



## İZMİR SEV JMUN'18 DELEGATE HANDBOOK



## *DELEGATE HANDBOOK*

---

### Contents

1. Student Officers.....page 2
2. Agenda Items.....page 3
3. Conference Schedule .....page 5
4. General Information .....page 6
5. Conference Procedures.....page 10



## *STUDENT OFFICERS*

---

Selin Öktem  
Secretary General

### *The Special Political and Decolonization Committee*

President Chair: Pelin Tamay

Deputy Chair: Cem Özsümer

### *Security Council*

President Chair: Emre Erciyes

Deputy Chair: Hakan Yaşar

### *United Nations Office of the High Commission for Refugees*

President Chair: Ege Seyithanoğlu

Deputy Chair: Erkin Diker

### *Economic and Social Council*

President Chair: Alin Ataz

Deputy Chair: Duru Odabaşioğlu

### *United Nations Human Rights Council*

President Chair: Dünya Gürses

Deputy Chair: Galya Algranati

### *Commission on the Status of Women*

President Chair: Dilge Deren Buksur

Deputy Chair: Deniz San

## AGENDA ITEMS

---

### **GENERAL ASSEMBLY (Fourth Committee) – SPECPOL**

Question of the rise of nationalism in Europe and doctrines based on withdrawal and rejection of others

### **SECURITY COUNCIL**

The situation in Myanmar

### **UNHCR**

Solutions for forcibly displaced people in war zones

### **ECOSOC**

Strengthening the coordination of humanitarian assistance

### **HRC**

Protecting the Rights of Indigenous Populations

### **UNW**

Empowering women and girls in rural contexts

### **COMMITTEES**

#### **GENERAL ASSEMBLY (Fourth Committee) – SPECPOL**

<http://www.un.org/en/ga/fourth/>

The Special Political and Decolonization Committee (Fourth Committee) considers a broad range of issues covering a cluster of five decolonization-related agenda items, the effects of atomic radiation, questions relating to information, a comprehensive review of the question of peacekeeping operations as well as a review of special political missions, the United Nations Relief and Works Agency for Palestinian Refugees in the Near East (UNRWA), the Report of the Special Committee on Israeli Practices and International cooperation in the peaceful uses of outer space. In addition to these annual items, the Committee also considers the items on Assistance in mine action, and University for peace biennially and triennially respectively.

#### **United Nations Security Council** <http://www.un.org/en/sc/>

The United Nations Security Council (UNSC) held its first session in 1946. It is one of the six principal organs of the United Nations and is the only UN body with the authority to issue binding resolutions to member states. UNSC is charged with the maintenance of international peace and security through peacekeeping operations, international sanctions, and military actions. There are 15 member states that compose the Security Council, 5 of which are permanent and have veto power. A representative of each of its members must be present at all times at UN Headquarters in NYC so that the Security Council can meet at any time as the need arises.

**United Nations Office of the High Commission for Refugees <http://www.unhcr.org/en-us/>**

The United Nations Office of the High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. Under the mandate to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide, UNHCR's primary purpose today is to safeguard the rights and wellbeing of refugees throughout the world. Striving to ensure that all can exercise the right to seek asylum in another country and are protected against persecution of all kinds, the agency oversees a vast network of camps and coordinates with governments and organizations at the global and national levels.

**Economic and Social Council <https://www.un.org/ecosoc/en/>**

The United Nations' largest and most complex subsidiary body is the Economic and Social Council or as it is more commonly referred to, ECOSOC. Established in 1967 along with the amendment to the UN Charter, ECOSOC was the first major council created to work with the global issues not pertaining to security and war. The ECOSOC is the only council that may give consultative status to non-governmental organizations or NGOs. There are three types of consultative status that a NGO can receive, these include: general status, special status, and roster NGOs. General status gives permission to speak in front of the delegation; special status allows for papers to be given to the delegation; and the Roster NGOs are considered experts on specific topics and are consulted when their expertise could be useful. At the start of the NGO integration process in 1945, there were 41 organizations given consultative status. Today these numbers have grown to 3,900. These NGOs aid the Council in its decision making and are integral to ECOSOC functions.

**United Nations Human Rights Council <http://www.ohchr.org/EN/Pages/Home.aspx>**

The United Nations Human Rights Program began as a minor division at the UN Headquarters in New York during the 1940s. It was later upgraded to the Centre for Human Rights in the 1980s upon moving to Geneva. Finally, at the World Conference on Human Rights in 1993, the international community recognized the need for a more robust human rights mandate with stronger institutional support. As a result, United Nations Human Rights Council (UNHRC) was created by a General Assembly Resolution during the same year. UNHRC is led by the High Commissioner for Human Rights, and is also composed of two major divisions and four branches. In concordance with the UN as a whole, UNHRC represents the world's commitment to human dignity, built upon a mandate from the international community to protect all human rights.

**Commission on the Status of Women <http://www.unwomen.org/en/csw>**

The Commission on Status of Women (CSW) was established in 1946 by the United Nations Economic and Social Council. Dedicated to gender equality and advancement of women, CSW creates reports on promoting women's rights in political, economic, civil, social and educational sectors, as well as review and appraise progress made at the national, sub-regional, regional and global levels. There are 45 Member States elected by the Council on the basis of equitable geographical distribution: thirteen members from Africa; eleven from Asia; nine from Latin America and Caribbean; eight from Western Europe and other States and four from Eastern Europe, to meet once a year for a period of 10 days.

## *CONFERENCE SCHEDULE*

	<b>FRIDAY, FEBRUARY 23, 2018</b>
<b>14:00 – 14:30</b>	Arrival and Registration
<b>14:30 – 15:30</b>	Opening Ceremony
<b>15:30 – 16:15</b>	Committee Introductions
<b>16:15 – 16:30</b>	Coffee Break
<b>16:30 – 18:00</b>	<b>Committee Sessions (1)</b> <b>SPECPOL, SC, UNHCR, ECOSOC, HRC, UNW</b> in session
	<b>SATURDAY, FEBRUARY 24, 2018</b>
<b>8:30 – 9:00</b>	Arrival
<b>9:00 – 10:30</b>	<b>Committee Sessions (2)</b> <b>SPECPOL, SC, UNHCR, ECOSOC, HRC, UNW</b> in session
<b>10:30 – 10:45</b>	Coffee Break
<b>10:45 – 12:15</b>	<b>Committee Sessions (3)</b> <b>SPECPOL, SC, UNHCR, ECOSOC, HRC, UNW</b> in session
<b>12:15 – 13:15</b>	Lunch
<b>13:15 – 14:45</b>	<b>Committee Sessions (4)</b> <b>SPECPOL, SC, UNHCR, ECOSOC, HRC, UNW</b> in session
<b>14:45 – 15:00</b>	Coffee Break
<b>15:00 – 17:00</b>	Closing Ceremony

# *GENERAL INFORMATION*

---

## MUN

MUN –Model United Nations- is a simulation of the UN itself with resembling procedures where students become diplomats for a few days. It is an event; a conference organized by students and also participated by students. Since students pretend to be diplomats, appropriate behavior is required. SEV JMUN would like to declare that no discrimination based on color, gender, disability, religion or nationality will be tolerated. Plagiarism will also not be tolerated. If inappropriate behavior is observed, the respective advisor will be informed. If the inappropriate behavior is repeated the Executive Board of SEV JMUN'18 will take the necessary measures.

The official language of SEV JMUN is English. All participants are expected to speak English at all times.

## ATTENDANCE

All delegates should be at their committee rooms when the session starts. However, we encourage the delegates to be at their committee rooms a couple minutes before the commencement of the session in order for the schedule to run smoothly. This will definitely lead to more fruitful debates. Student officers will always inform their committee about the schedule. Please make sure that you pay attention to the schedule because attendance will be taken by student officers throughout the day and will be shared with advisors at the end of the day. Please do not forget to inform your chair if you will be late or absent.

## EMERGENCY PROCEDURES

In case of an emergency, we simply ask you not to panic. The security and administrative staff and student officers will give you instructions.

## PERSONAL BELONGINGS

All participants are responsible for their own personal belongings. Neither İzmir SEV school, nor the organizing team of SEV JMUN will take any responsibility in case of loss or theft.

## DRESS CODE

MUN is a role-playing exercise and, therefore, students are expected to look and behave like diplomats. In order to attain the degree of formality required, all delegates should observe and abide by the following dress code. Denim and Corduroy is not permitted. Delegates must not attempt to imitate national costumes. Jewelry and make-up should be unobtrusive, with no face piercings.

Male delegates are required to wear their jackets while stating a point or a having the floor. The chair has the right to ask a male delegate to yield the floor to the chair if the male delegate doesn't have a jacket on. A tie and a formal, collared, button-down shirt that should be tucked in at all times are expected. Formal pants should be used with the shirt. Jeans and shorts are not appropriate or acceptable. Shoes should be formal and appropriate for the event. Sneakers and sandals are not acceptable.

Female delegates should wear appropriate pants or a skirt. Tight short skirts that are more than two inches above the knees are not appropriate. A nice blouse would be appropriate. Low-cut tops are not permitted. A jacket is a good thing to make your outfit look better. Black dresses that are formal and appropriate may also be worn. Dress length must be no higher than the top of the knee and the dresses should not be too tight. Formal shoes are required. Tennis shoes, flip-flops, stilettos and high heels above three inches are not allowed.

## NOTEPADS & NOTEPASSING

SEV JMUN will provide an official SEV JMUN notepad which can be found in the folder that will be provided during registration. Notes should be written on official SEV JMUN note paper.

Notes will be passed by the Admin Staff. Please bear in mind that these notes have to be relevant to the debate and also in the official language of SEV JMUN which is English. Admin Staff will read the notes passed between delegates and take them to the chair if there is an inappropriate message. The Admin Staff will not read the notes written to the chairs.

The chairs may suspend note passing for the interest of the debate in cases of commotion in the house. Note passing will be also be suspended during voting procedures.



## ELECTRONIC DEVICES

Delegates can bring laptops and mobile phones to the conference. Laptops and iPads will be allowed during lobbying time; however, all electronic devices should be switched off during the debate sessions. Student officers have the right to confiscate an electronic device if it is perturbing the debate. In that case, the student officer will give the electronic device to the delegate's advisor.

## STUDENT OFFICERS

Student officers form the presidency in committees. They could either be a "President Chair" or a "Deputy Chair". They have the total authority in committees and they are usually chosen from experienced high school students.

## DELEGATES

Participant schools are assigned to certain countries or organizations and the students who participate become delegates of their assigned delegation. This means that the students simulate the role of a diplomat for their country or organization. The delegates are assigned to committees of the conference, and in these committees, they will try to solve world problems.

## AMBASSADOR

Ambassadors are the leaders of their delegation and usually the most experienced student in the delegation. The ambassador should be someone who is hardworking, ambitious, and responsible. He or she should also have good communication, organizational and leading skills. Ambassadors' responsibilities are as follows:

All ambassadors are expected to prepare a one-minute long opening speech which they will be asked to deliver on the opening ceremony of SEV JMUN. This speech should be serious and diplomatic in tone and format. The speech should state the delegation's main concerns on the theme of the conference and it should focus on one message.

If an agenda item or a crisis at the Security Council directly concerns a country, the ambassador of the delegation might be called to the Security Council to present such country's views.

All ambassadors should check their fellow delegates' work and make sure that before the conference all delegates have conducted an extensive research and written accurate policy statements. Ambassadors have the right to leave the committee in order to help and observe their delegates. However, if the Secretariat observes a misuse of this right, it might be suspended.

## ADVISOR

Advisors are teachers who prepare their students for the conference and arrange the transportation to the conference venue. Advisors have the role of acting as chaperones representing their school during the conference. Advisors do not have the right to help their delegates while they are in session. All advisors are welcomed to visit the committees to observe and take photos. Advisors will be contacted by the executive board in case there is a problem with their delegation.

## ADMIN STAFF

The admin staff is there to assist the conference participants in the committees. They are responsible with the correspondence between the participants, counting of votes, showing of seats. Each committee has 2 admins.

## SECURITY STAFF

The security staff is in charge of keeping the conference organized, safe and secure. The security staff works throughout the whole conference. They are responsible for the checking of badges of the conference participants when entering committees and generally maintaining the order at the conference.

## BEHAVIOUR CODE

1. The decisions of the Chair must be respected at all times.
2. All delegates must treat one another with respect. Insulting language is not permitted, nor other forms of negative behavior such as staging walk-outs and declaring war.
3. During committees and plenary sessions, delegates should be listening to and participating in the debate, not playing games, texting, using social media etc. on portable electronic devices.
4. Mobile phones and laptops may not be brought to the podium.
5. Smoking is banned everywhere at all times.
6. Alcohol and other intoxicating drugs must not be consumed during the conference, including the delegates' function, and must not be brought onto the premises.
7. Please do not chew gum in the school, due to problems caused by inconsiderate disposal.
8. Please do not walk on the grass in either the main quad or the one by the dining hall.

Anyone found to be breaking the above rules will be reported to their MUN advisors. Committee Chairs also have the power to temporarily confiscate electronic devices in cases of persistent misuse.

Breaches of the behavior code may result in a delegate or delegation being removed from consideration for an award, and serious misconduct could result in a ban from further participation in this and future conferences.

## LOBBYING

This is the time where delegates work together in order to come up with resolutions. It is expected for allies to work together. During lobbying, delegates share their ideas with other delegates and present some clauses to form a resolution. Once you have collected 5 signatures (including your own), you must decide on a person from your group who will submit the resolution to the chairs. This person will be the main submitter of the resolution. A main submitter should be chosen by the group and should be a hard-working person who has the abilities to persuade other people in order to collect votes. The other people who have signed your resolution are called co-submitters. Please bear in mind that signing a resolution doesn't mean that you are in favor of the resolution, it only means that you want the resolution to be debated.

## RESOLUTION

A resolution is initially a formal statement of a proposal to a UN Council, Committee or Commission. It consists of one long, but coherent, sentence divided into clauses and sub-clauses. A resolution should not represent the position of one country, but rather of a majority of the UN member states.

A resolution is a really long sentence, divided into three main sections. First, we have the heading in order to show the committee and the issue that is being debated, to address the committee and show the main submitter and the co-submitters. Then, it explains the issue and gives quick facts about the issue. This is called the "Preamble". It simply describes the issue in enough detail to make it comprehensible. The "Preamble" is written by "Preambulatory Clauses". Moreover, the third part of the resolution is where you actually come up with a solution in order to solve the issue. These solutions produced are to be asked to the UN to take action about the problem being debated in a precise matter. In SEV JMUN, it is the delegates' job to propose good, applicable, complete ideas to solve the issue. Remember, the reason UN, MUN and JMUN conferences are established is to solve the problems or prevent the problems from occurring, so while writing your resolutions please bear this in mind. These solutions are written in the form of clauses, "Operative Clauses". You may write them on your own or with other delegates.

### Resolution Phrases

#### Useful Preambulatory Clause Openings

Affirming	Disturbed	Having considered further	Reaffirming
Alarmed by	Desiring	Having devoted attention	Realizing
Approving	Emphasizing	Having examined	Recalling
Aware of	Expecting	Having heard	Recognizing
Bearing in mind	Expressing its appreciation	Having received	Referring
Believing	Expressing its satisfaction	Having studied	Regretting
Confident	Fulfilling	Keeping in mind	Seeking
Contemplating	Fully Alarmed	Noting with regret	Taking into account
Concerned	Fully Aware	Noting with deep concern	Taking into consideration
Conscious	Fully Believing	Noting with satisfaction	Taking note
Convinced	Guided by	Noting further	Viewing with appreciation
Declaring	Having adopted	Noting with approval	Welcoming
Deploring	Having considered	Observing	

Note: Clause starters can be reused by adding “Further” or “Deeply”. For instance, “Noting” could be reused as “Further Noting” and “Concerned” could be reused as “Deeply Concerned”.

## Useful Operative Clause Openings

Please note: All clauses that are marked with an asterisk (\*) can only be used by the Security Council.

Accepts	Confirms	Endorses	Requests
Affirms	Congratulates	Expresses its Appreciation	Resolves
Approves	Considers	Expresses its Hope	Sanctions
Asks	Decides*	Hopes	Solemnly Affirms
Asks for	Declares Accordingly*	Invites	Supports
Asks that	Demands*	Notes	Suggests
Authorizes	Deplores	Proclaims*	Takes Note of
Calls	Designates	Reaffirms	Transmits
Calls for	Draws the Attention	Recommends	Trusts
Calls upon	Emphasizes	Regrets	Urges
Condemns*	Encourages	Reminds	Wishes

Note: Clause starters can be reused by adding “further” or “strongly”. For instance: “Requests” could be reused as “Further requests” and “Asks” could be reused as “Strongly asks”.

## Sample Resolution

### (The Heading)

FORUM: GENERAL ASSEMBLY

QUESTION OF: Peace, security and reunification on the Korean peninsula

SUBMITTED BY: The United States of America

*The General Assembly,*

### (Preambulatory Clauses)

*Recalling* its resolution 55/11 of 31 October 2000, in which it welcomed and supported the inter-Korean summit and the joint declaration adopted on 15 June 2000 by the two leaders of the Democratic People’s Republic of Korea and the Republic of Korea,

*Reaffirming* the purposes and principles of the Charter of the United Nations regarding the maintenance of international peace and security,

*Convinced* that inter-Korean dialogue and cooperation are essential for consolidating peace and security on the Korean peninsula and also contribute to peace and stability in the region and beyond, in conformity with the purposes and principles of the Charter,

*Recognizing* that the summit held in Pyongyang from 2 to 4 October 2007 between the two leaders and their Declaration on the Advancement of North-South Korean Relations, Peace and Prosperity represent a major milestone in improving inter-Korean relations,

*Recalling* the statements welcoming the inter-Korean summit made on 1 October 2007 by the Secretary-General and the President of the General Assembly, and recalling also the statement welcoming the adoption of the Declaration made on 4 October 2007 by the Secretary-General,

### (Operative Clauses)

1. Welcomes and supports the inter-Korean summit held from 2 to 4 October 2007 and the Declaration on the Advancement of North-South Korean Relations, Peace and Prosperity adopted on 4 October 2007 by the two leaders of the Democratic People's Republic of Korea and the Republic of Korea;
2. Encourages the Democratic People's Republic of Korea and the Republic of Korea to implement the Declaration fully and in good faith, thereby consolidating peace on the Korean peninsula and laying a solid foundation for peaceful reunification;
3. Invites Member States to continue to support and assist, as appropriate, the process of inter-Korean dialogue, reconciliation and reunification so that it may contribute to peace and security not only on the Korean peninsula but also in north-east Asia and the world as a whole.

Source: THIMUN Foundation, Basic Guidelines for New Delegates

## DEBATE

This is the time where you support other or your resolutions or speak against the resolution. The first rule is that only one person may speak at a time. The person who has the right to speak is said to "Have the Floor". This right normally belongs to the chair, until he or she gives it up or the person who has the floor gives it to another speaker. Giving up the right to speak is called "Yielding the Floor".

Remember, if you do not have the floor, you can always contact with other delegates by sending notes, however these notes have to be relevant to the subject, in English and polite. Notes not fulfilling these requirements will not be passed and will be delivered to the chairs for the necessary disciplinary actions.

In order to take the floor, you should raise your placard. A placard contains your country's name and it will be provided to you by the organizing team. If you are chosen, the chair will recognize you which will give you the right to speak.

## Debate Flow

- Chair takes roll call.
- Chair announces the resolution to be debated.
- Chair calls the main submitter to the floor to read out the operative clauses.
- Main submitter makes a speech on the resolution for a maximum of 4 minutes.
- Main submitter answers the points of informatio, then yields the floor to the chair or to another delegate.
- Chair calls upon any delegate wishing to speak.
- If an amendment is made, chair sets the close debate time and the debate time for the amendment starts. It is later voted on.
- Delegate speaks on the resolution and answers points if he or she wants to.
- Delegate yields the floor to the chair or to another delegate.
- Previous steps are repeated until the debate time elapses.
- Chair calls for voting procedures.

## DEBATE MODES

There are two types of debates; open debate and closed debate. In an open debate, delegates can take the floor and discuss any issue that is related to the resolution. They can either make a speech for or against the issue. In a closed debate, the debate time is divided into two as “in favor” and “against” speeches. The chair decides the duration of the closed debate and informs the house. In SEV J MUN, debates on a resolution will commence by an open debate and only move into a closed debate when an amendment is submitted.

## AMENDMENTS

Amendments are made in order to change something in a resolution. With an amendment, you can “change”, “add” or “strike out” a clause. These amendments should be written in official “Amendment Sheet” provided by the organizing team.

If you wish to propose an amendment, you must first raise your placard in order to take the floor. If you are recognized, you should ask if your amendment is in order. You can have your allies to back you up by saying “Second”. You must be ready to explain why you believe this amendment is necessary. Amendments to the second degree will be allowed in SEV JMUN. They are amendments made to change an amendment already submitted. Amendments to the second degree could only be submitted in the time against the actual amendment. The same procedure will be followed for the amendments to the second degree. Remember that if an amendment to the second degree fails, it does not mean that the actual amendment fails. It will still be voted.



- Delegate sends amendment to the chair.

- Chair decides if the amendment is necessary or not.

- If the amendment is necessary, the chair recognizes the submitter of the amendment.

- Chair announces the amendment and sets the closed debate time for the amendment.

- The submitter of the amendment delivers his/her speech and answers points if he/she wants to.

- Delegate yields the floor to the chair.

- The house debates the amendment.

- Chair calls for voting procedures when the estimated time elapses.

- If passed necessary changes are made to the resolution.

## VOTING

All delegates including NGO's and non-member states have the right to vote. Delegates have the right to vote for, vote against or abstain. During voting, note passing will be suspended and the doors will be secured by the Security Staff.

- Chair announces that the estimated debate time has elapsed and calls for the voting procedures.
- Security staff seals the doors while the admin staff takes their voting positions.
- Chair asks for for the votes in favor; admin staff counts the votes and informs the chair.
- Chair asks for for the votes against; admin staff counts the votes and informs the chair.
- Chair asks for for the votes abstaining; admin staff counts the votes and informs the chair.
- A total is counted. If a majority of votes are in favor, then the resolution passes; if a majority of votes are against, then the resolution fails.

## SOME TIPS

- Have a clear idea of what you want to transmit to the audience.
- Make people want to listen to you.
- Vary your sentences in length, using short as well as long sentences will make your speech more interesting to listen to.
- Use exclamations, repetitions, questions, explanations in your speech.
- Try not to be completely of one mood (either positive or negative).
- Prepare a draft of your ideas and practice them, building up your speech, adding and deleting as you go.
- Try not to read your speech directly from your paper. Before delivering your speech, write down the topics that you want to speak about, but not the whole speech itself.
- Most people tend to best remember the beginnings and the ends of whatever is said.
- Be firm but polite at all times. Being rude and aggressive generally makes a bad impression on an audience. It makes you look negative and people often do not like that at all.
- Be ready to raise a "Right of Reply" to any speaker who makes an inaccurate point about your country.
- Asks the chairs for feedback and pay attention to that feedback for the next time you speak.
- Always remember that this conference is not an exam, and you are not being graded.
- Have fun! ☺



# POINTS

## Point of Information

Points of information are actually questions. You can direct a point of information to the chair or to the speaker.

A point of information directed to the speaker could be asked if only the speaker opens himself/herself to points. This point must be in a question format. If it isn't in a question format, it will not be entertained. Follow ups will not be allowed at SEV JMUN. This means that you cannot ask another question to the speaker after he/she answers your first question. While asking your point of information, please remain standing and while asking or answering. Direct contact between delegates will not be allowed.

**Example:** “Could the honorable delegate please explain how they’re planning to raise awareness on the issue in the rural areas?”

A point of information directed to the chair can be anything about the conference. You can ask a question concerning the procedures, the schedule etc. Remember that this point cannot interrupt the speaker

**Example:** “Point of information directed to the chair! Could the chair please tell the house when we will be dismissed for lunch?”

## Point of Order

Point of order is called when the chair makes a mistake regarding the procedure. In this case, delegates are encouraged to make a point of order and correct the debate. If right, the chair will stand corrected.

**Example:** “Point of order! Is it in order for the delegate to have direct dialogue with the speaker?”

## Point of Parliamentary Inquiry

This point should not be confused with a point of order. Point of parliamentary inquiry is called when a delegate has a question regarding the rules of procedure. Its aim is to clarify a rule.

**Example:** “Point of Parliamentary Inquiry! Can the chair please explain what a policy statement is?”

## Point of Personal Privilege

Point of personal privilege is a point concerning the comfort of a delegate. It can be due to heat, sitting conditions, etc. It can only interrupt a speaker if the point is due to audibility.

**Example:** “Point of personal privilege due to audibility! Could the speaker please speak louder?”

## MOTIONS

### Motion to Move the Previous Question

When this motion is called in an open debate, it means that the house will be moving to the voting procedures. When it is called in a closed debate there are two situations: if it is in the time in favor, the motion calls for moving to the time against; if it is in the time against, the motion calls for moving to the voting procedure. This motion is also known as “Motion to Move to Voting Procedure”. Remember that it requires a second and if there are objections from the house, the final decision is up to the chairs.

### Motion to Extend Debate Time

Delegates use this motion to extend the time for the debate. It is not a debatable motion. The decision is up to the chairs.

### Motion to Divide the House

This motion is used when the votes are very close. This motion calls the chair to do a vote by roll-call. Delegates are individually asked whether they are in favor, against or abstaining. This is not a debatable motion. The chairs will decide.

## ADDITIONAL NOTES

Never be afraid to ask for help. It takes a long time to get used to JMUN and everybody has had a first experience where they did not understand everything that was going on. All Student Officers and Field Managers would be glad to answer your questions. Remember, having fun is the most important part about JMUN conferences.

## SPECIAL MUN VOCABULARY

**Chair:** the person in charge of the debate who makes sure that the rules are followed, everyone has a fair turn to speak and the debates reflect all sides of an issue and that they are completed within the allocated time.

**Memo:** an official note from a delegation written on the official notepaper.

**The Floor:** the right to be the only person speaking.

**The House:** everyone attending the debate except the chair.

**The Submitter:** the delegate from the country that is asking for an idea or set of ideas to be debated.

**To be recognized:** To be given permission to do something.

**To come to order:** to be quiet, to stop what you are doing and to listen the chair or the speaker.