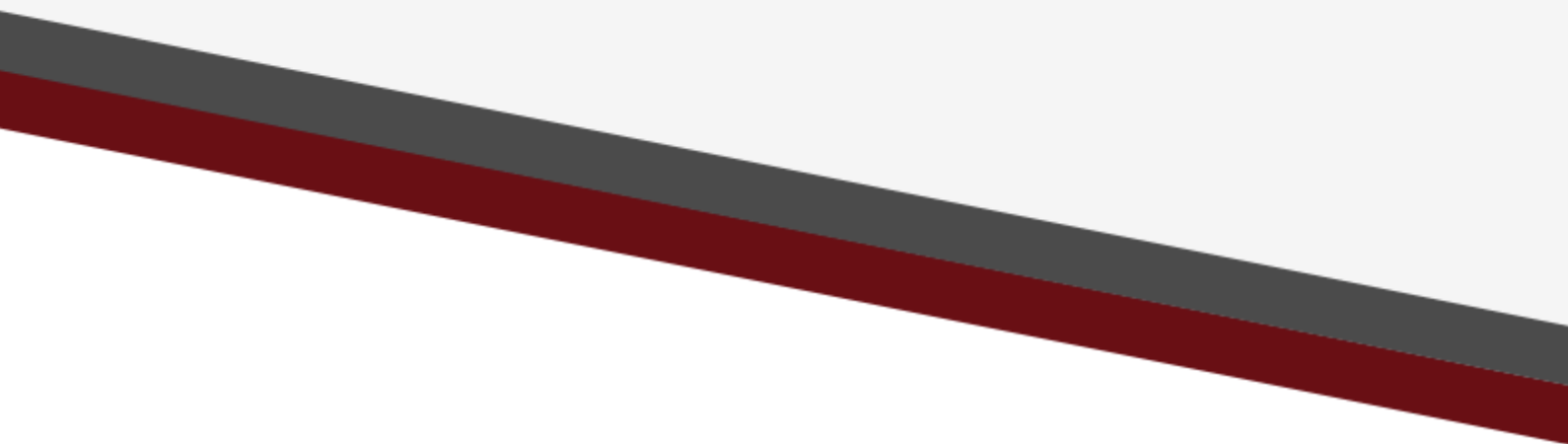


January 2025

*Haganum Model United Nations XV*



# HagaMUN Student Officer Guide





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## Introduction

Dear Student Officers,

Welcome to the fifteenth annual session of HagaMUN! This weekend you will be moderating committees, leading fruitful debates, guiding delegates into the world of MUN. As a Student Officer, it is your responsibility to ensure the proper flow of debate, a comfortable yet professional atmosphere in the committee, and to help delegates achieve constructive resolutions. This guide contains a quick review on rules and regulations, some tips and tricks for first-time Student Officers, and a guide to handing in resolutions and communication with the Academic Board. We hope you have a wonderful 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 heading the ICJ or the CC.

Good luck!

Academic Board 2025



## General Rules

Student Officers must be aware of the following rules for delegates to ensure that the flow of debate remains constant and diplomatic. Should delegates violate any regulation or rules, the Student Officer must address the delegate accordingly and conduct punishments if necessary:

- Delegates must dress themselves according to the dress code
- Delegates may not use personal pronouns during the debate
- MUN participants must remain respectful towards each other
- The only language spoken during the 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 any delegate deliberately violates any of the General Rules, we urge the Student Officers to call out such delegates to ensure professionalism during the conference.

Should a delegate continuously disrupt debate, please contact the Secretariat. They will be in contact with the delegate's MUN director.

The Academic Board may call any delegate or Student Officer to the AP room if there are any questions surrounding a resolution or parliamentary behaviour.

If you or any of your delegates are called to the AP room, please go there as soon as possible.



## General Information and Rules of Procedure

The HagaMUN conference follows the THIMUN rules of procedure. Here's a quick summary of how HagaMUN utilises the THIMUN rules of procedure at its conference.

### *Roll call*

Debate always starts with a roll call. Student Officers must conduct role calls at the start of the day or when the entire committee leaves the room and comes back.

When a Student Officer addresses a delegate by their nation, the delegate must say either "Present" or "Present and voting". At the HagaMUN conference, these two sayings don't have any difference. Delegates will still have the right to vote if they haven't said "Present and voting". If any delegate is absent or if they arrive too late, the Student Officer must make a notation about it. Please let the secretariat know if any delegate is absent without having communicated their reasons to the chair.

### *Lobbying*

Delegates are free to roam around the committee room to present their draft resolutions to each other to try and get co-submitters for their resolution. Please remember the delegates that do not have to agree with the resolution to co-submit it. They simply want to debate about it. Delegates may also try to create their new draft resolutions together. The required format for research reports will be described in a further section of this guide.

Note: The Security Council and Historical Security Council do not have lobbying and will start debate right after the roll call.

### *Presenting a resolution (or clause for ad hoc)*

When Student Officers start the debate, delegates may present their (approved) resolution to the committee. In ad hoc committees, delegates may present their clauses to the forum.



### *Basic speaking and answering procedures*

Whenever presenting a resolution or clause (ad hoc), delegates must start with reading out the operative clauses, without reading out the (sub)-sub-clauses, followed by an opening speech. After the delegate's speech, the Student Officer asks the delegate if they're open to any Points of Information (POIs). The delegate can say "all" or they can specify how many POIs they want to answer, including the option to say "none".

If the delegate is open to any points of information, other delegates may raise their placard when the Student Officer says "NOW". After some delegates have raised their placards, the Student Officer may recognise them in whichever order the StOff wishes to do so. When asking and answering POIs, delegates must remain standing at all times. This will be conducted as follows:

StOff: "Does the delegate open themselves up to any points of information?"

Delegate: "All"

StOff: "The delegate has opened themselves up to all points of information if there are any such points in the house, please raise your placards high NOW"

This is when delegates raise their placards.

StOff: "Delegate of Brazil, followed by the Russian Federation, followed by the UK, you've been recognised in that respective order. Delegate of Brazil, please rise and state your point"

And so on.

After the POIs, a motion to extend points of information may be asked by any delegate, but it will only be in order if seconded and if the Student Officer allows it.

When all the POIs have been answered, the Student Officer must ask the delegate to pass the floor to either another delegate or to the Student Officer. Delegates can only yield the floor to each other once. After that, the floor must be yielded back to the Student Officer.

### *Closed Debate*

Closed debate has other rules than open debate. Here's a description of closed debate in normal committees and the Security Councils.

### Regular Committee

Delegates may submit amendments during open debate. After an amendment has been submitted and the basic speaking procedures, the committee enters a closed debate. Closed debate introduces time in favour and time against. Closed debate always starts with time in favour. Delegates may then only give speeches in favour of an amendment. After a "motion to move to the previous question" has been called out, followed by a "second", the committee moves into time against.



During time against, delegates may only hold speeches against the amendment or submit an amendment to the second degree. If there are no speeches given against it, the amendment will automatically pass.

#### Amendments to the second degree

After an amendment to the second degree has been submitted, the committee will discuss it in a closed debate. If this amendment passes after the voting procedure, the amendment to the first degree also automatically passes.

#### Security Council and Historical Security Council (Veto procedure)

In the Security Council and Historical Security Council, the house always moves into closed debate immediately after a clause has been submitted. Nations with veto rights must send in a note paper to the chair if they want to veto a clause. This is called a veto threat. After a veto threat has been submitted, the vetoing nation has to call out a “motion to move to P5 caucus”. This motion will be explained later on. If a veto threat hasn’t been submitted, the vetoing nation can still move into the P5 caucus if it’s during the voting procedure. They simply have to vote against it. It’s the Student Officer’s responsibility to conduct the P5 caucus.

#### *Voting*

After debate, the house moves into the voting procedure. Either for an amendment, clause, or, an entire resolution. The Student Officers call out the admins to secure the doors and suspend note passing. They then first ask the votes in favour then votes against and then abstentions. All of the delegates noted present must be there for a vote to count. The delegates must raise their placards high when the Student Officers call out the votes, to count the votes more easily. During voting, a “motion to divide the house” can be called out by delegates, but can only be carried out when the Student Officers allow it.



## Motions and Points

Delegates may use the following motions and points during debate. Student Officers may not allow any other motions or points not stated in this list during debate.

### *General Motions*

These motions apply to every committee. Delegates can never interrupt another delegate with a motion while they're speaking. 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. This motion is used instead of "motion to move into a voting procedure" to ensure that both times in favor and against have elapsed.

#### Motion to move into unmoderated caucus

If the debate is stagnating, delegates may use this motion for extra lobbying time. However, they may not leave the committee room.

#### 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 (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.

*Special Procedural Phenomena*

Motion to move to P5 caucus (SC and HSC exclusive)

This motion can only be used by a nation with veto rights. A nation with veto rights can send a note to the Student Officers to immediately initialise this motion. It can also be used during voting procedures when such a nation votes against a clause or an amendment.

When this motion has been called out, the P5 nations move into a separate room with one of the Student Officers to discuss the veto and maybe come up with another solution. The other delegates proceed into an unmoderated caucus and wait until the P5 caucus is finished. When the P5 is done, one of them has to tell the entire committee what has been discussed during the P5 caucus and what their final decision is. The house may move back in time in favour or against if it has been decided by the P5 nations.

Request to follow up

Delegates often misinterpret this as a motion, but the “request to follow up” isn’t an official motion. HagaMUN does, however, allow one “request to follow up” if the Student Officer deems it beneficial for the debate.



## Resolutions

Here's the format that the resolutions have to be in. The Approval Panel will send back any resolution if it's not formatted correctly.

COMMITTEE: [example]

TOPIC: [example]

MAIN SUBMITTER: [main submitting delegate]

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

SIGNATORIES: [signed delegations]

The [committee name],

*Aware of* the amount of work the Academic Board has to do,

*Viewing with appreciation* the love and care the Academic Board puts into their guides,

1. Calls upon Student Officers to ensure the proper format is followed by actions such as but not limited to:
  - a. Explaining the format to all delegates,
  - b. Checking every resolution on the following topics:
    - i. Format,
    - ii. Co-submitters;



### *Resolution criteria*

In order for a resolution to be approved by the Approval Panel, it must fulfill the following criteria:

- ⅓ of the committee must to be a signatory of the resolution
- Correct grammar and spelling
- No full stops. Only commas, colons, and semicolons
- Preambulatory clauses must be italicised and operative clauses must be underlined
- (Sub)-sub-clauses can only exist if there are two of them
- Be within the powers of that committee
  - For example, the general assembly cannot create UN-affiliated organisations, therefore this cannot be implemented in a resolution.

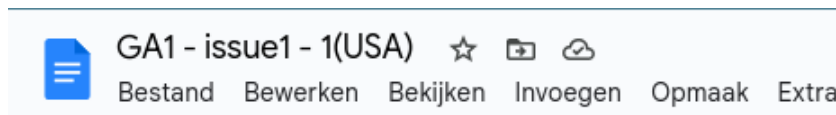
If a resolution does not fulfil these criteria, it will be sent back immediately. The Student Officers are responsible for checking the resolution for any issues regarding the substance of the clauses. The Academic Board has the responsibility of ensuring the quality of the resolution, and checking if it aligns with the main-submitters ideology.

## Approval Panel

The Approval Panel will check every resolution that the Student Officers send. This is how to send in a resolution.

If issues should arise, please feel free to contact the Academic Board.

1. Make a copy of the resolution and rename it to  
committee - issue number - resolution number(main submitter)



2. Move the renamed copy to the shared folder “To be Approved”

My Drive > Resolutions 2025 ▾

Type ▾ People ▾ Modified ▾ Source ▾

Name ↑

1. To be approved
2. Approved
3. Sent back
4. Passed
Failed



The status of the file can be seen in the status sheet. Should issues arise, the Board will contact the chair.

Once the resolution is moved to “approved resolutions”, the debate can commence.



## Conclusion

We hope this guide will help you in your HagaMUN Student Officer journey. Should you have any further questions, please feel free to contact us at [hagamunaprp@gmail.com](mailto:hagamunaprp@gmail.com) before and during the conference. Good luck!

Sincerely,  
The HagaMUN Academic Board