



LakeMUN Procedure | Rules of Procedure

A Brief Note from the Secretary-General and the Deputy Secretary General

Dear Delegate,

We're looking forward to welcome you at LakeMUN 2019 at Zeppelin University in Friedrichshafen. The secretariat has written these Rules of Procedure (RoP) to provide you with a framework of the way you will debate within the committees. This is meant as a guide for you during committee sessions and also as a rulebook for you to prepare for LakeMUN 2019. However, as LakeMUN is a beginner's conference we do not expect that you have fully internalized this RoP as we're providing MUN workshops at the first day of LakeMUN, where we will further explain how a debate at a MUN works and what to be aware of while debating.

See you soon at LakeMUN 2019, for an exciting week of debate.

Kind regards from Lake Constance,

A handwritten signature in black ink, appearing to read "Shayan Kharazi".

Shayan Kharazi, Secretary-General

A handwritten signature in black ink, appearing to read "Neele Abt".

Neele Abt, Deputy Secretary-General

Who is What?

Before we begin it is important for you to know who is being referred to in the guide.

A Delegate (you) is a representative of a national government in a given organ of the United Nations. Delegates are the ones that engage in debate with one another on controversial topics that affect the global community.

A Chair is the leader of the organ that Delegates engage in debate in. Your Chairs will lead debate, choose speakers and make sure that the committee or council adheres to its mission as set forth by the Charter of the United Nations. Here's a little tip: Maintaining a friendly relationship to people in powerful positions is never a bad idea, if you know what I mean.

The Secretariat is the organisational body of this conference. It comprises the Conference Manager, whom you have already been in contact with over the last couple of weeks, the Secretary-General, the Deputy Secretary General and various Deputies to the aforementioned positions.

I. Roll Call

The concept behind roll call is very simple: in order for committee session to commence, the Chair must know which delegations are present.

The Chair will call the names of your countries in alphabetical order or in the order that you are seated. When your delegation is called, you must stand up and answer one of the following two things.

„**Present**“: This means that your delegation is there and ready to begin debate.

„**Present and voting**“: This means that your delegation is there and ready to begin debate, with the slight twist that during voting procedure, you may not abstain from voting. You oblige yourself at the beginning of debate to either vote in favour or against the resolution during voting procedure on the resolution as a whole.

II. Lobbying

You might have heard of lobbying or lobbyists in the news before. What you are doing here is not exactly the same, but very similar. During lobbying, which will be the first stage of the process or writing, debating and passing a resolution, you will band together with other

Delegates, share ideas and try to come up with feasible ways to solve the issue that your committee / council is addressing. Here's another little tip: if you come with some clauses pre-written, you will save yourself time and effort and will be able to directly form alliances with like-minded Delegates to begin the process of writing a resolution.

A. Bloc formation

This was already briefly touched upon in the previous paragraph. The idea of bloc formation is finding people that agree with your ideas and believe that they would contribute to a comprehensive resolution, which you will then write together. It is important that you stay within your role as a Delegate and form alliances with Delegates that have a similar political opinion to you. Don't just form a bloc with your best friends, because that's how resolutions end up being cosubmitted by The United States, The Russian Federation, The Democratic People's Republic of Korea (North Korea), The Islamic Republic of Iran (that group would never co-submit a resolution on any topic) and Djibouti (nobody really knows why Djibouti is there but he's a nice guy so he's been included).

B. Merging of the Resolutions

Once you have found a bloc to work with and are making fast headway, try and cooperate with other blocs to merge the work your respective groups have done so far. Just remember, the more people have worked on the resolution, the more votes in favour it will have (because nobody votes against a resolution that they have co-authored unless it is gutted by the opposition) and the more likely it will pass.

C. Co-submitting / finding Co-submitters

At the end of this entire procedure you should have a draft resolution that can be presented to the Chair for review. You will now need to decide on a couple of things. First of all, you will have to choose the main submitters / authors. To determine this, just ask yourself:

„Who contributed the most to the writing of this resolution?“,

„Who came best prepared with the most pre-written clauses?“,

„Who was the coordinator of this entire process and who has the best overview of the resolution as a whole?“

Then you have to get a number of countries to be signatories of the resolution. Often times there may only be 1-3 main submitters, although many more Delegates worked on the

resolution. In this case, the remaining Delegations that are not the main submitters should strongly consider being signatories of the resolution. Finally, you will need a list of sponsors. Sponsors are Delegates that wish to see the resolution debated. Being a sponsor by no means implies that you must vote for the resolution you sponsor. Again, it just means that you think it is worth debating and you would like to see it introduced by the Chairs.

III. Roll Call

After you have submitted the draft resolutions to the Chair (the Chair will give you more information on this process), the Chair will once again proceed with Roll Call to determine who is present. The reason the Chairs do this is that Delegates often leave the room to work together with their blocs in different parts of the building to have a bit of privacy and be in a more quiet working atmosphere.

IV. Chair opens Debate

At this point the Chair is aware of who is present and who is not and you are now ready to begin debate. When the Chair opens debate she/he will probably say something along the lines of „The floor is now open.“

V. Main Submitter introduces the Resolution

Seeing as there isn't any document to debate yet (because the draft resolutions have not officially been introduced for everybody to see - only those that worked on them know of their existence) the Chair will now ask the Main Submitters / Authors of the resolution to approach the Dais (that's where the Chairs sit) and read aloud the operative clauses of the resolution that will be debated. Remember how you had to choose 1-3 main submitters / authors in step II.C.? Those will be the people that must approach the Dais and read aloud the operative clauses of the resolution.

VI. Chair sets debate time for Resolution

This step is just to ensure that everybody knows how much time has been allotted to the debate of the resolution as a whole.

VII. Main Submitter holds opening speech One of the main submitters will hold an opening speech briefly outlining the necessity for this resolution and how this resolution contributes to solving the issue at hand.

A. Question clarification session

This is the first opportunity to clarify questions that you have about the resolution. By this point you will have had the operative clauses of the resolution read out to you, you will have heard a speech on the resolution so you should have a basic idea of what the resolution is trying to achieve. Questions during this part of debate should merely be for content clarification and are different to points of information, which are more complex and can serve multiple purposes including expressing content with a facet of the resolution or questioning the legitimacy and purpose of an idea that has been presented.

VIII. Open Debate

This is what its all about. This is when the Chair hands over the floor to you - the Delegates. When the Chair says something like „We are now in open debate on the resolution X submitted by the Delegate of Y on the topic of Z“, the house is in open debate. During open debate is when you may raise your placards to partake in debate by holding speeches, submitting amendments to the resolution, motioning for different forms of debate and many other things. Don't worry: you don't have to know exactly what's going on, just listen to the Chair - it's their job to guide you through debate and make sure that everybody always knows what they can and can't do at any given time.

A. Speeches

When the Chair announces that the house is in open debate she/he will probably ask „Are there any Delegates wishing to take the floor?“. In order to take the floor (which is fancy MUN language for: get a chance to say something) all you must do is raise the country placard which you will have received from us at the beginning of the conference. The Chair will then either pick you or she/he won't. If the Chair picks you, the Chair will also make it

known how much time you have been allotted in the case that you wish to hold a speech. Whilst holding a speech there are a couple of things that you shouldn't forget:

3rd person plural: Always refer to yourself in 3rd person plural. Remember that you represent a delegation that represents a government which represents a group of people. Here's an example: Instead of saying „I believe that...“ you must always say „We / The Delegation of XYZ believes that...“. Instead of saying „In my opinion...“ you must say „In our opinion...“. This is one of the intricacies of MUN and the Chairs will help you get used to this way of speaking to your fellow Delegates until it becomes an automatism that switches on whenever you find yourself in an MUN environment.

Stay objective: Always stay objective and don't ever let it get personal. You represent a large body of people that trust you to act in their best interests. You don't have time to get petty and engage in obscene behaviour with / without other Delegates.

Always listen to the Chair When the Chair asks you to yield the floor back, do so. When the Chair tells you that your speaking time is up, finish your sentence and wrap it up.

If you finish your speech and you still have a portion of your speaking time left over, you can do on of the following things.

Yield the floor back to the Chair: You are done with your speech and would like to continue on with debate without yielding your remaining time to another Delegate or points of information. When the Chair asks what you would like to do with the remainder of your time, just say „We would like to yield the floor back to the Chair.“ It's as simple as that.

Yield the floor to another Delegate: You are done with your speech and an ally of yours still has a couple of things to add, so you would like to yield the remainder of your time to her/him. When the Chair asks you what you would like to do with the remainder of your time, just say „We would like to yield our remaining time to the Delegate of XYZ“. Pretty easy, isn't it?

Yield your time to Points of Information: You are done with your speech but have noticed that certain Delegates have begun taking notes and are just dying to ask you a question. You are well prepared and ready to answer any question they might have about what you just said, so when the Chair asks you what you would like to do with the remainder of your time, just say „We would like to use our remaining time to entertain Points of Information.“ Now you're all set.

What if you didn't hold the speech? If you weren't the one to hold the speech but you wish to pose a point of information, just wait until the Chair asks if there are any points of information on the floor at this time, then raise your placard. The Chair will either pick you or not. Ok, now you're really all set.

B. Amendments

Let's suppose that you have been listening to the debate on one particular issue and an idea has begun to develop in your head about how to improve a clause that attempts to deal with this issue. A change to an existing clause in the resolution is called an amendment. You can submit amendments when the floor is open. When the Chair opens the floor, all you have to do is raise your placards, just like when you wish to hold a speech. The Chair will then call on you and you can then rise and inform the Chair that you wish to submit an amendment. A good way to do this is to say „This Delegate would like to introduce an amendment to the resolution.“ For the Chair to accept this and act upon your request, it is important that before you ask to introduce the amendment you submit it to the Chair by paper, so that the Chair can review and approve it. If the Chair has not yet seen your amendment when you ask to introduce it, the Chair will not entertain your request. Don't forget to make it very clear which part of the resolution you would like to have changed to what.

C. Motions

Debate has been going on for a while and the committee doesn't seem to be making any progress because there are some issues that need clarifying. These issues are rather specific and actually need their own type of „mini-debate“ to clarify. That's what a caucus is - a form of debate that is slightly different to the default mode of debate. When the Chair opens the floor, you may suggest on of the following three caucuses. The Chair might collect multiple suggestions and then have the house vote on which suggestion it deems most productive.

1. Unmoderated Caucus

The unmoderated caucus is a little bit like what you experienced at the beginning of debate in section II. (Lobbying). When you suggest an unmoderated caucus make sure to clarify the length of the caucus and the topic that will be discussed during the caucus. If the Chair accepts / the house votes for your suggested caucus, then you will be free to leave the

room to discuss the given topic for the allotted amount of time. Sometimes the Chair may suggest that you shorten the length of the caucus or may simply decide that she/he will merely grant less time. All of that is at the discretion of the Chair. If you forget to suggest a length and a topic, the Chair will remind you - still, it leaves a better impression if you do it without being asked to do so by the Chair.

2. Consultation of the Whole

The consultation of the whole (CoW) is the perfect caucus if you would like to be able to steer the direction of the discussion for a limited amount of time. A consultation of the whole cuts out the Chair for a certain amount of time. The Delegate that suggested the caucus, along with the length and topic of the caucus, will be the first to receive the floor from the Chair. The Delegate may then speak as long as she/he sees fit, before she/he then chooses the next Delegate to yield the floor to. Here's an insider tip: if you wish to speak, place your placard upright to notify the current speaker that you would like to speak.

3. Moderated Caucus

A moderated caucus is very similar to the default mode of debate. The difference is that the Chair maintains a speakers list and the caucus is comprised solely of speeches. That means that there can be no amendments or motions for other caucuses during the moderated caucus. Otherwise everything stays the same. When you motion for a moderated caucus, don't forget to suggest the length and the topic as well as an individual speakers time. You will need to suggest an individual speakers time because the Chair will then calculate how many speakers fit into the suggested time and then choose all of the speakers at once. If you are chosen to speak and finish your speech before your time is up, the procedure is the same as with regular speeches during open debate. If you have no idea what I'm talking about, just hop back to section VIII.A. and review that again.

IX. Time in favour of / against the Resolution

After many hours of productive and heated debate the time to discuss the resolution has almost elapsed and it is now time to move to the final stage of open debate before you partake in the final vote on the resolution. During time in favour of the resolution, you should only speak if you truly believe in the resolution and wish to do your best in a final attempt to convince others of the merit of the document. If you are in time against, you will only want to speak if you believe that passing this resolution would be a mistake and you would

do more harm to the international community and your own sovereign state than good. During this part of debate, you may only hold speeches. That means that yields, points of information and motions will not be entertained by the Chair. Here's another quick tip: these speeches have to be powerful and the Chair usually only entertains 1 or 2 per side. You can write these speeches in advance. That way you have time to really think about what you wish to say and convey it in a way that is powerful and convincing. These are the last words that people will hear, so make them good.

X. Vote on the resolution as a whole

This part is very straightforward. The Chair will guide you through the voting procedure, asking who wishes to vote in favour or against the resolution. Remember how you could say two things during roll call at the very beginning of debate? This is why that is important. If you said that your delegation was „present and voting“ then you may not abstain from this vote. That means that you must vote in favour or against the resolution. If your delegation was „present“ then you may abstain from the vote, if you are indifferent as to whether the resolution passes or not.

That's it.

It may seem like a lot but trust me, it's worth taking the time to read through this guide. You will learn quickly once you get to Friedrichshafen because as with a lot of new procedures: the best way to learn is learning by doing.