

SECRETARY GENERAL'S CHAIRING GUIDE

Resolution FAQs

- At RRSIMUN, we favour collaboration between delegates, so encourage the submission of merged (constructed resolutions)
- However, individual resolutions will still be debated and approved at the same rate
- In order to make this work, chairs are instrumental in organising the process of resolution construction
- When in time for resolution construction (14:45-16:15 on Saturday), chairs should organise their delegates into groups based on their questions
- If a committee has four questions, e.g. plastic, the death penalty, SC reform, and homosexuality, there should be MINIMUM four groups of people constructing resolutions- most groups will be large, and will split down into two or three

Resolution FAQs

- Chairs should not allow individual lobbying to occur during time for constructed resolutions
- Approval panel is open until Sunday 15:00, but encourage delegates to submit resolutions as soon as they are ready as approvals is a lengthy process
- Silly acronyms are permitted in resolutions, but they tend to put off the Secretariat General and the rest of approvals, so unless they are particularly clever and overall inoffensive, discourage delegates from using these
- The clause limit on resolutions is 15 not including sub clauses, sub-sub clauses, or perambulatory clauses

Sending Resolutions to Approvals

- From 12:30 on Saturday, delegates are able to upload their resolutions to the school system, and they should do so by going to the computer rooms and following the instructions given there
- Once delegates have uploaded their resolution to the system, successfully lobbied and gained at least 10 signatories on their cover sheet, they should take the sheet, along with a physical copy or EASILY VISIBLE (e.g. on an ipad or a laptop screen) copy, and take it to the approval panel
- Once they have submitted their resolution to the approval panel, delegates should return to committee

Chairing Manner

- Chairs are split into three categories during debate:
 - Speaker chair, who conducts the debate
 - Expert chair, who answers questions when called upon and approves/types amendments
 - Sitting chair, who helps the speaker chair do the tick sheet to ensure delegates are recognised fairly, and can help with typing amendments
- It is important that when you are not speaker chair, you do not address the committee unless called upon, or at your discretion if the speaker chair really needs some help regaining control of the room
- Gavels are not used at this conference, try and establish mutual respect with your delegates from the first day for more organised debate
- NEVER interrupt, correct, or cut off the speaker chair in front of the committee, as this is rude and discredits all of you. If there has been a mistake, address it quietly between you and allow the speaker chair to correct themselves to the committee

Chairing Manner

- Ensure that you collaborate with your co-chairs, particularly with tick sheets, as the sitting chair should make sure that the same people are not being recognised continuously
- When you realise you have made a mistake, or your co-chair corrects you privately, don't worry. Everyone makes mistakes, and delegates will respect a polite admission of this. Simply say "the chair stands corrected on XYZ", and move on with the debate
- If delegates are particularly troublesome, pull them aside during a break and explain to them that their behaviour is disruptive to the committee, and ask what you can do to ensure they enjoy their time at the conference
- If they give no constructive suggestions and continue to misbehave, contact your PGA or Sec Gen and we will deal with it
- Overall, remain polite, respectful, and as friendly as possible, and when in doubt ASK

General Debate Layout:

- Begin the debate by calling the floor/house to order (floor is for normal committee, house for plenary and GA)
- Then, invite the main submitter to take the floor, give reading time OR allow the submitter to read the operative clauses out, not both
- The whole debate is open, speakers for or against can speak at any point
- Yield chains are not allowed, one yield per speaker is all, and generally not from the same school

Amendment Procedure

- Amendments can be submitted on paper all throughout the debate
- A delegate who raises their placard should ask "is it in order to debate my amendment", if recognised time for the amendment begins
- Amendments aren't split directly into time for and against, but the chair should entertain the same amount of speeches for and against to make it fair
- Amendments to the second degree aren't permitted at this conference
- Friendly amendments can only be spelling, grammar or syntax, and should be submitted in a note to the chair
- Abstentions are entertained on amendments

Points During Debate

- Points may not interrupt the speaker except for a point of personal privilege **due to audibility**
- Other points should be dealt with during a pause in debate when there is no speaker on the floor
- When there is a point on the floor, chairs should acknowledge this with something like “There has been a point of X on the floor, please rise and state your point”

Point of Personal Privilege

- Refers to the well-being of the delegate
- May interrupt the speaker, but only if it is due to audibility
- It should come in the form of a request to the chair
- E.g. “point of personal privilege due to audibility, could the chair please ask the delegate to speak loudly?”

Point of Order

- Refers to the rules of procedure e.g. the chair makes an error in setting debate time or misses a POI, and NOT to a perceived insult against a particular member nation
- Cannot interrupt the speaker
- This point is not debatable, and the ruling is at the chairs' discretion
- Should only refer to something that just happened
- E.g. "Point of order, the chair has given time for two speeches for and only one against this amendment. Is it in order for there to be a disparity in speaking time?"

Point of Information to the Chair

- A question directed to the chair, can refer to almost anything that isn't covered by the other points
- These may not interrupt the speaker
- These are how people tend to use point of orders, which is incorrect when using THIMUN procedure
- E.g. "Point of information to the chair, could the chair please make the committee aware that it is not a proven fact that Iran has nuclear weapons, as the previous delegate stated"
- These points are ruled at the chair's discretion, generally your response is "the committee has been made aware"

Point of Parliamentary Enquiry

- A subset of points of information to the chair that deals specifically with questions about the rules of procedure
- These may not interrupt the speaker
- E.g. "Point of parliamentary enquiry, are we currently in time for or against this amendment?"
- This is different to a point of parliamentary procedure, which we no longer entertain
- A point of parliamentary enquiry is simply a question about the procedure, but a point of parliamentary procedure was used to question a procedural mistake, and we do not entertain this- that is now a point of order

Motions

- Motions are put forward by delegates, and require support of the house and approval of the chair to be enacted
- These cannot be called whilst a speaker is on the floor
- Motions made by a delegate require a second to be considered by the committee, if no second is heard then a chair may ask “do I hear a second on the floor?” to remind delegates
- There are certain motions we do not entertain at this conference, and these are:
 - Motion to move to voting procedure
 - Motion to table the resolution
 - Motion to withdraw the resolution
 - Motion to evict X delegate/ the chair
 - Motion to appeal the decision of the chair
 - Motion to reconsider the resolution
- If no chairs recognise the motion, we likely do not entertain it

Motion to Move to Previous Question

- This is what most delegates will refer to as “motion to move to voting procedure”, it is the chair’s responsibility to correct this
- However, this does call for the closure of debate and a vote to be taken on the resolution as a whole
- This motion can be overruled by an objection from the house, which the chair may overrule or entertain using their discretion, and generally depending on time
- E.g. “Motion to move to previous question!” “Objection!” “This will not be entertained due to an objection/ this will be entertained despite objections due to time constraints”

Motion to Extend Points of Information/ Debate Time

- This adds more debate time or extends points of information to an amount at the chair's discretion
- Official THIMUN procedure states that the motion to extend debate time necessitates a two-thirds majority, but at RRSIMUN we rule at the chair's discretion depending on time
- Objections are not entertained, the motion is carried at the chair's discretion only
- E.g. "Motion to extend points of information by one!" "Granted, all those wishing to make a POI please raise your placards now"
- Generally the delegate who put forward the motion is granted the POI

Motion to Divide the House

- Many delegates misunderstand this motion and call it, chairs should advise against it as it takes a lot of time and effort
- This motion does not mean a revote without abstentions, it means a **roll call vote**, wherein the secretariat members goes around with a list of nations present and writes down whether they vote yes or no
- Delegates can **still abstain** in a roll call vote, a fact chairs should make clear to delegates
- Objections are not entertained for this motion, but chairs can overrule it at their discretion
- E.g. "Motion to divide the house!" "Is the delegate aware that this enacts a roll call vote where nations can still abstain?"

Voting Procedure

- Abstentions are always entertained when voting, including on amendments
- When coming to voting procedure, state “Time on this resolution has now elapsed, and we will now be moving into voting procedure. Please could the secretariat suspend note passing, secure the doors, and take their voting positions”
- Ensure the secretariat have heard you correctly, and then carry out the vote. The secretariat should count the placards for each vote (for, against, abstentions) and then tell you
- If the resolution fails, clapping is never in order. In the case of a tied vote, the resolution fails

General Points

- Funding- if delegates raise problems based on funding, chairs can remind delegates that in MUN funds are considered unlimited
- Insulting/ overly casual language- chairs should remind the committee that the use of unparliamentary language will not be tolerated at RRSIMUN
- Reading speeches from phones/tablets- this is tolerated
- Speaking without a jacket on- generally accepted at this conference
- Use of phones/laptops during debate- tolerated to reduce paper waste, but only for research purposes. Chairs may suspend this if they believe technology is negatively affecting participation
- Note passing- this is always entertained, please do not suspend note passing in committee unless you are calling for voting procedure

General Points

- Ensure delegates are given a good amount of breaks, generally one after every resolution or after 45 minutes, whichever is soonest
- These breaks should be 5-10 mins, and can be in committee or outside at the chair's discretion
- Stay strict with timings, do not allow a resolution to overrun by more than 5 minutes, as otherwise you will not get through enough resolutions during the conference
- Do NOT let your committee go to lunch before their allocated time, which your PGA/Sec Gen will make clear. If this happens, it throws off all the timing for the secretariat and makes it incredibly difficult for people to get through on time

Fun Debate/ Games

- Chairs should allow elements of humour in debate, but not entertain silly or insulting behaviour
- Chairs should not allow a full debate on a silly proposed topic
- However, the last hour of debate time may be used for fun proceedings such as joke awards/ talent showcase
- Joke award titles will be compiled by the Secretariat General and released to chairs- only these should be used
- Gossip boxes are not tolerated at this conference as they often result in harassment/bullying, which ruins a delegate's MUN experience

THANK YOU ALL SO MUCH FOR ATTENDING,
WE KNOW IT'S BEEN HARD WITH THE REPORTS
ETC., BUT WE APPRECIATE IT ALL IMMENSELY!
LET US KNOW IF YOU NEED HELP, AND GOOD
LUCK WITH YOUR RESPECTIVE COMMITTEES.

-The Secretaries General and the PGAs