



MUNDO 2015

Student

Officer's

Booklet

Written by the Secretaries-General



Model United Nations of Dortmund 2015



Preamble

Secretaries-General of MUNDO 2015
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November 2014

Esteemed Student Officers,

We are very much looking forward to welcoming you the third session of Model United Nations in Dortmund from January 28th to February 1st, 2015.

This time you will act as a Student Officer, which means that you have more duties than a Delegate and therefore much more responsibility. This booklet will provide you with the most important information about being a Student Officer at our conference.

If you have any questions concerning the information given in this guide, the conference or rules, please contact us via email. Should there be short-time changes, we will communicate them immediately. First and foremost, it is of utmost importance to us that you and your Delegates have a lot of fun and enjoy MUNDO 2015! It is your effort that will greatly contribute thereto.

Yours sincerely,

Secretaries-General
Justine Saal, Fabian Krusa & Christopher Deifuß

Table of Contents

- 1. Parties Involved 4
 - 1.1 Secretaries-General 4
 - 1.2 Student Officers..... 4
 - 1.3 Distracting Delegates..... 4
 - 1.4 Outstanding Delegates 5
 - 1.5 Absent Delegates..... 5
 - 1.6 Main Submitter 5
 - 1.7 Co-Submitter 5
 - 1.8 Administrative Staff..... 6
 - 1.9 First Timers 6
 - 1.10 Guest Speaker 6
 - 1.11 Media..... 7
 - 1.12 Guests..... 7
- 2. Rules 7
 - 2.1 Official Language 7
 - 2.2 Eating and Drinking 7
 - 2.3 Candy..... 8
 - 2.4 Smoking 8
 - 2.5 Laptops and cell phones..... 8
 - 2.6 Formal Dress..... 8
 - 2.7 Punctuality..... 9
 - 2.8 Notepapers..... 9
 - 2.9 Placards 10
 - 2.10 Time Freeze 10
 - 2.11 Unlimited Funding..... 10
 - 2.12 Rules for the Evening Activities 11
- 3. Order of the Conference 11
 - 3.1 Briefing 11
 - 3.2 Roll Call 11
 - 3.3 ‘Ice-Breaking’ 11
 - 3.4 Lobbying 11
 - 3.5 Ad-Hoc Meeting 12
 - 3.6 Formal Clearing Office and Approval Panel 12

- 3.7 Fun Debate 13
- 3.8 Lunch Time 13
- 3.9 General Assembly..... 13
- 3.10 Closing Ceremony..... 14
- 4. Debating 14**
 - 4.1 Order of Debate 14
 - 4.2 Time Setting..... 14
 - 4.3 Motions, Points and Requests..... 16
 - 4.4 Amendments 20
 - 4.5 Voting Procedure..... 21
 - 4.6 Useful Phrases to be used by the Student Officer 21
- 5. Security Council 23**
 - 5.1 Introduction..... 23
 - 5.2 Ad-Hoc Resolution..... 23
 - 5.3 P5 Caucus 24
 - 5.4. Specifications for the Historical Security Council (HSC) 24

1. Parties Involved

1.1 Secretaries-General

The Secretaries-General are those in charge when there are problems, questions or obscurities with regard to rules or procedures. In case one of your Delegates has a question which you cannot answer, please send an Ad-Staff to the Secretaries-General. They will try to answer the questions. In addition, the Secretaries-General have the right to overrule your decisions. The Secretaries-General have to be addressed as her or his Excellency and they will also brief you every morning and evening with important new information.

1.2 Student Officers

The rights and responsibilities given to you as the Student Officers by the rules of procedure are comprehensive. This is to ensure that experienced Delegates cannot challenge your authority to a great extent while giving guidance to the many First Timers at our conference. In awareness of this, it is your obligation to use your powers carefully, decide in the interest of the debates and to fulfil your duties assiduously. Always explain your decisions so that Delegates do not feel mistreated. We especially ask you to be friendly, encouraging and helpful towards First Timers while maintaining your supremacy over any disobeying Delegate.

You and your fellow Student Officer are to understand yourselves as a team and act accordingly. This is already indispensable before the conference since you need to monitor submitted Position Papers and draft resolutions. During debates, there are two different tasks. The presiding (moderating) Student Officer entertains points and motions and recognises speakers whereas the non-presiding (administrative) Student Officer corrects amendments and carries responsibility for all communications via notepapers and to the Ad-Staff. During lobbying or prior to the conference, make sure to arrange your division of tasks clearly and switch your roles after some time to give both of you an equal participation. We recommend you to change positions after a break or when you move into time against only to not confuse the Delegates.

1.3 Distracting Delegates

If you have a Delegate in your forum who is distracting other Delegates, try to give her or him a fair warning to maintain decorum vocally or via a notepaper you can send to the Delegate. If she or he continues to distract other Delegates, you should give her or him a punishment such as singing. If this measurement is not successful contact the Secretaries-General. They will

decide on further measurements. We ask you to not contact the MUN Director immediately; this will be done by the Secretaries-General if necessary.

1.4 Outstanding Delegates

This term is used for Delegates who are actively involved in all debates. Such Delegates could act as Main Submitters; raise many points as well as motions, speak frequently in favour or against a resolution and amend the resolution. You are expected to make a list of the three best Delegates whom you can reward to honour their commitment. You will be handed a sheet to inform us about **two distinguished and one outstanding Delegate** in your forum. Additionally, this is helpful in order to assign their schools more important nations at the next conference. Furthermore you may, together with your Delegates, agree on certain fun awards and secretly vote on them.

1.5 Absent Delegates

Every morning, the presence of each Delegate needs to be checked since attendance is compulsory for all Delegates at any time during the conference. For this purpose, use your roll call list and send one of your Ad-Staff to the Secretariat with a report of absentees by using the Absent Delegates Sheet. Before sending this report, wait for possibly delayed Delegates. If no Delegate is absent, please send a report as well. You may punish delegates for being late after the next break, but never if it interrupts the debate.

1.6 Main Submitter

The Main Submitter is the one Delegate who proposes a resolution or an amendment. She or he has to take the floor to read out the operative clauses or the amendment. After you set debating time on the resolution or the amendment, the Main Submitter delivers her or his speech in favour. She or he decides on friendly amendments.

The Main Submitter of a resolution is responsible for correcting any mistakes detected by the Formal Clearing Office or the Approval Panel. She or he is in charge of the Co-Submitter sheet as well as the Approval Protocol. Make sure to hand these papers out to them.

Main Submitters of a resolution may deliver a final speech after voting procedures on the resolution as a whole.

1.7 Co-Submitter

If a resolution is finished, the Delegates need to find Co-Submitters. Therefore, it is important that you do not forget to hand out the Co-Submitter sheet to the Main Submitters. Remind your Delegates that having a certain number of Co-

Submitters makes the resolution much strand especially inform them that at least **20% of the forum are needed as co-submitters** for a resolution to be debated. If a Delegate has co-submitted a resolution which passed the Approval Panel, you might want to call especially upon this Delegate to deliver a speech, either in time against or in time in favour according to the delegation's opinion.

Please ensure that all Co-Submitters are listed on the resolution.

1.8 Administrative Staff

The Administrative Staff or "Ad-Staff" consists of students who are gaining first experiences with MUN. First and foremost, there is one rule you should always keep in mind: the Ad-Staff should be treated nicely; they are not your slaves! Always stay friendly, even if they do not understand you. Patience and care are essential skills which define a professional Student Officer. The Ad-Staff will help you during the Conference, since they will pass around notepapers and amendment sheets as well as count votes, copy resolutions or other important papers. Should you experience any problems with your Ad-Staff, please contact the Secretaries General in the next break and we will deal with the issue.

1.9 First Timers

Please keep in mind that at MUNDO 2015 many First Timers will participate who have little or no debating experience. Although the First Timers in your committee might have read the rules of procedures in the Delegate's Booklet, be prepared for further questions for which you should ask especially before you start debating. Please stay friendly and patient if they do something wrong and show them how to do it correctly. Always remember the more trust the Delegates have in you, the more you encourage them to participate actively in debates. Refer to your roll call list to see how much MUN experience each Delegate has.

If First Timers do not participate voluntarily you should send them encouraging notepapers. In addition, you have the right to call upon every Delegate to deliver a speech according to the delegation's position.

1.10 Guest Speaker

Probably, you will have a Guest Speaker in your forum speaking about one of the three issues before your forum. Whether or not your committee will have a guest speaker will be announced during briefing. It is absolutely essential for you and your Delegates to give her or him your attention. The Guest Speaker will give you an input speech or presentation on the one particular issue; afterwards your Delegates are given the estimable opportunity to ask questions

to deepen their understanding of the issue. Try to prepare some questions during the speech in case your Delegates have only a few and tell your Delegates to prepare questions. Keep in mind that the Guest Speaker is spending his or her free time to help the conference, so see to it that you and your Delegates stay friendly and appreciative.

During this procedure, you and your Delegates do not have to stick to MUNDO's rules of formal debating. You and they are allowed to ask questions not only from the perspective as a Delegate of one nation or as a Student Officer but also from a personal point of view.

Prior to the conference, the Secretaries-General attempt to establish contact between you and your forum's Guest Speaker. Use this opportunity to get to know him or her and align content and format of the Guest Speaker's speech or presentation.

1.11 Media

If you have any problems or questions concerning the media in your room, ask your Ad-Staff to contact the Media Staff. The Media Staff will be in the Approval Panel in room 313.

1.12 Guests

Generally, all debates are open to public and you should allow guests to attend the debates of your forum. To promote the focused work of your Delegates, you may limit the number of guests simultaneously present in your forum, ban disturbing guests or ban all guests when you feel this to be necessary in the interest of the debate.

2. Rules

2.1 Official Language

The official language of MUNDO is English. Therefore, you have to speak English at all times. Please remind your Delegates to stick to the English language, especially if they come from the same country. Likewise, it is absolutely forbidden to speak any languages except for English during debates or to write notepapers in any other language but English. Notepapers that violate this rule will not be passed, since they will be confiscated by the Administrative Staff.

2.2 Eating and Drinking

Remind your Delegates that eating during debate is absolutely prohibited. Therefore, we recommend taking five minute breaks regularly if you feel that this is necessary to improve your forum's work. During such breaks, your

Delegates have the opportunity to leave the room, to eat something or to use the bathroom. Drinking is in order throughout the debate. However, the consumption of alcohol is strictly forbidden, must be communicated with the Secretaries-General and will lead to further measures.

2.3 Candy

Every forum will receive a box of candy that is placed on your desk. Every speaker who takes the floor shall be permitted to take one piece of candy after delivering her or his speech and is allowed to eat such after answering any points of information. For asking points of information, Delegates shall not receive such one piece of candy. If you are in need of further candy, send an Ad-Staff to the Secretariat.

2.4 Smoking

Smoking is completely prohibited in North Rhine-Westphalia for people under 18. Apart from this, it is strictly forbidden to smoke on the school grounds of Leibniz Gymnasium Dortmund International School. Remind any Delegate who is a smoker to leave the school grounds for the purpose of smoking.

2.5 Laptops and cell phones

On our school premises, cell phones have to be turned off and kept invisibly hidden in a bag. All Delegates and Student Officers have the special permission to use their cell phones during Lobbying but only in the room of their forum, for further research or any necessary translations and any cell phone needs to be on silent mode. Make sure to remind your Delegates of these rules. You may use your cell phone for time keeping but remember to turn it on silent mode as well.

For Delegates, laptops may be used during lobbying but only for activities related to the forum's work and not during formal debate. You, as Student Officer, may use your own laptop during debating to save amendments etc.

2.6 Formal Dress

During an MUN conference it is everyone's duty to adhere to the formal dress code. It is absolutely forbidden to wear jeans. Sneakers, trainers or any other types of shoes that are not appropriate to the event are prohibited. Delegates are allowed to wear authentic traditional clothes of their respective countries during the Opening Ceremony, but for the time of the debates an CC, formal dresscode as outlined below is mandatory for all participants. Dress code controls will be conducted by the Conference Managers and the Secretaries-General. In cases of non-compliance with the formal dress code, Delegates will be punished by them.

Female participants:

- a) should use neutral make-up and wear rather neutral colours,
- b) have to wear either a dress or a blouse with trousers or with a skirt. Wearing a blazer is not mandatory but appropriate.
- c) The skirt or dress may not be shorter than a palm above the knee.
- d) Blouse, skirt, trousers, blazer and dress as well as shoes should be in neutral colours,
- e) must always cover their shoulders when speaking during debate.

Male participants:

- a) have to wear a suit and a shirt with a tie,
- b) should be dressed in neutral colours and
- c) have to button up their jacket before being allowed to speak.

The Ad-Staff does not have to adhere that closely to the dress code but should be dressed appropriately with respect to colours and not wear blue jeans or hoodies. If you feel that they are dressed inappropriately, you should call the Secretaries-General or the Conference Managers.

2.7 Punctuality

It is necessary for you and your Delegates to be on time. Therefore, keep in mind your role model function. Pay attention to your Delegates' punctuality, and if they are not on time, think about special sanctions. Those sanctions could include singing or 'butt spelling'. If a Delegate is delayed because of her or his hosts, she or he should not be punished. Likewise, if a Delegate informs you in advance that he or she is going to be late, he or she is excused, as long as his or her delay results from working for MUN.

2.8 Notepapers

Notepapers provide an important basis for communication during a debate. These notepapers may be sent from you to the Delegates or vice versa but they are generally made for the Delegates to communicate amongst each other.

It is not allowed to:

- a) write about topics which are not related to the debate,
- b) pass notepapers during voting procedures or during roll call,
- c) use any language except for English,
- d) send notepapers to other forums, except for notepapers sent to or by the nation's ambassador or the delegate's MUN Director. Such notepapers are checked by the Student Officer before being sent to another forum.

Please do not forget to point out that all notepapers sent by Delegates are checked by the Administrative Staff. Notepapers sent to or by a Student Officer are not examined and shall be passed to other forums. Also remind your Ad-

Staff of these rules. Student Officers have the right to suspend notepaper-passing during formal debate if it contributes to the forum's work. Remind your Delegates that they can obtain notepaper sheets by raising their hand. This will indicate their need to the Ad-Staff. The Ad-Staff will send notepapers if Delegates raise them visibly.

2.9 Placards

Especially First Timers tend to raise and grab their placards incorrectly. Explain to them that they are only allowed to grab their placards in the moment they want to raise them. Otherwise, this behaviour might cause confusion throughout the debate and during voting procedures.

Please note further that Delegates raising a point, request or motion have to raise their placards high in order to be recognised.

In general, Delegates are only allowed to raise their placards after you have asked them to do so. This applies for example if you have asked for Delegates wishing to speak in favour. Remind them to strictly stick to these rules and remember to ask them to raise placards. If necessary, demand from all Delegates raising their placards too early to lower them.

Especially in voting procedures, remind your delegates to hold and keep their placards really high so the Ad-Staff can count them.

2.10 Time Freeze

There shall be a time freeze at MUNDO 2015 which is set to the beginning of the conference on January 28th. Time freeze means that any event or decision in politics or elsewhere occurring after this time freeze may not be part of the resolutions and debates unless explicitly requested by the Secretaries-General. This rule ensures that every Delegate can prepare for the conference equally and does not need to continue researching during the conference. Remind your Delegates of this rule if necessary.

2.11 Unlimited Funding

Please bear in mind and remind your Delegates that MUNs work without limited funding. Resolutions and amendment shall therefore not consider the financial aspects or constraints of any plan or action imposed therein. If there is a Delegate asking for a plan of how to finance the measure imposed by a resolution or argues against a resolution or amendment on financial grounds, call to mind this regulation.

2.12 Rules for the Evening Activities

In the evenings German law applies: No alcohol for under 16-year-olds, beer for under 18-year-olds. Under 16-year-olds may not be out after 10 o'clock in the evening, under 18-year-olds may not be out after midnight. Any stricter rules imposed by the Delegates' schools or by their host families are also to be obeyed. Remind your Delegates of these rules and that they agreed to them by signing the Rules of Conduct.

3. Order of the Conference

3.1 Briefing

Every morning before session and every afternoon after session, all Student Officers meet the Secretaries-General to prepare for and review the day. The Secretaries-General will inform the Student Officers about the program for the day and make other relevant announcements.

3.2 Roll Call

Roll calls have to be made every morning, at every ad-hoc meeting and after lunch. Your duty is to take attendance. If a Delegate is called she or he has to raise her or his placard and to say either 'Present' or 'Here'. To have an overview over your Delegates you will get lists of all Delegates in your forum. The list can also be used in case of a motion for a roll call vote and to take notes regarding the participation of each Delegate.

During roll calls, all Delegates and Ad-Staffs have to be seated. Passing notepaper therefore is suspended.

3.3 'Ice-Breaking'

Before beginning the official work in your forum which is lobbying for the committees and the HRC and making ad-hoc resolutions in the Security Council and HSC, you and your Delegates might want to get to know each other. Probably, your Delegates will participate more actively in a more familiar environment.

For this purpose, the Secretaries-General will provide you during the first briefing with some ideas how to 'ice-break'.

3.4 Lobbying

Lobbying represents the basis of the conference since during lobbying your Delegates are working on their resolutions, which later on will be discussed during debates. You have to see to it that your Delegates get together in groups

in order to work on their draft resolutions. Please pay attention that at the end of lobbying you have at least one resolution for each of your three topics. In case you have more than one resolution on one topic, ensure that these resolutions clearly suggest different solutions so that it is worth debating both. Otherwise, ask your Delegates to merge their similar resolutions into one comprehensive resolution. We remind you that you will most likely not have time for more than a maximum of 5 resolutions.

It is important that you try to help your Delegates to layout their resolution or to phrase the clauses. If a Delegate failed to hand in three written Position Papers according to the Position Paper Requirements as well as one draft resolution to you via e-mail and still does not have any papers to hand in, the Delegate must write them on Thursday while the others lobby. Otherwise, she or he will not get permission to debate. Furthermore, make sure that your Delegates find the way to the computer room 203. You can refer your Delegates to the floor plan which is included in the Information Booklet.

In the Security Council, debates start without previous lobbying and resolutions are written and debated operative clause by operative clause.

3.5 Ad-Hoc Meeting

Make sure that during Lobbying you have an ad-hoc Meeting every 2-3 hours, as well as before and after lunch and especially before 5 pm to close the meeting. During every ad-hoc meeting, you are supposed to perform a roll call and to ask the Delegates about their resolutions' progress in order to set the time for the next ad-hoc meeting. Do not forget that it is absolutely necessary for your Delegates to show up to every ad-hoc meeting on time.

3.6 Formal Clearing Office and Approval Panel

In order to debate a resolution it has to be approved first by the Formal Clearing Office, to see whether the resolution is structured and formatted in accordance with the formal requirements as well as by the Approval Panel, which consists of MUN-Directors and verifies if the resolution is grammatically and orthographically correct as well as if it is comprehensible and clear. It is **your task to proofread and check the correct structure of the resolution beforehand**. The formal requirements can be found in the Formal Clearing Sample Resolution which is attached to this booklet.

Your approval of the corrected resolution is indicated by your signature on the Approval protocol. Together with the Co-Submitter sheet, the corrected resolution and the Approval Protocol, you can send the Main Submitter to the Formal Clearing Office and to the Approval Panel. If insufficiencies are still detectable, the resolution will need to be corrected again before the final

approval is issued with the completion of the Approval protocol.

Once the resolution is approved, send it to the Secretariat, which will copy the resolution for the debate. It is the task of the Administrative Staff to bring all copied resolutions to your committee.

The Approval Panel is in room 313.

3.7 Fun Debate

In order to give First Timers a first overview of how debates work, we recommend debating a fun resolution. A fun resolution helps to clarify any questions concerning rules and procedures. Moreover, debating such a resolution clears all hurdles of communication, especially the use of the English language, and encourages Delegates to participate in the real debates about serious topics. The debating time for a fun resolution is 15 minutes in favour and 15 minutes against the resolution. We will provide you with a fun resolution booklet prior to the debates.

3.8 Lunch Time

Lunch will be served in room 112. Delegates must be there on time, which means that you have to end the debates punctually. Further, please remind your delegates to not take vegetarian food if they have not indicated this prior to the conference in order to ensure that every Delegate receives the meal she or he requested.

3.9 General Assembly

The General Assembly will take place on Sunday in Dortmund's Town Hall. It is necessary for you Charis of GA 1, 2 & 6 to choose one passed resolution that will be debated in the General Assembly. You can decide whether you or your whole Committee will pick the resolution for the General Assembly. Nonetheless, hand out all resolutions as they were finally passed by the committee, including any amendments made thereto before it was passed to the Secretaries-General on a USB-stick as soon as possible during the conference. During the GA, the Main Submitter has to read out loud the operative clauses of the amended resolution. Afterwards, the resolution will be discussed by all Delegates.

The Security Council and Human Rights Council will be debating in separate conference rooms in the town hall and only present one resolution to the GA which will not be debated.

3.10 Closing Ceremony

The Closing Ceremony will take place after the General Assembly on Sunday in Dortmund's town hall. Together with the other Student Officer of your forum, please prepare a speech for the Closing Ceremony, which could include the work within your Committee, fun awards etc. Your speech should not be longer than three minutes. Keep in mind that your speech may be amusing as well as neutral.

4. Debating

4.1 Order of Debate

1. The roll call is performed.
2. The Student Officer sets reading time for the resolution that will be debated on.
3. The Main Submitter has the floor to read out the operative clauses of the approved resolution.
4. The Student Officer sets debating time.
5. The Main Submitter has the floor to deliver a speech in favour of the resolution.
6. In time in favour, Delegates and especially Co-Submitters may deliver speeches in favour of the resolution.
7. In time against, Delegates may deliver speeches against the resolution.
8. In voting procedures the forum votes on the resolution. The resolution either passes or fails.
9. **The Main Submitter has the floor again for a final speech if she or he wants so.**

The above scheme with respect to the resolution is interrupted and all steps except for the roll call and reading time are performed to debate an amendment. After an amendment fails or passes, the debate on the resolution is continued where it was interrupted. The time during which an amendment is debated is not accounted for debating time in favour or against the resolution as a whole but separately.

4.2 Time Setting

Reading time should be set to 5 to 10 minutes, depending on the length of the resolution and whether Delegates could already have a look at the resolution. If you realise that the reading time you have set is too long or not long enough you should limit or extend the reading time since there is no motion that would allow Delegates to do so. However, once you have set debating time, it is not

possible for you to extend or limit it unless such a motion is raised by a Delegate.

Normally, debating time is 30 minutes in favour and 30 minutes against the presented resolution. If a motion to extend the debating time is passed, you will have to extend the Debating Time by 10 Minutes.

The debating time for an amendment amounts to 5 minutes in favour and 5 minutes against. If there is a motion to extend the debating time and it passes, please extend the debating time by 2 minutes.

Debating time for an amendment to the amendment should be 2 minutes in favour and 2 minutes against. In case a motion to extend debating time is raised and entertained, extend debating time by 1 minute.

Debating time for an amendment to the third degree should be 1 minute in favour and 1 minute against. In case a motion to extend debating time is raised and entertained, extend debating time by $\frac{1}{2}$ minute.

For any motion to limit debating time that is raised you should limit debating time to half of the time in favour, against or open debate that is left for the particular section this motion was raised in.

In case that a motion to move into open debate is entertained, such motion does not extend debating time. All the time left against the resolution or amendment shall become time in open debate on the resolution or amendment.

Nonetheless, you have to keep in mind that all resolutions need to be debated and an equal amount of time should be given to each. Therefore, it might be inevitable to set debating and reading time differently than suggested in this scheme. This scheme shall just provide a guideline for you, but you are of course free to slightly alter it at any given point as long as your change is useful with respect to the progress of the debate.

In the Security Council, you should set debating time in favour and against an amendment to the first degree which adds an entire new operative clause to approximately 5 minutes each. Here, the time that needs to be set depends very much on the actual content and length of the amendment. It will be your task to evaluate how much time is necessary to thoroughly discuss the amendment. Of course, second degree amendments should be debated on for no more than 3 minutes to not lose time on the actual resolution process.

After a delegate has delivered his/her speech and answered all points of information that had been allowed, this Delegate has to yield the floor back to you by saying "the Delegate yields the floor back to the Chair/President". Alternatively, Delegates may ask if it is in order to yield the floor to another

Delegate. You should grant such request if the yielding Delegate delivered a speech and the Delegate who receives the floor agrees thereto, provided there is enough debating time and the position of the next speaker's nation is according to the present stage of debate (in favour or against) . Consecutive yielding shall not be permitted.

4.3 Motions, Points and Requests

In the following, you will find all points, requests and motions permitted at this conference. Should a Delegate raise any other point, request or motion than those explicitly stated herein, you shall not entertain such. This could include a point of order or a motion to overrule the decision of the Chair. Try to refer the Delegate to a similar point, request or motion she or he could use alternatively and report this occurrence to the Secretaries-General.

a) Points

A point is a request made by a Delegate concerning information, personal privilege or procedural issues. Points may not interrupt the speech of a speaker on the floor, except for a point of personal privilege due to inaudibility. This point is also the only point that can be raised in voting procedures.

<u>Point</u>	<u>Purpose</u>	<u>Constraints</u>	<u>Process</u>
Point of Personal Privilege	In case of personal discomfort (e.g. bathroom issues, inaudibility of the speaker)	May only interrupt a speaker or be raised in voting procedure if due to inaudibility	Decision by the Student Officer
Point of Information (to the Speaker)	To ask a question to the speaker on the floor after a speech	Speaker needs to be open to points of information	Student Officer asks if there are any such in the house and recognises a Delegate
Point of Information to the President/ Chair	For all general questions to the Student Officer	Only while there is no speaker on the floor	Has to be heard by the Student Officer
Point of Parliamentary Inquiry	To ask a question to the Student Officer referring to possible violations	Only while there is no speaker on the floor	Has to be heard by the Student Officer; Student Officer decides whether

	of the rules of procedure		rules were violated and corrects mistake if necessary
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b) Requests

A request is used by a Delegate to demand a certain privilege related to the content of the debate. A request is distinguished from a motion inasmuch as a request only affects certain Delegates whereas a motion affects the entire forum. Requests may not interrupt the speech of a speaker on the floor. Decisions by the Student Officer on granting or denying Requests cannot be objected to by the Delegates.

<u>Request</u>	<u>Purpose</u>	<u>Constraints</u>	<u>Process</u>
Request to follow up	Can be used after a Point of Information (to the Speaker) by the same Delegate to ask a further question to the speaker on the floor	While there is a Speaker on the floor who still is open to points of information; the follow-up point must be directly connected to the content of the initial one	Decision by the Student Officer
Request for a right of reply	To request the right of reply to a Delegate’s previous speech or point of information that is insulting	Must refer to a previously raised point of information or speech; to be raised after the offensive speech/point; not while there is a speaker on the floor	Student Officer asks the requesting Delegate to explain the request and decides whether a reply by the accused Delegate is necessary

c) Motions

A motion is a request made by a Delegate concerning the procedure of the whole forum. Motions cannot be raised while a speaker is on the floor. Decisions by the Student Officer whether to overrule or to entertain a motion cannot be objected to. If the Student Officer decides to entertain the motion, the motion can be objected to by saying “objection” if explicitly stated in the table below. To agree on a motion, a Delegate says “second”. All Motions

require at least two 'seconds' to be recognised by the Student Officer unless explicitly stated otherwise.

<u>Motion</u>	<u>Purpose</u>	<u>Process</u>
Motion to make an amendment	To introduce an amendment (amendment to the first degree) and start debating on it	Decision by the Student Officer; not during time in favour of the resolution, unless it is a friendly amendment; no seconds required
Motion to amend the amendment	To introduce an amendment to an amendment (amendment to the second or third degree) and start debating on it	Decision by the Student Officer; only in time against/open debate on the amendment to the first/second degree, unless it is a friendly amendment; no seconds required
<u>Motion</u>	<u>Purpose</u>	<u>Process</u>
Motion to explain the vote	To demand an explanation from a Delegate of his/her previous vote	Decision by the Student Officer; to be raised after voting procedures; no seconds required
Motion to move into time against	To end time in favour of the resolution/amendment and entertain speakers against	Decision by the Student Officer; only in order during time in favour; may be objected to by Delegates, the objecting Delegate has the floor
Motion to move into open debate	To end time against the resolution/amendment and entertain speakers either in favour or against; this motion does not extend debating time	Decision by the Student Officer; Only in time against the resolution/amendment; if entertained by the Student Officer but objected to by a Delegate, a simple majority vote is required to pass the motion; if there was no speaker against in time against, there needs to be at least one in open debate
Motion to close the debate/ motion to move into voting procedures	To end the debate on the resolution/amendment and start voting procedures	Decision by the Student Officer; not during time in favour; may be objected to by Delegates, the objector has the floor; there needs to be at least one speaker against the resolution/amendment in time

(both formulations are accepted)		against or in open debate before this motion may be entertained unless there are none
Motion to extend/ limit debating time	To extend or limit debating time in favour, against or in open debate	Decision by the Student Officer; if not overruled by the Student Officer but objected to by a Delegate, a simple majority vote is required to pass the motion; also see: 4.2 Time Setting
Motion to suspend the meeting	To hold a short break due to any occurrence	Decision by the Student Officer; may be objected to; the objecting Delegate has the floor; objections can be overruled by the Student Officer
<u>Motion</u>	<u>Purpose</u>	<u>Process</u>
Motion to declare this an important question	The resolution/ amendment requires a two-thirds majority to be passed	Cannot be overruled by the Student Officer; simple majority vote required
Motion to adopt the resolution/ amendment by acclamation	To pass the resolution/ amendment without voting procedures; might be used in case there is no Delegate wishing to speak against the resolution/amendment	Decision by the Student Officer; may be objected to and previous debate continues
Motion to invite a party of dispute	To invite the ambassador of a nation relevant to the discussed issue to deliver a speech	Decision by the Student Officer; Appointment is arranged by Student Officer
Motion to appeal against the decision of the Chair/ President	To question a decision of the Student Officer if there is a grievous violation of the rules of procedure; to be used with caution	Only possible after the same Delegate raised a Point of Parliamentary Inquiry; two thirds majority required; decision by the Secretaries-General
Motion to adjourn the debate	To close the debate on the current resolution without voting procedures	Decision by the Student Officer; if entertained, a two-thirds majority vote is required to pass

		the motion
Motion to divide the house	To repeat a vote without abstentions; only if the previous vote is particularly close	Two-Thirds Majority vote required if entertained by the student officer
Motion for a roll call vote	To repeat voting procedures; every Delegate is called upon individually and states the vote	Decision by the Student Officer; only if the previous vote is particularly close
Motion for a P5 caucus	To hold a short, separate meeting with the P5 nations; supervised by the President	Only to be raised in the Security Council and by a P5 nation; Seconds required by all P5 nations; decision by the President

4.4 Amendments

In order to propose an Amendment to change a resolution it is indispensable to send an amendment sheet to the Deputy Chair. Remind your Delegates that to obtain amendment sheets, they should raise their hand which will indicate their need of such to the Ad-Staff. The Student Officer will decide if the amendment is in order or not. When the amendment sheet reaches the Deputy Chair, the Delegate who proposed the amendment has to raise his placard when the floor is open. After being chosen, the Delegate has to ask if the amendment is in order. You will decide whether the amendment is in order or not and to do so, you have to take into account whether the amendment is in order with the UN charter, the content of the OC that is amended and whether it is grammatically correct. Note that second degree amendments may only change the part of an OC that was amended by the first degree amendment and it must not fully alter the idea of the first degree amendment. If it is in order, the Delegate will read out the amendment and the Delegate has the floor after the Student Officer has set the time in favour and against. Make sure to type the amendment on the computer. After time in favour and time against have elapsed, the house will vote on the amendment. If there is an amendment to the amendment (amendment to the second degree), it is necessary to discuss it. Please remind the Delegates that if the amendment to the amendment is passed by a vote or adopted by acclamation, the whole amendment passes. If an amendment to the amendment to the amendment (amendment to the third degree) is passed by a vote or adopted by acclamation, the amendment to the resolution (amendment to the first degree) simultaneously passes. Further, friendly amendments are in order in time in

favour as well as in time against the resolution. They are not debated on but you have to ask the Main Submitter if she or he accepts the friendly amendment.

Amendments to the third degree are not in order. Remember to delete failed amendments and to format passed amendments correctly before handing in the resolution to us.

4.5 Voting Procedure

Voting procedures are always performed at the end of a debate on an amendment or the resolution as a whole. When the house is voting on an amendment or on a resolution as a whole, abstentions are in order. At the beginning of voting procedures, ask the Ad-Staff to take their voting positions next to your table. Make sure that no Delegate leaves or enters the room during voting procedures. Notepaper passing will be suspended. Points and motions are not in order during voting procedures. If there are the same number of votes in favour and votes against, the resolution or the amendment passes. When voting on motions, a tie of votes means that the motion will not be enforced.

4.6 Useful Phrases to be used by the Student Officer

- **When asking the house to be quiet**

The house will come to order. Will the house please come to order ?

The Chair/President calls for order in the house. There will be order in the house. Would all Delegates please take their seats and quiet down.

- **When starting the debate**

The Chair/President sets reading time to __ minutes.

The Chair/President calls upon the Main Submitter to read out the operative causes of the resolution/ read out the amendment.

The Chair/President sets debating time to __ minutes in favour and __ minutes against the resolution as a whole/ the amendment to the __ degree.

The Main Submitter now has the floor to deliver her/his speech.

- **When a Delegate is not addressing**

Could the Delegate please address the house, the Student Officers, the Ad-Staff (and the guests).

- **When asking for points of information**

Is the delegate open to points of information?

Since the delegate is open to one/two/any and all points of information, is/are there any such in the house? Please raise your placard high now.

[Country name], you have been recognized. Please rise and state your point.

- **When the speaker did not understand a point of information**
Could the Delegate please rephrase her/his questions.
- **When asking for further points**
Is the Delegate still open to points of information?
Are there any further points in the house? Please raise your placard high now.
- **When a speaker is running out of time**
Will the speaker please make his/her closing/concluding remarks.
Would the delegate please yield the floor back to the Chair/President.
- **When asking for further speakers**
We are now in time in favour/against the resolution as a whole/ the amendment to the __ degree. Is there any nation wishing to take the floor? Please raise your placard high now.
- **When concluding debating time**
Debating time in favour has elapsed. We are therefore now moving in time against the resolution as a whole/ the amendment to the __ degree.
Debating time against the resolution as a whole/ the amendment to the __ degree has elapsed. We are therefore now moving into voting procedures.
- **When voting on the resolution**
We are now in voting procedures on the resolution as a whole/ the amendment to the __ degree/ on the motion to __ . Notepaper passing will be suspended. Points and motions are not in order for the moment.
Would the Ad-Staffs please take their voting positions.
Abstentions will/ will not be in order.
Any nation wishing to vote in favour/against/abstain, please raise your placard high now.
Please lower them.
With __ votes in favour and __ votes against this resolution/ amendment to the __ degree has failed/passed.
Clapping is/ is not in order.
- **When Delegates raise or grab their placards when not allowed to**
Would the Delegates please wait for the Chair/President to say "now" until raising their placards.
Would the Delegates please leave their placards on their table if not voting.

5. Security Council

5.1 Introduction

The United Nations Security Council is a permanent organ of the United Nations established to maintain international peace and security. It consists of five veto-wielding permanent members (China, France, Russia, the UK, and the USA; referred to as P5 nations) and ten non-permanent members elected by the General Assembly for two-year terms. At MUNDO, the members of the Security Council are the same as in the real UN Security Council. The council has the right to command forceful measures, such as economic sanctions, which prevent a country from receiving money or trade. In critical situations, the Security Council can order the use of military force.

Every permanent member holds veto power in decisions on substantive matters, such as the application of sanctions. A P5 nation may vote against an amendment or a resolution with or without privileges. A vote with privileges will immediately cause the resolution or amendment to fail. To pass any resolution or amendment, the SC needs the affirmative vote of 9 members. Abstentions are not allowed on amendments, but abstentions of P5 nations are considered affirmative on resolutions.

5.2 Ad-Hoc Resolution

An ad-hoc resolution is a resolution which is written and debated on "spontaneously". In the Security Council, no draft resolutions are debated on but the Delegates write an ad-hoc resolution. This also means that there will be no lobbying. The order of debate is different to the committees as there are no Submitters of a resolution as a whole. Every operative clause is added separately by an amendment which is proposed and dealt with as explained beforehand. Therefore, an ad-hoc resolution does not include any preambulatory clauses.

After several operative clauses have been debated separately and added if they were passed, there will also be time in favour and against the resolution as a whole. In time against the resolution, amendments are principally in order, but you should not grant many amendment as the Delegates already had plenty of time to make amendment.

Ad-hoc resolutions can also be written in another forum as fun resolutions if the forum has debated and voted on all resolutions about the forum's issues on the agenda.

5.3 P5 Caucus

In the Security Council, a motion to hold a P5 caucus can be raised by a P5 nation. If the four other P5 nations second this motion and it is granted by the President of the Security Council, the five nations hold a short meeting in order to discuss a controversial aspect of the resolution. The five Delegates are accompanied by the president, who takes an advising position but does not interfere with his personal opinion. As these nations have veto rights, they may discuss their voting behaviour in order to find a compromise with which no nation will use its veto during voting procedures.

For the time the caucus takes place, the debate is stopped. This meeting can be held in the corridor or in the room of the council if the other Delegates leave the room. You might want to give the other Delegates a short break and they might also use this time to discuss informally and write further (joint) amendments.

5.4. Specifications for the Historical Security Council (HSC)

For the Historical Security Council, the same basic rules and procedures apply as set for the 2015 SC. Due to the non-participation of the USSR however, there will only be P4 nations with the seat of China held by the Republic of China (Taiwan), i.e. there will be P4-caucuses. The exact rules of procedure for the HSC will be published in the HSC Guide along with the Research Reports of the presidency.