

Requirements:

- ❖ 3 Preambulatory clauses
- ❖ 5 Operative clauses
- ❖ 2-3 sub clauses if necessary
- ❖ Preambulatory phrases are to be *italicized* and Operative phrases are underlined.
- ❖ Preambulatory clauses end in a comma,
- ❖ Operative clauses end in a semi-colon; except the final clauses which ends in a period.
- ❖ Operative clauses are numbered (1-9); sub-clauses are assigned letters in alphabetical orders (a-z); sub-subclauses are assigned roman numerals (i-X).

Sample resolution:

FORUM: Disarmament Commission
QUESTION OF: Demilitarization of militias in post-IS Syria
MAIN SUBMITTER: Russian Federation
CO-SUBMITTERS : South Africa, Saudi Arabia, Japan, Kuwait, United States of America, France, Australia, India, Sweden, Mexico, Pakistan

THE DISARMAMENT COMMITTEE,

Deeply concerned by the duration of the conflict which has resulted in over 350,000 deaths,

Emphasizing the UN pledge that "no one will be left behind" especially with regards to the SDG 16 which calls for: peace, justice and strong institutions,

Fully aware of the difficulty of achieving disarmament due to the conflicting interests and beliefs of all the actors,

Expressing its appreciation for the efforts of the International Syria Support Group (ISSG) and hopes for such negotiations to continue,

Believing that all member states must work together and compromise in accordance to the SDG 17 which calls for partnership for the goals,

Recognizing the need for diplomacy and negotiations so that the demilitarization of militias is achieved in a peaceful manner,

1. Calls for a ceasefire by the end of 2022 between the Syrian government and all militias to ensure peaceful negotiations beginning January 2023 and finishing after the ISSG feels that they have reached a sufficient agreement:
   a. Collect all weapons handed in and discovered to still be using of their weaponry during period of ceasefire;

2. Recommends the creation of a United Nations Organization Group in Syria (UNOGS) which will be deployed with the goals of:
   a. Protecting civilians and creating stability
   b. Reducing military dependence in the region so as to put emphasis on

Pre-ambulatory clauses

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

Operative clauses

Accepts	Encourages	Resolves
Affirms	Endorses	Seeks
Approves	Expresses its satisfaction	Strongly
Asks	Expresses its hope	affirms
Authorises	Further recommends	Strongly
Calls for	Hopes	urges
Calls upon	Invites	Suggests
Congratulates	Proclaims	Supports
Confirms	Proposes	Trusts
Declares accordingly	Recommends	Transmits
Deplores	Regrets	Urges
Designates	Requests	

Useful Chairing Phrases

- 'The Chair reminds the delegates to: refrain from using personal pronouns/ use the third person'
- 'We will now proceed with open debate on the topic of.... The chair sets a reading time of … minutes for this resolution as a whole. Reading time starts now.'
- 'Thank you delegate. Is the delegate open to any points of information?'
- ' The delegates of... have been recognized in this order'
- 'The delegate has yielded his/her time to the delegate of ... The chair calls upon the delegate of ... to take the floor. Does the delegate of ... accept? '
- 'Delegate of ... you have been recognized. You now have the floor.'
- 'The delegate of ... has submitted an amendment to the resolution. The amendment reads out …'
- We will now be moving directly into voting procedures/ previous question. Note passing is suspended. Admin staff please secure the doors, suspend note passing, and assist in the counting of votes.
- 'The results of the vote are as follows: ... votes for ... votes against ... abstentions. With a vote of ... for, ... against, and ... abstentions, this resolution has passed/ failed. Clapping is/ is not in order.'

For an online committee

Discord

In order to participate in the online PaxMUN conference or forum, you must create a Discord account. The Presidency will be sent the link to join the server and they will distribute this to the Chairs and delegates of their committee.
Once you have entered the server, you must change your nickname to "**{First name} - {Delegation} - {Forum abbreviation}**" like this:
Anthony - Chair - SC

Then you must select your forum out of the reaction-role options. This is crucial as it allows you to access the necessary channels in which the links to access the meets will be sent out by the Chairs of committees before the conference.
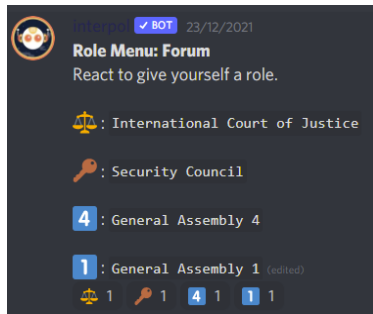
Please ensure that you have a working meets account.
Do not take pictures of anyone or record any of the sessions without their explicit consent