



ISYMUN

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Rules and procedures



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If you have any other question, you can contact us via our website: <https://isymun.weebly.com/>



I. What is a MUN?

A MUN or Model United Nations is a simulation of the United Nations, commonly run by and intended for students. They become ambassadors of a country (most of the time, a UN member).

During the simulation, the delegates debate the given issue by submitting clauses (ideas to solve the issue), make speeches, in order to find solutions to the real and topical important crisis they are dealing with. This experience will lead them to set out strategies where they will create/make allies or rivals with whom they will engage negotiations to solve the conflicts.

In the morning, the delegates are placed in different committees (really existing or not) with the aim of resolving issues, which are given before the conference so they can do some research (so please do some!).

Then, in the afternoon, a General Assembly (GA) held with a new issue where everyone is gathered to propose clauses in front of all the other delegates. But here, the issue is not given before the conference so the delegates have to make researches and write their clauses during the day.

For more information, don't hesitate to check our website: <https://isymun.weebly.com/>

II. Roles in a MUN

1) **Delegate**

A delegate acts as representative of a country. As such, it is your duty of to act as if you are simply a mediator for the views of whatever country you are representing. It is pertinent that you, as a delegate, only act in accordance with the policies of the state you are representing. In other words, your opinions don't really matter, only your country's do.

As a delegate, you have the right to introduce amendments, clauses, vote and take the floor to make speeches. Delegates are the core of the debate; in that they are the ones who argue. As a delegate, you are permitted to ask or introduce points of information, points of order, and motions.



2) Secretary General

A SG is the person in charge of organising the MUN. You are supposed to help the staff, make sure everything goes well, etc.

3) Press Team

The press team consists of students who record the activities during the conferences. Also, you are in charge of the communication aspect of this conference (here is our Instagram account: <https://www.instagram.com/isymun.official/>).

The Head of Admin is the person in charge of the organization of the Press team.

The Head of communication → **add definition**

4) Admin

As an admin, you participate in setting up the conference. During committee sessions, you will be in charge of passing notes and securing the doors during the voting procedure. You are allowed to read the notes.

The Head of Admin is the person in charge of coaching the Admins. Your role is to go into every committee to see if they are doing their job and if they have a problem.

5) Chair

The Chair is the one who presides over the Assembly, sits at the front of the room, and chooses who speaks and when. Your role is to act as a mediator for the discussion and decide when to entertain amendments, motions or speakers. You will be in charge of deciding when committee is in Open or Closed Debate, as well as how much time is allotted to certain issues. You also has the power to reprimand disrespectful or disruptive activity, and you can take away a delegate's speaking rights, or send them out of the room.

The Head of Chair the person in charge of the Chairs. Their role is to coach the Chairs, or to replace a delegate if one of them is missing.

III. Definitions & other important things



1) Definitions

Secure the door: the Admins have to block the door(s) of the room so that no one can enter.

The floor: where you go in order to speak, in front of all of the other delegations.

A clause: a solution to one of the issues (for more information, see *"How to write a clause"*).

Submitter: the delegate who writes the clause, presents it to the chairs and goes to the floor to explain it.

Co-submitter: an allied to the submitter. Usually, a co-submitter has participated in the writing of this clause. This delegate has to be in favour of the proposal. Even if it is better, a clause doesn't necessarily have to be co-submitted by someone.

2) Points & motions

Point of information: A point of information is a question from a delegate to another delegate who is on the floor. Every time a delegate on the floor has finished speaking, the Chairs will ask them "Do you open yourself to any point of information". The delegate can open themselves to any point, give a certain number or refuse them. If the delegate accepts, the Chairs will ask the assembly if anyone wants to ask a question.

N.B: A point of information must be a question: you can't do a speech or give your point of view.

Motion to follow up: If a delegate, after a point of information, is not satisfied by the answer or has another question, they can say "motion to follow up". If it is granted by the Chairs, they can ask a new question. The delegate who is on the floor has to answer the new question.

Point of personal privilege: A point of personal privilege can be used if you have a problem (ex: if you need to go to the toilets) and you want to inform your Chairs by sending them a note.

Point of Order: During the discussion, at any moment, a delegate may rise on a Point of Order. It can be used if a delegate has stated false information, doesn't respect the rules, doesn't respect his country's policy, or is disrespectful to your country.



N.B: a point of Order is the only way to interrupt a delegate speaking on the floor.

Motion to divide the House: When there is a close vote for a clause, a delegate who doesn't agree with the issue can say "Motion to divide the House" in order to make a new vote where abstention is not allowed. This motion can be "seconded" (by another delegate who also wants a new vote) or "denied" (by another delegate who doesn't want a new vote). Then, the Chairs will decide if there will be a new vote.

3) **Reminders for the delegates**

- The ONLY language allowed is English and you have to use parliamentary language (no familiarities)
- You can't use "you" or "I" (except during lobbying session)
- You can only talk when you are given the permission by the Chairs. If you want to talk to another delegate, you can do it by sending written notes
- You have to respect their country's policy (ex: if you are the delegate of Saudi Arabia, you can't say you are in favour of Women's rights)
- You must use your placards to make the voice of your country, for vote or participation (N.B: you have to raise your placards only AFTER the Chair said "raise your placards high NOW")
- You have the right to use your phone to make some researches when you are in your committee or in your GA
- You must wear a correct suit / outfit (no sneakers or sweatpants please)

IV. Proceedings of the day

Before entering to lobbying session, the Chairs will make sure that everyone is here. When they call your country's name, you must raise your placards and say "present and voting". The proceedings will be repeated for every clause, both in committee and in GA.



1) Lobbying session

Each session of MUN begins with a lobbying (30-45 minutes). It consists of going around the house and finding delegations that will want to discuss your clause (they don't need to agree with it). It is an informal process: you can say "you" or "I", etc. During the GA, the session is longer because you have to write your clause at the same time.

Your clause can be co-submitted by countries that have similar or complementary policies. However, this country must be ready to talk about it on the floor. Usually, the co-submitter is a person that has helped writing the clause.

2) Closed debate

The Chairs choose the most interesting clause and/or the one with the most signatures and ask to its delegate to come to the floor and present it. Before starting any speech, a delegate must start their speech by saying "dear chairs, dear members of the Assembly" or a similar expression.

Once the delegate has finished, the Chairs ask them "Do you yield the floor back to the Chair?": the delegate can answer "so yield it" or "I yield the floor back to the Delegation of [a country who agrees with you]" (N.B: please do not abuse of this because it can quickly become really boring).

Then, the Chairs will ask to the assembly if there is a delegation wishing to speak in favour of the clause. After that, they will ask if there is anyone wishing to speak against the clause. In both cases, the Delegates will have to go to the floor and present their argument.

3) Open debate

The Open debate is a bit like the Closed debate. The Chairs will ask if there is anyone wishing to speak in favour or against the clause. For instance, it is useful if you haven't been able to talk during the closed debate, or if it is your clause and that you want to clarify something.

At any moment, during Closed or Open debate, a delegate can write an amendment in order to add, eliminate an idea or modify a clause. It has to be introduced and approved by the Chairs.

4) Voting procedure



During the voting procedure, the delegates temporarily can't pass notes to other delegates anymore. The Admins are asked to secure the door. If an amendment or a clause has passed, clapping is in order. If not, clapping is not in order.

If it is a voting on a clause, you can choose to vote for, against or abstain. Abstentions mean that you do not have a view on the subject or that your country has a neutral policy towards the subject being discussed. If there is a close vote, a delegate can say "Motion to divide the House" (see "Points & motions").

If it is a voting on an amendment, you do not have the option to abstain. If it is approved, the clause is definitely modified and will be voted with the amendment.

V. How to write a clause?

1) Preambulatory Clause

The Preambulatory Clause plays a role of introduction in your clause. It is enumerating the treaties, texts, conventions, etc. that you recognise and acknowledge. It must support your ideas and prove that it is structured and taking into consideration international laws. This Preambulatory Clause is at the beginning of your text and is composed of short sentences starting with introducing words (see the following list), followed by the statement you recognise. Here is a non-exhaustive list of introducing words:

Affirming	Expecting	Keeping in mind
Alarmed by	Expressing its appreciation	Noting with regret
Approving	Expressing its satisfaction	Noting with deep concern
Aware of	Fulfilling	Noting with satisfaction
Bearing in mind	Fully alarmed	Noting further
Believing	Fully aware	Noting with approval
Confident	Fully believing	Observing
Contemplating	Further deploring	Reaffirming
Convinced	Guided by	Realizing
Declaring	Having adopted	(Further) Recalling
Deeply conscious	Having considered (further)	Recognizing
Deeply convinced	Having devoted attention	Referring
Deeply disturbed	Having examined	Seeking
Deeply regretting	Having heard	Taking into account
Desiring	Having studied	Taking into consideration



2) **Operative clause**

The Operative Clause follows the Preambulatory Clause and is your proposition to solve the problem debated. It is detailing your solution to the issue and presenting how you want to manage it. It has to be clear and detailed as it is the core and most important part of your Clause. It is this part that will be voted and debated as it is showing your perspective on the question and the ways you want to manage the issue. Be sure that it is in accordance with your country policy. The Operative Clause can be sub-divided in multiple parts to make it clearer and is starting with an introducing word as such as the following ones:

Accepts	Deplores	Further resolves
Affirms	Designates	Has resolved
Approves	Draws the attention	Notes
Authorizes	Emphasizes	Proclaims
Calls	Encourages	Reaffirms
Calls upon	Endorses	Recommends
Condemns	Expresses its appreciation	Regrets
Confirms	Expresses its hope	Reminds
Congratulates	Further invites	Requests
Considers	Further recommends	Solemnly affirms
Declares accordingly	Further requests	Strongly condemns

3) **A few tips to write your own clause**

- To be sure that you are not off-topic, you can check the research reports on the website. Of course, you still can contact us or your teachers!
- Don't hesitate to talk to other delegates. It is the best way to create alliances and to find a co-submitter. You can do it before or during the day.
- To find things to put in your preambulatory clause, you can put a lot of things

4) **An example**

No matter what your clause is, you have to write who is the submitter and the co-submitter (if there is one), the topic concerning the clause, the title you're your clause and your preambulatory /operative clause. In order to write your own clause, you have to make researches about your country's policy. As a good start, you can check the research reports made by your Chairs on our website.

Here is an example of what a clause looks like (*see the following picture*). In this case, it is submitted by China and the Delegations of India and Russia agrees with and have decided to co-



submit it. The debate is about the debt of underdeveloped countries. There are 3 points in the preambulatory clause and 5 in the operative clause.

Submitted by: The Delegation of PRC

Co-submitted by: The Delegation of India – The Delegation of Russia

**The question of the debt of underdeveloped countries:
Provide assistance to all countries under certain conditions**

Bearing in mind that the PRC is the world's largest official creditor and the biggest investor in Africa, where are located most of the underdeveloped countries.

Taking into account that with the OBOR project, PRC is helping more than 60 countries to develop their economy and improve their infrastructures.

Keeping in mind that China joined the COVAX initiative in October 2020 and that we already provided more than 10 million vaccine doses.

The Delegation of PRC:

1. Asks to create a check-list with all of the requirements for being eligible to this help. A country would need to meet a defined number of criteria to get it.
2. Suggests the other countries to act in priority with countries geographically close, with which we already have a lot of interactions, countries with which we share our history, our ideology, or our culture. Indeed, it would be faster and simpler to act.
3. Invites its counterparts to act. As richer countries, we have the possibility to help the ones who really need it. This is why we are proposing to postpone repayment of all loans of the underdeveloped countries until the end of the COVID-19 crisis in the concerned countries, if they assume they need it.
4. Encourages underdeveloped countries to borrow money from PRC: we are glad to help. Moreover, if the concerned countries are unable to repay us, it is not a problem for us. We will always find a solution that will suit everyone.
5. Strongly urges the more developed countries to follow the example of China for instance. We think that helping other countries doesn't necessarily pass by the annulation of a debt. We also can sell vaccines to a more reasonable price for example. We must stick together and help each other, instead of complaining, pointing fingers or criticizing each other.

Signatures: