

CHEMUN

STUDENT OFFICER GUIDEBOOK



American International School of Chennai

Edited and revised by CHEMUN XVIII Secretariat.
Written by former CHEMUN Leadership Members.

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INTRODUCTION

Welcome

Welcome, student officers, to the Chennai Model United Nations (CHEMUN) conference! The Student Officer Guide, created by the CHEMUN leadership team, is a document which thoroughly describes the role of a Student Officer at the CHEMUN conference, including procedures, important roles, expectations and objectives. The guide is meant to prepare Student Officers for the conference and ensure that they are well informed and, as a result, confident to lead committee activities. It is highly recommended that all Student Officers, especially those who are new to CHEMUN, go over the guide and familiarize themselves with the various aspects of the conference.

Model United Nations

The United Nations is an intergovernmental organization which was established on October 24th 1945, after World War II came to an end. The League of Nations, a former intergovernmental organization prior to the establishment of the United Nations, was constructed under the Treaty of Versailles in 1919 to prevent future wars through disarmament and collective security. Due to various structural issues, the League of Nations dissolved itself in 1946 and transferred its mission to the UN. The term 'United Nations' was created by US President Franklin Roosevelt to refer to the World War II Allies. Initially, UN membership was restricted to those who sided with the Allies and agreed (by signing the Declaration) to declare war upon the Axis powers. This restriction on membership was abandoned subsequent to the war. The UN started off with 51 member states and now has 193.

According to the UN Charter, the purpose of the United Nations is to maintain international peace and security, promote human rights, strengthen universal peace, encourage social and economic development, provide humanitarian aid when needed, and protect the environment. The UN is broken down into six principal organs, each of which focuses on one or more of the above issues. In addition, various specialized agencies and organizations are part of the UN System.

CHEMUN

Since its inception in 2006, the American International School of Chennai has held a three-day annual conference for middle and high school students who wish to show their passion and insight for contemporary international relations. As a simulation of the United Nations, CHEMUN strives to encourage all students to come together to research, caucus, debate, support and pass resolutions to solve issues of global importance. CHEMUN is an exciting opportunity for young minds to confront the most pressing issues of today's world. It will give them an understanding of how to approach and solve global concerns. This inspiring experience encourages students to work collaboratively and exposes them to the dynamics of our world through debate and cooperation. Topics concerning twelve different forums - Advisory Panel, (APQ), Disarmament and Security Council (DISEC), Special Conference (SPC), Environmental Committee (EC), Human Rights Committee (HRC), Economic and Social Council (ECOSOC), General Assembly 3 - Social, Humanitarian, & Cultural (GA3), General Assembly 4 - Special, Political, & Decolonization (GA4), United Nations for MUN (UN4MUN), International Court of Justice (ICJ), Security Council (SC), and Historical Security Council 1994 (HSC) - will be introduced to the participants for them to discuss as representatives of their assigned country.

MUN ROLES

The following list encompasses the different roles at MUN. Student Officers are advised to read about other roles as well on their own in order to fully understand what takes place in committee and at the conference.

Secretary Generals

The Secretary Generals will be leading and managing multiple aspects of the CHEMUN conference, which include international and domestic communication among schools; recommendation of hotels, tours, and further reservations; website and social media management; online forms and systems management; printing and technological support; and leading weekly secretariat team meetings. The Secretary Generals will be held accountable for most of the conference's leadership decisions before, during, and after the conference. Secretary Generals may be required to contact advisors, deputy secretary generals, student officers, and delegates directly.

Deputy Secretary Generals

The Deputy Secretary Generals will each be responsible for the following responsibilities: Marketing; Printing Materials, Supplies; Policy, Rules, and Procedures; Press & Admin; Placards & Room Preparation; External Delegate Development; Country Allocations; Event Reservation; Food & Transport; Liaison with Service; Chair Development; Approval Panel; Future Conference Chair Positions. Deputy Secretary Generals may be required to contact respective staff, advisors, secretary generals, fellow deputy secretary generals, student officers, and delegates directly.

Special Committee President

The Special Committee President, also referred to as the Security Council (SC), Historical Security Council, and APQ President, will be responsible for managing the three forums: Security Council, Historical Security Council, Advisory Panel Questionnaire. He/She will write guides for the student officers and delegates to refer to for their respective committees. He/She will also train delegates for these special committees.

Chair

Each committee will have three chairs. A chair is responsible for ensuring that his or her committee runs smoothly. With thorough knowledge of the rules and topics, the chair will keep the committee under control, make sure the delegates understand the procedures, and move the debate forward when needed. Prior to the conference, each chair will have written a research report about his/her expert topic (found on the CHEMUN website), which will serve as guides for the delegates to follow during their research. The chair will serve as an 'expert chair' for the selected topic, and will help delegates draft resolutions on the specific topic during lobbying sessions. The chairs can be approached by delegates in order to clarify procedures or answer questions regarding the conference, committee and topics.

Aside from the research report, chairs have many responsibilities prior to the conference: bios, photographs, topic brainstorming, etc. However, all chairs must remain in constant communication with the Secretariat throughout the process. Long delays in responses and evasive replies may lead to the removal of a chair from their role.

During a debate session for his/her expert topic, a chair will be responsible for selecting amendments that will be debated on by the delegates. He/She will **not** be chairing that particular debate. If any need for clarification arises during the debate(s) regarding a topic, the expert chair may be required to answer/clarify given that it will effectively help the debate.

Chairs will be responsible for selecting resolutions to be debated on during the conference. At CHEMUN, chairs will have absolute control on which resolutions get sent to the Approval Panel and can therefore decide which resolutions to be debated on. It is recommended that chairs provide a justified reason for disapproval to submitters and help all delegates draft the best resolutions within the given lobbying time. An equal number of approved resolutions per topic is highly encouraged. Please refer to the 'Lobbying and Resolution Process' section of the guide for further details.

Delegate

Participants in the MUN conference are referred to as delegates. Each delegate will be assigned a country or organization to represent and a committee to work under. Delegates are presented with the topics of their committee in advance, and are expected to come to the conference with thorough knowledge and research of these topics. Most importantly, delegates must formulate a position on each of the issues based on the policies of their assigned country. They will then go through the different stages of general procedure (explained later) to create resolutions which they will formally debate for the majority of the conference. Delegates are not permitted to communicate with each other directly during session unless it is done so through note-passing.

Main Submitter

The main submitter of a resolution is established during lobbying/caucus. This individual is usually chosen due to their vast contributions to the written resolution and will be expected to argue for, defend, and answer questions regarding their resolution during formal debate. Each resolution will be discussed and the main submitter will be called upon first to present it to the committee, make a speech, and respond to Points of Information (POIs). When the allotted time to discuss the resolution comes to an end, the main submitter will have an option to make a closing speech prior to voting procedure. The main submitter is not permitted to 'abandon' or vote against their resolution. A delegate can only main submit one resolution and cannot co-submit any other resolutions. The main submitter can yield the floor to one co-submitter after responding to POIs.

Co-Submitter

Co-Submitters are the other delegates who have contributed their ideas to a resolution. Though they are not main submitters, co-submitters play an equally important role in supporting their resolution through speeches, amendments, etc. Like the main submitter, delegates can only co-submit one resolution. A delegate can only co-submit one resolution and cannot co-submit any other resolutions.

Signatories

Signatories are delegates that have signed the Resolution Signatories Sheet (see Appendix). By signing on a resolution, they are simply showing an interest in seeing that resolution be debated. They are NOT required to vote in favor of the resolution.

Administrative Staff

Several administrative members will be assigned to every committee. The administrative staff play a large role in making sure each committee runs smoothly by taking care of the logistics. They run errands during the session which include printing and distributing necessary documents, making sure delegates and chairs have all the necessary material (placards, note-paper, etc), acting as a 'channel' of communication between delegates, and reporting any inappropriate behavior/ violations of committee rules to the chairs. Their main role during debate will be delivering notes between delegates and chairs. They will also keep track of delegates that exit committee after reporting to administrative staff, are not present during sessions, and misbehave. The administrative staff report all recorded details to the chair(s).

CHEMUN Press

The CHEMUN Press delivers news to all conference participants through the CHEMUN newspaper. Members of the press team are in charge of picking up stories and highlights throughout the conference and documenting them for the targeted public. A member of the press should expect to conduct brief interviews with leadership members, chairs, and delegates, collect photographs (eg. of a delegate making a speech), and write about the highlights of a particular day. Press members are not to engage in dialogue with an administrative staff, delegate, or student officer or disturb the committee during formal sessions.

CHEMUN RULES OF PROCEDURE

Quorum

Resolutions need a Quorum (or a minimum number of voters) to be voted upon. Amendments and resolutions as a whole at Chennai Model United Nations Conferences need only a majority to pass. However in the Advisory Panel (APQ) committee, consensus is required for clauses to pass. A majority vote is also needed for most points and motions. Chairs should keep a close track of votes, with the help of their administrative staff.

Roll Call

A Roll Call must be taken at the start of the committee before debate begins. If Chairs feel necessary, then a Roll Call may also be taken after the committee returns from a lunch break. Keep in mind, though, that while it may help ensure that delegates return to their committees instead of loitering, this procedure generally takes away from debate time, and should only be used if absolutely necessary.

Roll call will occur as the chair reads off the list of delegates in alphabetical order (delegation-based) and each delegate responds with either 'present' or 'present and voting.' Note that delegates responding with 'present and voting' are not permitted to abstain from voting.

Absent delegates should be noted in a list by the Chairs for each day. In addition, if delegates wish to be excused, remind them to send a note to their chair and check in with administrative staff before departing. At the end of each Roll Call, ask if any delegations haven't been called out, and make the necessary changes to future Roll Call lists.

Debate Time & Debate Mode

Debate mode at CHEMUN Conferences is usually closed debate, with the Security Council having an Ad Hoc format of debate. Closed debate is required on amendments. It is up to the chairs to determine the amount of time needed to debate a specific resolution/clause/amendment.

Points

Points during debate may NOT interrupt a speaker, with the exception of a Point of Personal Privilege, regarding audibility. All other points will be recognized only when there is a pause in the debate, i.e. when a speaker on the floor states that he/she is open to Points of Information, when a speaker is yielding to another delegate, or to the Chairs.

When making a point, delegates must rise from their seat, raise their placard and state the point.

Types of Points:

- **Point of Personal Privilege:**
 - Refers only to the audibility or well-being of a delegate.
- **Point of Order:**
 - Refers to procedural matters only, e.g. if a Chair makes an error in the order or procedure of debate and can only be used to refer to something that has just happened.
- **Point of Information to the Speaker:**
 - A question directed at the delegate having the floor who has opened himself/herself up to points of information, and can only be used when recognized by a Chair.
 - Follow-ups are in order at CHEMUN, but only one per speaker, and may be disallowed depending on the time allocated for debate.
- **Point of Information to the Chair:**
 - A question directed to a chair that refers to anything that does not fall under the category of Point of Parliamentary Inquiry, Point of Order, or Point of Personal Privilege.
- **Point of Parliamentary Inquiry:**
 - A point of information to the Chairs regarding the procedures or rules of procedure.

Motions

Motions during debate may NOT interrupt a speaker. Delegates wanting to raise a motion should do so by raising their hand and being recognized by the chair.

When the chair asks the house for seconds or objection to the motion, the chair should ensure enough time for the house to raise their hand for either seconds. For example, if the Motion to move directly into voting procedure has been raised, the chair will ask the house if there are any seconds. The delegates seconding the motion will raise their hands, and the chair will count them. Then, inform the delegates to lower their hands, and survey any objections, upon which the chair will, again, count. If the chair wants to entertain the reason for objection, the chair may call up the delegate to the stage. It is very important to inform the delegates to lower their hands, as un-lowered hands may extremely disrupt the tallying of seconds and objections.

Types of Motions:

- **Motion to move directly into voting procedures:**
 - Calls for the end of a debate and a vote to be taken on the resolution or amendment at hand
 - May be moved by a Chair or delegate, but may not interrupt a speaker
 - Requires a “second” by the committee, but needs to be voted if an objection is voiced
 - The Chair must ask if there are any objections after the motion is “seconded”
 - May be overruled by the Chairs if much time is remaining for debate
- **Motion to table a resolution/adjourn the debate:**
 - Calls for the temporary disposal of a resolution
 - A majority vote is needed by the house to pass this motion. Ties mean that the motion has failed
 - If the motion fails, the debate will continue. However, if it passes, then debate on the resolution will come to an end but can be restarted by any member of the forum
- **Motion to reconsider a resolution:**
 - Call for a re-debate of a tabled resolution
 - May be called for only if all other resolutions have been debated
 - Needs a simple majority to be passed
- **Motion to extend debate time:**
 - At the Chair’s discretion
 - Needs a second, if proposed from the floor
 - Needs a simple majority and/or ruling by the Chair to pass
- **Motion to withdraw a resolution:**
 - Can be done at any time before voting has started on a resolution
 - Will be entertained only if the main submitter and all co-submitters agree on withdrawal

Yielding

The floor may be yielded to another delegate only once consecutively. The floor may be yielded after any form of speech (main-submitter speech and for/against speech), excluding the closing speech by the main submitter. The first speaker can still yield the floor to another delegate after answering Points of Information. This should be done by the Chair asking the delegate to which delegation they wish to yield the floor. The Chair is allowed to deny a yielding if the other delegate has already had multiple opportunities to speak, so that more delegates will have the opportunity to take the floor.

However, yields to the second-degree (yielded to another delegate after one has already been yielded to), are not in order.

Amendments

Amendments should be submitted to the Chair through emails sent directly to the CHEMUN Committee emails (the information on this must be shared with the delegates in the house at the beginning of the conference and committee session prior to the debate). The chair may advise the delegates to clarify the amendment: what clause they want to amend, and how it should be amended.

During the time for amendments, Chairs will prioritize amendments and call upon those delegations which have submitted amendments. Delegates will have 1 minute to make a speech for their amendment, followed by a point of information if they wish (at Chairs' discretion). The Chairs will then entertain speakers against/for the amendment (depending on time flexibility), followed by voting procedures on the amendment as a whole. It is recommended that Chairs entertain an equal number of for and against speeches for amendments.

An amendment must be debated and voted upon even if it's only to change a single word or phrase. If the Chair feels that there is an obvious correction of a mistake, the Chair may suggest that the committee move directly to voting procedures; this will require a second with no objections, or a simple majority to pass. It is recommended that chairs do not accept these or deleterious amendments but rather those that offer beneficial additions to improve the resolution.

Closed debate is the procedure for amendments. The Chair will allocate and decide on the limit of debate time for and against a given amendment. Abstentions are not

in order for amendments; all delegates must vote either for or against an amendment.

An amendment to the second degree can only be submitted in time against the amendment (of the first degree), and debate on this amendment does not count as time against the Amendment of the First Degree. The same procedure follows as for normal amendments. After voting, the committee will resume debate on the amendment (of the first degree), regardless of whether the amendment to the second degree passes or fails.

The Co-Chairs must keep all the passed amendments together, and make the appropriate changes to their copies of the resolution. This can be viewed by the committee on the projector.

Voting

All delegates have the right to vote, unless due to unusual circumstances such as being too late to a committee in the middle of debate, or being absent during voting procedures. Delegates voting on a resolution may vote in favor, against, or abstain. Delegates voting on an amendment may vote in favor or against, but may not abstain.

All points and motions are out of order, and should not be entertained by the Chairs. There needs to be silence in the committee, and administrative staff should secure doors and take up their respective voting positions. Both Chairs and administrative staff should count votes; administrative staff should report counts to chairs.

A resolution or amendment that is tied fails. Close votes should be followed upon by a motion to re-vote or 'divide the house'. Division of the house is a vote where the Chair must go through every delegate on the Roll Call list, and ask them for their vote. Chairs, however, should avoid this motion, as it is severely time-consuming.

Voting will occur with the chairs asking delegates to raise their hands if they wish to vote for/against/abstain. Chairs are responsible for counting each respective vote.

The Chairs must never state their opinions on the issue, such as 'good' or 'bad', as that is out of order. A Chair must be objective, and in no way influence the voting procedures, except through statements encouraging all delegates to vote.

Policy Statements / Opening Speeches

The Opening Statements must be a reflection of the delegation's opinion and views on either one, a few, or all topics to be discussed by the committee. Each opening speech should be limited to 1 minute, with a maximum of 1.5 minutes. Chairs in large committees must be especially careful about the time, and be sure not to let delegates run on for too long.

At the chair's discretion, points of interest could be entertained after 3 or 5 speeches.
Point of interest

Opening speeches will be entertained in delegation-based alphabetical order.

Note-passing

Note-passing between delegates within a committee is allowed and will happen via note paper provided by the CHEMUN Secretariat to each delegate. If a delegate wishes to send a note, they must raise their hand and wait for admin staff to approach. Admin staff will then give the note to the intended recipient.

The Chair has the power to suspend note-passing if it gets too noisy or disruptive in the committee; note to and from the Chair is nevertheless in order.

Only Student Officers may pass notes to other committees, but only on CHEMUN related issues.

Administrative staff should be instructed at the beginning of every session to screen the notes. All personal or unrelated messages should be passed to the Chairs.

Funding

This is a matter that is often confused by both delegates and Chairs alike. Funding may be discussed and included in CHEMUN resolutions. However, no resolution is allowed to include either a specific amount or the names of specific funds.

For example: "Ask the FAO to fund the above-mentioned plan" is in order, while "Asks the FAO to pay \$50 million through the LEDC Agricultural Development Fund" is not in order.

Miscellaneous

- Delegates should be reminded that mobile phones must not be used by both Chairs and delegates during debate times.
- Accessing tabs irrelevant to debate is prohibited when the committee is in session.
- Refer to Less Economically Developed Countries as LEDCs or Developing Nations, not “Third World” countries.
- It is a Chair’s responsibility to ensure that delegates are having formal attire, with any delegates not adhering to formal clothing having to be reported to the secretariat.
- Chairs must always announce when a committee will be back in session when leaving for lunch or small breaks. Keep in mind that delegates tend to return a little later than planned.
- Singing, informal jokes, clowning, ripping paper, etc. are out of order and such incidents should be marked down on Roll Call sheets.
- Eating and drinking during the debate are not in order, with the exception of water.
- Mobile phones must be switched off by both Chairs and delegates during debate times in an in-person setting.
- Laptops may not be used by delegates during active debate, only during lobbying time.
- It is a Chair’s responsibility to ensure that delegates are more or less following proper dress code: Formal pants, shirts and a tie for men (jackets are necessary), and a formal dress, skirts and blouses or pants and blouses for women (of the appropriate length) for the in-person committee.
- Placards are CHEMUN property, and writing or destruction of these placards will NOT be tolerated. The same applies to desk, chairs, microphones and country flags.

SPECIAL COMMITTEES

Security Council (SC)

About

The Security Council is the smallest and most powerful committee in the United Nations. The Security Council has 15 members - five permanent members and ten non-permanent members. The five permanent members - China, France, Russia, UK, and the USA - all have veto power, the power to deny the passing of any resolution without question or further voting activity. The other ten members are dependent upon what global issues are occurring around the world, and would rotate every two years. The Security Council is the only committee that has the power to “demand” or “require” an action to be taken by a sovereign nation. The Security Council focuses on immediate action, so topics usually regard the events occurring around the world.

Debate Format

The delegates will merge different clauses to form a resolution, but it will be debated clause by clause. The resolution will be debated as a whole after all the clauses submitted during lobbying have been debated. The clauses submitted by delegates will not go through the Approval Panel; instead, the Chairs will screen the clauses by themselves and compile them into a resolution. Pre-ambulatory clauses will be passed with a simple majority when the resolution as a whole is being debated. They do not require debate.

Historical Security Council

About

The Historical Security Council is the same exact committee as the Security Council, except it is set in a different time period. As such the procedure may differ by the year it was set in. Since its creation the UN has had 5 permanent members of the Security Council - China, France, Russia, UK, and the USA, all of whom still retain veto power. The committee has all the power of the current day Security Council with one exception. In order to be able to enact sanctions or call for military action (via the use of peacekeepers) a complaint needs to be submitted against the nation in question.

Debate Format

Similar to the Security Council, the debate in HSC is ad hoc (clause by clause). If a clause requires a complaint, it should be filed with the clause, however only one complaint should be submitted per nation. It is at the chair's discretion which one will be debated. The clauses submitted by delegates will not go through the Approval Panel; instead, the Chairs will screen the clauses by themselves and compile them into a resolution. Pre-ambulatory clauses will be passed with a simple majority when the resolution as a whole is being debated. They do not require debate. Once all the clauses have been debated upon in the committee, the resolution will be debated as a whole.

Advisory Panel Questionnaire (APQ)

APQ Resolutions

A joint communiqué is the final document produced by the Advisory Panel, and serves as a resolution in this committee. As a reminder, the proposal will consist of advisory clauses only.

The clauses submitted by delegates will not go through the Approval Panel; instead, the Student Officers will screen the clauses by themselves and compile them into a resolution. Pre-ambulatory clauses will be passed with a simple majority when the resolution as a whole is being debated. They do not require debate.

Joint Communiqué

Once a final joint proposal is produced through the debates, the Student Officers will edit it to fit the communiqué format. This communiqué will be debated as a whole by the Advisory Panel during the final round of moderated caucus. The communiqué text may contain complete sentences. The communiqué will include a preamble and advisory sentences grouped under three headings – one for each topic in the Advisory Panel. The aim of the Advisory Panel is to adopt a Joint Communiqué by consensus, where this communiqué will be presented to the Secretary General(s).

Procedures for Lobbying

The Advisory Panel will lobby on the sub-questions separately. There will be three rounds of talks on the proposal as a whole - each on different sub-topics. Every round will consist of a lobbying and a plenary session. After each plenary session, further lobbying time will be allowed to enable parties to reach consensus. Tabled clauses may also be reconsidered to reach an agreement during this time. There is no "main submitter" in the Advisory Panel; however, there is a "submitter" of a clause who is the expert submitting the clause to the Student Officers. The "submitter of a clause" is the first speaker during the debate of the particular clause during sessions.

Submitters do not go through the Approval Panel but submit the clause directly to the Student Officer, who will approve the clause after checking its formatting, content errors, and plagiarism. Submitters' clauses must be approved by the Student Officer, in order for them to be debated on.

Procedures for Amendments

Amendments are conducted in a closed debate format. The experts may submit new clauses as amendments after all clauses submitted during lobbying are debated. When an amendment fails, the submitter does not retain the floor. In addition, the Advisory Panel adopts amendments by consensus and the voting procedure for amendments is the same with that of clauses.

Procedures for Voting

When voting on clauses, experts may vote for, against, or abstain; no experts hold the veto power. The Advisory Panel adopts clauses by consensus. Thus, if an expert is going to vote against or abstain, the panelist must object to moving into the voting procedures. If a panelist votes against or abstains, the clause under consideration will be tabled by the Student Officers. Experts may move a motion to reconsider a tabled clause at any point in the debate. Experts may withdraw clauses at any time during voting procedures. The Student Officers may declare that the clause under consideration will be adopted with a simple majority present in the house - only if it is essential for the debate.

LOBBYING & RESOLUTION PROCESS

The Lobbying Process

Lobbying is one of the most important parts of any MUN conference. It is an opportunity for delegates to interact, discuss, and debate, while producing a comprehensive resolution on the topics that they choose to address. The Chairs also have the opportunity to gain the respect they need to successfully manage their committee through the conference by:

- Answering any and all questions posed to them by delegates
- Knowing exactly how many resolutions on each topic are being created
- Helping delegates with phrasing or minor editing of resolutions
- Checking for plagiarism on all resolutions
- Being helpful, friendly and cooperative

Therefore, chairs should...

- Play an active role during lobbying
- Read every resolution before sending it to the Approval Panel
- Act as a just and fair mediator between groups wishing to merge resolutions
- Suggest deletion of clauses that are inappropriate or are not in accordance with the UN Charter (refer to Appendix II)
- Remove all grammar and minor errors in resolutions

Lobbying will take place in the Lounge of the AirMeet Committee Room. Each table in the Lounge is capable of holding 8 people at maximum.

The Resolution Process

Each resolution must go through the following steps before being debated in the committee:

1. Lobbying
2. Delegates merge resolutions/clauses
3. Main submitter types up resolution (in CHEMUN Resolution format)
4. Expert Chair meets with the main submitter and checks resolution (content, format, accordance with the UN Charter, plagiarism)
5. Main submitter makes appropriate changes based on the feedback
6. Main submitter submits the resolution to Chair

7. Chair sends the resolution to the Approval Panel
8. Main submitter goes to the Approval Panel
9. Approved resolutions are printed (in the order prioritized by Chairs)
10. Resolutions are debated

Student Officer's Role

The Student Officers/Chairs have a very important role to play during the processing of a resolution. They have a controlling function to make sure that the system is not overrun by resolutions that still need much work. If Chairs feel that the resolution is thorough, without many mistakes and fit for approval, then they may directly submit the resolution to the Approval Panel and send its main submitter to the Approval Panel with the help of an Admin Staff. If Chairs feel that the resolution still needs more work, they need to communicate this to the main submitter so that he/she can make appropriate changes.

Expert chairs will make the best use of their knowledge on their expert topic (topic of their Research Report) during the lobbying session. They will be responsible for dividing delegates into an equal number of groups (drafting resolutions) and individually meeting/working with the groups to ensure that they have appropriate content and formatting before submitting their resolutions to the chairs. Scheduling a meeting at least once before the main submitter actually submits the resolution to the chairs is highly recommended. All resolutions on a topic must be reviewed by the expert chair on that topic. All chairs are expert chairs on one of the topics; therefore they should coordinate with each other during the lobbying process to distribute the number of resolutions evenly and ensure that the resolutions meet the quality.

Chairs must make sure that they PLAN AHEAD. Approval, corrections, and printing/copying of resolutions take time, and the Secretariat may be busy during this period. Make sure that a resolution is fit for approval before sending it to the Approval Panel. If a resolution is needed in the morning, then you need to have it approved and printed the day before.

Plagiarism

Plagiarism is defined as “*copying of another person's ideas, words or work and pretend that they are your own*”. (Oxford Dictionary)

At CHEMUN, here are the possible scenarios for plagiarism problems to arise:

- During the lobbying process:
If a Chair encounters plagiarism of several clauses or entire resolutions, they should demand that they main and co-submitters create their own work, or completely rephrase the clauses.
- During a debate:
If a delegate proves that clauses have been plagiarized from another UN or CHEMUN resolution, the call of a 5 minute indoor recess and ask the main and co-submitters to approach the Chairs, as well as the accuser. Depending on the gravity of the situation, either take out the clause/phrases that have been plagiarized, or give the main submitter the chance to rephrase the clauses through amendments. If much of the resolution has been plagiarized, the Chairs must decide that the main-submitter should withdraw the resolution or call in a Secretariat member for further decisions.

Artificial Intelligence (AI) Policy

Student Officers must be experts on their topics; for this reason, the use of any Artificial Intelligence (AI) in the writing of the research report is explicitly prohibited. However, the use of AI to generate ideas, help in the outline phase, or provide feedback on the research report is accepted. Please note that any use of such tools must be cited in your bibliography.

Due to the unpredictability and high rate of false positives, the CHEMUN Secretariat does not endorse the use of any AI detectors (such as ZeroGPT, Turnitin, and others). However, the Secretariat will be monitoring your documents edit history to ensure that there are no illicit uses of AI throughout the research process. Therefore, submitting the research outline, draft, and final report on time through Google Docs is required. All research reports will be run through turnitin.com, in order to check for plagiarism and citation errors.

Student Officers must have integrity throughout the research and writing process, upholding CHEMUN's standards of excellence, honesty, and proficiency.

CHAIRING AT CHEMUN

Chairing Manner

There is no such thing as the ‘best chairing style or manner’. Each individual has their own opinion and manner of handling scenarios that arise. Each Chair has been selected as a part of the CHEMUN Student Officer team due to the confidence he/she has in his/her knowledge of procedures, ability to handle difficult situations, and most importantly, common sense. However, there are some guidelines that Chairs must follow, in order to facilitate a smooth flow of debate during sessions.

- The Debate
 - Pay close attention to the debate, especially if you are the Chair with the microphone.
 - All expert chairs must be prepared to answer questions and clarify doubts regarding their expert topic during the debate.
 - Interfere when a speaker uses inappropriate or un-parliamentary language or actions. If it is not too serious, sometimes it is better to wait until a speaker is finished, and then give a general reminder to all delegates about parliamentary language before proceeding with debate.
 - Never rush the debate or speakers.
- Speaking
 - Speak loudly and firmly into the microphone. It is essential that all delegates can hear you clearly.
 - Articulate, and make sure to use Standard English. Do not speak too fast, as English may not be the first language of all delegates in the committee.
 - Make sure to maintain eye contact with the group as a whole. Address the entire room while speaking.
- Maintaining Authority
 - Never yell at disruptive delegates. Keep your calm and stay cool. Moderate your tone and volume while addressing these delegates.
 - If in doubt about a question or point, take some time to consult with your Co-Chair. If there is still a doubt, consult with your Student Officer manual to make sure that the right decision is being taken.
 - Admit your mistakes when you have made them! Simply say that the “Chair stands corrected”, and do not make a big deal of it.

- Start off strict and serious, or you might set the wrong tone for the conference, one that you will be unable to break out of later on.
- Make sure to recognize speakers from all over the room, and not just one part. Call on delegates equally. Keep track of each delegate's participation by making a note of which delegates have spoken or not have spoken.
- When you are not chairing
 - Even if you are not the one with the microphone, you are still at the front of the room! All the delegates can see you, despite the fact that you are not saying anything.
 - You still have work to be handled, such as coordinating amendments (Expert Chair), keeping track of which delegates are/aren't in the room, making a speaker list and indicating which delegates have spoken or not, handling notes that are not amendments, and finally, paying attention to the debate and helping out your fellow Chairs.

Co-operating among Chairs

This topic can either be the most difficult or most easy part of the conference, depending on the way situations are handled. Here's how to make the most of your time with your co-Chair and avoid nasty situations arising:

- There should always be at least one Chair in the room at all times. The Chair that is on break should return to the room within 5-10 minutes, unless on official CHEMUN business.
- Never contradict each other in public! This point can't be stressed enough. Delegates will take any opportunity of tension between two chairs to turn disruptive. Make sure to help out each other.
- Only one Chair should be speaking to the committee at a time, to avoid confusion. If there is something the Chair who is chairing at the moment has forgotten to address, then remind him/her of it quietly, instead of taking over the microphone yourself.
- Divide chairing time fairly.
- Discuss chairing time before debate begins, to make sure that there are no points of disagreement.

Planning Time

- Remember that whether one resolution on a topic passed or failed should not influence whether another resolution on the same topic will pass or fail.

- Switch chairs at clear points, i.e. breaks or end of resolutions. A resolution should be chaired entirely by one person, for a smooth flow of debate.
- The Admin Team needs time to print and approve resolutions! Keep that in mind while prioritizing resolutions.
- Have one watch or timer to keep a track of time.

Common Chairing Phrases

- Could the house please come to order?
- The next resolution to be debated is on the question of...
- Would the main-submitter please read the operative clauses?
- The chair sets the debate time to be ____ minutes for this resolution.
- Are there any delegations wishing to take the floor?
- ____ have been recognized/ ____ have the floor.
- An amendment has been proposed by _____. The chair will now read it out.
- We will now move into voting procedures on this amendment/resolution as a whole.
- The speaker has opened himself/herself to points of information. Are there any on the floor?
- The Chair recognizes _____ for points of information to the speaker, in that order.
- Please rise and state your point.
- A follow up is in order, delegate.
- Would the delegate please repeat/rephrase the question?
- There will be no cross-talk between delegates.
- There is no more time for points of information. Could the delegate please yield the floor back to the Chair?
- There has been a point of order in the house.
- The Chair stands corrected.
- Sorry, but the Chair can't allow that motion at this time, as there is still debate time left on the clock.
- Could the house please come to order and show the speaker the respect he/she deserves?
- All those in favor of...
- All those against...
- All those abstaining...
- By a vote of ____ in favor, ____ against, and ____ abstentions, this resolution/amendment passes/fails.

Relations with Delegates

- Never be condescending or arrogant towards a delegate. They are fellow MUN participants.
- Always try to be polite and helpful.
- It is in the committee's interests that you are respected by your delegates. If that means that not all delegates are your biggest fans, so be it. It is a Chair's job to control situations that are getting out of hand, and move the debate along.

Relations with Administrative Staff

- The Admin Staff are volunteers, who have willingly given up their weekend to be at the conference, making sure it runs smoothly. Do not boss them around. Treat them with the respect they deserve, and inform your delegates to do so as well.
- Get to know your staff before the session begins, and instruct them clearly on their voting positions and roles in the debate.
- Cooperate with them and make sure they feel appreciated. Just a tip: have a round of applause for them at the end of every day.
- If you and your Co-Chair are having difficulties with your staff or a member of your staff, please contact the Secretariat to handle the issue appropriately.

Relations with MUN Directors

- MUN Directors should always be treated in a friendly manner. Avoid any confrontations with them.
- The Directors may often feel that the Chairs are not following proper rules of procedure, or that their delegates aren't getting called on enough. Calmly explain to them that there are many delegates in the forum, and you are simply trying to give each one an opportunity to speak. Assure them that you will be calling on their delegate enough during the course of their conference. If there are issues on rules of procedures, contact a member of the Secretariat to talk to the Directors.
- MUN Directors are allowed to enter the forum and take pictures, etc. But make sure that they are not too disruptive and are not talking with their delegates while the committee is in session.
- MUN Directors will be evaluating both you and the conference as a whole, so make sure that you make a good impression!

General Reminders

- Pay attention to the flow of the debate and the speakers.
- Speak loudly and firmly, not too fast/slow.
- Use your common sense and your Student Officer Guidebook to settle procedural matters.
- Handle all disruptive delegates with patience and a calm tone of voice.
- Contact the Secretariat for any scheduling issues or any grave matters that you and your Co-Chair aren't able to settle.
- Be kind to your Admin Staff, and make sure they know their roles in the committee.
- Prioritize amendments, and call on the ones that will most add to the quality of debate first.
- Treat MUN directors with respect and make a good impression.
- Be confident in your abilities, you were chosen for a reason!
- Finally: have fun, and be positive!

APPENDIX

Resolution Format (shortened sample)

QUESTION OF: Addressing the Medical Needs of the Rural Population in Asia

COMMITTEE: Special Conference

MAIN SUBMITTER: Myanmar

CO SUBMITTERS: People's Republic of China and WHO

The Special Conference,

Emphasizing that the World Health Organization constitution adopted in October 2006, states that the enjoyment of the highest attainable standard of health is one of the fundamental rights of every human being,

Noting with regret that 60-80% of the people living in Southeast Asian countries continue to live in rural areas, and of these, 80-90% are considered below the poverty line,

Noting with satisfaction the past efforts of various relevant UN organizations, especially the WHO, UNICEF, UNDP, World Bank, and non-governmental organizations such as ADKN, WONCA and Bill and Melinda Gates Foundation,

1. Requests all UN organizations such as the WHO and the World Bank to create cost effective strategies for improving medical care in rural Asia, including but not limited to:

a) Bi-annual meetings to discuss specific goal settings and to create global agreements in order to productively cure the people from various illnesses including:

- i. Malaria,
- ii. Dengue,
- iii. AIDS,

b) Annual meetings to report to the UN to confirm that all goals are being met, and conducting minor changes to the goals if needed;

2. Supports the amelioration of infrastructures in the rural areas, including but not limited to:

- a) Construction and maintenance of medical facilities such as hospitals and pharmacies,
- b) Constructing broad roads and highways in order for medical supplies to pass through easily,
- c) Installing technological medias such as telemedicine, mobiles and internet to facilitate the communication with urban areas,
- d) Building educational systems to spread awareness to the local people such as medical schools and colleges,
- e) Improving public transport systems such as mobile medical units;

3. Decides to remain actively seized in the matter.

Resolution Signatories Sheet

The below sheet must be filled out by the Main Submitter and Co-Submitters of every resolution sent to the Admin Team for approval. These will be handed out in each of the committees for your convenience and should be signed off by the chairs before the resolution is sent to the approval panel; a chair should only sign this form after making a final check for content, format, and plagiarism. A resolution cannot be approved unless this form has been completed correctly.

Resolution Signatories Sheet

A minimum of fifteen signatories are required to submit a resolution.

Topic: _____ Committee: _____

Main Submitter: _____

Co-Submitter 1: _____ Co-Submitter 2: _____

1) Delegation: _____ Sign: _____

2) Delegation: _____ Sign: _____

3) Delegation: _____ Sign: _____

4) Delegation: _____ Sign: _____

5) Delegation: _____ Sign: _____

6) Delegation: _____ Sign: _____

7) Delegation: _____ Sign: _____

8) Delegation: _____ Sign: _____

9) Delegation: _____ Sign: _____

10) Delegation: _____ Sign: _____

11) Delegation: _____ Sign: _____

12) Delegation: _____ Sign: _____

13) Delegation: _____ Sign: _____

14) Delegation: _____ Sign: _____

15) Delegation: _____ Sign: _____

16) Delegation: _____ Sign: _____

17) Delegation: _____ Sign: _____

18) Delegation: _____ Sign: _____

19) Delegation: _____ Sign: _____

20) Delegation: _____ Sign: _____

Chair Signature: _____