

BEIMUN XXIX-2022



Online Conference beijingmun.org

Student Officer Manual



Leadership through Coopetition

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BEIMUN XXIX

Student Officer (StOff) Manual

Prepared by the BEIMUN XXIX Secretariat Team

BEIJINGMUN.ORG

Conference Theme: *Leadership through Coopetition*

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This is a preliminary release for Student Officers of the 29th BEIMUN conference. You may NOT publish this document in any way. Details are subject to change.

Student Officers: Please save paper by NOT printing this guide!

This guide was adapted from the THIMUN Student Officer Manual.

BEIMUN is a proud member of conferences affiliated with The Hague International Model United Nations (THIMUN).



The Hague International
Model United Nations



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Foreword from the SG

Dear Student Officers,

First of all, congratulations are in order. Thank you for accepting your leadership assignments for the 28th Annual Session of the Beijing Model United Nations (BEIMUN) as a Student Officer.

We hope that the next four days (25th – 28th, February 2021) online with us here at the International School of Beijing (ISB) will be a memorable and fruitful experience for you. As appointed Student Officers, you will have the privilege and the daunting task of facilitating debate and serving delegates in your respective commissions.

Participating in a conference as a Student Officer requires a very different mindset than attending a conference as a delegate. As Student Officers, you will have all gone through the process and experience of being a delegate. Aside from missing out on preparing resolutions and raising placards, you will no longer be “in the scene”. Instead, you have the power to assist delegates, guide them through diplomatic discussions, and demonstrate impartiality. Being a Student Officer does not mean you are higher in class, rank or position than delegates; it simply means you have been granted a different opportunity.

As a Student Officer, your responsibility is to embody the diplomatic ideals of the United Nations and professional decorum. Once again, practicing humility is of utmost importance. To guide you through this process, this Student Officer Manual will serve as a roadmap to becoming a respectable, successful, and charismatic Student Officer. Do not hesitate to build onto the instructions in this manual and follow your critical and intellectual judgment, as they are your most valuable assets for running a successful commission in Model United Nations.

The BEIMUN Secretariat serves to provide all BEIMUN participants the best MUN experience possible. We are here to help you help delegates have an entertaining and informative experience. Thus, I encourage you to ask questions and seek help along the way throughout your training and during sessions. Whether BEIMUN is your first time being a Student Officer or you are a veteran, the coordinators of BEIMUN cordially welcome all of you and we hope that you make lasting memories at BEIMUN. See you soon in February.

Sincerely,

Eric Xie
Secretary-General
29th Annual Session of BEIMUN

Statement of Purpose

"The Model United Nations program in Beijing is an extension of The Hague International Model United Nations (THIMUN). As an affiliate, BEIMUN seeks to reflect the ideas and principles of a peaceful post-Cold War world. The Coordinators of the program believe that this world order more accurately reflects the original motives of the authors of the 1945 San Francisco Charter than events following the Potsdam Conference of the same year. It is our hope that BEIMUN will continue to act as another regional center of THIMUN conference affiliates helping to revitalize the original ideals of the United Nations.

Current events confirm that the attitudes and voting patterns of the United Nations members are changing. Hence, at BEIMUN, the diplomat of any member state, no matter how large or small, rich or poor, who exercises independence of character and a critical mind, can truly serve his nation honorably in a great experiment in world community. The individual delegate's efforts at communication and behavior will be the most important factors in the drive for a better world and a quality MUN conference. Any delegate who sits idly by weakens his/her own nation's significance in this simulation and therefore the forum as well.

MUN teachers have the daunting instructional task of destroying stereotypes to free students to think and communicate both as delegates and diplomats of a world community. Those with so called non-essential countries, and those with spotlighted countries have equally difficult tasks. Some of you, who view the conference and events on the world stage, think they know the correct position of the spotlighted countries, and that the other countries have little or nothing to contribute. The history of the United Nations in the 1980's, points to the folly of such thinking. This attitude must be overcome if schools are to contribute to establishing the best precedents for future world citizens.

We ask for your understanding, cooperation, and quality work in preparation and participation in order to uphold the principles described above. Victory belongs to all of the delegates at the conference who negotiate the best solutions possible to the most complex issues of this new era in which we live. I do believe that the day is coming when THIMUN and their affiliates become the voice of the youth of this planet and that you, BEIMUN delegates, will have the opportunity to contribute to the shaping of our world."

Irwin Stein, Founder of BEIMUN, January 1993.

Conference Theme

“Leadership through Coopetition”

The contemporary global political stage is unfortunately characterized by conflict, polarization, and nationalism. The global pandemic has only exacerbated the situation by sowing seeds of hostility and suspicion into people, governments, and systems. Even the United Nations, the world’s foremost platform for finding common ground and arriving at global solutions to complex issues, faces the threat of national leaders who refuse to engage in diplomacy and who respond to problems with calls for protectionism and isolationism. In the midst of all this, we believe that our unity as a human race must transcend political disagreement to find innovative solutions by fostering a healthier approach to competition - one that is based on cooperation and respect. Although "coopetition" is a term originally derived from business, we believe that this approach holds a great deal of promise far beyond it, allowing countries to build on one another's strengths by creating synergistic relationships for the benefit of all.

BEIMUN XXIX 2022 Secretariat



Code of Conduct

While guests at BEIMUN will merely simulate the roles of representatives of sovereign states and organizations, they are also representatives of their schools and their home countries.

During the conference all participants are expected to exercise a very high standard of personal behavior. This includes maintaining proper formal dress during conference hours and using appropriate parliamentary language while in session. It is also expected that delegates conduct themselves in a professional manner throughout the conference through their language and actions.

The BEIMUN Leadership Team will use a 3-Strike warning policy. Delegates who are caught committing infractions, including not being present in conference sessions, will first receive a warning from their Chair in note form. If the problem persists, Chairs will contact the secretariat to send a warning via email, of which the delegate's teacher director will be CC'ed. The third infraction will result in an email warning from BEIMUN XXIX's director, Dr. Maloney, of which the delegate's teacher director will be CC'ed again and the participation certification may be retracted.

As an online conference, much of the committee work requires the internet and personal devices. Delegates are expected to use the internet in a responsible manner and refrain from social media and sites that do not directly pertain to the debate and topic. Repeated inappropriate use of technology should be reported to the Secretariat and to the BEIMUN Directorate. Further, delegates are required to have cameras on at all times and should be present for all debate and lobbying sessions. Delegates are not permitted to send messages or share files irrelevant to the conference in Teams chats.

Participants are reminded that, though the conference is online, it is hosted in the People's Republic of China. As such, delegates are expected to respect the host country. Politically sensitive statements and behavior will not be tolerated. Further, regardless of regulations in participants' own homes, schools, and countries of residence, the use of tobacco, alcohol, and illicit drugs is strictly forbidden during BEIMUN.

Schools should designate at least one director to supervise their students. Each MUN Director is responsible for the care and conduct of her/ his students during conference hours. MUN Directors and chaperones are also expected to adhere to the dress code.

Student Officers

BEIMUN XXIX Secretariat

Secretary General

Eric Xie

Deputy Secretary General

Young Soo Kim

Si In Park

Shane Lim

Ray Fang

Head Administrative Officers

Evan Lou

Renee Kuo

BEIMUN XXIX Student Officers

General Assembly 1

President

Jeffrey Tu (Concordia International School Shanghai)

Assistant President

Zinna Kim (Seoul Foreign School)

Assistant President

Harold Hwang (Canadian Academy)

General Assembly 2

President

Hedy Kwon (Shekou International School)

Assistant President

Eva Chan (Dulwich College Beijing)

Assistant President

Chesna Goel (Nanjing International School)

Environment Commission

President

John Nicholas Chua Ng (British School Manila)

Assistant President

Yining Zhao (British School of Beijing)

Assistant President

Matthew Chua (British School Manila)

Economic and Social CouncilPresident

Grace Fung (International School of Beijing)

Assistant President

Ching-Tung Lee (American International School Dhaka)

Assistant President

Melchi Mizpah Michael (American International School Chennai)

Human Rights CouncilPresident

Yijung Choi (Shekou International School)

Assistant President

Aileen Chen (Seoul Foreign School)

Assistant President

Yinuo Zhang (Beijing World Youth Academy)

Disarmament CommissionPresident

Brian Lee (Dulwich College Beijing)

Assistant President

Athena Wang (Shekou International School)

Assistant President

Ahmet Deriner (American International School Chennai)

Security CouncilPresident

Shanmugam Ganesan (American International School Chennai)

Assistant President

Victoria Hong (Dulwich College Beijing)

Assistant President

Sally Kim (International School of Beijing)

World Health Assembly

President

Hae Jun Lee (Utahloy International School of Guangzhou)

Assistant President

Henny Lee (International School of Tianjin)

Assistant President

JinMan Kim (Tianjin International School)

Committee Topics

General Assembly

GA First Committee

- ▶ Establishing measures of cooperation among member states to achieve the sustainable development goals
- ▶ The question of multinational infrastructure initiatives

GA Second Committee

- ▶ Promoting the concept of cooperation among national space agencies
- ▶ Bolstering disaster preparedness in the face of the increasing risk of environmental disasters

Economic and Social Council (ECOSOC)

- ▶ The question of declining birth rates and aging populations in MEDCs
- ▶ The question of fair trade

Environment Commission (ENV)

- ▶ Bolstering multinational efforts in environmental projects and initiatives
- ▶ Measures to suppress the Anthropocene extinction

Human Rights Council (HRC)

- ▶ Protecting the human rights of sexual orientation and gender identity minorities
- ▶ The question of the status of environmental refugees

World Health Assembly (WHA)

- ▶ The question of vaccine passports
- ▶ Addressing the rising academic stress of students

Disarmament Commission (DIS)

- ▶ Strengthening international agreements surrounding biological warfare
- ▶ Implementing measures to ensure the safe disposal of explosive remnants of war

Security Council (SC)

- ▶ The question of the situation in the Tigray region
- ▶ Alleviating tensions between Russia and Ukraine

Schedule

Thursday, February 24th

Time	Event
10:00 - 12:00	Student Officer Training
12:00 - 13:00	Break
13:00 - 15:00	Chair Training Continues
15:30 - 16:00	Tech/Committee Introduction
16:00 - 17:00	Lobbying
17:00 - 18:00	Opening Ceremony
18:00	All Participants Dismissed

Friday, February 25th

Time	Event
10:00 - 10:30	Student Officer Briefing
10:30 - 12:00	Lobbying & Merging
10:30 - 16:30	Approval Panel in Session
12:00 - 12:45	Lunch
12:45 - 14:15	Lobbying & Merging Continued
14:15 - 15:15	Committees in Session
15:15 - 15:30	Scheduled Break
15:30 to 16:30	Committees in Session
16:30	Student Officer Debriefing

Saturday, February 26th

Time	Event
10:00 - 10:30	Student Officer Briefing
10:30 - 12:00	Committees in Session
12:00 - 12:45	Lunch
12:45 - 15:15	Committees in Session
15:15 - 15:30	Scheduled Break
15:30 to 16:30	Committees in Session
16:30	Delegates Dismissed
16:40	Student Officer Debriefing

Sunday, February 27th

Time	Event
10:00 am	Student Officer Briefing
10:30 to 12:00 pm	Committees in Session
12:00 pm	Closing Ceremony
1:15 pm	Dismissal

Introductory Session

The introductory session is the first stage that occurs right after the opening ceremony before lobbying. During this time, the chairs will explain general guidelines for delegates regarding conference expectations including rules of procedure, dress code, etc.. Please go over everything on this checklist. There will be no opening speeches for BEIMUN. Please try to begin the following schedule at around 15:30:

- Welcome Delegates
- Forum's Student Officer introductions (name, position and introduce yourself)
- Introduce the admins, remind delegates to treat them with respect
- Remind delegates of the technology platforms that will be used throughout the conference
- Explain the agenda and what to expect during the next few days (e.g. Lunch dismissals)
- Expectations of delegates
 1. Dress Code
 2. Online conference expectations (e.g. cameras on, hand raising, etc.)
 3. Minimum participation requirements
 4. Punctuality
 5. Note passing expectations
- BEIMUN Rules of Procedure (Show Powerpoint)
- Explain Lobbying/Merging Procedure & General Committee Rules
 1. Role of main submitters and co-submitters
 2. Plagiarism
 3. Formatting guidelines & "Expert" chairs
 4. Approval Panel availability
- Q&A Session
- Commence Lobbying, if time allows (do not start if less than 10 minutes left)

General Chair Guidelines

- ▶ Always maintain professionalism and demonstrate high standards of behavior, dress and language:
 1. Following the dress code
 2. Remaining focused and active during debate
 3. Respecting all administrative staff, directors, delegates, student officers and guests
 4. Punctuality
 5. No chewing gum/eating food while speaking
 6. No doodling or fiddling during debate
 7. Refraining from phone usage unless it's an emergency
 8. Being a role model for the delegates
 9. Avoiding the usage of slang (e.g “Guys“ and “Dude“)
 10. Staying on task
- ▶ Speak loudly and clearly, so delegates in the committee can hear you at all times
- ▶ Explain each stage of THIMUN procedure to ensure there is no confusion
- ▶ Follow the procedures strictly, but be flexible with different situations. Some examples include:
 1. When delegates use personal pronouns during debate, an occasional reminder directed towards the house is enough. Do not remind the speaker every time he/she makes a mistake.
 2. When delegates make a procedural error, it is the job of the chair to correct this error on the spot. (e.g motion to move into voting procedure is not a valid motion).
 3. If delegates are not using parliamentary language, intervene immediately.
- ▶ Provide a rationale for all of your decisions
- ▶ Pay attention to debate and ensure you are aware of what is going on at all times
- ▶ Maintain your authority by:
 1. Not being afraid to admit your mistakes (e.g “The Chair stands corrected” is enough - just move on)
 2. Keeping calm. Never yell at your delegates or respond in an aggressive manner
 3. Always asking the house to wait for a short moment in order for you to look up proper procedure in the Student Officer Manual if you are ever in doubt
 4. Being consistent in your chairing
 5. Being firm but not overbearing
 6. Remembering the rules of procedure and being knowledgeable about your topic.

- ▶ Communication
 1. Plan your day with your co-chairs
 2. Decide who will be chairing which resolution
 3. Do not disagree with your co-chairs in front of your committee. Resolve situations calmly
 4. Have only one chair chairing at a time. Don't interrupt each other. If you are going to switch chairs, ensure to properly yield your chairing rights
 5. If you're not sure about making a decision, ask your co-chairs or address concerns to Execs.
- ▶ Time management
 1. Set debate time for resolutions in the beginning. Ensure that strong resolutions will have enough time to be debated. A suggestion would be to limit the number of resolutions while delegates are still in the merging process
 2. Use a stopwatch to monitor the speaking time and try to be strict about timing. If a delegate goes over the time limit, don't be afraid to cut them off
 3. Limit the number of breaks. Make sure to state whether the breaks will be on or offline
- ▶ Organization
 1. Have everything you need on the table (e.g. notepaper, pens, laptops, timers, resolutions to be debated etc.) and remove anything you don't need (e.g. amendments and notes from previous resolutions)
 2. Make sure to update the participation tally sheet as delegates speak
 3. Go to the bathroom beforehand - don't get up unless it is urgent
- ▶ When you are not chairing, stay active by:
 1. Managing the amendments and prioritizing them based on constructiveness (the expert chair on the topic being debated should always handle amendments)
 2. Keeping track of both good and disruptive delegates so the other chairs can pick delegates who will contribute to debate
 3. Responding to notes. Remember to send notes to delegates who have not spoken and encourage them to speak
- ▶ Being approachable and helpful
 1. Remember to ask for questions during lobbying
 2. Approach delegates, ask them how they are doing during lobbying, and try to be engaged by offering ideas. However, don't attempt to impose any opinions on delegates
 3. Be knowledgeable on the topic and on MUN in general. Never be condescending.

Lobbying

Lobbying is the time where delegates will merge their draft resolutions/clauses. It should be a focused and productive working time for both delegates and chairs. Lobbying usually will take place during the first day after the Opening Ceremony. However, if the president feels that the committee is no longer productive, they may choose to begin debate early with permission from the executives. For instructions on how to implement the general lobbying framework online, see page 51.

Expectations for Chairs

Merging Stage

Before lobbying begins, please remind delegates who the expert chair on each topic is. Go through the resolution process, the consequences of plagiarism, and etc. Before any resolutions are sent for the chairs' approval, chairs should remain actively engaged during the lobbying by:

1. Dividing and merging delegates into resolution groups and ensuring there are a good number of resolutions to be debated (ideally two per topic)
2. Sending delegates into the appropriate channel on Teams
3. Helping delegates join different resolution groups to ensure they are fully engaged
4. Checking on delegates to ensure they are making good progress and reminding them about timing
5. Mediating between delegates who may not wish to merge resolutions
6. Offering expertise and guidance on their expert topic(s)
7. Ensuring any updates and reminders are announced promptly to the delegates
8. Answering any questions delegates may have during lobbying
9. Ensuring Delegates are aware of the resolution process

Please ensure that there is always one chair at the general committee channel. Don't be afraid to be too engaged with the delegates - help them in anyway possible.

Approval Stage

When the delegates are ready with their final resolution, a Chair must approve it. While the expert Chair reads over the resolution, delegates are given a co-submitter sheet.

During this stage the chair must carefully check over the resolution for the following:

1. Any signs of possible plagiarism
2. Alignment with the principles of the UN Charter
3. Inappropriate material
4. Grammatical errors
5. Operative phrases that are used only for the Security Council
6. Possible ways of improving the clause
7. Formatting the resolution (see page 20)
8. Anything else that the chair deems necessary

Please note that chairs should read the resolution fully before sending it to the Approval Panel via MUNOne. The Approval Panel will mainly check for formatting errors, thus if there are any major mistakes the chairs overlook, they may not be able to be fixed in time for debate.

After approval from the expert Chair, the resolution may be uploaded to the online resolution system on MUNOne for Approval Panel approval. Please make sure to send the main submitter to the Approval panel channels on Teams. If the online resolution system does not work, contact one of the executives.

After Approval Panel Approval

After the Approval Panel has approved the resolution, the resolution will be automatically uploaded to the delegates' dashboard on the MUNOne website. Delegates can access their dashboard with their individual delegate accounts. If they cannot access their account, notify the secretariat and send the file to the delegate via Teams for the time being.

Resolution Formatting

<p>Heading</p> <p>Salutation</p> <p>Preambulatory First word(s) in each clause is italicized.</p> <p>Each clause ends with a comma.</p> <p>Single line space between preambles and operatives</p> <p>Operatives Each clause is begins with an Arabic number. (e.g. "1.", "2.", "3." ...)</p> <p>The first word(s) in each clause is underlined.</p> <p>All acronyms must be listed in full before appearing in abbreviated form.</p> <p>A colon precedes the first sub-clause.</p> <p>Each Sub-clause is identified with a lower case letter. (e.g. "a)", "b)", "c)" ...)</p> <p>Each Sub-sub-clause is identified with a lower case Roman numeral. (e.g. "i.", "ii.", "iii." ...)</p> <p>Each sub-clause and sub-sub-clause begins with a lower case letter.</p> <p>There are no punctuations separating sub-clauses and sub-sub-clauses.</p> <p>There must be multiple sub-clauses and sub-sub-clauses in a clause.</p> <p>Each cause ends with a semi-colon</p> <p>The final clause ends with a period.</p>	<p>FORUM: General Assembly (1st Committee)</p> <p>QUESTION OF: Prevention of an Arms Race in Outer Space</p> <p>SUBMITTED BY: Switzerland</p> <p>THE GENERAL ASSEMBLY,</p> <p><i>Recognizing</i> the need to prevent an arms race in Outer Space, to avert possible conflicts arising from space warfare,</p> <p><i>Concerned about</i> prevent Outer Space from being an arena of conflict,</p> <p><i>Convinced</i> the deployment of space weapons will destroy balance and stability, thus endangering international peace and security,</p> <ol style="list-style-type: none"> 1. <u>Encourages</u> all states to sincerely consider their approaches of disarmament to understand and accommodate each other's security concerns and threat perceptions in the context of outer space; 2. <u>Suggests</u> that military presence in Outer Space is to be regulated by a Regulatory Committee of Space Militarization (RCSM) formed by representatives of various national space agencies, which are appointed by the conference of disarmament by: <ol style="list-style-type: none"> a) earth based surveillance on space objects with the use of heat sensors and chemical detectors b) space based surveillance missions to monitor orbits of space objects; 3. <u>Calls Upon</u> the Conference of Disarmament to draw up an additional agreement (in addition to the existing Treaty on Principles Governing the Activities of States in the Exploration and Use of Outer Space, including the Moon and Other Celestial Bodies) which aims to further prevent an arms race in Outer Space by: <ol style="list-style-type: none"> a) disallowing states to test, deploy and use any form of weapons in the Earth's orbit, celestial bodies, and Outer Space b) encouraging states to promote the peaceful uses of Outer Space by avoiding incidents and refraining from dangerous military practices in Space, including but not limited to: <ol style="list-style-type: none"> i. simulated attacks on outer space objects ii. engaging in maneuvers that increase the risk of collision iii. nuclear weapons and devices to be deployed into space iv. testing and/or launching any form of weaponry deployed from outer space targeting the other nations or other nations' property of any kind; 4. <u>Proposes</u> referral of any party found to have violated the conditions of existing treaties and agreements on this issue to the Security Council.
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Resolution Checklist

- Times New Roman, Size 12
- Heading in bolded capital letters: FORUM:, QUESTION OF:, SUBMITTED BY:
- A Line Space placed between the Heading and the Salutation
- The name of the Forum, typed in capital letters. e.g THE GENERAL ASSEMBLY,

Pre-ambulatory Clauses:

- All clauses state facts that outline the problem at hand and express urgency in resolving it.
- A comma separates each clause.
- All clauses begin with a pre-ambulatory verb or adjective that is italicized.
- All Acronyms must appear in full before in abbreviated form

Operative Clauses:

- All clauses suggest ways to solve the problem at hand, instead of stating facts
- Numbered with Arabic numerals. (e.g. “1.” , “2.” , “3.” ...)
- Begins with an Operative Verb that is underlined (Refer to next page for a list)
- All Acronyms must appear in full before in abbreviated form
- A colon precedes the first Sub-clause or the first sub-sub-clause
- Sub-clause is identified with a lower case letter. (e.g. “a)” , “b)” , “c)” ...)
- Sub-sub-clause is identified with a lower case Roman numeral. (e.g. “i.” , “ii.” , “iii.” ...)
- Each Sub-clause and sub-sub-clause begins with a lower case letter.
 - There must be multiple Sub-clauses
 - There are no punctuations separating sub-clauses/ sub-sub-clauses
 - Each operative clause ends with a semi-colon.
 - The final operative clause ends with a period.

Pre-ambulatory Verbs and Adjectives

Acknowledging	Expecting	Noting further
Affirming	Expressing its appreciation	Noting with approval
Alarmed by	Expressing its satisfaction	Noting with deep concern
Approving	Fulfilling	Noting with regret
Aware of	Fully alarmed	Noting with satisfaction
Bearing in mind	Fully aware	Observing
Believing	Fully believing	Reaffirming
Concerned	Guided by	Realizing
Confident	Having adopted	Recalling
Conscious	Having considered	Recognizing
Contemplating	Having considered further	Referring
Convinced	Having devoted attention	Regretting
Declaring	Having examined	Seeking
Deploring	Having heard	Taking into account
Desiring	Having received	Taking into consideration
Disturbed	Having studied	Taking note
Emphasizing	Keeping in mind	Viewing with appreciation
		Welcoming

* You can add emphasis by adding modifiers such as “Fully”, “Further”, “Deeply” etc.

Aware becomes Fully aware

Recalling becomes Further recalling

Regretting becomes Deeply regretting

Operative Verbs

Accepts	Deplores	Regrets
Affirms	Designates	Reminds
Approves	Draws the attention	Requests
Asks	Emphasizes	Resolves
Authorizes	Encourages	Sanctions
Calls	Endorses	Solemnly affirms
Calls upon	Expresses its appreciation	Supports
Condemns	Expresses its hope	Takes note of
Confirms	Hopes	Transmits
Congratulates	Invites	Trusts
Considers	Notes	Urges
Decides	Proclaims	Wishes
Declares accordingly	Reaffirms	
Demands	Recommends	

* You can add emphasis by adding modifiers such as “Fully”, “Further”, “Deeply” etc.

Requests becomes Strongly requests

Urges becomes Strongly urges

* Bolded Phrases for Security Council only

Debate Procedure

The debate procedure of BEIMUN will follow THIMUN Rules of procedure, with the exception that follow ups will be allowed.

General Expectations for Delegates:

- ▶ Delegates need to speak in third person.
- ▶ Delegates must wait till the Chair has finished speaking to raise their hands on Teams
- ▶ Male delegates must wear jackets when they are speaking
- ▶ Delegates must respect all members of the house including student officers, other delegates, administrative staff, guest and directors
- ▶ No direct dialogue between delegates is permitted
- ▶ Delegates should refer to Less Economically Developed countries as LEDCs, not “third World“
- ▶ Delegates should refer to sub-sub clauses as sub-sub clause “One“ instead of reading out the roman numeral of “i”
- ▶ Delegates are not allowed to make up facts on the spot
- ▶ All dress code must be followed
- ▶ Any inappropriate behaviors such as singing, informal jokes, clowning around, etc. should be deemed out of order immediately and brought to the attention of the executive council if the problem persists.
- ▶ Delegates must have cameras on at all times and be muted when they are not speaking

Note-Passing

- ▶ Note passing will be conducted with MUNOne
- ▶ Note passing is allowed between delegates, as long as the message pertains to the debate
- ▶ Notes can only be written in english
- ▶ All notes passed by delegates must be screened by admins unless they are directed towards student officers
- ▶ Administrative staff will not screen the notes to/by student officers
- ▶ Remind delegates that note passing is a privilege and that any inappropriate notes will be deleted
- ▶ If the house is out of order, please make the executive team aware of the situation before suspending note-passing

Computer Usage

- ▶ As BEIMUN XXIX is an online conference, computer and electronic usage will be permitted during debate (with the exception of cell phones)
- ▶ Chairs may issue a warning to delegates that do not appear to be using the internet responsibly (e.g. on social media, gaming, etc.). Execs should be notified under repeat occurrence

Roll Call

Roll call must be taken every time the committee assembles before debate (e.g morning and after lunch). Please remind delegates to state “Present and Voting”. Late delegates must be reminded to send a note to the chair in order for their attendance to be changed. If there are any delegates who are consistently absent please pass their delegations onto the executive council. At the end of Roll Call, ask to see if there are any delegations who have not been called, make sure to make appropriate changes to the attendance sheet. A session may begin if there is one third of the delegates present.

Open Debate vs. Closed Debate

Open debate is the main debate time on the resolution in which delegates may: Make speeches, make amendments etc. Closed debate time is a timeframe in which the topic of debate is limited to amendments or a specific clause (in SC, APQ).

Debate Time

Debate time usually set for somewhere between 1 hour and 1 hour 30 minutes per resolution, however student officers must ensure that debate time is balanced for all resolutions. The allocated debate time should be announced after the reading of the operative clauses by the main submitter. If there is a need to adjourn debate, always state the time delegates need to return by instead of stating the length the session will be adjourned by. For lunch always subtract 10 minutes for the returning time as delegates will usually take 5-10 minutes to settle down.

Yielding

The floor may be yielded by one delegate to another only once consecutively, meaning if A yields to B, B cannot yield to C. In SC and APQ delegates of double delegation may not yield to the floor to each other. Chairs may ask delegates to yield the floor back whenever it is necessary.

Speaking Tallying

To ensure all delegates are engaged, Chairs are required to keep a speaking tally on all delegates and call upon those delegates that have had fewer opportunities to speak. Delegates will be considered absent and have their participation certification removed if they are consistently silent and have their cameras off.

The speaking tallying table may be accessed on AirTable

Points

Points cannot be directly stated by delegates until the chair has stated “Delegate please unmute and state your point“. The only point that is allowed to interrupt a speaker is a point of personal privilege due to audibility.

Point of Personal Privilege

Refers to the well-being of delegates. An example is audibility (if the delegate speaking cannot be heard)

Point of Order

Refers to procedural matters. An example is if the chair makes a mistake in debate procedure.

Point of Information to the Speaker

A question directed towards the delegate speaking. This point must be recognized by the Chair, and must be stated in a question form. Please ensure there are no dialogues between delegates during the process of asking points of information

Follow-up: a clarification question to the original question, is allowed at BEIMUN, however the follow-up must pertain to the previous question.

Point of Information to the Chair

A question directed towards the chairs that can refer to any type of issue.

Point of Parliamentary Enquiry

A question directed towards the chairs pertaining to Rules of Procedure. An example may be “Could the chair please clarify what is an amendment to the second degree?”

Order of the Day

Not commonly used, but called by a delegate to return to the main agenda of the forum if they feel the debate has drifted from the original agenda.

Motions

When delegates state motions the chair must ensure to ask for seconds and objections (with the exception of Motion to Divide the House). Sometimes a vote must be taken in which abstentions are not allowed, in order to see if a motion passes. However, chairs have the right to overrule any motions. All motions should not interrupt a speaker.

Motion to Move to Previous Question

Calls for the house to proceed to the next section of debate. (e.g from time in favor to time against, from time against to voting procedure). is motion can be stopped by an objection and does not require a vote. Chairs are not encouraged to entertain this motion for a full resolution, unless the debate is completely exhausted.

Motion to Adjourn the Debate/Motion to Table the Resolution

Calls for the house to temporary dispose a resolution until the committee has finished all other resolutions. Not an encouraged motion, please do not introduce this motion to the house as usually the resolutions that have been tabled will not get debated at the end. However, in the case the motion is moved, please attempt to overrule it. If it does come down to moving this motion, please entertain the submitter of the motion on why it is necessary to table this resolution, and then entertain one speaker in favor and one speaker against this motion. en the forum will put this motion to a vote, if the motion passes, resolution on this debate will stop, however if it fails, debate will continue.

Motion to Reconsider a Resolution

Can only be moved at the end of the forum's agenda, where is calls for a re-vote or re-debate of a resolution that had already been voted on. Requires to be voted on and 2/3 majority to pass.

Motion to Refer a Resolution to Another Forum

Moves a resolution to another forum. Again a discouraged motion, as other forums have their own resolutions to debate. Please encourage the amending of clauses in the resolution in order to avoid referring it to another forum. Requires to be voted on by house.

Motion to Divide the House

Made after vote where the total number of abstentions may change the result of the vote, which calls for a roll call vote where delegates may vote in favor, against or abstain. Does not require a second or a vote and cannot be stopped by an objection, it is entertained at the discretion of the Chair. (If the resolution already passes, please do not entertain this motion as we are trying to be constructive).

Motion to Appeal the Decision of the Chair

Do not introduce this motion to your house as it will become hectic. It is motion made directly after a chair's decision in order to appeal the decision in question. Chair must clearly explain the reasoning behind their decision, while delegates do not have the right to explain the motion. Requires 2/3 majority to pass. Can only overrule the decision of the chair, not result in the removal of the Chair.

Motion to Withdraw a Resolution

Can be done at any time before voting has started, on the condition that all submitters including co-submitters agree.

Motion to Extend Debate Time

Is a motion asking for more time on debating the resolution. Requires a second to be moved, cannot be stopped by an objection as it is at the discretion of the chair. Requires a vote in order to be entertained.

Motion to Extend Points of Information

Or it can be addressed through a point of information to the chair. Can be entertained at the discretion of the chair. Does not require a second, or an objection, however requires the consent of the speaker.

Any other motions or points that raised can be considered to be invalid. However, if delegates state the wrong wording (e.g “Motion to move to previous question” to “Motion to move to voting procedure”) please ensure they are corrected and the motion is still moved.

Amendments

Amendments may be moved by delegates if they indicate to the chair that they have submitted an amendment once they are recognized to speak. No chair should ever move an amendment. Once the amendment is moved, the chair must read out the amendment and display it to the house via screen-sharing.

Format of Amendments

- ▶ Indicate the submitter of the amendment
- ▶ Select one of: Add, Strike, Amend
- ▶ Should only change one clause (e.g cannot be strike out clause 2 and 3)
- ▶ Submitted to the Chair before being recognized

Amendment Process

1. Delegate moves the amendment
2. Chair reads out amendment, sets closed debate time.
3. Submitter makes a speech on the amendment during time in favor. If time left, chair may recognize more speakers in favor
4. Time against amendment, during which delegates may submit amendment to the second degree
5. Voting on the amendment, Delegates may vote in favor, against or abstain (abstentions on amendments allowed in THIMUN conferences according to the 2008 Revised RoP).

Amendment to the Second Degree

Follows the same process as amendments to the first degree, except second degree amendments make changes towards the amendment itself. Please note any further amendments are other of order. These types of amendments can only be entertained during time against of the amendment to the first degree. When voting please note that delegate can only vote in favor or against, there will be no abstentions.

Crises

Crises are fun surprises that complicate debate and challenge delegates to resolve realistic problems in real-time. Due to greater constraints of an online conference, crises will only be permitted for the Security Council. It is usually introduced when the flow of debate on a resolution has slowed down. Student Officers are required to schedule their crises ahead of time, and prepare a script as its introduction

Crises Forms

▶ Single-committee crises:

The chairs of a single committee will work in conjunction with the crisis staff in order to throw a wrench into the ongoing debate. Actions taken within the committee only affect that committee.

▶ Joint-crises

Chairs from two (or more) related committees will work in conjunction with a crisis staff to create a crisis that influences the related committee. The decisions taken by the one committees may have significant impacts on the deliberations and debate of the other.

Crises Process

- ▶ During debate crisis is introduced by crises staff members which may consists of Secretariat, administrative officers, BEIWATCH and other volunteers etc.
- ▶ At the discretion of the chair and crisis staff, the crisis staff may open themselves to points of information.
- ▶ The Chairs open the house to debate on the issue raised in which the house must decide whether to:
 1. Make amendments to the current resolution
 2. Scrap the current resolution and create a new resolution; to do this, an indoor caucus should be introduced to allow delegates to form resolutions (chairs must encourage amendments before taking this option)

Crises Pitfalls

▶ Unrealistic challenges:

The crisis staff breaks in to announce that Saudi Arabia has run out of oil or Barack Obama has decided to disband all US military forces worldwide. These are fantastical, and annoying, because their absurd premises ignore the hard work delegates have done learning how to accurately represent their nations.

▶ Unresolvable challenges:

A terrorist squad with dirty bombs has seized control of the White House and will blow everyone up unless the Palestine Issue is resolved in 1 hour. is is an unresolvable challenge as the Palestinian Issue is way too complex to be resolved in 1 hour.

▶ Unrelatable challenges:

Imagine a terrorists attack on the pipelines between Ukraine and Western Europe, in a committee debating sanctions against Putin's Russia in response to the War in Donbass. It complicates the issue and may change points of view, especially for countries that may not have been previously directly involved or interested, but it does not change the topic of debate entirely and force people to abandon their previously done research or resolutions writing—it is all connected and relevant. If the same crisis were forced upon a committee discussing the protection of women in Pakistani schools, the crisis would swing madly in another direction, showing disrespect to the work done by the committee's delegates.

General Reminders

Dress Code

All clothing be professional and modest. If a delegate's attire is deemed inappropriate by BEIMUN staff, the delegate will be asked to leave the session and return with appropriate attire. Directors and chaperones from any schools are encouraged to report violations of the dress code as well.

1. Standard delegate attire for the conference is business jacket, slacks/skirt, and dress shirt (with tie for men).
2. Dress sweaters, shorts, ball caps, jeans, and sunglasses are considered too casual. Clothes that expose excessive bare skin, reveal undergarments, or are otherwise revealing are inappropriate.
3. Female delegate dress length should not be below finger tips when hands are placed to their sides.
4. It is not appropriate for delegates to display any national symbols such as flags, pins, crests, etc. on their person during sessions. UN symbols are acceptable.
5. Delegates are not allowed to use props at any time during debate when making speeches
6. Western business dress is preferred. BEIMUN will not allow any delegate's attempt to portray a "character" using traditional cultural attire or military uniform as a costume.

GA Plenary

There will be no GA plenary in BEIMUN XXIX. Instead, there may be a crisis that requires certain committees of the GA to convene.

Crises

Prior to the occurrences of crises, the head administrative officer of the commission will notify the Student Officers 15 minutes in advance. Upon announcement of the crisis, delegates will have 30 minutes to lobby and formulate a resolution. Then, delegates will have 90 minutes to debate a total of two resolutions per commission.

Social Media and BEIWATCH

BEIWATCH will be providing free online newspapers throughout the conference. They can be accessed on beijingmun.org. Photos and online press pieces will be posted on the ISB MUN [Facebook](#) and [Instagram](#) pages over the course of the conference. Please encourage delegates to like this page if they have not done so already. Please use the hashtag #BEIMUN2022 and feel free to share positive reflections via social media.

Oral Report at the Closing Ceremony

Presidents and Assistant Presidents please remember to prepare and record an oral report of about 2 minutes for each committee (meaning one speech for each of the GAs and other sub-commissions). Please report on the result of your debate as well as the issues that were on your agenda. Remember to use that time wisely and address any general remarks you have to the delegates. However, you'll be cut off if you reach 2 minutes, so please keep your recording within time constraints.

Interacting with Directors, Staff, and Guests

Directors

MUN directors will enter and leave the room at will except when voting procedures commence and lobby accessibility is limited. Treat them politely and make a good impression. Directors are also reminded not to be interacting with delegates while in session.

Admin and Press Staff

Spend some time to know your admin staff and communicate with them clearly on your expectations as chairs regarding note passing, screening notes, and counting on votes before debate. When approached by a Press team member, flash a smile and be polite. During the introductory meeting, remember to ask all delegates in the house if they are content with being photographed. If any of the admin or press staff are interacting inappropriately with the delegates, notify the Secretariat immediately.

Chair Scenarios

Absences of a Chair

If it is an unexcused absence, please ensure the Secretariat is made aware of the situation. If the absence is an excused absence (e.g. due to sickness or other emergencies), please redistribute roles accordingly amongst the remaining chairs. In the case that two or more chairs are absent from a committee (which is very unlikely) please inform the Secretariat.

Disruption from Delegates

Common disruptions from delegates include:

- ▶ Singing on the podium
- ▶ Expressions of discriminatory, racist, or otherwise inappropriate sentiments
- ▶ Sexual Harassment via notes
- ▶ Misuse of Points and Motions
- ▶ Motions to remove the Chair, or takes the role as Chair
- ▶ Declarations of War are out of order and ensure that the committee is made clear of this.

If any of the above occur, simply state that delegates are not in order and continue with debate. Ask the delegate to sit down/speak with you privately if necessary. If the delegate continues to be disruptive, please issue a yellow card warning. If matters get worse, contact a member of the Secretariat.

Criticism from Delegates

If delegates criticize their chairs, there is no need to take it too personally. Take their thoughts into consideration if they are reasonable. Take disciplinary action if their comments are inappropriate and out of line.

Silence in the Committee

If there is absolute silence during a debate session and nobody wishes to speak, take the following measures:

1. State that the chair highly encourages delegates to speak up
2. Send notes to delegates who have not spoken ahead of time, reminding them to be prepared in case you call on them
3. Call for a caucus and remind delegates to use this time to write speeches and amendments

Decision Making

When you are unsure about how to make a decision, always ask your co-chairs for advice and ask the house to wait a moment while you check the student officer manual.

Maintaining Order

Maintain order by banging your gavel or desk and calling the house to order. Do not attempt to scream or bang the gavel excessively, however, as that may indicate that you have lost control of your forum.

Technical Difficulties

If delegates are experiencing technical difficulties with Teams or MUN One, contact them in note form to direct them to the “000 Helpdesk” channel. They will be assisted by a member of the secretariat or a head admin. If delegates are experiencing lagging or unclear audio, contact them in note form to adjust their internet connection.

Delegate Persistent Absence

Chairs should strictly monitor the house for delegate absence. For a delegate to be counted as present they must have cameras on for the *entire duration of the conference*. If a delegate consistently has their camera off or has left the meeting room entirely, they will receive a strike (see Code of Conduct).

Chairing Stock Phrases

Opening Debate

CHAIR: The House will now come to order. The next resolution to be debated is on the topic/question of _____ main submitted by the delegate of _____. Would the main submitter please unmute and read out the operative clauses.

DELEGATE: (Reads out operative clauses)

CHAIR: Thank You, Delegate. The Chair will now set a debate time of _____ minutes on this resolution. Delegate, you now have the floor.

DELEGATE: (Makes Speech)

Points of Information

CHAIR: Thank You, delegate. Is the delegate open to any points of information?

DELEGATE: (responds by saying any and all/ states number of Points of information/ the delegate is not open to points of information)

**Delegate is open to points of information*

CHAIR: The delegate has opened himself/herself to ___points of information, are there any in the House at this time? Please raise your hands.

(If there are points of information)

DELEGATES: (Raises hands)

CHAIR:(when under time constraints: due to time constraints the chair will only entertain _____)

Delegates of _____, _____ and _____, you have been recognized in that order.

(If there are no points of information)

Chair: Seeing as there are none would the delegate please yield the floor back to the Chair or to another delegate?

**Delegate is not open to any points of information*

CHAIR: Seeing as the delegate has not opened himself/herself to any points of information. Would the delegate please yield the floor to the Chair or to another delegate?

Yielding

**Delegate yields the floor back to the Chair*

CHAIR: That is in order. The floor is now open. Are there any delegates that wish to speak on this resolution as a whole? Please raise your hands.

**Delegate yields the floor to another delegate*

CHAIR: That is in order. Does the delegate of _____ accept the yield?

DELEGATE: (States yes/no)

(if yes)

CHAIR: That is order. The delegate of _____. You have been recognize/ You now have the floor.

(if no)

CHAIR: That will be in order, the floor is once again open. Are there any speaker wishing to on the resolution as a whole? Please raise your hands

**When a yielding is not in order*

(Yield Twice)

CHAIR: Delegate that would not be in order as the floor can only be yielded once consecutively

(Time Constraints)

CHAIR: Delegate that would not be in order due to time constraints

(Other reasons)

CHAIR: Delegate that would not be in order _____ (state reasoning)

Amendments

**Entertaining an amendment*

DELEGATE: The delegate has submitted an amendment to the first/second degree

CHAIR: That is in order. The first/ second degree amendment reads _____. The Chair will now set a closed debate time of ___minutes for and ___minutes against this amendment. Delegate you now have the floor.

*Closed debate time elapsed

CHAIR: Time for this first/ second degree amendment has now elapsed, We will now be moving against. Are there any delegates wishing to vote against this amendment? Please raise your hands

**Voting on an amendment*

CHAIR: Time against this amendment has now elapsed. We will now be moving into voting procedure on this amendment to the first/second degree. Would the admin staff please suspend note passing, secure the doors, and take on voting positions. Delegates may vote for, against or abstain. All delegates wishing to vote for this amendment, please raise your hands. Thank you. All delegates wishing to vote against this amendment, please raise your hands. Thank You. All delegates wishing to abstain, please raise your placards high. With a vote of _____ for, _____ against and _____ abstentions. This amendment passes/fails

(If it passes)

CHAIR: Please make appropriate changes to your resolution

(If it fails)

CHAIR: Please do not make any changes to your resolution

Voting on the Resolution

CHAIR: Time on this resolution has now elapsed. We will now be moving into voting procedure on this resolution. Would the admin staff please suspend note passing, secure the room, and take on voting positions. Delegates may vote for, against or abstain. All delegates wishing to vote for this resolution, please raise your hands. Thank you. All delegates wishing to vote against this resolution, please raise your hands. Thank You. All delegates wishing to abstain, please raise your placards high. With a vote of _____ for, _____ against and _____ abstentions. This resolution passes/fails

(If it passes)

CHAIR: Clapping is in order

(If it fails)

CHAIR: Clapping is not in order

Points and Motions

**Entertaining Points*

CHAIR: There has been a Point of _____. Please unmute and state your point.

** Point of Order*

(Chair is mistaken)

CHAIR: Thank Your for your point. The Chair stand corrected

(Delegate is mistaken)

CHAIR: thank you for your point. That will not be in order because (state reasoning)

** Point of Personal Privilege*

(Audibility)

CHAIR: This is in order. Would speaker please speak in a more audible manner?

(Anything else)

CHAIR: That is order. (Asks admin/delegate to do what is asked)

*** Point of information to the Chair**

CHAIR: Thank You for you point of information. (Answer the question)

***Entertaining a motion**

CHAIR: There has been a Motion to _____. Are there any seconds? Are there any objections? The motion be entertained/not entertained, seeing as _____(state reason)

***Motion to move to the previous question**

(if no objection, and currently in time for)

CHAIR: Seeing as there are no objections, we will now move into time against this amendment.

(if no objection, and currently in time against or open debate)

CHAIR: Seeing as there are no objections, we will no move into vote procedures on this resolution/ amendment

***Motion not in order**

CHAIR: That motion will not be entertained, because (State reasoning)

Other Scenarios***Points of information****(Question not in question form)**

CHAIR: Would the delegate please repeat or rephrase his/her point of information in question form?

(Multiple Questions)

CHAIR: Would the delegate please ask only one Point or Information?

(Repeating or Phrasing Question)

CHAIR: Would the delegate please repeat/rephrase his/her point of information?

(Follow Up)

CHAIR: Granted

or

CHAIR: Denied, (State Reasoning)

(Dialogue between delegates)

CHAIR: there will be no direct dialogue between delegates

***Reminders for the House**

(Personal Pronouns)

CHAIR: The Chair would like to remind the House, that delegates are required to speak in third person. Usage of personal pronouns such as “You” and “I” are not permitted. Thank You

(Hands Raising)

CHAIR: The Chair would like to remind all delegates to not raise their hands until the Chair has ask for them to do so. Thank You

(Parliamentary Language)

CHAIR: The Chair would like to remind all delegates to use parliamentary language. Thank You

(Other reminders)

CHAIR: The Chair would like to remind all delegates (state reminder)

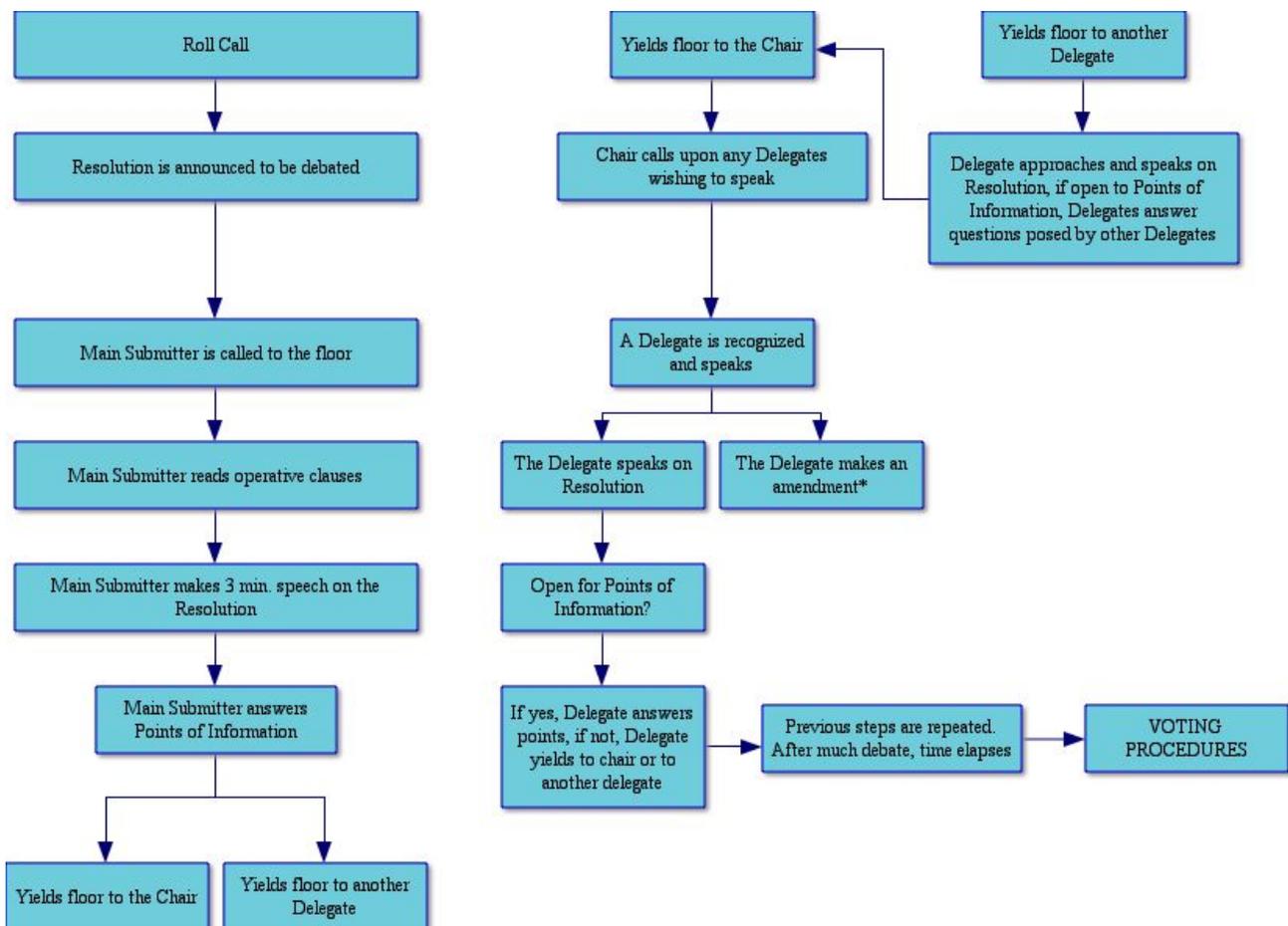
****Yielding Chairing Rights***

CHAIR: The Chair would not yield him/her chairing rights to (state the title and name of the Chair yielded to)

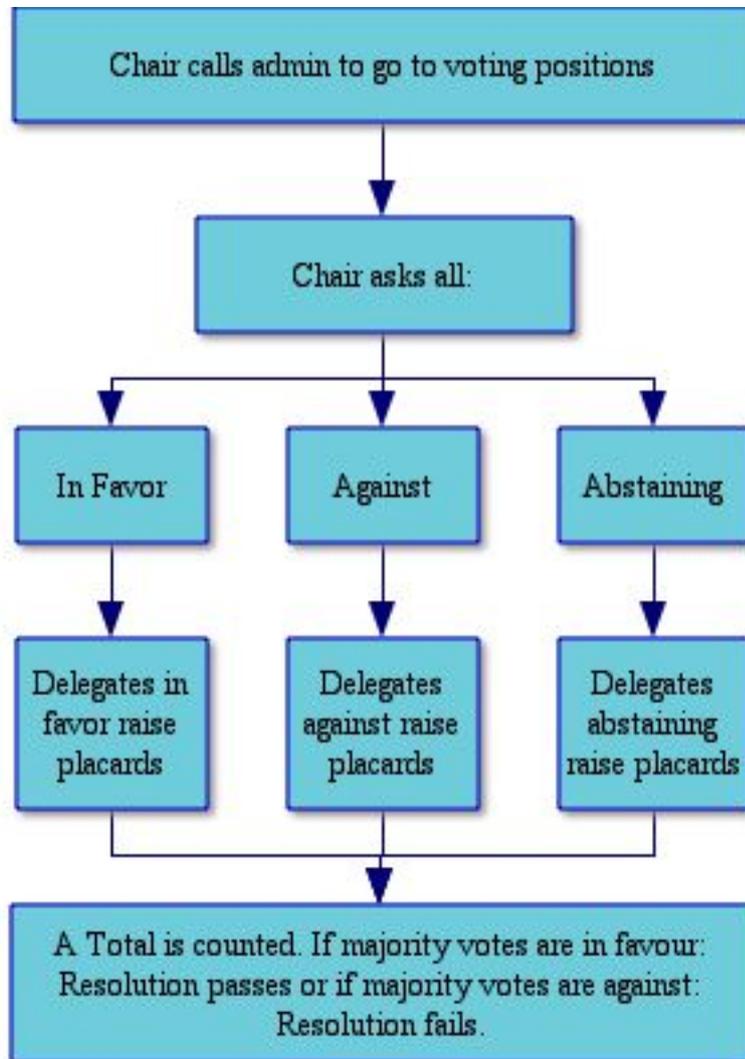
Relevant Flowcharts

(Note that placards raising will be replaced with hand-raising in Teams)

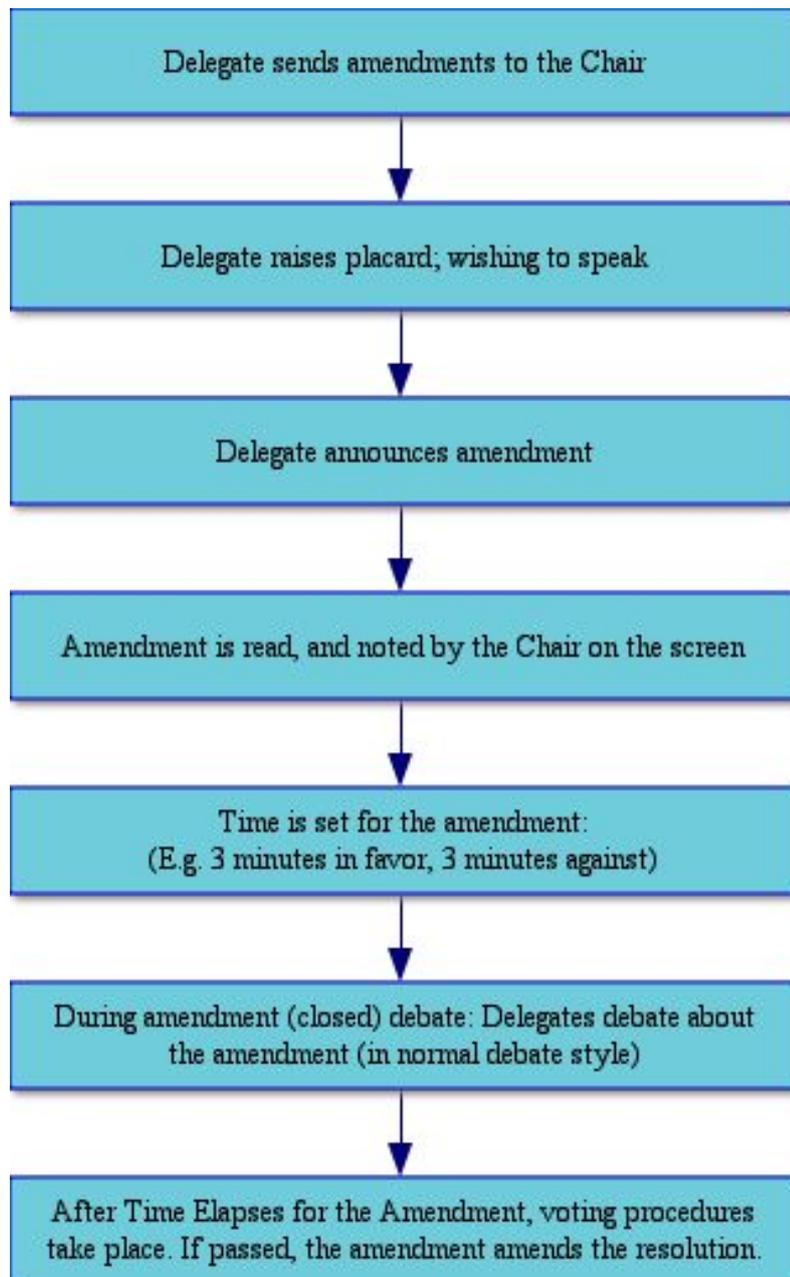
General Debate Procedure Overview



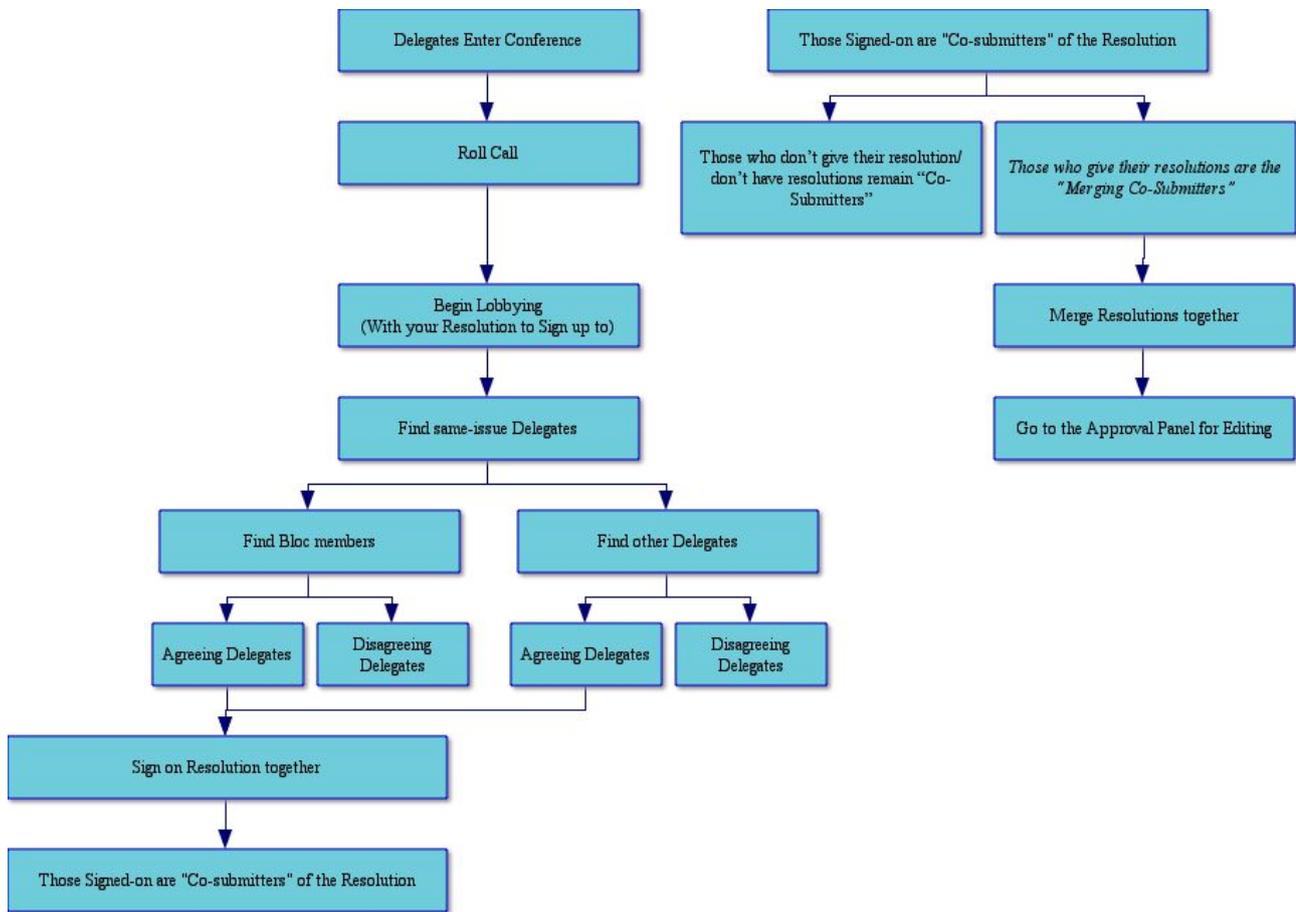
Voting Procedures



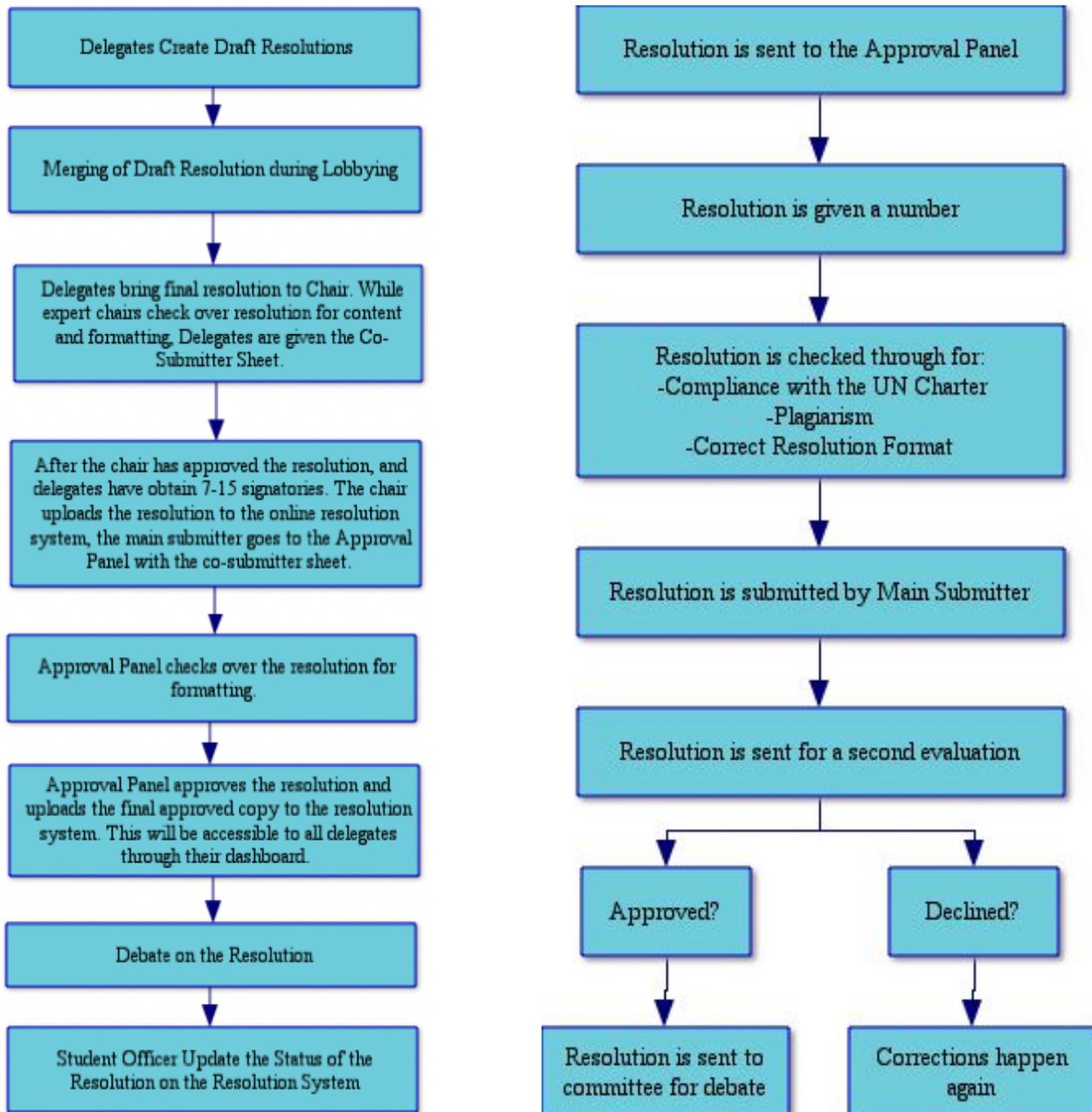
Amendment Process



Lobbying & Merging Process



Resolution & Approval Panel Process



Using MUNOne and Microsoft Teams

As an online conference, BEIMUN XXVIII will be using MUNOne and Microsoft Teams for implementation. Microsoft Teams will be used for the entirety of the 4 days to conduct conferencing, raising points and speeches, and voting procedure. MUNOne will be an additional tool for amendment submission, note passing, resolution sharing, and submitting the resolution to the approval panel.

Below is a manual detailing how to use both Microsoft Teams and MUNOne. Don't hesitate to contact the secretariat if any problems occur.

Using Microsoft Teams

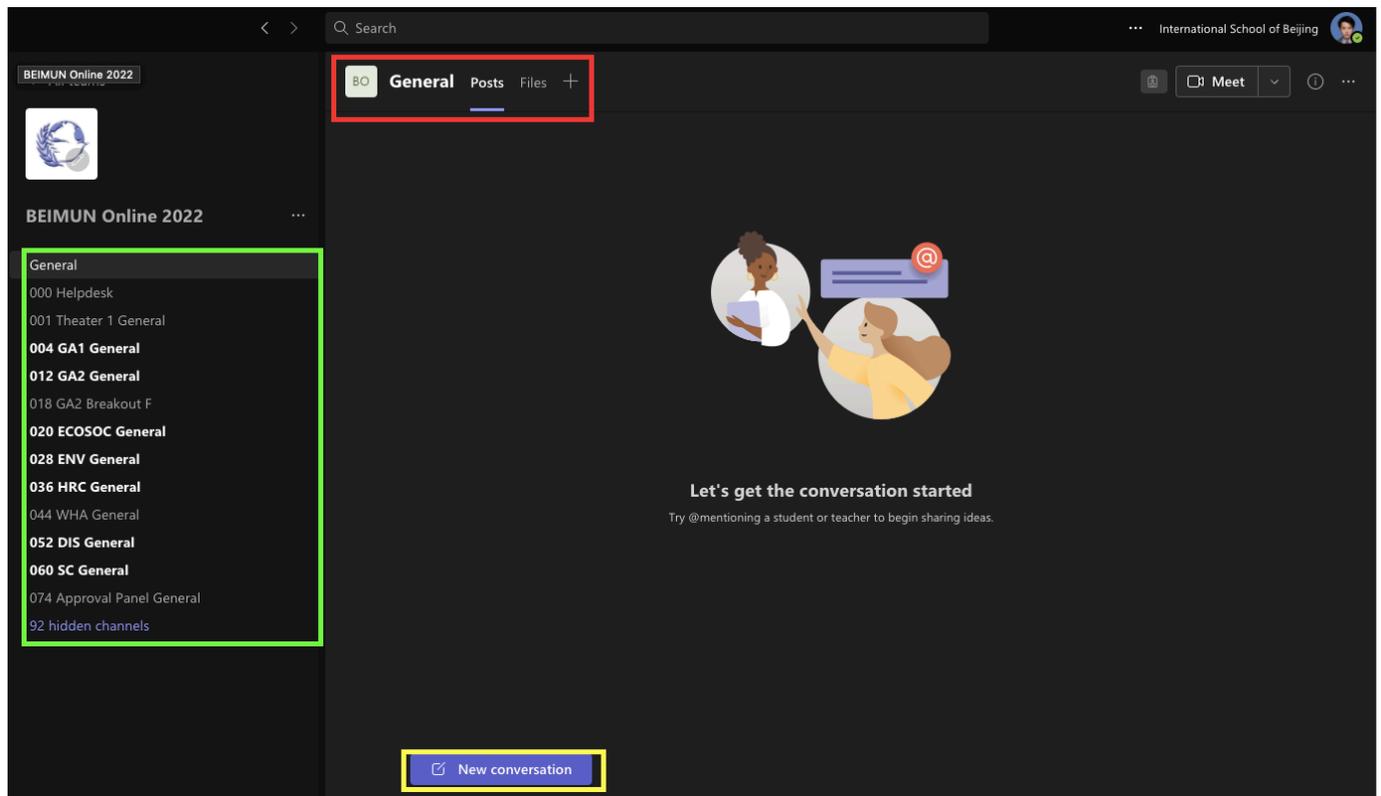
1: Setting Up

After downloading the Microsoft Teams app, click on the login link sent from the secretariat team. This will set up all preferences including display name, login information, and delegation. Proceed to launching Microsoft Teams.

The Teams app will automatically direct the user to the “Teams Page” as shown below:



Click on the square “BEIMUN Online 2022” as shown above, which will open the following interface:



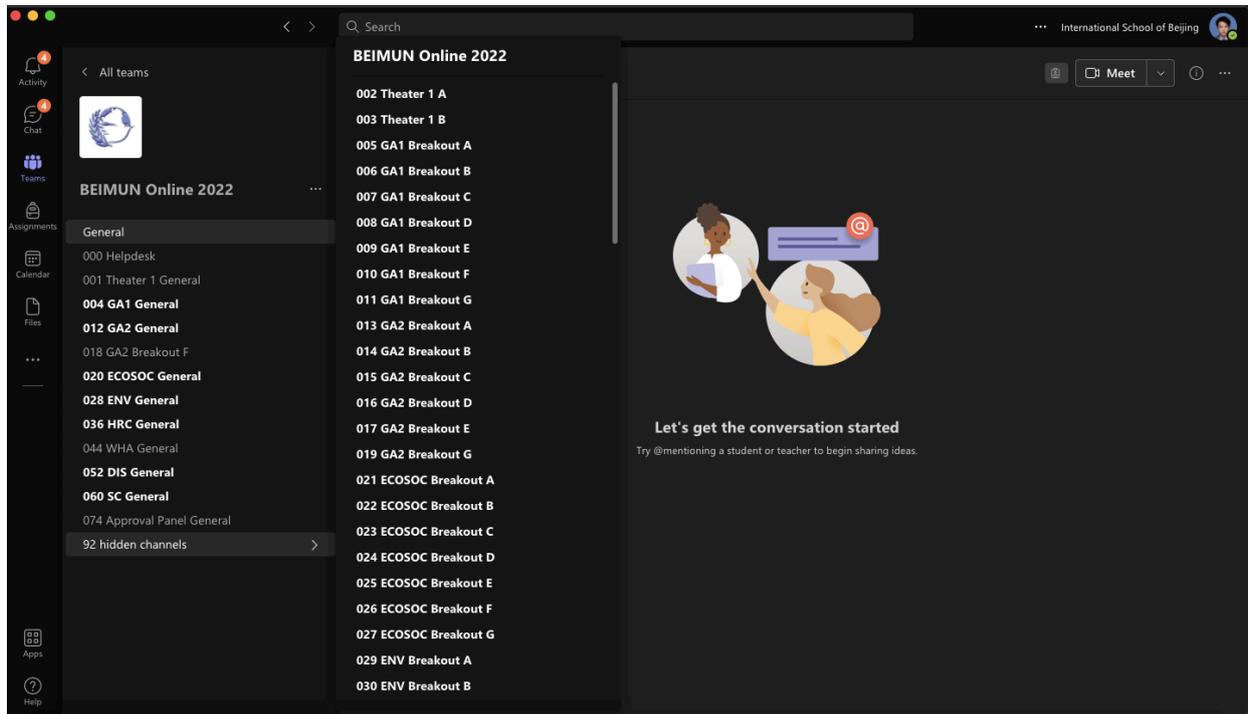
The area of the screen boxed in by the green rectangle displays the various channels of the BEIMUN 2022 Team. These channels can be thought of as online “rooms”, where each channel will have its own call. Consequently, each committee will have a main channel and a few sub-channels to facilitate conversations in smaller groups. Some channels have been hidden by default for clearer organization. Chairs should keep checking the “General” channel for announcements.

The area boxed by the red rectangle are tabs that may be accessed in every channel. Chairs should utilize the “File” tab to upload files for delegates to access.

The “New Conversation” button (boxed in yellow) may be similarly accessed in all channels. This is the chat-equivalent for Teams. The main difference is that all chats must belong to a thread of messages called a “conversation.” Starting conversations is restricted to Chairs only.

The next step is to unhide the committees and other channels that will be used in the channels section. To do so, click on the “hidden channels” text.

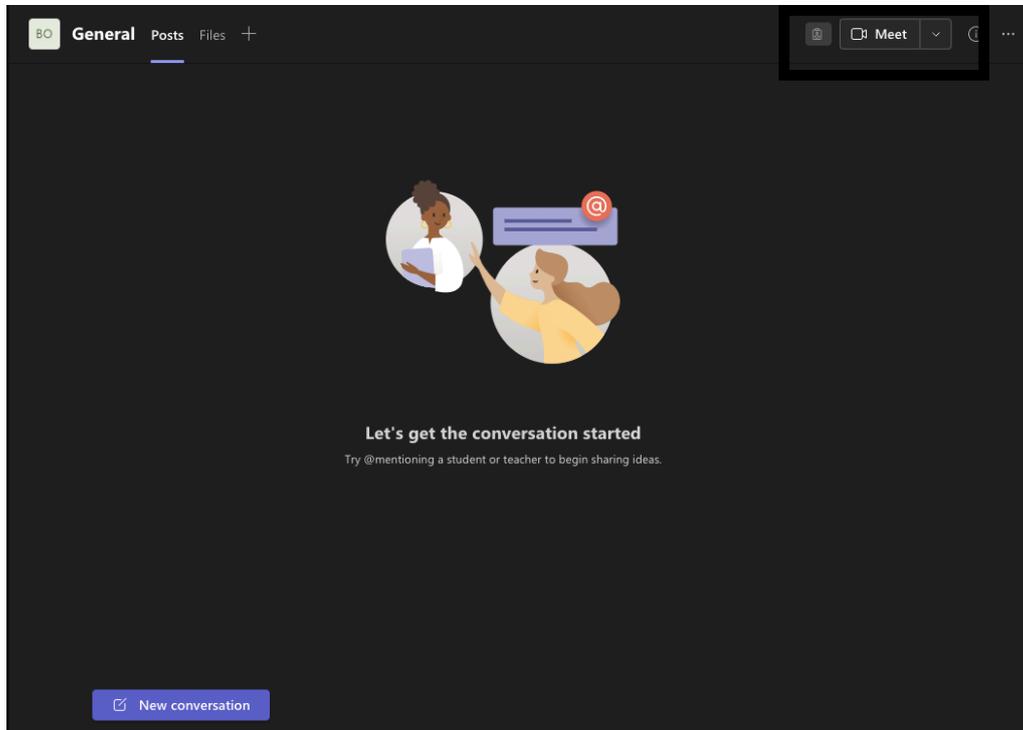
This should open the following scrollable menu:



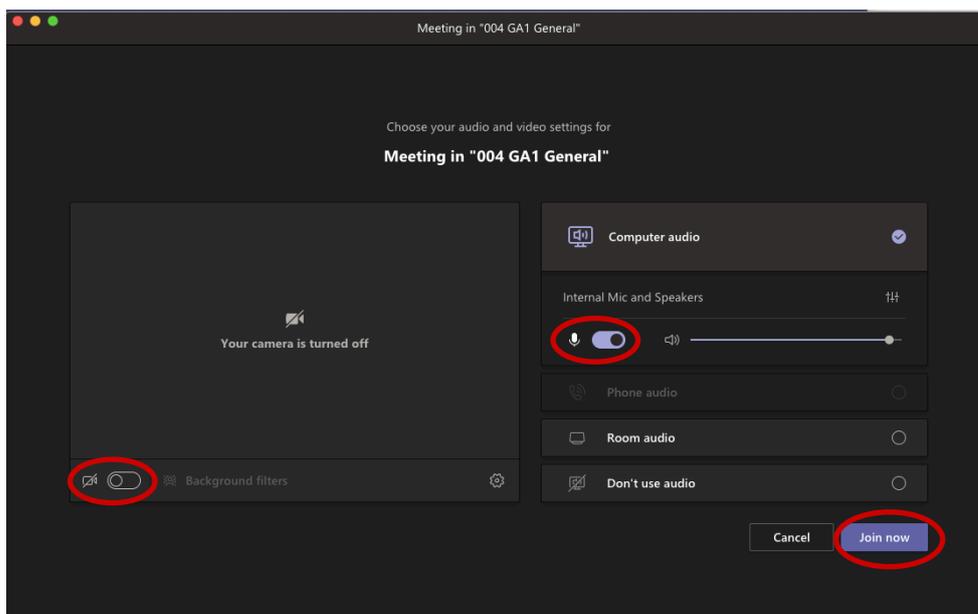
Locate the general and breakout channels for your committee (e.g. for GA1: 004 GA1 General, 005 GA1 Breakout B, 007 GA1 Breakout C, 008 GA1 Breakout D, 009 GA1 Breakout E, 010 GA1 Breakout F, 011 GA1 Breakout G). Hover over the channel and click “Show”: Repeat this step with all of the committee channels.

2: Committee Intro

To begin the committee intro, a call must be started by a chair in the general channel of that committee. Click on the upper right camera icon as indicated below to start the video call.

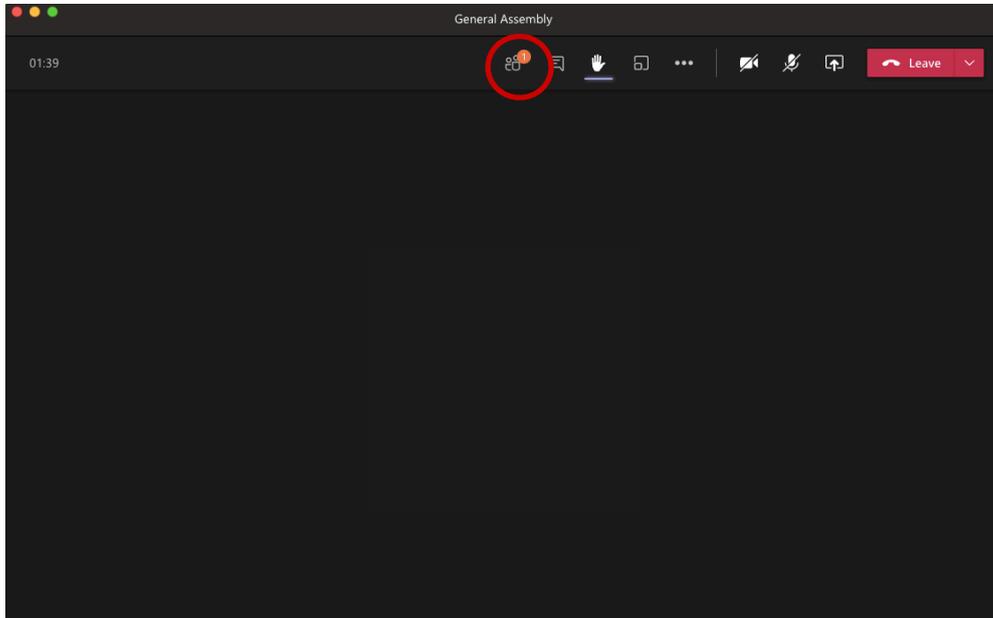


The following pop-up will then be launched. Turn on the microphone and camera as indicated below if they are not already on. Click “Join now” when complete.

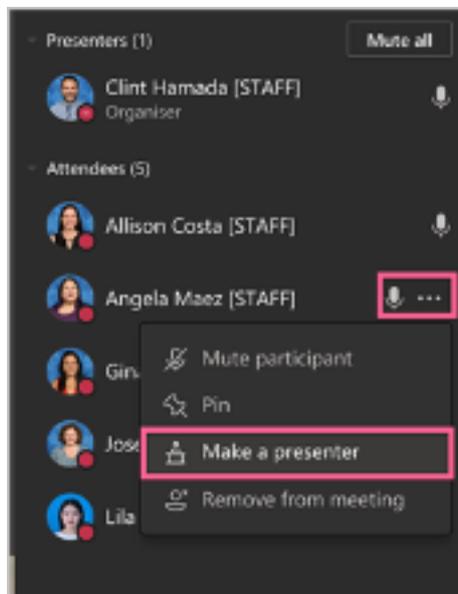


Note that for each call on Teams, every member in the call is either a “Presenter” or “Participants.” Presenters have access to all presets in the call, including screen-sharing,

muting and unmuting members, and lobby restriction, while Participants may only view the call and participate in the call. The chair that started the call will be automatically identified by Teams as the sole Presenter. To ensure the remaining chairs have the same rights, the call-starting chair must set them as presenters too. This can be done by clicking on the participants icon:

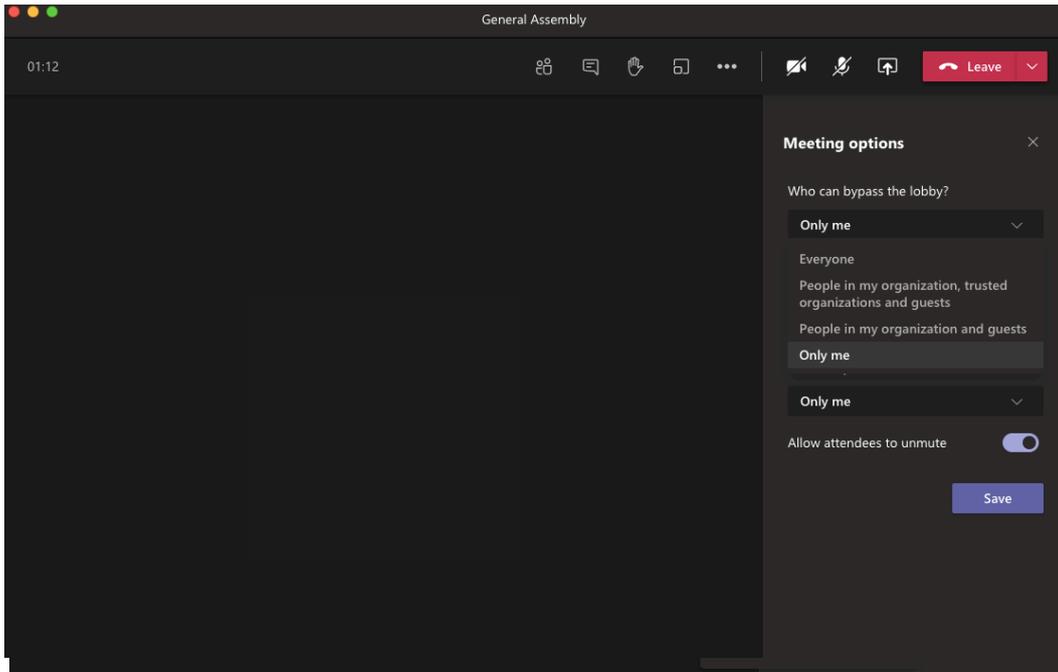


Then, click on the three dots next to the non-presenter chair and select “Make a Presenter”:



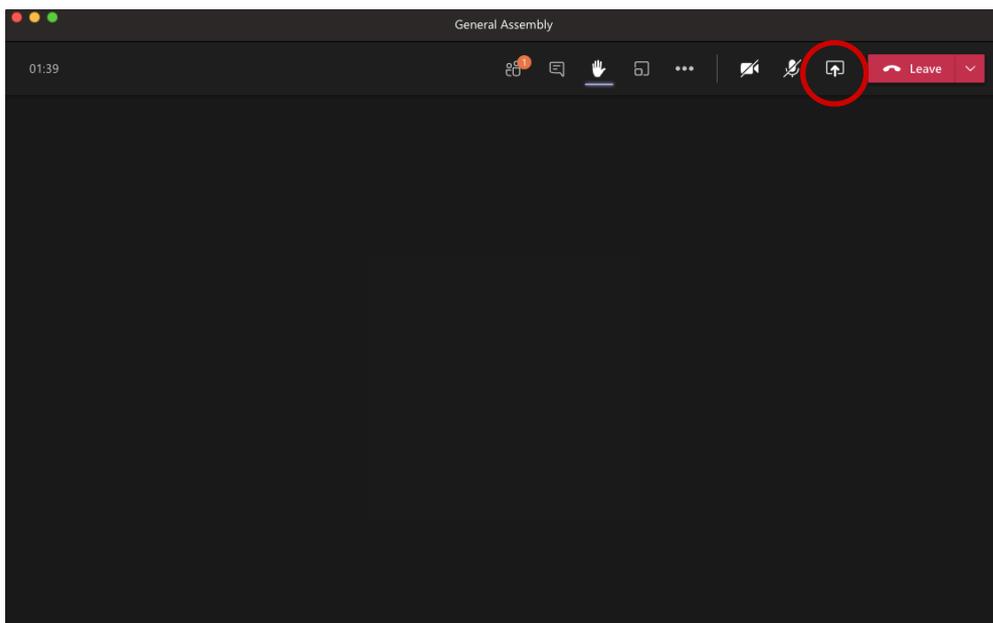
Next, have a chair modify the accessibility of the meeting so that delegates, directors, and secretariat may join when they need. To do so, click on the three dots in the upper right of the conference screen as shown below:

Then, select the “Meeting options” item to open the following interface:

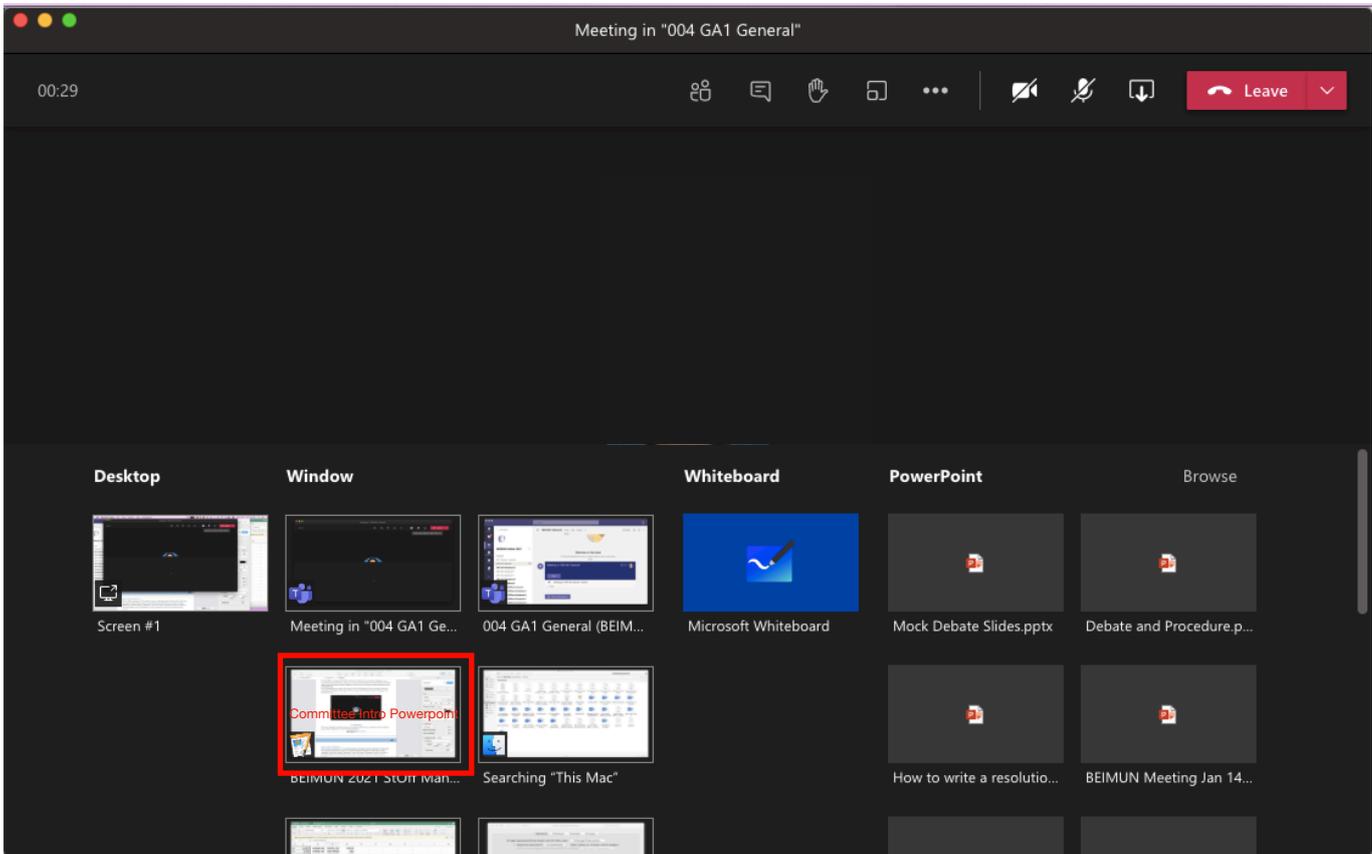


Set the “Who can bypass the lobby?” selection to “Everyone,” so directors, delegates, and secretariat may join with ease. Announce in the general committee channel that the committee intro is now in session; remind delegates to turn on their cameras and mute themselves when joining the call.

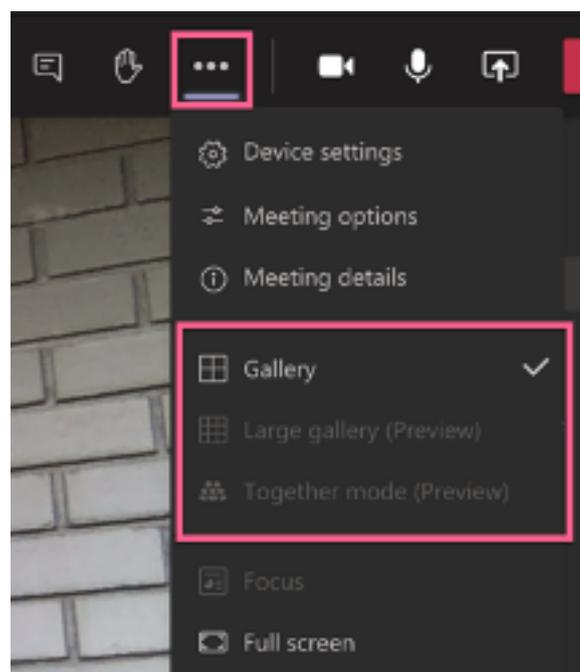
Once all delegates are in the call, proceed to have a chair of the committee share the Committee Introduction Powerpoint. To do so, open the Powerpoint before clicking on the sharing tray icon:



Find and select the Committee Introduction Powerpoint in the windows available (note that the Powerpoint needs to be on the same desktop as the Teams call for it to be identified):



To view all delegates at once and monitor engagement, chairs are suggested to use “Large Gallery view” or “Together mode”. These views can be set by first clicking on the three dots in the upper right of the call then selecting either “Large gallery (Preview)” or “Together mode (Preview)”:



3: Lobbying

To ensure delegates can have private conversations with their co-submitters, each resolution group will occupy one channel during lobbying.

For non-SC Committees:

There will be a maximum of 7 resolution groups, with approximately 2 groups for each topic. For organizational clarity, assign 2 consecutive breakout channels to each topic in order (Breakout A and B for Topic 1, Breakout C and D for Topic 2, Breakout E and F for Topic 3), the final breakout channel (Breakout G) may be assigned to any extra resolution group.

For SC:

There will be a maximum of 5 resolution groups, with 1-2 groups assigned to each topic. For organizational clarity, assign consecutive breakout channels to each topic in order (e.g. Breakout A and B for Topic 1, Breakout C for Topic 2, and Breakout D and E for Topic 3)

In the first 10 or so minutes of lobbying, direct delegates to one of the breakout channels for the chosen topic (e.g. all that chose Topic 1 go to Breakout A), so delegates for that topic may find resolutions with similar stances. The expert chair for that topic should also be in that channel to first start the call then listen to discussions and provide help.

Once the 10 minutes has elapsed, coordinate with your co-chairs to direct delegates to their corresponding breakout channels to begin merging. Delegates have received instructions in the participant booklet to start their own calls. Remind delegates that if they need to locate a chair they can simply send a note via MUN One. During the rest of the time, the chair should alternate between the breakout rooms corresponding to their topic, helping delegates to get engaged and facilitate discussion. Delegates have received instructions to share the document using Microsoft Word Online and edit together by having a delegate share his/her screen.

4: Approval Panel

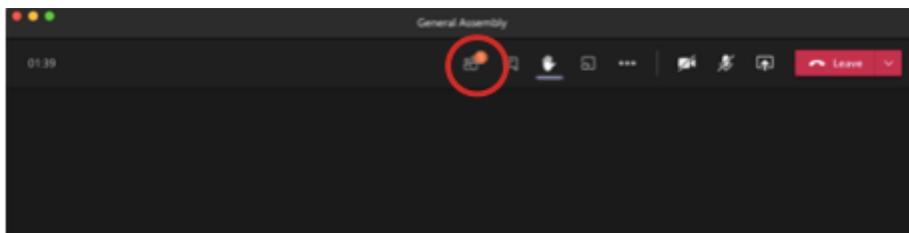
Once the approval panel is open, have one chair send a notice to all delegates in the general channel for the committee. Mention that delegates who have completed merging may contact their expert chair in note form on MUN One to notify them of their resolution completion. The expert chair then joins that resolution group in the corresponding breakout channel to review the resolution before submission to the approval panel. Once reviewal is complete, direct the delegate to submit their resolution to the approval panel (delegates have instructions for this in the participant manual).

5: Debate

Once time for lobbying has elapsed, have one chair send a notice to all delegates in the general channel to return to the general channel for debate. Debate on Teams will follow normal debate procedures with the exception of raising placards, making speeches, and voting procedure. During the entirety of debate, the BEIMUN debate Powerpoint should be presented to display the section of debate.

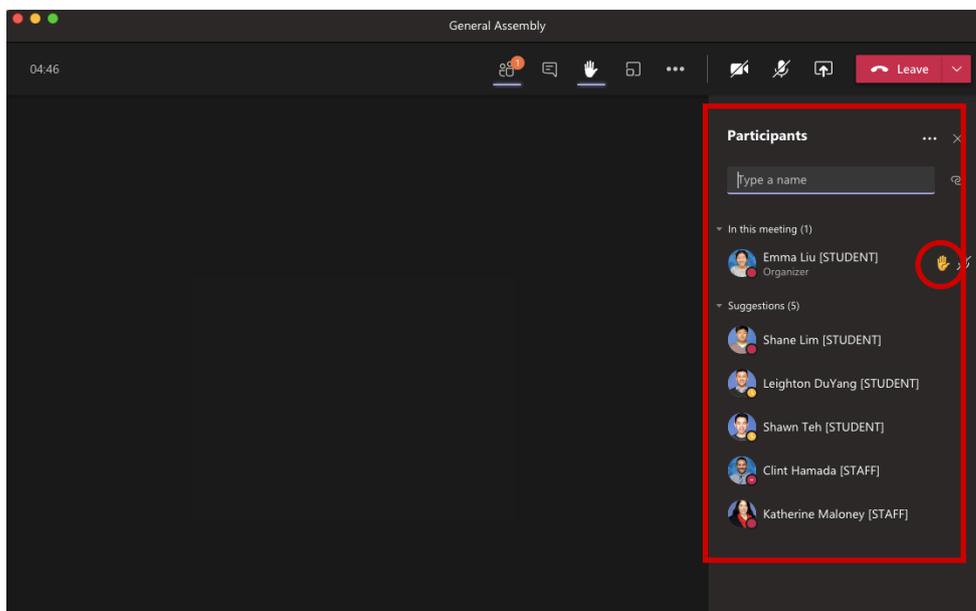
Raising placards:

For any activity that requires raising placards (e.g. Point to the chair, Point of Information, raising a speech) the Teams hand-raising function will be used instead. Delegates will receive instructions for how to raise hands. Each time a hand is raised, a notification will be displayed



on the participants icon (see below).

To address the raised hand, click on the participants icon, which should open the following side bar displaying all participants in the call (see below):



The delegate with the raised hand will be indicated with the hand symbol. To address the point or speech, right click on the participant in this view and select “lower hand.” Proceed to notify the delegate to “unmute and state their point.”

Making Speeches:

Where in offline debate delegates would approach the podium to make their speeches, they will simply unmute on Teams. If their audio cannot be heard when they appear to be speaking on the camera view, notify the delegate to unmute their microphone. Delegates are not expected to stand up during speeches.

Voting Procedure:

Delegates will vote for or against amendments and resolutions using Teams' hand-raising button. To conduct the online equivalent of "securing the room," chairs should modify the accessibility of the lobby similarly as in the "Committee Intro" section. This time, "Who can bypass the lobby?" should be set to "Only me."

Once the lobby is closed, call for all votes *for* the amendment or resolution by asking delegates to raise their hands; remind delegates to keep their hands up for admin to have sufficient time to count. After all votes have been counted, ask delegates to lower their hands. Once all hands have been lowered, call for all votes *against* the amendment or resolution. After admin have finished counting votes, reset the "Who can bypass the lobby?" selection to "Everyone."

6: Additional Notes

Below are some additional notes to ensure successful chairing on Microsoft Teams:

Keeping communication open:

Given that communication is limited text and video chat, chairs should always be keeping MUN One open and checking chat notifications frequently. These will be the only way delegates may access the chair outside of actual debate. Be prompt in answering questions and concerns.

Role delegation amongst chairs:

The aspect of an online conference introduces new factors to be considered in role delegation amongst chairs. To minimize technology-managing time cutting into debate, have the expert chair manage screen sharing, rather than the chairing chair. Chairs may also consider creating a dual-screen setup to maximize efficiency in chairing and presenting: with one screen on the call and actively acknowledging delegates and another with amendments and notes.

Shortcuts

All participants are encouraged to use shortcuts to minimize time spent muting and unmuting. The keyboard shortcut for muting and unmuting is Command+Shift+M.

Appendix

Appendix 1: Secretariat Team Areas of Responsibility

BEIMUN XXVIII 2021 Secretariat Team Members & Responsibilities		
Name	Positions	Commission Supervision and Responsibilities
Eric Xie	Secretary General	All Areas, GA1, DIS
Young Soo Kim	Deputy Secretary General	GA2, HRC
Si In Park	Deputy Secretary General	SC
Shane Lim	Deputy Secretary General	ECOSOC
Ray Fang	Deputy Secretary General	WHA, ENV

Appendix 2: Head Admin Officers

Name	Title
Evan Lou	Head Admin Officer, MUN One support
Renee Kuo	Head Admin Officer, MUN One support



BEIMUN Revised Rules of Procedure

I. APPLICATION

Rule 1

These rules of procedure apply to the proceedings of the all forums of the Beijing International Model United Nations as determined by the BEIMUN Directorate. For purposes of these rules, the words “General Assembly” are to be understood as referring to the BEIMUN General Assembly, its Committees, the forum in question or all forums collectively, as applicable. The word ‘committees’ may include other forums. The word “President” is to be understood to refer to the President of the General Assembly or the presiding officer in a given forum. The word “Chair” may also be used to refer to the presiding officer in a given forum, actual title notwithstanding.

Rule 2

All matters are conducted in accordance with these rules of procedure and rules of Parliamentary Order, with the former taking precedence over the latter.

II. SESSIONS

Rule 3

The General Assembly shall meet every year in session commencing on a date to be determined by the BEIMUN Directorate. The BEIMUN Directorate shall fix a closing date for the session.

Rule 4

The General Assembly shall meet in Beijing at a site to be determined by the BEIMUN Directorate.

III. AGENDA

Rule 5

The provisional agenda for a session shall be drawn up by the Secretary-General and communicated to the Members of the United Nations at least ninety days before the opening of the session.

Rule 6

The provisional agenda of a regular session shall include:

- (a) The report of the Secretary-General;
- (b) Reports from the Security Council, the Economic and Social Council, the International Court of Justice, the subsidiary organs of the General Assembly and the specialized agencies;
- (c) All items proposed by the other principal organs of the United Nations;
- (d) All items which the Secretary-General deems it necessary to put before the General Assembly.

Rule 7

Any Members of the United Nations or the Secretary-General may, at least sixty days before the date fixed for the opening of a session, request the inclusion of supplementary items in the agenda. Upon approval, such items shall be communicated to Members at least thirty days before the opening of the session.

Rule 8

Any item proposed for inclusion in the agenda shall be accompanied by an explanatory memorandum and, if possible, by basic documents or by a draft resolution.

Rule 9

All items on the agenda, except those deemed necessary by the Secretary-General, may be deleted or referred for consideration at the next session by the General Assembly by a majority of the members present and voting.

Rule 10

All items on the agenda shall be given priority by the Secretary-General.

Rule 11

Debate on a proposal to amend an item on the agenda shall be limited to one speaker in favor of, and one against, the amendment. The President may limit the time to be allowed to speakers under this rule.

IV. DELEGATIONSRule 12

The delegation of a Member shall consist of not more than one representative per forum, except in the Security Council, where each Member shall have two representatives.

V. CREDENTIALSRule 13

The credentials of representatives and the names of members of a delegation shall be submitted to the BEIMUN Director before a date to be determined by the BEIMUN Directorate. The credentials shall be issued by the participating school through the Director of that school's delegation.

VI. PRESIDENTRule 14

Before the opening of each session of the General Assembly, the BEIMUN Directorate shall appoint a President, who shall hold office until the close of the session for which he/she is appointed.

Rule 15

If the President finds it necessary to be absent during a meeting or any part thereof, he/she shall designate a subordinate to take his/her place who shall have the same powers and duties as the President.

Rule 16

If the President is unable to perform his/her functions, a new President shall be appointed by the BEIMUN Directorate for the unexpired term.

Rule 17

In addition to exercising the powers conferred upon her/him elsewhere by these rules, the President shall, subject to the most recent program of events, declare the opening and closing of each plenary meeting of the session, the adjournment of the meeting, direct the discussions in plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He/she shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The President may, in the course of the discussion of an item, decide the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak or the closure of the debate. He/she may also propose the suspension of the meeting or the adjournment of the debate on the item under discussion.

Rule 18

The President, in the exercise of his/her functions, remains under the authority of the Secretary-General, who shall be assisted by the Deputy Secretary-General and Under Secretary-General, and the BEIMUN Directorate.

VII. GENERAL COMMITTEERule 19

If there need be creation of such council, under advisement of the Secretariat, The General Committee shall comprise the President of the General Assembly, who shall preside and make the agenda for meetings of the committee, the Chairs of the committees and the Chairs of other forums which are to meet during the session.

Rule 20

The President of the General Assembly must be present at all meetings of the General Committee. The Chairs of the committees must be present at all meetings of the General Committee, unless they are exempted by the President of the General Assembly.

Rule 21

The General Committee shall assist the President and the General Assembly in drawing up the agenda for each plenary meeting, in determining the priority of its items and in coordinating the proceedings of all committees of the Assembly. It shall assist the President in the general conduct of the work of the General Assembly which falls within the competence of the President.

Rule 22

The General Committee shall meet periodically throughout each session to review the progress of the General Assembly and its committees and to make recommendations for furthering such progress. It shall also meet at such other times as the President deems necessary.

Rule 23

The General Committee may revise the resolutions adopted by the General Assembly, changing their form but not their substance.

VIII. ADMINISTRATIONRule 24

The Under Secretary-General shall at his/her own discretion provide and direct the staff required by the General Assembly.

Rule 25

The Administrative Staff shall receive, print, and distribute documents, reports and resolutions of the General Assembly, its committees and its organs; prepare, print and circulate the records of the session; have the custody and proper preservation of the documents in the archives of the General Assembly; distribute all documents of the Assembly to the Members of the United Nations.

Rule 26

The Executive Committee shall establish regulations concerning Administrative Staff.

IX. EXECUTIVE COMMITTEERule 27

The Executive Committee shall comprise the Secretary-General, who shall preside and make the agenda for meetings of the committee, and the Deputy Secretary-General, Under Secretary-General, and President of the General Assembly.

Rule 28

The Secretary-General, in exercise of his/her functions, remains under the authority of the BEIMUN Directorate.

Rule 29

All decisions of the Secretary-General shall be taken in consultation and with the BEIMUN Directorate and in consensus with the Secretariat as a whole.

Rule 30

The Secretary-General shall act in that capacity in all meetings of the General Assembly and its committees. He/she may designate a member of the Office of the Secretary-General to act in his/her place at these meetings.

Rule 31

The Secretary-General shall make an annual report to the General Assembly on the work of the Organization. He/she shall communicate the annual report to the Members of the United Nations at least thirty days before the opening of the session.

Rule 32

The Secretary-General, with the consent of the Security Council, shall notify the General Assembly at each session of any matters relative to the maintenance of international peace and security which are being dealt with by the Security Council, and shall similarly notify the General Assembly immediately when the Security Council ceases to deal with such matters.

Rule 33

The BEIMUN Directorate shall establish regulations concerning the Executive Committee.

X. COMMISSION ON RULES OF PROCEDURE

Rule 34

The Executive Committee shall act as the Commission on Rules of Procedure. The Commission shall be chaired by the Secretary-General in consultation with the BEIMUN Director.

XI. LANGUAGE

Rule 35

English shall be both the official and the working language of the General Assembly and its committees. All resolutions, records, and other documents shall be published in the language of the General Assembly.

XII. RECORDS AND RESOLUTIONS

Rule 36

Summary records of the meetings of the General Assembly and its committees shall be drawn up by the Executive Committee, or its designates, and published after approval by the presiding officer.

Rule 37

Resolutions adopted by the General Assembly and its committees shall be compiled by the Under Secretary-General and communicated by the Secretary-General to the Members after the close of the session.

XIII. MEETINGS OF THE GENERAL ASSEMBLY

Rule 38

The meetings of the General Assembly and its committees shall be held in public unless the organ concerned decides, with approval of the President, that exceptional circumstances require that the meeting be held in private.

Rule 39

All decisions of the General Assembly and its committees taken at a private meeting shall be announced at an early public meeting of the Assembly or committee.

Rule 40

Immediately after the opening of the first plenary meeting and immediately preceding the closing of the final plenary meeting of each session of the General Assembly, the President may, at his/her discretion, invite the representatives to observe one minute of silence dedicated to prayer or meditation.

Rule 41

The General Assembly shall not make a final decision upon any item on the agenda until it has consulted an appropriate committee on that item.

Rule 42

Discussion of a report of a committee in a plenary meeting of the General Assembly shall take place if at least one third of the members present and voting at the plenary meeting consider such a discussion to be necessary. Any proposal to this effect shall not be debated but shall be immediately put to the vote.

Rule 43

The President may declare a meeting open and permit the debate to proceed when a *quorum* of at least one-third of the members of the General Assembly are present. The presence of a majority of the members shall be required for any decision to be taken.

Rule 44

No representative may address the General Assembly without having previously obtained the permission of the President. The President shall call upon speakers in an order determined by the President. The President may call a speaker to order if his/his remarks are not relevant to the subject under discussion.

Rule 45

A Rapporteur may be accorded precedence for the purpose of explaining the conclusions arrived at by that committee.

Rule 46

The Secretary-General, or a designated member of the Executive Committee, may at any time make either oral or written statements to the General Assembly concerning any question under consideration.

Rule 47

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with these rules. A representative rising to a point of order may not speak on the substance of the matter under discussion. Debate will continue immediately following the President's ruling. The President's ruling will stand unless the Commission on Rules of Procedure, upon written appeal by a representative, deems otherwise. A decision of the President shall be reversed by the Commission on Rules of Procedure only if said decision has a demonstrable and egregious effect on the resolution of the question at hand or the integrity of the General Assembly.

Rule 48

The President may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When any representative exceeds his/her allotted time, the President shall call him/her to order without delay.

Rule 49

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favor of, and two against, the motion, after which the motion shall be immediately put to the vote. The President may limit the time to be allowed to speakers under this rule.

Rule 50

A representative may at any time move the closure of the debate or the item under discussion. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the General Assembly is in favour of the closure, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this rule.

Rule 51

During the discussion of any matter, a representative may move the suspension of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The President may limit the time to be allowed to the speaker moving the suspension of the meeting.

Rule 52

Proposals according to BEIMUN regulations shall be submitted in writing to the forum and shall be distributed to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the General Assembly unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of motions as to procedure, even though such motions have not been circulated.

Rule 53

Amendments shall not be submitted during plenary meetings.

Rule 54

Any motion calling for a decision on the competence of the General Assembly to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Rule 55

The President may, upon objection to a motion by any Member, deny the motion without discussion or vote by Members.

Rule 56

A motion may be withdrawn by its proposer at any time before voting on it has commenced. A motion thus withdrawn may be reintroduced by any member.

Rule 57

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the General Assembly, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 58

Each member of the General Assembly shall have one vote.

Rule 59

Decisions of the General Assembly on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include: recommendations with respect to the maintenance of international peace and security and the suspension of the rights and privileges of membership.

Rule 60

Decisions of the General Assembly, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting.

Rule 61

For the purposes of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Rule 62

The General Assembly shall normally vote by show of placards, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the members. The name of each member shall be called in any roll-call, and one of its representatives shall reply "yes", "no" or "abstention".

Rule 63

After the President has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The President may permit members to explain their votes, either before or after the voting. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer to explain his/her vote on his/her own proposal.

Rule 64

A representative may move that parts of a proposal should be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal which are approved shall then be put to the vote as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

Rule 65

If two or more proposals relate to the same question, the General Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The General Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 66

If a vote is equally divided, the proposal shall be regarded as rejected.

XIV. COMMITTEESRule 67

The General Assembly may establish such committees as it deems necessary for the performance of its functions.

Rule 68

Items relating to the same category of subjects shall be referred to the committee or committees dealing with that category of subjects. Committees shall not introduce new items on their own initiative.

Rule 69

The Main Committees of the General Assembly are the following:

- (a) Disarmament and International Security Committee (First Committee)
- (b) Economic and Financial Committee (Second Committee)
- (c) Social, Humanitarian and Cultural Committee (Third Committee)
- (d) Special Political and Decolonization Committee (Fourth Committee)

(e) Legal Committee (Sixth Committee).

Rule 70

Each Member may be represented by one person on each committee; Members of the Security Council are to be represented by two persons in that forum only.

Rule 71

Before the opening of each session, the Executive Committee shall appoint a President/Chair and up to three Deputies/Assistants, as deemed appropriate by the Executive Committee, for each committee, who shall hold office until the close of the session for which they are appointed.

Rule 72

If the Chair finds it necessary to be absent during a meeting or any part thereof, the Assistant/Deputy Chair shall take his/her place. An Assistant/Deputy acting as Chair shall have the same authority and duties as the Chair. If any officer of the committee is unable to perform his/her functions, a new officer shall be appointed by the Secretary-General for the unexpired term.

Rule 73

The Chair shall, subject to the most recent program of events, declare the opening and closing of each meeting of the committee, the adjournment of the meeting, direct its discussions, ensure observance of these rules, accord the right to speak, put questions, and announce decisions. He/she shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The Chair may, in the course of the discussion of an item, decide the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak, or the closure of the debate. He/she may propose the suspension of the meeting or the adjournment of the debate on the item under discussion.

Rule 74

The Chair, in the exercise of his functions, remains under the authority of the Executive Committee and the BEIMUN Directorate.

Rule 75

The Chair may declare a meeting open and permit the debate to proceed when a *quorum* of at least one-third of the members of the committee are present. The presence of a majority of the members shall be required for any decision to be taken.

Rule 76

No representative may address the committee without having previously obtained the permission of the Chair. The Chair shall call upon speakers in an order determined by the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

Rule 77

A Rapporteur of a committee or subcommittee may be accorded precedence for the purpose of explaining the conclusions arrived at by that committee or subcommittee.

Rule 78

The Secretary-General, or a designated member of the Executive Committee, may at any time make either oral or written statements to any committee or subcommittee concerning any question under consideration by it.

Rule 79

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the Chair in accordance with these rules. A representative may appeal against the ruling of the Chair to the Commission on Rules and Procedure, as defined in Chapter X. The debate will continue and the Chair's ruling shall stand unless overruled by the Commission. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Rule 80

The Chair may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When the debate is limited and a representative exceeds his/her allotted time, the Chair shall call him/her to order without delay.

Rule 81

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favor of, and two against, the motion, after which the motion shall be immediately put to the vote. The Chair may limit the time to be allowed to speakers under this rule.

Rule 82

A representative may at any time move the closure of the debate on the item under discussion. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the committee is in favor of the closure, the Chair shall declare the closure of the debate. The Chair may limit the time to be allowed to speakers under this rule.

Rule 83

During the discussion of any matter, a representative may move the suspension of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The Chair may limit the time to be allowed to the speaker moving the suspension of the meeting.

Rule 84

Proposals according to BEIMUN regulations shall be submitted in writing to the forum and shall be distributed to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the committee unless copies of it have been circulated to all delegations. The Chair may, however, permit the discussion and consideration of motions as to procedure, even though such motions have not been circulated.

Rule 85

Amendments shall be submitted in writing during committee meetings.

Rule 86

Any motion calling for a decision on the competence of the General Assembly or the committee to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Rule 87

The Chair may, upon objection to a motion by any Member, deny the motion without discussion or vote by Members.

Rule 88

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion thus withdrawn may be reintroduced by any member.

Rule 89

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the committee, by a two-thirds majority of the members present and voting, so decides.

Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 90

Each member of the committee shall have one vote.

Rule 91

During circumstances of double delegations, an agreement must be reached among the contentious delegates and represent the member state as a whole to put forth a vote.

Rule 92

Decisions of committees shall be made by a majority of the members present and voting.

Rule 93

The committee shall normally vote by show of placards, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the Chair. The name of each member shall be called in any roll-call, and its representative shall reply "yes", "no", or "abstention".

Rule 94

After the Chair has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The Chair may permit members to explain their votes, either before or after the voting. The Chair may limit the time to be allowed for such explanations. The Chair shall not permit the proposer of a proposal or of an amendment to explain his/her vote on his/her own proposal or amendment.

Rule 95

A representative may move that parts of a proposal or of an amendment should be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are approved shall then be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Rule 96

When an amendment is moved to a proposal, the amendment shall be voted on first. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from, or revises part of the proposal.

Rule 97

If a vote is equally divided the proposal shall be regarded as rejected.

XV. ADMINISTRATIVE AND BUDGETARY QUESTIONS

Rule 98

No resolution shall include either financial amounts or names of specific financial resources.

XVI. SUBSIDIARY ORGANS OF THE GENERAL ASSEMBLY

Rule 99

The General Assembly may establish such subsidiary organs as it deems necessary for the performance of its functions. The rules relating to the procedure of committees of the General Assembly shall apply to the procedure of any subsidiary organ unless the Assembly or the subsidiary organ, with approval of the Assembly, decides otherwise.

XVII. AMENDMENTS TO THE BEIMUN RULES OF PROCEDURE

Rule 100

These rules of procedure may be amended by a decision of the BEIMUN Directorate in consultation with the Executive Committee at any time necessary prior and during the conference.

The BEIMUN Rules of Procedure have been adapted from the THIMUN Revised Rules of Procedure of 2006 <<http://thimun.org>> for the sole purpose of the Beijing Model United Nations (BEIMUN) annual conference. Revised in 2017. First proposed and adopted by Ean Burchell in 2009.



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