Presiding Officers Guidelines (Revised 2015)

BEGINNER Security Council - with pre-written resolutions

1. Write "U.N. Security Council, 2015" on white board or overhead
   Friendly **welcome** to _____ H.S. MUN conference (or Intro to MUN)
2. Your **goals** for the council • substantive discussion by **ALL** delegates
   • Write & pass useful, realistic resolutions to end conflicts or long term problems
   • Accurately represent their state, diplomatic behavior, positive experience, etc.
3. Judges forms filled out and picked up (ie., if 3 judges, will need 3 forms from each delegation)
   late Position Papers picked up

Ask for any friendly amendments (by pre-written, resolution "authors"). automatically adopted if the resolution authors agree to the amendment and it does not change major focus of resolution

4. Call Security Council to order
5. Roll call - "present" and raise placard
   states/countries with FORMAL names listed alphabetically
   invited states not in Security Council listed at end of roll call
6. Calculate and announce 20%, simple majority, 2/3, and 80% of delegations present
   write on the white board or overhead
7. Set the agenda of **topics/issues** to be discussed and negotiated
   discussion, then proposed order of **issues** voted on
8. Authorship speeches (in order of first to third resolutions of first issue) (3 min.)
   NEW - 5 (five) substantive OR clarification questions, with **one follow-up question**
   for each of the 5 questions that IS a question, NOT statement
9. Set docket to rank order resolutions on first issue
   after authorship speeches, so beginner delegates may better understand differences of resolutions and for more early, varied speakers
10. Open a speakers list (majority vote) including speaking time - (2 min. default)
    or moderated caucus to hear where **80-100%** of delegations stand on the issue
11. **NEW** **80**-100% of delegations need to give at least a **one minute speech** before voting on an amendment or resolution and before 2nd un-moderated caucus
12. Un-moderated caucus suggested by PO to meet in logical voting or regional blocs to discuss resolutions, possible amendments (2nd Un-mod **only** after **80% delegations speak 1 min**)
13. Possible amendments - amendment authorship speeches - (3 min.)

Unfriendly amendments - need **3 or 20% (highest)** of delegations signatures, then must be given to chair and approved by PO for relevance to resolution (that it does not change the general/overall purpose of the resolution), then need a **2/3** vote to **pass**

Only **3** amendments may be pending (dealt with by POs)
Unfriendly amendments have no separate speaker list - Suggest either a moderated caucus, two for and two against speeches, or continue on previous, regular speaker list.

14. Previous Question (2/3 vote to end discussion and vote)
15. Vote, if previous question passes and **80-100%** of the delegations have given 1 min. speech.
    Move to 2nd issue - Repeat 10 through 15.

Judges Comments - 10 minutes at end of morning and afternoon sessions
At end of morning session - Tell delegates you will change seating & take their valuables to lunch.
At end of Council - Collect ALL **placards** and wooden **blocks** BEFORE delegates leave, alphabetize them and take along with gavel and take to Rm. 2219 before awards ceremony.

Plan brief summary of your council's actions for awards presentations.

Presiding Officers Guidelines

INTERMEDIATE and ADV Councils - writing resolutions AT Col. H.S. Conferences

1. Write the name of council or committee and year on the white or black board.

2. Welcome and your **goals** for the council - examples:
    - substantive discussion by **ALL** delegates
    - write & pass useful, realistic resolutions to end conflicts or long term problems
    - accurately represent their state, diplomatic behavior, positive experience, etc.
3. Judges forms filled out and picked up (ie., if 3 judges, will need 3 forms from each delegation)
4. Call council/committee session to order
5. Roll call - "present" and raise placard
    states/countries with FORMAL names listed alphabetically, Non-govt. organizations follow
6. Calculate and announce 20%, simple majority, 2/3, and 80% of delegations present
    write on the white board or overhead
7. **NEW - 80-100% of delegations need to give at least a one minute speech before voting on an amendment or resolution and before 2nd un-moderated caucus**
8. Set the agenda of **topics/issues** to be discussed and negotiated
    discussion, then proposed order of **issues** voted on
    NO setting of docket, since there are no prewritten resolutions to rank order
9. Open a speakers list (majority vote) including speaking time - (2 min. default)
    or moderated caucus to hear where **80-100%** of delegations stand on the issue
        need at least one (1) minute speeches to meet minimum discussion
10. Un-moderated caucus suggested by PO to meet in logical voting or regional blocs to discuss resolution writing, possible amendments
    (**2nd** Un-mod **only** after **80% delegations speak 1 min**)
11. After first resolution submitted to and accepted by PO, authorship speeches
    (3-5 min.) and clarification **and/or substantive** questions (5 min.)
12. Possible amendments - amendment authorship speeches

Unfriendly amendments - need 3 or **20% (highest)** of delegations signatures, then must be given to chair and approved by PO for relevance to resolution, then need a **2/3** vote to **pass**

Only 3 amendments may be pending (dealt with by POs)

Unfriendly amendments have no separate speaker list - Suggest either a moderated caucus, two for and two against speeches, or continue on previous, regular speaker list.

Friendly amendments are considered friendly if all of the initial sponsors agree to the amendment - are automatically adopted, after PO approval

13. Previous Question (2/3 vote to end discussion and vote)
14. Vote, if previous question passes
    Move to 2nd issue - Repeat 11 through 14.

Judges Comments - 10 minutes at end of morning and afternoon sessions

At end of morning session - Tell delegates you will change seating & take their valuables to lunch.

Seating for the morning has been established (usually alphabetically), so please sit in assigned locations. The seating for the afternoon sessions will change over lunch, with the front delegations moving to the back and back to front, inside to outside & outside to inside.

At end of Council - Collect ALL placards and wooden blocks BEFORE delegates leave and place them in the box located in your council, along with your gavel and return to faculty sponsor at location of awards ceremony.

Plan brief summary of your council's actions for awards presentations.

Executive Assistants to Presiding Officer Duties

Keep track of:

speaking time – separate columns for substantive speeches one (1) minute or longer and motions and speeches less than one (1) minute

Make a "tick" mark for each a. substantive speech and b. motions or speeches less than one (1) minute in two SEPARATE columns. (3 substantive speeches = III)

resolutions and amendments on the floor (being considered or discussed)

minimum discussion/debate - **80-100%** of delegations have given at least one substantive

speech of at least one (1) minute
whether some delegations have not been called upon or seem to be ignored
POs should pay special attention to delegates along the periphery and back of room.
amendment forms - have blanks available, ask MUN official to copy completed amndmnt forms
making sure proposed resolutions and amendments are copied by host school
Conduct roll calls and votes
Write agenda, speaker lists, and amendments on board or overhead
Find a faculty sponsor or host school MUN officer to make copies of resolutions and amendments.
Advise and consult with the Presiding Officer and be ready to take over as P.O.
Organize changes in seating location after lunch - draw new **afternoon** seating chart
front to back, back to front, inside to outside, outside to inside

Qualities of Effective Presiding Officers

Firm and in charge, but positive demeanor
More formal in intermediate and advanced councils
More friendly and encouraging in beginner councils
Fair - equal treatment of delegates, looks to periphery to call on speakers
Encourages and coaxes discussion and accurate representation by all delegates
Discourages motions and behavior that slows the flow of discussion
Encourages delegates to stand while asking questions and stay standing during answer

Overview of Presiding Officers role

The **goals** and use of formal rules of **parliamentary procedure** are to insure "that **debate flows properly** and **all delegates have an equal opportunity to be heard**." UNA-USA MUN HANDBOOK (p. 38)

The Presiding Officers (Chair) shall declare the opening and closing of each meeting of the council during session, direct the discussions in meeting, ensure observance of these rules, accord the right to speak, put questions to vote and announce decisions. The P.O., subject to these rules, shall rule on points of order and shall have complete control of the proceedings at any meeting over the maintenance of order therein. The P.O./Chair may, in the course of the discussion, propose to the council the limitation on the time to be allowed to speakers, the limitation on the scope of the debate, the closure of the list of speakers, and the closure of debate. The Chair may also propose the suspension or the adjournment of a meeting or the adjournment of debate on the items under discussion. The Chair shall have complete authority to suspend these rules in the interest of expedient and effective functioning of the council. **NAIMUN Rules of Procedure 7 - found at: http://naimun.modelun.org/parlipro**

"The Chair may call a speaker to order (out of order) if his/her remarks are not relevant to the subject under discussion." **NAIMUN Rules of Procedure 12**

"The Chair may refuse to recognize a Point of Order if the Delegation has not shown proper restraint and decorum governing the use of such a right, or if the point is dilatory (delaying) in nature." **NAIMUN Rule 14**

The above are supported by the **Colorado MUN Revised Rules for Model U.N.**, 2008, **VI. W. Rule 38- Additional Rules or Procedure www.coloradomun.org/**

Should any rule or procedure not be covered by the MUN Rules of Procedure, the Secretary General shall make a determination upon such rule. Once the decision is made, the decision will stand for the remainder of the conference without retroactive effect. The Secretariat shall disseminate the decision to each committee in a timely and appropriate manner.