



# SAIMUN 2018

# Delegate Guidebook



SAIMUN 2018

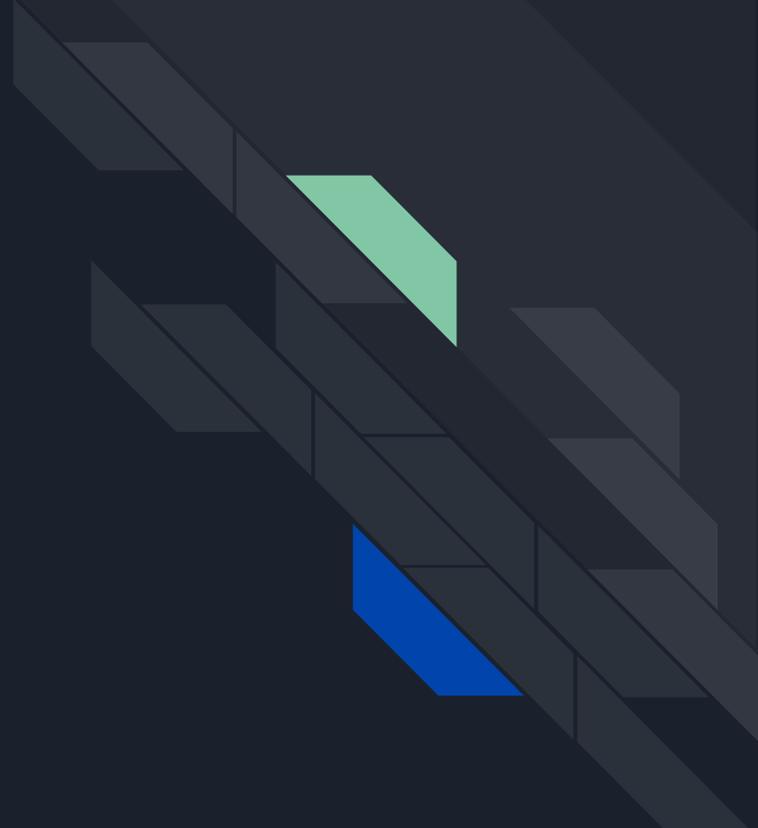


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# 01. Schedule



# MAR 30th, Friday

**Location: ISHCMC**

13:00 - 13:30	Student Officers Meeting
13:00 - 14:00	Arrival: school photos/ registration/ snacks
14:10 - 14:50	Opening Ceremony
15:00 - 16:30	Opening Speeches
16:30 - 17:00	Lobbying
17:00 - 17:30	Break
17:00 - 18:30	Lobbying

# MAR 31st, Saturday

**Location: Sheraton HCMC**

08:00 - 08:30	Student Officers Meeting
08:30 - 11:30	Lobbying
11:30 - 12:30	Debate
12:30 - 13:30	Lunch
13:30 - 18:30	Debate
18:30	Dismissal

# APR 1st, Sunday

**Location:** Sheraton HCMC

08:00 - 08:30	Student Officers Meeting
08:30 - 10:00	Debate
10:00 - 10:30	Plenary Preparation
10:30 - 12:00	Plenary
12:00 - 13:00	Lunch
13:00 - 14:30	Closing Ceremony
14:30	Dismissal

# 02. Room Assignments



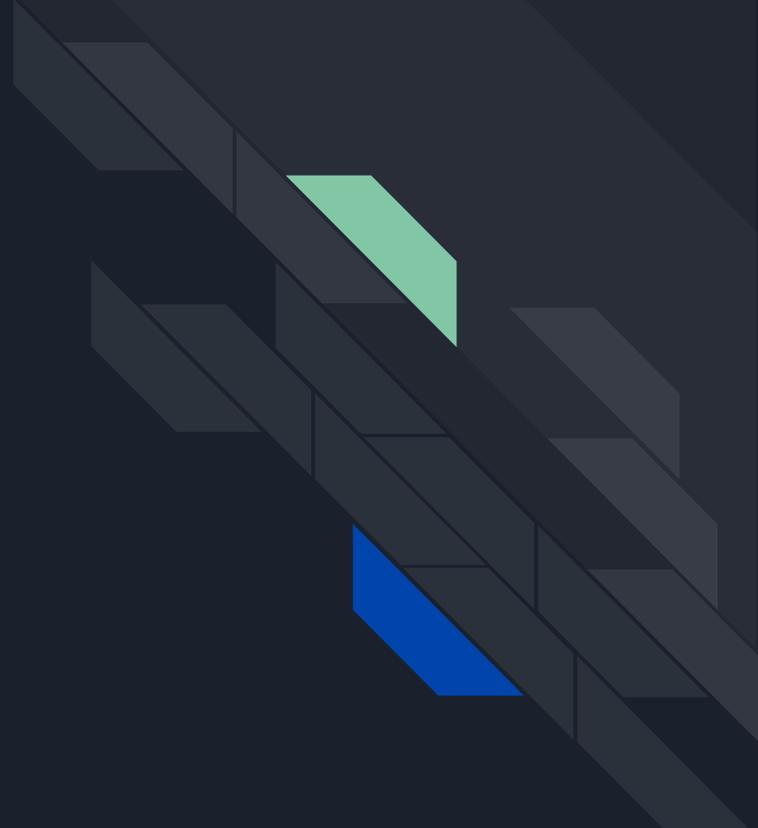


# 02. Room Assignments

Day 1: TBC

Day 2 & Day 3: TBC

# 03. Procedures





# 03. Procedures

PROCEDURE	EXPLANATION
Roll Call	<p>The chair will call out each delegation in Alphabetical order. When your delegation is called, raise your placard and say one of the following:</p> <ol style="list-style-type: none"><li>1. <b>“Present”</b> - <i>in this case, you may <u>abstain</u> during voting</i></li><li>2. <b>“Present and Voting”</b> - <i>in this case, you <b>don't</b> have to <u>abstain</u> during voting</i></li></ol>
Opening Speech	<p>This is the time when each delegate states their delegation's position on each of the committee's topics and which topic they want to focus on during lobbying. Similar to roll call, the chair will call out delegations in Alphabetical order. The time limit for opening speeches at SAIMUN 2018 is <b><u>one minute</u></b> (recommended minimum: <b><u>45 sec</u></b>).</p>



# 03. Procedures

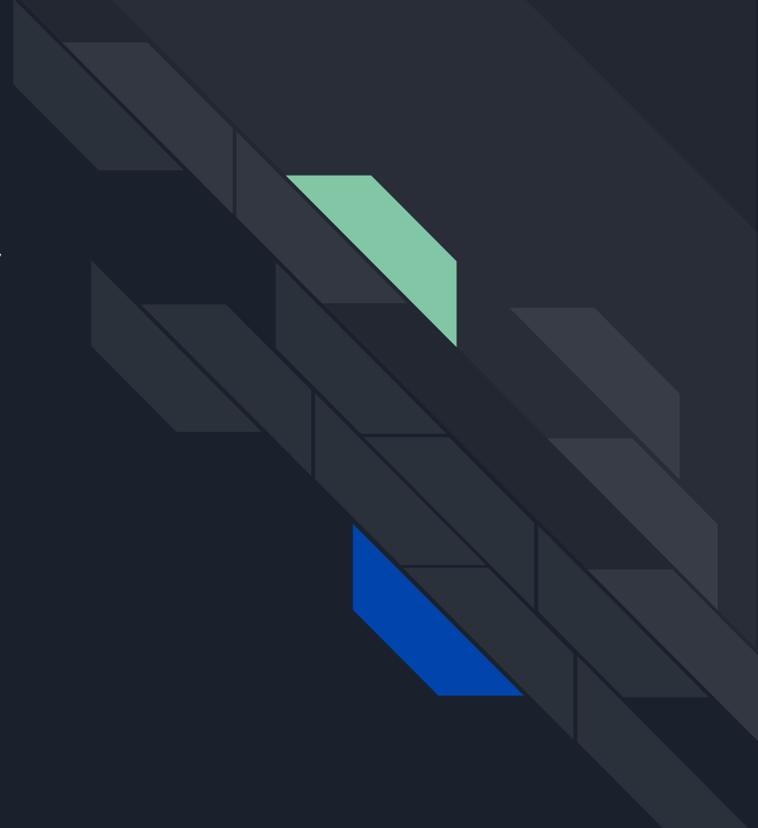
PROCEDURE	EXPLANATION
Lobbying	<p>Lobbying is the session that follows opening speeches: delegates will <u>divide themselves into groups</u> depending on the topics their delegations are interested in and will <b><u>draft a resolution</u></b> together. It is acceptable to be a member of two groups working on two different topics, but your attention should be given mostly to one. Many will join a second group solely for the purpose of co-submitting: <u>All resolutions must have one main-submitter and at least seven co-submitters.</u></p>
Debate - opening	<p>At the beginning of debate, the main submitter of resolution will <u>read out all operative clauses</u>, however this procedure can be skipped at the chair's discretion in lieu of a set amount of reading time. After the operative clauses are read, the main-submitter can make a speech on their resolution. This will be followed by <u>points of clarification</u> and <u>points of information</u>.</p>



# 03. Procedures

PROCEDURE	EXPLANATION
Debate [Open + Closed]	Delegates should keep in mind that the goal of the conference is <u>to produce the best resolutions that address the problem in the committee topic</u> . Every delegate should engage in the debate by giving a <b>speech</b> for or against a resolution, and/or by submitting <b>amendments</b> that modify the resolution.
Voting on the Resolution	When time for open debate time has elapsed, the house moves into voting procedure on the resolution as a whole. There are three options for voting: for, against, or abstain. Delegates are required to vote for <u>one</u> of these options.

# 04. Preparation Guide





# 04. Preparation Guide

- **Research**
- It would help to...
- read the **chair reports** on all topics that pertain to your committee
- create a folder to organize your research by topic
- Find **archived documents that attribute to** your committee topics
- understand the perspectives of other countries and look for your allies
- contact an embassy or any other related organisation if you cannot find enough resources your own



# 04. Preparation Guide

## b. Opening Speeches

- Opening speeches must be between **45 and 60 seconds**
- Each delegate will introduce their country and positions on the given issues on the first day of the conference
- It is recommended to include:
  - related background information on your country
  - **the stance** of your country on the issue
  - **the importance** of the issue
  - The UN's past achievements and evaluations of them



# 04. Preparation Guide

## c. Resolution

- Delegates are encouraged to write draft clauses that may be discussed among their group
- Resolutions should be approved by approval panel before the debate
- British and American English are both acceptable, however it must be consistent throughout the resolution.
- There has to be one main submitter, and at least five co-submitters to be approved
- In SAIMUN 2018, *sponsors* are **not** needed



# 04. Preparation Guide

## c. Resolution

- Must be in size 12, Times New Roman
- **Sub-sub clauses** are the maximum indented clause type allowed
- For all committees **except SC**, there must be a minimum of 8 operative clauses and 5 preambulatory clauses
- Minimum of 2 sub-clauses/sub-sub-clauses required.
- The goal of pre-ambulatory clauses is to inform the house about the current situation on the topic being debated or to express a certain opinion
- Solutions have to be suggested through operative clauses

Plagiarism is **FORBIDDEN**

# 04. Preparation Guide

## c. Resolution

**FORUM:** General Assembly Four – Legal

**QUESTION OF:** The admittance of the Republic of China into the United Nations

**SUBMITTED BY:** United States of America

**CO-SUBMITTERS:** Republic of Haiti, Republic of Honduras, Japan, Republic of Korea, Republic of the Marshall Islands, Republic of Panama, Republic of Paraguay, Tuvalu

**THE GENERAL ASSEMBLY FOUR,**

*Congratulates* the Republic of China (ROC) on its democratic institutions and successful economy despite not being part of the United Nations since 1971,

*Noting with concern* that the People's Republic of China (PRC) does not recognise the ROC under the One China Policy, claims it as its own sovereign territory despite exercising no de facto authority over the ROC and continues to threaten the ROC with annexations and invasions,

Full name of the committee

Preambulatory clause verbs are italicised.

Each clause verb must be different, cannot be the same

Preambulatory clauses end with a comma.

Acronyms must be put in parentheses only, with the full name used instead the first time a subject is mentioned. Thereafter acronyms without full naming may be used.

# 04. Preparation Guide

## c. Resolution

Operative clause verbs underlined

Sub-clauses in a), b) format and sub-sub-clauses in i., ii. Format.

\*A resolution should end with a full stop

1. Requests that the PRC completely halt and stop all forms of aggression towards the ROC both militarily and politically by:

- a) dismantling or disarming missiles pointed at the ROC from the mainland,
- b) the act of embargoing or not trading with any member states both recognised and unrecognised if these member states establish official ties with the ROC,
- c) the defamation of the ROC in Chinese national television and media,
- d) political ultimatums or threats of complete annexation or invasion;

2. Further requests that all member states of the United Nations (UN), the UN General Assembly and the UN registrar to immediately recognise the ROC as a non-permanent member state of the UN without the veto power, as outlined in Article 27 of the United Nations Charter 1945, with all the following rights:

- a) the right to legal representation on UN with the following:
  - i. the right to cast votes on resolutions and deliberations in the General Assembly and all other UN deliberative councils such as the Economic and Social Council, the Human Rights Council, etc...,
  - ii. the right to campaign and be elected to the Security Council,
- b) the right to legal representation and appeal on all international deliberative courts such as the International Court of Justice (ICJ);

Before stating sub/sub-sub clauses, use a colon

Before the next sub/sub-sub clause, use a comma

End operative clauses with a semicolon

There should be a one-line space between each operative clause



# 04. Preparation Guide

## d. Dress Code

Male	Female
<ul style="list-style-type: none"><li>- Professional long sleeve shirts, a tie, jacket and trousers</li><li>- <u>Achromatic or blue colours</u> are preferred</li><li>- Male delegates must wear a jacket when making speeches.</li><li>- <b>No</b> sneakers or open-toe sandals</li></ul>	<ul style="list-style-type: none"><li>- Both dresses and skirts should <b>not</b> be shorter than <b>knee-length</b></li><li>- The maximum heels' height is 5 cm. No open-toe, no sandals, and no sneakers</li><li>- See-through clothes are <b>not</b> allowed</li><li>- Blouses and button-down shirts are allowed</li></ul>

# 04. Preparation Guide

## d. Dress Code [Males: What to Wear]



# 04. Preparation Guide

## d. Dress Code [Females: What to Wear]





# 04. Preparation Guide

## e. Things to bring

- Laptop
- Charger
- Research binder: *Recommended*
- Something to write with
- Name Tag [this will be given on the first day]
- Water bottle

# 05. Debate Guide

The background features a series of dark blue, 3D-style rectangular blocks arranged in a descending staircase pattern from the top right towards the bottom right. Two blocks are highlighted with different colors: a light green block and a bright blue block, both positioned on the right side of the frame.



# 05. Debate Guide

## a. Basic Rules

### i. Speaking

- Must speak in **3rd person** language at all times during debate
- Pronouns are allowed: He, she, us, we, them, they
- Direct conversation is **not** allowed during debate & moderated caucus
- Language use should be in particular debate orientated, parliamentary and diplomatic.
- Male delegates **must** always wear a jacket when speaking at the podium.



# 05. Debate Guide

## a. Basic Rules

### ii. Funding

- It is under assumption that there are “**unlimited funds**”.
- Funding **can be discussed** but **avoid** specific amounts
- **Sources** of funding can be discussed

Funds for development: World Bank, MEDCs, UNICEF, etc...

Funds for economic crises: IMF, MEDC's, ECB, etc...

Funds for war and conflict: Nation-States



# 05. Debate Guide

## a. Basic Rules

### iii. Proper manners to Administration

- Respect all administration staff and members
- Understand admin staff's roles for delegates:
  - Pass note papers
  - Hands out any required materials for the debate (eg. note papers, resolutions, amendment papers etc.)
  - Secure the door and prevent note passing during the voting procedure
- Avoid asking personal needs like asking them to clean your designated area.



# 05. Debate Guide

## b. Points

POINTS	EXPLANATION
Points of Information (POIs)	When a delegate wants to ask the speaker at the podium a question; Only permitted when the speaker opens himself/herself up to points of information. The chair will ask the house if there are any POIs after the speaker's speech.
Point of Order	Used by delegates to question the judgement of the chair; The chair will then have to re-correct themselves or explain their judgement to the house. This can be stated anytime during debate.
Point of Parliamentary Enquiry	Used by delegates to ask the chairs about debate rules and procedures; This is not to "correct" the order; it is used when delegates do not understand debate rules and procedures. Admin staff can clarify these too; it is recommended to check with admin before asking chairs.



# 05. Debate Guide

## b. Points

POINTS	EXPLANATION
Point of Information to the Chair	Used by delegates to ask the chair about certain things including general information on the topic of debate.
Point of Personal Privilege	When delegates have any personal problems (eg. the room temperature), they can state a point of personal privilege.
Point of Personal Privilege: Audibility	Used by delegates when the speaker is too quiet. This is the only point/motion that can interrupt the speaker.



# 05. Debate Guide

## c. Motions

MOTIONS	EXPLANATION
Motion to Move to Previous Question	When the debate is stagnant and there is no reason to continue, delegates can state this motion to move into voting procedure.
Motion to Divide the House	This can be only entertained if For + Abstentions > Against and vice versa. If this motion is entertained, all votes can only be 'for' or 'against', no abstentions. Delegates can state this motion right after the voting.
Motion to extend debate time on ____	Used to extend debate time on resolution as a whole or on an amendment.



# 05. Debate Guide

## c. Motions

MOTIONS	EXPLANATION
Motion to Move to Table a Resolution	Used to not debate on the resolution: Not encouraged.
Motion for a Caucus	Used to call for breaks; Exercised under the chair's discretion.



# 05. Debate Guide

## d. Yielding

- Yielding means giving the opportunity of having the floor to another delegate. After your speech, the chair will ask “Would the delegate like to yield the floor to the chair or to another delegate?”. Depending on debate time, the chair can entertain or not entertain yielding.
- Delegates can only yield **once** to another delegate.
- Second degree yielding is **not** in order.



# 05. Debate Guide

## e. Amendments

- Amendments are submitted through an amendment paper.  
Amendments can be used for three purposes: editing a clause, adding a clause and striking a clause. These can be separated as friendly and unfriendly amendment.
- Amendments to the **second degree** are allowed. [Second is maximum]

	ADD	MODIFY	STRIKE
Debate	X	X	O
Friendly/ Unfriendly	Friendly	Friendly	Unfriendly



## 06. Conclusion

*MUN needs to be fun for everyone. Be confident, and put yourself out there: speak. You will not regret chances you took, but will regret chances you missed.*

*For MUN beginners: be confident. The first try is hard for everyone. Do not be afraid of making a mistake. Other people will help you. Good luck everyone!*

Please contact the chairs or  
secretariat team for any  
inquiries or concerns.

*Thank you.*