

OM-MUN '25



Initiate • Innovate • Inspire

**OCTOBER**  
**24•25•26**

**2<sup>ND</sup> EDITION**

**DELEGATE HANDBOOK**

# CONTENTS

1. MEET THE TEAM
2. COMMITTEES
3. DRESS CODE
4. MOTIONS
5. POINTS
6. YEILDING
7. VOTING
8. ROP
9. RESOLUTIONS
10. LOBYING
11. MODES OF ADDRESSING
12. DURING FORMAL DEBATE
13. VOCABULARY

# MEET THE TEAM

**Conference President: Fauzia Shamim Siddiqui**

**Secretary General: Ambarish Inani**

**Deputy Secretary General: Advika Pamulaparthi**

**Director General: Dhruv Yugesh**

**USG of Delegate Relations:**

**Maitreyi Ambatipudi**

**Bhupatiraju Saanvi**

**Leshiya M**

**Kodukulla Sahasra Sri**

**USG of Design:**

**Manya Anand**

**Achala Yarragennela**

**USG of Logistics:**

**Ayaan Imran**

**Armaan Baheti**

**USG of Marketing:**

**Ahana Mandayam**

**Sudeeksha Gajja**

**Aakash Mookerjee**

**USG Finance & Sponsorships:**

**Zainil**

**Samanyu H**

**Chetan Sai Desamantharao**

**USG Technology:**

**Aarav Agarwal**

**Raghav Nirola**

**OC Head:**

**Sanjna Arrabelli**

**Akshara Ramakrishnan**

**USG Administration:**

**Venkata Sai Satvik Thallam**

**USG Photography & Videography:**

**Rishik Mothukuri**

**Arathi Yerrapothula**

# COMMITTEES

---



UNHRC



WHA

(grade 6-8)



JCC



AHWG

Under 21



DISEC



Rajya Sabha



IP



Committee X

# **DRESS CODE**

---

**Delegates should not wear clothing, jewellery, or accessories which are prohibited and not allowed in formal conference. Inappropriate dress includes, but is not limited to:**

- **Team accessories such as scarves, hats, non-MUN badges/buttons/pins.**
- **Sports shoes & denim clothes.**
- **Shiny or ruffled clothing.**
- **Sleeveless attire.**
- **Shorts or Capris**

**Men should be dressed in a formal suit, shirt, tie, or similar alternative i.e., formal trousers.**

**Women should be dressed equally formally in suits, smart separates (DRESSES AND SKIRTS ARE STRICTLY PROHIBITED)**

**DELEGATES MAY COME IN INDIAN TRADITIONALS ON DAY 2 (SLEEVELESS AND FLOWY ATTIRE IS PROHIBITED)**



# **RULES OF PROCEDURE**

---

## **MOTIONS**

At MUN Conferences, there are several types of Motions.  
Below, you can read about them and see their purpose.

### **Motion to Move the Previous Question:**

This motion is known as “the motion to move to voting procedure”

This motion means that it closes the current debate and asks the committee to vote on the draft resolution or amendment currently under discussions. If accepted by the chair no further debate on the matter before the voting procedures.

### **Motion to open debate**

- Raised at the start of the committee work after roll call and agenda setting
- Any delegate may say: “Motion to open debate on (agenda topic).”
- The chair calls for seconds and conducts a procedural vote. If the majority is in favor the speakers list opens and formal debate begins
- Used only once per topic; signals official commencement of discussion

# **RULES OF PROCEDURE**

## **MOTION TO CLOSE DEBATE**

- **Used when committee discussions on a topic or draft resolution**
- **Any delegate may say:- Motion to close debate. Chair may ask for speakers in favor and against the motion.**
- **Procedural vote held; majority is required.**
- **once passed, debate ends and committee moves directly to voting procedure on the resolution or amendment.**

## **Motion to Introduce a Draft Resolution/Amendment**

- **Raised when a delegates wishes to formally present a draft resolution or amendment for committee consideration.**
- **State: “Motion to introduce draft resolution (number)” or Motion to introduce amendment to clause (number)**
- **The chair verifies basic requirements, such as sufficient sponsors/signatories, and then distributes the document to delegates for the debate.**
- **The motion moves the committee to debate specifically on the new resolution or amendment.**

# **RULES OF PROCEDURE**

---

## **MOTION TO ADJOURN THE DEBATE**

- Temporarily halts the debate and tables the resolution
- Caller makes a short speech explaining the reason
- Chairs recognize speakers in favor and against; debatable motion.
- A simple majority vote is required. If it fails, the debate continues.
- A two - thirds majority is needed to re - debate a tabled resolution.

## **Motion to Extend Debate Time**

- At the chair's discretion; not debatable.
- Requires a second and may not interrupt a speaker.

## **Objection to Motions**

Objections are not formally called out. The chair asks for seconds. If the motion has enough support it proceeds; if not, it fails silently.



# **RULES OF PROCEDURE**

---

## **POINTS**

### **Point of personal privilege**

**A question raised by a delegate relating to their personal comfort or well - being within the committee, such as issues of audibility, room temperature, or other disruptions affecting concentration.**

*Example : “Point of personal privilege, the delegate cannot hear the speaker clearly.”*

### **Point of Information ( To the speaker)**

**A question directed to the current speaker about the content of their speech or relevant topic under debate. It must pertain to the subject they are addressing.**

*Example: “Point of information, does the delegate agree that..?”*

# RULES OF PROCEDURE

---

## POINTS

### Point of Information to the Chair

A question addressed to the Chair about issues unrelated to current speech or specific content, such as clarifications on procedure or logistics.

*Example: “Point of order, the motion violates the time limit.”*

### Point of Parliamentary Enquiry

A question seeking clarification specifically about the rules of Procedure itself. This does not challenge decisions but asks how the rules apply in a given situation.

*Example: “Point of parliament enquiry, can a delegate yield to another delegate during this debate?”*

# **RULES OF PROCEDURE**

---

## **YIELDING**

**After delivering their speech, a delegate may yield their remaining speaking time only once.**

**The delegate can yield their time in one of three ways:**

**1. Yield to the Chair or Executive Board:**

**Returning the floor to the moderator.**

**2. Yield to another delegate:**

**Allowing a specific delegate to speak for the remaining time.**

**3. Yield to Points for Information (Pols):**

**Opening the floor for questions the other delegates; subject to the Chair's discretion or the yielding delegate's preference.**

**To promote fairness and diversity of voices, the Chair has the authority to call sequential yields “out of order”. This prevents delegates from passing the floor repeatedly in succession, which may limit opportunities for others to participate.**

# **RULES OF PROCEDURE**

---

## **VOTING**

### **Voting Right:**

- Only member state delegates are permitted to vote on substantive matters such as resolutions, clauses, and amendments.
- Observer delegates (representing organizations or unrecognized entities) do not have voting rights on these substantive matters.

### **Procedural Votes:**

All delegates, including Observers, have the right to vote on procedural motions such as motions to adjourn debate, motions to extend debate time, or motions related to the flow of the debate.

### **Chair / Executive Board Discretion:**

The Chair of Executive Board holds the discretion to accept or reject motions related to the voting process based on the discipline, order, and the needs of the committee.

# RESOLUTIONS

---

## WHAT IS A RESOLUTION?

A formal document that summarises all the issues a committee aims to address and propose solutions to those issues. Drafted and debated by delegates during the conference. Resolutions follow a strict format inspired by official United Nations resolutions and become official once passed by a vote in the committee.

## DRAFT RESOLUTION LENGTH?

This may be any length, subject to executive board, discussion to quality, and coherence. Avoid imposing artificial length limits.

## HOW TO WRITE A RESOLUTION?

The language of a UN resolution is very formal, diplomatic and somewhat legalistic.

# RESOLUTIONS

---

## HOW TO WRITE THE PREAMBULATORY CLAUSES?

- You will write your references to former UN resolutions, ratified conventions, and/or declarations. You will provide official figures, the most recent ones possible, to illustrate the issue.
- You will congratulate countries and/or organisations (i.e. UN organisations, NGOs) which have worked on the issue. You will emphasise the difficulties that have been encountered in the past.
- You will need to begin the preambulatory clauses with a present or a past participle or an adjective.
- The operative clauses contain the policy statements of the body making the draft resolution. The clauses should be clear and unambiguous. They present by order of importance what the UN should do or what attitude it should adopt.



# **RESOLUTIONS**

---

## **HOW TO WRITE THE OPERATIVE CLAUSES?**

**1. You must ensure that your proposals are actually workable and that they fully reflect the existing policies of the country or agency that you represent. You encourage, and/or invite countries to sign/ratify a convention/declaration.**

**2. You may propose, welcome or deplore all new situations. You may support, congratulate or refuse new proposals.**

**3. You may confirm, regret what is already existing. You have to begin the operative clauses with verbs in the third person singular of the Present Tense.**

# **LOBBYING**

---

**Before the formal conference begins, it's essential to engage informally with other delegates to generate interest and support for your draft resolution. This is a critical time for building alliances and discussing common interests.**

- Look for delegates with similar drafts; merging these proposals can create a more robust resolution that stands a better chance in debate.**
- During this phase, delegates should feel free to share their views openly.**
- Some may find that your draft aligns more closely with their goals and decide to abandon their own in favor of yours.**

# **LOBBYING**

- **Your draft resolution should be concise and must adhere to the official format to ensure clarity and coherence.**
- **It's important that your draft reflects the policies of specific interest groups while providing realistic recommendations for action on the issues at hand.**
- **The Chairs will play a vital role in coordinating this lobbying process, helping to prevent the emergence of unrealistic or illogical drafts.**
- **Engaging effectively during this phase usually results in a stronger, more unified resolution for discussion and debate.**

# **MODES OF ADDRESSING DURING FORMAL DEBATE**

---

## **PARLIAMENTARY BEHAVIOR BY DELEGATES**

**1. Speakers need to address each other in the Third Person**

**(e.g.: he/she, the delegate, the delegation) at all times. Always “honorable speaker” or “fellow delegates”, never “You” or “I”.**

**2. Delegates should stand when speaking and should not sit down until after the speaker has finished answering the delegate’s question.**

**3. Delegates must avoid the use of insulting or abusive language.**

**4. Delegates should address the chair and the House before presenting their speech Example: “Honorable Chair, fellow delegates...”**

# **MODES OF ADDRESSING DURING FORMAL DEBATE**

---

## **Phrases to be used by delegates of the Committee:**

- **“Mr./Madam Chairman...”**
- **“The delegate of ... requests the floor” or “wishes the floor”**
- **“The delegate of ... would like to raise a point of information/ point of order”**
- **“The delegate of ... wishes to speak in favour of/against this motion/ resolution/amendment because...”**
- **“Is the chair /the speaker (not) aware...”**
- **“Does the speaker (not) agree with me that...”**
- **“The speaker stated in his/her speech... Does he/she (not) realize that...”**
- **“The delegate of ... moves to amend the resolution by striking/inserting/adding the words...”**
- **“The delegate of ... urges the House to give its support by voting for/against this motion/resolution/amendment”**

# VOCABULARY

---

## AMENDMENT

An amendment is a change (addition, removal or adjustment) to a clause or a resolution. It is submitted by delegates during debate and is debated upon in closed debate and is then voted on.

“The delegate submitted an amendment to strike clause six”

## DEBATE

The Debate is where delegates exchange their delegations' opinions on an issue and try to resolve that issue by resolutions.

“Delegates we are now debating the resolution on DPR Korea submitted by the delegate of Japan”

## DRAFT RESOLUTION

A Draft Resolution is a document that tries to solve a situation. It is written (drafted) by delegates together during the lobbying stage and is then debated by the committee. If it passes in the committee, the draft resolution becomes a resolution as it has been amended and approved by the committee.

“Japan and Germany wrote a draft resolution on the DPR Korea issue”



# VOCABULARY

---

## ABSTAIN

When debate time elapses, delegates are to vote on the resolution or an amendment. Delegates who wish to abstain are those who do not support the resolution or clause and also do not oppose it.

## ADJOURN

When the debate session adjourns, it means that session time has ended. The chair announces to delegates that the committee will be adjourned, either for a break, lunch or for the day. “Delegates, the committee is adjourned for lunch. Please be back at 1:45 for us to begin debate on another resolution.”

## BLOC LEADERS

Bloc leaders gather delegates into blocs during early unmoderated caucuses, aiming to unite those with similar policy interests or compatible negotiating styles. In situations where multiple blocs merge their ideas, bloc leaders often become the primary sponsors on the merged document and take responsibility for merger negotiations.

# VOCABULARY

---

## FIRST DEGREE AMENDMENT

An Amendment to the First Degree is where a delegate submits an amendment to add, remove or adjust a clause in the resolution to become better and more appealing to the House. e.g: “That was a strong amendment to the first degree, submitted by the delegate of Japan. It helped improve the resolution greatly!”

## POINT

A Point is a question raised by the delegate pertaining to the resolution or to the committee. They can be raised to the chair or to delegates who have the floor. To learn of the various points, please refer to the page. “The Delegate wanted to make a point of information to the delegate of Japan, but was unable to due to time”

## POSITION

During debate, delegates have a position. Their position is their standing on a resolution or a clause, which reflects their delegation's views. “What's your delegation's position on the DPR Korea issue?”

# VOCABULARY

---

## FORMAL DEBATE

Formal debate is the debate style at MUN conferences, where delegates address themselves and each other in the third person, rather than saying “me” or “I” one would say “the delegate of”.

## MOTIONS

A motion is a request made by a delegate, which is requested to do something, such as moving into voting procedures or to extend debate time. To learn of the various motions.

## NOTES AND NOTE-PASSING

A note is a piece of official delegation paper that delegates can send around the committee. Between delegates, they pertain to the debate and try to get each other's opinions or to generally talk to delegates. However, if the house gets rowdy, the chair has the right to suspend note passing.

# VOCABULARY

---

## SPONSOR/SPONSORS

**Sponsors are delegates who draft, submit, and present resolutions to the committee. They defend their resolution during debates, answer questions about it, and deliver key speeches such as the introduction and closing statements.**

## PLACARD

**A placard is the sign paper the delegates hold up to be recognized by the chair to speak or to make a point of information. Every delegate has their own placard with the delegation written across it. “Delegates please lower your placards”**

## FLOOR

**The Floor is a metaphorical area, which delegates can obtain to be able to speak on a resolution or clause. e.g: “Delegate, you may take the floor and speak on the resolution.”**

## AGENDA

**The agenda is the order in which resolutions, breaks and other events will occur. It is the committee’s schedule.**

**“The first thing on the agenda, delegates, is roll call”**

# **VOCABULARY**

---

## **SECOND DEGREE AMENDMENT**

Amendments to the Second Degree are amendments which change an amendment to the first degree. They can only be submitted in the “time against” the first amendment.

## **VOTING BLOC/VOTING PROCEDURE**

The Voting Bloc/ Voting Procedure is where delegates vote on either amendments, clauses or resolutions.

## **RESOLUTION**

Resolutions are documents written by delegates, which aim to solve a specific situation.

## **SIGNATORIES**

A signatory is a delegate who has signed onto the resolution

## **YIELD**

Yielding is where a delegate gives the floor to another delegate or gives the floor back to the chair.

# VOCABULARY

---

## RIGHT TO REPLY

The Right of Reply is where delegates may reply to a speaker's comment. It is requested by a delegate to the chairs when a delegate has been insulted, or was mentioned on a delegate's speech and wishes to answer the delegate back on what they said about them.

The Roll Call is done at the start of the day and after breaks. It's like the register at school, where the chairs (instead of teachers) check for which delegates are present and if debate may begin.

## SECOND

A Second, is something called out by a delegate who agrees with a motion. If a delegate doesn't agree, they call out "Objection!".

## SPEAKER'S LIST

The Speaker's List is held by the chair and determines which delegates will speak. It also serves as an account of how many times each delegate has spoken.



# CONTACT US:



## OUR SCHOOL

<https://www.openminds-hyderabad.com>

## MUN EMAIL ID

[openmindsmun@dsr.edu.in](mailto:openmindsmun@dsr.edu.in)

## SOCIAL MEDIA HANDLES

MUN : **@openmindsmun**

School : **@birlaopenmindsintnlsch\_hyd**

## PHONE NUMBER

Fauzia Shamim Siddiqui  
Conference President  
+91 7670907309

Advika Pamulaparthi  
Deputy secretary general  
+91 7794871391

Dhruv Yugesh  
Director General  
+91 7075756127

Sanvi  
USG delegate relations  
+91 7675025281

Sahasra Sri  
USG delegate relations  
+91 9381299283