

**KARMUN**



SINCE 2005

# **Delegate Guide**

— English —

## Issue Descriptions and Policy Statements

It is important that all delegates read the issue descriptions thoroughly and attentively, and that they are certain about understanding the guides provided for the topics of debate. Furthermore, it is highly recommended that they do research on their represented country's policy and stance on the issue as a whole. They may turn to the country's press, the official websites of the UN, intelligence agencies or any other official source. As proof of their research on the topic at hand, a delegate is required to submit a brief (approximately 200-400-word-long) and concise policy statement on all of the issues. As to how such document should be drafted, please refer to the "*Guide to Writing a Policy Statement*". The deadline for the submission is set by the Chairs and Presidents and can alter by committees.

## Draft Resolution

To those, who have an issue ready prior to the conference (that is each committee with the exception of the Crisis Committee), preparing a few operative clauses is recommended. Around 3-5 for each issue is more than enough, as it will guide the delegate toward a more efficient lobbying and debate time, helping to adhere to the country's objectives and policy. Such preparation is not mandatory, those who feel they will have ideas during the debates may come with 0 operative clauses, however, we highly recommend them to be prepared.

The draft resolution will be the document assessed during the Unmoderated Caucus and submitted to the Approval Panel (via the Chairs/Presidents). Delegates will have the opportunity to hold speeches, amend clauses and debate upon the draft resolution once it is time for that. A Draft Resolution may be subject to debate only if at least 1/3 of the committee has signed it (meaning the main submitter and the co-submitters). Its structure is the following:

1. Forum (*Name of the committee*)
2. Issue
3. Main submitter
4. Co-submitters
5. Preambulatory clauses
6. Operative clauses

## Preambulatory phrases

[In the resolution, we highlight these with *italic* font and end the clause with a comma.]

Acknowledging	Desiring	Noting with approval
Affirming	Emphasizing	Noting with concern
Appreciating	Expecting	Noting with satisfaction
Approving	Aware	Fully Aware
Observing	Realizing	Expressing
Believing	Recognizing	Commending
Having adopted	Having considered	Seeking
Concerned	Having noted	Taking into consideration
Conscious	Having reviewed	Underlining
Considering	Mindful	Welcoming
Convinced	Noting	Whereas

## Operative Phrases

[In the resolution, we highlight these by underlining it and end the clauses with a semicolon.]

Accepts	Expresses its hope	Regrets
Affirms	Further invites	Requests
Approves	Further proclaims	Resolves
Asks	Further recommends	Seeks
Authorises	Further requests	Stresses
Calls for	Further resolves	Strongly affirms
Calls upon	Hopes	Strongly urges
Confirms	Insists	Suggests
Congratulates	Invites	Supports
Emphasises	Proclaims	Trusts
Encourages	Proposes	Urges
Endorses	Reaffirms	Recommends
Expresses its appreciation		

## Rules of Procedure

Every delegate is required know and thoroughly inspect the Rules of Procedure. This document can be found on the official website of KarMUN (General Info > Rules of Procedure). In order to uphold the professionalism of the debates, every delegate needs to act in accordance with the rules set out in the document. The members of the committees are responsible for the proper enactment of these regulations throughout the conference and for correcting the noticed mistakes in their use. For instance, if a delegate recognises an error in the flow of the debate, they may rise to a Point of Order, however, if a question related to the procedure arises, they should use the Point of Parliamentary Enquiry.

### Some important rules:

- Delegates may not communicate directly with each other during the debates, only in Lobbying time, i.e. there **is no direct speech** on the floor. They are only allowed to use notepapers or ask Points of Information after speeches.
- Each speech should start with **addressing the house**, a delegate may only state their arguments afterwards. It should always be some kind of variation of the following: *Distinguished/Honourable/Esteemed Chairs, Fellow/Dear Delegates!*
- Delegates are not allowed to use first-person **personal pronouns**, such as I or you (and other forms of these). They can refer to themselves as follows: *"We think that..."*, *"Our country believes..."*, *"[Name of the country] firmly believes..."* etc.
- Points and Motions **may never interrupt a speech**. One exception being the Point of Personal Privilege due to audibility in case the speaker is inaudible (and of course if there is an emergency).
- **Abstentions are not in order** during voting procedure on amendments. The only time when one is allowed to abstain is during the voting procedure on the resolution as a whole.

- After a speech, when the delegate is not open to further Points of Information or if there aren't any more in the house, they are required to **yield the floor** back to the presidency, which can be done as follows: *"I yield the floor back to the presidency", "So I yield it", "The floor is yielded"*. They may use personal pronouns like I this time.
- The Chairs or Presidents are responsible for leading the debates, they will remind the delegates of their rights, correct them if something goes wrong, and help them if needed.

## Points and Motions:

Points can be used by delegates at any time during the debate when there is no speech. They can be personal questions, questions about the debate, questions about the procedure, and one can encounter similar ones after the speeches. Motions may only be used at certain parts of the procedure, each one has its own time. There are some that will be encountered almost every two minutes, but there are also some that will almost never be entertained.

The Rules of Procedure (which can be found on the [KarMUN website](#)) contains all points and motions recognised by KarMUN. Here are some of those:

### ➤ **Point of Personal Privilege**

Whenever a Delegate experiences considerable personal discomfort which impairs their ability to participate in the proceedings, they may rise to a Point of Personal Privilege to request that the discomfort be corrected. Such can be, for example, to use be excused or to open the window.

### ➤ **Point of Information**

After a delegate finishes their speech and opens themselves to Points of Information, the Chair or President will ask if there are such in the house. In case one would like to ask a question from the delegate, they raise their placard high and wait for the recognition by the Chairperson. A POI must be a question (related to the delegate's speech), not a statement or another speech.

### ➤ **Request for Follow-up**

It is used when a delegate feels the answer to their Point of Information was unsatisfactory and has more questions. Only one Request for Follow-up will be granted.

### ➤ **Point of Information to the Chair**

When the floor is open, a Delegate may rise to a Point of Information to the Chair (or President). This Point is a question to the Chair or President, which can refer to almost anything, from issues to personal priorities.

*Generally, on MUNs there is another Point used to ask about the procedure, however, at KarMUN we accept this one for everything as well.*

➤ **Point of Order**

Such can be entertained at any point of the debates when there is impairment to the parliamentary procedure. The Chairs or Presidents will then decide if there has been a mistake made or give a reasonable response if the point was in fact incorrectly proposed.

➤ **Point of Parliamentary Enquiry**

It is used when a delegate has a question about the rules and procedures of parliamentary procedure. The Chair or President of the committee will answer questions as best they can.

➤ **Right of Reply**

If a delegate feels that they have been insulted during a speech or that what was said was inappropriate, they can raise this point, but only after the speech has been completed. The delegate who has been accused can reflect on that, however there may not be another Right of Reply raised to that.

➤ **Request for a Formal Apology**

A Delegate whose personal or national integrity has been severely offended by another Delegate, may introduce a Request for Formal Apology from the offender right after the speaker has finished his or her speech. If the Presidency decides to grant it, the delegate is obliged to formally apologize.

➤ **Motion to move to the Previous Question**

If a Delegate wishes to move from Time In Favour to Time Against during Closed Debate they may propose a Motion to Move to the Previous Question. This Motion requires a second to pass and fails instantaneously if there are objections.

➤ **Motion to Move into Voting Procedure**

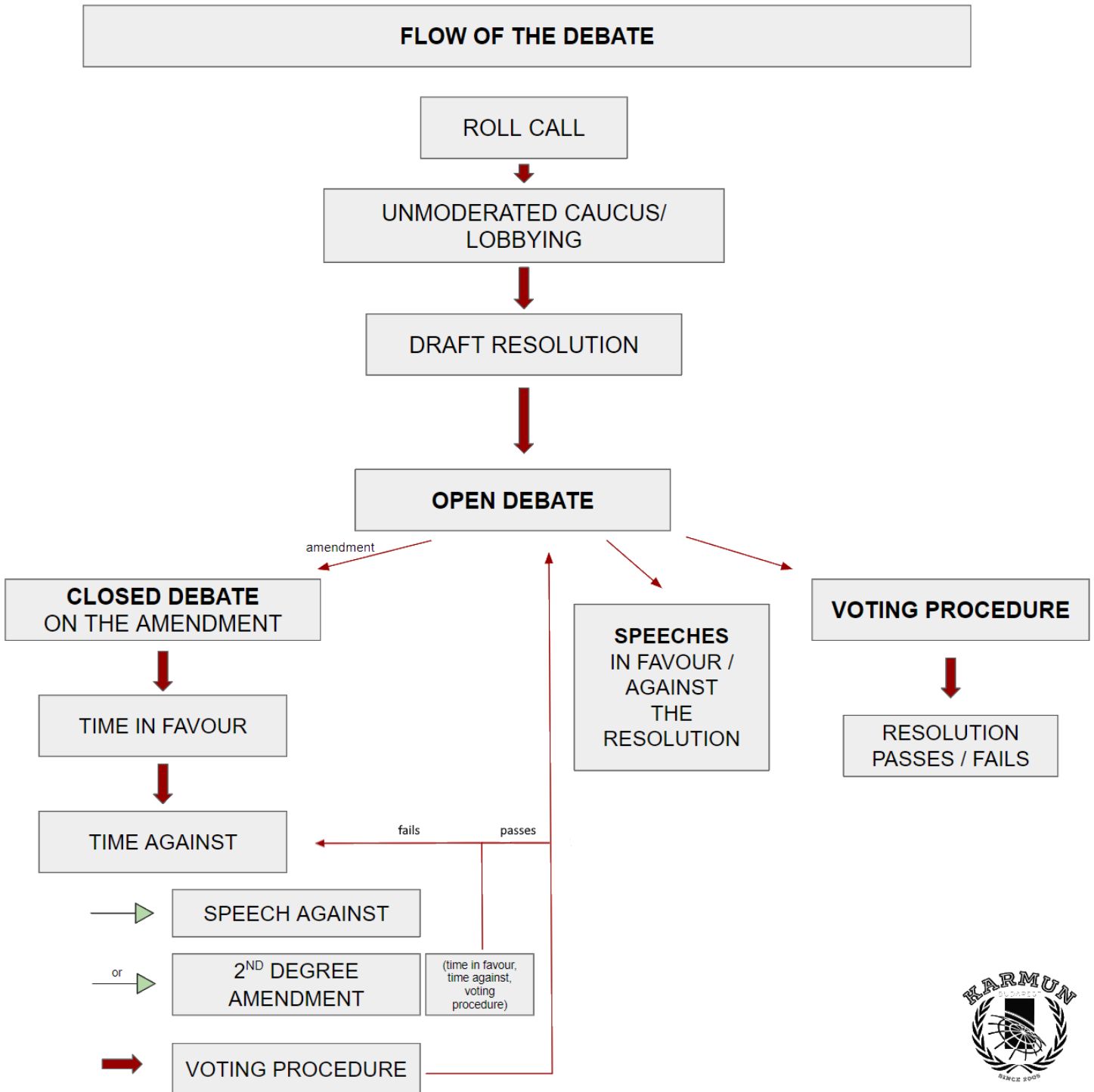
A Motion to Move into Voting Procedure shall be made by a Delegate who wishes to move to the closure of the Debate on the issue. This Motion is secondable but fails instantaneously if there are objections.

➤ **Motion to Divide the House**

If the abstentions are such that the result of the vote can be overturned, this point can be raised. If this happens and the President accepts it, all countries must vote without abstention after being called upon to do so. If anyone objects to the motion, a vote must be taken on whether or not the motion should take effect.

➤ **Motion to Extend the Debate**

If the time allotted for this topic has expired, but the delegate still feels it would be worthwhile to continue the debate, he/she may raise this proposal. If the Chair accepts it, it shall be put to vote.



## Flow of the Debate – Explained:

### Roll Call

During Roll Call the Chair reads out the names of all delegates; the delegates should raise their placards and say present clearly and loudly.

### Lobbying time

During Lobbying Time, the delegates are allowed to leave their seats and go around the room discussing the current issue with other delegates; this is where the Draft Resolutions are made with the collaboration of many delegates trying to get more and more co-submitters. The Draft Resolution with the most co-submitters will be debated first.

### Open debate

During Open Debate, a Delegate may rise at any time if the floor is open to take it, in order to deliver a speech either in favour or against the Resolution at hand or submit an Amendment to it.

### Amendment

With the help of Amendments delegates can change the operative clauses of the Resolution. It can achieve three things:

- to **add**: to add something to an already existing operative clause or to submit an entirely new one,
- to **strike out**: to propose getting rid of a part of an existing operative clause or to get rid of a whole operative clause,
- to **amend or replace**: to change a part of an existing operative clause.

One can submit your Amendments via the designated Google Forms. If the Chair finds the Amendment appropriate (if it's not against the UN Charter), delegate is asked to go out to the podium and deliver a short speech in favour in which they can try and convince the other delegates why they should vote in Favor of their Amendment. The Amendments are Debated in Closed Debate - *for further information see the chart above and the following sections below* - where they can also submit an Amendment to the Second Degree. Note that one cannot submit a Second-Degree Amendment to their own Amendment and that the Second-Degree Amendment can only change the Amendment at hand, to change the rest of the Resolution they should wait until being back in Open Debate.

### Closed debate

When an Amendment is received the committee goes into Closed Debate where the only focus is on the new Amendment. The Closed Debate has three sections where the Chair sets the exact time for each one: Time in Favor, Time Against and Voting Procedure.

### **Time in Favor**

In this section the delegates are only permitted to talk in favour of the Amendment at hand and answer questions, no other actions are allowed.

### **Time Against**

In this section the delegates can do two things: hold a speech against the Amendment at hand (and answering points of information afterwards) or submit an Amendment to the Second Degree. In case of an Amendment to the Second Degree, the committee enters Closed Debate again on this alternation, the same as with the original Amendment, however there are no Third-Degree Amendments allowed.

### **Voting on an Amendment (in Closed Debate)**

After the Time Against has elapsed the committee enters the Voting Procedure on the Amendment at hand, deciding whether it should be in the Resolution or not. In closed debate no abstentions are allowed, i.e. every delegate has to vote either in favour or against the Amendment based on their country's standpoint.

### **Closing Remarks**

After the time for Debating is over, either at the end of the day or when the delegates cannot think of new Amendments to submit, the closing remarks are delivered. These are speeches given about what the delegates thought of the debate on the issue and as a last measure to convince other delegates to vote in a particular way.

### **Voting on the Resolution (as a whole)**

After the closing remarks have been entertained, the committee votes on all the Amendments that have been passed until then together. In this section of the Debate delegates can vote three ways: in favour, against or abstain, not disclosing their actual opinion.

### **Helpful resources for a greater MUN experience:**

- ★ **Mock Debate** - a video, in which former students of Karinthy show how a debate actually looks like.  
<https://drive.google.com/file/d/1OZXvtEgugmw5O7P4SvMnCrPTJX-sjs1E/view?usp=sharing>
- ★ The aforementioned **Rules of Procedure**.  
<https://karmun.hu/index.php/en/conference/rules-of-procedure>
- ★ **Sites** for research:  
  
<https://www.un.org/en/> - Official webpage of the UN  
  
<https://www.cia.gov/the-world-factbook/> - Official website of the CIA (the Factbook)