



# **The John Lyon MUN**

## Guide for MUN procedure

# Introduction to MUN

The aims of Model United Nations conferences are to encourage debate and sharing of constructive solutions to issues of global importance between students of different nationalities, ethnicities and religions.

Formal and informal debate during the conferences take place following a set of rules known as parliamentary procedures. In this short guide, you will be introduced to these procedures so that you will be prepared and able to get the most out of your time at JLMUN.

## **A note on behaviour**

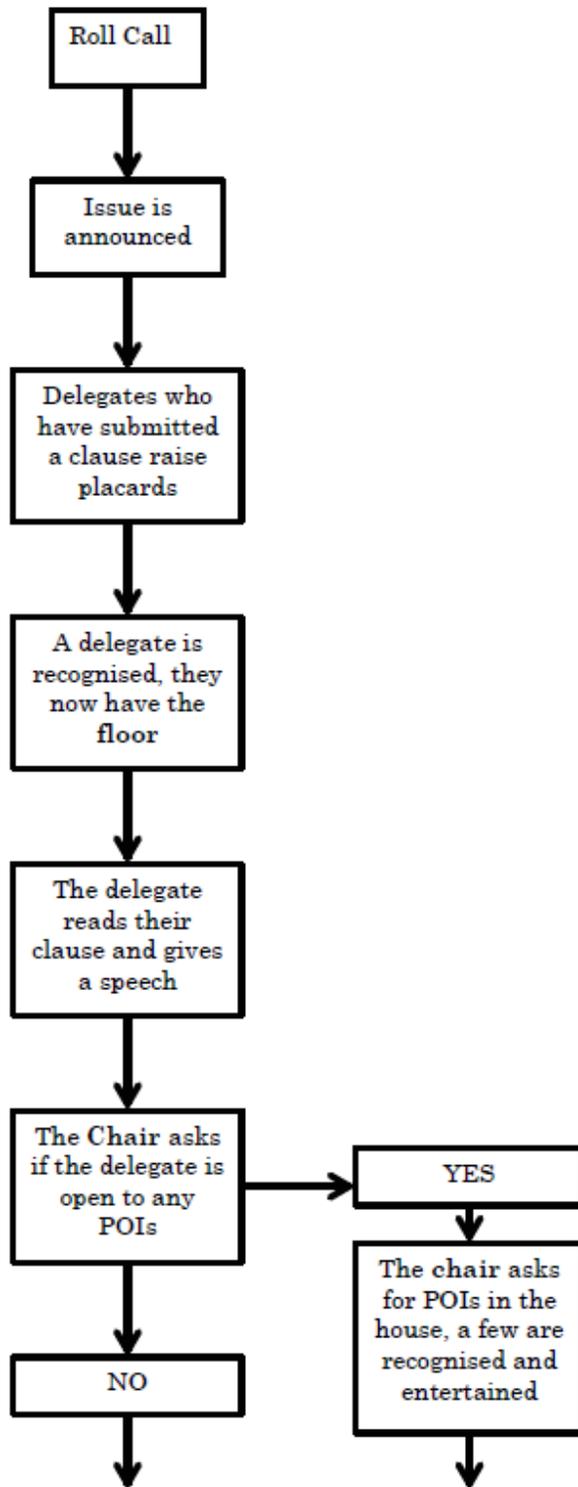
During your time at JLMUN it is important that you behave in a professional and respectful way. Be polite to other delegates, chairs and admin staff. Do not use foul or slang language when addressing others, remember to speak English at all times as many delegates will be from other countries. Do not drink or eat inside the committees and keep your phone and electrical apparatus switched off during debate to avoid disrupting.

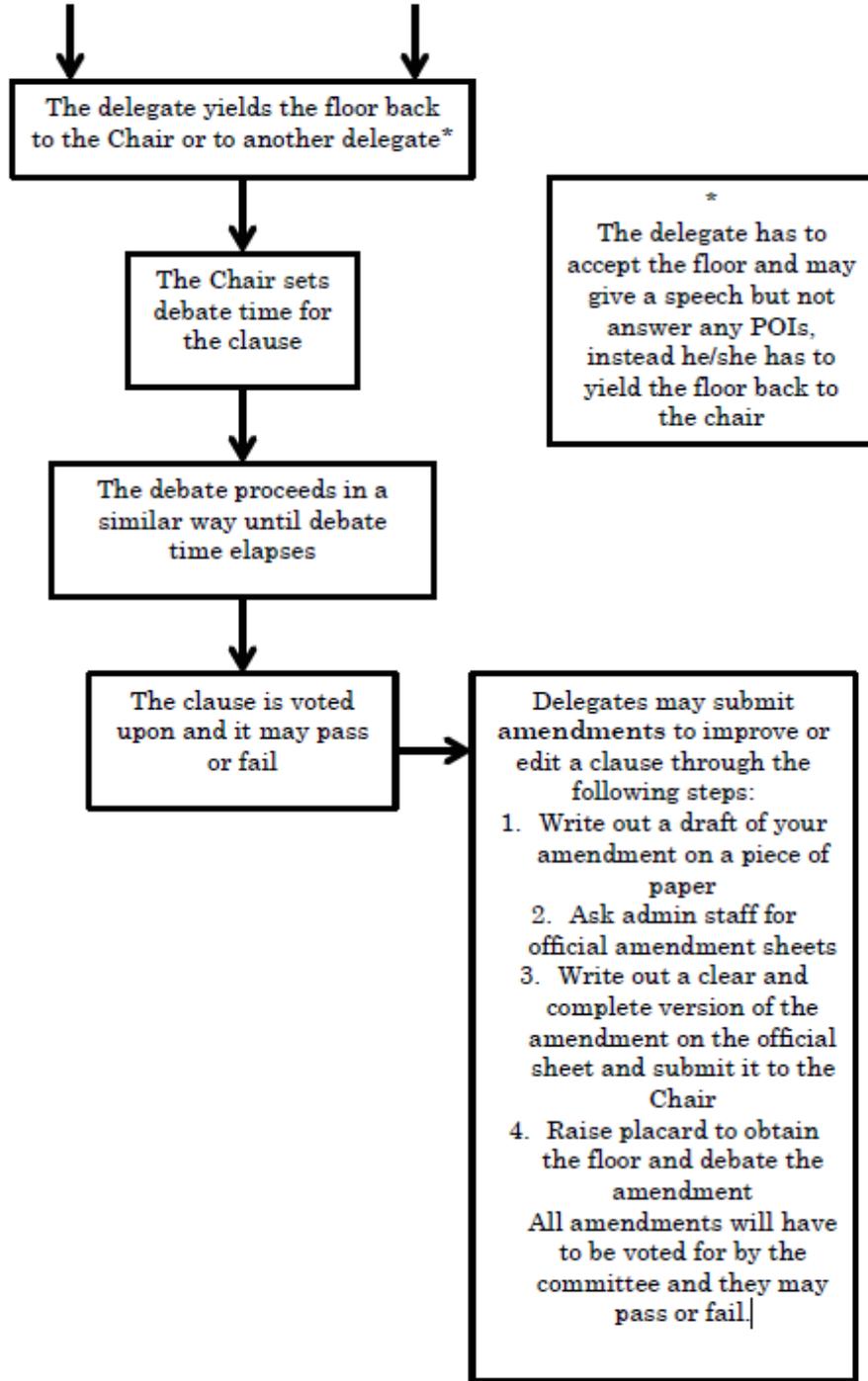
Lastly, remember to dress in a formal way. Boys should wear formal attire, such as a suit and tie or a shirt, girls can wear a range of formal attire including skirts and dresses, which should not be open below the middle of the back and the length must not be above the knee. Shoes should be formal and appropriate for the event. Jeans, shorts, sportswear and sneakers or sandals are not acceptable and delegates wearing them might be asked to change before they are allowed inside the venue.

# General Information

1. **Chairs** are seated in front of delegates at the chairs' table. Their role is to facilitate debate; they call on speakers and maintain parliamentary procedures. They have the right to overrule motions and to decide how long delegates can speak for. They are also a figure of authority within the committee so they might decide to take action if a delegate is not respecting the procedures.
2. **Decorum** means order in the committee. The chair may call decorum if the delegates are being particularly loud or disrespectful.
3. A **motion** is a specific action made by delegates to direct debate in a certain direction, delegates will be asked if there are any **seconds** and **objections** after someone has proposed a motion. Examples of motions include:
  - Motion to move to voting procedures, made by delegates when they do not wish to debate on a clause or resolution and would like to vote on it
  - Motion to move to closed debate in time in favour/against, made by delegates if they wish to move into time in favour or against during close debate
  - Motion to extend points of information, made by delegates when they would like to ask more points to the speaker on the floor
  - Motion to divide the house, made by delegates when there are a high number of abstentions. In this case the different delegations will be called upon individually and asked if they are in favour or against a clause/resolution.
  - Motion to move into unmoderated caucus, made by delegates to request caucus (explained later on)
  - Motion to extend lobbying time, made by delegates if they wish to spend more time lobbying on a certain clause
4. **Lobbying** is when the delegates spend time informally discussing the clauses they have prepared and merging them. This time is allocated to the chairs' discretion and it takes place before debate.
5. **Yielding** happens at the end of a speech given by a delegate who has the floor, after points of information have been answered. They may yield the floor back to the chair if they wish to go back to their seat or to another delegate, who then has to accept it and may not entertain any points of information.

6. **Points** may be of different types and are basically used by delegates to ask questions, examples include:
  - Point of information to another delegate: these are usually entertained at the end of a speech if the delegate on the floor has agreed to answer them beforehand. They have to be phrased in the form of questions and once the delegate who has the floor has answered them the delegate who asked them may not further continue the conversation
  - Point of information to the chair: these are used to ask questions to the chair, they can be entertained at any time when no delegates are speaking. Please note that questions can also be asked to the chair in the form of notepaper.
  - Point of inquiry: this is usually a question asked to the chair by a delegate about anything that they do not understand. Don't be afraid to use this if you are confused about anything that is going on but remember you may not interrupt a speaker.
  - Point of personal privilege: used by a delegate experiencing personal discomfort, such as for asking the speaker to raise their voice or the chair to make the clause that is being debated bigger.
  - Point of order / Point of parliamentary procedure: used to point out a mistake in the procedures of debate.
  
7. **Caucus** is a time during which delegates may discuss the debated issues informally between each other and work on possible amendment or strategies. Caucus is usually suggested by the chairs if they think the debate is not fruitful enough, however delegates may make a motion to move into caucus if they wish.
  
8. **Amendments** are suggested improvements on the clause that is being debated. They are submitted by delegates in the form of a note to the chair and they have to be debated and voted on in order to be accepted in the final document.
  
9. **Voting** occurs when the debate time on an amendment, clause or resolution has elapsed. Delegates will be asked to raise their placards to vote for or against or if they wish to abstain. Abstentions are not allowed when voting on amendments.





# Useful Phrases

1. When starting to speak:  
*Honourable chair, fellow delegates*
2. When asking permission to speak  
*The delegate of ... requests the floor*
3. Beginning a speech  
*The delegate of ... wishes to speak in favour/against this clause/amendment/resolution because...*
4. When asking a question  
*Is the delegate (not) aware that ... ?*  
*Does the delegate agree that ... ?*  
*Does the delegate (not) realize that ... ?*
5. When asked if open to POIs  
*The delegate is open to any and all points of information*  
*The delegate is not open to any points of information*  
*The delegate is open to x points of information*
6. When proposing an amendment  
*The delegation of ... would like to amend the clause by striking/inserting/adding the words...*
7. When concluding a speech  
*The delegate of ... urges/encourages all delegates to vote for/against this clause/amendment*
8. At the end of a speech  
*The delegate yields the floor back to the Chair*  
*The delegate would like to yield the floor to the delegate of ... , would that be in order?*  
*Floor yielded*

**Please remember that you must speak in the third person, so try not to use pronouns such as 'I' when referring to yourself or 'you' when referring to the Chair or another delegate.**

# Formatting a Clause

Clauses have a specific structure that has to be used by all delegates when writing and submitting them. The first word, also known as an opener, has to be a verb in the third person and it has to be underlined. Openers may not be used twice in a resolution, but words such as “strongly” and “further” can be added in front of them to avoid repetition. The table below shows a list of openers you may use to write your own clauses. You will also find an example of an excellent clause to help you understand the correct format.

<u>Accepts</u>	<u>Affirms</u>	<u>Approves</u>
<u>Asks</u>	<u>Authorizes</u>	<u>Calls</u>
<u>Calls upon</u>	<u>Confirms</u>	<u>Congratulates</u>
<u>Considers</u>	<u>Declares</u>	<u>Deplores</u>
<u>Draws attention</u>	<u>Emphasizes</u>	<u>Encourages</u>
<u>Endorses</u>	<u>Expresses appreciation</u>	<u>Expresses hope</u>
<u>Further invites</u>	<u>Further proclaims</u>	<u>Further reminds</u>
<u>Further requests</u>	<u>Notes</u>	<u>Regrets</u>
<u>Requests</u>	<u>Supports</u>	<u>Takes note of</u>
<u>Transmits</u>	<u>Trusts</u>	<u>Urges</u>

SUBMITTED BY: Spain

1. Urges all States which have assessed its ecotourism potential to regard eco-tourism as a joint-operation to be run by members of a community, in which decision making powers and profits are distributed equitably by boosting these communities'

- a. Emergency preparedness, such as ability to forecast natural disasters, proper evacuation training, and methods to reduce losses, in order to lower dependence on multinational corporations,
- b. Introducing different policies to strengthen regional identity and cultural heritage by:
  - i. Publishing advertisements of cultural identity,
  - ii. Hosts of outreach events such as cultural fairs,
  - iii. Promotion of due compensation for cultural merchandise,
- c. Giving the community the ability to specify ways to invest funds gained from ecotourism activity, with help of ecological advisers in order to help the community use funds for ecological and economic restoration and enhancement;

# General Tips

## **Roll Call, Announcements, Schedules**

Chairs are generally expected to conduct debate as well as to keep track of the day's events and remind delegates about their schedules. Roll call should take place as soon as all delegates are sat down and the house has come to order. You should record attendance on the country lists as well as making note of who is present and voting. Any delegate coming in late should be warned and if this happens more than once you might wish to take further action. If you have an announcement to make, try and do so in a clear and concise way in order to maximise understanding among delegates.

## **Keeping Delegates Engaged**

If most delegates are not paying attention and the debate is dry, try proposing caucus or giving more lobbying time so that they can come up with amendments or clauses to keep debate going.

## **Behaviour during session**

Delegates (and Chairs) should behave in a professional way throughout the sessions. No inappropriate notes should be sent to anyone and phones and other electronic devices should be kept away. If delegates are not behaving following these standards, they should be warned at first and removed from the committee if it happens multiple times. It is ok to let some jokes be made as it is part of the fun of MUN, but make sure that they are not offensive to anyone.