



SCMUN

St. Catherine's Model United Nations Conference

STUDENT OFFICERS' MANUAL

Rules of Procedure · Lobbying · Chairing · Resolution Writing

This manual must be read fully before the conference opens.

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Chapter 1: Introduction

1.1 Purpose of This Manual

This Student Officers' Manual is the reference document for all Student Officers serving in any General Assembly committee or specialised committee at the SCMUN conference. Committees operating under separate guidelines, the Security Council (SC), Historical Security Council (HSC), the International Court of Justice (ICJ) and similar forums, should also consult their own dedicated manuals for more details on all procedural matters.

This manual covers every facet of the Student Officer role. Therefore, it must be read comprehensively before the conference. This is extremely important as it ensures that Student Officers are well-versed on all rules of procedures, and can apply these rules consistently, fairly, and with sound judgement.

1.2 The Student Officer's Role

At the heart of the Student Officer's purpose is service to the delegates and to the integrity of the conference. This circumscribes the following facets:

- **Procedural authority:** Student Officers are the committee's experts on the Rules of Procedure. They apply rules consistently, explain them clearly when challenged, and correct errors without hesitation.
- **Expertise:** Each Expert Chair holds detailed knowledge of one agenda topic (the agenda topic they have written a study guide on). They answer factual questions, guide lobbying groups, and evaluate the quality and accuracy of submitted clauses in order to offer substantial feedback.
- **Facilitation:** Student Officers actively ensure broad delegate participation, prevent any single group from dominating proceedings, and steer the debate toward meaningful resolutions.
- **Role modelling:** The behaviour, professionalism, and conduct of the Chair panel sets the standard for the entire committee. Delegates observe everything.
- **Quality assurance:** Student Officers are check for plagiarism, format errors, policy misrepresentations, and violations of the UN Charter, before anything reaches the Approval Panel.

The Rules of Procedure exist to allow for a fruitful and productive debate. Always apply them faithfully, but with judgement. If the rules are impeding the quality of discussion, use your discretion to restore the situation without departing from the procedural framework presented in this manual.



Chapter 2: The Introductory Meeting

2.1 Purpose and Importance

The introductory session on the first day of the conference is among the most consequential moments of the entire SCMUN Conference, as it establishes the committee's tone, communicates procedural expectations, and ensures that every delegate begins the conference with a clear understanding of how it operates. A well-run introductory session prevents hours of procedural confusion later in the week. A poorly run one can undermine the committee's credibility before the first resolution is even introduced. A thorough introductory meeting should last approximately 30-50 minutes.

2.2 Order of Proceedings

The introductory meeting must cover all of the following, in order:

1. Roll Call: Student Officers call each delegation by name. Delegates respond 'present'. If delegates respond with 'present and voting', the Student Officer should clarify that this means that they can't abstain from any voting procedures, and record this on the roll call list. Ask at the end: 'Are there any delegations that were not called?', and add these to the roll call list.
2. Brief introduction of all Student Officers: each gives their name, school, and role (Chair 1 / Chair 2 / Chair 3).
3. Introductory presentation covering all of the following points:
 - The conference schedule and your committee's specific timetable. Stress that punctuality is non-negotiable.
 - Full walkthrough of the Rules of Procedure: all points and motions, debate modes, amendment procedure, and voting. A Rules of Procedure presentation can be found in the Conference Drive.
 - Brief overview of all agenda topics. This is at the discretion of the Main Chair/President, as this can also occur before lobbying on each respective agenda issue.
 - Explanation of the lobbying procedure and how delegates can make the most effective use of lobbying time.
 - Opening Speeches (for GA committees only): purpose, who will deliver them, time limit, and format. The Secretariat will have shared a list of delegations delivering an opening speech prior to the conference.
 - Co-submitting rules: how alliances work, what the Main Submitter does.
 - Conduct expectations: active engagement throughout the conference; no conversations during speeches; formal dress at all times.
 - Dress code: formal business attire required. No jeans, trainers, or national/cultural attire. No political symbols.
 - Plagiarism policy: definition, prohibition, and consequences.
 - Technology policy: phones on silent at all times during sessions. Laptops permitted for research, amendment writing, and reading resolutions - not for unrelated activities. Stress that this is also the case for all ceremonies, and the GA plenary. Failure to adhere to this can result in the confiscation of that device.
4. Organisation of lobbying: which delegates will form which groups; how to begin.
5. Absence procedure: delegates who need to leave must write the Chairs a note in advance, explaining the reason, the time of departure, and their expected return. A similar procedure



occurs for delegates who weren't present during roll call. They must also send a note to the chairs and explain their lateness. They leave their conference badge with the admin staff.

6. Open the floor to questions. Answer all delegate queries clearly and completely before proceeding.

Agree with your co-chairs on answers to all likely questions before the introductory session. Contradictory information from different Student Officers can be confusing, particularly for beginner delegates.

2.3 Opening Speeches (GA committees only)

Opening Speeches give delegates the opportunity to formally state their country's position on all three agenda topics before lobbying and formal debate begin. Not every delegation delivers an Opening Speech: a predetermined list, provided by the Secretariat, identifies the delegations entitled to speak.

- Each selected delegation delivers one Opening Speech of no more than one minute. The Chair will interrupt and move on if the limit is exceeded, without exception.
- The purpose is to declare the delegation's stance on the two main committee issues and to raise any relevant perspectives not addressed in the Study Guides.
- Applause is only in order after all opening speeches have concluded.
- There is no Right of Reply during Opening Speeches.



Chapter 3: Rules of Procedure

3.1 Quorum

Quorum is the minimum number of delegates that must be present for a session to be declared open. At SCMUN, quorum is set at one-third (1/3) of the total number of registered delegates in the committee. Once this threshold is met, the session may be declared open and debate may proceed.

A higher threshold governs voting: the presence of a majority of the committee's members (more than 50%) is required before any vote on a resolution, amendment, or procedural motion can be taken. Student Officers must therefore maintain continuous, precise records of attendance. This should be done through the roll call sheet. If the committee falls below a simple majority during proceedings, the Chair must pause before any vote is held, and inform the Responsible Secretariat Member (RSM) of that committee.

3.2 Roll Call

Roll Call is conducted at the opening of every session (beginning of the day), and upon returning from any break during the day. This is pivotal for tracking attendance, ensuring quorum, and maintaining the legitimacy of any votes taken.

The procedure is as follows:

- Chair 1 announces: 'The house will now proceed with Roll Call. When your country is called, please raise your placard and state "present".'
- Chair 2 marks attendance on the Tally Sheet, which is maintained throughout the conference. All absences and late arrivals are logged here.
- At the end of Roll Call: 'Are there any delegations that were not called?'
- Delegates who return from a break after Roll Call has been taken must send a note to the Chairs. If they do not, the Chairs should send a note asking for an explanation.
- Absent countries are recorded on the roll call list, shared by the Responsible Secretariat Member of each committee. This should not be shared with anyone else.

Please view the Chair roles further down in the manual to understand the responsibilities of Chair 1 and Chair 2.

3.3 Debate Mode

3.3.1 Open Debate

Open debate is the standard mode when debating resolutions. In open debate, delegates may take the floor and deliver speeches either in favour of or against the resolution as a whole. Debate time is set and announced by the Chair after the Main Submitter has read the operative clauses.

An important principle that applies at all times: resolutions are debated in a vacuum. If one resolution on a topic passes, it does not invalidate or supersede any other resolution on the same topic. Multiple resolutions may pass independently. Student Officers must, therefore, prevent delegates from making arguments that contradict this.



3.3.2 Closed Debate

Closed debate refers to debating amendments of the first and second degree. In closed debate, the Chair sets a fixed time for speeches in favour and a fixed time for speeches against the amendment. The floor does not open generally; the Chair controls all speakers. Entry into closed debate must be announced explicitly: 'The house will now enter closed debate on this amendment. The Chair sets [X] minutes in favour and [X] minutes against.' The Chair must set the same number of speakers in favour and against the amendment.

3.4 Points

Points are available to delegates during formal debate. As a general rule, no point may interrupt a speaker. The sole exception is a Point of Personal Privilege when it concerns audibility. All other points are entertained only when there is a natural pause in debate. For instance, they can take place when the speaker yields the floor, or when the Chair opens the floor between speakers.

Delegates may not simply state their point; they must first raise their placard and wait to be recognised by the Chair. The Chair must always repeat a point to the house before ruling on it, so that all delegates understand what is being raised. A full explanation of the Chair's reasoning should also be offered to the committee, in order to prevent frustration, but also to encourage knowledge sharing in the committee.

3.4.1 Point of Personal Privilege

This point addresses the physical comfort and well-being of the delegate - for example, a delegate speaking quietly, or an excessively warm room. It is the only point that may interrupt a speaker, and only when the issue is audibility. It may never reference the content, policy, or substance of a speech.

3.4.2 Point of Order

A Point of Order challenges a procedural error made by the Chair (for example, setting the wrong amount of debate time, counting a vote incorrectly, or applying the wrong debate mode). It must relate to something that has just occurred; retrospective Points of Order are out of order. When a Point of Order is raised, the Chair must pause, hear it, and rule on it clearly, by explaining the decision to the full house, not just the delegate who raised it.

If the Chair has made an error, the correct response is: 'The Chair stands corrected.' Then correct the situation and proceed. If the delegate's challenge is unfounded, the Chair must explain why it is not well taken. Student Officers should also be aware that delegates occasionally use unfamiliar wording or invent their own points. Consequently, do not automatically overrule an unusual point without first hearing what the delegate intends to raise.

3.4.3 Point of Information to the Speaker

A question directed to the delegate currently holding the floor, but only when that delegate has explicitly signalled willingness to yield to such questions. The question must be genuinely interrogative: phrased as 'Is the delegate aware that...?' or 'Could the delegate clarify...?' rather than as an additional speech. The questioner remains standing while the speaker answers. No dialogue follows the speaker's response; once the answer has been given, the exchange is complete and the floor returns to the speaker or passes to the next delegate.



Follow-up Points of Information are in order SCMUN. They can be raised through a Motion to Follow-Up. However Chairs must be mindful and allow these in cases where the Chair is confident that a follow-up would contribute meaningfully to the debate. One follow-up per exchange is the maximum. The Chair should keep in mind that excessive follow-ups disrupt the flow and can be intimidating for less confident delegates.

3.4.4 Point of Parliamentary Inquiry

A question to the Chair about the Rules of Procedure only; for example, requesting clarification on what constitutes an amendment of the second degree, or on the voting threshold for a specific motion. Where possible, these should be handled by Chair 2 via note rather than stated aloud, but the Chairs can make a general remark to the committee in order to inform all delegates of the answer.

3.4.5 Point of Information to the Chair

Any question to the Chair that does not fall under the categories above. For example, it may be a request for factual clarification about the subject matter, a query about the schedule, or a question about which clauses have already been voted upon. The Chair must respond factually and concisely and must never offer a personal opinion in response.

3.5 Points and Motions Reference Table

The following table provides a complete reference for all points and motions recognised at SCMUN.

Name	Description	Debatable	Vote Required	Second Needed	May Interrupt
Point of Personal Privilege	Addresses the physical comfort of a delegate. Interrupts a speaker only when the problem concerns audibility. May never refer to speech content.	No	—	No	Audibility only
Point of Order	A procedural challenge directed at an error just made by the Chair. Restricted to something that occurred moments ago. Not debatable.	No	—	No	No
Point of Information to the Speaker	A question — framed as a question — put to the delegate currently holding the floor, who has expressly indicated willingness to yield. No dialogue after the answer.	No	—	No	No (after speech)
Point of Parliamentary Inquiry	A question to the Chair concerning the Rules of Procedure only.	No	—	No	No
Point of Information to the Chair	Any factual question to the Chair not covered by the above point types. Chair	No	—	No	No



Name	Description	Debatable	Vote Required	Second Needed	May Interrupt
	answers with facts only, never personal opinion.				
Motion to Move to the Previous Question	Ends the current debate stage and advances proceedings: during time in favour of an amendment, it moves to time against; during open debate, it initiates the vote. A single objection overrules it.	No	Majority (objection overrules)	Yes	No
Motion to Extend Debate Time	Requests additional time on the current item. Requires a second if proposed from the floor. At the Chair's discretion.	Chair's discretion	Simple majority or Chair ruling	Yes (if from floor)	No
Motion to Follow Up	Asks for a follow-up question on a previous POI.	No	No	No	No

3.6 Motions

3.6.1 Motion to Move the Previous Question

The most frequently used motion in committee debate. It calls for the immediate closure of the current stage of proceedings and an advance to the next stage. Its effect depends on the current debate stage:

- During open debate on a resolution: it triggers the voting procedure on the resolution.
- During time in favour of an amendment: it moves the committee to time against that amendment, not directly to a vote.
- During time against an amendment: it moves the committee to vote on the amendment.

The motion may be moved by the Chair or by any delegate. It is not debatable. It requires a second from the house and is overruled by a single objection. However, the Chair must ask for the reasoning behind the objection.

Although delegates frequently say 'Motion to move directly into voting procedures', the only accepted phrasing at SCMUN is 'Motion to Move the Previous Question.'

3.6.2 Motion to Extend Debate Time

This motion requests additional time on the resolution or amendment currently under debate. If proposed by a delegate from the floor, it requires a second. The Chair may grant it by ruling, or it may pass by simple majority. The Chair may decline the motion if the time required would disproportionately reduce debate time available for other resolutions. Keep in mind that extending one item always comes at the cost of another.



3.6.3 Motion to Follow-Up

This motion requests an additional POI. Only the delegate who just delivered the POI can raise this motion. It is up to the Chair's discretion whether they will recognize it. Chairs should ensure that the follow-up POI is in some way related to the original POI.

3.7 Yielding the Floor

3.7.1 Yielding to the Chair

When a delegate has finished both their speech and any Points of Information arising from it, they formally return the floor by saying: 'My delegation yields the floor to the Chair.', after the Chair has asked them 'How do you wish to yield the floor?' The correct preposition is 'to', not 'back to'. Student Officers should establish this correct phrasing from the first session and remind delegates of it consistently throughout the conference.

3.7.2 Yielding to Another Delegation

A delegate may yield their remaining speaking time to a specific other delegation. The Chair must ask to whom the floor is being yielded before ruling on whether it is in order. This preserves the Chair's ability to decline if, for example, the named delegation has already been recognised disproportionately. The named delegation also has the right to withdraw the yield.

- The floor may be yielded from one delegation to another only once consecutively. The receiving delegation may not yield further.
- Points of Information remain in order after a yield, for both the yielding delegation and the receiving delegation.

3.8 Amendments of the First Degree

Amendments are formal proposals to modify the text of a resolution currently under debate. They may take three forms: striking text (deletion), inserting text (addition), or modifying text (edition). An amendment that addresses a specific delegate concern can be the deciding factor in whether a resolution achieves the majority it needs to pass.

- Amendments may only be submitted while open debate on the relevant resolution is in progress. They may not be submitted before or after the resolution's debate window.
- An amendment is only in order if it has been submitted to the Chair through the Amendment form provided by the Student Officers of that Committee before the delegate takes the floor to move it.
- Amendments concerning spelling or grammatical errors only should not be formally entertained. The Chair corrects these directly and informs the house. These are known as friendly amendments.
- The Chair reads the amendment aloud in full for the entire house. Chair 3 edits the resolution document, to project the amended resolution on the board.
- Closed debate applies to all amendments. The Chair sets debate time immediately after the amendment is moved, because the proposer counts as the first speaker in favour.
- Equal time, or an equal number of speakers, must be allocated in favour and against the amendment.



Constructive amendments (those that add or clarify) should be prioritised by the Chair over destructive ones (those that merely remove).

- Delegates may vote in favour, against, or abstain on amendments.

3.9 Amendments of the Second Degree

A second-degree amendment proposes a change to the first-degree amendment currently under debate. The same procedural rules apply as for first-degree amendments, with the following critical distinctions:

- It may only be moved during time against the first-degree amendment. Moving it during time in favour is out of order.
- Debate time spent on the second-degree amendment does not count against the first-degree amendment's allotted time. The first-degree amendment's time is paused.
- If the second-degree amendment passes, the first-degree amendment (as now modified by the second-degree) passes automatically with it.
- If the second-degree amendment fails, debate on the first-degree amendment resumes from where it was paused.
- Abstentions are in order when voting on second-degree amendments.
- Amendments of the third degree and beyond are out of order at SCMUN.

Second-degree amendments add considerable procedural complexity and can confuse less experienced delegates significantly. The Chair should brief the house carefully on the procedure before proceeding.

3.10 Voting

The voting procedure must be managed with precision and complete objectivity. The following rules apply:

- All delegations have full voting rights on resolutions and amendments at SCMUN.
- Delegations voting on a resolution or an amendment (substantive matters) may vote in favour, against, or abstain.
- Delegations voting on procedural motions may only vote in favour or against. In other words, abstentions are out of order on procedural votes.
- A resolution passes if the number of votes in favour exceeds the number of votes against, regardless of the number of abstentions. Abstentions are recorded but count for neither side.
- A resolution or amendment that results in a tied vote fails. Close votes may be followed by a recount, but only if the Chair has reason to believe a counting error occurred. Delegates must vote the same way in any recount. Chairs can conduct this by utilizing the roll call list.
- During voting procedures, all points are out of order except for Points of Order concerning the actual conduct of the vote. The chamber must be silent. Doors are closed; guests leave.
- Clapping is in order only when the resolution as a whole passes.
- The Chair must remain entirely objective throughout the voting procedure. Personal views on the resolution being voted upon must not be expressed in any way. The Chair's subjectivity is only appropriate in procedural rulings 'in the interest of debate/time'.

3.11 Note-Passing

Note-passing between delegates within the committee is in order throughout the session, subject to the following conditions: all notes must be in English; personal or irrelevant content is not permitted; notes



to and from the Presidency are always in order; note-passing is suspended automatically during voting; and the Chair may suspend note-passing in the event that the volume of notes is causing unacceptable disruption. Chair 2 is responsible for all notes addressed to the Chair panel. Chair 1 should not be handling notes while chairing.

3.12 Funding

Funding may be discussed and included in resolutions, but resolutions must not specify exact monetary amounts. They should instead refer to 'appropriate financial resources', 'existing UN funding mechanisms', or named institutions without quantifying sums. Debate that dwells purely on financial figures should be brought to a close by the Chair, as SCMUN operates under the assumption that the UN has sufficient resources to implement the measures proposed in well-drafted resolutions.

3.13 Parliamentary Expectations

- Chairs and delegates must use third-person language throughout formal proceedings. 'I' and 'you' are replaced by 'My delegation', 'The delegation of [country]', 'The honourable delegate', etc. 'We' is technically first person but is preferable to 'I'.
- Delegates must stand when delivering speeches and must remain standing while their Point of Information is being answered by the speaker on the floor.
- Delegates must yield the floor when asked to do so by the Chair. Failure to yield is a conduct matter.
- No participant may be insulted personally or politically by another participant.
- Delegates address the house at the start of each speech: 'Honourable Chairs, fellow delegates...'
- Formal attire is required at all times.

3.14 Miscellaneous

- Refer to countries at lower stages of economic development as 'Less Economically Developed Countries (LEDCs)' - never 'Third World Countries' or 'Developing Countries'.
- Refer to countries at higher stages of economic development as 'More Economically Developed Countries (MEDCs)' - never 'First World Countries'.
- Eating and drinking during sessions is not in order. Water is the only exception.
- When announcing breaks, state both the duration and the exact time of return.
- Delegates should raise placards only when asked by the Chair.

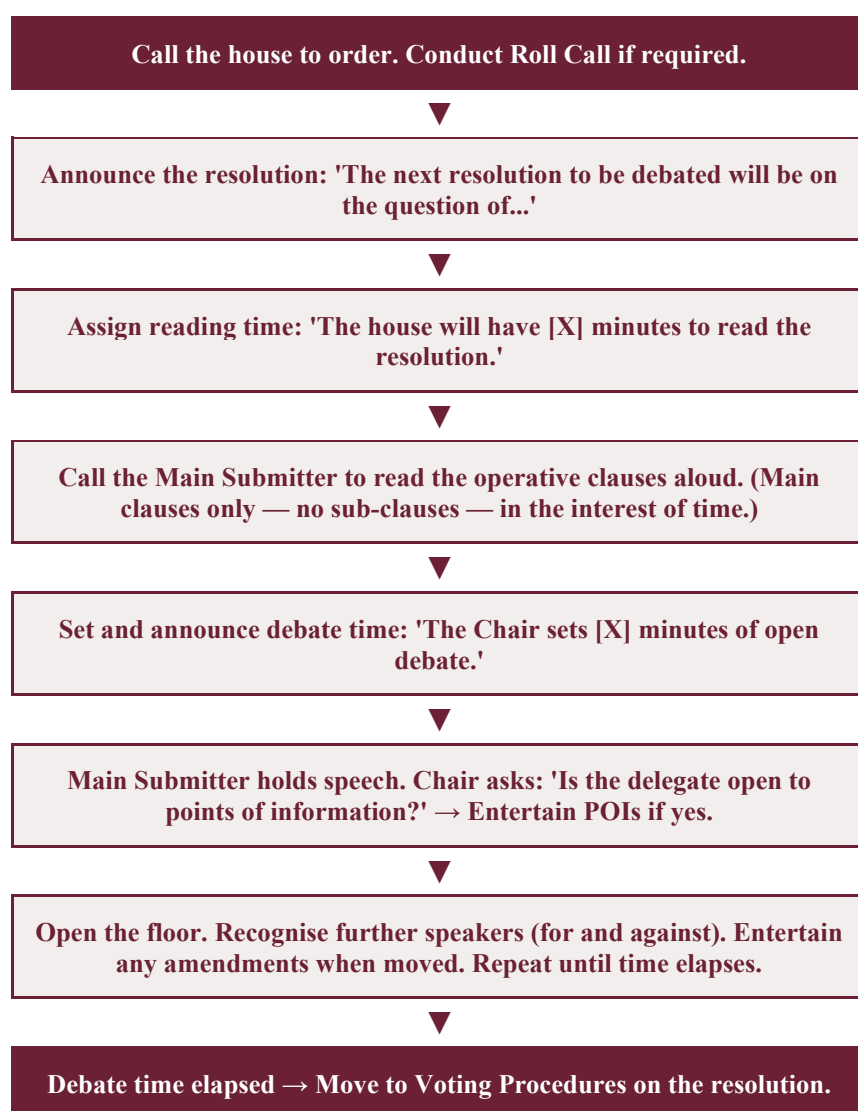


Chapter 4: Debate Procedure — Flowcharts

4.1 Resolution Debate Flowchart

The following flowchart sets out the complete sequence of a resolution debate from opening to vote. Student Officers should be able to run this sequence from memory during the conference.

RESOLUTION DEBATE — COMPLETE PROCEDURE

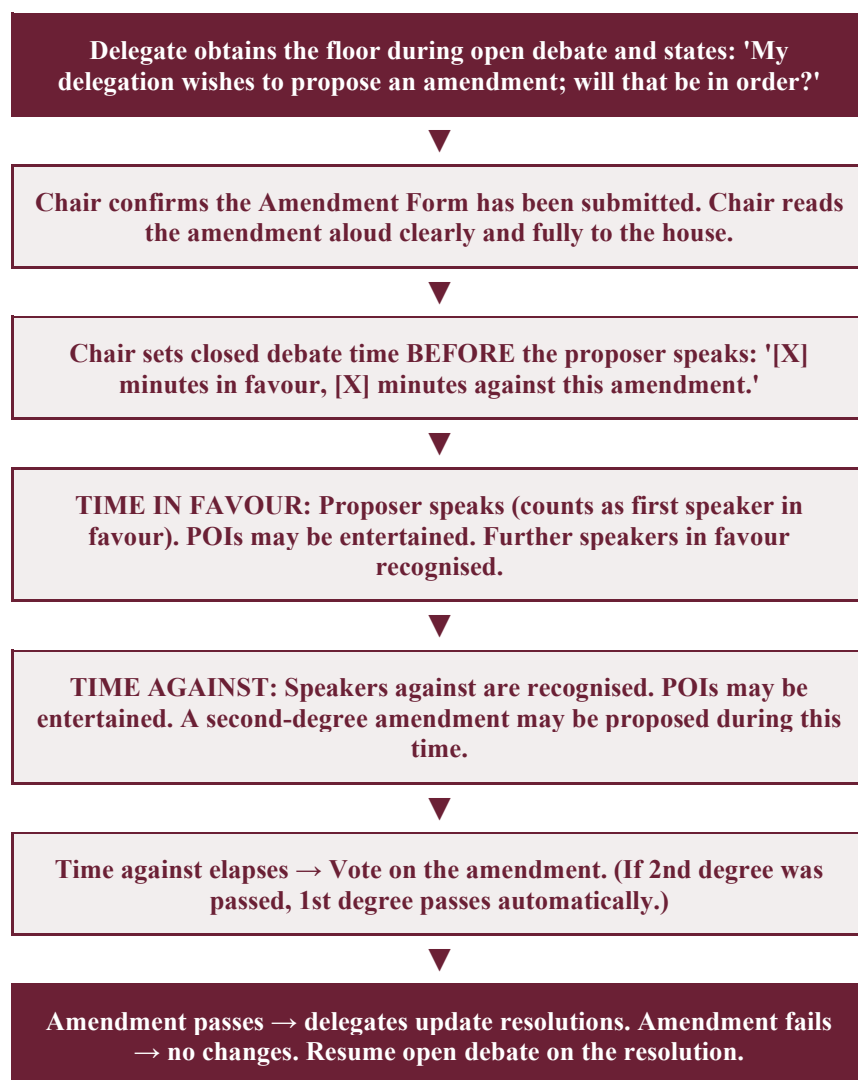


4.2 Amendment Procedure Flowchart

The amendment procedure requires the Chair to manage a shift from open debate to closed debate and back again. The following flowchart maps the full sequence.



AMENDMENT PROCEDURE — FIRST AND SECOND DEGREE



4.3 Second-Degree Amendment — Summary

- A delegate during time against the first-degree amendment states they wish to propose a second-degree amendment.
- Chair confirms the submission and reads it aloud.
- Chair sets closed debate time for the second-degree amendment. Time on the first-degree amendment is paused.
- Second-degree amendment is debated and voted upon.
- If it passes: the first-degree amendment (as modified) passes automatically. Proceed to open debate on the resolution.
- If it fails: debate on the first-degree amendment resumes from where it paused in time against.



Chapter 5: Lobbying and the Resolution Process

5.1 Why Lobbying Matters

Lobbying is the phase of the conference that most directly determines the quality of what follows. When delegates arrive at the formal debate session with well-written, well-supported resolutions that reflect genuine compromise and substantive engagement with the issues, the debate itself becomes rich, productive, and educationally valuable. Chairs who are engaged, knowledgeable, helpful, and fair throughout the lobbying session will command far greater authority at the podium during debate sessions.

5.2 Student Officer Responsibilities During Lobbying

Throughout the lobbying session, at least one Student Officer must be physically present and circulating in the lobbying area at all times. No more than one Student Officer should be seated at any point.

5.2.1 Administrative Responsibilities

- Establish and actively monitor a shared digital document (e.g., Google Doc) for each lobbying group. Monitor it continuously for content quality and formatting compliance.
 - Ensure there is a structured process within each group that gives every delegate an opportunity to contribute ideas before the resolution takes shape. A simple alphabetical rotation is effective.
 - Plan the Approval Panel timeline in advance. Know when each resolution must be submitted to the Approval Panel to be approved in time for its scheduled debate slot.
 - Maintain contact with all Main Submitters regarding their resolution's progress and their readiness to deliver the Main Submitter's speech during debate.
- Interact with MUN Directors in a friendly, respectful, and professional manner at all times.

5.2.2 Content and Format Checks

- Read every resolution circulating in the room.
- Remove all clauses that violate the UN Charter or that are inappropriate for the committee's mandate. In GA committees, this includes clauses using language reserved for the Security Council: 'Demands', 'Condemns', 'Remains actively seized of the matter'. Remove or rewrite these.
- Reword any clause that would require referral to the Security Council.
- Correct all formatting errors: indentation, punctuation, capitalisation, acronym usage, and clause structure. (See Chapter 6.)
- Ensure that all acronyms are written in full on first use: e.g., 'World Health Organization (WHO)'.
- Ensure that any abbreviations used for newly created UN bodies or mechanisms do not have unintended humorous or inappropriate meanings.
- Show delegates the standard lists of preambulatory and operative phrases if they are unfamiliar with them.
- Check each resolution for plagiarism. (See Section 5.4.)



5.2.3 Substantive Guidance

- Actively advise delegates on the substance of their topic. This is what the Expert Chair role is for.
- Mediate when groups disagree on clause wording or content. Do not allow disagreements to stall an entire group's progress.
- Re-energise quiet or disengaged groups by introducing a productive question or discussion point.
- Encourage delegates to write clauses that are specific, actionable, and grounded in existing UN frameworks.
- Do not hesitate to offer content recommendations during lobbying time. This is expected and appropriate during this phase.
- Distribute your time equally across all lobbying groups. No group should receive disproportionate attention.
- Verify that lobbying is genuinely collaborative.

5.3 The Resolution Writing Process

- Delegates arrive at the conference with draft resolutions prepared beforehand.
- During lobbying, delegates form alliances, merge drafts, and collaboratively refine a final text in the shared document.
- Delegates complete the Co-Submitter Sheet and designate a Main Submitter, chosen fairly by the group.
- Student Officers review the draft resolution as the initial approval panel: format, UN Charter compliance, plagiarism, content suitability. Any deficiency must be addressed before the resolution may proceed.
- Once approved by Student Officers, the resolution is sent to the Approval Panel.
- The Approval Panel reviews, corrects remaining issues, and approves the resolution once it meets all requirements.
- The approved resolution is returned to the committee for debate.

5.4 Plagiarism

Plagiarism is the presentation of another person's ideas, structure, or wording as one's own, without appropriate attribution. At SCMUN, delegates are expected to generate genuinely original policy proposals.

The use of AI tools such as ChatGPT or equivalent systems to generate full clauses or resolutions is classified as plagiarism and is strictly prohibited. AI may be used as a research or brainstorming aid, but all submitted content must be the original intellectual work of the delegates concerned.



Chapter 6: Resolution Format

6.1 Structure and Formatting Rules

Every resolution submitted at SCMUN must conform to standard UN resolution formatting. Student Officers must check all submitted resolutions against these rules before they proceed to the Approval Panel.

Formatting Element	Rule
Font and Length	Arial, 12-point. The complete document must not exceed three pages.
Spacing and Margins	Line spacing: 1.5. Alignment: justified. Margins: 1 inch on all sides.
English Variant	Either UK or US English is acceptable, provided it is applied consistently throughout.
Preambulatory clause openers	Must be italicised. First letter capitalised; remaining letters in standard sentence case.
No repeated clause openers	No preambulatory clause opener may be used twice in exactly the same form. A phrase may be varied with 'Further' (e.g., 'Further noting').
Preambulatory clause endings	Each preambulatory clause must end with a comma (,).
Operative clause endings	Each operative clause must end with a semicolon (;), except the final clause, which ends with a full stop (.).
Sub-clause endings	Operative sub-clauses and sub-sub-clauses both end with a comma (,).
Full stop placement	A full stop appears only once — after the final operative clause of the entire resolution.
Operative clause openers	No operative clause opener may be repeated in its exact form. It may be reused once, with the addition of 'Further'.
Clause number alignment	Operative clause numbers must align vertically with the first character of the preambulatory clause text.
Continuation line alignment	All subsequent lines of an operative clause must align with the first word of the first line of that clause (not the clause number).
Sub-clauses	Marked with a lowercase letter and a full stop (a., b., c.). Indented by one press of the Tab key.
Sub-sub-clauses	Marked with a lowercase Roman numeral and a full stop (i., ii., iii.). Indented by two presses of the Tab key.
Capitalisation	Sub-clauses and sub-sub-clauses begin with a lowercase letter, not a capital.
Blank lines between clauses	A blank line must be inserted between the end of one operative clause and the beginning of the next.
Acronyms	Every acronym must be written out in full at its first appearance, with the abbreviated form in parentheses immediately after. e.g., 'the United Nations Children's Fund (UNICEF)'. Subsequent occurrences may use the abbreviation only.
Newly created bodies	Acronyms for newly created organisations must not have unintended or inappropriate meanings.



Restricted verbs	Verbs reserved exclusively for the Security Council (Demands, Condemns, Remains actively seized on the matter) must not appear in resolutions from other committees.
LEDC / MEDC terminology	Must appear as 'Less Economically Developed Countries (LEDCs)' and 'More Economically Developed Countries (MEDCs)' throughout.
Member States	Must always be written with capital M and capital S.
SC / HSC clauses	Security Council and Historical Security Council resolutions only: the submitting country's name must appear below each clause in the format [Submitted by: Country Name].

6.2 Preambulatory Clause Openers

Preambulatory phrases begin preambulatory clauses and must be italicised.

<i>Affirming</i>	<i>Alarmed by</i>	<i>Approving</i>
<i>Aware of</i>	<i>Bearing in mind</i>	<i>Believing</i>
<i>Cognizant</i>	<i>Confident</i>	<i>Contemplating</i>
<i>Convinced</i>	<i>Declaring</i>	<i>Deeply concerned</i>
<i>Deeply conscious</i>	<i>Deeply convinced</i>	<i>Deeply disturbed</i>
<i>Deeply regretting</i>	<i>Deploing</i>	<i>Desiring</i>
<i>Emphasizing</i>	<i>Expressing its appreciation</i>	<i>Expressing its satisfaction</i>
<i>Fulfilling</i>	<i>Fully alarmed</i>	<i>Fully aware</i>
<i>Fully believing</i>	<i>Further deploring</i>	<i>Further recalling</i>
<i>Guided by</i>	<i>Having adopted</i>	<i>Having considered</i>
<i>Having devoted attention</i>	<i>Having examined</i>	<i>Having heard</i>
<i>Having received</i>	<i>Having studied</i>	<i>Keeping in mind</i>
<i>Mindful</i>	<i>Noting</i>	<i>Noting further</i>
<i>Noting with deep concern</i>	<i>Noting with regret</i>	<i>Noting with satisfaction</i>
<i>Observing</i>	<i>Reaffirming</i>	<i>Realizing</i>
<i>Recalling</i>	<i>Recognizing</i>	<i>Referring</i>
<i>Seeking</i>	<i>Taking into account</i>	<i>Taking into consideration</i>
<i>Taking note</i>	<i>Underlining</i>	<i>Viewing with appreciation</i>
<i>Welcoming</i>		



6.3 Operative Clause Openers

Operative phrases begin operative clauses and must be underlined.

<i>Accepts</i>	<i>Acknowledges</i>	<i>Affirms</i>
<i>Approves</i>	<i>Authorizes</i>	<i>Calls upon</i>
<i>Commends</i>	<i>Confirms</i>	<i>Considers</i>
<i>Condemns</i>	<i>Demands</i>	
<i>Decides</i>	<i>Declares</i>	<i>Declares accordingly</i>
<i>Deplores</i>	<i>Designates</i>	<i>Draws the attention</i>
<i>Emphasizes</i>	<i>Encourages</i>	<i>Endorses</i>
<i>Expresses its appreciation</i>	<i>Expresses its hope</i>	<i>Further invites</i>
<i>Further proclaims</i>	<i>Further recommends</i>	<i>Further reminds</i>
<i>Further requests</i>	<i>Further resolves</i>	<i>Has resolved</i>
<i>Instructs</i>	<i>Invites</i>	<i>Notes</i>
<i>Proclaims</i>	<i>Reaffirms</i>	<i>Recommends</i>
<i>Regrets</i>	<i>Reminds</i>	<i>Requests</i>
<i>Solemnly affirms</i>	<i>Strongly encourages</i>	<i>Supports</i>
<i>Takes note of</i>	<i>Transmits</i>	<i>Trusts</i>
<i>Underlines</i>	<i>Urges</i>	<i>Welcomes</i>

5.5 Sample Resolution

The sample resolution below illustrates correct application of all formatting rules. Study it carefully, paying particular attention to punctuation, indentation, clause structure, and the use of approved phrase openers:



****This resolution has been condensed for formatting reasons**

FORUM: Economic and Social Council (ECOSOC)

QUESTION OF: Providing women in LEDCs with further opportunities

SUBMITTED BY: Argentina

CO SUBMITTED BY: Afghanistan, Brazil, Canada, Denmark, Egypt, France, Germany, Hungary, India, Japan

THE ECONOMIC AND SOCIAL COUNCIL,

Emphasizing that all girls and young women should receive a quality education that is their human right, a global development priority, and a strategic priority for the World Bank,

1. Addresses the root causes of gender-based violence, including harmful practices, such as child marriage, female genital mutilation, and gender-based violence, and promote women's access to justice and protection from violence and abuse through measures, such as but not limited to:
 - a. preventing violence against females by:
 - i. focusing on early education,
 - ii. promoting respectful relationships,
 - iii. encouraging working with males,
 - b. encouraging women to take part at all kinds of events and talks without hesitation,
 - c. conducting research on attitudes, perceptions, and behaviors of males, as well as young people, related to various forms of violence in order to raise awareness and mobilize the community, and educational programmes, as well as legal and policy reforms,
 - d. providing the LEDCs with the exact data regarding the nature, magnitude, and consequences of violence against women and girls, as data collection and analysis also helps UN Women and their partners understand the circumstances and address violence;



2. **Urges** that Member States with the upper goal of the empowerment of women organize:
- a. within the countries empowerment programs, training sessions on gender mainstreaming, while also awareness-raising activities, which will be inexpensive and comprehensive that will:
 - i. improve in the long run the economic growth and development of a country as women will be empowered to enter the country's workforce,
 - ii. undertake reforms to give women equal rights to economic resources, as well as access to ownership and control over land and other forms of property, financial services, inheritance and natural resources, in accordance with national laws,
 - iii. allow women to overcome barriers, rethink their customary roles, change their lives, understand their important part in society,
 - iv. allow them to make their judgments, defend their rights, and reject harmful conventional behaviors,
 - b. workshops, seminars, and video conferences with other countries interested in the exchange of good practices for the eradication of violence against women, and their general empowerment.

Chapter 7: Chairing at SCMUN

7.1 Overview and Division of Roles

Each committee at SCMUN is chaired by a panel of three Student Officers. While all three must be fully conversant with all procedural rules and all agenda topics, each holds a defined primary role during formal debate. These roles rotate between resolutions to ensure all Student Officers gain experience across all three functions throughout the conference. Student Officers should have decided on this rotation even before the conference.

Role	During Lobbying	During Debate
Chair 1 (Main Chair)	Supports lobbying; checks resolution format; assists delegates with procedural questions.	Manages all floor proceedings: recognises speakers, enforces time, handles points and motions, conducts votes. Maintains a stopwatch at all times.
Chair 2 (Logistics Chair)	Receives submitted resolutions; checks co-submitters; monitors the shared document; liaises with the Approval Panel.	Maintains the Tally Sheet; tracks the participants' list; handles all notes sent to the Chair; coordinates amendment logistics with Chair 1.



Role	During Lobbying	During Debate
Chair 3 (Expert Chair)	Acts as the topic expert: advises on substance, mediates between groups, checks content against the UN Charter, facilitates mergers.	Receives and evaluates submitted amendments; edits the live resolution document; flags pending amendments in a distinguishable colour; communicates submitters to Chair 1.

A resolution should be chaired in its entirety by the same Chair 1. Changeovers happen only between resolutions, never mid-debate or mid-amendment. The handover must be formally announced to the house: 'The Chair now yields chairing duties to co-Chair [name].'

7.2 Overall Behaviour and Conduct

- Always act with courtesy, professionalism, and calm. There is never a situation that justifies impatience, irritation, or condescension.
- Admit procedural errors immediately and without drama: 'The Chair stands corrected.'
- Maintain full attention and engagement during all sessions. Do not be seen chatting with colleagues, looking at a phone, or appearing bored when not actively chairing.
- Agree on shared policies with your co-chairs before the first session. Inconsistency between co-chairs leads to confusion and delegate uncertainty, and can undermine your credibility.
- Everything you do is observed and interpreted by every delegate in the room. Be aware of this.

7.3 Managing the Debate

- Follow the substance of the debate attentively. A Chair who does not understand what is being discussed cannot manage points, evaluate amendments, or guide the committee effectively.
- Address unparliamentary language immediately.
- Never rush. A rushed Chair signals disorganisation and loss of control.
- Ensure that a diverse range of delegations is recognised to speak. Use the Tally Sheet actively.

7.4 Speaking as a Chair

- Speak loudly, clearly, and at a measured pace. Every delegate must be able to hear you comfortably.
- Use formal, Standard English throughout.
- Only one Chair addresses the house at a time.
- Take time to explain decisions to the full house, not just to the delegate immediately involved. Particularly when ruling on a Point of Order, the entire committee must understand the reasoning.

7.5 Maintaining Authority

- If a delegate continues to challenge a ruling after it has been explained clearly, acknowledge their persistence and firmly state that further challenges to the Chair's decision are not in order.



- If you are unsure of a procedural point, ask the house to wait briefly, consult your co-chairs, and look it up in this manual.

7.6 Co-Chair Relations

- Agree on all major policies with your co-chairs before the conference opens. Shared standards prevent inconsistency and apparent favouritism.
- Divide chairing time equitably. No single Chair should bear the chairing burden for the entire conference.
- At the end of each day, conduct a brief debrief with your co-chairs: what worked well, what needs adjustment, what to anticipate tomorrow.

7.7 Planning Your Time

- Always leave enough time for the voting procedure itself. Never call for a vote with only two or three minutes remaining before a scheduled break or session end.
- Ensure the Main Submitter of the next resolution is present and available before announcing their resolution for debate.

7.8 Delegates and Disruptive Behaviour

- Always be polite and genuinely helpful to delegates.
- Actively encourage participation. Acknowledge active delegates. Encourage quieter delegates privately, through notes or brief conversations during breaks.
- Never speak condescendingly to a delegate who makes an error. Correct it clearly and move on.
- Handle disruptive behaviour first through a private note reminding the delegate of expected standards.

7.9 MUN Advisors

- MUN Advisors must be treated with consistent politeness and respect.
- MUN Advisors may enter and leave the committee room at any time, excluding during voting.



Chapter 8: Common Chairing Mistakes

The following table identifies the most frequently occurring errors in MUN committee chairing, alongside specific, practical strategies for preventing each one. Studying this list before the conference is among the most effective forms of preparation.

Common Error	How to Prevent It
Applying open debate rules during closed amendment debate, or vice versa.	Keep a written note of the current debate stage at all times: 'OPEN DEBATE — Resolution X' or 'CLOSED — Amendment to Clause Y'.
Delegates raising placards before being asked.	Remind at the start of each session: 'Placards down until the Chair asks.' Issue the reminder only once per session.
A delegate using a POI to the Chair to attack a resolution rather than ask for factual clarification.	Remind the delegate that POI to the Chair is for factual or procedural questions only. If it recurs, briefly explain the distinction publicly.
Changing chairing roles mid-resolution or mid-speech.	Agree changeover points in advance. Change only between resolutions, never mid-debate. Announce the change clearly.
Chair 1 being distracted by notes or admin tasks.	Enforce the rule: Chair 2 handles all notes and logistics. Chair 1 focuses exclusively on the debate during their chairing time.
Delegates leaving without notifying the Chairs.	Remind delegates at the start of each session that they need permission to leave and must notify the Chairs before doing so.
Using an impatient or frustrated tone when calling the house to order.	Use a calm, firm, neutral tone. Silence is more effective than repeated requests. Wait 5–10 seconds after speaking before continuing.
Using informal language ('guys', 'yeah').	Commit to formal language from the first moment. It becomes automatic very quickly.
Resuming debate immediately after calling for order.	After calling for order, remain silent for 5–10 full seconds before speaking. The pause itself restores calm.
Losing track of the order of POI delegates.	Write down the recognition order on a notepad before acknowledging anyone. Never call delegates from memory.
Misallocating time - spending too long on early resolutions and rushing later ones.	Plan time allocations before each session. Aim for no more than 75 minutes per resolution on day 3 and 65 minutes on day 4.
Forgetting to ask the speaker whether they are open to POIs.	Build it into your standard phrase sequence after every speech. Make it automatic.
Setting amendment debate time after the proposer has already begun speaking.	Time is set immediately after the amendment is moved, BEFORE the proposer speaks. The proposer is the first speaker in favour.
Recognising the same delegates repeatedly while others remain silent.	Use the Tally Sheet actively. Before recognising a speaker, always check who has not yet contributed.



Chapter 9: Chairing Stock Phrases

These phrases form the standard parliamentary vocabulary of a SCMUN Chair.

Opening a Session / Roll Call

- 'May the house please come to order.'
- 'The house will now conduct Roll Call. When your country's name is called, please raise your placard and state "present".'
- 'Are there any delegations that were not called?'

Opening Speeches

- 'The house will now commence with Opening Speeches.'
- 'Delegates are reminded that Opening Speeches must not exceed one minute. The Chair will interrupt and move on if the time limit is exceeded.'

Open Debate — Resolution

- 'The next resolution to be debated will be on the question of [topic].'
- 'The house will now have [X] minutes of reading time for the resolution as a whole.'
- 'Would the Main Submitter please take the floor and read out the operative clauses of the resolution.' [Main clauses only, in the interest of time]
- 'The Chair sets the debate time at [X] minutes of open debate.'
- 'The floor is now open. Are there any delegations wishing to take the floor?'
- 'The delegation of [country] — you have been recognised.'
- 'The delegation of [country] — you have the floor.'
- 'The speaker will refrain from using unparliamentary language.'
- 'Could the house please come to order and extend the speaker the courtesy they are entitled to?'

Points of Information

- 'Is the delegate open to any points of information?'
- 'The delegate has opened themselves to [X / any and all] points of information. Delegates wishing to raise a point, please raise your placards.'
- 'Please rise and state your point.'
- 'Please state your point in the form of a question.'
- 'There will be no direct dialogue between delegates on the floor.'
- 'Please refrain from asking more than one question in a single point.'
- 'Would the delegate please rephrase their question?'
- 'In the interest of debate, the Chair must ask the delegate to yield the floor.'
- 'There is no more time for points of information. Could the speaker please yield the floor?'

Yielding the Floor

- 'Could the speaker please yield the floor?'



- 'Please yield the floor to the Chair.' [Not "back to the Chair"]
- 'To which delegation does the speaker wish to yield?' [Always ask before ruling]
- 'The delegation of [country] — you may now take the floor.'

Points and Motions

- 'There has been a point of order in the house. Delegate, please rise and state your point.'
- 'Your point is well / not well taken.'
- 'The Chair stands corrected.'
- 'The committee has been made aware of your point.'
- 'A Motion to Move to the Previous Question has been proposed by the delegation of [country]. The Chair asks for seconds. [pause] Are there any objections? [pause] The motion carries / is overruled.'
- 'Due to time constraints, this motion has been overruled by the Chair.'

Amendments

- 'An amendment has been proposed by the delegation of [country]. This is in order. The Chair will now read it out.'
- 'The amendment reads: [full amendment text].'
- 'The house will now enter closed debate. The Chair sets [X] minutes/speakers in favour and [X] minutes /speakersagainst this amendment.'
- 'Delegate, you have the floor. Please note that your speech constitutes the first speech in favour of the amendment.'
- 'Are there any delegates wishing to speak in favour? Please raise your placards.'
- 'Are there any delegates wishing to speak against? Please raise your placards.'
- 'We will now move into voting procedures on this amendment.'
- 'With [X] in favour, [Y] against, and [Z] abstentions, the amendment passes. Clapping is not in order.'
- 'We will now resume debate on the resolution with [X] minutes remaining.'

Voting

- 'Debate time on this resolution has elapsed. We will now move into voting procedures.'
- 'We kindly ask all guests to leave the committee. Security staff, please secure the doors. Admin, please suspend note passing and take your positions for voting procedures.'
- 'All those in favour of this resolution, please raise your placards.'
- 'All those against this resolution, please raise your placards.'
- 'All those abstaining, please raise your placards.'
- 'By a vote of [X] in favour, [Y] against, and [Z] abstentions, this resolution passes / fails.'
- 'Clapping is in order.' [Only when the resolution as a whole passes]
- 'Clapping is not in order at this time.'

General

- 'Delegates are reminded to refer to themselves as "my delegation" rather than "I".'
- 'The delegates should refrain from using first-person pronouns.'
- 'The committee will now take a brief recess of [X] minutes. We will reconvene at [exact time].'



Chapter 10: Final Reminders and Pre-Conference Checklist

10.1 Pre-Conference Checklist

Each Student Officer must complete the following before the first session of the conference:

- Read this entire manual at least twice.
- Conduct a complete run-through of the Rules of Procedure with your co-chairs, including a mock amendment debate.
- Agree with your co-chairs on: chairing style, role assignment, time allocations per resolution, and a shared approach to common situations.
- Develop sufficient familiarity with all other agenda topics to answer basic delegate questions.
- Confirm the contact details of your RSM.

10.2 Chairing

- Pay close attention to the substance of every speech.
- Speak loudly, clearly, and at a measured pace.
- Be confident in your role without becoming arrogant.
- Use common sense.
- Explain every procedural decision clearly to the full house before continuing.
- Start the conference firmly.
- Recognise and acknowledge constructive delegates.
- Prioritise amendments that add value and improve the resolution. Discourage purely destructive amendments unless the content is genuinely problematic.
- Track who you are recognising. Ensure all delegations have a meaningful opportunity to contribute.
- When in doubt, consult your co-chair before ruling.
- Maintain professional conduct and posture at all times.
- Plan each session carefully with your co-chairs.
- Admit errors immediately.
- Only one Chair speaks to the house at a time. Never interrupt a chairing co-chair.
- Be positive and professional when approached by press, guests, or external visitors.
- Treat MUN Directors with consistent respect.
- Maintain parliamentary decorum and formal language at all times.
- Work as a team.
- Monitor the shared resolution document throughout lobbying. Do not wait for submission.
- Read every resolution circulating in the lobbying room.
- Be physically present and moving during lobbying.
- Ensure every delegation has a genuine opportunity to speak during each session.



- Do not allow any single delegate to dominate a lobbying group.
- Invest fully in lobbying.