MASMUN'27

UNFOLDING THE DAWN



CHAIRING GUIDE

YOUR ROLE AS A MEMBER OF THE CHAIRING PANEL:

AT MASMUN, chairs should live up to the qualities of leadership, problem-solving, and capable of creating a fun work atmosphere. Chairs are evaluated holistically on their knowledge on MUN procedures, their experiences, and qualities to ensure their effective role at the conference.

AS A CHAIR, you must keep ethics and objectivity close. Bias and subjectiveness will not be tolerated or interfere with the chairing panel's decisions. It is your job to ensure every member of the chairing panel is working hard to eradicate any bias or unjust decisions. Chairs should also be able to create a balance between fun and work throughout the conference, keeping delegates engaged, entertained, and productive.

FURTHERMORE, effective communication and collaboration within the chairing panel are essential. Coordinating with fellow chairs, sharing insights, and addressing challenges contribute to a collaborative and efficient conference leadership team. Clear communication ensures that the chairing panel operates as a unified and supportive entity, enhancing the overall conference experience for both chairs and delegates.

CHAIRING TERMINOLOGY :

- Quorum: Two thirds (2/3) of the committee members make up quorum, and before the president and the house may make any broad decisions, they must wait until quorum is reached in the house. To begin a debate, continue one that has already begun, vote on a resolution, and approve specific motions, a quorum is required. In order to take attendance at the committee and make sure that the delegates are present the members of the forum's chairing panel are required to keep a Roll Call list next to them at all times.

- **Roll Call:** Roll Call is the procedure of taking note of which delegates are present in the committee. This process is done by reading out the delegations from a Roll Call List. Before the first morning session and before each coffee break or interval, the secretariat members in attendance must take a roll call. The president will then pass on any absent nations to the DSG, and the DSG will get in touch with their superiors. In order for the staff to be aware of their absence during roll call, delegates who need to leave the forum for specific reasons should submit a message to the chair or president specifying when and why they will be departing.

- **Debates/ Open and Closed:** There exists two types of debates that will occur, open and closed debates. Open debate means that any delegate may hold a speech. Closed debate can be either closed debate in favor or closed debate against the resolution. After the debating time has elapsed, the Chair repeats this process until the resolution is eventually being voted on. An open debate is when the house is debating on a resolution. A closed debate concerns the house debating on an amendment. AMMUN's main debate is open debate on the resolution. However when entertaining amendments, the debate is moved into closed debate. After reading out each resolution, the chair sets debate time. All resolutions have a specific time set for them without disrupting the time set for other resolutions.

- **Points:** Delegates communicate with the chair outside of discussion by using points. A chair should be extremely adept at recalling every point and its meaning, both so they can reply appropriately when they are utilized and when they are questioned about their meaning. Points entertained should not interrupt a speaker, excluding any point of personal privilege. Every other point will be discussed when it is deemed not to disturb the debate's flow. Instead of making their points right away in front of the entire forum, delegates should wait for the chair to acknowledge and consider the point. For instance, "Point of Order." "There has been a point of order on the floor. Could the delegate rise and state their point?" the chair then adds. After that, the delegate gets up to make their point clear.

- **Motions:** Delegates utilize motions to express their thoughts and wishes to the chair, and the majority of motions deal with issues pertaining to the debating process. Like with points, a chair should be able to recall every motion and its specifics, including its purpose, the requirements for passing it, and the next steps in case it is approved. A delegate who wants to raise a motion must wait until every speaker has completed making their point before interrupting a speaker. No motion may be used to speak directly to another delegate; every motion must be presented to the chair. As with points, when a motion is brought up for discussion, the chairs are required to restate and explain the point made.

- **Plenary Session:** The committee gathers in plenary session to consider and vote on ideas that have been approved. The chair is in charge of the plenary session. When at least one-third of the assembly's members are present, the President will declare the meeting open and allow the debate to continue. Any decision must be made with the support of a two-thirds majority of the members. The conference's standard Rules of Procedure shall be followed when conducting business. The conference's standard Rules of Procedure shall be followed by the President of the General Assembly when conducting business. Amendments to the submitted proposal are prohibited during the session, and each member of the committee is only allowed to vote once, either in favor of the proposal or against it.

RULES OF PROCEDURE:

Points: It is not permitted for delegates to make their own points; instead, if they have a request that is not covered by the major points, they should submit it on the note paper via the administrative staff, and the chair will handle it appropriately. Delegates frequently use somewhat different wordings; in this situation, the chair should explain the topic in its correct meaning before considering it. The following are the points permitted to use:

- **Point of Personal Privilege:** A type of point that a member might use to address any issues that affect their ability to carry out their duties. Can only interrupt a speaker when it is due to audibility. Such a question may include a need for assistance, to be excused for illness or personal emergency, or the need to immediately answer a charge of misconduct made by another member.
- **Point of Order:** Can be raised by delegates at any point in the meeting if they believe that there is an error in the procedure of the debate.

- **Point of Information:** A question, normally after a delegate has delivered his speech. This is you chance to attack or enhance the speech made by a delegate. For example, asking the delegate to elaborate.
- **Point of Parliamentary Inquiry:** It is a point of information directed to the chair revolving around rules of procedure. For example, a request for the chair's opinion (not a ruling) on a matter of parliamentary procedure as it relates to the business at hand.

Motions: Motions are usually entertained at the chair's discretion. If the delegates disagree with the chair's appeal or ruling, the chair should declare the motion out of order and then make a brief explanation of why he is not entertaining that specific motion. In case certain delegates were unable to comprehend, the chair should always restate and clarify the motion that is called upon by the delegate. Every motion is supposed to be heard by the chair.

- **Motion to move to voting procedure:** It requires a second, and cannot interrupt a speaker.
- **Motion to adjourn debate:** The person submitting this motion must provide justification for their desire to set the resolution aside through speech. The forum will put the move to a vote; a majority vote passes the motion, and a tie indicates that the motion has failed. The chair will hear two speakers in favor of the motion and two against, though it is at her discretion to limit the number of speakers.
- **Motion to Reconsider a Resolution:** requests the reexamination and revoting of a previously discussed resolution. It needs a two-thirds majority.
- **Motion to refer a Resolution to another Forum:** Clauses that are reworded from "Demands" to "Urges the Security Council to demand..." can prevent this. Approval requires a simple majority. It is strongly discouraged due to the possibility of interrupting another committee's schedule.

- **Motion to Withdraw a Resolution:** This motion may be made at any point before the vote. Cannot begin until all parties involved—submitters and co-submitters—have reached a consensus.

- **Motion to extend debate:** Entertained at the chair's discretion; not subject to debate. Needs a second, if put forth by any forum participant. Must have a simple majority to be approved, unless the chair automatically overrides the decision.

- **Motion to extend points of information:** Entertained at the chair's discretion; may be overruled for time-related reasons or if the chair determines that it will disrupt the debate's flow. The motion will also be open to seconding and objections. A speaker cannot be interrupted by this motion.

AMENDMENT PROCEDURE:

1. A delegate asks for the floor by raising a placard.
2. The delegate who made the amendment submission is acknowledged by the chair.
3. The delegate walks up to the podium and announces that they have made an amendment, which the panel chairing must consider.
4. The delegate may make a brief speech or declaration prior to introducing the amendment.
5. To make things clear, the delegate reads the amendment to the house.
6. The chair allots time for a closed debate on the amendment.
7. The amendment submitter gives a speech about the amendment (provided that the chairing panel has given them permission to do so).
8. If the delegate is receptive to questions and if any are brought up in the house, points of information will be considered.

1. The delegate returns the floor to either the chair or another delegate.
2. The newly acknowledged speaker rises to the podium and makes a statement on the amendment.
3. If any points of information are brought up in the house, they will be considered if the representative is receptive to them.
4. Until the amendment's expiration date, this procedure remains ongoing.
5. A second degree amendment may only be submitted in accordance with the timeline for the first degree modification.
6. The chair reads any amendments to the second degree that have been filed after the delegate on the podium has finished speaking.
7. The chair schedules a time for the second-degree amendment debate.
8. The representative has a speech period and entertains POIs.
9. If time permits, the delegate returns the floor to the chair or another delegate.
10. The chair declares that the house will move to time against the amendment to the second degree when the allotted time for it expires.
11. Chair provides entertainment with as many speakers and informational points as time permits.
12. Proceed to the voting procedure for the second degree amendment when the allotted time for discussion has passed.
13. Regardless of the prior decision, resume the amendment to the first degree debate (the chair's allotted time for discussing the amendment to the second degree does not include the time spent debating the amendment to the first degree).
14. Proceed with the amendment's overall voting procedure.
15. Resuming the debate on the resolution in its entirety, adding the amendment if it passes or leaving it alone if it fails.

VOTING PROCEDURE:

When it comes to important issues like motions, amendments, and resolutions, Member States, Observant Nations, and Organizations are all entitled to one vote.

- The Chair declares that the house will proceed to voting procedures after the allotted time for debating a resolution or amendment has passed.
- During the voting process, no notes may be passed.
- When directed to do so by the Chair, votes are cast by raising placards. Admin Staff then counts the votes and reports the results to the Chair.
- All delegates who are eligible to vote on amendments must cast a "for" or "against" vote. The order of absences is incorrect.
- Delegates with the ability to vote may cast their votes "for" or "against" measures. There should be an absence.
- The chair declares abstentions out of order in the event of a tie in the total number of votes. The resolution is unsuccessful if there is still a tie.
- The chair declares the result following the voting process. There should be applause if a resolution is approved. Clapping is inappropriate if it doesn't work.
- Regardless of the number of delegates who abstain, the resolution only passes when the number of votes in favor of it surpasses the number of votes against it.
- When there is a tie in the number of votes, a recount is considered, and occasionally the chair calls for a roll call vote, also referred to as "Division of the House."
- * Throughout the voting process, the chair should maintain objectivity; nonetheless, sayings such "It is better to pass resolutions" or "encouraging them to cooperate" are in order as it is their responsibility.

INDIVIDUAL DELEGATES' OBLIGATIONS:

- Delegates are obliged to stand when acknowledged and during their speech, and they should stay in this position until the other delegate has finished speaking and responding to the delegate's query.

* The delegates must always speak in the third person and avoid using personal pronouns. This means that "delegate" or just a certain nation should be used in place of "You," "He/She," or "I."

- Delegates are expected to treat every forum participant with dignity and refrain from verbally or physically insulting any of them.
- When the chair requests it or at the conclusion of their remarks, delegates are required to give up the floor.

ORGANIZATION FUNDING:

Delegates should presume that the UN and other parties have unlimited resources and will find the required amounts to support what the resolution calls for, as funding generally causes uncertainty between delegates.

* No resolution should specify the total amount of money required or the sources of those funds. (For example, "Asks the IMF to fund the call for action mentioned above" rather than "Asks the IMF to fund $13,848,498 out of the developing nations fund...")

Note Passing: note paper will be supplied. Notes can only be passed within a forum; notes cannot be passed between forums. It is not appropriate for delegates to send notes that contain personal messages.

Even though the house is getting out of order, the chair has the ability to postpone note passing; notes must still be passed.

* The chair will decide when and for how long note passing will be suspended based on the situation.

- **Yielding the Floor:** You can return the floor to the chair or to another delegate. The floor may only be given to another delegate once in a row after that. Rather than just rejecting the request, the chair should first inquire as to which delegation is receiving the floor. The chair will still have the last say on it. If a delegate has spoken more than once, the chair should not give them the floor unless they are a co- or primary submitter. The chair should not give the floor to the co-delegate if there is more than one delegation.

CHAIRING DUTIES THROUGHOUT THE CONFERENCE

The first Day:

Chairing duties aren't as important on the first day compared to the other 2 days, however the first day will set the tone for the rest of the conference. This is why icebreakers and assistance are so crucial on the first day.

Icebreakers: Once everyone introduces themselves, begin icebreakers to let delegates know that this is a work-fun environment. Icebreakers can include two truths and a lie, mystery question box, etc.

Assistance during Lobbying and Merging: Since delegates will be working on groups on the first day, the chairing panel has the main job of going around and helping delegates and managing them. This can be done through progress checkups, accounting for first-timers, etc.

The Second & Third day:

Members of the chairing panel should manage the forum and maintain a formal yet fun environment.

In short,

Lobbying and Merging:

- Ensure all delegates have suitable groups aligned with their allies.
- Track time for resolution writing, checking layout, clauses, and terminology.
- Collect and submit resolutions to staff by day's end.

Debate Session:

- Use personal pronouns as allowed.
- Follow a step-by-step guide for debate terminology.
- Conclude sessions and breaks on time.

Voting Procedure:

- Have the authority to move to voting based on time constraints.
- Consider motions for or against before moving to voting.
- Seal doors for an accurate voting count.
- Note that two-thirds committee approval is required for resolution passage.
- Applaud if the resolution passes; no applause if it fails.

Don't forget:

- Encourage active participation(Especially from first-timers and monitor committee progress.
- Offer constructive feedback to delegates.
- Moderate debates and intervene when necessary.
- Ensure that all delegates get chances to speak and step outside their comfort zones.
- Be flexible and adjust to changing circumstances.

By focusing on these key points, the chairing panel plays a crucial role in ensuring a successful and productive conference.

CHAIRING SCENARIOS:

A Chair is Absent:

- There will be a deputy president, a chair, and a president for each forum. As a result, in the event that a committee panelist is unable to show up, the remaining panelists should assume responsibility for the sick chair.
- **Get in touch with a member of the leadership team prior to** the day of the conference – ensuring the absence is compensated for, and taken into consideration. If necessary, a member of the leadership team will sit in during debate.

The Chair Makes a Mistake:

- Should a delegate assert that the chair has made a mistake, the chair should to respond with "the chair stands corrected," address and fix the error, and then resume the debate.
- Explain why you are correct and carry on the discussion if the delegate argues that the chair has made a mistake but the chair is certain that he or she did not. Avoid letting this go on for too long since it will dull other delegates and take up debate time.
- A member of the leadership team should be called, allowing the subject to be discussed separately if the delegate is adamant that the chair is incorrect although the chair is. This point shall not be reached at MASMUN, though, as chairs are supposed to be knowledgeable about protocol and capable of ensuring that everyone may participate in a productive discussion.

The Chair Gets Criticism:

- In the event that a motion to remove the chair is made in the house, the co-chair should be instructed right away to declare it out of order and resume the regular debate.
- Give any move made against the chairs very little weight by never giving it too much thought. The forum is ultimately under your authority, and you cannot abandon that control.

A Question You Cannot Answer Was Asked:

- Do not add to the complexity of the situation; simply state that you are unsure, and ask a co-chair to investigate.
- Refer to the chairing guide or handbook if it relates to procedural rules.

War Was Declared:

- With the exception of the Security Council, this is completely out of order at MASMUN. Ignore it and just overrule the proposal.
- Declare to the whole committee that the committee will not consider such a declaration and resume the debate.

The Committee Becomes Too Rowdy:

- Make an effort to hear what the delegates have to say and discover what is causing all of this chaos.
- Nothing should be done before the house is in order. Give it time; delegates do get exhausted by the conclusion of the argument and after a long day, so try to be a little more laid back and lighthearted.
- Nevertheless, you shouldn't keep yelling, "May the house come to order," as this would just make things worse. Always remember to be courteous, considerate, and cooperative. Act with tact.

- If delegates are not silent, DO NOT call a recess; instead, wait until there is stillness before addressing the motion.
- Understand that most delegates will be watching what you do because you are seated with the chairing panel even when you are not chairing. This implies that you have an obligation to act and behave in a way that the delegates will deem appropriate because you are their role model.
- Remember to begin chairing with a serious demeanor and gradually relax as the day progresses. This facilitates the establishment of authority and, in the end, improves the flow of discussion.

Dealing with "Disruptive" Delegates:

- Delegates who disrupt the flow of the debate and waste valuable debating time are considered disruptive. They are simply intolerable at MASMUN and are only looking for attention, from the chairs or from other delegates.
- When interacting with such delegates, the chair should always remain calm, and the following actions should be performed:
- Inform the forum that the delegate's overall behavior was improper. (For instance, discriminatory, racist...)
- Pull the delegate aside, have a quiet conversation with them, and let them know how inappropriate and offensive their actions were. Make sure to explain that additional action will be taken if necessary, and that they will be banned from the forum if this behavior persists.
- If this behavior continues, you may let Staff and Security deal with the matter.
- In extreme circumstances, the delegate may have their badge taken away and be excluded from the conference. Rather than drawing attention to this, it should be handled quickly and efficiently.
- The MUN director in charge of the delegate needs to be notified and contacted about this.

- If the MUN director and delegate did not cooperate, the leadership team should be consulted and additional measures, such prohibiting the school from participating in MASMUN in the future, should be taken.

