

The image features a dark blue background with a large white curved shape on the right. In the center, the word "biimun" is written in a stylized font. The "b" is dark blue, the "i" is red, and the "u" is teal. The "m" and "un" are dark blue. A teal circle is on the left, and a large red circle is at the bottom left.

biimun



2024 EDITION



DELEGATES **MANUAL**

Created by: **MUN Club**



INTRODUCTION

What is MUN (Model of United Nations)?

The Model of United Nations is an educational-cultural activity that consists of representing the protocol of the United Nations, a simulation that reproduces the way in which the different countries of the world meet and negotiate on issues of interest to humanity.

Objective

Act as a representative of a diplomatic delegation and participate in debates and negotiations, adopting the stance of the country assigned by the organizers. The goal is to collaboratively find the most effective solution to the issue under discussion.

Role of each participant

- **CHAIR**

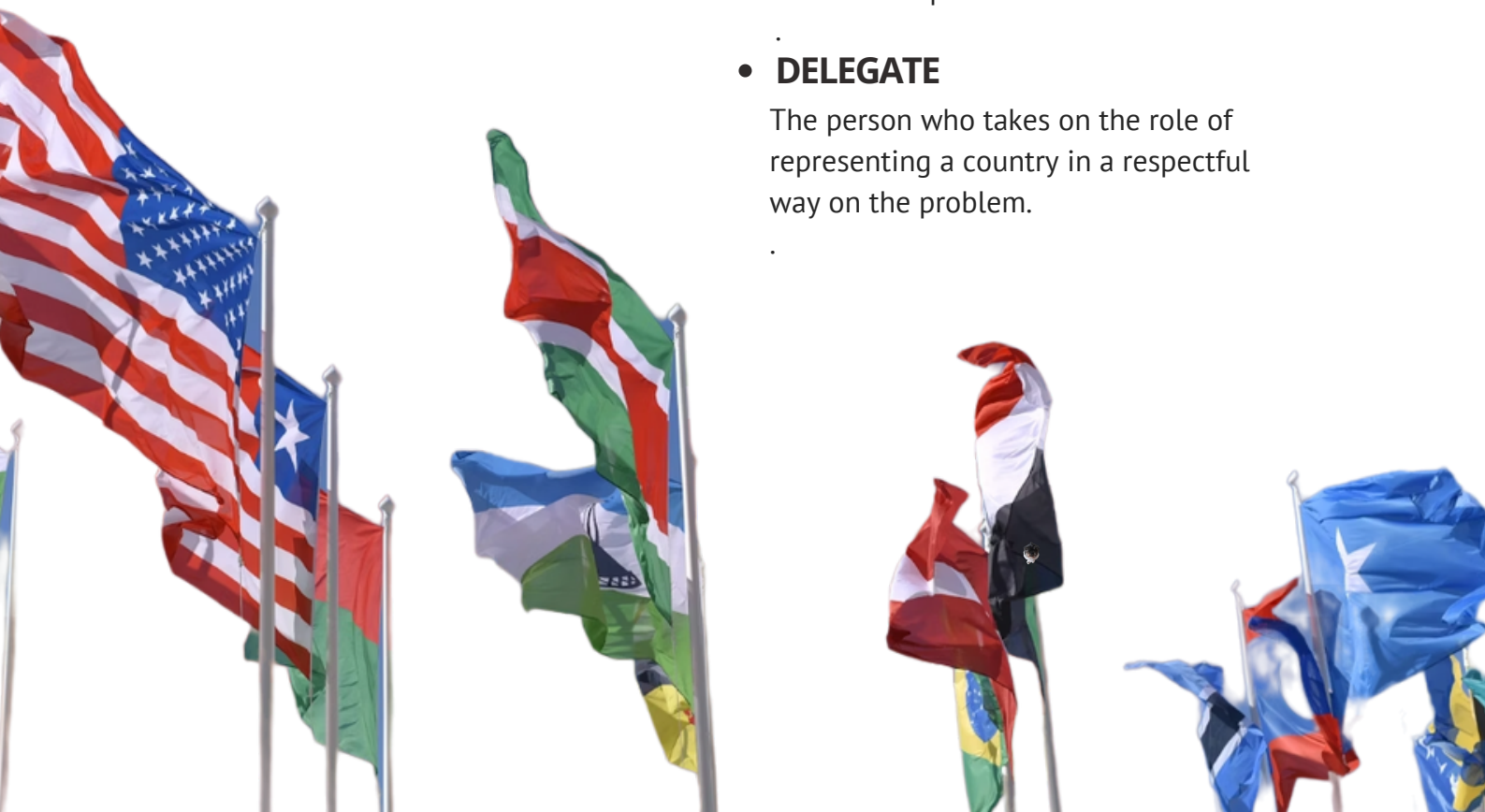
Is the acknowledged leader and representative of the whole Committee.

- **MODERATOR**

A member of the secretariat that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure.

- **DELEGATE**

The person who takes on the role of representing a country in a respectful way on the problem.



PARLIAMENTARY PROCEDURE

What does it consist of?

Is the procedure to which delegates participate within a model united simulation. The procedure considers several points and motions that have to be stated before speaking.

Placards

The first thing to know is that in a committee all delegates will have a placard. In order to say anything, you should raise your placard and get called on by the Chair.



POINTS AND MOTIONS

Points:

An inquiry held by the delegate.

- **Point of Order** - These are used to correct a procedural error.
- **Point of Inquiry** - Used to ask the secretariat a question regarding Parliamentary Procedure.
- **Point of Personal Privilege** - Used with to express a personal concern.
- **Point of Information** - Used to ask a delegate a question so they may clarify a speech.
NOTE!!!: It is only permitted during the speakers list.

Motions:

An action proposed by a delegate. All the motions need to be asked by a delegate, seconded by another delegate, then voted and ultimately approved by the chair/moderator.

- **Motion to open the session** - This motion is used to start a session.
- **Motion to open the speakers list** - This motion is used to open a list in order to start reading the position papers of the delegates that want to be in the list
- **Motion to open an extraordinary session of questions** - After a delegate in the speakers list has finished talking, this motion is proposed to make questions and important aspects in the speech. A minimum of 2 questions and a maximum of 5 can be asked. The delegate who makes the motion is the first to ask.
- **Motion to open a moderated debate** - This motion is used to open a moderated debate for a certain amount of time, the delegate who asks for the motion is the first one to ask something during the debate.
- **Motion to close the moderated debate** - This motion is used to conclude the previous moderated debate.
- **Motion to open the unmoderated debate** - This motion is used to open an unmoderated debate for a certain amount of time, during this you are allowed to stand up, go to talk with other delegates as well as starting forming alliances.

POINTS AND MOTIONS

- **Motion to close the unmoderated debate** - This motion is used to close the previously opened unmoderated debate.
- **Motion to open the speakers list for the presentation of the resolution paper** - This motion is used to start a list to read the resolution papers presented by the delegates to address the problematic.
- **Motion to roll call to vote for the winning resolution paper** - This motion is used to vote for the best resolution paper previously presented in the speakers list, every delegate needs to vote for who they think was the best resolution.
- **Motion to close the session** - This motion is used to close the whole session.

SESSIONS

◀ 1st Session

Opening the Debate: Roll Call

The Roll Call is normally used to check who is attending. When you hear your Countries name, you can simply reply with “**Present and Voting**”. This will mean that you will NOT able to abstain during substantive votes, meaning you need to **truly have an opinion on a matter**. Once the list has been read, you continue to the next step.

Opening the Debate: Setting the Agenda

Setting such an agenda, requires a motion.

Raise your placard, and wait until the Chair acknowledges you. **You ONLY speak, if the Chair acknowledges you.** This is a universal rule, which is present in all sections of the MUN debate (except for the unmoderated caucus). Once you have been acknowledged, you say your country’s name and move to place your preferred topic first on the agenda. Remember to always **speak as an ambassador of your country**.

SESSIONS

The Debate – Opening Statements

There will be an opening speech in which they briefly outline their opinion on the matter at hand. Within your opening speech, you can **position yourself with like-minded countries** to already try to secure an alliance and raise specific themes within the topic that your country particularly cares about. This is your moment to steer the discussion in a way that benefits your country. As you listen to the other countries opening debates, it may be a good idea to **make some notes**, to see who cares about different aspects of the problem, and who you might find yourself to be in agreement or disagreement with regarding certain issues.

The Debate – Speakers List

The Speakers List is essentially your default section within a discussion. Chairs will establish a **time limit** (usually no more than 1:30 minutes) that each speaker should adhere to, and delegates can then ask to be added to the list, taking turn to speak in the order the Chairs have provided.

To join the SL, you wait for the Chair to ask who wants to be added to the list, at which moment you should raise your placard, until they acknowledge you. The Chair may open the remainder of the time for other Delegates to ask you a question, which you then will be able to **answer**, **let your time seize**, or you may **give your time to another Delegate**. What the best choice is truly depends on your tactical reasoning for it.

◀ 2nd Session

The session begins with a roll call, the delegates must stand up showing their placards and say “present and voting” when mentioned.

Motion to open the session

When the chair asks for points or motions on the floor, a delegate may ask to open the session.

Motion to continue the speaker’s list

The speaker’s list **continues from where it was left** on the previous session, a minimum of three delegates must pass before opening a moderated debate. A delegate may be added to the list by raising their placard. The time limit for every speech remains as 1:30 minutes.

Motion to open a moderated debate

A moderated debate must be opened during the 2nd session, as previously mentioned, the delegate may ask the motion while the floor is open. The moderated debate will last between 5 to 20 minutes, a motion to extend it should be available with a shorter time.

SESSIONS

Motion to close the session

When the moderated debate ends, a motion to close the session should be asked. The delegates will have a break before beginning with the next session.

◀ **3rd Session**

The committee will begin with the roll call, the moderator will call every country. When the delegates hear their delegation, they must stand up and say “present and voting.”

Motion to open the session

Then the moderator will open the floor and the delegates have to make a motion to open a moderated debate for as long as the chair recommends.

Motion to open a moderated debate

In the moderated debate the delegates are able ask other delegates about their position paper and the overview of their country.

Motion to open a unmoderated debate

When the moderated debate time is over, the chair will open the floor and the delegates have to make a motion to open an unmoderated debate for as long as the chair recommends.

In the unmoderated debate, the delegates can stand up and use an informal language to make an alliance with other delegates.

Motion to close the session

When the unmoderated debate concludes, a motion to close the session should be asked. The delegates will have a break before beginning with the next session.

◀ **4th Session**

The committee will begin taking roll call. Every delegate has to stand up and answer “present and voting” when your delegation is mentioned.

Motion to open the session

Then, the moderator will open the floor, waiting for points or motions.

Motion to open a unmoderated debate

Multiple unmoderated debates must be open during the session in order to make the resolution papers.



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SESSIONS

Motion to close the session

◀ 5th Session

The committee will begin taking roll call. Every delegate has to stand up and answer “present and voting” when their delegation is mentioned.

Motion to open the session

Motion to open a unmoderated debate

The schedule of this fifth session dictates that the following order has to be a unmoderated debate of 10 minutes.

Motion to open an speakers list for the presentation of resolution papers

After ending the unmoderated debate what would be in order would be a motion to “open an speakers list for the presentation of resolution papers.” In case that the resolution papers are not finished the committee could extend de unmoderated debate.

Motion to roll call to vote for the winning resolution paper

After voting, the winning resolution paper will be presented to the general assembly.

Motion to close the session



SCHEDULE & AGENDA

1st Day - Friday, March 15th

3:00 – 3:30	Arrivals & Registration
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3:40 – 4:30	Opening Ceremony
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4:30 – 4:50	Official Picture
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5:00 - 6:15	Session 1
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6:15 – 6:30	Break
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6:30 - 7:45	Session 2
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8:00 – 9:30	Delegates' Social
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2nd Day - Saturday, March 16th

8:00 – 9:15	Session 3
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9:15- 9:30	Break
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9:30 - 10:45	Session 4
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10:45 – 11:00	Break
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11:00 - 12:30	Session 5
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12:30 – 12:45	Break
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13:00-14:00	Closing Ceremony
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RULES / GUIDELINES / WARNINGS

What is a Warning?

Attention calls to delegates in case of misconduct or prohibited actions.

The warning process is formed of three main steps:

WARNING 1: The first warning is given to a delegate for their first misbehavior.

WARNING 2: If they commit another one, the moderator may give a second warning with a harsher intonation and threats of expulsion if the lack of proper conduct continues.

WARNING 3: If the disobedience persists, the delegate will be given the third and the final warning, which will consequently result in the expulsion of the delegate from the model for the rest of that session.

Reasons

- When a delegate does not behave in a diplomatic way.
- When a delegate is chewing gum or eating.
- When a delegate makes direct eye contact with other delegates.
- When a delegate doesn't follow the dress code.
- When a delegate arrives lately.
- When a delegate keeps on playing with his or her placard.
- When a delegate uses personal pronouns.
- When a delegate directly disrespects the chair/moderator.
- When delegates send notes between themselves without the approval of the chair.
- When a delegate uses prohibited words such as: Third World country, war, kill, poor country, black, army or money.



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Hello delegates!!!

We want to thank you for being part of
this year's **UNIMUN**.

We hope you have tons of fun and learn
a lot from all of the participants.

Best of luck to you!

Sincerely, Prepa Uni

