



مدرسة البكالوريا - عمان
Amman Baccalaureate School

AMMUN 

XXIV



CHAIRING GUIDE

INDEX

Chapter I – Introduction to Chairing Terms

Quorum

Roll Call

Debate Time and Type

Yielding the floor to other delegations

Chapter II – Rules of Procedure

Points

Motions

Voting

Note Passing

Funding

Chapter III – Forum Rules

Debate Flow

Lobbying Process

Chairing Roles

Plagiarism at AMMUN

Miscellaneous

Chapter IV – Chairing Scenarios

Dealing with Different Members of the Forum

Cooperating with your Chairing Panel

A Chair gets Sick

The Chair makes a Mistake

A Question you cannot answer was asked

War was Declared

The Committee becomes too rowdy

The Chair gets criticism

Dealing with “disruptive” delegates

Chapter V – Planning your time

Before the conference

After the conference

Chapter I – Introduction to Chairing Terms

Quorum

A Quorum is two thirds (2/3) of the forum members. The president of the forum must wait until quorum is reached in the house before any general decisions can be taken by the president and the house. Quorum is needed to start debate or proceed with prior debate, vote on a resolution, and pass certain *motions*. The members of the chairing panel of the forum must always keep a *Roll Call* list next to them in order to take attendance of the forum and also to ensure that the delegates are present, and if not, they would encourage them to attend and keep track of them.

Roll Call

Roll Call is the process of establishing which delegates in a given forum are present, by reading out the delegations in a Roll Call List. A Roll Call must be taken by the members of the secretariat present in the forum before the first morning session and after every coffee break or interval. Absent delegations will then be noted off, and the president will pass it on to the DSG, who will contact their supervisors.

Delegations that are leaving the forum for specific purposes should send a note to the chairing panel stating when and why they are leaving to ensure staff is aware of their absence during Roll Call. At the end of each Roll call, the chairing panel should ask if there are any delegations that were not read and add them to the list for next sessions.

Debate Time and Type

There are two types of debate that can take place:

- Open debate, which is when the house is debating on a resolution.
- Closed debate, which is when the house is debating on an amendment.

AMMUN's main debate is open debate on the resolution. However, when entertaining *amendments*, the debate is moved into closed debate.

Before the main submitter reads out the resolution, the chair allocates debate time. All resolutions have a specific time set for them without disrupting the time set for other resolutions.

Yielding the floor to other delegations

The floor may be yielded back to the chair or to another delegate. When the floor is yielded to another delegate, it could only be yielded once consecutively. It remains up to the chairs' discretion.

The chair shouldn't allow the floor to be yielded to a delegate who has spoken multiple times unless they are a co/main submitter.

Chapter II – Rules of Procedure

Points

Points are what delegates use to communicate with the chair outside of debate. In order to respond appropriately when a point is used and when asked what it means, a chair should have a very good memory of all the points.

- All points entertained at AMMUN may not interrupt a speaker except for a point of personal privilege (due to audibility).
- All the other points will be entertained at times that are not seen as disruptive to the flow of debate, such as when the floor is being yielded by a delegate to the chair or to another delegate.
- Delegates must wait for the chair to recognize and entertain their point in front of the whole forum rather than immediately stating their points. Example: “Point of Order”. The chair then says, “there has been a point of order on the floor, could the delegate rise and state their point.” The delegate then rises and states their point, directing it towards the chair.
- The chair must clarify the meaning of the point at least once, as some delegates may be unaware of the meaning.

Point of Personal Privilege:

- Refers to the comfort or well-being of the delegate.
- May only interrupt the speaker if its due to audibility.
- Does not require a second, it is unchallenged.
- Example: “It is cold, please close the window.”

Point of Order:

- Refers to parliamentary errors that the chair has made.
- Cannot interrupt a speaker.
- May only refer to a recent error and must not disrupt debate flow, otherwise can be overruled by the chair.

Point of Information to the Speaker:

- A question directed to the speaker who has the floor if they have indicated an openness to points of information.
- Cannot interrupt a speaker.
- Follow-ups will be entertained in AMMUN but may be limited due to time constraints.
- Example: “Could the delegate elaborate on the third clause, please?”

Point of Information to the Chair:

- A question directed to the chair.
- It may not interrupt a speaker.
- Entertained at the chairs’ discretion.
- This could include a point of information to the expert chair.
- Example: “Could the chair list all parties involved in the United States’ war against terror?”

Point of Parliamentary Enquiry:

- A point of information (question) to the chair regarding the rules of procedure.
- It may not interrupt a speaker.
- Example: “Could the chair please explain to the house what is meant by open debate?”

Clarifications:

Delegates are not allowed to create their own points, and if they need a request that is not part of the main points then they should send it in the note paper through the Admin Staff, and the chair will deal with it accordingly.

Delegates often use slightly different wordings; in this case the chair should not overrule the point, but he should clarify the point in its correct term and then entertain it.

Motions

Motions are the means by which delegates communicate ideas and requests to the chair. The majority of motions concern debate procedures.

Whenever a motion is called upon during debate, the chairing panel must clarify the meaning of that point and repeat it as there may be delegates who did not understand. Therefore, similar to points, a chair should also remember what all the motions are, as well as everything regarding them, including the meaning, the conditions for it to pass, and the procedure that takes place should the motion pass.

No motion can interrupt a speaker, the delegate wishing to raise the motion must wait until all speakers have finished their points.

All motions are made to address the chair, no motion can be used to directly address another delegate.

Motion to move to previous question:

- Previously known as “motion to move to voting procedure”.
- May not interrupt a speaker.
- May be overruled or entertained by the chair.
- It requires a second, though a chair is required to ask for objections and entertain justification of the objection from the delegate.

Motion to Reconsider a Resolution:

- Calls for the re debate and re vote of a resolution that has been previously discussed.
- This will be entertained after all other resolutions have been debated and voted on.
- Requires a 2/3 majority.
- Only necessary if no other resolution on the topic is present.
- Not debatable.

Motion to extend debate time:

- Entertained at the chairs’ discretion, it is not debatable.
- Requires a second, if proposed by any member of the forum.
- Requires simple majority to be entertained unless automatically overruled by the chair.

Motion to extend points of information:

- Entertained at the chairs' discretion and can be overruled if the chair sees it will affect the flow of debate or due to time constraints.
- Seconds and objections will also be entertained to the motion.
- Motion cannot interrupt a speaker.

Clarifications:

In most cases, the entertainment of motions depends on the chairs' discretion. If the delegates object to the chair's appeal or decision, the chair should rule the motion out of order and must give a brief statement as to why that particular motion is not being entertained.

Voting

- Delegations (Member States, Observant Nations, and Organizations) all have the right to one vote regarding substantive matters like motions, amendments, and resolutions. At AMMUN, delegations are limited to representatives of countries, and do not include any other form of representation.
 - Once debate time on a resolution or amendment elapses, the Chair announces that the house will be moving into previous question (voting procedures).
 - Votes are cast by the raising of placards when instructed to do so by the Chair. Votes are then counted by Admin Staff and reported to the Chair.
 - If there is a tie in the number of votes, the chair rules abstentions out of order. If there still is a tie, the resolution fails.
 - After voting procedures, the chair announces the verdict. If a resolution passes, clapping is in order. If it fails, clapping is out of order.
 - Whenever the number of votes is close a recount is entertained and sometimes the chair entertains a Roll Call Vote, known as "Division of the House".
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- When voting on amendments, all delegates with voting rights must vote either 'for' or 'against'. Abstentions are out of order.
 - When voting on resolutions, delegates with voting rights may vote for 'for' or 'against' the resolution. Abstentions are in order.
 - The chair should remain objective throughout the voting procedure, however statements stating that "It is better to pass resolutions" or encouraging them to cooperate is in order as it is their responsibility.

Note Passing

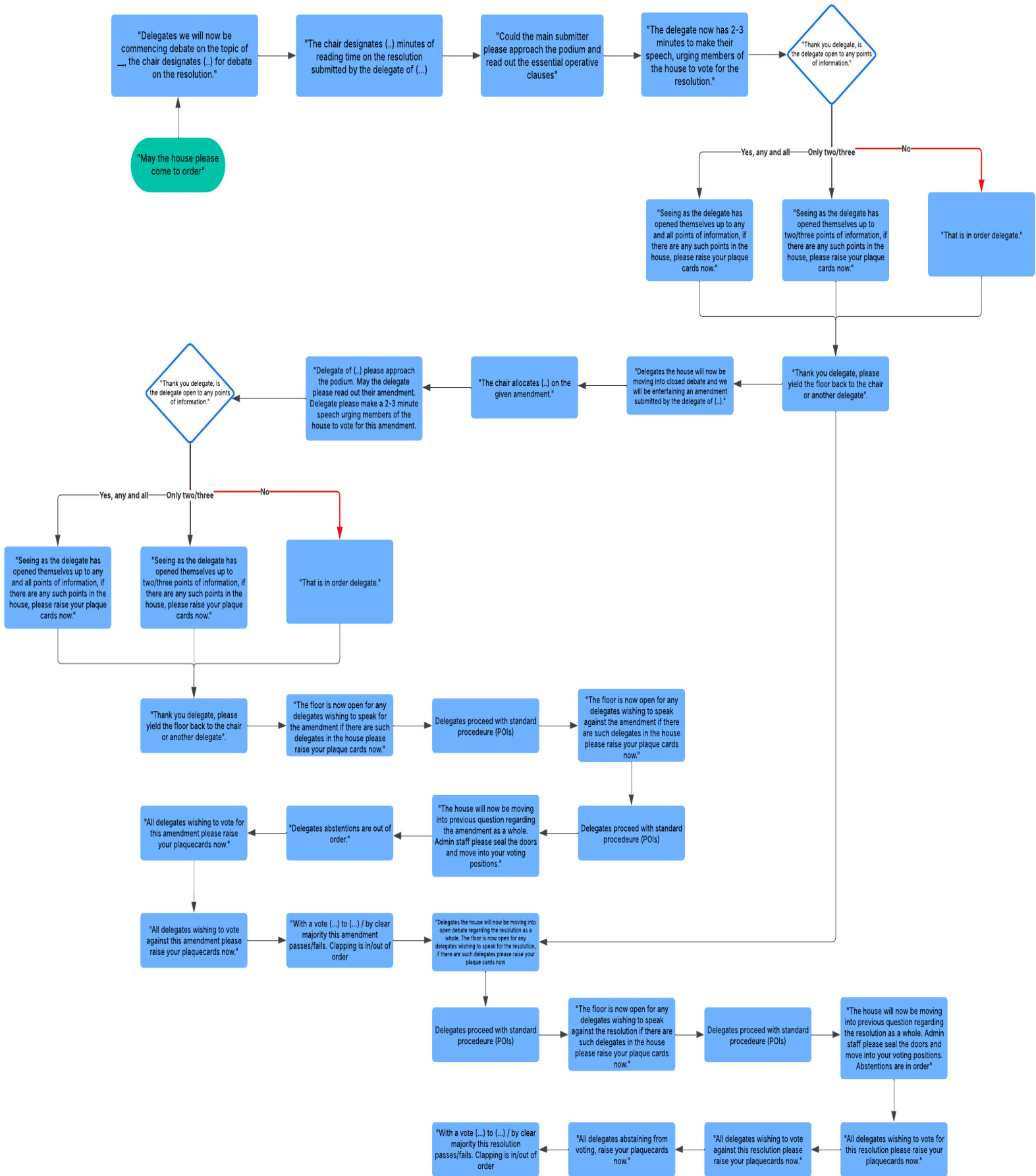
- Note paper will be provided by the AMMUN team.
- It is only allowed to pass notes within a forum; passing notes between forums is not allowed.
- The official language of AMMUN is English; therefore it is only appropriate that note passing is only in English.
- Delegates should refrain from sending personal messages in the form of notes.
- The chair has the authority to suspend note passing if the house is out of order.

Funding:

- Funding is not a main focus of debate at AMMUN since it causes confusion between delegates. Delegates should assume that the UN and other relevant bodies have unlimited funding and enough resources to support any action suggested by a resolution.
- Resolutions should not include an exact amount of money or specific sources of funding. (E.g. "Asks the IMF to fund ..." NOT "Asks the IMF to fund \$12,457,328 out of the developing nations fund...")
- In the economic and social council (ECOSOC), where economic aspects are tied to the topics discussed, funding can be mentioned and discussed. However, excessive focus on the discussion of specific funds should be stopped to avoid unending debate.

Chapter III – Forum Rules

Debate Flow



Lobbying Process:

Lobbying and Merging is the most important day of the conference since it establishes the tone for the days that follow. It is a crucial time for chairs to introduce the committee, roles, and topics. Delegates will begin writing and combining resolutions, setting the stage for the discussions that will take place over the next few days.

The way a chair leads on this day usually shapes how effectively they guide debate for the rest of the conference. A chair must:

- Ensure that all delegates are familiar with proper resolution structure to maintain consistency
- and clarity in the resolutions written.
- Actively assist delegates in organizing themselves into groups according to allies and common foreign policy stances on the topic at hand.
- Be attentive to everything going on in the different lobbying groups.
- Answer all questions by delegates regarding ROP, conference details, and the topic.
- Check for plagiarism.
- Act as mediators between the delegates, for example when choosing the main submitter.
- Propose preambulatory clause starters, operative clause starters, and better wording for resolutions.
- Make sure that any abbreviation written at first is in full, (e.g. “United Nations High Commissioner for Refugees” at first, then “UNHCR”)
- Make sure there are enough co-submitters signed onto the resolution before passing it on to the approval panel. The number of co- submitters is based on the chairs’ discretion.
- Take the time to sit with delegates and groups individually.

Chairing Roles:

To guarantee smooth debate, each chair of the committee should have a distinct role.

- Main Chair: Facilitating debate by answering any points, entertaining motions/speakers, calculating time for/against, and counting votes.
- Logistic Chair: Maintains the tally sheet and coordinates with the Main Chair. Keeps track of good and disruptive delegates. Encourages delegates to participate in debate when necessary and also point out which delegations stood out (positively as well as negatively)

- Expert Chair: The chair who has written the research report and is keeping an eye out for any false information given by a delegate. Evaluates resolutions to entertain strong ones. Coordinates the amendments by merit and fairness. Edits resolutions on the web app in the light of passed and proposed amendments.

If a committee has a fourth chair, they may be responsible for handling amendments. Otherwise, amendments should be handled by the expert chair.

Plagiarism at AMMUN

“Plagiarism is when you copy an idea, words, or works of someone and present it as your own”. (Oxford dictionary)

At AMMUN, there is no tolerance for plagiarism or the use of AI, under any circumstance. Chairs are expected to use reliable resources and correctly cite all information that is not their own. Original work and thorough comprehension and analysis of the topic should be included in the research report, which should be supported by credible references. This not only maintains academic integrity but also serves as a strong example for delegates.

During the conference, chairs must also encourage delegates to think outside the box and create unorthodox approaches in their clauses. If a delegate is caught plagiarizing, they will be held responsible. In this case, a member of the leadership team should be contacted and a further investigation into this matter will be taken.

Miscellaneous

- The use of mobile phones, laptops, tablets, cameras (etc.) during debate time is prohibited.
- Mobile phones should be switched off at all times; the only exception is when contacting a supervisor or legal guardian.
- The use of laptops is not allowed during debate sessions.
- Any item of clothing including cultural clothing, pins, and badges that advertise propaganda is prohibited.
- Smoking is absolutely prohibited during the duration of the conference; any person caught smoking will suffer strict consequences.
- Less economically developed countries should always be referred to as such or as
- “LEDCs” rather than “Third World” to maintain respect and diplomacy.
- Males should always wear a jacket and tie during session, and especially when a delegate takes the podium; such garments MUST be worn.

- Female attire should be appropriate; revealing clothing, short dresses/skirts, backless items of clothing, leggings are all examples of what should not be worn during the conference.
- The chair is never to check for appropriate clothing; a member of the leadership team should be contacted, and appropriate measures will be taken after that.
- When adjourning debate, always calculate the time wasted when delegates are getting back to their seats and settling in. Therefore specify time shorter than would be necessary.
- Singing, joking around, clowning, rapping etc. are all prohibited in AMMUN and should not be tolerated by the team. If such incidents occur, the chair must call them out of order immediately and ask the delegate to maintain order.
- Eating and drinking (anything other than water) is out of order during the session.

Chapter IV - Chairing Scenarios

Chairs must act as role models and examples to delegates at all times. Everything you do is visible to delegates, so chairs should always:

- Act professionally and calmly.
- Own up to any mistakes they make.
- Cooperate with the chairing panel before taking decisions.
- Show dedication and commitment to the conference and to their delegates.
- Pay attention to the substance of the debate.
- Explain their decisions clearly.
- Recognize a variety of delegates without any form of bias.

Dealing with different members of the forum

Delegates: Command respect, but always speak politely - never in a condescending or arrogant manner.

Administrative staff: Discuss everything (vote counting and positions, note-passing, chairing roles, etc.) with them prior to debate. Work collaboratively with them and ensure they feel valued and acknowledged. However, do not allow them to overstep and cause chaos within the forum.

MUN directors: Supervisors and Directors are allowed to enter the forum at any time except during voting procedures. If they choose to do so, they must not disrupt debate flow, and chairs should kindly remind them of this if necessary. Supervisors and directors should always be treated with kindness and respect (just like you would with anybody else).

Cooperating with your chairing panel

The chairing panel should always be present with each member assigned a chairing role to ensure smooth debate.

Never contradict each other in public; address the person chairing with a note or during recess and do not interrupt them. Always displaying a good, professional relationship with the other members.

A chair gets sick

All forums will have a president, a deputy president, and chair(s). Therefore, in the case that one of the members of the committee panelists is sick, the other members should take over the responsibilities of the sick chair.

A member of the leadership team should be contacted early on during the day in order to ensure that the committee is properly attended to, and if necessary, a member of the leadership team will sit in during debate.

The chair makes a mistake

If a delegate raises a point in order to correct the chair, the chair should clarify and correct their mistake, and continue debate.

- In the case that the delegate claims that the chair made a mistake, but the chair is sure that he/she did not, then explain why you are correct and continue the debate. Do not let this dwell on too long as other delegates will be bored and debate time will be wasted.
- If the chair is correct and the delegate is insistent that he/she is not, The delegate should be politely pulled aside by a chairing panel member to explain the mistake. If the delegate is adamant, then a member of the leadership team should be contacted, and matters should be discussed aside. However, this point should not be reached at AMMUN, as chairs are expected to know the rules of procedure and be able to facilitate a smooth debate for all.

A question you cannot answer was asked

Do not complicate matters; simply state that you do not know and ask a co-chair to look further into the matter. If it is concerning rules of procedure; look it up in the chairing guide or the handbook.

War was declared

In regular committees, declaring war is out of order at AMMUN. War can only be declared in the Security Council. Make it clear to the entire committee that such a declaration is not entertained and continue with debate.

The committee becomes too rowdy

- Try and listen to the delegates to find out the root cause of the problem.
- Do not proceed with debate until there is order in the house.
- Repeat “May the house come to order” but do not shout.
- If you notice delegates have lost interest towards the end of debate and are tired, give
- five minutes of unmoderated caucus.
- Never will there be complete silence in the forum, minor chit-chat and murmurs should
- not be accepted and should be controlled especially when it is disrupting the speaker
- and other delegates.
- Never yell, and do not lose your temper no matter the circumstance. You represent the
- AMMUN team, and at AMMUN, there is always a diplomatic approach to any situation.
- Be polite, serious, cooperative, and friendly at all times.
- Know that even if you are not chairing, you are seated with the chairing panel. Most
- delegates will pay attention to what you are doing. Meaning that you are a role model to the
- delegates, therefore you have to set an example for them in terms of your actions and
- behavior.
- Make sure to be consistent with chairing style, policies and how you implement the
- rules of procedure as to not cause confusion and misinterpretations during debate.

The chair gets criticism

If a motion to remove the chair is raised in the house, immediately instruct another member of the chairing panel to state that such a motion is out of order and continue debate normally.

Never pay too much attention to any motion presented against the chairs, thus giving it very little importance. At the end of the day, the forum is under your control, and you cannot lose your temper.

Dealing with “disruptive” delegates

Disruptive delegates are those who hinder debate flow and waste debate time. They are simply seeking attention whether from other delegates or the chairs and are simply not tolerated at AMMUN. A chair should always maintain temper when dealing with such delegates, and the following steps should be taken:

- Express to the forum that the general conduct of the delegate was inappropriate. (e.g. racism, discriminating...)
- Take the delegate aside and talk to them privately and explain how their behavior is unacceptable and will not be tolerated at AMMUN. Mention that if their behavior continues, a member from leadership will be contacted and if necessary an MUN director.
- In extreme cases, the delegate's badge can be confiscated, and the delegate would no longer participate in the conference. The MUN director overseeing the delegate should be contacted and informed of such doing.
- In the case that the MUN director and delegate were uncooperative, matters should be discussed with the leadership team and further action would be necessary such as banning the school from future participation in AMMUN.
- Delegates that directly insult the person representing a delegation must apologize. If the chair is unsure whether a specific statement is considered an insult or not, the chair should ask the delegate to maintain a parliamentary tone while on the podium.
- Only delegates who insult other delegates personally should apologize. The apology should not be done publicly on the podium as it might cause unwanted commotion in the house. Instead the chair should talk to the delegate privately or ask that they send a written apology.

Chapter V - Planning your time

Before the conference:

When writing the research reports, it is important to manage your time by setting mini deadlines for yourself and staying consistent with your work to ensure timely and high-quality completion.

Create a delegate training schedule to organize and plan the focus of each session, ensuring you are covering ROP, topics, and resolution structure.

During the conference:

- Start the day with 'weaker resolutions', as the first ones are more likely to fail.
- Later introduce 'stronger resolutions' with enough time to discuss and amend them.

- Remember, you should pass one resolution per topic. Be careful when passing multiple resolutions on the same issue so they don't contradict what the others state.
- Switch Chairs only at clear points (most preferably between each resolution)
- Create a chairing schedule to allocate time for each chair to chair a resolution, bearing in mind the expert chair.
- Plan for a few breaks during the day, however, don't give too many breaks (one after each resolution is reasonable)