

BEGINNER'S HANDBOOK



**MODEL UNITED
NATIONS
2022**



INTRODUCTION

An important step for any delegate, especially a first-timer, is to acquaint themselves with the Rules of Procedure of the MUN. While delegates are advised to go through the entire ROP as provided by HFSMUN, first-timers may go through the next few pages for a simplified, informal introduction to MUN.



BEFORE THE MUN

Before a delegate even enters an MUN, it is imperative that they are clear with their country's foreign policy, and their stand on the agenda. In addition, a delegate must thoroughly research their country's contribution to the agenda/crisis to be discussed. It is also helpful to know the stance of the delegates of other important nations in the committee. Delegates are also advised to research the conflict in general, and can refer to the study guides provided to them by the Executive Board (released on <https://hfsmun.org>).

PRO TIP: A helpful website to understand the workings of a Model UN Conference is <https://bestdelegate.com>

Here is an introduction article to get you started:

<https://bestdelegate.com/mun-made-easy-how-to-get-started-with-model-united-nations>



DURING THE MUN

While in committee, here is the essential information that any first-time MUNner should go through before the first day of the committee.

Roll Call- Committee begins with a roll call. When a delegate's country/delegation is called, the delegate must respond with the following- "Present" if the delegate wishes to abstain while voting on the resolution, or simply "Present and Voting", if a delegate wishes to forego this option.

Setting the agenda- Next, a delegate (any one delegation in the committee) must set the agenda or the topic/problem to be discussed by the committee. A vote is then taken on whether or not the motion to set the agenda passes.



DURING THE MUN

General Speakers List- We then move on to the General Speakers List, or GSL. Here, delegates are given an opportunity to express their countries' stance on the agenda topic set earlier. A delegate raises the motion to enter GSL, and all interested delegates raise their hands, signifying willingness to participate in the GSL. The default speaking time is 90 seconds per delegate, which can be altered by raising a motion, when motions are in order.

Pro Tip: It is highly recommended to keep a 90-second GSL speech prepared for the agenda topics before the conference itself.

Once a delegate is finished, they can yield the remaining time (if any) to the following-

1. Questions (another delegate can ask questions on the speech.)
2. Comments (another delegate can make comments on the speech)
3. Another delegate (another delegate can take the remaining time from the original delegate)
4. The chair (the chair can use their discretion to allot the remaining time to one of the other above-mentioned options). In terms of questions, permission for follow-ups can only be granted by the Chair.

Right of Reply- A right of reply can be used if a delegate feels that the integrity of their person/nation has been infringed upon by another delegate. The delegate using this tool must raise their hand, be recognised by the Chair, and plea for a right of reply.



POINTS TO REMEMBER

Point of Personal Privilege- This point can be used if a delegate has personal discomfort, which impairs their ability to participate in the committee.

For eg – if they wish for a delegate to speak louder or repeat themselves.

Point of Order- This point can be used to point out a factual inaccuracy in another delegate's statement/speech.

Point of Parliamentary Inquiry- A delegate, when the floor is open, can utilize this point to ask the Chair questions relating to the Rules of Procedure.

Point of Information- This point can be used to ask a delegate questions pertaining to the speech they just made, and only that.

Moderated Caucuses- Once the floor is open again, usually after the end of the GSL, a motion can be introduced to enter into a Moderated Caucus. A moderated caucus involves discussion on a smaller, more specific sub-topic of the overarching agenda. The delegate making the topic must specify the topic, an overall time minutes (20 minutes or less), and a speaking time for each delegate. A vote is then taken, provided no other motions are introduced. If a majority of delegates vote for the motion, the motion passes, and the moderated caucus is underway. The delegate who introduces the motion can choose to speak first, or last.

A moderated caucus is introduced by saying, for example, "The Delegate of India wishes to motion for a moderated caucus on the



topic “Potential for a One-State solution to the Israel Palestine conflict” for a total time of 10 minutes, with a per-speaker time of 1 minute.

Pro Tip: It is generally recommended to prepare a list of moderated caucus topics you might want to discuss before the conference.

Unmoderated Caucus- An unmoderated caucus, informally referred to as an “unmod”, is a temporary suspension of formal debate, where delegates can discuss ideas informally with other delegates in the committee room. Delegates can form factions, come up with resolutions, and network with other delegates about the topics raised in committee prior.

Working Papers- Working Papers are unofficial documents formulated by a delegate, which help the committee in propagating the agenda and formulating resolutions. They do not require a formal introduction but require the signature of the Director to be copied and distributed.

Resolutions- Resolutions are usually born out of unmoderated caucuses, i.e., when delegates can network freely and formulate resolutions. It can be introduced once it receives the approval of the director and has received a certain number of signatories (this number is determined by the chair, as per the strength of the committee). Once a resolution has been introduced, the Chair allocates a certain number of delegates to speak for and against the resolution. Here, delegates must stay true to their representative nation’s foreign policy.



Amendments- Delegates can introduce amendments to resolutions when the floor is open. The debate will be suspended, and two speakers' lists will be created, one for, and one against the amendment, with two speakers in each list. Debate will alternate between them. Next, a motion to close debate will be in order. Once debate on the amendment is closed, the committee will move to a vote. After the vote, debate will return to the GSL.

Voting on resolutions- A delegate can vote for or against a motion, or abstain from voting (this option is available only to the delegates who wished to be recognized as “present” at the start of committee).