



## **Student Officers Manual**

**27<sup>th</sup> DSAMUN**

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27<sup>th</sup> Deutsche Schule Athen Model United Nations Conference



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# CHAPTER 1: DSAMUN RULES OF PROCEDURE

*This manual is directed to all General Assembly (GA) Committees, the Economic and Social Council (ECOSOC), the Environmental Committee (EC) and the Special Conference (SPECON).*

## **I. Quorum**

Quorum is the percentage of delegates needed for any decision to be taken.

In DSAMUN, Quorum is set at 1/3 (one-third) of the total number of delegates in the Committee/Council. The presence of a majority of the members is also required for voting procedures in the Committee.

Roll Call must be taken before the morning and afternoon sessions. At the end of each Roll Call, ask if any delegations have not been called out. On the first day, Student Officers are encouraged to also conduct Roll Call before the policy statements on the respective issues are being delivered.

Absent countries will be noted on a list, which will be passed on to the respective secretariat member in charge of your committee.

Therefore, keep a close track of your Roll-Call list. This is also an efficient way to encourage delegates to attend debates throughout the entire day.

*Example: "We will now proceed with Roll Call. Whenever you hear your country's name, please raise your placard and state 'present' "*

## **II. Debate Mode**

Open debate is DSAMUN's only debate mode when debating resolutions. This means that, during debate on the resolution, delegates can deliver speeches either in favour or against. Closed debate is however required during the discussion on amendments.

Debate time is to be announced after reading out the resolution.

*Note: All resolutions are to be debated in vacuuo; i.e., if one resolution passes on a topic, it doesn't discredit other resolutions on the same topic.*

## **III. Points**

In general, Points during debate may NOT interrupt a speaker except for a Point of Personal Privilege, which refers to audibility.

All other points will be dealt with only when there is a debating pause, i.e. when the speaker having the floor yields to points of information, to another delegation, or to the Chair.

Delegates may not just immediately state their point; they must wait until the chair recognizes a Point.

*Example: "Point of Information to the Chair".*

*"Delegate, please rise and state your point."*

*"Is the chair not aware..."*

**The Points and Motions in DSAMUN are as follows:**

**a. Point of Personal Privilege**

- ◆ Refers to the comfort and well-being of the delegate
- ◆ May only interrupt a speaker **if it refers to audibility**
- ◆ May not refer to the content of a speech
- ◆ Is not debatable
- ◆ Does not require a second

*Example: "Could the windows please be opened? It is very hot in here."*

**b. Point of Order**

- ◆ Refers to procedural matters only, i.e. if the chair makes an error in the order of debate or in the setting/observing of debate time
- ◆ Is not debatable
- ◆ Can only refer to something that just happened, direct referral, otherwise out of order
- ◆ If used by a delegate simply to cause disorder, call it out of order.
- ◆ Take your time to explain your decision clearly so that all delegates understand your arguments
- ◆ If the chair indeed has made a mistake, they should state that "the chair stands corrected" and correct themselves

*Example: "Is it in order for the delegate to yield the floor to another delegation since the floor was previously yielded to him by Poland?"*

### **c. Point of Information to the Speaker**

A question directed to the delegate having the floor, and who has indicated that he/she is willing to yield the floor to Points of Information

- ◆ Speaker asking the Point of Information may only speak if recognized by the Chair.
- ◆ The delegate must always remain standing when the speaker is replying to his/her Point of Information.
- ◆ Must be formulated in the form of a question, i.e. "Is the speaker aware that...". The question should be preceded by a **short** introductory statement.
- ◆ There will be **no dialogue** between the speaker and the questioner on the floor.
- ◆ The speaker can still open themselves to points of information even if they intend to yield the floor to another delegate

*Example: "Could the honourable delegate, as she is the main submitter of this resolution, please explain to the house what she intends with clause 3?"*

### **d. Point of Parliamentary Inquiry**

- ◆ Point of information to the chair concerning Rules of Procedure

*Example: "Could the Chair please explain to the house what is meant by closed debate?"*

### **e. Point of Information to the Chair**

- ◆ A question to the chair
- ◆ Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege.
- ◆ Chair to answer clearly and swiftly and move on with business

*Example: "At what time do we adjourn for lunch?"*

## **IV. Motions**

### **a. Motion to move to the previous question**

- ◆ Calls for the closure of debate and a vote to be taken on the item (resolution/amendment) pending

- ◆ When discussing an amendment, in time in favour, this motion means to move to time against the amendment.
- ◆ May be moved by the Chair or a delegate
- ◆ Requires a “second” by the house, and is overruled if an objection is voiced
- ◆ May be overruled by the Chair if time needs to be filled.

**b. Motion to extend debate time**

- ◆ At the chairs’ discretion/ not debatable
- ◆ Needs a second, if proposed from the house
- ◆ Needs a simple majority or a ruling by the chair to be adopted (e.g. due to lack of time or a guest speaker)

**c. Motion to extend points of information to the speaker**

- ◆ Can be moved only after time for points of information directed to the speaker has elapsed
- ◆ The Chair always needs to ask if the speaker accepts this motion.

**d. Motion to divide the house**

- ◆ Entertained when there is a tie in the results of the final vote.
- ◆ Entertained when the item has failed, and the number of abstentions is overwhelming.
- ◆ No Rollcall takes place. Delegates vote collectively.

- ◆ Abstentions are out of order.
- ◆ Not debatable, no second required.
- ◆ Objections are out of order.

**e. Motion to Follow Up**

- ◆ Allows a delegate who moved a Point of Information to a Delegate to ask a second, clarifying question.
- ◆ Not used to ask a completely different question, otherwise considered out of order.
- ◆ Can be overruled by the Chairs due to time constraints.

**f. Right of Reply**

- ◆ Right given to a delegate if their country's integrity is being violated during a speech.
- ◆ The delegate representing the country has the right to reply, thus defending its nation.

**V. Table with Points and Motions**

Name	Description	Debatable	Vote	Second Needed	May interrupt the speaker
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Point of Personal Privilege	Registers a complaint referring to the personal discomfort of an individual	No	-	No	only due to audibility
Point of Order	A short remark concerning a mistake the chair might have made	No	-	No	No
Point of Information to the speaker	A short question made to the speaker having the floor	No	-	No	Recognized after the speaker is done with their speech
Point of Parliamentary Inquiry	Clarify the Rules of Procedure	No	-	No	No
Point of Information to the Chair	A question to the chair	No	-	No	No
Motion to move to the previous question	Calls for moving to the next stage of debate.	No	2/3 majority	Yes	No
Motion to extend debate time	Refers to the extension of debate	Yes	2/3 majority	Yes	No

Motion to extend Points of Information to the speaker	Extends POIs to the speaker having the floor	Yes	-	Yes	No
Motion to divide the house	Calls for retaking voting procedure	No	2/3 majority	Yes	No
Motion to Follow Up	Allows a Delegate to Ask a Follow Up Question	No	-	No	No
Right of Reply	Refers to a delegate defending its country's integrity after a speech	No	-	No	At the end of a delegate's speech

## VI. Amendments

### a. Amendments on the First Degree

- ◆ Amendments are proposals made by delegates during debate to change the resolution being discussed in some way. Delegates can either strike (remove), add or modify a clause of the resolution
- ◆ An amendment is only in order if it has been submitted to the chairs on the official Amendment Sheet. The amendment must be easily legible.
- ◆ Amendments can only be introduced by a speaker who has the floor, after being recognized by the Chairs. The delegate that has the floor should ask: “My delegation would like to entertain an amendment; will that be in order?”.
- ◆ Delegate reads the amendment, but the Chair writes it on the whiteboard or on the resolution – if it is being projected by the Chairs.
- ◆ The usual amendment procedure consists of debating on the amendment and putting it to vote. Friendly amendments (amendments that change a word or minor detail in a clause), however, are in order and can be immediately implemented after approval from the resolution’s main submitter.
- ◆ Closed debate is the norm for amendments. The chair must use their common sense to decide on the limit of debate time. Although Chairs could set minutes in favour and against it is also possible (and preferable) to set several speakers on an amendment. An equal amount of speakers/time in favour and against must be set, with the delegate who moved the amendment counting as the first speech in favour.
- ◆ Keep in mind that the Chair should set debate time directly after the delegate moves their amendment and BEFORE they begins with their speech since they count as a speaker as well.
- ◆ Only one amendment (max: one entire clause) per amendment sheet will be in order.

- ◆ Chairs should prioritize constructive amendments, e.g. add a clause. Thus, destructive amendments should be discouraged. Try to pick out which amendments would bring about the highest quality in the debate.
- ◆ On an amendment, delegations can vote for, against or abstain.
- ◆ The Chairs in the Committees must keep all passed amendments together to update the resolution more easily if it passes.

#### **b. Amendments on the Second Degree**

- ◆ Can only be entertained during the time against the Amendment of the First Degree (although it should be submitted early enough), and debate on this amendment does not count as time against the Amendment of the First Degree.
- ◆ Same procedure as for normal amendments
- ◆ Debate on the Amendment of the First Degree will always be continued, whether the Amendment of the Second Degree passes or fails.
- ◆ Amendments of the Second Degree should however be avoided since they cause a lot of confusion to the house and are time-consuming. The Chairs should entertain it only if it is necessary
- ◆ An Amendment to the Third and further Degree is out of order.

### c. Sample Amendment

#### AMENDMENT SHEET

**COMMITTEE:** Disarmament and International Security Committee (GA1)

**QUESTION OF:** Ending the Embargo on Cuba

**SUBMITTED BY:** Angola

**TYPE:** STRIKE

**CLAUSE NUMBER:** 9

To strike in Operative Clause 9 the words

“Fundraising committee monitored”

and insert the word

“fund”

so that the clause would read:

“Further encourages the establishment of a fund by the World Bank [...]”

## VII. Yielding

### a. Yielding the Floor to the Chairs

- ◆ Once the delegate having the floor is done delivering both their speech as well as Points of Information, they may yield the floor to the chairs.
- ◆ Yielding the floor to the chairs means **giving** the floor **back** to the chairs.

### b. Yielding the Floor to another delegation

- ◆ Always ask who the speaker wishes to yield the floor to, prior to saying that this is out of order. Never rule before hearing to which delegation the floor is yielded to.
- ◆ Asking in advance ensures that the chair retains the possibility to refuse an example being “this is not in order, seeing as Togo has already spoken many times.” However, this is up to the chair's discretion.
- ◆ The floor may be yielded by one delegation to another only once consecutively.
- ◆ Where delegations consist of more than one member, co-delegates may not yield the floor to each other, but co-delegates can yield to each other in their allotted times.
- ◆ Points of Information are in order, even after yielding the floor to another delegation.

## VIII. Voting

- ◆ All members of the UN and NMDs (Non-member delegations such as non-governmental organizations and non-recognized states) have the right to vote in DSAMUN.
- ◆ Delegations voting on a resolution, or an amendment (substantial matters) may vote in favour, against or abstain.
- ◆ Delegations and NMDs voting on procedural matters (motions), such as a motion to adjourn the debate, may only vote in favour or against (NO abstentions).
- ◆ During voting procedures, all points are out of order, except for points of order

related to the actual conduct of voting; there needs to be silence, and the Chair must instruct Administrative Staff clearly to take voting positions and to close the doors.

*Example: "We kindly ask all guests to leave the room..."*

- ◆ A resolution will pass if the number for exceeds the number against regardless of the number of abstentions, i.e. abstentions do not count either for or against the adoption of a resolution; the Co-Chair still must record the number of abstentions.
- ◆ A resolution or an amendment with a tied vote fails. Close votes should be followed, upon request through a motion, by a recount (they must vote the same way) or a division of the house.
- ◆ A chair must remain objective.
- ◆ There are NO informal votes at DSAMUN; all votes are real and count!
- ◆ Clapping should only be allowed when a resolution passes.

## **IX. Note-passing**

- ◆ Note-passing between delegates within the Committee is in order.
- ◆ Personal messages with irrelevant content or written in any other language except for English are not allowed.
- ◆ Suspended by the Presidency when commotion in the house is to an unacceptable degree.
- ◆ Notes to and from the Presidency are always in order.
- ◆ Suspended during the voting procedure.

## **X. Funding**

- ◆ May be discussed and included in resolutions.
- ◆ Resolutions cannot contain specifications of exact financial amounts but can refer to possible financial resources; Resolutions drafted and debated in the Economic and Social Council (ECOSOC) are an exception.
- ◆ Debate on funding should be avoided.

# CHAPTER 2: LOBBYING AND RESOLUTIONS

## I. Lobbying

- One of the most significant parts of the committee session will involve the creation of draft resolutions. Delegates will have brought with them the resolutions they prepared prior to the conference. During this process they will merge them by engaging in informal conversations and forming alliances.
- Once delegates with similar policies have formed an alliance, they should obtain an Alliance Sheet from you. Delegates will have to write all Co-Submitters and determine who will be the Main Submitter. Every member of the House may be a Co-Submitter to only one resolution per topic. Please make sure to avoid having the same delegation serve as the Main Submitter in more than one resolution.
- Resolutions should first be checked by the Chair. Chairs should search for Plagiarism, grammatical or contextual errors before sending the resolution to the Approval Panel. All clauses that are not in accordance with the UN Charter and all those that are not appropriate for a UN Resolution should be deleted.
- **Keep in mind that Plagiarism is strictly prohibited!**
- During lobbying procedure, the Chairs should be going around in the room and help the delegates in an appropriate way. The expert Chair on each topic should always be present when it is discussed.

## II. Resolution Process

To fully comprehend the committee procedure, it is necessary to mention the whole resolution process:

1. Draft resolutions are brought to the conference.
2. Delegates lobbies, merges resolutions and (re)types merged resolution.
3. Delegates fill out the Alliance sheet.
4. Draft resolution is reviewed by the Student Officers, who act as the initial approval panel. Student Officers must ensure that a resolution has the right format, complies with the UN Charter, contains no plagiarism and is of suitable content. If not, the resolution will be rejected until necessary changes have been made.
5. The resolution corrected by the Chairs is sent to the Approval Panel.

6. Approval Panel corrects the resolution and assigns it an A-Number (Approved).
7. The resolution is printed out and delivered to the committee for debate.

### III. Resolution Format

1. A clause can be further split into sub- and sub-sub-clauses.
2. Sub-clauses are lettered (a., b., c., etc.), while sub-sub-clauses are numbered with Roman Numerals (i., ii., iii.).
3. Semi-colons (;) separate two full clauses.
4. Colons (:) separate a clause from its demoted form (i.e., clauses from sub-clauses and sub-clauses from sub-sub-clauses).
5. Different sub-clauses and sub-sub-clauses are separated by commas (,).
6. Sub-clauses and sub-sub-clauses are indented from the main clause (by pressing Tab on the keyboard).
7. The only full stop/period (.) comes after the final operative clause.
8. The first letters of sub-clauses and sub-sub-clauses are not capitalized.
9. Every acronym must be first written out in full, before using its abbreviation for the rest of the resolution (e.g., The United Nations (UN))
10. There must be more than one sub-clause or sub-sub-clause for them to exist. In case there is only one, it is incorporated into the main clause/sub-clause.
11. The correct font and size for resolutions is **Arial, size 11**

## IV. Sample Resolution

**FORUM:** Economic and Social Council

**QUESTION OF:** Ensuring transparency and equality in healthcare systems

**SUBMITTED BY:** United Kingdom

**CO-SUBMITTED BY:** Canada, China, France, Japan, Portugal, United States of America

THE ECONOMIC AND SOCIAL COUNCIL,

Recalling the Universal Health Coverage Resolution (2012) emphasizing the importance of accessible and affordable healthcare services for all,

*Taking into consideration* the Sustainable Development Goal III, which underscores the necessity for achieving healthcare equality and transparency as part of a broader sustainable development effort,

1. Urges Member States to foster reforms in their respective education systems, with respect and equality in mind, with measures such as but not limited to:
  - a. school programs and actions to motivate future generations to respect the rights of all groups, through:
    - i. educational material created by experts,
    - ii. school exhibitions on Human Rights Day, each December 10<sup>th</sup>,
  - b. the promotions of advertisements about human rights and the right for a proper healthcare system by:
    - i. television programs,
    - ii. different kinds of social media,
    - iii. radio programs;
2. Invites the World Health Organization (WHO) to allocate resources to Less Economically Developed Countries (LEDCs) in need, through:
  - a. the mass hiring and elation of specialists in hospitals and the medical sector,
  - b. the training of doctors and medical personnel in becoming specialist,
  - c. the issuing of guidelines in conjunction with national health authorities in order to inform the populace on basic health issues.

# CHAPTER 3: CHAIRING AT DSAMUN

## I. Chairing Stock Phrases

- ◆ Would the house please come to order?
- ◆ The next resolution to be debated will be on the question of.....
- ◆ Would the main submitter please take the floor and read out the operative clauses.
- ◆ The chair sets the debate time at 40 minutes of open debate.
- ◆ The floor is now open.
- ◆ Are there any delegations wishing to take the floor?
- ◆ ... you have been recognized.
- ◆ ... you have the floor.
- ◆ The speaker will refrain from using unparliamentary language.
- ◆ The speaker will refrain from insulting other delegates.
- ◆ An amendment has been proposed by ... This is in order. The chair will read it out.
- ◆ We will now move into voting procedures on the amendment.
- ◆ We will now resume debate on the resolution with ... minutes left.
- ◆ The speaker has opened himself to points of information. Are there any points in the house? Please raise your placards high now.
- ◆ Please rise and state your point.
- ◆ Please state your point in the form of a question.
- ◆ Please refrain from asking several questions at one point.
- ◆ Would the delegate please repeat/rephrase the question?

- ◆ There will be no direct dialogue between the delegates.
- ◆ I am sorry, but there is no more time for points of information. Could the speaker please yield the floor?
- ◆ I am sorry, but, in the interest of debate, could the delegate please yield the floor?
- ◆ For the sake of the debate please yield the floor to the chair.
- ◆ There has been a point of order in the house.
- ◆ Your point is well/not well taken.
- ◆ The chairs stand corrected.
- ◆ There has been a point of personal privilege on the floor. Could the delegate of x please rise and state their point?
- ◆ Could the house please come to order and show the speaker the respect he/she deserves?
- ◆ Debate time on this resolution has elapsed.
- ◆ We will now move into voting procedures on this resolution.
- ◆ Security Staff shield the doors and Administrative Staff please take your voting positions.
- ◆ All those in favour of this resolution please raise your placards high.
- ◆ All those against ... Thank you, you may lower them.
- ◆ All those abstaining ... Thank you.
- ◆ By a vote of ... in favour...against and with ... abstentions, this resolution/ amendment passes/fails.
- ◆ With x votes in favour, x votes against and x abstentions, this amendment passes please make the necessary changes to your resolutions/ this amendment fails, do not make any changes to your resolution
- ◆ Clapping is (not) in order.
- ◆ “The delegates should refrain from using first person”

Mind that the correct expression is: “We yield the floor TO the chair”, not “back to the chair”.

Instead of saying “I” or “you”, remind the delegates that they can say: “My delegation”, “The honourable delegate”, “(country’s name)”, “The committee/council” etc. “We” is also first person, but at least better than “I”! The chairs should also try not to use the first person very often.

## II. Miscellaneous

- ◆ Mobile phones must be always turned off.
- ◆ Laptops are only allowed during the Lobbying procedure.
- ◆ Refer to countries as Less Economically Developed countries (LEDCs), not “Third World” or “Developing Countries”.
- ◆ Refer to countries as More Economically Developed countries (MEDCs), not “Strong Economically Countries”.
- ◆ Smoking is prohibited.
- ◆ Eating and drinking during debate is not in order; water is the only exception.
- ◆ The dress code should be followed.
- ◆ Delegates should raise their placards when the Chair asks them to do so and not prior to that.
- ◆ Clapping is in order only when a resolution or amendment passes.