

RULES OF PROCEDURE

by CINUP



PAGE D'INTRODUCTION

Bienvenue dans le guide pour les Model United Nations, rédigé par les équipes du pôle MUN du CINUP ! Ce document a pour but de faire découvrir (ou redécouvrir pour les plus expérimenté.e.s) le monde des simulations onusiennes, et de fournir une aide à toute personne voulant avoir un aperçu de leurs règles de procédures, fonctionnement ou logistique.

Il est composé de six parties :

- I. Rules of Procedure ;
- II. Special procedures adopted in certain committees ;
- III. Delegate instructions ;
- IV. Chair instructions ;
- V. Chair's basic lexical ;
- VI. Composition of a Secretariat.

Ce guide a été rédigé en anglais afin de faciliter l'apprentissage des termes les plus utilisés durant les conférences internationales.

Bonne lecture !

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I. RULES OF PROCEDURES

The Rules of Procedure are essential to ensuring a smooth flow of debate, establishing a clear framework for interactions between delegates and the Chairs, and preventing any incidents that may require intervention from the Secretariat.

In essence, the Rules of Procedure aim to foster consensus between the Secretariat, the Chairs, and the Delegates.

Participants are expected to possess an excellent understanding of the Rules of Procedure prior to the debate in order to make the most of their time during the conference.

They may vary from one conference to another, as some include specific procedural variations. For instance, some conferences may authorise the use of electronic devices only during unmoderated caucuses and require printed documents for other formats, such as moderated caucuses, tours de table, round robins, or consultations of the whole.

The Rules of Procedure used in Model United Nations largely resemble those used at the United Nations, although participants should keep in mind that some differences remain between official UN protocol and MUN procedure.



1. THE OVERALL FRAMEWORK

• ARTICLE 1. GENERAL COMPETENCIES CONFERRED TO THE CHAIRS

The Chairpersons or the Dais will announce the opening and closing of each meeting after delegates raise a Motion to Open, Suspend, Resume, or Adjourn the debate (*Articles 10, 6 7, and 39*). Debates may be opened only if quorum has been reached (*Article 4*).

For the proper functioning of the committee, the Chairs may suggest reducing or extending a moderated or unmoderated caucus, as well as whether a specific topic should be addressed.

They may guide delegates toward addressing certain matters, bearing in mind that the content of working papers (*Article 27*) and draft resolutions (*Article 28*) may only refer to subjects that have been publicly discussed within the committee.

In such cases, the Chairs may pass any procedural matter that receives no significant objection, at their discretion.

The Chairs hold full control of the proceedings at all times while remaining bound by the Rules of Procedure.

As stated previously, the Chairs will direct discussions, grant the right to speak, pose questions, announce decisions, rule on Points of Order (*Article 25*), ensure that delegates remain relevant, and guarantee the correct application of the Rules of Procedure.

The Dais shall remain neutral at all times and maintain strictly professional relations with all delegates.



1. THE OVERALL FRAMEWORK

• ARTICLE 2. COURTESY

All participants and individuals involved in the organisation of the conference shall show courtesy and respect toward the Staff Members, the Secretariat, the Chairs, and fellow Delegates. The Chairs will immediately call to order any delegate who fails to comply with this rule. Should the issue escalate, the Secretariat - particularly the Secretary-General, Deputy Secretary-General, and the Under Secretary-General for Equity - may decide whether a participant is to be excluded from the conference.

Furthermore, personal opinions shall be avoided, as all delegates must represent the official positions of their assigned country.

Finally, participants are expected to be punctual, as committee sessions often run on tight schedules.

• ARTICLE 3. COMMITTEE POLITENESS AND AWARENESS

No delegate may address a session without having previously obtained the permission of the Chairs. Representatives may not interrupt another speaker (whether a Chair or a fellow delegate) except to raise a Point of Personal Privilege (*Article 24*), for instance to request that the speaker be louder.

When addressing the House, delegates shall rise when called and begin their speeches with an appropriate salutation, such as “Honourable Chairs, distinguished Delegates,” or “Representatives” when Observers are present.

Delegates should, whenever possible, thank the Chairs for granting them the right to speak, both at the beginning and end of their intervention.

Personal pronouns such as “I” and “You” are prohibited in debate, as representatives speak on behalf of a country rather than themselves. Accordingly, delegates shall use terms such as “we,” “us,” or “the delegation of...”.

The Chairs may call a speaker to order if their remarks are irrelevant to the topic under discussion or are offensive to committee members or staff.



1. THE OVERALL FRAMEWORK

- **ARTICLE 4. QUORUM**

As stated in Article 1, the Chair may declare a committee open and permit debate to proceed when at least 20% of the representatives are present. If quorum is reached during the Roll Call (*Article 8*), it will be deemed established, and delegates may proceed with their opening statements.

- **ARTICLE 5. NOTE PASSING AND AGREEING WITH OTHER DELEGATES**

Note passing will be authorised as the sole method for delegates to communicate with one another during formal debates. This may be done through the intermediary of Pages - staff members assigned to this task - or directly between delegates if no Pages are available.

Pages are authorised to read the notes in order to verify that their content remains respectful. Delegates may not verbally express agreement with another speaker, as they are not permitted to interrupt; however, they may gently knock on the table to indicate agreement.

- **ARTICLE 6. SUSPENDING THE DEBATES**

This Motion is in order before coffee or lunch breaks and allows delegates and Chairs to step outside the committee room for a short recess. The delegate raising this Motion must propose a duration, in accordance with the schedule established by the Secretariat, for it to be considered in order by the Chairs.

Delegates may also raise this Motion at the end of the day before leaving the committee room.

- **ARTICLE 7. RESUMING THE DEBATES**

This Motion is in order at the end of the agreed suspension period (Article 6). Before this Motion may be raised, the Chairs must conduct the Roll Call and announce the quorum threshold. Once this is done, a delegate may raise a Motion to Resume the Debate, which is subject to procedural voting and requires a simple majority to pass.



2. OPENING THE DEBATES

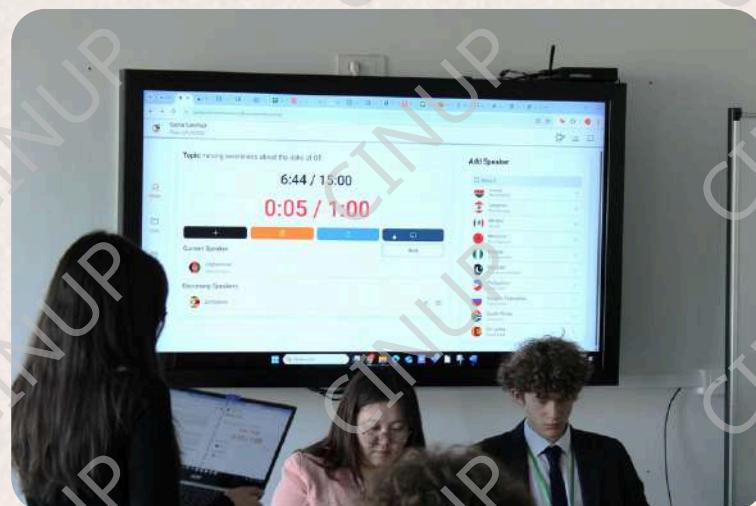
• ARTICLE 8. ROLL CALL

The roll call will be entertained at the beginning of every session - even after a coffee break or a lunch break - at the time given by the Secretariat.

The Dais will read out the list of the representatives registered in the committee, in alphabetical order. When called, a representative shall state their presence as "present" or "present and voting."

Those who stated "present and voting" during the roll call are not allowed to abstain during substantive voting regarding the adoption of an amendment, a clause, or a draft resolution. In any case, delegates are not allowed to abstain during procedural voting, such as Motions and caucuses.

If a delegate were to miss the roll call, the Chairs will automatically register them as absent. Later, they may enter the committee room and pass a note to the Chairs in order to state whether they are "present" or "present and voting."



2. OPENING THE DEBATES

- **ARTICLE 9. SETTING THE AGENDA**

Setting the agenda is relevant only if two topics were proposed to delegates prior to the conference. If so, this will be the first order of business for the committee.

A Motion to set the agenda should be made to put a topic area listed in the preparation material first on the agenda. This Motion requires a second. If there are no objections to the Motion, it will be directly adopted.

If the Chairs recognise seconds and objections, a Speakers' List will be established, with two speakers "for" this topic order and two speakers "against" this topic order.

After the entertainment of the four designated speeches, the committee will move to an immediate vote on the Motion. A simple majority is required for passage. If the Motion fails, the other topic area will automatically be placed first on the agenda.

Delegates will not be allowed to yield their time during this Motion.

- **ARTICLE 10. MOTION TO OPEN THE DEBATE**

After the agenda has been voted upon, the Chair will ask for a Motion to Open the debate in order to move into formal debate. A simple majority is required for this Motion to pass.

- **ARTICLE 11. OPENING STATEMENTS**

Opening statements of the representatives shall begin only if the Roll Call has been conducted, a sufficient Quorum has been reached, and the Agenda and a Speakers' Time have been set.

They are delivered in alphabetical order and shall last no longer than 90 seconds. They shall be used to share national stances, committee goals, and projects to be discussed.

Delegates cannot use any type of yielding during the opening statements.



3. FORMS OF DEBATE

• ARTICLE 12. THE GENERAL SPEAKERS' LIST

After the Motion to Open the Debate (article 10) passes and the Opening Statements (*article 11*) have been entertained, the committee will move on to the General Speakers' List (GSL). This Speakers' List will be opened at the end of every caucus - Unmoderated, Moderated, Tour de Table, Consultation of the Whole, or Round Robin - for all debate on the topic area selected, except when replaced by procedural Motions, Amendments, or the introduction of a Draft Resolution.

The GSL may be used to address general aspects of the topic area, to propose solutions to work on, to remind delegates of national stances, or to discuss any draft resolution that has been officially recognised as such by the Chairs.

The speakers' time established for the GSL cannot exceed 90 seconds. It will automatically be set to 60 seconds unless a Motion to change the speakers' time is raised and adopted.

Representatives may request to be added to the GSL by passing a note to the Chairs or by displaying their placards vertically instead of horizontally. Delegates must keep in mind that displaying their placards vertically only signifies their wish to be added to the GSL and does not apply to a moderated caucus speakers' list, for example. They may be removed from the GSL by sending a note to the Chairs.

Delegates cannot be added to the GSL if they are already registered on it.

Participants shall keep in mind that a Motion to close any speakers' list is never in order.

• ARTICLE 13. SECONDS AND OBJECTIONS

Seconds and objections are in order when a delegate raises a Motion, as the Chairs will consult the house by using a formula such as "Do we see any seconds? Any objections?"

Seconding a Motion means that delegates are eager to see it debated. Objecting to a Motion signifies that delegates do not wish to see it addressed.

If a Motion fails to gather any seconds, it will automatically fail and not be voted upon. On the other hand, if a Motion receives no objections, it automatically passes.

Seconds and objections must be expressed vocally and by raising the placards.



3. FORMS OF DEBATE

• ARTICLE 14. UNMODERATED CAUCUS

A Motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. This Motion is considered more disruptive than a moderated caucus and will therefore be voted upon in priority. The unmoderated caucus only possesses a total duration and thus has no topic or individual speaking time. A simple majority of members is required for passage. However, the Dais may rule the Motion out of order at their discretion if they consider it irrelevant and obstructing the debate.

During this Motion, delegates are authorised to stand up and occupy the committee room as they wish. They may discuss directly with one another and address matters tackled during previous caucuses.

• ARTICLE 15. MODERATED CAUCUS

The main purpose of the moderated caucus is to facilitate debate at critical junctures in the discussion, as well as to distribute the speaking time as equally as possible. A Motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. A moderated caucus possesses a topic, a total duration, and an individual speaking time. This Motion only requires a simple majority for passage.

Nevertheless, the Dais may rule the Motion out of order at their discretion if they consider it irrelevant and obstructing the debate.

The total time of a moderated caucus cannot exceed twenty minutes, with 90 seconds for individual speeches.

The delegate proposing the Motion and seeing it adopted shall be asked by the Chairs to choose whether to speak first or last. The Chairs will then ask the house if any delegates wish to state their positions on the topic of the moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end.



3. FORMS OF DEBATE

- **ARTICLE 16. CONSULTATION OF THE WHOLE**

The Consultation of the Whole allows the house to debate without the formal moderation of the Chairs for a defined lapse of time. During this caucus, the last speaker is expected to yield the total amount of time to another delegate at the end of their speech, the first speaker being the representative who raised the Motion for a Consultation of the Whole. The Consultation of the Whole possesses a topic and a total duration, but no individual speaking time.

Although there is no personal time limit, delegates shall aim to share the allocated time as much as possible and prevent it from becoming a dialogue between only some participants, thus excluding others.

- **ARTICLE 17. ROUND ROBIN**

The Round Robin functions in the same way as the Consultation of the Whole, except for the fact that the representative who proposed this Motion will automatically moderate the debate for the total duration of the Round Robin. Consequently, this delegate shall be the first to take the floor during the Round Robin and shall then choose the next speaker, and so on, until the end of the caucus.

A Round Robin possesses a topic and a total duration, but no individual speaking time.

- **ARTICLE 18. TOUR DE TABLE**

A Tour de Table operates similarly to a Moderated Caucus (*Article 15*), except that delegates will address the committee in alphabetical order instead of following an order defined by the Chairs. Thus, a Tour de Table possesses a topic, a total duration, and an individual speaking time.



3. FORMS OF DEBATE

- **ARTICLE 19. EXTENDING THE DEBATE**

Representatives may introduce a Motion to extend the debate when the time of the previous caucus has elapsed. This Motion will be submitted to procedural voting and requires a simple majority for passage. The duration of the extension cannot exceed half of the total duration of the original caucus.

- **ARTICLE 20. YIELDS**

A delegate granted the right to address the committee during a General Speakers' List (*Article 12*) or a Consultation of the Whole (*Article 16*) and who has not exhausted their allocated speaking time may yield in one of three ways at the conclusion of their speech. Delegates cannot yield during a moderated caucus.

If no yield has been expressed, a yield to the Chairs will automatically be assumed.

Representatives may yield to another delegate, to questions, or to the Chairs. Only one form of yielding at a time is allowed, and no yields may be made on yielded time.

A. Yielding to another delegate signifies that the remaining time will be offered to that delegate. If they accept the yield, the Chair shall recognise the delegate for the remaining time.

B. Yielding to questions signifies that questioners will be selected by the Chair and limited to one question each. The Chair possesses the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical and not intended to address relevant matters. Follow-up questions will be allowed only at the discretion of the Chair. Only the speaker's answers to questions will be deducted from the speaker's remaining time.

C. Yielding to the Chair signifies that the delegate wishes the remaining time to be annulled. The Chair will then move to the next speaker.

- **ARTICLE 21. MINUTE OF SILENCE**

Representatives may raise a Motion for a Minute of Silence before the Roll Call. A Motion for a Minute of Silence may also be raised during the debate in the case of critical situations. The Chairs will grant this Motion if they consider it relevant; their decision will not be subject to appeal.



4. RIGHTS AND POINTS

- **ARTICLE 22. RIGHT OF REPLY**

Asking for a Right of Reply shall be in order when a delegate considers that their personal or national integrity has been violated by another delegate. Rights of Reply may be requested by passing a note to the Chairs or by raising the placard at the end of the speech considered offensive. This right shall only be accepted if the delegate who felt offended is able to quote the statement that violated their integrity.

The Chairs will grant the Right of Reply at their discretion if they consider it relevant.

- **ARTICLE 23. RIGHT OF EXCUSE**

Rights of Excuse shall be in order when a delegate considers that their personal or national integrity has been violated by another delegate. In contrast to the Right of Reply, the Right of Excuse applies when the delegate who feels offended does not wish to respond to the offense and solely wishes for an apology.

It may be requested by passing a note to the Chairs or by raising the placard at the end of the speech considered offensive. In the same way as the Right of Reply, the Right of Excuse will be granted only if the Chairs consider it relevant and if the delegate requesting it is able to quote the specific statement that violated their integrity.

- **ARTICLE 24. POINTS OF PERSONAL PRIVILEGE**

A Point of Personal Privilege shall be raised whenever a delegate experiences personal discomfort that affects their ability to participate in the debate and wishes for the discomfort to be corrected. This includes situations as broad as requesting another representative to speak louder, asking to open a window, or to fill a water bottle (non-exhaustive).

In extreme cases, this point may be used to interrupt a speaker if the representative considers it urgent, although delegates should use this power with the utmost discretion.



4. RIGHTS AND POINTS

- **ARTICLE 25. POINTS OF ORDER**

A Point of Order may be raised during the discussion of any matter to indicate an instance of improper parliamentary procedure. A Point of Order shall interrupt a speech only if the procedure is not being correctly followed. Such a point may be raised only if the delegate is certain that the procedures are not being correctly applied.

The Chair is immediately addressed and will decide upon the Rules of Procedure. The Chair may rule out of order any point that is incorrect, after consulting the Rules of Procedure or contacting the USG for Academics. A representative rising to a Point of Order may not speak on the substance of the matter under discussion.

- **ARTICLE 26. POINTS OF PARLIAMENTARY INQUIRY**

When the floor is open to points and Motions, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the Rules of Procedure. This point may never interrupt a speaker.



5. COMMITTEE DOCUMENTS

- **ARTICLE 27. WORKING PAPERS**

Delegates shall establish Working Papers for committee consideration. They aim to guide the committee in its discussion and formulation of Draft Resolutions and do not need to be written in official format. Working Papers should be signed by a defined number of members, as sponsors or signatories. Working Papers are neither official documents nor Draft Resolutions, but they do require the signature of the Chair to be copied and shared with the committee.

Once distributed and approved by the Dais, delegates may begin to refer to that Working Paper by its designated number.

- **ARTICLE 28. DRAFT RESOLUTION**

A Draft Resolution may be referred to as such and introduced when it receives the approval of the Chair and is signed by a defined number of members, as Sponsors or Signatories. Participants shall keep in mind the difference between Sponsors and Signatories. The former indicates that the participant will support the entirety of the Draft Resolution and aspires for it to be adopted. The latter only indicates a desire for the Draft Resolution to be discussed in committee. A Draft Resolution requires a simple majority of members voting for passage (except in special committees such as NATO or the WTO).

Only one Draft Resolution will be passed per topic area. After a Draft Resolution is passed, voting procedure will end and the committee will move directly into the second topic area or will close the debate.



5. COMMITTEE DOCUMENTS

• ARTICLE 29. INTRODUCTION OF DRAFT RESOLUTIONS

Once a Draft Resolution has been approved by the Dais and has been copied and distributed, delegate(s) may Motion to introduce it to the committee.

Time permitting, the Chair shall read the operative clauses of the Draft Resolution. If not, they shall ensure that every participant possesses the correct document. The Motion to Introduce a Draft Resolution will then be submitted to a procedural vote, requiring a simple majority to pass, thus allowing the Draft Resolution to be considered and introduced on the floor.

Multiple Draft Resolutions may be presented, depending on the blocs formed within the committee. A Draft Resolution will remain on the floor until debate on that specific Draft Resolution is postponed or closed, or a Draft Resolution on that topic area has been passed. Delegates may refer to the Draft Resolution by its designated number or name. No delegate may refer to a Draft Resolution until it is formally introduced by the Chairs.

In order to discuss a Draft Resolution, representatives may raise a Motion for a Panel of Authors.



• ARTICLE 30. PANEL OF AUTHORS

This Motion will be considered in order after the introduction of at least one Draft Resolution. A Motion for a Panel of Authors requires a simple majority for passage.

The total duration may not be less than 5 minutes nor exceed 15 minutes. The allocated time shall be divided between the presentation time of the Sponsors and the question-and-answer time from the House. During the Panel of Authors, the designated Sponsors of the Draft Resolution will come to the front of the committee and present the main ideas of the document. The Chairs will then select speakers to ask questions to the Sponsors, in order to further detail the content of the Draft Resolution. The Chairs may rule out of order any questions considered rhetorical or not focused on the solutions proposed by the document.

This Motion may be followed by a Motion to Extend the Debate.

• ARTICLE 31. AMENDMENTS

Delegates may amend any Draft Resolution that has been officially introduced to the committee. Only one amendment may be introduced at any given time.

In order to be considered receivable, an amendment must be sent to the Chairs via email or note, indicating the name of the amendment, its signatories, its purpose (ADD/DELETE/REPLACE), the clause concerned, and the content of the amendment.

An amendment shall only be discussed after receiving the approval of the Chairs and collecting the signatures of a defined number of Member States.

Amendments to amendments are out of order; however, an amended part of a Draft Resolution may be further amended. Preambulatory clauses may not be amended.

A Motion to Introduce an approved Amendment may be raised when the floor is open. If the Motion receives the simple majority required to pass, the Chair will read the amendment aloud, time permitting. General debate will be suspended, and Sponsors will indicate whether they consider the amendment “friendly” or “unfriendly.” The former signifies approval of the amendment, and the latter signifies disapproval.

An amendment automatically passes and is added to the Draft Resolution if all Sponsors declare it “friendly.” On the contrary, if one or more Sponsors object, the amendment will be subject to a vote during the Substantive Voting Procedure.



6. MOVING INTO VOTING PROCEDURES

- **ARTICLE 32. SUBSTANTIVE VOTING**

All voting is considered procedural with the exception of voting on unfriendly amendments and on draft resolutions, which are considered substantive. While delegates must vote on all procedural Motions, with no abstentions allowed, they may abstain during substantive voting if they declared themselves “present” during the previous Roll Call. A delegate may not abstain if they stated themselves to be “present and voting” during the previous Roll Call.

All unfriendly amendments are to be voted on before any Draft Resolutions, in order to be added or struck.

During this voting, the doors must remain closed, electronic devices must be turned off, and cross-talking and note-passing are forbidden. Any person outside after the start of the vote shall not be authorised to enter until voting concludes.

All Motions and points are forbidden except for: the Motion to Vote Clause by Clause, to Vote by Roll Call, to Divide the Question, to Reorder the Draft Resolution, to Reconsider the Question, Points of Personal Privilege, Points of Order, and Points of Parliamentary Inquiry .

During substantive voting, a Motion that requires a simple majority needs more than half (at least 51%) of the committee members to vote affirmatively. A Motion that requires two-thirds to pass requires exactly two-thirds of the committee members to vote affirmatively.

- **ARTICLE 33. MOTION TO CLOSE THE DEBATE AND MOVE INTO SUBSTANTIVE VOTING PROCEDURE**

This Motion will be in order when all debates on the topic defined by the agenda have come to an end and when at least one Draft Resolution has been introduced. This Motion is subject to procedural voting.

After this Motion passes, the committee will automatically move into substantive voting procedure, and the debate can no longer be re-opened.



6. MOVING INTO VOTING PROCEDURES

- **ARTICLE 34. REORDERING DRAFT RESOLUTIONS**

The Motion to Reorder Draft Resolutions will only be in order after entering the substantive voting procedure and before voting has started on any Draft Resolution. If the Motion receives the simple majority required to pass, the Chair will take all Motions to reorder Draft Resolutions and then vote on them in the order in which they were raised. Voting will continue until either a Motion passes, receiving a simple majority, or all of the Motions fail, in which case the committee will move into voting procedure, voting on the Draft Resolutions in their original order. Only one Motion to reorder Draft Resolutions is in order in each round of voting procedures.

- **ARTICLE 35. DIVISION OF THE QUESTION**

After debate on any topic has been closed, a delegate may move that operative parts of a Draft Resolution be voted on separately. Dividing the Question allows the committee to vote on sections or sets of clauses before proceeding to voting on the Draft Resolution as a whole. The Motion can be debated to the extent of at most two speakers “for” and two speakers “against,” to be followed by an immediate procedural vote on the Motion.

If the Motion receives the simple majority required to pass, the Chair will take Motions on how to divide the question and prioritise them from most severe to least severe.

The committee will then vote on the Motions in the order set by the Chair. If no division passes, the resolution remains intact. Once a division, requiring a simple majority, has been passed, the resolution will be voted upon accordingly, and a substantive vote will be taken on each section to determine whether or not it is adopted.

If the Motion fails to gather a simple majority, it automatically fails and the Draft Resolution shall be voted upon in its original form.



6. MOVING INTO VOTING PROCEDURES

ARTICLE 36. VOTE CLAUSE BY CLAUSE

This Motion allows delegates to vote on operative clauses one by one. It is subject to procedural voting for approval and requires a simple majority for passage. After voting clause by clause, the document will be voted upon in its entirety during a substantive voting procedure.

This Motion may be combined with a Motion to Vote by Roll Call, but it cannot be considered during a Motion to Divide the Question (*article 35*).

ARTICLE 37. ROLL CALL VOTING

After debate is closed on any Draft Resolution, any delegate may request a roll call vote. Such a Motion is in order for substantive votes only. A Motion for a Roll Call Vote will be subject to a procedural vote and requires a simple majority for passage.

In a roll call vote, the Chairs will call representatives in alphabetical order starting with the first member present.

In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” or “Pass.” A delegate may request the right to explain their vote only when they are voting against the policy of their country; such a vote is termed “Yes/No with Rights.” A delegate who passes during the first sequence of the roll call must vote - and may not abstain nor pass - during the second sequence. The same delegate may not request the right to explain their vote during the second sequence.

All delegates who requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair and may not exceed thirty seconds. The Chair will then announce the outcome of the vote and whether the Draft Resolution is adopted or not.



6. MOVING INTO VOTING PROCEDURES

- **ARTICLE 38. RECONSIDERATION**

A Motion to Reconsider is in order when a Draft Resolution or Amendment has been adopted or rejected, and must be made by a member who voted with the majority on the proposal. The Chair will recognise two speakers opposing the Motion, after which the Motion will be immediately put to a vote. A two-thirds majority of the members present is required for reconsideration. If the Motion passes, the committee will immediately vote again on the Draft Resolution or Amendment being reconsidered.

- **ARTICLE 39. ADJOURNING THE MEETING**

This Motion will be in order after the Draft Resolution (or Draft Resolutions if two topics) has been adopted or rejected. It is subject to a procedural voting procedure and requires a simple majority to pass. If it passes, the Motion will automatically end the meeting.



II. SPECIAL PROCEDURES ADOPTED IN CERTAIN COMMITTEES



United Nations
Security Council
(UNSC)



North Atlantic
Treaty Organization
(NATO)



World Trade
Organization
(WTO)



Press Corps



Wargame



Crisis

UNITED NATIONS SECURITY COUNCIL (UNSC)

The United Nations Security Council is often one, if not the most competitive committee of the conferences, hence its registration in the expert category (in most cases).

It is one of the six main organs of the UN, and was created in 1945, after the ratification of the UN Charter, defining its responsibilities as the maintenance of international peace and security, in its 24th article. This UN organ is the sole authority to possess the capability to impose resolutions that are legally binding for member states, thus forcing them to fulfill the obligations adopted.

The UNSC is composed of 15 members, including 5 permanent members (known as the P-5 members) - the French Republic, the Russian Federation, the People's Republic of China, the United Kingdom of Great Britain and Northern Ireland and the United States of America - and 10 non-permanent members. The non-permanent members are elected each year, by the General Assembly, in groups of five, for two-year terms.

- **RIGHT TO VETO**

The veto power is one of the most significant distinctions between permanent and non-permanent members - coupled with the permanency of the seat - and is defined by article 27 of the Charter. It "allows any of these nations to unilaterally block the adoption of any resolution, regardless of the level of other international support"¹.

It was granted to the now called P5 members, as world leaders wanted to ensure the creation of an effective new international order, to prevent future conflicts, in the aftermath of World War II and the failure of the League of Nations. The goal was to confer a decisive role in maintaining global security, which led to negotiations during the 1944 Dumbarton Oaks Conference and the 1945 Yalta Conference.

- **P5 CAUCUS**

The P5 caucus is specific to UNSC committees, as it gathers the five permanent members in a moderated caucus (*article 15 ROP*). Thus, it automatically excludes all the non-permanent members from these discussions.

It can be proposed by one of the P5 members, if a matter discussed within the UNSC is presupposed to be vetoed during the vote of the resolution, or if the debate at an impasse, for example.

¹ Better World Campaign, UN, Explained: The History of the United Nations Security Council Veto, 02/09/2025.
<https://betterworldcampaign.org/peace-and-security/un-explained-the-history-of-the-united-nations-security-council-veto>

NORTH ATLANTIC TREATY ORGANIZATION (NATO)

On 4 April 1949, the Foreign Ministers from 12 countries signed the North Atlantic Treaty (also known as the Washington Treaty) at the Departmental Auditorium in Washington, D.C. NATO's

founding member countries were: Belgium, Canada, Denmark, France, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, the United Kingdom and the United States².

The Alliance is now composed of 32 member countries, referred to as "NATO allies". Altogether, they discuss and negotiate upon political and security issues, and make collective decisions.

Its main goal is to adopt essential and enduring frameworks, in order to "safeguard the freedom and security"³ of all its Allies, located in Europe and North America. NATO's field of action can address the political and military fields, to ensure the collective defence of all member states, against all threats, from all directions.

- **CONSENSUS**

NATO's key characteristic is the need for a consensus of the 32 member states for any substantive voting, and thus draft resolution to pass. In comparison to UNSC, each country effectively possesses a right to veto, as a single vote could strike the whole content of a Draft Resolution.

² Better World Campaign, UN, Explained: The History of the United Nations Security Council Veto, 02/09/2025. <https://betterworldcampaign.org/peace-and-security/un-explained-the-history-of-the-united-nations-security-council-veto>

³ *Ibid*

WORLD TRADE ORGANIZATION (WTO)

The World Trade Organization is a “member-driven⁴” international body, with decisions taken by consensus among all member governments.

The obligation for consensus represents its particularity, as the WTO is different from other instances, such as the World Bank and International Monetary Fund, because “power is not delegated to a board of directors or to the organization’s head”⁵.

The WTO is composed of more than 160 member governments. Thus, reaching consensus often seems complicated, but this allows its decisions to appear more legitimate than those of other UN bodies, when adopted. Plus, the sanctions defined by the World Trade Organization are imposed by member countries, and not by the membership as a whole. Its highest authority is the Ministerial Conference. This instance can take decisions on all matters, and is supposed to meet at least once every two years.



⁴ Whose WTO is it anyway ? https://www.wto.org/english/thewto_e/whatis_e/tif_e/org1_e.htm

⁵ *Ibid*

PRESS CORPS

The Press Corps committee is composed of journalists - they can represent a specific media or be independent - whose goal will be to cover the debates in the different committees, to organize press conferences, cover crises, and conduct interviews.

This committee's particularity is that Delegates do not meet to debate specific matters, as they are splitted in the other committees, and will remain with their allocated ones during the conference.

Furthermore, the Press Corps does not adopt or reject a Draft Resolution at the end of the conference. The journalists will publish press releases and articles as debates go by and crises occur.

WARGAME

A war-game committee simulates fast-paced military or geopolitical conflict scenarios. Delegates often represent military commands, national war cabinets, intelligence units or strategic groups rather than typical diplomatic roles. The focus is on strategy, resource allocation, conflict escalation and real-time decision-making.

War-games usually follow a structured timeline where actions have tangible consequences, and the simulation evolves based on military maneuvers, operations and strategic planning. The committee proceeds in "rounds," each representing a period of time in the conflict. Actions are evaluated at the end of each turn. Delegates issue *operational orders*, *battle plans*, *Communiqués* or *directives* rather than drafting long resolutions. Every action changes the situation—loss of resources, territory, alliances, etc. Wargames generally have maps and props to visualise everything such as movement of troops, fleets and resources.

CRISIS

A crisis committee is a dynamic MUN committee that simulates a rapidly changing scenario. Delegates usually represent personalities (ministers, fictional characters, political leaders, generals, CEOs, revolutionaries) with personal powers and portfolios. Delegates have specific powers and personal agendas tied to their character; success depends on using these creatively. Crisis committees focus heavily on creativity, fast diplomacy, personal influence and quick response to new developments. Debate is quick and Moderated Caucuses dominate rather than long speaker lists. The Crisis Team (Crisis Director & Backroomers) injects new events that upheave the situation: coups, assassinations, disasters, rebellions, information leaks, etc. Delegates send written notes to Crisis Directors to execute personal actions such as spying, negotiating, making deals, deploying resources etc.

• CRISIS FORMATS:

In a *single-cabinet crisis*, all Delegates sit in one room and react collectively to updates.

Joint-cabinet crises (JCCs) involve two or more opposing committees whose actions directly affect one another, often used for wars, revolutions or rival political factions; these committees frequently pass joint directives when cooperation is needed across cabinets.

Split crises start as a single committee but secretly divide into separate factions, each with different goals and information, creating hidden agendas and competitive directives within the same simulation.

• DIRECTIVES

Across all crisis formats, Delegates typically use public directives (committee actions visible to everyone), private directives or personal crisis notes (secret individual actions sent to crisis staff) and joint directives (collaborative orders created between cabinets or factions).



III. DELEGATE INSTRUCTIONS



I. THE ROLE OF DELEGATE

A Delegate in a Model United Nations serves primarily as a representative and voice for an assigned Country. Their speeches, votes, amendments, and written work must reflect their Country's real-world policies and interests, staying consistent with their actual constraints and priorities. Understanding the topic's history, key statistics, previous actions, and legal frameworks strengthens their credibility and allows them to argue more effectively in committee.

Another key role expected from a Delegate is to be a negotiator and coalition-builder. Committee outcomes rely on votes and cooperation, so building alliances, trading support for clauses, and working with states whose priorities overlap between countries is essential to advancing your agenda. Diplomacy and communication also define effective delegation. A participant shall always remain respectful and use diplomatic language.

Successful Delegates are tacticians who understand procedural rules. Knowing when to use Motions, Points, and strategies allows Representatives to protect their interests and influence the Committee's direction at critical moments.

2. GOALS

In order to keep their positions rooted in the real-world stance, priorities, and constraints of their assigned country, delegates must accurately reflect these factors. Whether that means establishing funding lines, enacting strict enforcement measures, safeguarding sovereignty, or adding clear frameworks, their job is to mould the draft resolution in a way that advances their primary goals.

Coalition-building is equally important. Delegates should work to assemble a reliable voting bloc or at least gain the support of key swing states that can back their Draft Resolutions or Amendments.

Delegates should aim for learning and skill growth. The simulation is a chance to improve research making, public speaking, negotiation, quick thinking, and mastery of procedural rules.



3.**BEHAVIOUR TO ADOPT:
BEFORE, DURING, AND AFTER THE SIMULATION****• BEFORE THE SIMULATION (PREPARATION)**

Representatives should carefully read the background guides and mandate of their Committee, and take the time to fully understand the scope, responsibilities, and limits of the body they are participating in. After that, but still before the conference, delegates must write a clear and focused position paper that is usually one page long (not including the bibliography). The paper should give relevant background information, outline their country's past actions, and present clearly prioritised solutions. They should also write drafts of their opening speech so they can confidently present their positions at the start of the session.

Delegates should take the time to look at other delegates' Position Papers (which can be found on Mymun) or do research on what they are likely to say in order to find potential allies and enemies. This will help them plan their strategy for both negotiation and coalition building.



3.

BEHAVIOUR TO ADOPT: BEFORE, DURING, AND AFTER THE SIMULATION

- **DURING THE SIMULATION (ON-FLOOR CONDUCT)**

Delegates must speak clearly and strategically during the simulation. The Committee shall begin with a 60–90 second Opening Speeches, per Countries, that frames the problem from the Speaker's perspective and previews their overall approach.

Lobby actively off the floor. Caucus time, especially during Unmoderated Caucuses, is critical for drafting and building coalitions.

Draft and circulate resolution drafts early. A Working paper or Draft resolution gives other delegates something concrete to review, sign, and amend, which can help move negotiations forward efficiently.

Amend with intent. Delegates must propose constructive Amendments that make the Draft Resolution more acceptable to target supporters, while avoiding minor nitpicking that can create unnecessary conflicts.

Vote intentionally. Voting no is sometimes required to draw a clear red line, while other times it is strategically preferable to support a flawed but acceptable text. Make choices based on your long-term goals and strategy.

Keep tabs on signatories and sponsors. While being a signatory shows dedication without taking full responsibility for the resolution, being a sponsor of a successful resolution boosts your profile and shows leadership. Remembering that national positions shouldn't be at odds with sponsorship or signing.

- **AFTER THE SIMULATION (DEBRIEF & GROWTH)**

Review chair/organizer feedback. Ask peers what persuaded them about your arguments and where you failed. Update your playbook and factsheet for future conferences.



4. ETHICS

Delegates must refrain from fabricating treaty signatures or lying about actual facts because doing so hinders the Committee's operations and the flow of its discussions.

Since mutual respect is essential to diplomacy, participants must refrain from using derogatory, racist, or demeaning language. They shall avoid over-speaking without substance, and prioritize quality, as each speech should move the debate forward.

5. DRESS CODE

Delegates must dress as though they are attending a formal meeting or job interview because the majority of Model UN and diplomatic simulations demand business professional attire.

Core items include dress shirts or blouses, closed-toe dress shoes and suits or blazers with trousers or skirts.

Accessories: minimal jewellery, basic scarves or ties.

Religious or cultural clothing is acceptable as long as it complies with formalities.

You shall not wear clothing such as jeans, T-shirts, shorts, sneakers, flip-flops and distracting or disrespectful slogans.

6. TIPS

Your voice is crucial, to make sure that everyone can hear and understand you clearly, so delegates should project their voice, speak slowly enough and with a clear tone. Also, the speeches need to be well-structured, and relevant regarding the topic being addressed. Be careful not to concentrate solely on your notes, and make sure to look around the room to engage your audience and project confidence. To not be destabilized by the sound of the gavel, keep a close eye on your time.



IV. CHAIR INSTRUCTIONS



1. THE ROLE OF A CHAIR

Your goal as a chair is to run a fair, dynamic, and educational committee that leaves delegates feeling respected, challenged, and inspired. Delegates, fellow staff, and the Secretariat all rely on you to maintain order, neutrality, and professionalism throughout the session. Be punctual, dress appropriately in business casual attire, and model respectful behavior at all times to set the standard for the committee.

As neutrality is essential, you need to treat all delegates equally, regardless of their experience, policy stances, or your personal rapport with them. Every participant should feel that their voice is valued. Moreover, chairs should master the Rules of Procedure (ROP), understand the agenda and familiarize themselves thoroughly with the topics relative to their committees to guide debate effectively.

Finally, timekeeping is crucial during MUNs, so Chairs must manage the schedule smoothly, including sessions, caucuses and breaks, to ensure the committee runs efficiently and track delegate contributions in both formal settings (Moderated Caucuses) and informal settings (Unmoderated Caucuses) using personal trackers, so you can provide accurate feedback. Offer constructive comments on position papers and delegate performance to help participants improve their skills and engagement.



2. PRE-CONFERENCE PREPARATION

You have to be completely comfortable with your conference's Rules of Procedure (ROP), as it varies from a conference to another. Thus, you must anticipate common procedural Motions (Moderated, Unmoderated, Tour de table, Consultation of the Whole, Round Robin...) and know how to handle them quickly. Furthermore, you shall know how to set these Motions on Mymun. Read the study guide thoroughly even if you wrote it. Understand multiple perspectives so you can recognize strong, accurate arguments. Decide chairing roles with your co-chair (if applicable): Who runs the software, Who tracks speaking times, Who takes detailed notes (flow)

- **HOW TO WRITE A STUDY GUIDE**

The study guide is the backbone of your committee. It identifies and defines the key notions, sets the level of research and expectations for the debate. A strong guide produces prepared delegates and a lively simulation.

First step : Understand your Committee and make adequate research to match the complexity to the level expected for the committee (beginner, intermediate, advanced). Use reputable, recent sources (UN reports, government statements, think tanks, scientific articles).

Second step : Structure the Guide Clearly, by adding an introduction with a brief overview of the topic, as well as key definitions (placed in alphabetical order), a topic background with its history, key actors and important UN actions. After, the chairs should detail blocks positions, by underlining typical stances or bloc tendencies for delegates to grasp these issues correctly. Finally, a Study Guide is composed of a part where the chairs stress the key issues, the Questions a resolution shall answer, and a bibliography / resources to further the delegate's knowledge on the topic.

Third step : Never take sides or present one policy as "correct." Ensure that the data, numbers and case studies mobilized are fact-checked.



2. PRE-CONFERENCE PREPARATION

• HOW TO EVALUATE POSITION PAPERS:

Gives an early sense of delegates' knowledge levels. Allows you to provide feedback to strengthen committee debate. Informs award decisions (such as "Best Position Paper" or general preparedness).

Core Evaluation Criteria: Has the delegate accurately summarized the issue? Are they aware of major actors, causes and implications? Is the delegate representing their assigned country authentically? Do they provide relevant historical context or past policies? Are the policies realistic within the UN framework? Do they align with the country's interests and suggest innovative but plausible solutions?

Originality in Position Papers: Chairs must ensure originality. Before reading for substance, run each position paper through the AI-detection tool provided by the Secretariat. Mark any papers that have unusually high AI-generated content or plagiarism. Follow the conference policy on suspected AI use. This may involve notifying the Secretariat or requesting clarification from the delegate.

3. MANAGING TECHNOLOGY AND RECORDS

Keep the Speakers List, Caucus times, and Amendments organized. Practice using the system (Mun command) before the conference; as glitches slow debate. Take concise but structured notes of every speech, amendment, and Motion. Track key arguments, Frequency of speaking and Influence in lobbying/unmods.



4. CONDUCTING THE DEBATE

Setting the tone early

Try opening the session with clear expectations about decorum, procedure and respect. Reassure nervous or new delegates that the committee is a learning space.

Staying Neutral and indulgent

Separate your own biases from the debate. Don't project expectations about how the committee "should" run or how delegates "should" respond. Remember: you're facilitating their simulation, not yours. Gently correct first-person speech or un-diplomatic behavior but avoid over-policing.

• **TIPS FOR MODERATED CAUCUS**

Announce when there is only 10 seconds left: you can use the gavel for that. Don't react visibly to speeches. Encourage First-Time Speakers: Make sure everyone has a chance. Use "Right of Reply" and "Right of excuse" sparingly: Maintain decorum and keep the mod moving.

for more details, please read the GENERAL ROPS DOCUMENT



by CINUP

5. MONITORING LOBBYING AND INFORMAL SESSIONS

Never neglect unmoderated caucuses, as this is where most of the negotiation happens. Walk the room, listen to conversations and observe coalition-building. A delegate's real influence is often most visible here.

Take quick notes immediately after unmods about who led negotiations, who compromised and which ideas gained traction, those will be essential for the nomination of awards.

To facilitate this process, you can assign zones or blocs with your co-chair to cover different groups, then, you may compare your notes after each unmod.

Finally, “pages” and staff members can discreetly relay information on which delegates are active. Brief them on what to watch for before the committee begins.

6. EVALUATION AND DECIDING AWARDS

After every session, compare notes with your co-chair and score delegates under each category to maintain objectivity. Focus on impact: who shaped the debate, who built consensus and who successfully turned ideas into outcomes.

Mostly, the attribution of awards should be based on the researches done prior to the conference, the relevance, the writing of the Position Paper, the participation into drafting a Resolution, the coalition-building capacities and the respectfulness that delegates have adopted.

Chairs may add bonus criteria if they noticed singular qualities in a delegate, such as excellent comprehension and use of the Rules of Procedure relative to the conference.



Delegates improve fastest with targeted, constructive feedback from someone who observed their performance. In order to distribute accurate feedbacks, you need to take notes during debates, in order to give examples to illustrate your points. Balancing and encouraging is important, you must highlight what they did well alongside what they can improve, as well as furnish examples of strong and weak tactics.

It is encouraged to give personal feedback privately, if the Delegate wishes it. On the other hand, group feedback can address common issues without revealing awards.



V. CHAIR'S BASIC LEXICAL



CHAIR'S BASIC LEXICAL

1. AT THE BEGINNING OF THE DAY / COMMITTEE SESSIONS

- “We will now conduct the Roll Call, you should state if you are present or present and voting.”
- “Now that the Roll Call has been conducted, the Quorum is set to ..., the simple majority is set to..., and the qualified majority to...”
- “We will now open the General Speaker’s List, if you wish to be added to it, please raise your placards high and now.”
- “Delegate of..., the floor is yours for (duration of the individual speaking time in GSL).”
- “We will now proceed with the next speaker, delegate of, you have been recognized.”

2. FOR OPENING THE FLOOR TO MOTION AND VOTING

- “We will now close the General Speaker’s List and open the floor to Motions. Do we have any motions on the Floor ? If so, please raise your placards now.”
- “This motion is in order, do we have any Seconds ? Any Objections ?”.
- “Could you specify the total duration / individual speaking time / topic ?”
- “This motion is not in order, and shall not be voted upon”.
- “All the delegates in favour of this motion, please raise your placards high and now. (...) All those against.”
- “We are looking for a very specific motion (motion to suspend/resume the debate...).”



3. AT ANY TIME DURING THE DEBATES

- “Delegates, please refrain from using personal pronouns.”
- “Could you stand up please ?”
- “Order in the House.”

4. DURING CAUCUSES

- “We will now entertain a Moderated/Unmoderated... Caucus, for (total duration).”
- “Delegates, the Unmoderated Caucus has elapsed, please go back to your seats.”
- “Thank you Delegate, your time has elapsed.”

5. MOVING INTO SUBSTANTIVE VOTING

- “We will now close the debate and move into Substantive Voting. Please close all of your electronic devices and remain seated.”
- “We will now vote upon Unfriendly Amendments (presents the Unfriendly Amendments).”
- “We will vote upon the first Draft Resolution (name).”
- “This Draft Resolution is adopted, clapping is in order.”
- “This Draft Resolution is rejected.”



VI. COMPOSITION OF A SECRETARIAT

The hidden and not so hidden figures of Model United Nations

Understanding the composition of a MUN Secretariat

The Secretariat of a Model United Nations is composed of multiple persons, that were all attributed specific tasks, as broad as recruiting chairs, organizing socials or even allocating delegates to the different committees.

Despite these diverse missions, they all possess the same ultimate goal : make sure that the conference goes by in the smoothest way possible, as well as guarantee that everybody - chairs, delegates, staff members - have an unforgettable time !

We will describe and clarify the differences between the roles of SG, DSG, USG, ASG and staff members of a classical MUN conference.



COMPOSITION OF A SECRETARIAT

THE SECRETARY-GENERAL (SG)

The Secretary-General is the head of the conference, they represent the ultimate authority in decisions, supervision, and execution. Some conferences may even have two Secretary-generals, in order to double the fun !

Most of the time, the SG is elected around a year before the conference, in order to be able to have time to plan it all out ! As they are elected prior to the conference, they define the guidelines to follow, and conduct the meetings of the Secretariat.

Together, with the DSG and USG academics, they choose the most interesting topics for the conference, and then proceed to recruiting the chairs.

Their goals are to oversee committees and the whole conference, in general. They must ensure smooth functioning of logistics, good coordination between the secretariat, as well as a clear comprehension of the ROP's (rules of procedure).

If necessary, they are responsible for making official announcements and rulings. For example, in the most extreme cases, the SG may decide if a participant is to be excluded from the conference, based on the actions that he/she committed.

THE DEPUTY SECRETARY GENERAL (DSG)

The Deputy Secretary General is second-in-command, their goal is to assist the Secretary General in decisions-making processes, as well as stepping in during their absence.

Just like the Secretary-General, the DSG is usually elected around a year before the conference.

Their tasks are to implement policies and directives set by the Secretary General, and supervise the work of Under Secretaries (USGs). They coordinate inter-departmental communication, are in charge of monitoring the progress of ongoing projects and delivering reports to the Secretary General. Finally, they may handle specific assignments delegated by the Secretary General.



COMPOSITION OF A SECRETARIAT

THE UNDER-SECRETARY-GENERALS (USGS)

While delegates are busy arguing about global crises, there's a secret squad making sure everything doesn't completely fall apart—the Under-Secretary-Generals, or USGs for short. Think of them as the superheroes behind the scenes, each with their own department and set of superpowers, assigned way before the conference so nobody's running around panicking like it's the last episode of a reality show.

Basically, USGs are the bridge between the big bros (the Secretary-General and Deputy Secretary-General) and the rest of the staff. They keep tabs on departmental operations, make sure everyone's doing their job and send regular "Hey, we're on track!" updates to the SG and DSG. Imagine them as part manager, part parent and part hype squad. The USG's are usually divided into departments reflecting key functional areas such as:

- **USG FOR ACADEMIC AFFAIRS :**

These folks are the ones making sure the committees aren't just fancy debating clubs for people who love talking in caps lock. They recruit chairs, interview them (and yes, you better be prepared), check study guides, and make sure everyone actually knows the rules of procedure because let's face it, nobody wants a committee meltdown mid-resolution. During the conference they will be regularly making sure that everything goes well in committee by consulting the Chairs.

- **USG FOR LOGISTICS :**

Basically, the people who make sure the conference physically exists and runs without chaos. They handle venues, tech (like creating the WhatsApp group you're probably overusing), registration, schedules and the holy trinity of MUN swag: placards, lanyards, and goodies. Without them, you'd probably be standing in a room arguing about climate change with no chairs and no Wi-Fi.

- **USG FOR COMMUNICATIONS :**

These are the social butterflies wandering around committees snapping photos, posting on socials, sending announcements and generally making sure the conference doesn't vanish into thin air. They're basically the ones making your MUN fame happen.



COMPOSITION OF A SECRETARIAT

THE UNDER-SECRETARY-GENERALS (USGS)

- **USG FOR EXTERNAL RELATIONS AND PARTNERSHIPS :**

The charmers of the team; their goal is to provide the best partnerships to the conference. Their fields of competencies range from establishing a contract with other conferences, to contact sponsors and external partners. Think of them as business-savvy diplomats who network harder than anyone in the cafeteria line trying to score the last cookie.

- **USG FOR SOCIALS :**

These are the party planners of the MUN world. They organize all the social events during the conference, making sure delegates get a break from debating global crises and can actually have fun. They coordinate closely with the USG for External Relations and Partnerships to pick venues, wrangle sponsors, and basically make sure the snacks are worth the effort.

- **USG FOR DELEGATE SERVICES :**

These people are basically the friendly neighborhood guides for delegates. Their job is to make sure you end up in a committee that actually fits your vibe (as much as humanly possible) and that you know the logistics, schedules and all those “where do I go now?” questions. They are the ultimate middlemen between delegates and the Secretariat. Think of them as MUN concierges.

- **USG FOR FINANCE / TREASURER :**

Money makes the MUN world go round and these are the money magicians keeping it all in check. They manage the budget, track expenditures, approve transactions and make sure the conference doesn't spend all its funds on coffee and lanyards (well... mostly). Without them, the whole thing would collapse into a glorious chaos of IOUs.



COMPOSITION OF A SECRETARIAT

THE ASSISTANT SECRETARY GENERAL (ASG)

Their main role is to support the USGs and higher-level executives in administrative and operational tasks. Just as the USGs, they are allocated to a special department prior to the conference. Thus, they may be part of the communication, academics, or even logistic department.

They handle day-to-day operational tasks, such as : printing, organizing the registration desk, helping in recruiting the chairs, or even providing technical support. They also follow up on delegated tasks, making sure nothing falls through the cracks. Basically, they're the caffeine-fueled glue holding everything together.

THE STAFF MEMBERS

As staff members are recruited after the other members of the Secretariat, they receive less visibility, and are often considered as the unsung heroes but they are the operational backbone of the conference as they shall execute tasks and support higher-level management. In short, a conference couldn't function correctly without its staff members and their determination to help the secretariat. They provide administrative and logistical support such as photography, scheduling, and correspondence. Without them, the conference wouldn't just struggle—it would probably descend into full-blown chaos. They're like the mysterious wizards working behind the curtain, quietly saving the day.

