STUDENT OFFICER
Rules of Procedure

Introduction

This student officer handbook contains information contributed by previous Secretariat members. It covers the requisite information that chairs need to know in order to properly execute their duties, and includes the basic rules of procedure, an outline of the lobbying and resolution approval process, and stock phrases for debate. Special thank you to SFS MUN from the Presidents to the advisors.

This handbook is strictly meant for the use of student officers of SEOMUN only.

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Conference Procedures

Opening

When all of the delegates are settled in, briefly introduce the chairs and the committee. Then, open the debate by saying "Will the House please come to order".

Roll Call

Attendance must be taken at the start of the conference after the chair has deemed that an acceptable majority of the committee is present. Roll call must subsequently be taken after the lunch break.

Opening Speeches

Opening speeches should be entertained after attendance is taken at the beginning of the conference. Chairs may choose to call 3-5 delegations at a time to conserve time. These speeches should range from 30 to 60 seconds each, depending on the size of the committee.

Lobbying

The lobbying process should begin after all opening speeches are concluded. Lobbying is the time in which delegates merge and craft resolutions that will become the basis upon which debate will be conducted during the latter duration of the conference. Be mindful that this is an opportunity to leave an impact on your delegates and gain their respect. Be formal, helpful, and knowledgeable about your issues. **Chairs must be conscious about time.**

Keep in mind the following guidelines when lobbying:

- Before the lobbying session:
    - Remind delegates about:

        - The itinerary for the conference.
        - How much time they will have to lobby.
        - How many resolutions will be accepted (1 to 2 resolutions per issue is recommended).
        - Signatory requirements:
            - Any main-submitter wishing to get his resolution approved must have the requisite number of signatories:
            - ¼ of present delegates for all resolution-by-resolution committees
            - SPT, SC, HSC resolutions do not have a required number of signatories
    - Designate the places at which certain issues will be discussed so that delegates may easily meet with other delegates who are interested in the same issue.

- During the lobbying session,
    - Be *helpful* - Be there to answer all administrative questions as well as questions pertaining to your expert issue.
    - Be *supportive* - Make sure not to discourage any delegates with your comments; be constructive in your criticisms.
    - Be *impartial* - Act as a mediator between parties and delegates.
    - Be *professional* - Remain actively engaged and set a precedent for delegates to follow.
    - Be *on task* - Lobbying time is not a time to fool around or slack off; delegates will notice your behavior and may consider it as permission for them to do the same.
    - Be *accountable* - Be aware of the time and number of resolutions being circulated.

Resolution Procedures

Processing Resolutions

- When a delegate submits their resolution:
    - Check that they have satisfied the minimum required number of signatories. The delegate must have a completed signatory sheet with them.
    - Obtain a copy of the resolution via Google Drive.
    - Thank the delegate and kindly inform them that they may be called upon later.
    - Check for:
        - Formatting and grammar
        - Feasibility and compliance with the UN Charter
            - SC/HSC resolutions **may** mobilize armed forces and are considered legally binding for all member states

        - SPT resolutions are considered legally binding for all 6 states within the SPT
      - Signs of plagiarism
  - If there are any issues with the resolution which require the presence of the main submitter, tell the delegate to approach the chairs so that you may communicate with them.

Guidelines for Resolutions

1. All resolutions should be written in 10 pt Times New Roman font.
2. Lines and pages should NOT be numbered.
3. Words should NOT be bolded.
4. All resolutions should be a maximum of 3 pages
5. Resolutions should have a minimum of 4 clauses and must not exceed 20 clauses.
6. The resolution should be single-spaced, with one space to separate each clause.
7. ALL acronyms and abbreviations must be fully written out in the first instance of their use. e.g. International Monetary Fund (IMF)
8. Format of Clauses

- Preambulatory Clauses
  - Not numbered and preambulatory phrases must be *italicized*.
  - (ex. *Reaffirming* its strong commitment to….)
- Operative Clauses
  - Numbered and operative phrases must be <u>underlined</u>.
  - (ex. 1. <u>Suggests</u> member states to…)
- Sub-Clauses
  - Begin with letters (a, b, c, etc.)
  - (ex. a. establishing new schools…)
- Sub-sub Clauses
  - Begin with lower-case roman numerals (i, ii, iii, etc.)
  - (ex. ii. analysis of legal documentation…)
- No hanging clauses

Resolutions approved by the chair must have the following name:

Edited-Forum-Issue #-Resolution # (e.g. Edited-ECOSOC-2-1)

After you have approved the resolution, upload it to this folder [ADVISOR FOLDER] and notify the secretariat that you have finalized and uploaded it.

Sample Resolution

FORUM: Economic and Social Council

QUESTION OF: Promoting the balance of environmental protection and a free market

economy in order to sustain tourism in Southeast Asia
MAIN-SUBMITTED BY: Russian Federation
CO-SUBMITTED BY: Canada, France, Estonia, Kosovo, United States of America, United Kingdom, Russia, Germany

(two spaces)
THE ECONOMIC AND SOCIAL COUNCIL,

(begins with present participle – italicized and capitalized) *Keeping in mind* that the definition of environmental protection, which is a practice of protecting environment on the individual, organizational or governmental level for the benefit of the natural environment and (or) humans, (ends with comma)

Having studied the effects of free market economy on environmental protection, which include damages of the natural resources and pollution due to industrialization,

1. (operative clause initial verbs are underlined and capitalized – number indent 0.25 & text indent 0.25) <u>Encourages</u> the governments of Southeast Asian countries in correlation with Non-Governmental Organizations (NGOs) such as Green Earth Organization (GEO), (all abbreviations are written out in FULL the first time they are used) Earth Action (EA), Greenpeace, and other organizations pertaining to environmental concerns to fund the creation of the national parks and zoos for the purpose of conserving the environment as well as fulfilling the aspects of tourism in ways such as, but not limited to: (an operative clause ends with a colon)
    a. (sub-clauses are not capitalized – a number indent 0.25 & text indent 0.25) constructing these national parks and zoos in ecologically critical areas, meaning areas with high concentrations of endangered species,
    b. sending experts to areas of severe ecosystem damage for the purpose of collecting and rescuing wildlife threatened by illegal trade through: (no widow clauses; there must be more than one sub-clause)
        i. (sub-sub clauses are not capitalized – number indent 0.5 & text indent 0.5) providing a database of endangered species created by analysis of the aforementioned NGOs,
        ii. equipping some basic necessities such as graspers, netcs, and replacement cables with the help of funds from Endangered Species International, Global Environmental Facility (GEF) and other NGOs pertaining to conservation of biodiversity; (operative clauses end in semi colons, no widow clauses; there must be more than one sub-sub-clause)

2. Recommends nations and NGOs such as Earth Action and Green Alliance to increase public awareness about the benefits and importance of environmentally sustainable tourism with the help of funding relevant NGOs, such as United Nations World Tour Organization (UNWTO) and World Bank for the purpose of influencing the consumers to only subscribe to eco-friendly tourist programs by asking public figures and government officials to spread public awareness in Southeast Asia in ways such as, but not limited to:
    a. TV-related media,
    b. commercials,
    c. paper-related media, brochures and pamphlets for people who lack the access to broadcasting media. (This is the only period in the resolution)

Approval Panel

Once the resolution draft is completed, the chosen main submitter should return to the committee's Zoom call. When the expert chair is notified, he/she will return back to the resolution bloc call with the main submitter to get their resolutions formatted, revised, and approved by the expert chair for their agenda. After the resolution is approved, the expert chair will rename the file and place the finalized draft into the committee's Google Drive folder. Then, the main-submitter (or chosen representative for a clause-by-clause resolution) should go to the Approval Panel Zoom Room (link above) to get it approved.

Debate Procedures

Opening

1. Open the debate by saying, "Would the house please come to order?"
2. Take roll call.
    a. The chairs of the ICJ, SPT, and SC should conduct roll call in the **morning and after lunch.**
    b. The chairs of all other committees should conduct roll call in the **morning, and lunch, and after every open door break.**
    c. Chairs should remind all delegates that those who arrive late to the committee must send a note to the chairs stating that they are present.
3. Divide chairing duties:
    a. Chair #1 guides the debate and keeps time,
    b. Chair #2 approves amendments and passes notes,
    c. Chair #3 marks the tally sheet.
    d. The President is in charge of deciding the duration of each chair's turn to guide debate.
4. If necessary, chairs may allocate reading time for delegates to look over their resolutions. This should not exceed five minutes.
5. Address the issue to be debated upon and call upon the main submitter to take the floor.

The Debate

- After the main submitter has finished reading out the operative clauses ONLY, the chair should set the type (open or closed) and duration of the debate.
    - Ex. "The chair will set open debate time of ___ minutes on this resolution."
- Allow the main submitter to make his speech (**180 seconds max**.).
    - All other speech durations in SEOMUN will be capped at **90 seconds**; however, the chair may increase that amount (upon request from the speaker) or reduce it using chairs discretion.
- After the main submitter has delivered their speech, open the floor to **points of information.**
    - **Always** write down the order of the delegates you have recognized.
    - If the speaker is open to any and all points, recognize only 3-4 at a time. If a motion to extend POIs passes, chairs may choose to ask the speaker if they are comfortable answering more (this is especially relevant to beginner delegates in GA). The maximum number of points per speaker should be around 7, but make sure to split them up.
- Only **one follow-up** to a point of information is allowed at SEOMUN.
    - If the follow-up isn't directly related to the preceding question, call it out of order and ask the delegate to rephrase the question or rescind the POI.
    - Do not grant a follow-up for each and every request; make sure to consider the relevance of the first question and time left.
- Conversation between delegates is out of order even during POIs.
    - If the speaker requires clarification, they must ask through the CHAIR. They may not directly ask delegates to repeat or rephrase questions.
    - If the speaker can't seem to answer the question, ask the speaker if he or she would like to reply through note form.
- If the questioner believes their question has not been answered:
    - As the speaker to restate their answer.
    - If the questioner still believes the speaker did not adequately answer the question, or if there are time constraints, state that the chair believes the speaker has answered to the best of his or her abilities or advise the speaker to clarify their answer through note form.
- After the speaker has finished, ask if they would like to yield the floor to another delegate or back to the chair. The floor cannot be yielded twice in a row to another delegate.
- Always be wary of the time whenever a speaker is making their speech; cut them off at the 90 second mark.

Point of...

- **Information**: A question to the speaker regarding the content of the resolution.
- **Information to the Chair**: A question about anything (e.g. When is lunch?).
- **Personal Privilege**: A request regarding anything to do with the delegate's comfort (too hot, too cold, audibility, etc). **Audibility is the only point that may interrupt a speaker.**
- **Order**: A correction of the chair or another delegate regarding procedural matters.
- **Parliamentary Procedure**: A question about debate format or the rules of procedure.

Motions

- Motions can be about anything: to move to move into previous question, to adjourn for lunch, to extend Points of Information, to divide the house, etc.
    - A **motion to divide the house** automatically triggers a separate voting process that requires the approval of 1/10 of the committee to be entertained (round up if necessary). Once entertained, all delegates must vote for or against. They may not abstain.
- Chairs can overrule motions; however, use your best judgment. If the motion is appropriate, ask for seconds and then objections. **If there is even one objection, the motion is overruled.**

Amendments

- There are **no friendly amendments** at SEOMUN.
    - During closed debate, amendments cannot be submitted during time **for** the resolution.
    - No amendments will be adopted without a vote.
    - Obvious typos should be corrected vocally by chairs before the debate.
- Keep a list of which delegates have submitted amendments so that you do not accidentally call upon a submitter when you do not want to entertain an amendment.
- Once you have decided to entertain an amendment, send a note to the speaker saying that the amendment has been approved.
- Recognize the amendment speaker at an appropriate time. They should say, "This delegate has submitted an amendment," and you should respond with, "That is in order."
- Read the amendment out loud slowly and carefully and project it onto the screen. All amendments are debated during a session of closed debate. Set separate times for debate for and against the amendment- this will begin a new debate on the amendment alone.
- Please be selective in approving amendments.
- Amendments to the second degree are allowed in SEOMUN
    - Amendments to the second degree should be introduced during time AGAINST the amendment as a whole.
    - Please be <u>especially</u> mindful when approving amendments to the second degree.

    - When voting on amendments to the second degree remind delegates that the passing of it will **result in the original amendment passing** with the second degree amendment.
    - The house will **return to debate on the original amendment** if the amendment to the second degree does not pass.
- Amendment Voting Procedures
    - Once time on the amendment as a whole has elapsed, move into voting procedures (see closing section below for reference).
    - Remind delegates that they may vote only for or against amendments. *When voting on amendments, delegates may not abstain.*

Closing

1. Once time on the resolution has elapsed, the chair may extend debate time or close it. You should only extend time when there is a motion calling for an extension and if there is ample time left.
2. Move into voting procedures:
    a. Remind mentors/admin to secure all doors and assume voting positions.
    b. Suspend note passing temporarily.
    c. Remind all delegates that they may vote for, against, or abstain.
    d. Keep track of the vote count to see if all delegates have voted. If the numbers do not add up, conduct a revote. If they still do not match, the chair may conduct a roll call vote.
3. Clapping is not in order for resolutions that do not pass, nor are they in order for the passage/non-passage of amendments.

Chair Stock Phrases

- Will the house please come to order?
- The next resolution to be debated will be on the question of...
- Would the main submitter of this resolution please take the floor and read out the operative clauses?
- Thank you, delegate. The chair will now set an open debate time of one hour. During this time, delegates may speak for or against the resolution.
- Delegate, you may proceed with your speech. You have ___ seconds.
- Delegate, please come to your closing remarks.
- Thank you delegate. Is the delegate open to any points of information?
- The delegate has opened him/herself up to any and all points of information. Are there any in the house? Delegates of _______ and _______, you have been recognized in that order.
    - Would the delegate please repeat/rephrase the question in a more concise manner?

- Can the delegate speak in a more audible manner?
- There will be no direct conversation between delegates.

- Would the delegate please yield the floor back to the chair or to another delegate?
  - (To another delegate) Does the delegate accept this yield?
    - Yes: That is in order. Delegate of ____, please approach the podium.
    - No: Would the delegate please yield the floor back to the chair?
  - (Back to the chair) That is in order.
- The floor is now once again open, are there any delegates wishing to speak on this resolution as a whole?
- There is a point of order in the house. Will the delegate please rise and state his/her point?
- Delegates, please use parliamentary language.
- Delegates, please refrain from using personal pronouns.
- Delegate, that is not in order. (Please return to your seat)

Amendment Phrases

- Delegate of ______, you have been recognized.
  - *Delegate: "This delegate has submitted an amendment."*
- That is in order. The amendment reads, "__________."
- The chair now sets closed debate time as ___ minutes for and ___ minutes against this amendment.
- The house will now be moving into time for this amendment.
- Delegate you may now proceed with your speech. You have 90 seconds.
- *Time for amendment*
- The house will now be moving into time against this amendment. Are there any delegates wishing to make a speech against this amendment?
- *Time against amendment*

Voting Phrases

- Amendment Voting
- Time on this amendment (*as a whole*) has elapsed. We will now be moving into voting procedures. Mentors, please move into voting positions and secure all doors. Note passing will be temporarily suspended. Delegates may vote for or against this amendment (*they may not abstain*). All delegates voting for/in favor of this amendment, please raise your placards high. Thank you. All against, etc.
  - Pass: With (__) votes for, and (__) against, this amendment passes. Please make the corresponding changes to your resolution.
    - Note: chairs may choose to say that an amendment passes "with overwhelming majority" if there is an obvious voting outcome.

- Fail: With (__) votes for, and (__) against, this amendment does not pass. Please do not make the corresponding changes to your resolution.

Resolution Voting

- Time on this resolution (*as a whole*) has elapsed. We will now be moving into voting procedures. Mentors, please move into voting positions and secure all doors. Note passing will be temporarily suspended. Delegates may vote for, against, or abstain for this resolution. All delegates voting for/in favor of this resolution, please raise your placards high. All against, etc. All abstaining, etc.
  - Pass: With (__) votes for, (__) against, and (__) abstaining, this resolution passes. Clapping is an order.
    - Note: chairs may NOT say that a resolution passes “with overwhelming majority”. All votes should be counted during resolution voting.
  - Fail: With (__) votes for, (__) against, (__) abstaining, this resolution does not pass. Clapping is not an order.

Specialized ROP for Clause-by-Clause

The Security Council consists of 15 members - 5 permanent members (China, France, Russian Federation, United Kingdom and United States of America) and 10 non-permanent members that are elected to serve for two years.

The Historical Security Council consists of 11 members - 5 permanent members (China, France, Russian Federation, United Kingdom and United States of America) and 6 non-permanent members.

The Six Party Talks at SEOMUN employs a dual-delegation system. The six delegations are USA, China, Japan, ROK, DPRK, and Russian Federation.

Debate Procedures

- The Security Council, Historical Security Council, and Six Party Talks will follow a clause by clause format. This means that each clause will be debated in a “vacuum” with no relations to other clauses.
- Each clause should be main-submitted by a delegate.
- Each clause will be debated in order, and the entire resolution will be debated at the end.
- Amendments or clauses relating to the entire resolution may only be entertained in time for the entire resolution at the end of debating all the clauses.

Veto for the Security Council

- Chairs are encouraged to go over the Security Council rules of procedure day before the

- conference.
- Delegates' questions regarding the rules of procedure should be entertained to avoid any confusion.
- If any P5 nation votes against a clause, amendment or resolution, the vote will constitute a veto.
- Veto power does not apply to motions.
- Delegates using the veto power will be asked to deliver an immediate 60-second speech to provide justification.
    - The delegate does not have to approach the podium but needs to stand up and face the committee.
    - There will be no points of information or yielding after the 60 second speech.
    - Following a veto on a **clause or resolution (not for amendments)**, P5 members are allowed to engage in an isolated conversation outside the committee room, known as the P5 Caucus.
        - A chair will make a P5 caucus breakout room.
        - The P5 nations will be given a maximum of ninety seconds to discuss the veto.
        - During the P5 caucus, the non-permanent members are asked to stay in the room. The committee will remain under voting conditions (no note-passing, no direct conversation, etc).
        - Delegates are reminded to conduct themselves in a respectful manner and allow each P5 member to speak.
        - After the P5 caucus, the chair will conduct a re-vote if requested.
- The P5 nations should be aware of the responsibilities that follow the veto power. Any
- abuse of the veto power can be reported to the Secretary General and the delegate's
- advisor. The members should be made aware that the veto is rarely used and veto's at SEOMUN should represent such outcomes to much extent.

Dual Delegation for the Six Party Talks

- Only one of the two delegates will make a speech, raise a motion or ask a point at a time.
- Delegates are only allowed to present one amendment at a time, per country.
- Dual delegations should attempt to have similar country stances but are not required to agree on every single point.
- Delegates of the same country are encouraged to write notes amongst each other to minimize interruption. These notes do not go through the administrative staff.
- Chairs should verbally warn the delegates when delegates are speaking loudly amongst themselves and interrupting the debate.
- One delegation (one country) has one vote, and each delegation consists of two members.
- Dual delegations may discuss their vote amongst themselves.
- Amendments

    - Simple-majority vote
    - No abstentions for amendments
- Clauses or resolutions
    - Unanimous vote

Clause by Clause & Veto Chair Stock Phrases

- The next resolution to be debated upon will be on the question of ______. The Security Council will follow a clause-by-clause debate and will entertain ___ minutes of open debate time on each clause.
- **Will the main submitter of the first clause please approach the podium and read out the operative clause?**
    - Thank you delegate, you may now proceed with your speech. You have 3 minutes.
    - Thank you delegate. Is the delegate open to any Points of Information?
    - The delegate has opened themselves to __ Points of Information, are there any such points in the house?
- Time on all of the operative clauses have now elapsed. We will now move into ___ minutes of open debate time on the resolution as a whole. During this time, delegates may speak for or against the resolution. Delegates are also allowed to submit amendments to add new clauses during this time.

- Due to the delegate of ___'s use of veto power, this clause/resolution/amendment automatically fails. Clapping is not in order. Delegate of ___ please rise and give your justification. You have 60 seconds for your speech.
- As the delegate of (P5 nation) has used his/her veto power on the resolution as a whole, would the P5 nations like to conduct a P5 caucus?
- (If Yes) P5 nations, please follow the President/AP/DAP for the P5 caucus. You will be given 90 seconds for the caucus. Non-permanent members are asked to remain seated and maintain voting conditions during the caucus.
- (If No) Thank you delegates, the floor is now once again open for any delegates wishing
- Thank you delegate, we will now be moving into the next operative clause.

General Chairing Style

In General:

- Use your common sense and remain focused while chairing.
- Know all of your expert topics inside out.
- Speak loudly and clearly. Confidence is key.
- Always keep track of the time; having a watch or clock around is useful. We recommend https://www.online-timers.com/multiple-timers for your timer.
    - Remain flexible and open to suggestions regarding the time, especially if you are working in a small forum. If you are in a larger forum, you should stick to the schedule more strictly.

- **<u>Ask the SG or DSG for permission before doing anything unconventional or off-schedule.</u>**
- If there are breaks, one chair should keep the Zoom room open and remind delegates to stay in the call.
- Deal reasonably with difficult situations and make sure to maintain a consistent chairing style and tone.
- Do not be indecisive; stick to all of your decisions as a chair. Explain them clearly and extensively if necessary.
- Be polite, friendly, helpful, professional, clear, cooperative, committed, involved, unbiased, fair, and diplomatic at all times.
- Stick to the Rules of Procedure.

With Delegates:

- Keep in mind that the majority of the delegates at SEOMUN are young students.
  - Do not reprimand them or embarrass them if they make mistakes.
  - If a particular delegate appears to be unintentionally unfamiliar with parliamentary procedure, send them helpful notes or pull them aside and kindly review the procedure with them.
  - You are a role model. First impressions count, so make sure to begin the conference with a calm, professional demeanor. If the conference runs along well, you may choose to loosen up.
  - Never yell at delegates when they get rowdy or disruptive; calmly warn them if they continue to be disruptive and take disciplinary action if necessary in a discreet manner.
  - Take time to explain the procedure of the conference.
  - Set a precedent for behavior within the committee. Delegates will see you as leaders, and thus, you must set a good example for them to follow.
  - Show interest in and pay attention to the debate.
  - Do not be afraid to admit errors! Simply state, "The chair stands corrected," and move on. Do not extensively discuss decisions or errors with your delegates; explain them clearly and briefly.
  - If you feel a lull in debate, allow the delegates a short, 5-minute unmoderated caucus to refuel ideas.

- **With Co-chairs:**
  - At least two student officers must be present during a debate. Never chair alone.
    - Divide chairing duties equally, and switch chairing only at clear points during debate.

- Never contradict your fellow chairs in public! Work together as a team and defend each other if questions come up. Your chemistry as a group will help set the tone for the entire conference.

Maintaining Order

Always pause after you state, “May the House please come to order.” If this becomes an issue, take time to explain why this is important. Only in extreme circumstances should you actually mention the consequences of non-cooperation. In any circumstance, never raise your voice or act unprofessionally. Maintain assertive behavior.

If a Chair is absent

Notify the SG or DSG immediately. There should always be at least two chairs before the debate begins. If necessary, the SG, DSG, or mentor will sit in during debate.

If a Chair makes a mistake

Admit calmly and professionally that you have made an error, and state that “the chair stands corrected.” Never publicly contradict a co-chair or interrupt them.

If a Chair does not know the answer to a question

Do not allow for an awkward silence - simply tell the delegate that the answer to the question will be provided later as the chair does not know at that time. Do not tell them an answer that you are not confident is true.

Dealing with disruptive delegates

If you run into disruptive delegates or uncooperative mentors, ask them to return to their seat (if they are speaking) and later discuss the matter with them in private. If the issue gets out of hand, notify the SG or DSG and seek the immediate assistance of a faculty advisor.

Superlatives/Gossip Box

Superlatives occur during the latter half of the conference. Presidents should make an announcement regarding superlatives approximately 1-2 hours before the end of debate. Chairs can either create the list of superlatives themselves or compile a list of suggestions from delegates. Delegates can submit their votes via note passing or a google form. During this time, one student officer should be responsible for tallying up the votes and sharing screens.

Award Selections

Award selections should be done fairly and be based on more than the tally sheet. Chairs should look for delegates who have contributed in meaningful ways (strong points, engaging debate, complex POIs) as well as consistently contributed throughout SEOMUN XXVIII. Delegates who look to “stat-pad” on the tally sheet should be avoided if they do not contribute in <u>meaningful and engaging ways</u>. Furthermore, awards should be chosen through consultation with all chairs.

If there is a conflict, the Secretariat may be messaged privately and anonymously, and they will assess the situation.

Other necessary reminders

Delegates are free to use the restroom whenever they please during the conference. However, they must give their name tags to their committee mentors before they leave the room. If the chair notices that certain delegates frequently exit the committee or do not come back to rejoin debate after long periods of time, chairs should take necessary actions to prohibit such behavior.

Final Reminders

Preparation

- **Chairs** - Bring laptop chargers.
- **Presidents** - Coordinate with the secretariat for snack or break time; there will be a Slack chat room for Forum Presidents and Secretariat members.

Conference

- **Presidents** - Remember that each of you needs to make a speech during the closing ceremony. Each speech should be 2 minutes and 30 seconds or less. Also, chairs should communicate their best delegate and honorable mention recipients to the secretariat at least one hour prior to the closing ceremony.
- Resolution vetting needs to be extremely efficient and swift. Divide chairing duties so that everyone is busy with work.

Mentors

- Get to know your mentors before the start of the conference (names, age, etc.)
- They are highly experienced members of MUN - please show them respect.
- Cooperate with them and make their presence appreciated.

Before you release your delegates for an outdoor break or lunch, notify the secretariat through email, text, or phone call and receive permission. At the end of the day, do NOT let the delegates leave the room without an official dismissal from the SG or a DSG.