



Student Officer Booklet

Leiden Model United Nations
2018

Student Officer Booklet
Leiden Model United Nations 2018
~ fresh ideas, new solutions ~



Foreword

Welcome to the instruction booklet for Student Officers for LEMUN 2018. This booklet was made to be a guide for beginning Student Officers, but can also provide clarity in confusing scenarios for those who are more experienced. You are recommended to read through this booklet prior to Chairing your committee at LEMUN, even if you are already confident in your abilities as a Student Officer.

This booklet consists of two segments, the first segment is an introduction to your job as a Student Officer, and contains instructions for any part of the debate, with sample sentences and instructions for handling difficult situations. These sample sentences are there to guide you in controlling and managing the debate, you can deviate from them in any way you see fit. The second segment is a sample debate, showing a couple of situations you are likely to come across while chairing your committee.

At THIMUN affiliated conferences, the Rules of Procedure are universal. Feel free to use this booklet in any other conference you may chair in your career as Student Officer.

Special thanks to Dirk Bijleveld, the Secretary-General of LEMUN 2017, who put a lot of effort into creating this booklet. Without him, this booklet would not have existed.

I wish you the best of luck with chairing our conference,
Friso van Gruijthuisen
Secretary-General of LEMUN 2018

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Beginning the conference

To begin the conference, you are best off simply introducing yourselves and letting the delegates introduce themselves after. Introductory rounds can help in getting the delegates more familiar with each other, a common round is "Name, Country of origin, MUN-experience, Fun fact.". Before you start the lobbying process, it can be helpful to give a short explanation on each issue. Especially committees with a lot of first-time delegates can benefit from having difficult issues explained thoroughly. You should avoid doing this if most of your delegates are very experienced or have prepared extensively for their issues, as this does take up a lot of your precious lobbying time.

Beginning of session

At the very beginning of each session you will want to do a role-call to make sure everyone is present. The Staff should have provided you with a list of attending delegations, use this list for your role-call. If any delegates are absent, mark their absence on the attendance sheet and hand it to the Staff. They can find out why these delegates are missing and resolve the issue.

"The house will now come to order. We will begin the session with a role-call. Delegates must raise their placard and state their presence when their country is called upon."

List all attending delegations and wait for an affirming response from each delegate. After calling each delegation, check if there's any mistake with your roll-call list by saying something along the lines of:

"Any delegates that have not yet heard their name called, please raise your placards now."

If there are no discrepancies, note the missing delegates as absent and continue the debate. If somehow there are people in your committee that are **not** on the attendance sheet, please notify staff as soon as possible.



Starting a debate on a resolution

At the very beginning of the conference, your delegates will be given a chance to lobby. During this time they will create draft resolutions. For more information on lobbying, please read the lobbying section (pg. 20). When debate begins you will choose a resolution that has been approved by the **Approval Panel** (pg. 20).

“The (first/second/... / next) resolution on the agenda is on the issue of _____, and has been submitted by _____. Delegate (Main Submitter), please take the floor to read the operative clauses, then proceed to give your speech.”

Alternatively, you can call the delegate’s speech their “opening remarks”. This has no real impact on the debate, but delegates that are afraid of presenting a speech can feel more comfortable simply giving a short introduction to their resolution. In essence there is no difference between opening remarks and speeches. After you have given the floor to the Main Submitter, they will proceed to read the operative clauses of their resolution and give their speech. After their speech has finished, follow the POI-Script (pg. 8).

If the floor has been yielded back to you, you can resume debate.

*“We are now in open debate on this resolution as a whole. Are there any delegates wishing to take the floor? Please raise your placards **now**.”*

Delegates can either give a speech on the resolution or hand in an amendment. Communicate with your deputy when a good amendment has been handed in so these can be given priority in the debate.

Handling a speech

The following instructions are a simple step by step for handling a speech.

1. When it is time to call forward a speaker, do so by asking whether any present delegation wish to speak on this topic.

*“Are there any delegations wishing to take the floor? Please raise your placards **now**.”*

2. Choose a delegate out of the group of placards raised.

“Delegate of _____, you have been recognized. Please take the floor.”

3. The delegate proceeds to give a speech, follow the POI-Script after they have finished.

“Thank you delegate, we suggest you yield the floor back to the Chair.”

4. After the floor has been yielded back to you, announce that it is open.

*“The floor is once again open. Are there any delegates wishing to take the floor to give a speech or submit an amendment? Please raise your placards **now**.”*



Handling an amendment

Amendments quite possibly occupy the largest percentage of debate time during any conference. Because of this, the quality of your amendment cycle greatly influences the quality of your conference. As Chair, it is your responsibility to ensure this cycle is handled consistently and efficiently.

0. A delegate is given the floor from open debate.

*“Are there any delegations wishing to take the floor? Please raise your placards **now**.”*

“Delegate of ____, you have been recognized. Please take the floor.”

0.1. The delegate responds with a request to debate their amendment.

“We have submitted an amendment.”

0.2. Check with your deputy whether the amendment is ready on the computer, if all is in order you can begin debate on the amendment.

“That is in order. The delegate of ____ has submitted an amendment, which reads:

(The chair proceeds to read the amendment to the committee)

Delegate of ____, you have the floor”

0.3. The delegate proceeds to speech on their amendment, the POI-Script is followed on that speech, and the amendment cycle is officially started.



Debating an amendment

While in the debate on an amendment, discussion on the resolution as a whole is regarded as off-topic, attempt to keep debate on-topic until you return to open debate.

1. Set a time in favor and a time against the amendment.

*"The Chair sets debate time (on this amendment) to __ **minutes** in favor and __ **minutes** against this amendment." / OR /*

*"The Chair sets debate time (on this amendment) to __ **speakers** in favor and __ **speakers** against this amendment."*

2. Begin time in favor. This is only for delegates wishing to speak in support of the amendment, or for friendly amendments (pg. 19). Regular amendments to the second degree can only be debated during time against.

"Are there any delegates wishing to take the floor in favor of this amendment?"

3. If either time in favor has elapsed, or a motion to move the previous question (pg. 12) is called, debate continues to time against the amendment. If no delegates are willing to speak in favor, and no delegates are calling a motion, you can request a motion to speed things up.

"Seeing as there are no more speakers, does the Chair hear a motion?"

4. You are now in time against the amendment.

*"We are now in time against this amendment, are there any delegates wishing to take the floor? Please raise your placards **now**."*

If a delegate has submitted an amendment to the second degree this can now be debated. During debate on an amendment to the second degree, you go through the regular amendment procedures with a few slight differences:

- a) Amendments to the third degree are never allowed,
- b) Time in favor and against is to be short(er than the first-degree amendment),
- c) Points of information are either not allowed or kept scarce and short;

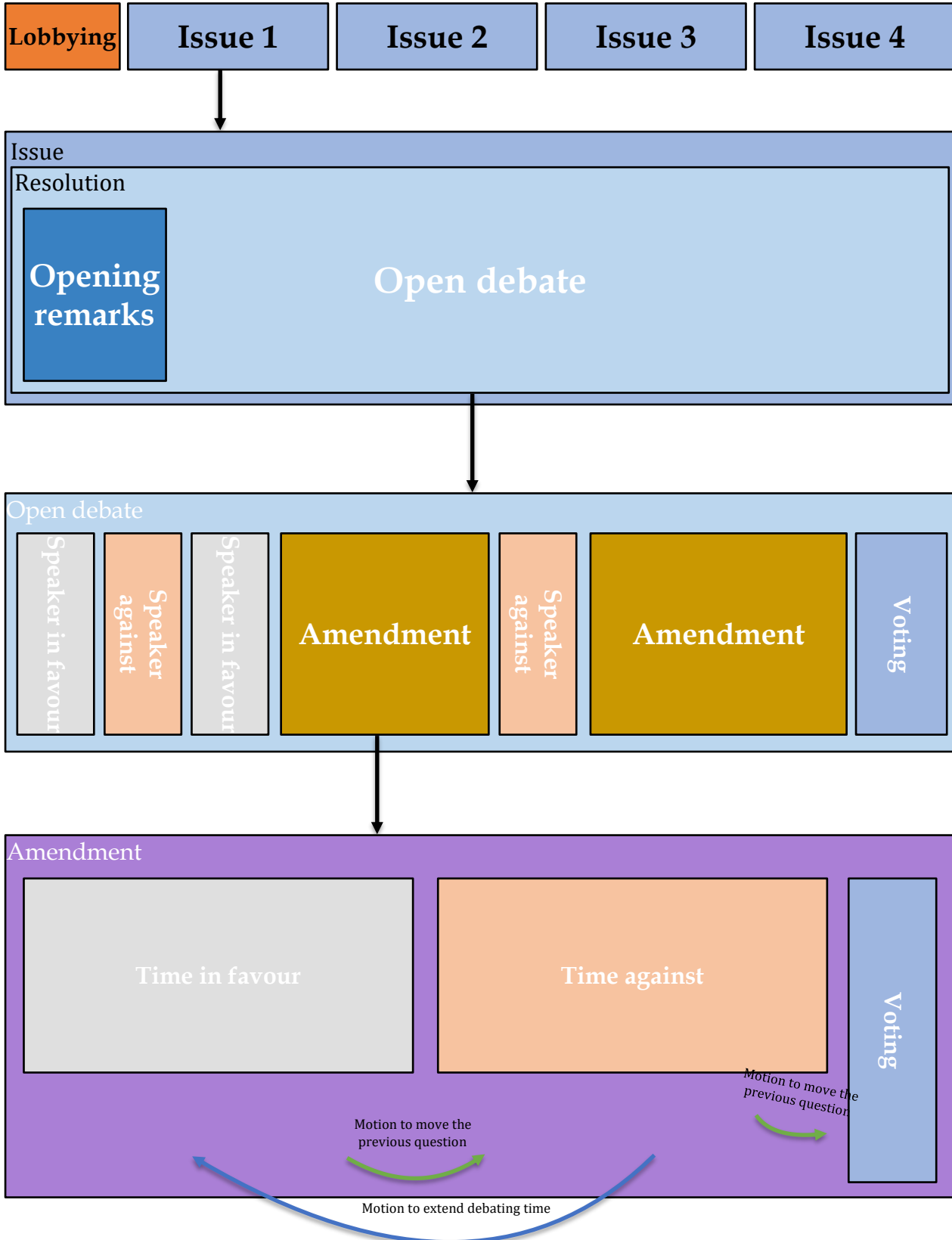
5. You vote on the amendment. For more information on voting, you can read the Voting section (pg. 11).

"Time to debate this amendment has elapsed, we are now in voting procedures. Admins please suspend all note passing and take your voting positions..."



Visualised debate structure

Full debate





Point of Information Script

1. After a delegate has finished their speech, they will be asked whether they are willing to answer any points of information. (Continue to 2)

"Thank you for your speech, are you open to any points of information?"

2. The delegate responds with any variation of these responses:

- a) "Any at all" (Continue to 3)
- b) "We are open to __ points of information" (Continue to 4)
- c) "No, we are not open to any points of information at this time" (Continue to 7)

3. If the delegate opens themselves to any at all points of information, ask the committee if anyone wants to ask one: (Continue to 5)

"Are there any such points in the house? Please raise your placards now."

4. The delegate is open to a limited number of questions, ask the committee if there are any points in the house: (Continue to 5)

"The delegate has opened themselves to __ points of information. Are there any such points in the house? Please raise your placards now."

5. Appoint delegates raising their placards to ask points of information. Make sure to make the order clear: (Continue to 6)

"Delegate of __, followed by __, __, and __ in that order, you have been recognized."

6. Let the delegates ask their points. If a request for followup (pg. 17) is called, repeat this step. (Continue to 7)

7. Ensure the delegates ask their questions the correct order. Delegates will use a few motions or replies (pg. 12 & 17) to influence points of information. (Continue to 8)

8. If the speaker is not willing to answer any points of information, clear the floor:

"Then we suggest you yield the floor back to the Chair."

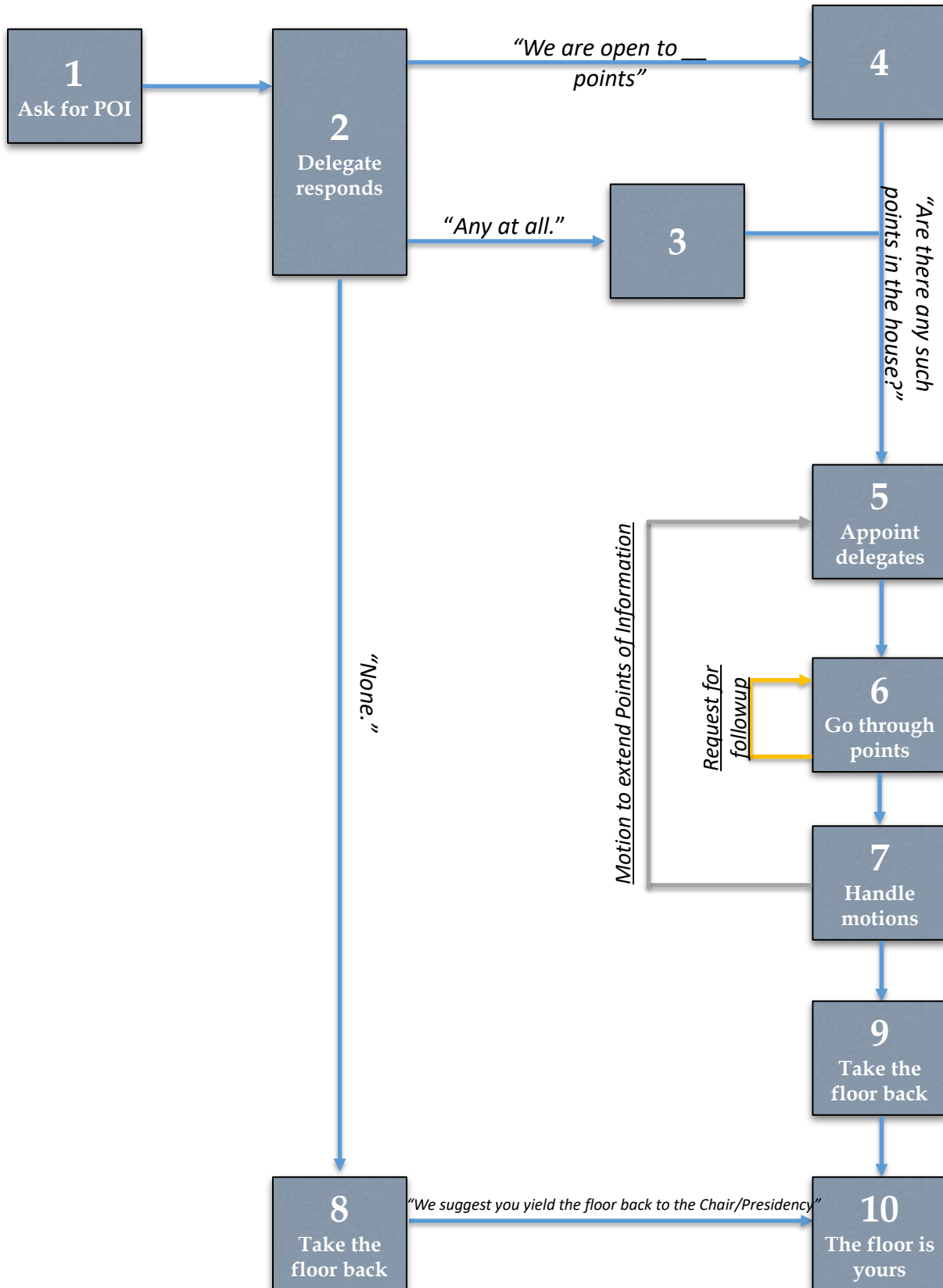
9. If all points of information have been handled, clear the floor:

"Thank you delegate, we suggest you yield the floor back to the Chair."

10. The floor is yours.



Visual aid





Handling time limits

One of the most difficult tasks as a Chair is to fit several issues into a short agenda, it is therefore essential to manage your time effectively.

In a resolution

Help your delegates lobby effectively, and make them write amendments during debating time. If a stalemate in the debate is reached, allocate some amendment writing time during which you can help the delegates prepare amendments and speeches.

While debating an amendment

Base the time in favor and against on remaining time and debatability of the amendment. It can be quite difficult to predict how long delegates will take to debate an amendment, so don't be afraid to make a mistake in predicting once in a while. Delegates can call for a motion to extend debating time if you have given them too little time, or call for a motion to move the previous question if you have given them too much time. You can cut debate on a friendly amendment short if it is not vital to the debate, and ignoring amendments to the second degree can save huge amounts of time.

Useful phrases:

DELEGATE: "We have handed in an amendment to the second degree."

CHAIR: "*Unfortunately due to time constraints this will not be allowed, would the delegate like to give a speech on the amendment instead?*"

DELEGATE: "*We have submitted a friendly amendment to the second degree to resolve a spelling error the submitter made.*"

CHAIR: "*I see the error, deputy could you please resolve this?*"

DELEGATE: "*We have submitted a friendly amendment to better portray what the submitter intended with the amendment.*"

CHAIR: "*We will not allow this due to time constraints.*"

While handling points of information

You can save time while handling points of information in several ways, a few of the most common methods are:

- a) Limiting points of information when the delegate allows "*any at all*" or any large amount of points,
- b) Completely disallowing any points of information,
- c) Asking delegates to keep their points "*short and to the point*".

Useful phrases:

CHAIR: "*Is the delegate open to any points of information?*"

DELEGATE: "Yes, any at all."

CHAIR: "*Due to time constraints we will only be handling up to three points of information, are there any such points in the house?*"

CHAIR: "*Due to time constraints we will not be allowing any points of information, therefore we suggest the delegate to yield the floor.*"

DELEGATE: "And so we yield."



Voting

Voting on a resolution

When open debate on a resolution has elapsed, request the main submitter to take the floor and give their closing remarks.

"Time to debate this resolution has elapsed, could the main submitter of the resolution please take the floor to give his/her closing remarks?"

After the delegate has finished their speech and the POI-Script has been handled, you will begin voting procedures.

"We will be moving to voting procedures, Admins please suspend all note passing and take your voting positions.

All those in favor of the resolution as a whole, please raise your placards now. —

All those voting against the resolution as a whole, please raise your placards now. —

All those abstaining from voting?"

"With __ votes in favor, __ votes against, and __ abstentions, this resolution has passed, clapping is in order."

"With __ votes in favor, __ votes against, and __ abstentions, this resolution has failed, clapping is not in order."

Voting on an amendment

When debate on an amendment has elapsed, the submitter of this amendment will not be asked to give their closing remarks. Instead, voting procedures are started immediately.

"Time to debate this amendment has elapsed, we are now in voting procedures. Admins please suspend all note passing and take your voting positions.

All those in favor of this amendment, please raise your placards now. —

All those against this amendment, please raise your placards now. —

And those abstaining from voting?"

"With __ votes in favor, __ votes against, and __ abstentions, this amendment has passed. Clapping is not in order."

"With __ votes in favor, __ votes against, and __ abstentions, this amendment has failed. Clapping is not in order."

Please note that after an amendment has passed, clapping is never in order. This privilege is reserved only for resolutions.



Motions

Delegates will call for motions to influence the debate. Any motion can be overruled by you, the Chair, at any time. The way you handle motions can make or break a good Chair. Here are some of the most common motions, and how to handle them. No motion can **ever** interrupt a speaker.

Motion to move the previous question

Often mistaken with “Motion to move **to** the previous question” or “Motion to move to voting procedures”, neither of which are real motions. It is up to you to be strict or lenient with these distinctions.

A motion to move the previous question is called during either time in favor or time against in the debate. It requires at least one “second” (sign of approval from another delegate), and fails with a single objection. It is however the generally accepted rule that an objection can only be called by a delegate who wishes to speak, if the objecting party refuses to take the floor you can overrule them and still carry out the motion.

Sample:

It is currently time in favor of an amendment submitted by China

SPAIN: *“Motion to move the previous question.”*

USA: *“Second!”*

BELGIUM: *“Second!”*

DPRK: *“Objection!”*

CHAIR: *“Delegate of the Democratic People’s Republic of Korea, please rise and state your objection?”*

DPRK: *“We feel as if delegates have not yet had the opportunity to speak in favor of China’s amendment.”*

CHAIR: *“Would any delegations be willing to take to the floor to speak on China’s amendment, or are there any delegations currently preparing a speech?”*

CHAIR: *“Seeing as there are none, we will now move into time against. Are there any delegates wishing to take the floor?”*

Motion to extend debating time

Delegates often call this motion if time in favor/against has been set too low on a topic that they wish to debate more on. Allowing this motion too often can have disastrous effects for your committee, so please be very careful with it. Delegates understand completely if you have to decline this motion a couple of times due to time limits, so don’t be afraid to do just that.

Officially, a motion to extend debating time requires a vote to pass, and can be debated on by one in favor and one against. As Chair you can skip this voting procedure if you see a clear majority, but to maintain a professional debate you should allow someone to speak against and in favor.

Extended time while debating an amendment means **both** time in favor and time against are extended. The Chair can decide to only honor one as they see fit.

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Sample:

It is currently time against an amendment submitted by Egypt

GERMANY: "We yield the floor back to the Presidency."

PRESIDENT: "Time against this amendment has elapsed, we will now be moving into voting procedures."

FRANCE: "Motion to extend debating time (on this amendment)."

ITALY: "Second!"

EGYPT: "Objection!"

PRESIDENT: "Seeing as the house is divided on this matter, we will allow one speaker in favor and one speaker against the extension of time on this amendment.

Are there any delegates wishing to take the floor?"

Two delegates give their speeches

PRESIDENT: "We will now move into voting procedures on this motion. Any delegates wishing to vote in favor, please raise your placards **now**. Any delegates wishing to vote against, please raise your placards **now**. Delegates wishing to abstain from voting?"

PRESIDENT: "With 6 votes in favor, 5 against, and 4 abstentions this motion has passed. We will extend debating time to three minutes in favor and three minutes against."

Sample 2:

It is currently time against an amendment submitted by France

BOLIVIA: "We yield the floor back to the Chair."

PRESIDENT: "Time against this amendment has elapsed, we will now be moving into voting procedures on this amendment to the second degree."

AUSTRIA: "Motion to extend debating time."

ITALY: "Second!"

PRESIDENT: "Overruled due to time constraints."

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Motion to divide the house

This motion can be called on by delegates to clear up confusion regarding a vote. It is a common misconception that delegates are not allowed to abstain from voting during a motion to divide the house, this is however **untrue**. A motion to divide the house forces the committee to redo a vote, this time with each delegate being called to state their vote separately. This is done when a vote has no clear winner and delegates believe the Chairs or Admins have made a mistake in counting the votes.

Sample:

A vote has just been completed.

CHAIR: "With seven votes in favor, six against, and two abstentions this resolution has passed. Clapping is in order."

FRANCE: "Motion to divide the house!"

ARGENTINA: "Second!"

CHAIR: "That will be in order. We will now call upon each delegation separately. Please state your vote when your delegation is called upon."

CHAIR: "Argentina."

ARGENTINA: "Against."

CHAIR: "Azerbaijan."

AZERBAIJAN: "Abstain."

...

CHAIR: "Zimbabwe."

ZIMBABWE: "In favor."

CHAIR: "With six votes in favor, seven against, and two abstentions this resolution has not passed. Clapping is not in order."

Sample 2:

A vote has just been completed.

CHAIR: "With twelve votes in favor and three against, this resolution has passed. Clapping is in order."

FRANCE: "Motion to divide the house!"

CHAIR: "Overruled, the house was clear on their vote."

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Motion to table the resolution

One of the least common motions in an MUN-conference. The delegates requests to completely table the resolution and continue debate on another resolution. The tabled resolution will be discussed at a later time. Delegates should only call on this when a resolution is currently less relevant than another one, or if the debate on a resolution has reached a stalemate without real progress. The first reason is never applicable during a conference as short as LEMUN, so the only good reason for a delegate to call for this motion is during a stalemate.

This motion can only pass if **two-thirds** of delegates vote in favor of the motion, so a simple majority is not enough. If a delegate calls this motion, you should ask them to take the floor and explain themselves. Another delegate should also be given the opportunity to speak against the motion.

Motion to adjourn debate

This motion is called upon when delegates are tired, hungry, thirsty, etc. Because it is the Chair's duty to plan and organize breaks for the delegates, hearing this motion a lot could mean you should provide more recess to the delegates. It can also mean delegates are unmotivated, in which case that problem should be addressed first. If you already have a planning for when the next break will be and a delegate is calling upon this motion unnecessarily, you can overrule their motion and move on.

Officially, the motion requires a "second" to show approval, and a vote to start recess. Generally, you can skip the vote and decide for yourself based on the committee's response to the motion.



Points

Delegates use all sorts of points (read: questions) to aid them in the debate. Points are not a way to influence a debate, but are merely to help a delegate with a problem. In general, points may never interrupt a speaker, with the exception of a point of personal privilege due to audibility. Every point is states without explanation, the Chair should now either respond with:

"That is not in order."

or

"Please rise and state your point."

Point of personal privilege

The delegate is experiencing a discomfort and wishes for this to be resolved. A discomfort could be anything ranging from the room being too hot or the wish for a bathroom break. If the solution to the delegate's discomfort affects the rest of the committee, you should ask the other delegates how they feel about this. For example:

DELEGATE: *"Point of personal privilege."*

CHAIR: *"Please rise and state your point."*

DELEGATE: *"The room is rather hot, could we perhaps open a window?"*

CHAIR: *"Does anyone object to opening a window?"*

DELEGATES: *"No."*

CHAIR: *"Then that's in order, Admins could you please open a few windows?"*

Point of personal privilege due to audibility

The delegate calling this point cannot hear the current speaker. You should simply ask the speaker to speak more clearly/louder and move on with the debate. This is the **only** point that can interrupt a speaker.

Point of information

Follow the POI-Script (pg. 8).

Point of order

A delegate wishes to notify you that there has been a mistake regarding the rules of procedure. Thank the delegate for their feedback and, if you did make a mistake, correct yourself. For example:

DELEGATE: *"Point of order"*

CHAIR: *"Please rise and state your point"*

DELEGATE: *"You said that abstentions in motions to divide the house were not allowed. However, that is untrue, abstentions are allowed."*

CHAIR: *"The Chair stands corrected. Abstentions are allowed during motions to divide the house."*

Point of parliamentary inquiry

A delegate wishes to ask you a question regarding the rules of procedure.

Point of information to the chair

A delegate wishes to ask you a question regarding anything other than the rules of procedure.



Replies

All delegates have a “**Right of reply**”, this means that if another delegate attacks the national honor or integrity of a member state, they have the right to respond to these attacks. A right of reply should be asked for in a note to the Chair, or if the attack is incredibly blatant, it should be called upon after the delegate has finished speaking.

A right of reply should never interrupt another speaker, even if they are attacking their nation. If a delegate is attacking another state’s honor so aggressively that it would warrant an interruption, you should be the one to do so. There is no way to reply to a right of reply, so the delegate calling the right of reply receives the final word.

A “**Request for followup**” is called when a delegate has just asked a point of information, but was either unsatisfied with their answer or the given answer raised further questions. You are in no way obligated to grant any request for followup, but it can be beneficial to the debate to grant it on certain occasions.

Modes of address

Delegates should only refer to each other in the **third form** or in the **plural**. Examples of ways they can address each other are:

“The delegation of France believes that the world is better off without Nuclear warheads.”

“Does the delegate of Italy not agree that intercontinental ballistic missiles are a threat to international peace and stability?”

“We do not see a problem with this method of warfare at all.”

This rule exists because in reality, delegates are not speaking with each other directly at all, instead they are speaking to the Chair. This is also why delegates are to address **you (the Chair)** in the 2nd form.

You are supposed to refer to delegates in the second form:

“Delegate, could you please sit down?”

“France, you have the floor.”



Delegate mistakes and responses

On the occasion that a delegate makes a mistake, you should correct them both to promote a quality debate, and to help this delegate improve their debating abilities.

Here is a list of common mistakes made by delegates, and how to respond to them.

Replying during points of information

If a delegate has just had their point of information answered, but was unsatisfied with the answer, they will sometimes respond directly to the delegate. This is a form of direct dialogue that happens several times a day during a conference. Quickly end the dialogue to prevent this from becoming a habit.

"There will be no direct dialogue (in the house)."

If the delegate had a somewhat valid reason to want to speak, you can also point out that they can request for followup (pg. 17):

"... You can request for followup if you wish to speak."

If however, you are not planning on granting them this privilege:

"... If you wish to speak on this matter, you can request the floor in open debate."

Direct dialogue

A delegate has said something that provoked another, which results in them speaking while not having the floor. Sometimes the first party will then respond to that, starting a cycle of disorder in your committee. End direct dialogue immediately.

"There will be no direct dialogue (on the floor/in the house)."

Speaking with personal pronouns

Another common mistake for delegates is to refer to themselves or one another in the first or second form. The only way for delegates to speak with other delegates is through the Chair, and therefore in the third form. Because delegates are representing their entire delegation, referring to themselves in anything but the 3rd form is also not allowed.

"Do you think that our countries could work together on this issue?"

"Wouldn't you agree that the time for peace is now?"

"I completely disagree with you."

NOTE: In the real United Nations, no such restrictions exist. The rules on personal pronouns are completely fabricated by Model UN conferences in order to make the debate appear more formal. Seeing as many conferences have these restrictions on personal pronouns in their rules of procedure, you should follow them just as strictly. However, keep in mind that the use of personal pronouns is a minor mistake and should not be punished harshly. Interrupting a speaker for using personal pronouns is unnecessary.

Wearing informal or incomplete formal attire

Officially, delegates not in formal attire are not allowed to have the floor, if a delegate shows up in khakis and a baseball shirt, you should direct them to the staff before the debate even begins. However, if a delegate has simply forgotten to button his jacket, or has left it on their chair, you can tell them to resolve this before they take the floor:

"Delegate, could you please button your jacket before you begin your speech?"

"No, you may not have the floor until you appear in formal attire."

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(un)Friendly amendments

Friendly amendments are to correct a minor mistake in an amendment. Either to fix a spelling error, grammatical construction, or sometimes to better portray the intention behind the amendment. They are submitted to the chair in the form of an amendment to the second degree, and can pass without debate. When a friendly amendment has been submitted, the submitter explains their intention, and the committee is asked if there are any objections. If there are none, the friendly amendment is applied.

Delegates sometimes attempt to use the friendly amendment to “nudge” an amendment slightly more to their point of view. This clause from 2011 on an issue on Syria:

- 1) Urges all member states to send reinforcements to Syria, with the purpose of:
 - a) Maintaining peace,
 - b) Protecting civilians;

A nation with the intent to provoke the Arab Spring in multiple countries could want to add a friendly amendment: “Replace Syria with countries experiencing an Arab Spring”. This is obviously a completely different clause, but it can be advertised to be relevant if the committee has been talking about the Arab Spring for a few hours.

If the amendment changes the meaning behind the clause, it is not friendly.

Amendments trolling the debate

Sometimes, delegates are clearly trying to troll the debate. You have the authority not to entertain those amendments. It’s up to you to decide if you let those amendments to be entertained. At the end of the day, you can be more flexible with such amendments.

Lobbying

Before the debate begins, delegates should be given enough time to discuss, prepare, and combine their clauses into resolutions. There is no good guideline for how long lobbying time should be, so you should actively participate when your delegates are lobbying in order to end this time appropriately. Giving delegates too much lobbying time will result in bored delegates and less time for debate, giving delegates too little lobbying time will result in unfinished resolutions.

While your delegates are lobbying, walk around the room and interact with them. Ask questions regarding the issue they are discussing, their countries stances on these issues, and so forth. Lobbying time can quickly become a “break” for many Student Officers because they do not feel as if they have anything to do. Keeping yourself busy is beneficial for your delegates, and also a lot more fun for you.

You should however try to avoid being “overly helpful”. An overly helpful Chair practically writes the clauses in a resolution for the delegates, so that they have an arguably better resolution. The conference’s purpose **is** partly about creating good solutions, but it is even more important that the delegates learn. It is perfectly fine to answer questions and help delegates write their clauses, as long as they are still the ones writing them.

During debate you can create short lobbying segments so delegates can get some help writing amendments, and so that the debate does not freeze.



The Approval Panel

One of the most important parts of a conference is the **Approval Panel**. Whenever a delegate has finished a resolution, they send it over to the Approval Panel. The Approval Panel ensures that the resolution does not contain any spelling errors, layout flaws, or clauses that are not within the power of the body they are representing. For example, a General Assembly resolution calling for air strikes on foreign soil will not pass the Approval Panel.

The Approval Panel can sometimes call for one of your delegates to come upstairs to fix some small errors in the resolution, which will cause them to miss a few minutes of debate. Unless this delegate is of extreme importance to the current topic, you can continue as usual.

For Student Officers, the only truly important thing to keep in mind is that you should never discuss a resolution until it has been approved.

If your committee follows an ad-hoc debate, this does not apply. However, in that case, you have the responsibility to filter the amendments on spelling errors, lay-out-flaws, etc. When you review an amendment, you should keep a balance between being too helpful and letting everything pass. Delegates should have the opportunity to learn from their mistakes.

Other

If a delegate is saying something off-topic or inappropriate, or simply taking too long with a speech, you can interrupt them to get them back on topic. If they continue wasting precious time, you can cut them off short. It goes without saying that you should only do this when absolutely necessary.

“Could the delegate please come to their closing remarks?”

“Could the delegate please remain on-topic?”

“Delegate of ____, please refrain from using informal language on the floor.”

Another important thing to keep in mind is how to deal with financial matters. In MUNs, it is not allowed for delegates to question the financial foundation of a proposal, as long as that proposal is reasonable. A common misconception is that it is never allowed to question the financial foundation, however, that is **untrue**. For example, when a delegate proposes to give every Syrian a villa, it is legitimate to question the financial foundation of that proposal.



Example transcript

GENERAL ASSEMBLY FIRST COMMITTEE TRANSCRIPT

CHAIR: *"We are now debating the resolution submitted by France on the issue of The future of post-ISIL Middle East. France, please read your resolution's operative clauses and give your speech."*

FRANCE: *"Thank you. **(OPERATIVE CLAUSES)**
Honorable Chair, esteemed delegates. This resolution will finally bring peace to the Middle East, because of its three major clauses:
DELEGATE SPEECHES
And this is why you should all vote in favor of this resolution. Thank you for your time."*

CHAIR: *"Thank you delegate, are you open to any points of information?"*

FRANCE: *"Any at all."*

CHAIR: *"The delegate has opened himself to any at all points of information. Are there any such points in the house?"*

Egypt raises their placard.

CHAIR: *"Delegate of Egypt, you have been recognized."*

EGYPT: *"Does the delegate of France not agree that their exorbitantly aggressive and invasive plans to bring peace to an unstable region would only cause more chaos and distress, perhaps leading the region into another pointless war?"*

FRANCE: *"Thank you for your question, but we do not agree with that in the slightest."*

CHAIR: *"Thank you delegate, seeing as there are no more points of information, we suggest you yield the floor back to the Chair."*

FRANCE: *"And so we yield."*

CHAIR: *"We are now in open debate on this resolution as a whole, are there any delegates wishing to take the floor? Please raise your placards **now.**"*

Several delegates raise their placards

CHAIR: *"Delegate of China, you have been recognized."*

CHINA: *"We have submitted an amendment."*

CHAIR: (Checks with deputy.) *"That will be in order, the amendment reads: **Chair reads the amendment.** China, you have the floor"*

CHINA: **Proceeds to speech on the importance of not using military intervention to resolve a nonviolent conflict.**

CHAIR: *"Thank you delegate, are you open to any points of information?"*

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GENERAL ASSEMBLY FIRST COMMITTEE TRANSCRIPT

- CHINA:** *"We are open to any at all points of information"*
- CHAIR:** *"The delegate has opened himself to any at all points of information. Are there any such points in the house? Please raise your placards **now**."*
- France and Spain raise their placards.
- CHAIR:** *"Spain, followed by France."*
- SPAIN:** *"Does the delegate of China not see the irony in them condemning a violent response to a nonviolent problem, or should we remind them of Tiananmen square?"*
- CHINA:** *"The delegation of China will not respond to botched attempts at humor from a nation that cannot even keep their provinces from revolting and demanding independence."*
- SPAIN:** *"Right to reply!"*
- CHAIR:** (Visibly frustrated with this happening at 9 AM) *"Ugh, fine. Spain you may speak"*
- SPAIN:** *"The delegation of Spain feels that these accusations from China are clear evidence that they do not wish to actually resolve this issue, but only to waste time in the General Assembly so that we, the delegates that actually seek a better world, cannot come to an agreement. We hope nobody listens to their false claims and votes against this amendment."*
- FRANCE:** *"Does the delegate of China not believe that striking three of the most important clauses regarding the topic of intervention is an extremely aggressive approach at resolving the issue at hand?"*
- CHINA:** *"No we do not."*
- FRANCE:** *"Request for followup?"*
- CHAIR:** *"Granted."*
- FRANCE:** *"Would the delegate perhaps be open to a more structured solution to the intervention so that it can still happen, but in a more passive form than it is now?"*
- CHINA:** *"As military intervention is not within the GA's ability, we suggest the committee strikes these clauses and continues the debate on actually relevant topics."*
- FRANCE:** *"Request for followup?"*
- CHAIR:** *"Not granted. Seeing as there are no more points of information, we suggest you yield the floor back to the chair."*
- CHINA:** *"And so we yield."*
- CHAIR:** *The chair sets time in favor of this amendment to three minutes, and time against to 3 minutes. We are now in time in favor of this amendment, are there any delegates wishing to take the floor? Please raise your placards **now**."*
-



GENERAL ASSEMBLY FIRST COMMITTEE TRANSCRIPT

Two delegates speech on this amendment.

CHAIR: *"Time in favor of this amendment has elapsed, are there any delegates wishing to speak against? Please raise your placards **now.**"*

PORTUGAL: *"Motion to move the previous question?"*

TOGO: *"Second!"*

CHAIR: *"Seeing as there are no objections, we will now move to voting procedures. Admins please suspend all note passing and take your voting positions.
All those in favor of this amendment, please raise your placards now. All those against this amendment, please raise your placards now. And those abstaining from voting?"*

CHAIR: *"With 30 votes in favor, 8 votes against, and two abstentions, this amendment has passed. Clapping is not in order."*

CHAIR: *"We are now back to open debate on this resolution as a whole, are there any delegates wishing to take the floor Please raise your placards **now.**"*

Debate continues as usual, a few amendments are handed in and people debate them fairly. Eventually the time to handle this resolution has elapsed and it is time to vote on the resolution. The resolution fails. It is a complete mystery how this even got through the Approval Panel.
