The MUNISH Chairing Handbook

How to be a Student Officer

Written by Leon Boles-Ryan

MUNISH XXXVI

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CHAPTER I – INTRODUCTION & THE CORE PHILOSOPHY

01. MISSION STATEMENT

Model United Nations International School of The Hague (MUNISH) stands as a student-led THIMUN-affiliated conference, operating in close collaboration with the THIMUN foundation by abiding by many of its principles and procedures. Based in the global city of peace and justice–The Hague–MUNISH provides attendees with a sophisticated academic experience dedicated to fostering ideals of multilateral diplomacy, tolerance, cooperation, and care among the global youth.

Since its inaugural session in 1990, MUNISH has grown alongside the changing international landscape, establishing an unparalleled and enduring legacy of academic excellence and leadership spanning over three decades. Throughout its history and moving forward into the future, the core mission of the conference remains:

> *"A conference run by youth, for today's youth, to benefit the youth of tomorrow."*

Participants of MUNISH assume the great responsibility of traversing geopolitical landscapes, negotiating across borders, and crafting comprehensive and fundamentally feasible solutions to the challenges faced across the world. MUNISH serves as a catalyst for that profound learning experience. The conference is built not upon the pursuit of individual success, but rather on the collective commitment and compromise required from each and every participant, ensuring that the work done within our committee rooms shapes a more peaceful and cooperative tomorrow.

02. THE ROLE OF A STUDENT OFFICER

The transition from delegate to Student Officer is a demanding one and requires a complete re-engineering of the approach to debate. As a delegate, the objective is to persuasively argue and defend the position of your delegation, while simultaneously guiding the committee toward your political stance. As a Student Officer, the approach to debate is very different, requiring neutrality, structural command, and academic leadership. While delegates must express their opinions and perspectives toward the committee in a convincing manner, Student Officers must take an unbiased and objective stance so as not to unfairly sway the forum.

Your primary objective is to facilitate, guide, and evaluate. An exceptional Student Officer does not control the debate to mirror their personal desires or political beliefs; rather, they serve as a catalyst through which productive debate can be produced, and delegates can excel. You are the face of the conference and the delegate's closest connection between the Board of Directors and the floor. Your responsibility is to inspire even the quietest of delegates into giving their voice, while keeping more advanced delegates operating within the strict boundaries of diplomatic decorum. You must remain highly approachable yet unconditionally authoritative. Through your preparation and the curation of the Research Reports, you will establish the baseline academic quality for which all subsequent resolutions and discussions that take place within your forum.

Moreover, you and your co-chairs should present as a united front, never divided or argumentative. In the event a co-chair makes a mistake, kindly and quietly let them know, allowing them to publicly acknowledge their own mistake. Never publicly correct or condemn a co-chairs actions.

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03. CODE OF CONDUCT

When attending MUNISH as a Student Officer, you must maintain the "Chair Persona". The ideal Student Officer will adopt the persona of absolute consistency in behavior, attire, and language. The atmosphere and productivity of your committee room is a direct reflection of you as the chair.

Behaviour

A Student Officer must embody complete neutrality, authoritative professionalism, and approachability from behind the podium. Despite being at the forefront of your forum, you should not be the center of attention; your goal is to facilitate delegates' experience and ensure it is academically rigorous, inclusive, and above all else, equal. At MUNISH, the ideal Chair remains completely impartial, setting aside their personal opinions to act purely as facilitators who elevate the delegates debate.

Ultimately a Student Officer must lead by example, relying on patience and composure, utilising a commanding presence to maintain order. All of this to foster and empower the environment for all delegates to prosper within. Have authority without being authoritarian.

Plagiarism

The Oxford Dictionary defines plagiarism as being "Copying another person's ideas, words, or work and pretending that they are your own", but at MUNISH this is far more than simply misdirection, but a complete disregard of academic integrity and respect. At MUNISH, we expect both delegates and Student Officers to come up with all content, ideas, and actions, themselves and to accredit all works used in their creation. Paraphrasing is still considered to be plagiarism. Quotations are not considered plagiarism so long as they are cited accordingly.

- Plagiarism can lead to **serious** repercussions at MUNISH.
- AI is not considered a legitimate source, and any use of AI is barred at MUNISH. Detection of AI in produced work is punishable.
- Copying previously produced resolutions is also considered plagiarism.

Formal Register and Vocabulary

At MUNISH, Student Officers are expected to communicate using a formal, third-person, and diplomatic register at all times. Colloquial terms, casual greetings, or addressing delegates in an informal or rude manner, such as "guys", is strictly prohibited. From the moment you enter the conference and your forum, you are to speak with and embody the persona of the United Nations.

Absolute Impartiality

You must never show favouritism, nod in agreement with a speaker's political speeches, or express/insinuate personal opinions on the floor. As a Student Officer, you may only address and disagree with a delegate's perspective when they contradict or widely go against the United Nations Charter and its principles (e.g. "the delegate proposes to nuke this country"). When addressing disputes or mistakes focus purely on the Rules of Procedure and the objective facts you are presented with, never on intent or ideology.

Dress Code

Student Officers are strictly bound by the dress code of MUNISH. Delegates are expected to adhere to professional UN attire, as the face of the committee—it is imperative that you uphold these standards and enforce them upon each and every delegate. Specifics regarding acceptable attire can be found in Chapter III, Section 1.2.

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CHAPTER II – PRE-CONFERENCE RESPONSIBILITIES & TEAM DYNAMICS

01. THE STUDENT OFFICER HIERARCHY

To ensure the smooth operation of MUNISH, there exists a hierarchy between you—the chairs of the committee—and the executive staff known as the Board of Directors (or BoD). As the face of the committee and the link between the MUNISH BoD and the delegates, it is imperative that you understand and follow the established chain of command.

1.1 – THE SECRETARIAT & BOARD OF DIRECTORS

Leading MUNISH and at the top of the Student Officer pyramid is the Secretariat. The Secretariat is composed of the Secretary General (SG), and four Deputy Secretary Generals (DSGs). The Secretary General assumes ultimate administrative responsibility, overseeing conference logistics and the organisation of all conference staff. To guarantee the correct flow of information within the Board of Directors (BoD), every organ serves under a distinct DSG. The DSGs report directly to the Secretary General and help in aiding the success of MUNISH. Each DSG has varying areas of responsibility and qualifications. The four Deputy Secretary-Generals are as follows:

The Deputy Secretary-General of Organisation:
The DSG of Organisation (DSGO) is in charge of the physical and structural arrangement of the conference and therefore ensures that all admins and conference management do their assigned jobs.

The Deputy Secretary-General of Administration:
The DSG of Administration (DSGA) oversees the academic standard, technological backbones, and conference partnerships. The DSGA semi-manages the procurement of the Student Officers alongside the Academic Advisors and DSGC.

The Deputy Secretary-General of Information:
The DSG of Information (DSGI) sets the public presence of MUNISH while simultaneously managing internal communications and physical safety. Furthermore the DSGI works closely with all the organs of the BoD to ensure sponsors.

The Deputy Secretary-General of Communication:
The DSG of Communication (DSGC) is the most relevant DSG to the Student Officers of MUNISH. The DSGC is directly responsible for the Academic Advisors and delegate relations. The DSGC will oversee the proper procurement of the Student Officers and is to ensure the smooth running of all forums. The conference theme and chair selections are also all screened and largely influenced by the DSGC.

The Board of Directors:
While the Secretariat coordinates and decides the conferences organisation and policies, the daily execution of MUNISH relies on a complex web of specialised executive branches known as the Board of Directors. As a Student Officer, you will likely not associate or even recognise many of the efforts done by the board; however, any member of the BoD can be relied upon if help is needed. As Student Officers, the most relevant members of the BoD to you are the Academic Advisors.

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The Academic Advisors:

The Academic Advisors (AAs) function as the primary custodians between the Student Officers and the entire Board of Directors and will act as managers of the Student Officers. The AAs possess expertise in all the operational facets of MUNISH and uphold the conference's substantive and academic integrity. They are responsible for orchestrating the academic framework of the conference, including the annual theme, forum issues, Student Officer selection, and all aspects of the committee rooms. Prior to the conference, the Academic Advisors oversee the creation of the Research Reports and the proper training of all chairs, providing critical feedback and ensuring all chairs are properly equipped and thoroughly trained in the THIMUN rules of procedure.

During the conference, the Academic Advisors will actively monitor and assess all forums, ensuring the smooth flow of debate, correct adherence to the rules of procedure, and proper behaviour of both the delegates and chairs. Student Officers will call upon the AAs to serve as the ultimate procedural authority, resolving conflicts between delegates or sensitive issues with regard to the jurisdiction of the Chairs.

1.2 – GENERAL ROLE OF A HEAD CHAIR

The Head Chair or President (depending on the forum) holds ultimate responsibility for their committee and its delegates. As the leading figure of authority within the room, the president must command the room with a stern and dignified persona, mirroring the tact of the MUNISH Secretariat. This role carries substantial autonomy, making seamless professionalism and the consistent upholding of the MUNISH values essential.

Prior to the conference, the President will act as a mentor to their Deputy/s. The President will oversee the Deputy Chairs' creation of the Research Reports, ensuring their understanding of R.O.P., and maintaining direct communication with the Academic Advisors regarding any issues faced by the Deputy/s or themselves. At the conference, they are expected to:

- Brief the house of the daily agenda,
- Urge the involvement of all delegates,
- Ensure all resolutions are properly formatted,
- Manage their Deputy Chair/s and provide them with individual tasks,
- Introduce and welcome guest speakers,
- Guarantee the well-being of all delegates and admins within the forum.

Abuse of the presidential position in any form is strictly prohibited and may result in demotion.

In practice, the President of a forum exercises complete and total jurisdiction over the floor while remaining within the confines of the MUNISH code of conduct and rules of procedure.
The state of a forum directly reflects the efforts and qualifications of its president: a good committee means a good president. A President should never blame the state of a committee on the efforts of their Deputy, as President, your co-chair/s are your responsibility. Moreover, **co-chairs should NEVER publicly condemn one another.** Mistakes should be pointed out through notes or whispers and self-corrected.

1.3 – GENERAL ROLE OF A DEPUTY CHAIR

The Deputy Chair or Deputy President (depending on the forum) shares much of the same procedural functions as the President, only they operate in a supporting manner, doing the tasks the President is unable to do. This position requires exceptional teamwork and adaptability, as the Deputy must

seamlessly execute any task or administrative responsibility designated to them by the Head Chair. Despite being below the President in the hierarchical sense, the Deputy President's relationship with the delegates is nearly identical, with the Deputy Chair still taking on the duty of guiding the delegates and fostering the debate.

Prior to the conference, the Deputy's primary responsibility is the meticulous composition and formulation of the assigned Research Reports as well as to heavily educate themselves on the proper debate proceedings according to THIMUN regulations. During the conference, the Deputy actively shares the podium with the President, rotating control of the gavel to direct debate from the floor.

Crucially, the Deputy acts as a primary contingency for the committee's infrastructure; if at any point the President is unable to perform his or her duties, the Deputy must, without hesitation, be able to step up and assume the full executive responsibilities of the President, taking up the role of acting President until the return of the legitimate President. In the case of there being two deputies, the President or an Academic Advisor is to dictate who will assume this position.

An important note: despite being beneath the President in the official hierarchy, Presidents have no right to abuse their authority or misuse their direction of the Deputy Chairs. In the event a President abuses his or her powers, contact your assigned Academic Advisor or a member of the Secretariat.

1.4 – SPECIALISED STUDENT OFFICER ROLES

The President of the General Assembly (PGA):

The President of the General Assembly (or PGA) stands as the conference's highest ranking Student Officer position and the greatest honour that can be awarded to an external applicant, as such, the PGA is expected to be charismatic, dignified, and articulate. Alongside being a qualified and competent chair (typically of the 1st General Assembly) the PGA takes on the responsibility of conducting the opening and closing ceremonies of the conference, in which they would be expected to give a concise speech, introduce the portions of the ceremony, and address the speakers.

Unlike what the name suggests, at MUNISH the PGA does not oversee the running of the other General Assemblies; such is a job that falls upon the Academic Advisors and other members of the Board. The PGA can however, provide aid or assistance to the other GA chairs where requested.

The President of the Special Conference (SPC):

The Special Conferences are unique forums, carrying the annual MUNISH theme through a unique lens. The Special Conference is split across two distinct rooms, the 1st Special Conference (SPC1) and the 2nd Special Conference (SPC2). To ensure the smooth running of the two forums, the President of the SPCs oversees both forums, though typically resides mostly within SPC1.

Subordinate to the SPC President is the Head Chair of SPC2, who functions primarily as an on-the-ground manager of the Deputy Chairs in SPC2, but does not hold autonomy or full authority over SPC2 and must refer to the President for all concerns and decision-making. In effect, the Head Chair of SPC2 is a Deputy to the SPC President. All chairs of the Special Conference, including the Head Chair of SPC2, are subordinate to the President of the SPCs, with him/her holding ultimate structural jurisdiction, overseeing the creation of the Research Reports, coordinating the substantive agenda, and final decision-making authority in both forums. In the event the SPC President is unable to perform their duties, the Head Chair of SPC2 will take on the responsibility of acting President.

The Presidency of Crisis Committee (CC):

The Crisis Committee is a one-of-a-kind forum, being a highly unpredictable environment in which delegates are challenged to think on their feet. Rather than moderating static resolutions, the Presidency of CC must work on a rapidly developing situation in which resolutions focus, topic, and rationale fluctuate dramatically. In CC, resolutions are called 'treaties', and clauses are called 'articles'. The role of Chair in CC demands rapid decision-making, immense adaptability, and a capacity to maintain absolute structural and procedural control over a constantly shifting debate. Alongside this, Student Officers in CC do not have to write a research report due to the nature of the crisis being unknown prior to debate.

The Crisis Committee is unique in that the Chairs do not have the authority to dictate the flow of the crisis, rather, that falls to the Crisis Committee Headquarters (CCHQ), the CCHQ Manager, and the relevant Academic Advisor for the CC.

For more information, see the MUNISH Crisis Committee handbook.

Presidency of the International Court of Justice (ICJ):

The Presidency of the ICJ operates completely differently from standard forum Chairs. Unlike a regular Student Officer, who remains strictly neutral above the floor, the ICJ Presidency acts as a quasi-judge, weighing in only in select circumstances to steer the legal proceedings. While they do not have standard voting rights in determining the final verdict, during private deliberations, the Presidency may leverage its extensive knowledge gained from writing the Research Reports to voice its opinion to the judicial panel. Instead of managing a resolution, the President oversees formal swearing-ins, moderates the introduction of evidence, and exercises sole discretion to determine whether legal objections are in order or overruled during the witness cross-examinations, eventually guiding the judiciary to a written final verdict to be read at the MUNISH closing ceremonies by the President of the General Assembly.

02. RESEARCH REPORTS

The creation of a detailed and thorough Research Report is one of the key contributions made by the Student Officers prior to the conference. A detailed and engaging research report serves as a foundational blueprint for the delegates, guiding their resolution creation and providing them with the necessary background information. All text is to be in **Calibri in size 11**. Paragraphs must begin with indentation. Section headings must be this **colour** and **bold** in Calibri font size 14. Hyphenation is to remain turned off throughout the document. All text must be in **1.5 line spacing**. Between different sections (e.g. from Introduction to Definition of Key Terms), you must leave *one line blank*. The report must be between **2000 words** and **5000 words** (excluding bibliography and appendices).
The report must comprehensively cover the following core sections:

- **Introduction:** A concise overview introducing the definition and gravity of the issue.
- **Definition of Key Terms:** Explicit, unambiguous definitions of specialized terminology, acronyms, and legal or technical concepts relevant to the agenda topic.
- **General Overview:** A deep historical and contemporary analysis of the issue, outlining the root causes, major developments, and the current state of the conflict or problem.

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- **Major Parties Involved:** An unbiased breakdown of the countries, non-governmental organizations (NGOs), and UN agencies heavily involved in or affected by the issue, detailing their conflicting perspectives and subjective interests.
- **Timeline of Key Events:** A chronological list of key milestones, major turning points, and historical developments related to the topic.
- **UN Involvement, Relevant Resolutions, Treaties, and Events:** A survey of the existing international laws, UN interventions, treaties, and events that have shaped global responses.
- **Previous Attempts to Solve the Issue:** An evaluation of past international, and state-led initiatives, analyzing why they succeeded or failed in solving the issue at hand.
- **Possible Solutions:** A forward-looking, neutral prompt encouraging delegates to consider innovative measures, structural reforms, and collaborative strategies that could be written into future resolutions. As a Chair you are given more freedom in this area, however these ideas often result in the draft resolutions proposed by delegates; quality is key.
- **Bibliography:** A meticulous, formally formatted citation list of all credible sources, academic journals, policy papers, and official UN documentation utilized to write the report, enabling delegates to easily verify data and pursue further independent reading.
- **Appendix or Appendices:** Supplementary materials compiled by the chair to enrich delegate understanding, which may include complete texts of critical treaties, relevant maps, statistical data sets, organizational charts, or complex legal clauses that require close inspection.

Plagiarism Policy

MUNISH as an institution holds a strict zero-tolerance policy for plagiarism, academic dishonesty, and use of Artificial Intelligence (AI). The Student Officer research reports are designed to act as an educational tool for the delegates and chairs alike. Therefore, it is imperative that they are written entirely in the author's own words. Being caught acting against this policy will result in the contact of relevant members of the Secretariat, MUN Directors, and the potential discharge from your role as Student Officer.

FEEDBACK & DRAFTING

To ensure that all reports are of the highest quality, Student Officers pass through a rigorous, multi-staged feedback process overseen by the Academic Advisors.

Drafting and Peer Collaboration:

Within a forum all Chairs are required to contribute to the creation of the Research Report/s, typically with every Student Officer writing one report each. In the event there are more Reports than Chairs, the President will often take on the task of also writing a second report, however the Deputy may be required to assist if requested. If there is only one Research Report within a forum all Chairs must collaborate in its creation as directed by the forum President. The President's role within the creation of all the forum's reports is quality control.

Revisions and Academic Feedback:

Student Officers will be provided with feedback from their assigned Academic Advisor on their reports procedural accuracy, geopolitical depth, structural formatting, and academic integrity. All feedback is expected to be implemented entirely prior to the final report deadline. Failure to comply will result in the contact of relevant MUN Directors and the potential removal from your position.

CHAPTER III – PRIOR TO OPENING DEBATE

01. BRIEFING DELEGATES

1.1 – INTRODUCTORY MEETING TIMELINE

The first time you meet the delegates on day one is when you establish your structural control over the forum and present to the delegates how you are as a chair. Student Officers should follow a strict operational timeline, ensuring that the delegates are well informed on the conference and committee logistics prior to the start of lobbying.

The First 15 Minutes:
When you first entire your forum you are bound to be nervous, but it is important to remember that the impression you give now will reflect not on the way your delegates view you, but their engagement throughout the remainder of the conference. After calling the house to order, the first thing that has to be done is attendance. When taking attendance feel free to include an icebreaker to allow your delegates to be more comfortable with each other and the dais. Finally, ensure that each member of the Chairing board introduces themselves; it's important to establish a hierarchy with your delegates, but even more important to show that at the end of the day, you are just like them.

The Next 30 Minutes:
Now is the time to brief your delegates on the agenda of the conference, its values, committee issues, code of conduct, and most importantly, the rules of procedure. Depending on your forum, you may have beginner delegates or those who are not fully aware of the exact rules of procedure; as Chair you are the primary arbiter of these rules and must ensure that your delegates are thoroughly briefed. Prior to the opening of debate the Academic Advisors should have provided a template or structure for this introductory presentation which must be used (specialised forums may vary). During this time further icebreaker activities can take place however they must not be lengthy so as to not run into lobbying time.

The Final 15 Minutes before Opening Speeches/Lobbying:
Finally, after briefing the house, Student Officers should open the floor to a targeted Question and Answer session. Also inform the delegates on the expert chair of each issue (the author of the research report.) This allows newer delegates to clarify procedural anxieties and ensures the entire house operates under a unified understanding before the floor is formally opened to lobbying (or the speakers list depending on the forum).

1.2 – DRESS CODE STANDARDS

As a Student Officer of MUNISH you must strictly enforce and adhere to the institutional dress code which mirrors that of the actual United Nations. Chairs are required to audit their respective committees and make certain that delegates are dressed appropriately for the duration of the conference. While certain leeway can be granted, it is important to establish a standard of dress wear and demonstrate that this is enforceable.

Standard Attire:
All participants of MUNSH are expected to wear formal Western business attire for the duration of the conference (with the exception of the MUNISH party). For male-identifying attendees, this requires a

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standard suit jacket, an ironed dress shirt, a tie (not bow tie), suit trousers, and dress shoes. When seated a delegate may remove their blazer however if a delegate is speaking they must wear their blazer. For female-identifying attendees, options include professional business suits (similar to what is outlined for males), tailored blazers, formal skirts of an appropriate length, or professional dresses, all to be paired with appropriate formal footwear. With regard to religious attire and traditional religious headcoverings: they are fully permitted, respected, and welcomed. Though not strictly enforced, attendees are encouraged to stick to black and white clothing as vibrant clothing may pose a distraction to delegates.

Prohibited Attire:
At MUNISH we believe that attendees have a right to diversity in their clothing choices, however all of the following are prohibited at MUNISH unless explicitly stated otherwise by the MUNISH Board of Directors/Executive Staff. The list is as follows, yet still subject to change and not limited to:

- Denim (in any form)
- Sneakers, runners, sports shoes, and stiletto heels
- T-shirts, collared sport shirts ('Polos'), and sportswear
- Overly revealing clothing
- Skirts or dresses that are shorter than policy allows (hands by your side, the length should surpass the tips of your fingers)
- Military or cultural attire
- Non-UN/MUNISH/THIMUN pins or badges
- National flags
- Offensive or inappropriate designs
- Overly vibrant colours
- Non-religious headwear, caps, and hats.
- Sunglasses

If a medical or religious reason requires any of these policies be broken, a delegate should inform a relevant member of the BoD and their respective forum Chair.

Enforcement:
MUNISH reserves the right to refuse entry to any inappropriately dressed delegates. If an attendee violates these standards, the respective Chair of the forum will immediately address the situation privately with the delegate. Depending on the severity of the issue and whether the non-compliance persists, the concern may be escalated to the supervising Academic Advisor and relevant MUN Director for formal interventions. Final discretion and disciplinary action rests with the Secretary General and MUNISH Director.

1.3 – DECORUM & FORMALITIES

Diplomacy, decorum, and respect, are the cornerstones of MUNISH, and Student Officers act as the upholders of these values within the atmosphere of their forum. Chairs must strictly enforce the following linguistic and behavioural values from the first minute of entering committee.

Third-Person Speech:
Delegates of MUNISH are expected to always speak in a third person dialogue, referring to themselves as "the delegate of.." and not as 'I', 'Me', or 'Myself'. Moreover, when speaking to other delegates and the Chair: delegates should use their official title. For example a delegate could not say "I want to ask him for a POI" but rather "the delegate would like to propose a POI to the Chair".

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Note Passing:
In order to reduce cross talk and allow delegates to communicate across the committee room, administrative staff within the committee will facilitate the passing of notes between delegates. To pass a note a delegate must write the recipient and sender on the note then raise their hand to signal an admin toward them. As a Student Officer you must ensure that the admin staff are doing their duties, if they are not, inform your assigned Academic Advisor or a relevant member of the BoD. In addition, all delegates are required to use official note paper displaying their delegation's flag and official name. Chairs are responsible for ensuring compliance with this requirement and must actively enforce its use throughout the conference.

To ensure that the notes being passed are appropriate and fitting to the debate, they are screened by admin staff before being either discarded (if inappropriate) or allowed to be sent. The only exception to this are notes to and from the chair, which–due to the potential sensitivity of the contents–are not screened by admin staff. Notes which are highly offensive or inappropriate will be redirected to the chair who will then determine whether further action is necessary.

Dais Respect:
The house must act in perfect accordance with the code of conduct upon the entry of a member of the Secretariat, Academic Advisor, Guest Speaker, MUN Director, or member of the Board of Directors.

02. MANAGING QUORUM & ROLE CALL

Before any decision can be made within a committee, the Chair must officially establish the quorum. At MUNISH Quorum represents the minimum number of delegates required to be present for the forum to officially conduct its duties.

Within a forum (with the exception of certain specialised forums), in order to begin debate there must be a minimum of one third of delegates present.

Establishing Quorum:
Under the MUNISH procedural protocols, quorum is officially established when at least one third (33%) of the registered delegates are present in the room. Debate cannot start without quorum unless explicitly authorised by the overseeing Academic Advisor or member of the Secretariat.

Roll Call:
The President or designated Deputy must conduct the roll call in the order seen on the roll call provided to them by the Academic Advisors. Roll call must be taken in the morning (before opening up for debate) and after every adjournment of the forum; therefore “unmoderated caucus” should be granted sparingly, as afterwards quorum must be reestablished. Chairs must read out each country’s name loudly and clearly, with delegates replying with “Present” (“Present and Voting” is not recognised under MUNISH proceedings).

Tracking Absences:
Chairs must accurately record all roll call data on the official committee sheets. Any unexcused or prolonged absences of delegations must be immediately reported to the overseeing Academic Advisor who will then contact the Delegate Affairs department for administrative tracking. If delegates are repeatedly late or absent their respective MUN director will dictate the proper course of action, this is **not** something to be punished by the forum Chair.

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03. OPENING SPEECHES

Within applicable forums, opening speeches act as a means for the most relevant delegates to a particular issue to formally articulate their states foreign policy, interests, opinions, and expectations regarding the agenda's topic/s of debate. Delegates cannot use this time to propose resolutions or slander other delegations (unless clearly relevant to the issue at hand), and may only present their own delegations beliefs.

The Speakers List:
Prior to the conference the AAs will determine the most important delegations within the forum and create a list of what delegates will be giving an opening speech, this list is referred to as the "Speakers List". Delegates should have been informed prior to the conference that they would be giving an opening speech and may contact the MUNISH Academic Advisory team to deny the opportunity, however once at the conference the delegate is required to give an opening speech unless circumstances necessitate the delegate abstains from it; discretion still remains with the Chair.

Time Management:
In order to prevent the taking up of valuable lobbying time, the Chair should establish a strict time limit on each speech. The time limit per speech should be roughly 60 seconds, potentially less depending on the length of the speakers list. As a Student Officer, you must time each delegate's speaking time and silently signal if they are approaching the end of their speech. If a delegate surpasses the end of their speaking time the Chair may interrupt the speaker and kindly remind the house to keep their speech concise.

Yielding & Points of Information:
During the opening speeches, delegates are not permitted to yield to another speaker, and must yield back to the Chair who will then call open the next delegate in the speakers list. Furthermore, Points of Information (POIs) are not in order during the duration of the opening speeches.

04. THE LOBBYING PROCESS

Lobbying is a key aspect of the debate process and is often decisive in producing productive, collaborative, and diplomatic resolutions. During lobbying, delegates may leave their seats to discuss resolutions, form alliances, debate solutions, and draft working papers. Delegates do however remain bound by the positions of their delegation rather than personal beliefs.

The Role of the Dais:
Student Officers must actively supervise and encourage lobbying by moving around the forum, promoting collaboration, assisting with formatting, and proposing solutions based on their research. The Chair must ensure that no delegate is excluded and that co-submission and support are obtained legitimately, without coercion or intimidation. No more than one Chair should be seated at the podium at any time, although one Student Officer should remain at the head of the forum.

The Approval Panel (AP): - *Not entirely applicable to ad-hoc and specialised forums*
To ensure that the quality of the resolutions being discussed are of the highest quality, they go through a lengthy approval process. Prior to the conclusion of lobbying, the Chair should aim to have at least 2 resolutions approved and ready to be debated. After lobbying delegates may still continue to write resolutions and come to the Chair to get sent to the approval panel. After debate on a resolution elapses and all passed amendments are added, it must be sent to the AP for a final check.

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CHAPTER IV – CHAIRING

01. FLOW OF DEBATE

Once lobbying and the opening speeches have concluded, the committee should begin its transition into formal debate proceedings. Student Officers must strictly adhere to the THIMUN Rules of Procedure (RoP), and cannot under any circumstances alter these rules unless explicitly stated in this manual. Any concerns regarding these rules should be raised with the Chair's respective Academic Advisor.

All of the following is based on standard committee proceedings. Ad-hoc committees, the ICJ/ICC, Crisis Committee, and other such specialised forums may vary. If unsure, contact the MUNISH Academic Advisors.

Prior to opening debate the President must assign tasks to deputies and decide what will be debated first.

Remember: 1 gavel strike is used for the passing/failure of an amendment/resolution as well to open and close the debate. 3 strikes are used to establish order within the house. These are the only two instances.

INITIATING DEBATE

To bring a resolution to the floor, the chair must formally open debate through one strike of the gavel after which the Chair must formally introduce it to the committee by reading out what issue it is addressing, allocating reading time – then after the reading time – inviting the main submitter to give their opening speech and read the operative clauses. This would sound like:

"The house will now entertain the resolution submitted by the delegation of X on the question of 'Financial aid for Less Economically Developed Countries'. The Chair now allocates X minutes for resolution reading time"

"Reading time has now elapsed. The Chair would now like to ask the main submitter to please take the floor and read the operative clauses as well as give their opening remarks."

Depending on time constraints, the Chair may mandate only a select number of clauses are read.

Managing Yields

When POIs have elapsed, the Chair must ask who the delegate would like to yield to (subject to time constraints). Moreover, the floor may be yielded by one delegation to another only **once consecutively**.

Open Debate

When debate is first opened on a resolution (or clause if ad-hoc) it is automatically in what is called *"Open Debate"*. During this period delegates may speak in favour, against, or propose an amendment to the resolution as a whole. It is highly recommended that when first beginning the debate on a resolution, the chair tries to recognise at least 4 speeches (both for and against) before moving into closed debate on an amendment. Announcing this portion of debate to the house would sound like:

"We will now be moving into open debate on the resolution as a whole. If there are any delegates wishing to make a speech in favour, against, or propose an amendment, please raise your placard high now. Delegate of X you have been recognised, please state the nature of your speech."

Moderated & Unmoderated Caucus

A caucus is defined as a temporary suspension of debate to allow informal negotiation between delegates, and the creation of speeches, amendments, or resolutions. Should only be used when the debate slows and the Chair believes a break will result in more fruitful discussion. *"Moderated caucus"* requires delegates to stay seated and only talk with those in their vicinity. *"Unmoderated caucus"* allows delegates to leave their seats and socialise. Unmoderated is heavily discouraged.

AMENDMENTS

Simply put, the Oxford dictionary defines an amendment as *"a small change or improvement that is made to a document or proposed new law".*

At MUNISH, amendments are designed in order to edit, strike, or add operative or preambulatory clauses, sub-clauses, or sub-sub-clauses in a resolution. Within ad-hoc forums amendments are on individual clauses, adding a clause to a resolution in ad-hoc is not considered an amendment, rather it is treated as its own resolution to the issue. At MUNISH – as per THIMUN rules of procedure – **friendly amendments are not in order**, as it is considered to be undemocratic; all amendments are subject to a vote, requiring a simple majority to pass before implementation (depending on forum and context). If a delegate would like to amend their own resolution, clause, or amendment, it is **still subject to vote**. The only changes done without a vote are formatting, or grammar errors, to be adjusted by the Chair prior to it entering the floor. When entertained, an amendment (of any degree) **must be paired with a speech** given by the submitter of the amendment to the house stating why it should be implemented.

Closed Debate

Closed debate is defined by a portion of debate when time in favour and against are divided. Once an amendment (any degree) is entertained the house will enter closed debate. Though less common, closed debate on a resolution as a whole can be entertained prior to a vote or if time constraints require it.

When in closed debate the structure of debate changes drastically from open debate. Once entered, the Chair will declare the house is *"in closed debate, time in favour"*, in this time delegates may only give speeches in favour, which also means that during this time, no further amendments are in order, regardless of the intent behind the amendment. After all speeches in favour have been made (subject to time constraints), the house may move into *"closed debate, time against"*, during which delegates may only speak against the amendment, and may also submit amendments to the 2nd degree (**amendments to the 3rd degree and further are out of order**).

Amendment to the 1st Degree

An amendment to the first degree is a motion submitted by a delegate within the committee to directly modify the resolution as whole which is currently on the floor. Such an amendment may only be entertained during 'open debate on the resolution as a whole', not in closed debate. It seeks to alter, strike, or add an operative/preambulatory clause to the resolution.

An amendment of any degree requires a simple majority vote (>50%) in order to pass. If the amendment to the first degree fails then debate will return back to open debate until the entertainment of another amendment. The passing of a 2nd degree amendment also returns the house to back open debate.

Amendment to the 2nd Degree

An amendment to the second degree is a motion submitted by a delegate within the committee to modify the amendment that is currently being entertained on the floor. As stated before, this may only be submitted in 'time against' the amendment to the 1st degree. Similar to a 1st degree amendment, it seeks to alter, strike, or add, however only with respect to the amendment on the floor. Requires a simple majority vote (>50%) in order to pass. **If a 2nd degree amendment passes, the 1st degree also passes.**

Moving to a Vote

Once all speakers for time in favour and time against have spoken (or when time allocated elapses), and there are no further amendments, the Chair may move the house to a vote on the amendment.

GENERAL PROCEDURAL OUTLINE (Start to Finish):

1- Call the house to order

⇓

2- Take roll call

⇓

3- Opening speeches

(If applicable.)

⇓

4- Lobbying session

(Send main submitters to the Approval Panel for finalised resolutions.)

⇓

5- Adjournment of the lobbying session

⇓

6- Declare to the house which resolution is being entertained

(State the issue, main submitter, and resolution number.)

⇓

7- Allocate reading time on the resolution

⇓

8- Main submitter of the resolution is called up to give Opening Speech

(POIs are in order and up to one yield consecutively.)

⇓

9- Chair declares debate on the resolution is now open and allocates debate time

⇓

10- Entertain speeches in favour, against, and amendments

(Preferably a few speeches both in favour and against before entertaining amendments.)

⇓

11- Amendment is recognised

⇓

12- Submitter of the amendment gives their propositional speech

(POIs and yields are in order.)

⇓

13- Chair declares the house is now in closed debate, time in favour

⇓

14- Speeches in favour are entertained

⇓

15- Chair declares house is now in closed debate, time against

⇓

16- Speeches against and amendments to the second degree are entertained

(if a 2nd degree amendment is posed: Repeat from step 11. 3rd degree amendments are out of order.)

⇓

17- Voting procedure on the amendment

(if this is a 2nd degree amendment, the house will return to closed debate, time against after voting; if it passes, the 1st degree amendment will also pass; debate will then return to step 10.)

⇓

18- Return to open debate on the resolution

(return to step 10 unless there are no more speeches or amendments or if time allocated has elapsed.)

⇓

19- Voting procedure

(Clapping is not in order if the resolution fails, clapping is in order if it passes.)

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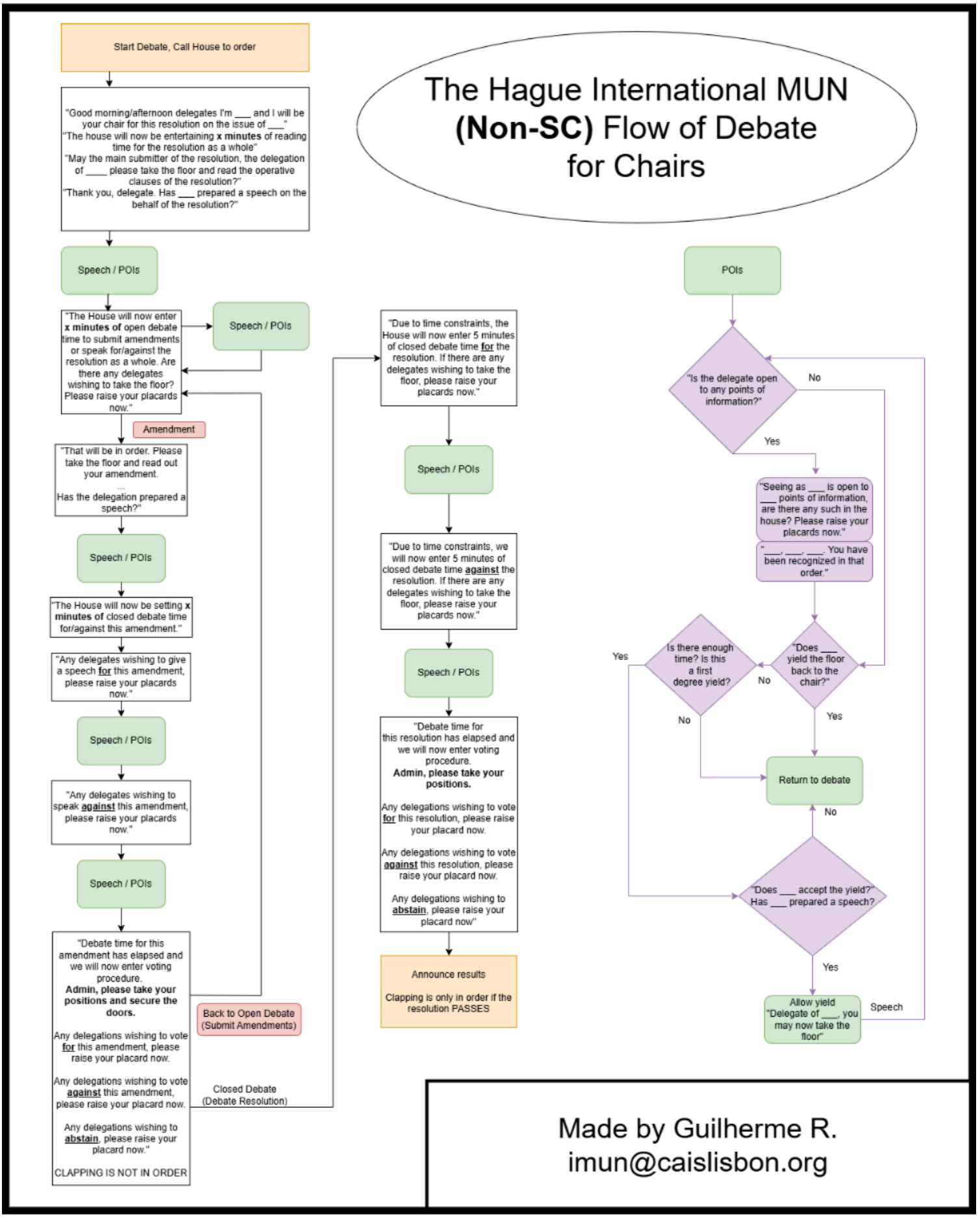
THIMUN FLOW OF DEBATE OUTLINE



02. POINTS & MOTIONS

Any points or motions proposed which are not listed here are not to be entertained.

POINTS

Summary:

Point of Personal Privilege	This refers to the delegates' wellbeing and comfort in the committee room. It may be called out for some of the following reasons: the room is too hot/cold or the delegate cannot hear the speaker. This point may disrupt a speaker **only** when due to audibility.
Point of Order	This refers to the rules of procedure, but pertains to decisions made by the Chairs. It is used to disagree with a decision the Chair made or to clarify a decision made. This is non-debatable and must be addressed by the chair.
Point of Information to the speaker (POI)	This is a question addressed to the speaker on the floor. This is made following a speech and must be with regard to what the delegate spoke on or directly related matters.
Point of Information to the Chair	This is a question addressed to the Chair, pertaining typically to the agenda and real world facts.
Point of Parliamentary Inquiry	This is similar to a POI, and directly asks about the rules of procedure and flow of debate.

Point of Personal Privilege

A Point of Personal Privilege is broad and pertains to a delegate's comfort or mental/physical capacity to engage with the committee. The majority of the time this point should be done via note-passing, not announced to the committee, due to both privacy and flow of the debate. When used a delegate must specify what their point pertains to *exactly*, for example *"Point of Personal Privilege; the delegate is cold and would like to request the heating is raised"*.

A Point of Personal Privilege **due to audibility** is the only point permitted to interrupt a speaker. If a speaker cannot be heard when making their speech and such a point is raised the Chair must kindly ask the delegate to speak up and repeat themselves. Bathroom breaks may or may not be mandated for request using this point depending on the discretion of the Chair and size of the forum.

Point of Order

A Point of Order is a declaration against a decision made (or the lack of one) by the Chair. In the event another delegation has committed a breach of the RoP or the attending Student Officer makes an error in Flow of Debate, the point would be raised. This point (especially when with regard to the Chair) cannot be ignored, it **must be addressed** and properly explained to the house. The chair must hear out the grievances of the delegate and calmly explain the rationale behind the Chair's discretion.

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If this point is raised the Chair should remain calm, collected, and confident. Never take such a point personally or react irrationally. In the event that a Chair is unsure whether or not they made an error, please refer to this handbook or to the overseeing Academic Advisor. If the Chair did in fact make an error, it is important to own up to it and treat the situation with grace and dignity. A good stock phrase to use is simply, *"The chair stands corrected"*. This point cannot interrupt a speaker.

Point of Information (POI) to the speaker

A Point of Information to the Speaker is the most common point raised in a committee room and is used to ask questions to the speaker on the floor regarding a resolution, amendment, political stances, or opinions on the issues of the agenda. Informal comments such as *"will you be attending the MUNISH party?"* are not allowed. POIs must be phrased as a single question, not a statement. Furthermore, leading questions, multiple-part questions, and casual dialogue is strictly out of order.

After a speech, the presiding Student Officer must ask the delegate if they are open to any points of information, after which the delegate may answer 3 such ways:

- *"Yes, any and all."* ⇛ The Chair should recognise all delegates willing to ask a POI
- *"Yes, the delegate is open to X POIs."* ⇛ The Chair may only recognise the requested number of delegates for POIs, which delegates are up to the Chair's discretion.
- *"No, the delegate is not."* ⇛ The Chair must directly move onto the yielding process.

The delegate cannot explicitly ask for the chair to not recognise a specific delegation, and the amount of POIs may be limited subject to Chair discretion and time constraints. In the event a delegate cannot or is unwilling to answer a POI, the chair may recommend that the delegate answer in note form or simply state *"No comment"*.

If a POI is not heard or misunderstood, the delegate may request that the Chair ask the delegate to rephrase, in which case the Chair would say *"Could the delegate of X please rephrase their POI in a more concise and clear manner?"*.

Follow up POIs are generally not encouraged under THIMUN procedure however a delegate is entitled to request it. If the Chair believes it will allow for more fruitful debate, and the delegate on the floor accepts, the Chair may allow one follow up POI.

Point of Information to the Chair

A POI to the Chair follows similar rules to POIs directed toward delegates but pertains typically to broad questions regarding the logistical flow of the conference, administrative details, or minor clarification of facts (e.g., requesting the exact room number for lunch or the location of the amendment form).

POIs of this nature should be used in a formal manner and cannot interrupt a speaker. Chairs are encouraged to always answer the question if it is appropriate. Your delegates should remain informed on the conference and flow of debate, your answer should therefore ensure they are well informed.

Point of Parliamentary Inquiry

A Point of Parliamentary Inquiry is a question directed to the Chair requesting an explanation of a specific aspect of the Rules of Procedure. This is not used how a Point of Order is used as this does not insinuate the Chair made an error. If a delegate is confused about the clear procedural options available to them, they may ask this (e.g. number of votes necessary to pass a resolution).

This point cannot interrupt a speaker. The Chair should always view this point as an opportunity to guide the house and educate them. Ensuring that all delegates are able and motivated to actively engage in the

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debate. If a chair is unsure of the answer to a specific question, do not guess or make a declaration you are unsure of. Refer to this guide, the official THIMUN Rules of Procedure, or ask your assigned Academic Advisor.

MOTIONS

Summary:

Motion to Move the Previous Question	This is a request to move to the next part of the debate. Must be backed by a "second" and can be objected to.
Motion to Extend Debate Time	A formal request that the amount of time allocated toward a resolution, or amendment be increased. Requires a "second". Up to chairs discretion.
Motion to Follow Up	Follow-up POIs are heavily discouraged under THIMUN RoP however delegates can request them. In select circumstances the chair may approve this. This is a formal request allowing a delegate to ask an additional POI following the response to their first POI. This can only go ahead with permission from the Chair and can be denied by the speaker.

"Motion for P5 Caucus" may also be in order for Security Council forums (see chapter 4.4).

There will be no division of the house

Motion to Move the Previous Question

A Motion to Move the Previous Question (formally: Motion to Move to Voting Procedure), is a request from a delegate to move on from the current phase of the debate, to the next portion of debate. For example, if the house is in closed debate, time in favour, and such a motion is passed, the house will then move into closed debate, time against.

This cannot interrupt a speaker. It must be backed by a *"second"* along with no objections. The chair must announce that the motion has been proposed and must ask if there are any objections, if there are then the Chair cannot go forward with the motion. Discretion still lies with the Chair.

Motion to Extend Debate Time

A Motion to Extend Debate Time is a formal request made by a member of the floor to increase the amount of time allocated to the discussion of a specific amendment or resolution as a whole. Chairs allocate a certain amount of debate time to each amendment and resolution at the beginning of debate and they must announce when this time has elapsed, this is when a delegate may propose this motion.

This motion requires a *"second"*, and can be denied based on the jurisdiction and opinion of the Chair. If the chair believes further debate time would be fruitful for the forum then they may approve this, however conservation of debate time is important.

Motion to Follow Up

A Motion to Follow Up is a formal request from a delegate typically made following the answer to that delegate initial POI. The follow-up POI must abide by the same rules as normal POIs, not as a rebuttal, statement, or recognition.

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Under the THIMUN Rules of Procedure, follow-up POIs are strongly discouraged to ensure the continuous, fast flow of debate and to give more delegations opportunities to speak. That being said, delegates may still request a follow-up from the Chair. Moreover, to grant such a request, the Chair must first ensure that the speaker on the floor accepts it and that — by allowing the motion — more productive debate would result. This should never cause the speaker to feel overwhelmed or targeted.

03. STOCK PHRASES

Maintaining an authoritative and commanding persona as a Student Officer, it is imperative that you abide by and use the standard stock phrasing of THIMUN procedures. To efficiently and effectively conduct the duties of the Chair must use clear and predictable language, ensuring that delegates always understand the state of the floor.

The following stock phrases are not exclusive, therefore certain differences in phrasing is acceptable; however the President or Head Chair of the forum should try to ensure that phrasing between all chairs within the forum is relatively consistent to prevent confusion among the floor. Deputies should attempt to mirror the stock phrasing of the Head Chair.

The following are suggestions on what to say in chronological order, however this is not a declaration of the sole method to direct debate. Stock phrases should be used at the discretion of the Chairs.

Opening the Forum at the start of the day or after breaks

- “Could the house please come to order. The Chair will now conduct a roll call.”

Opening Speeches (if applicable)

- “May the house please come to order. The house will now entertain the opening speeches”
- “In the interest of time, the Chair will call upon 7 delegates at a time. Clapping will only be in order after all 7 have made their opening speeches. Delegates are reminded—for the duration of opening speeches—to keep their speeches less than a minute, that POIs will not be in order, and that they must yield back to the Chair.”
- “May the following speaker please line up to the right of the podium and give their opening speeches one by one. **NAME DELEGATIONS**.”

Open Debate

- “May the house please come to order.”
- “The next resolution to be debated is submitted by the delegation of… on the issue of…”
- “Would the main submitter please take the floor, read out the first **X** operative clauses and give their opening speech?”
- “Debate is now open. The chair allocates **X** minutes of debate time to this resolution.”
- “If there are any delegates wishing to make a speech in favour, against, or propose an amendment; please raise your placards high now.”
- “Delegate of… you have been recognised. Please state the nature of your speech”
- “Delegates are reminded to refrain from using personal pronouns/unparliamentary language”

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- "The house is reminded that speeches should remain concise in the interest of time"
- "Your point/motion is well taken/not well taken"
- "The Chair stands corrected."
- "Apologies delegate. Could the house please come to order and show the delegate the respect they deserve?"

Closed Debate (Amendment to any degree)

- "Seeing as an amendment has been proposed by the delegate of… the house will now be moving into closed debate time, in favour of the amendment."
- "If there are any delegates wishing to make a speech in favour of the amendment please raise your placard high now."
- "Seeing as all speeches in favour have been delivered…" *OR* "Seeing as how time in favour of the amendment has elapsed… we will now move into time against the amendment."
- "If there are any delegates wishing to make a speech against the amendment please raise your placard high now."
- "Seeing as how time on this amendment has elapsed, we will be moving into voting procedures."

Points of Information

- "The speaker has opened themself up to any and all POIs. If there are any such POIs in the house please raise your placards high now."
- "The speaker has opened themself up to X points of information. If there are any such X POIs in the house, please raise your placards high now."
- "Due to time constraints the Chair will be limiting this to X POIs."
- "Delegate of X, Delegate of Y, and Delegate of Z, you have been recognised in that exact order, please rise and state your points."
- "Seeing as the speaker has opened themself up to no POIs, how would the delegate wish to yield?"
- "Delegates please refrain from cross talk" *OR* "Delegates there will be no direct dialogue."
- "Seeing as all POIs have elapsed, how would the delegate wish to yield?"
- "Due to time constraints that yield will not be in order, please yield back to the Chair."

Voting Procedure

- "Debate on this resolution/amendment has now elapsed, as such the committee will be moving into voting procedures."
- "Admins please secure the doors, suspend all note passing and go to your assigned positions."
- "All those in favour please raise your placard high now."

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- "All those against please raise your placard high now."
- "All those abstaining please raise your placard high now."
- "Due to X votes in favour, Y votes against, and Z abstentions, the resolution/amendment does/does not pass."
- "Clapping will/will not be in order."

04. AD-HOC FORUMS

Under the THIMUN rules of procedure, the way in which an Ad-Hoc forum like the Security Council functions is very different from standard committee procedures; it is therefore imperative that Student Officers who are chairing these committees understand the complexities and clear differences between all other forums and their own.

Ad-hoc is a latin phrase which directly translates to mean "for this". In the context of the United Nations, it describes a temporary forum which operates on a single issue or focus. Under THIMUN RoP ad-hoc simply describes the way in which debate is conducted, where clauses are debated one by one, and not entire resolutions. At MUNISH, some examples of ad-hoc committees are as follows *(subject to change)*:

- UN Security Council
- Historical UN Security Council
- Futuristic UN Security Council
- Crisis Committee

DIFFERENCES BETWEEN AD-HOC AND STANDARD PROCEDURE

Clause-by-clause development

In standard committees, debate is done resolution by resolution, sometimes with multiple resolutions addressing the same concern; in ad-hoc committees the flow of debate is very different, with committees starting with an empty resolution, being filled clause by clause by submissions of delegates.

In the THIMUN Security Council, debate is conducted clause by clause, with the committee working from a draft resolution. All clauses are debated in a void, meaning references to previous clauses are not appropriate. The committee will mostly be in closed debate on clauses, with open debate resuming after all clauses in the draft resolution have been debated.

Amendments and amendments to the second degree are entertained only during debate on the relevant clause. If a delegate feels more time is needed before a clause is passed, they can either ask to extend debate time or ask to table a clause until the end of the debate on that issue. Additional clauses can be submitted as amendments and, if passed, will be added to the main resolution. After all Operative Clauses have been debated and voted upon, Preambulatory Clauses are debated en-bloc.

Implications

GA committees and the resolutions they pass (generally) are not legally binding upon delegations and act as a means to motivate actions and establish international consensus. Security Council (and all its variants), Crisis Committee, and some intergovernmental organisations have legally binding aspects. When a forum's passed clauses are legally binding the effects are far greater; as a Student Officer, it is very important to reiterate the weight of something being passed, particularly in Security Council when P5 have a right to veto clauses. Moreover, for something to be considered legally binding within an appropriate forum it must utilise wording such as *"Mandates"* or *"Demands"*.

THE UNITED NATIONS SECURITY COUNCIL

Voting within the Security Council

The Security Council is different from other THIMUN forums in regard to voting. The resolutions passed by the Council are legally binding, thus Member States have a responsibility of grave importance when making decisions and voting. Clauses and resolutions require a minimum of nine votes in favour to pass, with abstentions not counting as votes in favour. Amendments, including amendments to the second degree, require a simple majority, meaning more than half of the committee must vote in favour for an amendment to pass. This distinction is intended to avoid mistaken vetoes or veto-threats on amendments.

Veto power

When chairing within one of the 3 MUNISH Security Councils (SC, HSC, FUNSC), Student Officers must navigate through the unique voting privileges awarded to the Permanent Five (P5) members. The P5 consists of the United States of America, United Kingdom of Great Britain and Northern Ireland, French Republic, People's Republic of China, and the Russian Federation. During the final voting of any matter, a negative vote from a P5 member will prevent its passing, regardless of the number of other positive votes. Members of the P5 are not permitted to veto a clause or resolution for the simple fact that they *"do not like it"*, valid political reasoning must be provided when requested by the chair.

The P5 Caucus

The *"Motion for P5 Caucus"* may only be used for the Security Councils.

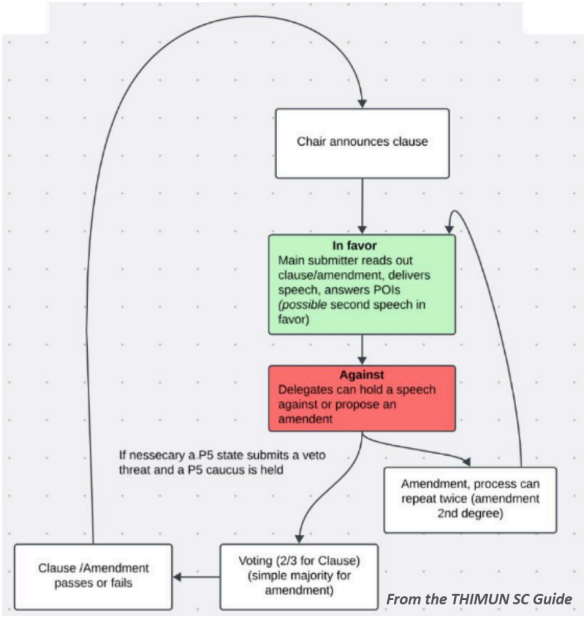
Threatening the use of the Veto in the security council automatically mandates the call of a P5 caucus, however if a delegate is considering its usage and would like to deliberate with the fellow P5 members, a *"Motion for P5 Caucus"* may be proposed.

In the event a P5 caucus is initiated, one member of the Presidency should go with the P5 and escort them to a separate area for discussion from the rest of the council (ensuring the other delegates cannot interfere with the discussion taking place). The rest of the council—during this period—should assume a state of unmoderated caucus. The Chair presiding over the P5 caucus must ensure that discussions are concise, in depth, equal, and constructive. In this time the P5 must try to arrange a compromise and avoid a veto.

Finalising debate on a Resolution

Once a draft resolution is ready for the final vote, it is presented to the Approval Panel to ensure content quality. The Panel will correct grammatical or logical issues and inform the Student Officers of any content concerns, such as factual errors or misrepresentation of country policies. The President and Deputy Presidents will decide how such issues should be addressed. Once corrections have been made by the Chair in consultation with the key sponsors, a final vote will be taken. During the Approval Panel's review, the THIMUN SC may be engaged in lobbying or a limited break, as determined by the Chair.

THIMUN SECURITY COUNCIL FLOW OF DEBATE OUTLINE



05. ROLES OF CHAIR

To properly guide and motivate the best debate for the delegates, it requires perfect structural synchronization between you and your co-chairs. Ultimately, no single Student Officer can manage an entire forum on his/her own. For the best debate chairs must work as a united team. To better distribute the workload of the house, chairs should divide these 3 roles between them, switching regularly to ensure all Student Officers have a chance to do every position. *(Committees with less than 3 chairs may combine the 'Logistics' and 'Expert' chair roles.)* Subject to the Head Chairs discretion.

Chairs should actively switch the role they take on to ensure fairness and an equal experience for all.

Moderating Chair

The Moderating Chair is the public face of the dais, sitting at the center of the podium and directly driving the parliamentary flow of the room. They must recognise delegates and determine the validity of all motions and points proposed. They must also ensure timekeeping is followed and debate is in-depth.

Expert Chair

The Expert Chair is responsible for all of the technical aspects of the committee and must know the issue thoroughly (typically being the writer of the relevant research report); handling resolution and amendment formatting, and ensuring the Moderating Chair knows which delegates should be recognised.

Logistics Chair

The Logistics Chair is responsible for maintaining the tracking sheet of delegate participation and logging who is active to who is disruptive. Additionally they filter incoming notes and respond. Furthermore they must ensure admins and delegates are acting in a parliamentary manner.

CHAPTER V – RESOLUTIONS

01. FORMATTING

A MUNISH resolution is designed to be one continuous sentence, broken down into many smaller academically deep clauses. It represents the will of the majority of the forum it is passed within and suggests reasonable and actionable solutions to a specific issue. Because these documents are to be understood by delegates and authorised by the Approval Panel (AP), it is imperative that Student Officers are thoroughly familiar with the formatting rules and the subtleties in their creation.

Prior to being sent to the AP a member of the chairing board must first review the resolution, fixing any formatting errors or deviations from the issue. It may only be sent to the AP once it is certain that the resolution is perfect. The President of a forum will be held accountable for this process.

Start of a Resolution:

➔ **"FORUM"** - The **full** name of the body discussing the issue.

E.g. *"**FORUM:** Disarmament and International Security Committee (GA1)"*

- This should not be written using the word 'The' (e.g.*"The Human Rights Council"*). Forum names should have the abbreviated form following the full name (e.g. HRC).

➔ **"QUESTION OF:"** - The specific issue being addressed in the resolution.

E.g. *"**QUESTION OF:** State non-compliance with international court rulings"*

- This section should never be *"QUESTION OF: The question of…"* even if the issue at hand includes this, it should simply be ignored.

➔ **"SUBMITTED BY:"** - The delegation that primarily wrote the resolution and strongly supports it; this is called the main submitter and is the lead sponsor who presents it. There can only be one delegation in this role and they **must give an opening speech** when introducing the resolution to the floor. The delegate may however yield their remaining speaking time to another delegate after their opening speech (subject to chairs discretion).

E.g. *"**SUBMITTED BY:** United Kingdom of Great Britain and Northern Ireland"*

- Often written as "Main-submitter" however this is not considered correct formatting under THIMUN procedure. This must be the **FULL** name used in the UN. The use of abbreviations or shortened versions is not permitted (e.g. *"USA"* or *"United States"*).

➔ **"CO-SUBMITTERS"** - Delegations that support the resolution and/or who have helped in its creation. These delegates do not give an opening speech. Must be listed alphabetically. MUNISH does not entertain "Signatories". A resolution cannot have more than 50% of the forum co-submitting as such a resolution effectively already passes without a need for debate.

EXAMPLE:

FORUM: Special Political and Decolonization Committee (GA4) ← Full Forum name and abbreviation
QUESTION OF: Sovereignty and resource exploitation in the Arctic region ← The Issue as per the agenda
SUBMITTED BY: Ireland ← Full UN recognised delegation title (only one)
CO-SUBMITTERS: Algeria, Azerbaijan, Chad, Guatemala, Guinea, Human Rights Watch, International Council on Monuments and Sites (ICOMOS), Iran, Lithuania, Mauritania, Mauritius, Monaco, Morocco, Nauru, United Nations Office for the Coordination of Humanitarian Affairs (OCHA), Slovenia, Suriname ← Alphabetically organised

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Substantive area of the Resolution:

➔ **Forum Name -** Prior to the preambulatory clauses, the full name of the forum must once again be spelled in full capitalization, not emboldened, underlined, or italicized. Must end in a comma.

E.g. *"THE HUMAN RIGHTS COUNCIL,"*

➔ **Preambulatory Clauses -** Preambulatory clauses (also known as *"Preambs"*) introduce the issue by outlining background info, past actions, and the importance of the topic. While often not contested or debated in committee, these are a necessary part of the resolution process. The recommended number of preambulatory clauses within a resolution is 4-7 depending on the scope of the issue and the forum size. The starter of a preambulatory must be italicised.

E.g. *"Acknowledging* the role of culture, religion, and ethnicity in fostering social cohesion and preventing renewed conflict,"

The starter of a preambulatory cannot be an action word or suggestion toward a solution to the concern, rather it must be one of a select group of "Preambulatory starters":

Acknowledging	Bearing in mind	Deeply conscious
Expecting	Fully believing	Having devoted attention
Noting with appreciation	Pointing out	Reminding
Affirming	Confident	Deeply disturbed
Expressing its appreciation	Further deploring	Having examined
Noting with approval	Reaffirming	Seeking
Alarmed by	Congratulating	Deeply regretting
Expressing its satisfaction	Further recalling	Having received
Noting with deep concern	Realizing	Taking into account
Approving	Convinced	Deploring
Fulfilling	Guided by	Having studied
Noting with regret	Recalling	Taking into consideration
Aware of	Declaring	Desiring
Fully alarmed	Having adopted	Keeping in mind
Noting with satisfaction	Recognising	Viewing with appreciation
Believing	Deeply concerned	Emphasising
Fully aware	Having considered	Noting further
Observing	Referring	Welcoming

When two preambulatory clauses begin with the same starting phrase, the second usage (and every following usage) must be preceded by "Further". For example:

"

Concerned that unresolved cultural marginalization and misrepresentation can prolong instability and hinder sustainable post-conflict recovery,

Further concerned that unresolved grievances, inequality, and exclusion can increase the risk of renewed hostilities,

"

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➔ **Operative Clauses** - The core of the resolution; they outline the forum's proposed actions and solutions. The maximum number of operative clauses in a draft resolution is 20 before amendments are made. Unlike preambulatory; operative clauses may include sub-clauses: "a), b), c)..." and sub-sub-clauses: "i), ii), iii)..." to clearly break down complex actions or details. Operative clauses must end in a semicolon, with the exception of the last operative clause which must end with a period. The starter of an operative clause must be emboldened.

E.g.

1. **"**Stresses that Member States should complement broader peacebuilding, including… ; **"**

The starter of an operative clause must be an action word or suggestion toward a solution to the concern, therefore it must be one of a select group of "Operative starters":

Accepts	Seeks	Invites
Designates	Authorizes	Supports
Regrets	Expresses its hope	Confirms
Affirms	Strongly affirms	Proclaims
Encourages	Calls for	Trusts
Requests	Further recommends	Declares accordingly
Approves	Strongly urges	Proposes
Endorses	Calls upon	Transmits
Resolves	Hopes	Deplores
Asks	Suggests	Recommends
Expresses its satisfaction	Congratulates	Urges

Certain operative clause starters such as "Demands" or "Declares" are reserved for the Security Councils as they are legally binding. Within the General Assembly and most other forums, clauses act as suggestions and encouragements for the international community, but do not act as law. It is therefore very important that Student Officers moderate which operative starters are being used within their respective forum, and suggest alternatives when the starters are not appropriate. The following may only be used in the Security Council:
These are not the only starters limited to the Security Council and some are allowed in GA forums.

Condemns	Designates	Mandates
Decides	Authorizes *(select circumstances)*	Dispatches peacekeeping
Strongly condemns	Places an embargo/sanction	Declares
Strongly urges		Demands

Same as the preambulatory clauses; when two operative clauses begin with the same starting phrase, the second usage (and every following usage) must be preceded by "Further". ***E.g. :***

"

1. Encourages Intercultural Dialogue (ICD) as a community-building measure in post-conflict societies that align with nationwide reconciliation;
2. Further encourages Member States emerging from conflict to utilize cultural dialogue within national education and public cultural policies;

"

EXAMPLE RESOLUTION (Substantiative Section Only):

THE SPECIAL CONFERENCE ON CULTURE AND HERITAGE, ← Full Forum name

Acknowledging the role of culture, religion, and ethnicity in fostering social cohesion and preventing renewed conflict,

Emphasizing inclusive participation of women, youth, and marginalized groups in reconciliation,

Deeply concerned that unresolved cultural marginalization and misrepresentation can prolong instability and hinder sustainable post-conflict recovery,

Recalling the Declaration and Programme of Action on a Culture of Peace (A/RES/53/243, 1999) and subsequent resolutions on intercultural dialogue (A/RES/78/129, 2023; A/RES/79/316, 2025), which emphasize dialogue as a tool for peace,

Concerned that unresolved grievances, inequality, and exclusion can increase the risk of renewed hostilities,

← Preambulatory Clauses

1. Encourages Intercultural Dialogue (ICD) as a community-building measure in post-conflict societies that align with nationwide reconciliation, with a representation of women, youth, and marginalized communities in ways that focus on addressing historical grievances and rebuilding trust, in ways such as but not limited to:
    a. encouraging dialogue initiatives that strengthen communities affected by conflict through facilitating intercommunity forums and cultural discussion platforms, supporting inclusive participation in cultural exchanges
    b. promoting exchanges that focus on shared heritage and mutual understanding;
2. Supports the foundation of community-based cultural and heritage ventures that motivate dialogue between previously separated factions which:
    a. require continuous engagement, monitoring, and adaptation
    b. encourage regional and international collaboration to strengthen peacebuilding outcomes through:
        i. cooperation with organizations such as the Economic Community of West African States (ECOWAS) and the African Union
        ii. the active sharing of best practices and early-warning mechanisms to enable timely and coordinated peacebuilding efforts;

← Operative Clauses

← All acronyms must be written in full only first time they are used.

3. Further encourages Member States emerging from conflict to utilize cultural dialogue within national education and public cultural policies, in ways such as, but not limited to:
    a. the inclusion of multiple cultural perspectives within national history and civics education, which are:
        i. developed in consultation with relevant cultural and academic institutions which will also ensure that they will be implemented in a way which does not overcrowd pre-existing national curricula
        ii. designed to promote co-existence and reconciliation as opposed to blame
    b. supporting, and making publicly accessible, cultural programs and initiatives which:
        i. include exhibitions, artistic projects, and public forums
        ii. will particularly emphasize youth participation as a long-term and sustainable reconciliation strategy
    c. emphasizing the positive role of diaspora communities in reconciliation through cross-border cultural initiatives, archival projects, and joint exhibitions;

← Second usage of "Encourages" became "Further encourages"

← Beginnings of Sub and Sub-Sub Clauses are not capitalised

4. Recommends to support the importance of education in post-conflict reconciliation in ways such as, but not limited to:
    a. promoting awareness of peace and intercultural understanding in societies recovering from conflict through ways such as, but not limited to:
        i. implementing nation-personalised curricula involving conflict-sensitive inclusive narratives
        ii. encouraging the implementation of activities and modules which allow critical thinking and dialogue-based approaches
    b. encouraging revision of educational materials to support reconciliation and tolerance;

← Colon before sub or sub-sub clauses

← Operative clauses end with a semicolon

5. Stresses that ICD must complement broader peacebuilding, including justice, reintegration, and economic recovery through:
    a. addressing unemployment, inequality, and debt to reduce conflict recurrence
    b. integrating ICD outcomes into national development strategies.

← Final clause ends in a period

This resolution has 14 clauses (excluding preambulatory). Only new separate points increase the count; items under the same point still count as one clause (e.g. 1–a–i) until a new point is added (e.g. 2, or b, or ii). ***Additional*** *sub-clauses will count when beyond "a." or "i."*

02. AMENDMENTS

To ensure delegates properly follow-along with the flow of debate and understand what is being debated, the Chair within a forum must follow a consistent system of formatting. Prior to entertaining a resolution the live document should be shared with the delegates, in which they do not have editing rights but may still observe—on their own devices—the live edits made by the chair. To ensure delegates know what is being debated, chairs should highlight the relevant part of the resolution which is being amended.

There are 3 types of amendments, "Strike", "Add", and "Edit". Each should be highlighted and formatted differently. Red should be used for striking, Green for adding, and a combination for Editing. Furthermore every amendment must be followed up with brackets stating *(*Type of amendment*, *Delegation*)*:

- ~~Encourages Intercultural Dialogue (ICD) as a community-building.~~. (STRIKE, Ireland)
- Encourages Intercultural Dialogue (ICD) as a community-building.. (ADD, Ireland)
- Encourages ~~Intercultural Dialogue (ICD)~~ public policies (EDIT, Ireland) as a community-building..

03. MISCELLANEOUS

What separates a good Student Officer from a great one—with respect to formatting—is being able to identify even the smallest details. Unlike the larger, more prominent aspects referenced before, these details are often missed, and should be properly addressed in all proposed resolutions.

- Preambulatory starters must be in present participle form, whereas operative starters should be in simple present tense. For example, "Encouraging" would be for a preambulatory clause and "Encourages" would be for an operative clause.
- Clauses cannot have only one sub-clause or sub-sub-clause. Therefore:

    1. *Encourages Intercultural Dialogue (ICD) as a community-building measure in post-conflict societies that align with nationwide reconciliation through:*
        a. *encouraging dialogue initiatives that strengthen communities;*

    Would not be allowed. The sub-clause would simply merge with the rest of the clause. **Sub clauses can only be used when listing more than 2 items.** This also applies to sub-sub-clauses.

- Resolutions may have a maximum of 20 operative clauses (including sub-clauses and sub-sub-clauses). Therefore the following operative would count as 3 clauses:

    1. *Encourages Intercultural Dialogue (ICD) as a community-building measure in post-conflict societies that align with nationwide reconciliation through:*
        a. *encouraging dialogue initiatives that strengthen communities by:*
            i. *organising cultural events*
            ii. *arranging international cultural exchange for schools*
        b. *promoting exchanges that focus on shared heritage and mutual understanding;*

- All acronyms must be written in full **the first time** they are used in the resolution.
- "Member States" and "Member Nations" are always capitalized in a resolution.
- All sub and sub-sub clauses must start uncapitalised, unless this contradicts another rule (e.g. a sub clause begins with "Member States").
- Financial figures or estimates cannot be put in a resolution. For example, resolutions cannot say:

    1. *Suggests the allocation of $1400000 USD to humanitarian efforts in Ghana;*

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CHAPTER VI – BEYOND THE GAVEL

01. AFTERWORD

If you have read this manual from cover to cover, you now possess the technical capacity to run any forum within MUNISH. You know the behaviour fitting of an esteemed Student Officer, the proper diction, and all aspects of the THIMUN rules of procedure. You understand that while you have the power to run a forum, your capacity as chair is not for your own sake, but for that of your delegates. As you step away from these pages and face your forum, remember that procedural knowledge is the baseline of a Student Officer; true leadership is found in the spaces between the rules.

A poor Chair views rules of procedures as a means to contain the debate and restrict delegates; an exceptional Chair sees them as a scaffold upon which constructive, diplomatic, and equal discussion can be formed. The gavel you now hold is not a tool to demand order, but an instrument to orchestrate a chaotic room into a symphony of diplomatic solutions. When a forum falls silent or chaos erupts, a handbook will not save you—only your intuition, empathy, and patience will.

Your primary objective as a Student Officer, is not to demonstrate your knowledge or establish an authoritarian command over the house, but to create an environment in which even the most nervous first-time delegates can find the confidence to speak up. Your legacy as a Chair is not defined by how well you control the room, but by the academic standard, mutual respect, and diplomatic passion you leave behind.

The podium belongs to you, but the floor belongs to the delegates. Lead with conviction, rule with empathy, and match the absolute weight of the gavel with the fairness of your judgement.

The house is now in your hands.

— **Leon Boles-Ryan,** *Academic Advisor, MUNISH XXXVI*

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