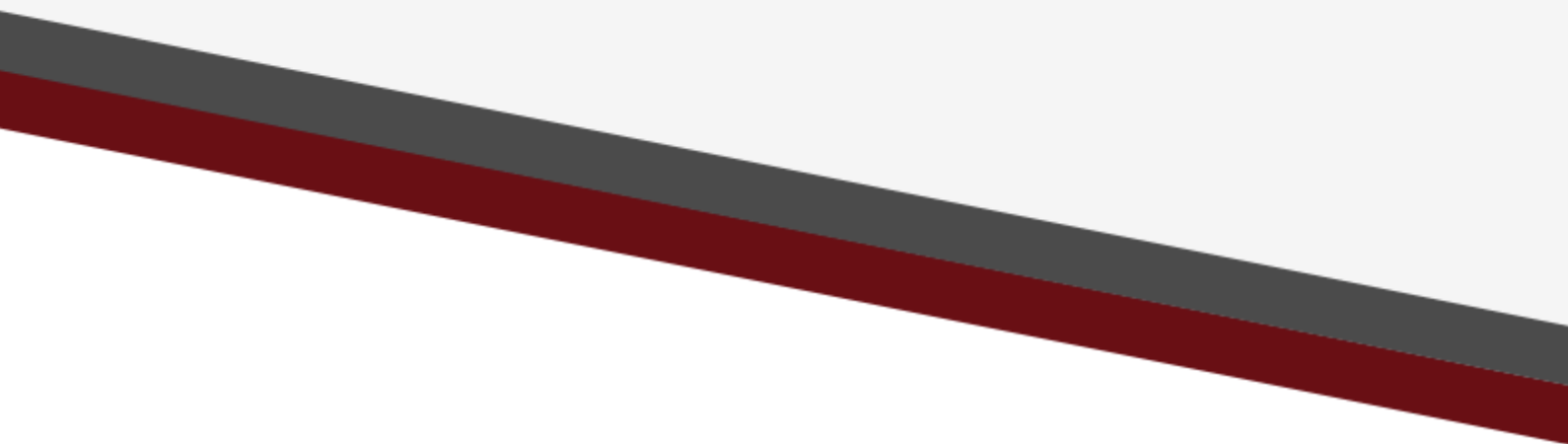


January 2025

*Haganum Model United Nations XV*



# HagaMUN Delegate Guide





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## Introduction

Dear delegates,

Welcome to the fifteenth annual session of HagaMUN! This weekend, you will be representing nations from around the world during debates on some of the most important issues we face today. Being a delegate for the first time might be a daunting experience, but it will definitely be a fun and thrilling time. This guide will help you to become formidable debaters, critical thinkers, and masters of MUN procedure. First, the guide will explain how debate exactly works, what a resolution is and how to write one, then it will cover other general information surrounding the conference as a whole. We urge first-timer delegates to read this guide since it will contain useful information to make the very best out of this conference.

There are separate guides for the Crisis Committee and the International Court of Justice respectively. Please study those guides, instead of this one, should you be a participant in the ICJ or the CC.

We hope you have a wonderful and productive time at HagaMUN 2025!

Academic Board 2025



## General Rules

Model United Nations has a professional atmosphere. Therefore delegates must follow these rules to remain professional and diplomatic. Your (Deputy) Chair or President may call you out for violating one of these rules.

- Delegates must dress themselves according to the dress code (as described in the information booklet)
- Delegates may not use personal pronouns during the debate
- All MUN participants must remain respectful towards each other
- The only language spoken during debate is English
- The committee must refrain from using insulting and derogatory language
- The committee must remain courteous at all times, even when reading the gossip box
- Delegates must stand while speaking and while their Point of Information is being answered
- Delegates must respect the decisions of the Student Officers during debate

If a delegate deliberately violates one of these rules, the Approval Panel or the Secretariat will be contacted to ensure that the atmosphere within a committee or within the conference itself remains professional and respectful. Your MUN director or teacher may be contacted by either the Approval Panel or the Secretariat, should they deem it necessary.



## Information surrounding sessions

In the following paragraphs, there will be an explanation of how debating works in Model United Nations and what the procedures are.

### *Roll Call*

At the beginning of the day or after lunch, the committee moves into roll call. Student Officers, or chairs/presidents, will call our delegates by their nation to check if they're present or not. When a delegate's nation has been named during roll call, the delegate has to either say "Present" or "Present and voting". At HagaMUN, these two sayings don't have any difference whatsoever, so it's okay to use one or both. If a delegate is absent or arrives too late, the Chair or President will make a notation about it.

### *Lobbying*

After roll call has commenced, the committee moves into lobbying time. Student Officers may have their own preferred way of coordinating lobbying time. Lobbying is when delegates will try to find signatories for their resolution, merge resolutions, or write new resolutions or clauses. Here are some frequently used terms during lobbying.

### Resolution

A resolution is a plan of action to solve the issue at hand. This is what you will be debating on during the conference. One country must be the main-submitter of the resolution, this means that they will be introducing the resolution with an opening speech. Every resolution also needs signatories, these are delegations that have read the resolution, and want to have it debated. This does not have to mean that they agree with the resolution.

Resolutions consist of preambulatory clauses and operative clauses. Pre-ambulatory clauses are sentences that describe the background of the resolution. Operative clauses are the clauses that take action. Every resolution must contain at least 3 pre-ambulatory clauses and at least 6 operative clauses.

The resolution must be formatted as follows:



### *Debate*

Once you or another delegate has written a resolution and has convinced at least 1/3 of the committee to co-sign it, the chairs will send the resolution to the Approval Panel. Once the resolution has been approved, debate on the resolution will start. After the opening speech, the committee will move into open debate. During open debate, there are three things you can do:

1. Make a speech in favour of the resolution as a whole
2. Make a speech against the resolution as a whole
3. Entertain an amendment:
  - i. An amendment is a proposal to change the resolution. An amendment can either be a strike(removal), to add, or to amendment(change). Amendments are the core to a fruitful debate at an MUN and they are the best way to show your country's stance on an issue. If a delegate wants to entertain an amendment, the committee proceeds into closed debate. First, the delegate who made the amendment gives a speech. After that, the committee moves into time in favour, followed by time against. During time against, it is also possible to hand in an amendment to the second degree, this is an amendment to the proposed amendment. After time against there will be a voting procedure to see if the amendment passes. The committee then returns to open debate. There are no amendments to the third degree.

### Ad Hoc committees (SC, HSC)

The Ad-Hoc procedure is relevant for the Security Council (SC) and Historical Security Council (HSC). Unlike regular committee procedures where delegates draft a resolution before a session and send it to the Approval Panel to get approved, Ad-Hoc committees jump straight into debate. This means Ad-Hoc committees do not require any lobbying time before session and treat their resolutions differently. Rather than debating a whole resolution and adding clauses by sending in amendments, every clause is treated like a resolution. This means that each clause does not count as an amendment to the first degree, nor is it debated on in closed debate. Instead, every clause submitted is debated in open debate. Committees only move to closed debate once an amendment to the sent-in clause is submitted. So what would normally be an amendment to the second degree, turns into an amendment to the first degree in Ad-Hoc committees.

### *Speeches*

If you would like to make a speech, don't be scared, go for it! A speech also follows specific steps and procedures. The speech starts with a greeting to the court(Honourable chairs, fellow delegates, etc.). After the speech is over, the chair will ask if the delegate is open to points of information(questions). If the delegate doesn't want to answer questions they simply say no, you can also state a specific number, or 'any and all', which means that the delegate will accept all questions. After the points of information, the delegate will be asked how they will yield the floor. If the delegate wants someone else to speak after them, the delegate can yield to that person, otherwise the delegate will yield back to the chair.



## Motions and Points

Delegates may use the following motions and points during debate.

### *General Motions*

These motions apply to every committee. Delegates can never interrupt another delegate with a motion. Student Officers may only allow these motions if they have been seconded by another delegate. Delegates may object to these motions:

#### Motion to move to previous question

This allows the debate to move into the next stage.

#### Motion to move into unmoderated caucus

If the debate is stagnating, delegates may use this motion for extra lobbying time. They may not leave the committee room during an unmoderated caucus.

#### Motion to extend points of information

After POIs have been asked, delegates may use this motion to extend the amount of POIs. The answering delegate does, however, have to accept this. Else the motion automatically fails.

#### Motion to censor delegate

This motion can only be used in the most extreme cases. The Student Officer can choose how long the censored delegate remains censored.

If a delegate is censored, they may not speak, leave the room, or pass around notes. They can only sit and watch the debate.

### *General Points:*

These points apply to any and all committees and may be used freely, except when another delegate is speaking. Only the “point of personal privilege due to audibility” can ignore this rule.

#### Point of Information(POI)

At the end of every speech, POI's are entertained . POI's are an opportunity to ask a delegate about statements made in their speech.

##### → Request to follow up

Once your point of information has been answered, you can use this to ask another question. You can only follow up once.

#### Point of Information (to the chair)

This is a question directed to the Student officer concerning general information about the debate.



Point of Personal Privilege

This is a request or a question concerning the personal necessities of a delegate. For example, it can be a lavatorial request or a request to lower or higher the temperature. This point is the only point that can interrupt another delegate while they're speaking, however, it's only applicable if it is a point concerning auditory problems.

Point of Parliamentary Inquiry

This is a question concerning the procedural decisions the Student Officers have made.

Point of Order

Delegates may state this point if they deem it necessary to correct Student Officers.





COMMITTEE: The Haganum Delegation

TOPIC: The question of what to eat on the train

MAIN SUBMITTER: The Directorate of Tom van der Hulst

CO-SUBMITTERS: [optional, delegations that participated in creating the resolution]

SIGNATORIES: Democratic People's Republic of Rohan, Kingdom of Órla, Louis Federation, Republic of Tadhg, Sijmen Empire, United Ottos of The Hague,

The Haganum delegation,

*Drawing attention* to the fact that each and every one of us needs food and drinks to survive the night,

*Emphasising* there is still some budget left, though not enough for a three course dinner,

*Reminding* the delegation that according to the OBB, coffee/tea and a croissant will be provided on Tuesday morning,

*Expressing its gratitude* to UNTARPWR (UNbelievably Talented Rolls and Pancakes Wrapping Rani) for preparing a part of our food stock,

*Acknowledging* that Tom still also has a full box with 8 packs of Lu Salty Mini Crackers with Olive oil and oregano,

*Recognizing* that The Louis Federation has a rich history of eating competitions,

*Guided by* the term 'nutritional' which entails food that is not considered a snack, but rather food that would be suitable for breakfast, lunch or dinner and is relatively healthy, relatively healthy entailing the lack of high amounts of minerals deemed unhealthy such as salt;

1. Urges the directorate to get sufficient drinks, such as, but not limited to:
  - a. Mineral water,
  - b. Juice, such as:
    - i. Apple juice,
    - ii. Orange juice;
2. Designates Tom van der Hulst, the directorate, as personal food-shopper for said groceries;
3. Calls upon some fruits and veggies, such as, but not limited to:
  - a. Carrots,
  - b. Tomatoes,
  - c. Cucumber slices,
  - d. Lettuce,
  - e. Banana's,
  - f. Grapes,
  - g. Oranges,



- h. Tangerines,
  - i. Applesess (Gollum Gollum!);
- 4. Proposes the (no-nut) lettuce mentioned in clause 3d shall in its entirety be feasted upon by Nidhi, who will nibble on the ghastly thing until the whole lettuce has been voraciously devoured;
- 5. Requests the purchase of food that is not stale bread, noting that non-stale bread will be happily consumed, including:
  - a. Stale sandwiches with sad filling,
  - b. Stale baguettes, croissants, etc.,
  - c. Stale baked goods;
- 6. Proposes the aforementioned personal food-shopper buys more bite-sized snacks like blocks of cheese and slices of sausage, excluding any form of tree- and/or peanut snacks to keep the assortment of snacks allergy-friendly;
- 7. Strongly urges all those delegations able to carry bags filled with groceries, to do so after purchase and during the transfer to the train.



## Further explanation

1. When writing the delegations' names, always write the full name! (Kingdom of., Republic of.... etc.)
2. All clauses start with a verb, pre-ambulatory verbs are continuous, and operative clauses are active. Also note that the verbs at the start of a preambulatory clause are *Italic* and the verbs at the start of an operative clause are underlined.
3. Only at the end of a resolution is there allowed to be a full stop. At the end of a clause, there should be a semicolon(;), before listing (sub-)sub-clauses there should be a colon(:), and at the end of (sub-)sub-clauses there should be a comma.
4. A (sub-)sub-clause is only allowed to exist as long as there are at least two of them, otherwise they can be integrated into the clause.
5. The verbs at the start of pre-ambulatory clauses need to be *italic* and the verbs at the start of operative clauses should be underlined.
6. When using abbreviations you need to write the whole abbreviation out in full the first time (eg. the European Space Agency (ESA)), after that, you can use the abbreviation itself.

NOTE: The Approval Panel will send back any resolution that doesn't follow these rules.



## Conclusion

We hope this guide will help you in your HagaMUN journey. Should you have any further questions, your Student Officers are there to help!

Good luck!

Sincerely,  
The HagaMUN Academic Board