



MUN Bilbao

How to Chair Guide

Chairing can be intimidating at times, especially if you have never chaired before. But it is actually really easy and enjoyable once you are in your committee and get the debate running. Thus relax and enjoy while you chair by following this easy rules of procedure.

Debates in MUN Bilbao will be largely **Open Debate**. This means there is not an established time for debate for or against, except for amendments

Please, while chairing bear in mind and remind the delegates of the following:

- Abstain from using personal pronouns
- Rise to state their point and remain standing for the response
- Yielding is not allowed to students of the same school
- For a resolution to pass it must include the definition of the topic (e.g. In the question of Child soldier what is a Child Soldier) otherwise it cannot pass.
- At the end of the day one resolution will be voted to go to GA among the ones that passed that day
- Encourage all delegates to participate
- During voting procedure no one can enter or leave the room
- Roll call at the beginning of debate to make sure everyone is in committee (those arriving late can be subject to punishment)
- Use formal English

THINGS YOU SHOULD DO

- Look in control as much as possible
- Have a good knowledge of procedure
- Have good knowledge on the topic you're the expert chair of
- Prioritize amendments
- Be civil to all delegates
- Respect those with higher authority and the Secretariat
- Stick to the conference rules
- Stay calm if there is an issue that you're not sure how to solve
- Make your delegates feel welcome and comfortable

THINGS YOU SHOULDN'T DO

- Act as though delegates are far below you
- Act too friendly with the delegates this could make them lose respect for you
(This can be tricky as you also need to be personable)
- Show any conflicts that you are having with your co- chairs/presidents during debate or outside of debate
- Act as if you are never wrong
- Do anything that would make your delegates lose respect for you

Informal lobbying

At this point, chairs are there to guide and answer questions the delegates may have about lobbying, merging or passing resolutions to the approval panel.

1) At the beginning of the informal lobbying chairs must clear the following to the delegates:

- There must be at least one resolution on each three topics of the committee for debate
- For a resolution to be passed on to the Approval Panel they must collect at least 7 signatures and only **one** can be from delegates from their school
- No delegate can sign more than two resolutions on the same topic
- Signing does not mean agreeing or liking the resolution but the wish to debate it
- Merging can only be done with up to three delegates. If there were more delegates wishing to merge they could sign as co-submitters. Mergers are the main submitters
- Merged resolutions only need 5 signatures to be passed. None of this can be from the main submitters
- Students from the same school can not merge, but they can co-submit
- If the resolution does not get in time to the Approval Panel this will not be processed and therefore not debated

2) Gathering signatures and passing resolutions to the Approval Panel:

- Chairs must hand out the sheet for approval where delegates must gather signatures
- When they reach 7 signatures, delegates must take the sheet to the chairs for them to sign after having checked it meets the requirements and filling in the top box of the sheet
- Delegates must then send a copy of the resolution checked and modified -if it has been modified at all- to the chair's email. The resolution must be sent in a **word document** . Finally, the Chairs will send the resolution to the Approval Panel.

Beginning of the debate

- 1) Chairs must call the floor to order and announce the resolution that is about to be debated. The Chair to run this debate will ideally be the one who wrote the Research Report on the topic.
- 2) Chairs will declare the length of the debate, although this may vary as the debate develops.
- 3) Chairs must keep track of the debate on each resolution by filling in a document in the committee folder.
- 4) Chairs call up the main submitter to take the floor and read out the operative clauses. (If the operative clauses are too long the chair could invite the delegate to skip this part or read the ones the delegate finds the most remarkable).
- 5) The Chair will then invite the speaker to make a 2-minute speech in favor of the resolution.

- 6) The Chair will then ask the speaker **"Does the delegate open himself/herself up to points of information?"**.

The delegate can open himself/herself up to no points, a specified number of points or any and all. Then it will decide how many are allowed. This could be formulated in the following way: **"The delegate will be entertaining three points of information. These will come from Turkey, Malaysia and US, in that order"**.

- 7) The Chair will ask the speaker **"Does the delegate wish to yield the floor back to the Chair or to another delegation?"**

If the delegate yields the floor back to the Chair then move to step 8.

If the delegate wishes to yield the floor to another delegation then ask which delegation they wish to yield to and then allow or deny the yield. This decision is at the Chair's discretion. Go back to step 5 with the new speaker.

- 8) The Chair will then say to the committee: **"The committee is now in open debate. All delegates wishing to make a speech for or against this resolution, please raise your placards now."**

- 9) The Chair will then recognize a delegate. If the delegate recognized by the Chair to take the floor wishes to make a speech for or against the resolution repeat steps 4-7.

Amendments (amendments in GA will not be allowed)

Amendments will be debated in order of priority. Priority will be given to the amendments that affect the most the resolution as a whole.

- 10) The Chair will check that the delegate's amendment has been typed up. If it is has been, the Chair will call the delegate up to the floor and say " **It will be in order to debate your amendment.** " The Chair will then ask the delegate to read out the amendment. If it has not been typed up the Chair will say " **It will not be in order to debate your amendment as we are yet to process it.** " The chair will decide the length of debate for amendment.
- 11) Essentially the Chair will repeat steps 5 to 7 until time in favor runs out. When asking other speaker to take the floor during an amendment the Chair should say " **The committee is now in time for this amendment. All delegates wishing to take the floor please raise your placards now.** "
- 12) The Chair will declare that " **Time for this amendment has elapsed and therefore we shall be moving into close debate** " The Chair should now say " **The committee will now entertain a speech for this amendment. All delegates wishing to make a speech FOR please raise your placards now** " then recognize a speaker. Once the speech has finished the chair should say " **The committee will now entertain a speech against this amendment. All delegates wishing to make a speech AGAINST please raise your placards now** " (during close debate points of information and yielding the floor are not allowed)
- 13) When time for both speeches has elapsed the chair should say " **Time on this amendment has now elapsed and therefore we shall be moving into voting procedure. Will the admin please stop passing notes and take their voting positions.** "
- 14) The Chair will ask the delegates to vote for and against by saying " **All delegates wishing to vote for/against this amendment please raise your placards.** " (no abstentions are allowed in amendments as it is a procedural vote)
- 15) The Chair will call out the result of the votes: "With X votes for and X against, this amendment has (not) passed, clapping is (not) in order."

End of the debate

- 16) When time for the resolution as a whole has elapsed, the Chair will announce: " **Time on this resolution as a whole has now elapsed, therefore we shall be moving into voting procedure. Will the admin please stop passing notes and take their voting positions.** " Once they are: " **All delegates wishing to vote in favor of this resolution please raise your placards now** ". The secretariat will call out the votes. " **All delegates wishing to vote against this resolution please raise your placards.** " The secretariat will call out the votes. " **And all delegates wishing to abstain.** " The secretariat will call out the votes.

17) The Chair will then state if the resolution has passed: "With X votes for, Y against and Z abstentions this resolution has (not) passed, clapping is (not) in order."

Friendly Amendments

If an amendment aims to correct spelling or grammatical mistakes it will be passed as a friendly amendment and **it will not be debated**. The friendly amendment shall be made by any delegation and must be approved by the main submitter(s) of the resolution. If the main submitter(s) wish to make an amendment to the resolution it will be considered as a friendly amendment. These amendments cannot change the meaning of the resolution.