ARPSMUN V



GUIDE BOOK

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Introduction

Model United Nations (MUN) plays an important role in developing delegates' diplomatic, leadership, and critical-thinking skills while encouraging collaboration and global awareness.

As chairs, you play a vital role in managing debate, maintaining order, and ensuring a fair and productive environment for all delegates. Your leadership helps create a positive experience where delegates can engage in meaningful discussions and develop their skills.

This guidebook aims to provide you with the essential knowledge, procedures, and guidance needed to lead your council effectively and ensure a successful and engaging conference.

CLIPPING SYSTEM

- 3. WARNING SYSTEM
- ALL MUN RULES MUST BE FOLLOWED. IF ANYONE DOES NOT COMPLY THEN THE
- FOLLOWING MEASURES WILL BE TAKEN
- 1. VERBAL WARNINGS
- A. VERBAL WARNINGS ARE GIVEN TO A DELEGATE BY THE CHAIR, AND NO
- ACTION WILL BE TAKEN.
- B. 3 VERBAL WARNINGS WILL RESULT IN AN OFFICIAL WARNING.
- 2. OFFICIAL WARNINGS
- A. OFFICIAL WARNINGS ARE GIVEN TO A DELEGATE BY THE CHAIR, AND WILL BE
- RECORDED TO THEIR NAME ON A DOCUMENT/SHEET.
- B. 3 OFFICIAL WARNINGS WILL RESULT IN A CLIP.
- 3. CLIPS
- A. CLIPS ARE GIVEN BY THE HEADS OF SECURITY OR THE ADMIN TEAM, A
- CLIP WILL RESULT INTHE DELEGATE NOT BEING ELIGIBLE FOR AN AWARD.
- B. 3 CLIPS WILL RESULT IN BEING REMOVED FROM THE CONFERENCE.

DRESS CODE

FEMALE DRESS CODE	MALE DRESS CODE
SKIRTS MUST BE 2CM BELOW THE KNEES	FORMAL SUIT
JEANS ARE PROHIBITED	TIE AND JACKET ARE MANDATORY
SHEER OR SLEEVELESS TOPS ARE PROHIBITED	BLAZERS MUST BE WORN AT ALL TIMES
HEELS EXCEEDING 7CM ARE PROHIBITED	SHORTS ARE PROHIBITED
ABAYAS ARE ALLOWED FOR ARABIC COUNCILS	THOBES ARE ALLOWED FOR ARABIC COUNCILS
SNEAKERS ARE PROHIBITED	SNEAKERS ARE PROHIBITED
BRIGHT, NEON OR FLORAL PATTERNS ARE PROHIBITED	JEANS ARE PROHIBITED

MUN RULES

- Arrive on time
- Smoking or vaping is strictly prohibited
- Avoid fights and bullying or any discrimination
- Treat all participants and staff with professionalism and respect
- Follow the dress code

RESPONSIBILITIES

- TO CONTROL AND GUIDE THE COUNCIL'S DELEGATES
- ENSURE THE COMFORT OF DELEGATES, AND TRY TO
- MAINTAIN MOTIVATION
- HELP DELEGATES BY ADDRESSING THEIR CONCERNS AND QUESTIONS
- BE WELL VERSED ABOUT YOUR COUNCIL'S ISSUES
- MAINTAIN ORDER AND PROCEDURE, AND ENSURE
- RULES ARE BEING FOLLOWED BY ALL MEMBERS OF THE COUNCIL

EXPECTATIONS

- PREPARATION, AS A CHAIR YOU MUST PREPARE YOURSELF AND BE KNOWLEDGEABLE ABOUT THE RULES, AGENDA AND THE TOPIC
- CONFIDENCE AND CONTROL, YOU HAVE TO BE CONFIDENT
- AND ABLE TO KEEP YOUR COUNCIL UNDER CONTROL AT ALL TIMES
- TEAMWORK, YOU MUST BE ABLE TO WORK AND
- COORDINATE WELL WITH YOUR CO-CHAIR
- ADAPTABILITY YOU HAVE TO BE PREPARED TO HANDLE
- UNEXPECTED SITUATIONS THROWN AT YOU BOTH
- EFFECICENTLY AND CALMY


PROCEDURE AND
CHAIR SCRIPT

ROLL CALL

When the chairs start the session, they'll announce: "The council is now in session, and we will begin with roll call." When your country's name is called, you have two options:

"Present": this means you are here, and during voting, you may choose to abstain (not vote).

"Present in Voting": this means you are here, and during voting, you must vote.

The chairs will call the countries in alphabetical order. Be ready to respond when you hear your country's name !!

OPENING SPEECH

- EACH DELEGATE GIVES A ONE-MINUTE OPENING SPEECH.
- THE CHAIR KNOCKS ONCE AT 30 SECONDS AND TWICE AT 50 SECONDS.
- DELEGATES MUST STOP ONCE THEIR ONE MINUTE IS OVER.
- CALL EACH DELEGATE TO THE PODIUM INDIVIDUALLY.

LOBBYING & MERGING

ONCE THE DELEGATES ARE DONE WITH THEIR OPENING SPEECHES, THE COUNCIL GOES IN LOBBYING AND MERGING. THIS IS WHEN THE DELEGATES GET GROUPED BY CHAIRS IN ORDER TO WORK TOGETHER AND WRITE A RESOLUTION PAPER OF THE GIVEN ISSUES.

DEBATE

THE NAME OF THE COUNCIL, ISSUE, STANCE, MAIN AND CO-SUBMITTERS MUST BE AT THE TOP OF THE RESOLUTION.

B. IT IS FOLLOWED BY PREAMBULATORY CLAUSES (DELEGATES MUST USE A MINIMUM OF 3).

C. THEN BELOW THAT ARE OPERATIVE CLAUSES (DELEGATES MUST WRITE AT LEAST THREE).



Amendmants

- Amendments are used to change or correct part of a resolution
- A delegate who wants to propose an amendment must submit it through a diplomatic note.
- The chair reads the amendment and asks the main submitter whether it is friendly or unfriendly.
- The main submitter deems it friendly or unfriendly.
- If it is decided as an unfriendly amendmant, the delegate that proposed the amendment explains it for one minute.
- Delegates then debate the amendment with speeches for and against.
- A vote is held to decide whether the amendment will be added to the resolution.

Voting

- Once debate has ended, move the council into voting procedure.
- Delegates vote for, against, or abstain depending on what they stated during roll call.
- The resolution passes if it receives the required majority.
- If it does not receive the required majority, the resolution fails.
- If the vote is tied, follow the council's procedure for resolving the tie, such as dividing the house if applicable.
- If the resolution passes, clapping is in order.
- If the resolution fails, clapping is out of order.

CHAIR SCRIPT

1. INTRODUCTION TO THE MUN

INTRODUCE YOURSELVES AND EXPLAIN THE COUNCIL PROCEDURE TO DELEGATES WHO ARE UNFAMILIAR WITH MUNS. MAKE SURE EVERYONE FEELS WELCOME AND COMFORTABLE.

"GOOD MORNING, DELEGATES, AND WELCOME TO THE ____ COUNCIL. MY NAME IS ____ AND THIS IS MY CO-CHAIR, ____"

THIS IS FOLLOWED BY AN ICEBREAKER OF YOUR CHOICE TO GET THE DELEGATES TO WARM UP TO EACHOTHER. GAMES SUCH AS BINGO, SHARK TANK, OR TRIVIA

CHAIR SCRIPT

2. RULES AND PROCEDURE

"When the council is in session, all delegates are expected to follow certain rules. Breaking any of these rules will result in a warning. After three warnings, you will be clipped and will no longer be eligible for an award."

CHAIR SCRIPT

2. RULES AND PROCEDURE

- THE USE OF ELECTRONIC DEVICES IS PROHIBITED.
- EATING AND DRINKING ARE NOT ALLOWED, EXCEPT FOR WATER.
- PERSONAL PRONOUNS ARE NOT PERMITTED.
- DIRECT COMMUNICATION BETWEEN DELEGATES IS PROHIBITED. ALL COMMUNICATION MUST TAKE PLACE THROUGH DIPLOMATIC NOTES. RUNNERS WILL CHECK THE NOTES, AND ANY INAPPROPRIATE OR UNACCEPTABLE MESSAGES WILL NOT BE DELIVERED.
- DELEGATES MUST RAISE THEIR PLACARDS TO SPEAK AND USE THE APPROPRIATE POINTS AND MOTIONS.

CHAIR SCRIPT

3. ROLL CALL

"THE COUNCIL IS NOW IN SESSION. WE WILL BEGIN WITH ROLL CALL. WHEN YOUR DELEGATION IS CALLED, PLEASE STAND AND RESPOND WITH EITHER 'PRESENT' OR 'PRESENT AND VOTING."

- **PRESENT: THE DELEGATE MAY ABSTAIN FROM VOTING.**
- **PRESENT AND VOTING: THE DELEGATE MUST VOTE EITHER IN FAVOUR OF OR AGAINST THE RESOLUTION AND CANNOT ABSTAIN.**

CHAIR SCRIPT

4. OPENING SPEECHES

“WE WILL NOW PROCEED TO THE OPENING SPEECHES. EACH DELEGATE WILL HAVE ONE MINUTE TO DELIVER THEIR SPEECH. I WILL KNOCK ON THE TABLE ONCE AT 30 SECONDS AND TWICE AT 50 SECONDS. YOUR SPEECH WILL END WHEN THE ONE-MINUTE LIMIT IS REACHED."

"MAY THE DELEGATE OF (COUNTRY) PLEASE APPROACH THE PODIUM? YOU HAVE ONE MINUTE TO DELIVER YOUR SPEECH. YOU MAY BEGIN WHEN YOU ARE READY.”

CHAIR SCRIPT

5. LOBBYING AND MERGING

ENSURE THAT EXPERIENCED DELEGATES AND THOSE WHO ARE NEW TO MUN ARE DISTRIBUTED EVENLY AMONG THE GROUPS. THE CHAIRS WILL DECIDE HOW MANY GROUPS THERE WILL BE AND HOW MANY DELEGATES WILL BE ASSIGNED TO EACH GROUP.

WHILE DRAFTING RESOLUTIONS, MAKE SURE ALL DELEGATES FOLLOW THE CORRECT RESOLUTION FORMAT.

SET A DEADLINE FOR SUBMITTING RESOLUTIONS AND PROVIDE DELEGATES WITH THE EMAIL ADDRESS TO WHICH THEY MUST SEND THEIR WORK.

CHAIR SCRIPT

6. DEBATING

"ONCE THE COUNCIL IS BACK IN SESSION, THE MAIN SUBMITTER OF EACH RESOLUTION WILL BE INVITED TO THE PODIUM TO PRESENT IT. THE MAIN SUBMITTER WILL READ THE OPERATIVE CLAUSES OF THE RESOLUTION AND THEN HAVE TWO MINUTES TO DELIVER A SPEECH EXPLAINING AND SUPPORTING IT.

THE MAIN SUBMITTER MAY ALLOW A CO-SUBMITTER TO DELIVER THE SPEECH INSTEAD. THE DELEGATE DELIVERING THE SPEECH MUST ACCEPT AT LEAST TWO MANDATORY POINTS OF INFORMATION FROM OTHER DELEGATES."

CHAIR SCRIPT

6. DEBATING

- "MAY THE MAIN SUBMITTER, THE DELEGATE OF ___ PLEASE APPROACH THE PODIUM TO PRESENT THE RESOLUTION?"
- "DELEGATE, PLEASE PROCEED WITH READING THE RESOLUTION."
- "THANK YOU, DELEGATE. YOU NOW HAVE TWO MINUTES TO EXPLAIN THE RESOLUTION. YOUR TIME STARTS NOW."
- "THANK YOU, DELEGATE. YOU ARE NOW REQUIRED TO ACCEPT TWO MANDATORY POINTS OF INFORMATION. ARE THERE ANY POINTS OF INFORMATION ON THE FLOOR?"
- "DELEGATE, ARE YOU WILLING TO ACCEPT ANY ADDITIONAL POINTS OF INFORMATION?"
- "THANK YOU, DELEGATE. YOU MAY NOW RETURN TO YOUR SEAT."

CHAIR SCRIPT

7. FOR AND AGAINST SPEECHES

"DELEGATES WILL NOW HAVE THE OPPORTUNITY TO SPEAK IN FAVOUR OF OR AGAINST THE RESOLUTION. EACH SPEECH WILL LAST ONE MINUTE, AND SPEAKERS MUST ACCEPT AT LEAST TWO POINTS OF INFORMATION."

- "WE WILL NOW MOVE ON TO FOR AND AGAINST SPEECHES. ARE THERE ANY FOR SPEECHES ON THE FLOOR?"
- "DELEGATE, YOU HAVE ONE MINUTE TO DELIVER YOUR SPEECH IN FAVOUR OF THE RESOLUTION. YOUR TIME STARTS NOW."
- "THANK YOU, DELEGATE. YOU MAY NOW RETURN TO YOUR SEAT."
- "ARE THERE ANY AGAINST SPEECHES ON THE FLOOR?"
- "DELEGATE, YOU HAVE ONE MINUTE TO DELIVER YOUR SPEECH AGAINST THE RESOLUTION. YOUR TIME STARTS NOW."
- "THANK YOU, DELEGATE. YOU MAY NOW RETURN TO YOUR SEAT."

CHAIR SCRIPT

8. AMENDMENTS

ONCE THE AMENDMANT IS SUBMITTED, THE CHAIR ASKS "DOES THE MAIN SUBMITTER ACCEPT THIS AS A FRIENDLY OR AN UNFRIENDLY AMENDMENT?".

IF THE MAIN SUBMITTER DEEMS IT FRIENDLY, YOU MAY MOVE ON. OTHERIWSE:

"DELEGATE, PLEASE APPROACH THE PODIUM TO EXPLAIN YOUR AMENDMENT. YOU HAVE ONE MINUTE. YOUR TIME STARTS NOW."

VOTING ON THE AMENDMENT WILL THEN TAKE PLACE.

CHAIR SCRIPT

8. VOTING

"DELEGATES, WE WILL NOW PROCEED TO THE VOTING PROCEDURE FOR THIS RESOLUTION."

EACH DELEGATE MUST VOTE IN FAVOUR OF OR AGAINST THE RESOLUTION. DELEGATES WHO ARE ELIGIBLE TO ABSTAIN MAY DO SO.

THE RESOLUTION WILL PASS OR FAIL DEPENDING ON THE MAJORITY OF VOTES. IF THE VOTES ARE TIED, A DELEGATE MAY RAISE A MOTION TO DIVIDE THE HOUSE, ALLOWING DELEGATES WHO SUPPORT OR OPPOSE THE RESOLUTION TO DEBATE BEFORE ANOTHER VOTE IS HELD, PROVIDED THIS IS PERMITTED UNDER THE COUNCIL'S RULES.

"BY MAJORITY VOTE, THIS RESOLUTION HAS PASSED/FAILED. CLAPPING IS IN/OUT OF ORDER."

Resolution

A resolution is a formal document that outlines the issues the committee aims to address and proposes possible solutions to resolve them.

1. The Heading:

The heading includes 4 basic pieces of information:

- The council name
- The main submitter of the resolution
- The co-submitters of the resolution
- The issue

RESOLUTION

2. **PREAMBULATORY CLAUSES:**

PREAMBULATORY CLAUSES OUTLINE THE ISSUES ADDRESSED BY THE RESOLUTION AND PROVIDE RELEVANT BACKGROUND INFORMATION AND FACTS ABOUT THE TOPIC.

- PREAMBULATORY PHRASES ARE IN ITALIC, BULLET POINTS, AND END IN COMMAS.

- EACH CLAUSE SHOULD BEGIN WITH A PREAMBULATORY PHRASE, AND NEEDS TO BE UNDERLINED AND IN BOLD.

RESOLUTION

3. **OPERATIVE CLAUSES:**

OPERATIVE CLAUSES OUTLINE THE SOLUTIONS DELEGATES PROPOSE TO ADDRESS THE ISSUES DISCUSSED IN THE RESOLUTION.

- EACH OPERATIVE CLAUSE MUST BE NUMBERED AND BEGIN WITH AN OPERATIVE PHRASE, WHICH MUST BE BOLDED AND UNDERLINED.

- EVERY OPERATIVE CLAUSE MUST INCLUDE AT LEAST ONE SUBCLAUSE AND MAY ALSO CONTAIN SUB-SUBCLAUSES TO PROVIDE FURTHER DETAIL AND CLARIFICATION.

EXAMPLE:

1. OPERATIVE CLAUSE
    A) SUBCLAUSE
        I. SUB-SUBCLAUSE
    B) SUBCLAUSE 2

Delegate Awards Criteria

Best Delegate should be someone who:

- participates actively and consistently throughout the session.
- delivers clear, confident, and persuasive speeches.
- respects different perspectives and collaborates effectively with other delegates.
- contributes to productive discussions and helps move the committee forward.

Best Speaker should be someone who:

- delivers well-structured, clear, and convincing speeches.
- speaks confidently during formal debate.
- responds to points of information clearly and effectively.
- demonstrates a strong understanding of their arguments and presents them convincingly.

Delegate Awards Criteria

Most Diplomatic Delegate should be someone who:

- Maintains a respectful, professional, and polite attitude throughout the session.
- Represents their country's position accurately and effectively.
- Listens to different viewpoints and remains open to cooperation.
- Encourages compromise and helps delegates reach agreements rather than creating unnecessary conflict.

Best Opening Speech should:

- Clearly explain the country's position on the topic.
- Introduce potential solutions or courses of action.
- Be well-organized, formal, and engaging.
- Be delivered confidently in a compelling and captivating manner.

HOW TO GET BEST CHAIR

THE BEST CHAIR AWARD IS GIVEN TO TWO CHAIRS FROM THE SAME COUNCIL WHO SHOW OUTSTANDING DEDICATION AND PERFORMANCE THROUGHOUT THE CONFERENCE. THE DECISION RELATING TO THIS AWARD WILL BE TAKEN BY BOTH THE DIRECTORS AND CHAIRS TEAM.

TO BE CONSIDERED, CHAIRS SHOULD HAVE A GOOD UNDERSTANDING OF THEIR COUNCIL AND ITS TOPICS.

- ACT PROFESSIONALLY AND DEMONSTRATE STRONG LEADERSHIP.
- BE FRIENDLY, SUPPORTIVE, AND APPROACHABLE TOWARD DELEGATES.
- MANAGE THE COUNCIL EFFECTIVELY AND KEEP TRACK OF TIME.
- FOLLOW THE PROCEDURES AND RULES OF THE COUNCIL.
- WORK CLOSELY WITH THEIR CO-CHAIR AND MAINTAIN A STRONG WORKING RELATIONSHIP.

LEADING A COUNICL

- MASTER THE RULES AND PROCEDURES
- ENSURE FAIRNESS AND IMPARTIALITY THROUGHOUT THE COUNCIL.
- CREATE A COURTROOM-STYLE DEBATE FOR ONE OF THE ISSUES.
- BRING YOUR OWN TWIST TO THE COUNCIL!
- INTRODUCE ENGAGING MOTIONS, SUCH AS A MOTION TO FACT-CHECK.
- SUPPORT AND GUIDE DELEGATES THROUGHOUT THE CONFERENCE, ESPECIALLY FIRST-TIMERS
- INCORPORATE OBJECTIONS TO MAKE DEBATE MORE ENGAGING.
- ESTABLISH CLEAR COMMUNICATION WITH YOUR CO-CHAIR.
- DON'T FORGET TO HAVE FUN! YOUR ENERGY IS CONTAGIOUS.

POINTS

POINT	USE
POINT OF ORDER	To correct a procedural error
POINT OF INFORMATION	Used to ask the chair a question
POINT OF PERSONAL PRIVILEGE	Used to express a personal concern
POINT OF INQUIRY	Used to ask a delegate a question

MOTIONS

MOTION	USE
MOTION TO MOVE INTO TIME FOR RESOLUTION	MADE WHEN THOSE PLANNING ON SPEAKING IN FAVOR OF THE RESOLUTION.
MOTION FOR AN UNMODERATED CAUCUS	AN INFORMAL FORM OF DEBATE WHERE DELEGATES ARE FREE TO LEAVE THEIR SEATS AND DISCUSS WITH OTHER DELEGATES.
MOTION FOR A MODERATED CAUCUS	CONTINUOUS DEBATE WHERE A SPEAKER GIVES THEIR POSITIONS ON THE TOPICS AT HAND.
MOTION TO MOVE INTO TIME AGAINST RESOLUTION	MADE WHEN THOSE PLANNING ON SPEAKING IN FAVOR OF THE RESOLUTION.
RIGHT TO REPLY	REQUESTS TO SPEAK AFTER ANOTHER DELEGATE HAS OFFENDED YOU OR YOUR DELEGATION.



SITUATIONAL EXAMPLES

- WHO DO YOU CALL IF THE DELEGATES HAD DOUBTS OF THE COUNCIL ISSUE?
  HEAD OF COUNCILS

- WHO DO YOU CALL IF YOU HAD A MISUNDERSTANDING WITH YOUR CO-CHAIR?
  HEAD OF CHAIRS

- WHO DO YOU CALL IF YOU FOUND A VAPE IN ONE OF THE DELEGATES' BAGS?
  HEAD OF SECURITY

- WHO DO YOU CALL IF THERE WAS A TECHNICAL ISSUE?
  HEAD OF IT

- WHO DO YOU CALL IF THERE WAS A MEDICAL ISSUE?
  DIRECTORS TEAM

CONTACT NUMBER

SECRETARY GENERAL	YOUSIF HUSSIAN	35586805
DIRECTOR	RAZAN RAZI	39998323
HEAD OF CHAIRS	REMAS ALQAMISH	33880850
HEAD OF CHAIRS	MARIAM ALMUBARAK	33889731
HEAD OF CHAIRS	MARIAM MOHAMMED	38990229
ASSISTANT HEAD OF CHAIRS	MALAK BINRAJAB	39517774
EMERGENCY CONTACT		999