



MUNprep

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MODEL UN CHAIRING MANUAL



Teambuilder
Conference Support

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This guide is designed to equip you with the essential tools and knowledge needed to effectively chair a Model UN committee. We will walk you through the key responsibilities and procedures that ensure a smooth and productive committee session.

From managing debates to guiding resolutions, you'll find clear instructions and practical tips to help you lead your committee confidently.

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The Basics of Chairing

Introduction

This guide covers only the fundamentals of chairing a Model UN committee. For a comprehensive guide on a committee flow of debate - check out our guide [here](#).

The Role of the Chair

As a Chair, your primary responsibilities are to moderate discussions and ensure that delegates correctly apply the rules of procedure. Your duties include:

1. **Managing Points and Motions from delegates**
2. **Timing speeches**

Job 1 - Managing Points and Motions

Each round of Points and Motions will always follow the same script:

1- Calling for Points and Motions: After the conclusion of any discussion (e.g., the end of a moderated caucus or the speakers list), ask delegates for points or motions by saying something like:

- **Chair:** "Are there any points or motions on the floor?"

2- Receiving Points and Motions: Delegates will then raise their placards and suggest points or motions.

- **Delegate:** "Motion for a 10-minute moderated caucus with 30 seconds speaking time on the topic of recycling."

3- Voting on Motions: Note the proposed motions (usually three or four) and have the committee vote on them.

- **Chair:** "All those in favor of a 10-minute moderated caucus with 30 seconds speaking time, proposed by the delegate of France, on the topic of recycling, please raise your placards."
- **Chair:** "All those against this motion?"

If a motion receives more than half the votes, it passes, and all other motions are disregarded.

Once a motion ends, return to step one and repeat the process. As you gain experience, you will be able to guide your committee more effectively in suggesting motions that lead to productive discussions.

The Basics of Chairing - Pt 2

Job 2 - Timing Speeches

At every stage, delegates will have the opportunity to make speeches. To ensure efficiency, each stage has a set speaking time:

- **Stage 1:** The Chair sets the speaking time.
- **Stages 2 and 3:** Delegates suggest the speaking time, though the Chair may propose adjustments.]

To time a speech accurately:

1. Start the timer when the delegate begins speaking.
2. Tap the gavel once when the delegate has 10 seconds remaining.
3. Tap the gavel twice when the delegate has 5 seconds remaining.
4. Continue tapping the gavel until the delegate concludes their speech once time has expired.

Selecting Speakers: A Scripted Approach

Select speakers in a manner similar to how you manage points and motions:

1- Ask for Volunteers: Inquire if anyone wishes to speak during a moderated caucus or speakers list.

- Chair: "Would anyone like to speak on this topic?"

2- Delegates Raise Placards: Delegates signal their interest by raising their placards.

3- Select Speakers: Choose three or four speakers at a time. Allow each speaker to have their turn, then repeat step one until the allotted time for the caucus elapses.

***Note** - the person who suggested a moderated Caucus, always has the option to speak first or last on that topic.

The 3 Stages of Committee - 1

The 3 Stages of Committee for Chairing

In this section, we will explore the three fundamental stages of a Model UN committee that you will have to run through in a full simulation:

- **Opening Debate,**
- **Caucusing, and**
- **Resolutions.**

Each stage plays a crucial role in the flow of debate. Understanding the responsibilities and procedures at each stage will ensure that you, as the Chair, can facilitate a productive and engaging experience for your delegates. During each stage, we will give you the key motions to remember, **highlighted in red**. As well as a few other tips to make sure the debate progresses smoothly.

Stage 1 - Opening Debate

Components: Speakers list

Objective: Allow delegates to introduce their positions and ideas.

Steps:

1- Motion to Open Debate: To commence the committee, request any points or motions. Debate cannot begin until a motion to open debate has been suggested and passed.

2- Motion to Open the Speakers List: Have delegates motion to open the speakers list. If multiple topics are being discussed, a primary speakers list followed by a secondary one may be necessary.

- You may allow delegates to suggest a speaking time (between 30 seconds and 2 minutes) or set the time yourself.

3- Manage Speeches: Follow the timing instructions outlined earlier and allow delegates to make speeches until they become repetitive.

Speakers List Guidelines:

- **Fewer than 25 delegates:** Choose 40-50% of delegates to speak.
- **25-50 delegates:** Choose 30-40%.
- **More than 50 delegates:** Choose 20-30%.

The 3 Stages of Committee - 2

Stage 2 - Caucusing

Components: Moderated Caucus, Unmoderated Caucus

Objective: Facilitate informal discussions, negotiations, and coalition-building

Follow the instructions for managing points and motions, and timing speeches as outlined on pages 2 and 3. There is no procedure for moving from the speakers list and moderated caucuses; simply ask for points and motions after the final speaker.

Pro Tip: Organizing Motions for Voting

When you have taken on a round of motions, you can organize them in two ways:

- **Order of Suggestion:** The first motion proposed is voted on first.
- **Most Destructive to Least Destructive:** Motions that require more speakers are voted on first, and those requiring fewer speakers are voted on last.

If no motions pass, continue taking motions until one does. If motions continue to fail, revert to the speakers list.

Key Motions:

- **Motion for a Moderated Caucus:** Ensure the total caucus time divides evenly among speakers. **Delegate Mentions** - the subject, time, and speaking time.
- **Motion for an Unmoderated Caucus:** Facilitates informal debate and discussion. **Delegate Mentions** - the subject and time.

Guidelines for Moderated Caucuses:

- Ensure discussions remain on topic and that delegates are respectful.
- The delegate who suggests the moderated caucus is automatically permitted to speak on the topic, and they may choose whether to speak first or last.
- Recommended duration for a moderated caucus: 5-12 minutes.
 - **10 minutes with 30 seconds per speaker:** 20 speakers
 - **9 minutes with 45 seconds per speaker:** 12 speakers
 - **12 minutes with 45 seconds per speaker:** 16 speakers

Guidelines for Unmoderated Caucuses:

- Walk around the committee to observe discussions, offer advice on solutions, and ensure inclusivity among all committee members.
- Recommended duration for an unmoderated caucus: 10-30 minutes.

The 3 Stages of Committee - 3

Stage 3 - Resolutions

During caucusing, delegates will draft their resolutions. Once these resolutions are complete, the committee will discuss and vote on them. There are three approaches to this stage:

- **Less Time:** Quickly review each resolution and hold a vote.
- **Standard:** Introduce draft resolutions, allow for a Q&A session for each bloc's draft resolution, and then vote.
- **More Time:** Allow for further caucusing, debate on resolutions, and the creation of amendments.

Key Motions

- **Motion to Introduce Working Paper:** Present a working paper to the committee, usually followed by a Q&A period. **Delegate mentions** - which working papers to introduce.

When a motion to introduce working papers is made, delegates who created the resolution select a small team (3-5 members) to present their document to the committee. After, hold a Q&A session with 5-10 questions from the class.

Once all working papers are introduced, debate them. If time permits, allow delegates to draft amendments. For amendments, be aware of the following motion:

- **Motion to Introduce Amendment:**
 - **Friendly Amendment:** Accepted by all sponsors and added to the draft resolution without a separate vote.
 - **Unfriendly Amendment:** Not accepted by all sponsors and requires a separate vote.

The Voting Process

Once all amendments and debates are completed, a delegate may motion to move into voting procedure.

Motion to Move into Voting Procedure:

- During voting, delegates are not allowed to pass notes or leave the committee room. Mention the directives to vote on and the number of speakers for and against.

For each resolution, ask the following:

- "All those in favor?", "All those opposed?", "All those abstaining?"

If a resolution receives more than 50% of the votes, it passes. Continue this process for each resolution to determine which ones pass.