

High School Model United Nations  
2019  
Delegate Handbook



Presented by The University of Alberta

## Terminology & Procedure

**Attendance:** Taken alphabetically, delegations will answer either “present” or “present and voting” to be included in the quorum. Those arriving late and missing the FIRST attendance must provide written notification to the Chair of the delegation’s voting status (“present” or “present and voting”) for official inclusion in committee activity. “Present and voting” means the delegate may NOT abstain during voting procedure. Delegations that are “present” reserve the right to abstain.

**Amendments:** A substantive change that adds to or revises the operative clauses of a Draft Resolution (DR), delegates may propose amendments to any DR that has been introduced. Pre-ambulatory clauses may not be amended. FRIENDLY AMENDMENTS are made with consent of all the sponsors of the DR and has approval of the Dais. It will be added to the DR without a vote. HOSTILE AMENDMENTS are made without the consent of all sponsors and require 1/5<sup>th</sup> of delegations as signatories and approval of the Dais to be introduced and voted on upon closure of debate, in the order they were submitted.

**Adjournment of the Session:** A delegate may move the adjournment of the session in order to end all committee functions for the duration of the Conference. Ends all debate and the conference.

**Closing Debate:** A motion to close debate must be given; debate ends on that agenda topic, and the committee moves into voting procedure.

**Draft Resolution (DR):** Once approved by the Chair, a sponsor may ask to approach the Dais and introduce their resolution (from the secondary speakers’ list). Usually following the presentation, a question and answer period may be motioned for. Delegates may withdraw support from a DR at any time, but a DR must be supported by more than its 1/5<sup>th</sup> of the delegations (sponsors and signatories)—otherwise, it may be withdrawn altogether. All DRs will be voted on in order upon closure of debate.

**Dilatory Motion:** The Chair may rule a Motion that is inappropriate, has no chance of passing, or would constitute an unnecessary hindrance to debate dilatory at any time.

**Motion:** A formal proposal that sets the direction of your committee.

**Point:** An informal statement made by delegates to make a correction, clarification or question. (For more info on motions and points, see pg. 14)

**Primary Speakers' list:** When you walk into committee on Thursday, committee will start with the primary speakers' list. From here, a delegation will propose a motion to start debating either Topic 1 or Topic 2.

**Secondary Speakers' list:** Once the topic has been set, committee will go to the secondary speakers' list. When it is your country's turn to speak from the secondary speakers' list, use this time to speak about your country's foreign policy and opinions about the topic at hand. From here, delegates can propose a motion to hold moderated and un-moderated caucuses.

**Speaking Time:** The amount of time allowed for the delegate to speak.

**Suspension of the Session:** A delegate may move for the suspension of the session in order to suspend all committee functions until the next meeting. If ruled in order, such Motions will not be debatable but will be immediately put to the vote and will require a majority to pass.

**Working Papers:** Any document that has not been approved by the Dais and introduced shall be referred to in formal debate as a "Working Paper."

**Voting Procedure:** Upon the closure of debate or the exhaustion of the secondary speakers' List, the committee shall move into voting procedure. At this time, communication between delegates is forbidden. The committee shall vote upon all Draft Resolutions (DR) and their subsequent amendments in the order submitted to the Chair. Only one DR may pass on a given topic. Approval of the committee requires a 2/3<sup>rd</sup> supermajority. Each delegate shall have one vote either "yes," "yes with rights," "no," "no with rights," or "abstain". Delegates may also "pass" the first round of voting, but this forfeits their ability to abstain and/or vote with rights. ROLL CALL VOTING means a 2/3<sup>rd</sup> supermajority passes the entire resolution as presented. DIVIDING THE QUESTION breaks the DR into multiple parts that are voted on piece by piece, usually used when only one or more clauses are dooming the whole document.

# Points and Motions

<b>Points &amp; Motions</b>	<b>Time of Use</b>	<b>Purpose</b>
Point of Order	May not interrupt speeches. Takes precedence over all other motions.	Challenges the ruling of the chair.
Point of Personal Privilege	May interrupt anything.	Rectifies inability to participate in the proceedings
Point of Parliamentary Inquiry	May not interrupt speeches. Use during a pause in debate.	Asks about the status of speakers' list, resolutions, amendments, etc. OR for procedural clarifications.
Right of Reply	Directly following offensive speech.	Response to direct PERSONAL insults.
Motion for Un-moderated Caucus	May not interrupt anything. Use during a pause in debate.	Informal discussion and collaboration time. Usually used to develop working papers. Delegates may mingle together.
Motion for Moderated Caucus	May not interrupt anything. Use during a pause in debate.	Used to foster back-and-forth debate on more specialized issues about your topic.
Motion to Adjourn Session	Made when no more resolutions are present on the agenda, or if time for the committee session has expired.	Ends debate and the conference. Motion followed by one speaker in favor of the motion and one against.
Motion for Closure of Debate	May be made at any time. The Chair may, subject to appeal, rule such a Motion dilatory.	2 speakers AGAINST the Motion required. Followed by voting procedure if passed.

Motion to Suspend Session (to recess)	At an appropriate time during an assembly with the purpose of suspending debate; at the discretion of the chair.	Committee work is paused—proceedings will resume after the break. This motion requires one speaker in favor of the motion and one against.
Motion to Extend	Following a moderated or unmoderated caucus, if additional time would benefit committee work.	This Motion requires a simple majority to pass and is not debatable. An amount of time must be established with the motion.
Motion to Set the Speaking Time	At the beginning of debate; on the primary or secondary speaker list.	Sets an amount of time a delegate is allowed to talk for before being cut off by the Dais.
Motion to Set the Agenda	After the roll call of the first committee session.	To begin discussion of which the topic will be deliberated first.
Rights of Explanation	After voting, used in instances where a delegation would like to verbalize the reasoning behind their vote to the entire committee.	A delegation voting with rights shall be accorded an amount of time set at the Chair's discretion for an explanation of their vote.
Yield Time (2 types)  1. To another Delegation  2. To the Chair	Used when one has speaking time it does not wish to use either part way through their speaking time or at the beginning.	Yielding to another delegation allows that delegate to use this time. Yielding to the Chair will dispense this time from use. Cannot be used in a moderated caucus.

# FAQs

## **When it's my time to speak, my mind goes blank. How can I fix this?**

- Write down what you want to say before you say it—it'll help keep you on track!
- Keep a mental note of what other people said—recognize who you agree with and how your ideas relate to theirs.

## **My Dias and fellow delegates have trouble hearing me. What do I do?**

- Face those you are addressing, both dais and delegates!
- Slow down - Speaking more slowly will make you easier to understand and help you appear more relaxed and self-assured.

## **How can I sound persuasive and make sure others listen to my points?**

- Come prepared—know your country's foreign policy inside and out so that you can speak with confidence and conviction.
- Be concise—the most compelling arguments are usually short and sweet!

## **I've forgotten my foreign policy, and I'm not sure how my country would reply to something brought up in debate. Who can help me?**

- Find the Foreign Policy Advisors (FPA)! They're experts in foreign policy who'll point you in the right direction if you're stuck.
- Talk to fellow delegates that you're familiar/allied with (e.g. part of NATO or the EU with your country). They may be able to offer you some assistance.
- Use the internet to research what your country has done with similar issues in the past! Use this information as a guideline to shape your own idea.

## **I'm confused as to what is going on in the conference. What if I have a question regarding the procedure of debate?**

- Refer to the information included in this handbook. Many definitions and almost all points/motions you may see are included.
- Ask your Dias! Approach them either during a pause in debate, or raise a Point of Parliamentary Inquiry at any time.

**There are two working papers on the floor that essentially have the same viewpoint. Which one should I support?**

- As much as possible, attempt to amalgamate as many ideas as possible into a SINGLE working paper (combine similar projects).
- Feel free to stay as a signatory for both working papers, if combining them is not possible.

**I'm a signatory on a working paper, but I'm not sure if I still support it anymore. Can I still keep my name on it?**

- Of course! Signatories don't necessarily have to agree with 100% of the points made—usually it means that they're merely interested in debating and discussing the working paper more, in detail.
- However, if you are fully against the direction it seems to be trending towards, you are permitted to withdraw your support.
- Working papers that fail to contain at least a fifth of the committee's support cannot be voted on.

**I'm a small [yellow] country and I don't feel like I'm contributing much to the discussion. What can I do to make a difference?**

- Feel free to work with almost anyone! Use this as a bridge to help moderate debate between developed and developing, or democratic and undemocratic nations.
- Understand that you're still allowed to vote for resolutions and to sign on as signatories or sponsors for working papers. Don't be afraid to do so.

**I'm being harassed/assaulted by another delegate or an HSMUN volunteer. Who should I report this to?**

- In an emergency, call 911.
- For other severe/urgent cases or instances involving HSMUN volunteers, report immediately to the HSMUN war room (BS-M145, by CCIS 1-440)
- For minor issues, feel free to pass a note up to your Dias or speak to them when appropriate.

**I'm gluten-free/vegetarian/vegan. What food options are available?**

- Tell your Dias when they ask for dietary restrictions.
- During the banquet, ingredients in dishes will be labelled
- Feel free to suggest alternatives—if plausible, we will try to accommodate your requests.

Conference Resources & Social Media

**FACEBOOK:** UAlberta HSMUN State Book

**SNAPCHAT:** hsmun

**INSTAGRAM:** uofahsmun

**WEBSITE:** hsmun.org

**EXECUTIVE EMAIL:** hsmun@ualberta.ca

