CCBMUN Presidents’ Chairing Script

# Before Model Begins

## Delegate Assistance

### Workshops

Try to have a few workshops with the delegates to answer any doubts they may have about procedures and the guide.

## Ice Breaker Activities

Before beginning committee activities it is suggested that you allow the delegates to get to know each other and loosen up with an icebreaker activity. Ice breakers should not take more than 10-15 minutes.

### Two truths and a Lie

Each person makes three statements about themselves, one of which is a lie. The rest of the group tries to guess which comment is a lie. (If it is a large committee, you may break them up into groups.)

### Self-Introduction

Another simpler and straightforward icebreaker is to have everyone introduce themselves and respond to a fun interesting question. (E.g. What are you looking forward to in the model? What are you concerned about? What’s your favorite food? What interests you? etc…)

# Model Begins

## Roll Call

### Beginning Roll Call

“We will now begin with the roll call. When your country’s called, please stand up and state whether you are *present* or *present and voting*”

→ If you are in a middle/mixed committee, please remind the delegates of the difference between the *present* and *present and voting*. A delegate who says they are *present* can vote in favor, against, or abstain from voting on the draft resolution. A delegate who states they are *present and voting*, can only vote in favor or against.

→ It is important to call out delegates who are out of order and do not stand up when they are called. E.g. “Delegate, you are out of order, please stand up when referring to the chair.” Keep in mind that delegates must always stand up when they are speaking to the chair.

### Establishing Quorum

“Thank you delegates. There are \_\_\_\_ delegates present, meaning we have a quorum and can begin our model!”

→ Committees may establish a quorum when at least a third of its members are present. A quorum is necessary for any vote to be taken.

## Open Session

### Setting up for Motions

“Delegates, the chair is now entertaining motions”

→ In case multiple delegates are raising their placards, ask them to lower and raise their placards. E.g. “Placards Down, Placards UP.” This will allow you to discern who is the most motivated to participate.

### Recognizing a delegate

“Delegate of \_\_\_\_\_, you are recognized”

→ Delegates must stand up when they are recognized.

→ Delegates cannot start talking until they are recognized. It is important to call out delegates who are out of order. E.g. “ Delegate of \_\_\_\_\_, you have not been recognized.” If deemed necessary, you may give out a warning.

### Passing a Motion

Some motions can pass by chair while others may have to pass through a voting process. The official chart can be found [here](https://www.ccbmuncali.org/_files/ugd/fbeb85_8fab37cb78e2424095436a8d25bbbc7c.pdf). (Motions regarding the opening and closing of sessions require a simple majority).

“This motion is in order”

→ If the motion does not abide by parliamentary procedures or is simply not the preferred option, the motion may simply not be in order. E.g. “Sorry Delegate, this motion is not in order.” In this case, you will have to go back to point 1, *Setting up for motions*. You may help the delegates by suggesting they make a point of information to the chair, to see which motion the chair finds pertinent.

→ It is also useful to remind the delegates what the motion was. E.g. “The delegate has motioned for a 20 minute unmoderated debate, with 1 minute of speaking time.”

“Delegates who second the motion”

→ Remind delegates that they must all second the motion.

“Delegates in favor, delegates against”

→ If there is a clear majority do not bother counting, but make sure this is clear. E.g. “Delegates, this motion clearly passes”

→ In case there is not a clear majority, tally up the votes. (A simple majority simply means those in favor must have one more vote than those against.) If the motion passes, you may proceed with the motion. Tell the delegates. E.g. “This motion passes by simple majority.”

→ In case the motion does not pass, you may have it passed by the chair. E.g. “Delegates, this motion passes by the chair.” If not, you must let the delegates know “Sorry Delegate, this motion has failed” and proceed back to point 1, *Setting up for motions.*

## Open Agenda

### Passing the Motion

“Delegates, the chair is entertaining motions”

→ Follow the same procedure as previous [motions](#_rx132ma01vtx). (Opening Agenda requires a simple majority).

“We will now open agenda on topic \_ : \_\_\_\_”

## Opening Speeches

### Passing the Motion

“Delegates, the chair is entertaining motions”

→ Follow the same procedure as previous motions.

### Important Reminders

“We will now begin with the reading of the opening speeches”

→ Remind delegates the order in which the opening speeches will be presented and the amount of time they will be given. Also make it known if you plan on giving a warning before their time runs out.

→ Delegates who want to change the order in which the speeches will be read must make a point of personal privilege. You must not allow too many delegates to make changes to the speakers list. If there are too many people asking for changes you must bring an end to these requests. E.g. “Seeing as there has already been too many changes to the speakers list, the chair will no longer be considering points of information regarding the order in which the speeches are read.”

### Reading the Speeches

“Delegate of \_\_\_\_\_ please come forward. Delegate of \_\_\_\_\_ please be ready”

→ Wait for the Delegate to approach the front of the room.

“Delegate of \_\_\_\_\_ you are recognized”

→ Start the timer. You can give delegates a 10 second warning by knocking on the table.

→ If the delegate finishes before the time is over, tell the delegate how much time they have left and what they wish to do with their time. E.g. “Delegate, you have \_\_\_\_ seconds remaining, how do you wish to yield your time.” The delegate may either yield their time to the next delegate or to the chair. If they are confused, tell them how they can yield their time.

→ If there is too much time left over, take the time for the chair. Let them know. E.g. “Delegate you have too much time left over, it will be given the chair”

→ If the delegate does not finish on time, end their speech. E.g. “Thank you, your time is now up.”

## Debate

Great! you have reached the most important and exciting part of the model. While delegates debate, you must ensure they are following the parliamentary language, addressing the key points, and eventually, proposing solutions. You must also keep track of every intervention to give the delegates feedback at the end of the day and decide on the awards. Good luck!

### Passing the Motion

“Delegates, the chair is entertaining motions”

→ Follow the same procedure as previous [motions](#_rx132ma01vtx).

1. **Unmoderated Caucus**

“Delegate of \_\_\_\_\_ you are recognized”

→ The Delegate who makes the motion to open debate begins the debate. Afterwards, its based on voluntary participation.

“Delegates who wish to make use of the floor?”

→ It is important to keep a list of who has recently spoken in order to let everyone have a chance to voice their opinion.

→ If you notice delegates are not participating, you may recognize them arbitrarily. E.g. “Delegate of \_\_\_\_\_, you are recognized.”

“Thankyou delegate”

#### Points of Informations

→ Point of Information must only be made after a delegate has finished speaking. Once a point of information has been made, check in with the delegate being questioned.

“Delegate are you open to points of information”

→ If he’s not open to points of information, return to the debate.

→ If there are multiple points of information, ask the delegate how many points of information they are open to answering. E.g. “How many?” If you consider that there are not enough time for multiple points of information, limit the number of points of information. E.g. “Due to time concerns, the chair will only be recognizing a maximum of \_\_\_\_ points.”

→ To decide which delegate to speak, first find out who is making the POI. “Delegates who wish to make a point of information please your placards.” After choosing delegates to speak, give them a speaking order. E.g. “We’ll go with *Delegate A* first, *Delegate B* second, and *Delegate C* third.”

“Delegate of \_\_\_\_\_ you are recognized”

→ Both delegates must remain standing until the point of information is over.

→ The question must be a yes/no question. To ask an open ended question, delegates must make a point of personal privilege to ask an open ended question. Keep in mind that long points of information may take away debate time.

→ Once the delegate asks the question, go back to the delegate under questioning.

“Delegate, did you understand the question”

→ If the delegate did not understand the question, you must ask the delegate asking the question if they wish to reformulate their question. If they don’t, proceed to the next step. If they do, allow them to ask another question (Go back to “Delegate of \_\_\_\_\_ you are recognized”). If the delegate still does not understand, move on. E.g. “Sorry Delegate, we have to move on .”

“Do you wish to respond”

→ If they do not wish to respond, end it there.

“You may”

“Thankyou Delegate”

→ Return to the delegate asking the question

“Delegate of \_\_\_\_\_ was your question answered.”

If the delegate says no, ask the delegate under questioning if they want to give another answer. E.g. “Do wish reformulate your response?” If they don’t, end it there.

→ If there are other points of information repeat the process for each one. The delegate under questioning must remain standing the entire time.

“Delegate, you may sit down”

### Moderated Caucus

“Delegates, the chair is entertaining motions”

→ Follow the same procedure as previous [motions](#_rx132ma01vtx).

“Delegate of \_\_\_\_\_, do you wish to speak first or last?”

→ Delegate who made the motion must participate.

“Delegates who wish to speak in the formal debate, raise your placards.”

→ Write down the speakers list. You can let them know the order verbally, or write the speakers list on the board.

→ Remind the delegates the rules of the formal debate. E.g. “We will now begin with the 15 minute moderated caucus, 2-minute speaking time on the subject of x.”

“Delegate of \_\_\_\_\_ you have \_\_ minutes, you are recognized”

→ You may give them a warning before their time is up. (See [here](#_6dmweb3mdqpk).)

“Thankyou delegate, your time is up.”

→ Follow the Speakers List.

1. **Lobby Time**

→ Lobby time is mainly used to form alliances and work on committee documents (E.g. Working paper, draft resolution, and press release). However, if you just introduced a crisis or notice delegates are struggling making interventions, you can also recommend a lobby time to work on interventions. Either way, let your delegates know the purpose of the lobby time.

→ Delegates MUST speak English at all times. You may give out warnings if deemed necessary.

“Delegates we are now in Lobby time, you can get up from their seats and discuss with each other”

## Working Papers

Hopefully, debate has been going great. Delegates are participating and reaching conclusions that will need to be written down. Now is the time for a Working Paper, not quite as formal as a draft resolution, but better than aimlessly voicing proposals.

Working Papers should have a general outline of the problems and solutions. The title of the working papers is based on the topic number, followed by the number of working papers. (E.g. The third working paper of topic two would be Working Paper 2.3.)

→ After being submitted to the chair, the heads of bloc must present the working papers to the committee. The working papers are presented in numerical order.

“We will now begin the reading of working paper \_\_.\_\_.”

“Delegates you are recognized”

→ Make sure encourage the delegates to make points of information on the working papers.

"Thank you for your presentation. Are there any questions or points of clarification for the authors of this working paper?"

## Draft Resolutions (And Press Release)

Now you have arrived at the final stage of the commitee, finalizing solutions.

The Draft Resolution must use the exact format of the draft resolution template. Further information can be found in page 11 of the [Delegates Handbook](https://www.ccbmuncali.org/_files/ugd/fbeb85_78f90ecce9b24ef0a764d0e262f84e3c.pdf). The title follows the same logic of the working paper (topic #, bloc #). There must be two heads of bloc and 5-7 sponsors. If there are not enough members, the delegates must make a press release.

Delegates must complete the draft resolutions during lobby time. Set a time limit for submitting the resolutions. Once submissions are closed you can not accept any more documents or further changes to the resolution papers.

### Passing the Motion

“Delegates, the chair is entertaining motions”

→ Follow the same procedure as previous [motions](#_rx132ma01vtx).

### Reading the Resolution

“Delegates, we will know begin the reading of draft resolution \_\_.\_\_.”

→ Only the heads of bloc are allowed to read the draft resolution.

“The Heads of Bloc of draft resolution \_\_.\_\_, please come to front.”

→ Before jumping into the reading, check in with the delegates. E.g. “Delegates are you ready?” If they are not, give them a few seconds to gather themselves

→ Remember to remind the delegates that they must follow the content of the draft resolution word for word.

→ This is also a good time to mention amendments. Amendments need to be sent in and do one of three things, Modify, Strike (delete) or Add a Clause. You can only do ONE of these per amendment. Delegates can begin sending written amendments while the heads of bloc present.

“Delegates, you are recognized.”

### Amendments

→ Once the draft resolution are read, Delegates can make amendments. These amendments can be written or verbal.

“The chair is now receiving any amendments”

“Do you consider this amendment to be friendly or unfriendly?”

→ Amendments are either friendly or unfriendly. As a rule of thumb, ay amendments related to an objective mistake in formatting or grammar should be considered friendly. If the bloc disagrees with the amendment, they may consider the amendment unfriendly. In the case the amendment is considered unfriendly, the heads of bloc must state their case. The committee will then vote on whether it should be added to the resolution, it passes with a simple majority.

→ The chair can also add any amendments it deems necessary after the delegates have proposed their amendments.

If there are 10 or more amendments to the resolution or not enough operative/preambulatory clauses, it does not pass.

### Passing the Motion

→ You must pass a motion for the reading of each draft resolution.

“Delegates, the chair is entertaining motions”

→ Follow the same procedure as previous [motions](#_rx132ma01vtx).

## Voting

### Passing the Motion

“Delegates, the chair is entertaining motions”

→ Follow the same procedure as previous [motions](#_rx132ma01vtx)

“Delegates we have now entered the voting process, the use of electronics is prohibited and the doors are now locked. No one can come in or out of the room”

→ Remind the delegates they can either vote in favor, against, or abstain. (Delegates who were present and voting can not abstain.)

“Delegate of \_\_\_\_\_”

→ Only UN member states can vote, delegations with observer status have no vote.

→ Follow the list, keeping track of all those in favor or against. The resolution needs a simple majority to pass.

“With \_\_ votes in favor and \_\_\_ votes against, this resolution passes/does not pass.”

→ Allow the delegates to clap and celebrate!

## Next Day

### Suspend Session

→ Motion to suspend session is used before break and between sessions.

“Delegates, the chair is entertaining motions”

→ Follow the same procedure as previous [motions](#_rx132ma01vtx).

1. **Resume Session**

→ Motion to resume session is used after breaks and at the beginning of each session.

“Delegates, the chair is entertaining motions”

→ Follow the same procedure as previous [motions](#_rx132ma01vtx).

## Ending Debate

### Close Session

→ Motion to resume session is used after breaks and at the beginning of each session.

“Delegates, the chair is entertaining motions”

### Feedback

Provide feedback at the end of each day so the delegates can know what they need to improve on and where they did well. Try to make the feedback as personalized as possible.