

DELEGATE HANDBOOK



SMIS MUN ' 25

IMAGINE • INSPIRE • INNOVATE



GENERAL RULES:



Participation of Non-Members: Permission from the executive board is necessary before a guest speaker, faculty advisor, or someone from outside the council can address a committee.

Statements by the Secretariat: The Secretary-General and other Secretariat members can share statements with the committee in written or spoken form when required.

General Powers of the Committee Staff: The executive board has the authority to begin and end sessions and suggest procedural actions that don't face significant disagreement. They manage the proceedings, including moderating discussions, granting speaking rights, asking questions, announcing decisions, making judgments on relevant matters, and ensuring rule compliance. The executive board can temporarily assign their duties to another staff member or individuals chosen by the chairperson. Committee staff can also guide discussion procedures. Throughout their roles, the committee staff will follow these rules and answer to the Secretariat.



RULES OF PROCEDURE:

ROLL CALL

The roll call is taken by the Executive Board on the first committee sessions of each day of the conference. The delegate can give one of two responses, with conditions (to be described below):

1. **Present:** If a delegate chooses to be present, during substantial voting, they can vote either between for, against or choose to abstain.
2. **Present and Voting:** If a delegate chooses to be present and voting, the option to abstain is eradicated and they can only vote for or against during substantial voting.

More information on **procedural and substantial** voting is given afterwards. A delegate's stance will determine their ability in terms of voting for both working papers and draft resolutions during substantial voting.

If a delegate chooses to be present on the first and/or second day, they may change to present and voting on the third day. However, if on the first and/or second day a delegate chooses to be present and voting, they cannot revert or change to present afterwards.



MOTION:

MOTIONS: A proposal made by a delegate to push the committee towards a specified direction, which will be voted upon by the committee.

1. Motion to Set the Agenda: Raised by a delegate when the floor is opened by the Executive Board to place the agenda as the topic to be discussed in committee.

Verbatim example: "The delegate of the United States of America would like to raise a motion to set the agenda as (the agenda for the committee)".

2. Motion to Open the General Speaker's List (GSL): Raised by a delegate to open formal debate and enter the GSL so that the Executive Board can recognise speakers for the list.

Verbatim example: "The delegate of the Russian Federation would like to raise a motion to open the General Speaker's List" OR "The delegate of the Russian Federation would like to raise a motion to open formal debate".

3. Motion for a Moderated Caucus: This motion allows a delegate to propose moving the debate into a moderated caucus focused on a specific subtopic under the agenda.



During a moderated caucus, delegates discuss the subtopic with a specific speaking time allocated to each delegate. The delegate proposing the caucus can choose to speak first or last. The motion requires a simple majority vote to pass.

Verbatim example: "The delegate of the Commonwealth of Australia would like to raise a motion to suspend formal debate and enter a moderated caucus for a time period of X minutes and an individual speaker time of Y seconds, discussing the topic Z."

Note: The total time and the individual speakers' time must be perfectly divisible into an integer.

4. Motion for an Unmoderated Caucus: Delegates can raise this motion to transition the debate into an unmoderated caucus. In an unmoderated caucus, formal speaking times are suspended, and delegates engage in informal discussions, networking, and collaboration. The delegate proposing the motion needs to specify the total time for the unmoderated caucus, and a simple majority vote is required for it to pass.

Verbatim example: "The delegate of the Republic of India would like to raise a motion to suspend formal debate and enter an unmoderated caucus for a total time of X minutes."



5. Motion to Introduce Draft Resolution: This motion is raised by a delegate once a draft resolution has been submitted and received by the Chairs. If the motion passes, the sponsors or the submitter of the draft resolution are given the opportunity to introduce the resolution and briefly speak about it. Other delegates can then request to speak on the resolution. The motion requires a simple majority vote to pass.

Verbatim example: "The delegate of the French Republic would like to raise a motion to discuss Draft Resolution 1.0/2.0, etc."

6. Motion to Introduce Unfriendly Amendments: When an unfriendly amendment is submitted and received by the Chairs, a delegate can raise this motion to introduce the amendment for debate. The delegate raising the motion should specify which amendment they want to introduce. After sufficient debate, another delegate can raise a motion to move into voting procedure for the amendment. This motion requires a two-thirds majority vote to pass.

Verbatim example: "The delegate of the Islamic Republic of Iran would like to raise a motion to introduce an unfriendly amendment"

7. Motion to Move into Voting Procedure: A delegate can propose a direct move into the voting process for substantial documents. A simple majority is required for approval.



Verbatim example: “The delegate of the United Kingdom of Great Britain and Northern Ireland would like to raise a motion to move into voting procedure for resolutions/working papers.”

8. Motion to Adjourn Debate (or Meeting): A delegate can suggest ending the current debate or meeting until the next session. This can be approved by a simple majority or at the Chairs' discretion.

Verbatim example: “The delegate of the Republic of Finland would like to raise a motion to adjourn debate (and break into snacks/lunch)”.

9. Motion to Close Debate (on debated item): When a delegate wants to conclude discussion on a particular item like an unfriendly amendment or draft resolution, this motion can be raised, leading to an immediate voting process. A two-thirds majority is needed due to its significant impact.

Verbatim example: “The delegate of the People’s Republic of China would like to raise a motion to close debate on the unfriendly amendment/draft resolution”.



10. Motion to Suspend Debate: Delegates can propose a suspension of all committee activities for the remainder of the conference/committee. This motion is typically raised towards the end of the final session or when all topics have been adequately debated and addressed. Approval requires a simple majority.

Verbatim example: “The delegate of the Kingdom of Thailand would like to raise a motion to suspend debate (for the remainder of the committee session)”.

11. Motion to Appeal: A delegate has the right to challenge any procedural decision made by the Chair, except those explicitly exempted by the rules. A challenge must be raised immediately after the decision is announced. The delegate will have 30 seconds to explain the rationale for the challenge. The Chair can briefly defend the ruling.

The challenge will then be voted upon, and the Chair's decision remains unless a two-thirds majority votes to overrule it.

Verbatim example: “The delegate of the Republic of Singapore would like to raise a motion to appeal against (XYZ procedural decision)”.

POINTS:



1. **Point of Personal Privilege:** Concerns about the general committee room environment. Examples include the speaker's volume or room temperature. A point of personal privilege may interrupt a speaker.
2. **Point of Parliamentary Inquiry:** A delegate can request a point of parliamentary inquiry to ask about the correct use of parliamentary procedure. This point cannot interrupt a speaker.
3. **Right of Reply:** The right of reply can only be invoked if a Delegate, during a speech, questions the integrity of another country or delegate. The decision to validate and take action is at the discretion of the chair. If the chair deems the right of reply appropriate, the delegate may be granted 30 seconds to respond.
4. **Point of Order:** A point of order is raised when a Delegate questions the proper use of parliamentary procedure. The Delegate raising the point of order must indicate a violation of procedural rules, not the substance of the matter. The chair decides on the action to be taken. A point of order can interrupt a speaker.



YIELDS:

Note: Yields only apply during the functioning of the General Speaker's List. There is no need for a delegate to yield their time during a moderated caucus, and hence the idea of yields is scrapped in any form of informal debate (moderated and unmoderated caucuses).

Yielding to the Chair: If a delegate wants to conclude their speaking time and give the remaining time back to the chair, they can express this by saying, "The delegate of Islamic Republic of Pakistan would like to yield the remaining time to the chair."

Yielding to Another Delegate: After completing their speech, a delegate can choose to give their remaining time to another delegate. However, this cannot be passed on to a third delegate. The delegate who is yielding their time can state, "The delegate from Burkina Faso would like to yield the remaining time to the delegation of People's Republic of China."

Yielding for Questions: Delegates have the option to use their remaining time to answer Points of Parliamentary Inquiry related to their speech. Only the time taken to address these questions will be counted towards their speaking time. To do this, delegates can raise their placards, wait to be recognized by the chair, and then direct their questions to the chair. They can say, "The delegate from the Russian Federation would like to yield the remaining time for points of information."



PROCEDURAL AND SUBSTANTIAL VOTING:

Procedural Voting: Procedural voting is voting on motions, which means that under no circumstances can a delegate abstain from voting. During motions, all delegates are either expected to vote for or against the motion. In case a delegate or group of delegates are found to be abstaining from voting, the Executive Board will run voting once again to ensure that all delegates present in committee have voted.

Substantial Voting: Substantial voting includes voting on resolutions or working papers. Depending on the stance (Present/Present and Voting) chosen by the delegate, they will be able to vote for, against, and can abstain from voting on the document. Check the section on the roll call (under Rules of Procedure) for information on how stances chosen during the roll call determine the options available to a delegate for voting.



RESEARCH:

Research is vital for successful participation in Model United Nations (MUN) conferences as they help ensure an informed and efficient committee session.

Tips for Effective Research:

- Understand your country's position and the assigned topic.
- Diversify your sources for a well-rounded perspective.
- Evaluate the credibility, accuracy, and bias of each source.
Take organized notes for easy referencing during debates.
- Utilize academic journals, books, and official government publications.



DRESS CODE:

Day One (July 19th) - Western Business Formals

Day Two (July 20th) - Traditional

Day Three (July 21st) - Western Business Formals

NOTE: The required attire for delegates on day 1 (19th July) & 3 (21st July) is professional business clothing suitable for diplomatic settings. This includes a business jacket/blazer, formal shirt, slacks/skirt/dress, and formal shoes. To maintain the utmost professional appearance, the following items are strictly forbidden: sweaters, any form of casual jacket, shorts, sundresses, ball caps, jeans, sneakers, athletic wear, and sunglasses. Any attire deemed overly revealing or not meeting these standards will not be permitted.



DECORUM ON CAMPUS:

SMISMUN is committed to maintaining a respectful and inclusive environment on the conferencing platform. Delegates are required to adhere to the following guidelines:

Respect and Sensitivity: Delegates must show utmost sensitivity and avoid making derogatory comments related to race, gender, sexual orientation, religion, age, origin, or disability. Valuing diversity and respecting differences will lead to a better understanding of global perspectives.

Thoughtful Language: Delegates should use constructive language and avoid offensive terms during discussions to enhance the quality of debates and create a positive experience.

Privacy: Delegates should seek consent before taking photos of fellow participants to respect personal boundaries and create a trustworthy conference environment.

Originality and Research Ethics: Plagiarism is not allowed. Delegates must give proper credit and avoid using others' work or online content without attribution. Embracing original thought and ethical research boosts credibility.



Safe Environment: Delegates must refrain from inappropriate behavior, offensive actions, or unwelcome advances, including those of a sexual nature, to ensure a safe and respectful space.

Professional Behavior: Alcohol consumption and any signs of intoxication are prohibited during committee sessions. Maintaining a clear and focused mindset exemplifies dedication to the conference's goals.

By adhering to these guidelines, delegates contribute to a conference that embodies SMISMUN's values of respect, inclusivity, academic rigor, and global understanding. Only through collective commitment can we achieve the enriching experience that SMISMUN aims to provide