



BEGINNER'S HANDBOOK

HFSMUN 2023



An important step for any delegate, especially a first-time delegate, 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 HFS MUN, first-timers may go through the next few pages for a simplified, informal introduction to MUN.



BEFORE THE MUN

Before a delegate even enters a MUN, it is imperative that they are clear with their country's foreign policy, and their stand on the agenda issue. 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 about 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 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 resolutions, 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 both agenda topics before the conference itself.



DURING THE MUN

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

- To questions: Another delegate can ask questions on the speech. , permission for follow-ups can only be granted by the Chair.**
- To comments: Another delegate can make comments on the speech.**
- To another delegate: Another delegate can take the remaining time from the original delegate after taking the other delegates consent.**
- To the chair: The chair can use their discretion to allot the remaining time to one of the other 3 options or the chair may not choose any options and consider the time to have elapsed.**



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 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.

**POINTS ARE RAISED AFTER A SPEECH IS
OVER.**



CAUCUSES

- **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.
- **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 to about the topics raised in committee prior.



HOW TO RAISE A POINT OR MOTION?

- To raise a point you must raise your placard and when you are recognized by the chair you must state the point.
- A point must not interrupt a speaker unless it's a point of personal privilege but it isn't encouraged.
- 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."



WORKING PAPER & RESOLUTION

- **Working Papers-** Working Papers are unofficial documents formulated by a delegate, which help the committee in moving forward the agenda and formulating resolutions. They do not require formal introduction, but require the signature of the Director to be copied and distributed.
- **Resolutions-** Resolutions are usually born out of unmoderated caucuses, 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.