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# Chairing at CISSMUN

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## **General Chairing Style**

Pay close attention to the content of the debate. Immediately interfere as soon as you feel the debate is, for example, using inappropriate languages and not asking points of information, if requested, pertaining to the speaker's speech. Speak loudly and firmly. However, do not yell at the house when it gets rowdy and uncontrollable. Stay calm. Remain consistent. Calmly remind the house to come back to order. In the worst case, if the house still persists on being rowdy and uncontrollable, notify the Secretary General or the Deputy Secretary Generals. As there will be enough time, do not rush through the debate. Take time in explaining your decisions. If the Chair does not know how to answer a question, the Chair should take his or her time to consult with the Co-Chairs. If the question still cannot be answered, the Chair should tell the forum that the Chair is not aware and that the Chair will answer the question as soon as possible. Do not waste time in discussing and arguing about a particular mistake or decision with the house. Always admit errors, and move on swiftly. Start with an extremely formal, serious, and strict chairing style to set the right debating tone. After a while, if everything runs well, the Chair may start to loosen up. However, please remember to always remain consistent in having a serious, formal chairing style. The Student Officers are the role models of this conference. Therefore, always be polite, friendly, helpful, serious, clear, cooperative, committed, involved, unbiased, fair, and diplomatic. Constructive amendments should always be prioritized. The Expert Chair should not have the chairing microphone during the debate on his or her expert topic. Instead, the Expert Chair should sort out the notes and amendments received and carefully listen to the content of the debate in order to advise the Chair when necessary. The other Co-Chair should help the Chair in giving the delegates an equal number of opportunities to participate by using the recording sheet.

## **Cooperation with the Co-chairs**

At CISSMUN, there should always be one Student Officer chairing. The one chairing should not be the Expert Chair on the topic being debated. One of the other Student Officers should deal with administrative matters such as amendments and notes. This Student Officer is usually the Expert Chair on the topic being debated, as he or she needs to deal with the content of the amendments and notes and listen to the content of the debate. The last remaining Student Officer should record the number of each delegate speaking on the official recording sheet. It is strongly encouraged for that Student Officer to constantly advise the Student Officer who is chairing about which delegates to recognize. It is absolutely crucial for the Student Officers to never contradict each other in public. At CISSMUN, there will be a total of twelve hours of debating time. Therefore, except for the ICJ, as there will be a total of two Student Officers for the ICJ, each Student Officer should get about four hours of chairing. Try to avoid whispering to each other during all debates, as the house may perceive this action to be unprofessional and unprepared. Instead, use notepapers to convey messages and to ask questions to each other.

## **Planning Your Time**

Start off the day with the weakest resolution, as the first resolution normally tends to fail. Try to have the best resolution on the debating time right before lunch, as everybody is eager to leave, a fact that gives a higher chance for the resolution to pass. Based on the schedule, it is expected that there will be two resolutions per topic. Therefore, more than one resolution may pass per issue on the agenda. Although it is usually recommended for the Student Officers to bring the number of similar resolutions per issue down to as few as possible through active lobbying and merging, at CISSMUN, the recommended total number of resolutions is six, meaning that there will need to be two resolutions per topic.

The Student Officers should rotate for taking the chairing microphone only at clear points. A resolution should be chaired in its entirety by one Chair. Furthermore, in order to keep track of the total debating time and the speaker's speaking time, the Chair should use a stopwatch or a watch.

### **C-strategy**

These are the most fundamental attributes of a praiseworthy Chair:

1. Consistent
2. Calm
3. Cooperative
4. Compassionate
5. Coherent
6. Clear
7. Committed
8. Concise
9. Cognizant
10. Can You Think of More?

### **Collaborating with the Administrative Staff**

Before the conference starts, approach the Administrative Staff members and clearly inform them about your rules and requests for the conference. For example, discuss the note-passing rules, allocation of voting sections, and other matters. Please be in mind that the Administrative Staff members are not your servants. They are your partners. Therefore, treat them with your utmost respect, and make sure they feel appreciated. At the end of each day, feel free to thank them. In addition, at the end of the last day of the conference, give them a round of applause. Although it is extremely unlikely to happen, if the Administrative Staff is not cooperative, immediately inform the Secretary General, the Deputy Secretaries General, or the Head of the Administrative Staff. Also, if there are matters that the Administrative Staff members cannot deal with, inform the Secretary General, the Deputy Secretaries General, or the Head of the Administrative Staff.

## Chairing Stock Phrases

### Debating a Resolution

**Chair:** Would the house please come to order? The next resolution to be debated is on the question of \_\_\_\_\_. Would the main submitter of this resolution please approach the floor to read out the operative clauses?

**Delegate:** (reads the operative clauses out)

**Chair:** The Chair now sets an open debate time of \_\_\_\_\_ minutes on this resolution. Delegate, you may now have the floor.

**Delegate:** (delivers his or her opening speech for the resolution)

**Chair:** Is the delegate open to any and all points of information?

**Delegate:** (any number / any and all / any and all/any number pertaining to the delegate's speech)

**Chair:** The delegate of \_\_\_\_\_ has opened himself / herself up to \_\_\_\_\_ points of information (pertaining to the delegate's speech). Are there delegates in the house wishing to raise a point of information? The delegates of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ have been recognized in that order. Please approach the microphone.

**Delegate #1, Delegate #2, and Delegate #3:** (state their points of information)

**Chair:** Thank you, delegates. Would the delegate yield the floor back to the Chair or to another delegate?

**Delegate:** #1 "The delegate would like to yield the floor to the delegate of \_\_\_\_\_." #2 "So yielded." or #3 "The delegate yields the floor back to the Chair."

If #1

**Chair:** That is in order. The delegate of \_\_\_\_\_, you have been recognized. Please approach the podium.

**Delegate:** (delivers his or her speech for the resolution)

**Chair:** Is the delegate open to any and all points of information?

**Delegate:** (any number / any and all / any and all/any number pertaining to the delegate's speech)

**Chair:** The delegate of \_\_\_\_\_ has opened himself/herself up to \_\_\_\_\_ points of information (pertaining to the delegate's speech). Are there delegates in the house wishing to raise a point of information? The delegates of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ have been recognized in that order. Please approach the microphone.

**Delegate #1, Delegate #2, and Delegate #3:** (state their points of information)

**Chair:** Would the delegate please yield the floor back to the Chair?

If #2 or #3

**Chair:** The delegate has yielded the floor back to the Chair. The floor is now open. Are there any delegates wishing to take the floor?

**Delegates:** (raise their placards)

**Chair:** The Chair recognizes the delegate of \_\_\_\_\_. Would the delegate please approach the podium to deliver his or her speech?

**Delegate:** (delivers his or speech)

**Chair:** Is the delegate open to any and all points of information?

**Delegate:** (any number / any and all / any and all/any number pertaining to the delegate's speech)

**Chair:** The delegate of \_\_\_\_\_ has opened himself / herself up to \_\_\_\_\_ points of information (pertaining to the delegate's speech). Are there delegates in the house wishing to raise a point of information? The delegates of \_\_\_\_\_,

\_\_\_\_\_, and \_\_\_\_\_ have been recognized in that order. Please approach the microphone.

**Delegate #1, Delegate #2, and Delegate #3:** (state their points of information)

**Chair:** Would the delegate yield the floor back to the Chair or to another delegate?

(If case #1 occurs again, repeat the stock phrases for #1. If #2 or #3 occurs, repeat the stock phrases for it.)

#### Debating an Amendment

**Delegate:** The delegate has submitted an amendment. Has the Chair received it?

**Chair:** The delegate of \_\_\_\_\_ has submitted an amendment. This is in order. The Chair will now read out the amendment to the first / second degree (read out the amendment slowly and clearly, and have the amendment showing on the projector). The Chair now sets a closed debate time of \_\_\_\_\_ minutes for and \_\_\_\_\_ minutes against this amendment to the first / second degree. Delegate, you may now proceed onto your speech.

**Delegate:** (delivers his or her speech for the amendment)

**Chair:** Is the delegate open to any and all points of information?

**Delegate:** (any number / any and all / any and all/any number pertaining to the delegate's speech)

**Chair:** The delegate of \_\_\_\_\_ has opened himself / herself up to \_\_\_\_\_ points of information. Are there any delegates in the house wishing to raise a point of information? The delegates of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ have been recognized in that order. Please approach the microphone.

**Delegate #1, Delegate #2, and Delegate #3:** (state their points of information)

**Chair:** Thank you, delegate. Would the delegate yield the floor back to the Chair or to another delegate?

**Delegate: #1** "The delegate would like to yield the floor to the delegate of \_\_\_\_\_." **#2** "So yielded." or **#3** "The delegate yields the floor back to the Chair."

If #1

**Chair:** That is in order. The delegate of \_\_\_\_\_, you have been recognized. Please approach the podium.

**Delegate:** (delivers his or her speech for the amendment)

**Chair:** Is the delegate open to any and all points of information?

**Delegate:** (any number / any and all / any and all/any number pertaining to the delegate's speech)

**Chair:** The delegate of \_\_\_\_\_ has opened himself/herself up to \_\_\_\_\_ points of information (pertaining to the delegate's speech). Are there delegates in the house wishing to raise a point of information? The delegates of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ have been recognized in that order. Please approach the microphone.

**Delegate #1, Delegate #2, and Delegate #3:** (state their points of information)

**Chair:** Would the delegate please yield the floor back to the Chair?

If #2 or #3

**Chair:** The delegate has yielded the floor back to the Chair. The floor is now open. Are there any delegates wishing to take the floor?

**Delegates:** (raise their placards)

**Chair:** The Chair recognizes the delegate of \_\_\_\_\_. Would the delegate please approach the podium to deliver his or her speech?

**Delegate:** (delivers his or speech)

**Chair:** Is the delegate open to any and all points of information?

**Delegate:** (any number / any and all / any and all/any number pertaining to the delegate's speech)

**Chair:** The delegate of \_\_\_\_\_ has opened himself / herself up to \_\_\_\_\_ points of information (pertaining to the delegate's speech). Are there delegates in the house wishing to raise a point of information? The delegates of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ have been recognized in that order. Please approach the microphone.

**Delegate #1, Delegate #2, and Delegate #3:** (state their points of information)

**Chair:** Would the delegate yield the floor back to the Chair or to another delegate?

(If case #1 occurs again after case #2 or #3, repeat the stock phrases for #1. If #2 or #3 occurs at any time, repeat the stock phrases for it.)

**Chair:** The time for this amendment to the first / second degree has elapsed. We will now move directly into the time against this amendment to the first / second degree. Are there any delegates wishing to take the floor?

**Delegates:** (raise their placards)

**Chair:** The Chair recognizes the delegate of \_\_\_\_\_. Would the delegate please approach the podium?

**Delegate:** (delivers his or her speech)

**Chair:** Is the delegate open to any and all points of information?

**Delegate:** (any number / any and all / any and all/any number pertaining to the delegate's speech)

**Chair:** The delegate of \_\_\_\_\_ has opened himself / herself up to \_\_\_\_\_ points of information. Are there any delegates in the house wishing to raise a point of information? The delegates of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ have been recognized in that order. Please approach the microphone.

**Delegate #1, Delegate #2, and Delegate #3:** (state their points of information)

**Chair:** Thank you, delegate. Would the delegate yield the floor back to the Chair or to another delegate?

**Delegate: #1** "The delegate would like to yield the floor to the delegate of \_\_\_\_\_," **#2** "So yielded.," or **#3** "The delegate yields the floor back to the Chair."

If #1

**Chair:** That is in order. The delegate of \_\_\_\_\_, you have been recognized. Please approach the podium.

**Delegate:** (delivers his or her speech for the amendment)

**Chair:** Is the delegate open to any and all points of information?

**Delegate:** (any number / any and all / any and all/any number pertaining to the delegate's speech)

**Chair:** The delegate of \_\_\_\_\_ has opened himself/herself up to \_\_\_\_\_ points of information (pertaining to the delegate's speech). Are there delegates in the house wishing to raise a point of information? The delegates of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ have been recognized in that order. Please approach the microphone.

**Delegate #1, Delegate #2, and Delegate #3:** (state their points of information)

**Chair:** Would the delegate please yield the floor back to the Chair?

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**Chair:** The delegate has yielded the floor back to the Chair. The floor is now open. Are there any delegates wishing to take the floor?

**Delegates:** (raise their placards)

**Chair:** The Chair recognizes the delegate of \_\_\_\_\_. Would the delegate please approach the podium to deliver his or her speech?

**Delegate:** (delivers his or speech)

**Chair:** Is the delegate open to any and all points of information?

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**Chair:** The delegate of \_\_\_\_\_ has opened himself / herself up to \_\_\_\_\_ points of information (pertaining to the delegate's speech). Are there delegates in the house wishing to raise a point of information? The delegates of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ have been recognized in that order. Please approach the microphone.

**Delegate #1, Delegate #2, and Delegate #3:** (state their points of information)

**Chair:** Would the delegate yield the floor back to the Chair or to another delegate?

(If case #1 occurs again after case #2 or #3, repeat the stock phrases for #1. If #2 or #3 occurs at any time, repeat the stock phrases for it.)

**Chair:** The time against this amendment to the first / second degree has elapsed. We will now be moving directly into the voting procedure on this amendment to the first / second degree. Would the Administrative Staff please suspend note passing, secure the doors, and take the voting positions. All those who wish to vote for the amendment to the first / second degree, please raise your placards up high. You may lower your placards. All those who wish to vote against the amendment to the first / second degree, please raise your placards up high. You may lower your placards. All those abstaining, please raise your placards up high. With a vote of \_\_\_\_\_ in favor, \_\_\_\_\_ against, and \_\_\_\_\_ abstaining, this amendment to the first / second degree has passed / failed. (If the amendment passes, remind the house to make the necessary changes on their resolutions. Also, the Student Officers should save the amendment on soft copy.) Clapping is not in order.

#### Voting

**Chair:** Seeing as the debate time on this resolution has elapsed, we will now move directly into the voting procedure on this resolution in its entirety. Would the Administrative Staff please suspend note-passing, secure the doors, and take the voting positions? All those who wish to vote in favor of this resolution, please raise your placards up high. You may lower your placards. All those voting against, please raise your placards up high. You may lower your placards. All those abstaining, please raise your placards up high. You may lower your placards. With a vote of \_\_\_\_\_ in favor, \_\_\_\_\_ against, and \_\_\_\_\_ abstaining, this resolution has passed / failed. (If it passes, clapping is in order, while if it fails, clapping is out of order.)

#### Points and Motions

**Delegate:** (shouts out a point or a motion)

**Chair:** There has been a point of / motion to \_\_\_\_\_. Please rise and state your point / motion.

**Delegate:** (explains his or her point / motion)

**Chair:** Your point is well / not well taken because \_\_\_\_\_. / Your motion is in order / not in order because \_\_\_\_\_.

#### Miscellaneous

**Delegate:** (states something in inappropriate terms)

**Chair:** The speaker shall refrain from using unparliamentary language.

**Delegate:** (publicly denounces other member states)

**Chair:** The speaker will refrain from publicly denouncing other nations.

**Delegate:** (states something that is out of the content of the resolution)

**Chair:** Would the speaker please keep to the content of the resolution?

**Delegate:** (states his or her point of information not in the form of a question)

**Chair:** Would the speaker please state his / her point in the form of a question.

**Delegate:** (asks more than one question for his or her point of information)

**Chair:** Would the speaker please ask only one question?

**Delegate:** (if the delegate questioned upon requests for the questioner to repeat the question or if the delegate is obviously stating his or her point unclearly)

**Chair:** Would the delegate please repeat / rephrase his / her question.

**Delegate:** (publicly communicates with another delegate during debate)

**Chair:** There will be no direct conversation between two delegates.

#### **Common Challenging Cases**

- the Chair mistaking debate on an amendment with debate on a resolution
- Keep track of the course of debate by writing it down.
- the delegates raising their placards immediately after a speech
- Remind the house to keep their placards down until you have asked for points of information.
- the delegates using points of information to the Chair to attack a resolution
- Remind the delegates that this action is completely out of order, and if the delegates persistently use this absolutely unacceptable strategy, personally give a warning to that particular delegate by sending a note.
- the changing of Chairs at unclear moments
- Always change once a resolution has been debated. If this mistake has already been made, simply inform the delegates about the change.
- the NMDs accidentally getting counted during a voting procedure
- Clearly remind the Administrative Staff about this rule that the NMDs are not allowed to vote, remind the delegates that the NMDs are not allowed to vote, and if this mistake has already been made, do a revote, as those illegal votes can make a huge difference.
- the Chair being distracted during debate by notes and amendments
- Make sure that one particular Chair deals with those matters. Remind the Administrative Staff not to give notes to the Student Officer who is chairing.

- the delegates randomly leaving the forum during debate
- Remind the delegates at the beginning of the debate that they need the Chairs to permit them leaving the forum. Remind the Administrative Staff to secure the doors during indoor recess sessions.
- the Chairs using inappropriate terms, for example, when the Chairs use “guys” instead of “delegates”
- The solution is actually simple: Always remain formal and be serious.
- the Chairs continuing debate straight after asking the house to come to order
- Wait for a while for the house to come to order. If your tone in asking for order is serious, the house will immediately respond to your request.