

MODEL UNITED NATIONS
INTERNATIONAL SCHOOL OF TOULOUSE



Delegate Handbook

ADDRESSING GLOBAL CHALLENGES THROUGH
COLLABORATION AND INNOVATION

27-29TH NOVEMBER, 2025

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Welcome to the 2025 MUNIST conference in Toulouse, France. In this handbook, you will find all the important information that will help you prepare for the conference.

A MESSAGE FROM THE SG

Welcome statement

Dear Delegates,

Welcome to the 2025 MUNIST conference in Toulouse, France. On behalf of the entire exec team, I would like to thank you all for having applied to the first MUN conference in the International School of Toulouse. It is an honor to be hosting you all in our school. We hope this conference will bring you all opportunities to learn and grow as delegates but also as diplomats and mediators. Being a delegate will help you develop your communication and debating skills. You will be tackling real world issues through the lens of one of the 193 sovereign countries in the UN.

The conference theme is "Addressing Global Challenges Through Collaboration and Innovation". We live in a world that is rapidly changing. The rise of Artificial Intelligence itself raises questions about our future. Warfare is rapidly advancing with the usage of drones provoking new questions about the humanitarian cost of war. It is for these reasons that the United Nations is as vital as ever, it provides ground for discussion and agreement in an age of conflict and secrecy. Recently especially, questions about the usefulness of this international body have increasingly come under scrutiny. This is why, more than ever, we must continue to put faith into this institution and keep it alive.

This handbook has been prepared to help you with logistics, planning and procedure. This conference will be using THIMUN procedure, the details of which will be outlined in this handbook. We recommend you read the entirety of this handbook to familiarize yourselves with the details of this conference.

If you do have any questions or concerns, please do not hesitate to ask myself, or any other members of the exec team. Contact details will be put into the XXX section of this handbook.

Secretary General
Edgar Leonard

Location

MUNIST will be taking place at the International School of Toulouse campus in Colomiers, a town outside of Toulouse, France. The school has kindly liberated a few of their classrooms to provide spaces exclusively dedicated to the conference. During Thursday and Friday, there will be students attending regular classes, so we ask you to please be mindful of their learning environment. Upon first arrival, you will be asked to create visitor badges to allow you access into the school for the duration of the event. The social event will take place in the school's auditorium on Friday night.



Conference Schedule

Wednesday; 26.11.2025

Item

Time Frame

The secretariat recommends that you arrive on this day to explore Toulouse's cultural offerings. This includes:

- Basilique de Saint Sernin
- Capitole
- Couvent des Jacobins
- Canal du Midi
- Edge of the Garonne
- Quai de la Daurade
- Aeroscopia museum
- Cité de L'Espace
- Victor Hugo market
- Museum of Natural History
- Musée des Augustins
- Japanese garden
- Maison de la violette

THE FIRST DAY

Conference Schedule

Thursday; 27.11.2025	
Item	Time Frame
<u>Registrations – IST Reception</u>	8:10 – 9:00
<u>Opening Ceremony</u>	9:00 – 9:45
<u>Lobbying Session</u>	10:00 – 11:30
<u>Snack Break</u>	11:30 – 11:50
<u>Lobbying session</u>	11:50 – 13:30
<u>Lunch</u>	13:30 – 14:15
<u>First Debate Session</u>	14:15 – 15:15
<u>Snack Break</u>	15:15 – 15:30
<u>Second Debate Session</u>	15:30 – 16:30
<u>Departure</u>	16:30

THE SECOND DAY

Conference Schedule

Friday; 28.11.2025	
Item	Time Frame
<u>First Debate Session</u> Delegates are expected to be in their designated rooms at this time	9:30 – 11:20
<u>Snack Break</u>	11:20 – 11:40
<u>Second Debate Session</u>	11:40 – 13:30
<u>Lunch</u>	13:30 – 14:15
<u>Third Debate Session</u>	14:15 – 15:15
<u>Snack Break</u>	15:15 – 15:30
<u>Fourth Debate Session</u>	15:30 – 16:30
<u>Departure</u>	16:30
<u>Social Event</u>	20:00 – 22:30

THE LAST DAY

Conference Schedule

Saturday; 29.11.2025	
Item	Time Frame
<u>First Debate Session</u>	9:30 – 11:20
<u>Snack Break</u>	11:20 – 11:40
<u>Second Debate Session</u>	11:40 – 13:00
<u>Lunch</u>	13:00 – 14:00
<u>Third Debate Session</u>	14:00 – 15:15
<u>Snack Break</u>	15:15 – 15:30
<u>Fourth Debate Session</u>	15:30 – 16:30
<u>Closing Ceremony</u>	16:30 – 17:15
<u>Departure</u>	17:15

Committee Topics

1

Security Council (SC)

- Addressing technological interference in the electoral process
- Preventing the escalation of the situation in Taiwan
- Addressing the situation in Gaza

2

Disarmament and Security (DISEC)

- Regulating the proliferation of drones in warfare
- Preventing the use of chemical weapons in war
- Regulating Private military mercenary groups in international conflict

3

High Commissioner for Refugees (UNHCR)

- Safeguarding the right to privacy online
- Addressing gender-based violence in conflict zones
- Access to mental health services as a Universal Human right

4

Economic and Social Council (ECOSOC)

- International financial strategies for post-conflict recovery and development.
- Strengthening resilience in conflict-affected food systems
- Addressing Funding shortfalls for UN aid programs

5

World Health Organization (WHO)

- Ensuring equal access to diagnostic testing
- Addressing the role of restricting Humanitarian aid as a tool of war
- Access to vaccinations in conflict zones

Committee Topics

6

Children's Emergency Fund (UNICEF)

- Legalization of abortion for minors
- Prioritizing educational access over political neutrality
- Combatting the use of child soldiers in modern conflicts

7

Environment Program (UNEP)

- Promoting genetically modified organisms in sustainable agriculture and food security
- Limiting sovereign rights over natural resources to ensure global environmental protection and sustainable resource management
- Reparations for historical pollution and resource exploitation

RULES

Conference Regulations

Code of Conduct

All participants, including delegates, chairs, advisors, and staff, are expected to adhere to the highest standards of professionalism, respect, and decorum throughout the conference. Any form of harassment, discrimination, or disruptive behaviour will not be tolerated and may result in disciplinary action, including expulsion from the conference premises.

Attendance and Punctuality

Delegates are required to attend all scheduled sessions, including committee sessions and opening/closing ceremonies punctually. Late arrival or unauthorised absence/presence may result in penalties, including disqualification from awards consideration.

Resolution Submission and Debate

Delegates are encouraged to submit well-researched and substantive draft resolutions in advance of the conference deadline. During committee sessions, delegates are expected to actively engage in constructive debate, negotiation, and consensus-building to address the assigned agenda topics and formulate viable solutions to global challenges.

Dress Code

Business attire is required for all participants during conference proceedings. Delegates should dress in professional attire, consistent with diplomatic norms and customs, to maintain the dignity and formality of the conference environment. Gentlemen should wear formal suits with ties and formal shoes. Ladies are permitted to wear formal suits/blazers/skirts/dresses of suitable length, which should be no shorter than one palm width above the knee. **Bowties, sneakers, open-toed shoes, denim, national costumes and military attire is strictly not permitted, and will be denied entry/expelled from the conference premises.**

Language and Communication

English is the official language of the conference, and all official communications, including speeches, resolutions, and diplomatic correspondence, should be conducted in English. Delegates are expected to communicate respectfully and professionally with fellow delegates, chairs, and conference staff at all times. *Use of explicit language will not be tolerated and will result in disqualification from awards consideration.*

RULES

Location Regulations

Badge Acquisition

You will be given an MUN badge with your name, role and committee. **You must ALWAYS wear this badge when on campus** so that the security can identify you. These badges will be handed out in reception before the opening ceremony.

Restricted Areas

Delegates are solely permitted to be in the main EC1 building, the cafeteria and the outdoor spaces, which will all be shown on the day of. All other locations, including classrooms which are not being dedicated to the conference, are restricted to authorized personnel only. Participants are required to comply with signage and instructions provided by our staff regarding access and usage of designated areas.

Photography and Recording

Photography, videography, and audio recording are strictly prohibited when committees are in session. The Media Team will take photos, and all content will be available for delegates on our website and social media.

Emergency Procedures

In the event of an emergency, including fire alarms, evacuations, or security incidents, participants are required to follow the instructions provided by IST security personnel and conference staff. Emergency exits and evacuation routes are clearly marked throughout the building for safe and orderly evacuation procedures.

Respect for IST Property

Participants are expected to respect the learning environment of the International School of Toulouse building and its facilities. Vandalism, defacement, or unauthorised removal of property, including furnishings, artwork, or signage, is strictly prohibited and will result in severe consequences and permanent removal from the premises.

RULES

Social Event Regulations

MUNIST 2025 is happy to announce that there will be a social event on the Friday evening. This will take place in the school auditorium and will have live music from a student band at the International School of Toulouse. After their live performance of their own songs, they will then play live music for the rest of the evening.

Dress Code

- All attendees are expected to follow a business casual or semi-formal dress code.

Entry and Security

- ID Check: Please bring your MUNIST badge for entry.
- Security Screening: All attendees are subject to bag checks at the entrance. Arrive early to allow time for security procedures.
- No Re-entry: Once you exit the venue, re-entry may not be allowed due to space and security protocols.

Restricted Access Areas

- Permitted Rooms: Only specific rooms will be accessible to delegates during the event. These rooms will be clearly indicated, and staff will be available to guide you. Please respect any signage or instructions indicating restricted areas.
- Staff Presence: Staff members will be present in all areas to assist attendees, manage access, and ensure safety and compliance with regulations. Please approach them if you have questions or require assistance.

Food and Beverage Policy

- No Alcohol: This is an alcohol-free event. Consumption of alcoholic beverages is strictly prohibited within the International School of Toulouse premises.
- Food and Drink: Only food and beverages provided by the event's catering services are allowed. Bringing outside food or drink into the venue is not permitted.

Code of Conduct

- Respect the Venue: Our auditorium is an important space that is used for educational purposes, and we ask that all attendees respect the venue. Destruction of property will result in legal action.
- Behavior: Attendees are expected to conduct themselves professionally. MUNIST enforces a zero-tolerance policy for inappropriate behavior, harassment, or vandalism.

Lost and Found

- Personal Belongings: Please always keep your valuables with you, as IST is not responsible for lost or stolen items. Any lost items found will be put in the MUN lost and found located in reception.

PROCEDURE

THIMUN General Debate and Procedure

Roll Call and Quorum:

Resolutions need a Quorum to be debated on, this is when at least on third of the committee is present. Before any session of any committee, chairs will conduct roll call. Each delegation is called out in alphabetical order, delegates must reply with "present and voting" unless they are observer states, in which case they will reply with "present".

Opening Speeches:

Opening Speeches will occur before the lobbying session on the first day. Delegates will have 1 minute and 30 seconds to give a speech to the committee. POIs will not be entertained during opening speeches.

Lobbying:

Lobbying will take place in the first committee session. It is a time designated by Chairs for delegates to come together and draft resolutions on the topics. It is similar to an unmoderated caucus except lobbying occurs only during this first committee session. During this time delegates will be expected to write and finish resolutions on each of the committee's topics, which will then be submitted to the Chair.

Open Debate:

Open debate will commence after the lobbying session. The chair must accept a resolution, before setting a debate time on the resolution, then the main submitter must be invited to the podium to make their main submitter speech. Before commencing they must read out the body of each clause before beginning their speech. Each day will focus on one topic, ideally with 2 groups per topic submitting 2 resolutions. It is vital to get through each topic, so chairs must manage time efficiently. During Open debate both for and against speeches can be made, amendments are highly encouraged. If the floor is open but no delegates are raising their placards, chairs may open the floor to moderated or unmoderated caucuses.

Speeches:

During speeches delegates will approach the podium, wait for the chair to start. Once you begin you will have time to make your speech. Chairs will use gavels to tell you how much time you have left to speak. With 10 seconds left, one tap will be heard, with 5 seconds left, 2 taps. If a chair taps their gavel three times you must finish your speech.

Amendments:

Amendments are changes submitted by delegates to resolutions. They come in 3 forms: strike, modify or add. For the simplicity of the debate, delegates must specify what type of amendment it is, and clearly specifying what part of the resolution. Following a successful submission if the floor opens to general debate, the chair may recognize a delegate who has made an amendment. The delegate will then make a speech but must read out the amendment out before beginning their speech. Following this there will be time for, time against and then move into voting procedure on the amendment. A simple majority is required for an amendment to pass. Chairs are recommended to highlight changes to resolutions by changing font color.

Amendments to the second degree will be allowed in this conference. When an amendment to the second degree is submitted, a vote must be taken before continuing debate on the first amendment.

Friendly Amendments:

Friendly amendments are made when an amendment has the written approval of the main submitter. If this is the case, the changes are automatically made. However, if the main submitter votes for an amendment, this does not make it friendly. It needs to be clarified before it is brought to the committee. As a chair, please remind delegates that this is a possibility.

Moderated Caucus

A moderated caucus is when debate is closed, delegates stay at their seats and are free to work on amendments, speeches, or POIs quietly. Cross talk is not allowed, and decorum must still be followed. During this time delegates can also make speeches at the podium, however if there are none, the delegates do not need to. The chair must set a clear time for the caucus, once time has elapsed, the floor will once again open for debate on the resolution or amendment on the floor at the time.

Unmoderated Caucus

An unmoderated caucus is like a moderated caucus, except delegates are allowed to converse freely and get up from their seats. This allows delegates to come to agreements and debate freely. Chairs must again set a clear duration of the caucus itself.

Voting Procedure:

During voting procedure, staff must suspend note passing and doors must be shut and secured. A simple majority is required for amendments and resolutions to pass. First count all votes for, all votes against and then abstentions. Ensure delegates raise their placards high. If a resolution passes clapping is an order.

PROCEDURE

Security Council Procedure

Security council has a slightly different procedure compared to the rest of the committees. If you are not chairing Security council, you may skip this section.

Clause by clause debate: During debate on the resolutions, the committee will address a single clause at a time. For each specific clause, amendments to that clause will be entertained. Delegates may not debate on other areas of the resolution. Each clause will be voted on separately. Once each clause has been entertained in a numerical order, debate will be open on the resolution as a whole. Once this time has elapsed the entire resolution is voted on at the end.

2 thirds majority: For anything to pass, they must have 2/3rds majority of the present quorum.

Veto & P5s: In the security council there are the P5 nations. These are China, the United States, the United Kingdom, France and Russia. Each of the P5 nations have the ability to veto any resolution. To successfully veto a clause or amendment they must submit a veto threat. A veto threat is submitted once the delegate votes against the resolution. For this reason, if a delegate from the P5 does not wish to vote for, nor veto they must abstain. For a veto to be recognized they must address the committee on why they are vetoing the current resolution, clause or amendment. Under MUNIST procedure the delegates must prove that the clause violates their sovereignty. It is up to the chair's discretion to accept a veto. If a veto succeeds, the clause or amendment automatically fails.

P5 Caucus: A P5 caucus is held when a member of the P5 motions for a P5 caucus. Each delegate from the P5 leave the room along with a chair and hold an open discussion in private. During this time, the rest of the committee will have a moderated caucus

Conference Prep

Before the conference, delegates should do adequate research into their country and topic. Research reports will be provided on the minist.org website. For this we recommend writing a research report, as well as preparing 2-3 clauses for the conference.

A research report should be a 3 page research paper that delegates should prepare for the conference. The goal is to develop an understanding of both the issues presented, and your delegation. Below is an outline of what to include in your report:

Step One: Research Your Country

- Geographical information: what is your country's population? What are the main ethnic and religious groups? Are there any problems between these groups? What are the bordering countries?
- Climate information: Is your country's climate stable? What is its access to natural resources like?
- Is your country a regional / international superpower? What is your country's GDP and where does it rank? What are the major industries? Who are your main trading partners? Are you considered to be developed or not?
- Political information: Who is the leader? What kind of government is it? (e.g democracy, etc...) Is there corruption? What is the international opinion of your country's government? Do you have any international enemies? Regional rivals? Are you part of any organisations outside the UN? (e.g EU, NATO, AU, etc...)

Step Two: Overview of the Topic

- Provide a general overview of the topic, including relevant parties, affected populations, current situation, and implications of the conflict (social, moral, environmental, etc.).
- Identify key players such as countries, NGOs, and other organizations.
- Explore the background history leading up to the conflict.
- Incorporate relevant statistics that align with your country's viewpoint.
- A research report will be made for your topic, but this will help summarize your understanding.

Step Three: Country's Policy on the Issue

- Articulate your country's policy or attitude towards the topic.
- Discuss your country's interest in addressing the topic and how it has impacted your nation or your allies in the past and present.
- Describe actions taken by your country regarding the topic, and if there is not sufficient content regarding your own country, consider the policies of your country's allies, especially the P5.

GETTING READY

Conference Prep

Step Four: Possible Solutions

- Present potential solutions to the topic.
- Consider existing resolutions and explore avenues for innovation within your country's policy framework.
- Emphasise solutions that are feasible, plausible, reasonable, and align with your country's policy.

Recommended sources for research:

CIA World Factbook: www.cia.gov/cia/publications/factbook

United Nations (UN): www.un.org/

Official UN documents: <http://documents.un.org/>

Global Policy: www.globalpolicy.org

International Monetary Fund (IMF): www.imf.org/external/index.htm

World Health Organization (WHO): www.who.int/en/

Amnesty International: www.amnesty.org/

Greenpeace: www.greenpeace.org/international/

Human Rights Watch (HRW): www.hrw.org/

European Union: http://europa.eu/index_en.htm

Embassy world: www.embassyworld.com

BBC - country profiles: http://news.bbc.co.uk/2/hi/country_profiles/default.stm

GETTING READY

Opening Speeches

When debate on a topic commences, each delegate will be given one minute to present their opening speech. Your speech must be completely in accordance with your country's policy, and you must represent your country in a dignified manner. The main elements of a successful opening speech follow:

1. **Introduction:** Delegates must address the house with stock phrases such as, "Honourable chair, esteemed delegates and distinguished members of staff"
2. **Problem:** Shortly talk about the specific topic you want to address.
3. **Solution:** Explain what you want to do about the issue at hand.
4. **Information:** Back up your views on the issue and solutions with facts (statistics are powerful) from research.
5. **Call to Action:** Finish by proposing a clear and practical plan on how to solve the issue.
6. **Conclusion:** Once the speech is done delegates should yield the floor back to the chair. One common phrase is, "The delegate hopes for a fruitful debate and yields the floor back to the chair."

Resolutions

In each committee delegates will be presenting and debating on resolutions. This is the heart of the entire MUN. Resolutions must be formatted correctly with the following criteria:

Step One: Heading & Format

The heading must include: the committee name, the main submitter, the co-submitters, and the topic. The main submitter is the leader of the resolution group, and will make the first speech in favor – known as the main submitter speech. The co-submitters include everyone else in the resolution group. The “committee”, “main submitter”, “co submitter” and “topic of” phrases must be capitalized and bolded. An example is shown below:

COMMITTEE: United Nations Human Rights Council (UNHRC)

MAIN SUBMITTER: The Federal Democratic Republic of Ethiopia

CO-SUBMITTER: The State of Israel, Republic of South Sudan, The Arab Republic of Egypt, The Republic of Uganda, The Kingdom of Belgium.

TOPIC OF: Addressing the Violation of Human Rights in the DRC

Step Two: Preambulatory Clauses

The pre-ambulatory clauses outline all the issues the committee aims to address regarding the topic. Pre-ambulatory clauses can include:

- Previous UN resolutions, treaties, or conventions relevant to the topic
- Past efforts by regional organizations, non-governmental organizations, or nations to address the issue
- References to the UN Charter or other international frameworks and legal instruments
- Statements from the Secretary-General or other relevant UN bodies or agencies
- General background information or facts about the topic, including its importance and impact

DEBATE

Resolutions

Preambulatory clauses must be written using the stock phrases. Each stock phrase must be written in italics. Stock phrases include:

Acknowledging	Noting with approval	Noting
Acting	Expressing concern also	Noting further
Affirming	Expressing concern	Noting with deep concern
Alarmed by	Expressing its	Noting with regret
Alarmed	appreciation	Noting with satisfaction
Anxious	Expressing its satisfaction	Observing
Appreciating	Expressing satisfaction	Reaffirming
Approving	Firmly	Reaffirming also
Aware of	Convinced	Realizing
Bearing in mind	Fulfilling	Recalling
Believing	Fully alarmed	Recalling also
Cognizant	Fully aware	Recognizing
Concerned	Fully believing	Recognizing also
Confident	Further deploring	Recognizing with satisfaction
Conscious	Further recalling	Referring
Considering	Guided by	Regretting
Contemplating	Having adopted	Reiterating
Convinced	Having considered	Reiterating its call for
Declaring	Having considered further	Reminding
Deeply concerned	Having devoted attention	Seeking
Deeply conscious	Having examined	Seized
Deeply convinced	Having heard	Stressing
Deeply disturbed	Having received	Taking into account
Deeply regretting	Having reviewed	Taking into consideration
Deploring	Having studied	Taking note
Desiring	Having adopted	Taking note also
Determined	Having approved	Taking note further
Emphasizing	Having considered	Underlining
Encouraged	Having decided	Viewing with appreciation
Expecting	Keeping in mind	Viewing with apprehension
Expressing appreciation	Mindful	Welcoming
		Welcoming also

DEBATE

Resolutions

An example is given below:

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality and inalienable rights of all global citizens,

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

Step 3: Operative Clauses

Operative clauses are calls for action that present feasible solutions in order to ameliorate the issue currently being discussed. Stock phrases must once again be used to construct the solutions. The phrase must be underlined, and each clause must be numbered to separate them. Stock phrases include:

Accepts	Authorizes	Declares accordingly
Acknowledges	Calls	Demands
Adopts	Calls for	Deplores
Advises	Calls upon	Designates
Affirms	Commends	Directs
Also calls for	Concurs	Draws the attention
Also recommends	Condemns	Emphasizes
Also strongly condemns	Confirms	Encourages
Also urges	Congratulates	Endorses
Appeals	Considers	Expresses its appreciation
Appreciates	Decides	Expresses its hope
Approves	Declares	Expresses its regret

Resolutions

The format of an operative clause must be in:

1. Beginning of the clause.
 - a. Sub Clause
 - i. Sub-sub clause

Sub-sub-sub clauses are not allowed in this conference. If there are sub clauses there must be a minimum of 2 subclauses. The resolution **must** be in Times New Roman font size 11. There must be a minimum of 7 clauses to a resolution for it to be debated on. There is no maximum but try and keep resolutions as close to 7 clauses. Resolutions with more than 10 clauses should be reconsidered by the resolution group to try and shorten them. It is the Chair's job to remind delegates of formatting.

An example is given below:

1. **Urges** member states
 - a. Education aiding populations in understanding the severity of the drug in order to prevent the abuse of the substance through;
 - i. Research based prevention programmes in youths and adults,
 - ii. Means of determining an individual who abuses the drug;
 - b. Providing support to users who have developed an addiction through means of;
 - i. Peer-to-peer dialogues,
 - ii. Expert based programmes
2. **Suggests** the legalization of the use of marijuana for several occasions including:
 - a. Medical practices with quantities determined through:
 - i. The severity of the medical issue prevalent;
 - b. Recreational use, considering;
 - i. Users are not minors and over the age of 21,

PROCEDURE

General Debate Points & Motions

Motion to move into previous question: Motion to move into previous question can be raised by a delegate. This motion is to move to the next phase of debate. In the MUNIST 2025 Conference, open debate on resolutions is both time for and time against. However, in Amendments, there is specific time for and then time against. If this motion is raised in amendments, first ask for seconds and objections. Objections can only be recognized if a delegate has a speech to make. Should the motion be recognized, either move into time against, or into voting procedure.

POI to the Chair / Point of parliamentary inquiry: During a moderated Caucus or open debate, delegates can either ask a POI to the chair to ask a question related to the debate, or a Point of parliamentary inquiry which raises questions about specific procedure.

Point of personal privilege: this relates to personal concerns that the delegates have. This can range from difficulty to hear a delegate or leaving to visit the restroom. When a delegate raises a point of personal privilege,

Right to reply: A right to reply can be raised by a delegate when they feel that their country has in some way been looked down upon, insulted or mocked by another delegate. Right to reply is a brief 30 second statement from the delegate in defense of their country or themselves. It is up to the chair to decide whether a right to reply is recognized or not.

Motion to follow up: A delegate can ask for a follow up after they've asked a POI, Chairs are highly encouraged to grant follow ups, unless there are time restrictions.

Motion to divide the house: After a vote has been conducted, a delegate can do a motion to divide the house. When the house is divided, the chair will go through the Committee alphabetically and each delegate voting must vote in favor or against. Abstentions are not allowed when the house is divided.

Motion to rephrase the question: If a delegate does not understand a POI asked to them, they can motion to rephrase the question. The Chair must ask the delegate: "could the delegate please rephrase their question in a more clear and concise manner".

PROCEDURE

Points and Motions

Points

Point of information: After the speaker concludes their speech, the Chair will ask the speaker if they are willing to entertain points of information. If affirmative, delegates may indicate their desire to ask a question by raising their placards. The chair will then select delegates to pose a question to the speaker. Delegates must rise and state their POI in the respective order called by the Chair. Delegates may only ask POIs if granted permission by the Chair.

Point of order: This point can be raised any time to point out procedural mistakes by the chair, or concerns regarding the conduct of fellow delegates. Chairs must consult the rules of procedure and take appropriate action.

Point of personal privilege: This point refers to anything in regards to the wellbeing of the delegate. This includes but is not limited to; having to go to the bathroom, needing a cup of water, wanting to open/close a window and not being able to hear the speaker. The only time this point can interrupt an ongoing speech is if delegates have issues with hearing the speech.

Point of information to the chair: This point allows delegates to pose relevant questions to the Chair that do not fit within the parameters of other procedural points. It can only be raised when there is no speaker currently addressing the floor.

Point of parliamentary inquiry: This point allows delegates to seek clarification from the Chair regarding the rules of procedure. It can only be raised when there is no speaker currently addressing the floor.

Request for right of reply: Delegates may utilise this option when her/his national, or personal integrity has been insulted in the speech of another delegate. It offers delegates an opportunity to respond and defend themselves without needing to ask a question. If deemed insignificant, the Chair may overrule the request. If the Chair is in accordance with it, the delegate must apologise, and debate cannot continue without a formal apology.

PROCEDURE

Points and Motions

Motions

Motion to follow up: This motion may be used if a delegate wishes to clarify or extend their point of information to the speaker on the floor. The delegate may rise and state their follow up question only once the Chair has accepted their request. The Chair may decline it depending on the number of delegates wishing to pose their questions.

Motion to rephrase the question: This must be directed to the Chair by the current speaker on the floor, if the question being asked during a POI lacks clarity.

Motion to move into time against: This motion may be used if delegates wish to speak against a resolution/clause/amendment. Amendments can only be introduced in time against. This must be seconded with no objection, and objections must be stated by respective delegates.

Motion to move into time in favor: This motion may be used when delegates wish to speak in favor of a resolution/clause/amendment. This must be seconded with no objection, and objections must be stated by respective delegates.

Motion to introduce an amendment: This motion may only be used once the debate is in time against. Amendments can be made to clauses and to existing amendments (amendment to the second degree).

Motion to introduce a friendly amendment: A friendly amendment can grammatical errors and spelling in a clause. If a delegate introduces a friendly amendment and the Main Submitter of the clause agrees to it, it will be added to the clauses immediately.

Motion to make a speech in favor/against: This motion can be made in time in favor/against, when delegates wish to make speeches. The delegate may only approach the podium when called upon by the Chair.

Motion to move into unmoderated caucus: This motion may be introduced when delegates wish to move around the room and informally discuss topics with other delegates.

PROCEDURE

Points and Motions

Motions

The motion must specify a length of time and reason for the unmoderated caucus, and must be seconded with no objection.

Motion to move into voting procedure: This motion may be introduced when delegates want to conclude debate on the resolution/clause/amendment in question. This motion must be seconded with no objection, however the Chair can overrule the motion if more debate is required. If accepted by the Chair, the House will move into voting procedure. If objected, the concerned delegates must give a speech. See more in "Voting Procedure."

Motion to divide the house: This motion may only be considered during voting on the resolution in its entirety. It is requested when there is no clear/very narrow majority, with many abstentions. This motion entails each delegate declaring their voting stance, eliminating the option to abstain. The Chair will conduct a voting procedure by roll call for delegates to individually provide their responses. A second and approval by the Chair are required for this motion to proceed.

Motion to adopt by acclamation: This motion may be entertained in time against an amendment to add it to the clause without going into voting procedure. It must be seconded twice with no objection. The delegate proposing the amendment may not use this motion, and it must come from other delegates. Adopting by acclamation should be sparingly entertained, and must only be seconded if the delegations policy completely aligns with that proposed.

Motion to declare this as an important question: This motion may be entertained in open debate on the resolution as a whole, prior to voting procedure on the resolution. It increases the majority to pass a resolution from simple majority to 2/3 majority. Only important issues under the disclosure of the Chair can be made an important question. The Chair may only entertain this motion if it passes with a simple majority.

Motion to appeal the decision of the Chair: This motion is raised if the House has serious concerns on the decision-making of the Chair. It may not be used facetiously, as the Secretariat will be informed about the motion. The Director-General will make a final decision, and during the clarification of the issue, the Co-Chair will be in-charge of the debate.



Good luck!