IMMUNS Chair Manual

Concise Edition

IMMUNS Human Resources and Academia 2022

This manual was written with the purpose of being a guide for becoming a high-standard, well-rounded chairperson. The Human Resources and Academia department requires that all IMMUNS chairs read and abide by the guidelines set forth in this document.

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FUNCTIONS OF THE CHAIR

The chair is supposed to work together to maintain order and lead the debate in the correct direction without showing any bias towards the subject or letting solutions become irrational or contradicting a country's position. They must apply equal leniency on all delegates and allow everyone a chance to speak. Both the moderator and director must know and follow parliamentary procedure and keep a sense of professionalism in order to gain respect from the committee. It is utterly important for the chair to be familiar with the topic and purpose of the committee, as well as the positions of all delegations, to make sure that the delegates are heading in the right direction.

DIRECTOR AND MODERATOR PROCEDURES

The purpose of a two-person chair is to increase efficiency; independently, the chair members cannot fulfill the task. Both participants can suggest procedural rulings, give warnings, and oversee votings.

Moderator	Director
• Calls on delegates to speak • Serves as the medium of communication • Know parliamentary procedure by heart • Makes suggestions on speaking information	• Makes binding decisions (cannot be changed) • Keeps track of the committee (points and warnings) • Modifies the speaking information (questions, time, follow ups) • Makes suggestions on speaking information

Directors and moderators need to keep communication going in the committee's official language. The moderator should seek the director's approval after a decision is made in the committee. To decrease time consumption, gestures and facial expressions should be previously established between the chair members. It is disrespectful for the director to blurt out decisions to the whole committee, the moderator must announce them. There can only be one moderator at a time, and if they need to switch positions for some reason, the change must be said before a session. Professionalism should be kept at all times, therefore chairs should discreetly and quickly solve disagreements. If neither of the chair members knows what to do, then a Secretariat member should be contacted after asking the committee for patience. Remember that unity is the key to a good chair pair!

The following phrases are highly recommended, but chairs can choose a variation as long as it remains formal and serious.

- *The floor is open; are there any motions on the floor?*
- *Seeing none, the chair recognizes the delegate of _____ to speak.*
- *Delegate of _____, you will receive a warning for _____.*
- *The time for the _____ is up.*
- *The chair recognizes the delegate of (speaker) to speak (for ____ minutes).*
- *Delegate of (country) *don't just say "China", for example, and try to say the official name, for example "Democratic People's Republic*
- *of Korea" instead of "North Korea".*
- *Delegate of _____, to what point/motion do you arise/refer?*
- *A motion to _____ would be in order.*
- *The chair recommends/suggests _____. *Use it in establishing time, etc.*
- *Delegates please refrain from engaging in direct conversation.*
- *Delegate of _____ you are out of order.*
- *Delegate, that motion is in order.*
- *That motion is overruled by the chair.*
- *Delegates please take your seats and remain silent.*
- *Delegate of _____ please leave the room.*
- *Delegates please keep order.*
- *Delegates! Order!*
- *Delegates please establish the _(time, questions, etc.)___ for the _(speaker, debate, etc.)_ .*
- *Please raise your placard in order to add your delegation to the speaker's list.*
- *All in favor? All against?*
- *The delegate of _____ has moved to/made a motion to _____. (then vote)*
- *Is there a motion to open the speaker's list and establish the time, number of questions and number of follow-ups?*
- *The chair stands corrected.*
- *Delegate, you have _(seconds)_ remaining, do you wish to yield your time to the chair, to questions, or to another delegate? *Once you've said this enough times, you could also just state "....what do you wish to yield your time to?"*
- *Delegate, please conclude.*
- *Thank you delegate, you may sit down.*
- *The motion clearly passes. *Only to be used when the vast majority of the committee votes in favor*
- *The motion passes or – The motion does not pass.*

SIMULATION RULES

Things to Remember:

- Rules for the simulation are only subject to change by the Secretariat. Changes in rules shall be made before the session and informed at the beginning of the session. Rules from other simulations do not apply in IMMUNS.
- Two official languages: English and Spanish. Respect the official language of your committee at all times during sessions and ensure that the delegates are using it during moderate and unmoderated debate.

Note:

- Chairs can make small exceptions to the rules at their discretion.
    - Make exceptions fair and announce when you will no longer make these exceptions
- Keep the committee informed about the rules and policies
    - If the committee has doubt over a rule, pause and explain it to everyone
- **Chairs make mistakes. Accept and acknowledge them by saying the phrase: "Sorry delegates, the chair stands corrected."**

Dress Code:

- Breaking the dress code will result in warnings
- No tennis shoes
- No white socks

- Dress Code Options: Formal Dress Attire
    - Suit and Red Tie
    - Formal Shirt or Blouse
    - Formal Blazer

Note:

- Traditional attire that represents the delegate's country is acceptable as long as it looks appropriate.
- Dress code creates greater problem with female delegates
    - A female member of secretariat, chair, or teacher be called to speak with delegate
    - Delegates will receive a warning for the day and if the next day continues to break dress policy, will not be allowed to enter the committee.

COMMITTEE CONDUCT

It is important to always have total control of the committee. Try to have a constant and unvarying conduct. Remember that the rules are established to control the committee and apply to all delegates, do not be lenient or make any delegate feel exempt to the rules, be fair and impartial. It is important to consider that every committee will be different, you must be willing to be flexible. Also, every committee will have a diverse array of delegates with different skill levels. Learn how to differentiate beginner delegates from more advanced ones. Be less harsh with beginner delegates and offer them advice after sessions.

IMMUNS Code of Conduct

1. Delegates must visibly wear their badges at all times and constantly abide by the dress code.
2. Delegates must always uphold a respectful and formal treatment towards one another.
3. Direct verbal communication between delegates during a session is forbidden. Pages will be provided to pass out relevant notes between delegates.
4. Delegates must not abandon the session unless there is an extraordinary reason (sickness, bathroom, drink of water, etc.).
5. No electronic appliances are allowed during the session. Only laptops are exempt from this rule, but those must be approved by the chair who has the right to take them away if they are being misused.
6. There is no direct contact between teachers and delegates during sessions.
7. Delegates are not allowed to eat or chew gum in committee classrooms but they are allowed to drink water.
8. Alcohol, tobacco and drugs are not tolerated on campus. Any delegate caught in possession or under the influence of these will be expelled from the simulation .

PARTICIPATION

- You will keep track of participation through CHAIRMUN
- CHAIRMUN will be used to record attendance, participation and warnings (use it for deciding awards).

Message Policy:

- Pages should bring messages to the director, who will decide if the note is appropriate.
- If it is inappropriate, keep it and talk to the delegate after the session, giving them a verbal or written warning. Speak to their teacher/school advisor if necessary.
- Messages must be kept within the committee, must be relevant to the topic at hand, and must be written in the official language of the committee.

Problematic Pages

Pages must be serious, on task, and mature. If they are playing with the teacher's objects, or doing any damage to the classroom, it is the job of the director and moderator to remind them that it will affect their chances of entry to the MUN program.

Procedure on writing resolutions:

1. In an unmoderated debate: delegates write a Working Paper of a Resolution with maximum 5 sponsors (delegates who wrote and must be in favor of the solution).
2. To become a Draft Resolution it must be signed by 1/5 of the committee (signatories do not have to be in favor of the resolution) and submitted to the chair through a note or unmoderated debate. No motion is needed to introduce a Working Paper.
3. If it is appropriate and approved by the chair it becomes a Draft Resolution. Once the WP becomes a Draft Resolution, the Sponsors make a motion to present the Draft Resolution; the majority of the committee must support this motion. The Draft Resolution is presented on the overhead, and there is time for questions after the Resolution is read.
4. Once a Draft Resolution is passed (number of votes needed to pass depends on committee, the list is below) it becomes a resolution adopted by the committee. Before voting, the chair should suggest a motion to speak in favor or against the resolution. If the Draft Resolution does not pass, it is tabled and returned to its sponsors.

Committee	**Required Majority**	**Superior Organ**
General Assembly	2/3	None
Security Council	Simple Majority including veto powers.	None
ECOSOC	Simple Majority	None
Human Rights	Simple Majority	ECOSOC
SPECPOL	2/3	General Assembly
Sustainable Development	Simple Majority	ECOSOC
IAEA	2/3	General Assembly

CDLA	Simple Majority, observers cannot vote.	None
Seminario	Simple Majority, observers cannot vote.	None
ICC	Judges decide	None
US Senate	60% of votes are needed	None
Mexican Senate	(50% + 1) for most voting procedures	None

Amendments

- No motion is necessary
- Must be numbered (same as resolution)
- Final Resolutions can't be amended
- Must be approved by Sponsors
- Chair announces the amendment once it's passed

Motions Regarding Resolutions

Note: If a delegate makes any of these motions, it should be clearly explained to the committee by the chair before it is voted on.

- Motion to Split the House
  - Allows the committee to vote on more than one draft resolution per topic
  - 2 or more draft resolutions, then vote by roll call on what resolution to adopt (refer to draft resolutions as A.1, A.2, etc.)
  - Try to make sure to prevent delegates from making this motion by differing them to another moderate or unmoderate debate
- Motion to Divide the Resolution
  - Vote on preambulatory and operative clauses separately
  - Sponsors may refrain from this motion

PARLIAMENTARY PROCEDURE

Make sure that both the director and moderator know the parliamentary procedure *fully*. The parliamentary procedure defines the flow and seriousness of the debate. Therefore, it is extremely important that you are confident in the procedure.

- If a delegate wants to speak they must raise their placard, only when the floor is open. NOTE: Motions that interrupt can occur when the floor is not open but they are only the rising of the placard, the delegate cannot interrupt verbally.
- If the motion is incorrect, the moderator says "Delegate you are out of order," explain why they are out of order, and suggest a motion that would be in order (if there is one).
    - Inexistent points are also out of order. Ex: Point of Incongruency
- The chair may overrule a decision if it is not beneficial for the committee, but the decision must be explained, and an appropriate motion suggested.

NOTE: Reference the original chair manual for any doubts you have on parliamentary procedure.

PARLIAMENTARY PROCEDURE MOTION LIST

Say This	**To do this**	**Interrupt**	**Decision by:**
Point of Order	Object to procedure	Yes	Chair
Point of Personal Privilege	Complain about noise, room temp, etc.	Yes	Chair
Point of Inquiry	Request Information from the chair	Yes	Chair
Point of Information	Question the speaker through the chair	No	Chair
Point of Commentary	Comment to the delegate on their paper	No	Chair
Second the Motion	Be given the floor after the delegate who made the motion to open the speakers list or moderated debate	No	Chair

Motion for Moderated debate or caucus for (Number) of minutes.	Debate among countries with assistance of the moderator	No	Majority Vote
Motion for an un-moderated debate or caucus for (Number) of minutes.	Debate among countries without the assistance from the moderator. Delegates may move around within the room.	No	Majority Vote
Call for a Roll Call Vote	Voting through roll call instead of with placards. Usually used during resolution voting.	No	Majority Vote
Motion to present a Draft Resolution.	Introduce a Draft Resolution for the committee to debate.	No	Majority Vote
Motion to table or remove _____.	To remove, resolution, debate, etc.	No	Majority Vote
Motion to withdraw previous motion.	Remove previous motion before voting.	Yes	Delegate
Motion to divide the resolution.	Separating the resolution into perambulatory and operative clauses to be voted on separately.	No	Majority Vote; resolution Sponsors can veto.
Motion to divide the house.	Allows the committee to vote and adopt more than one Draft Resolution and then vote on the one that will be adopted of those that passed.	Yes	Majority Vote

Motion to open the speaker's list.	Create a list of those who will present position papers. Must set time, questions, follow-ups, and commentaries	No	Majority Vote
Motion to close the speaker's list.	Close list, so that no other countries can be added, may be opened later.	No	Majority Vote
Motion to add more questions to the speaker.	May only be used once per speaker, should establish the number of questions. The Chair may suggest a number.	No	Majority Vote
Yield my time to the delegate of _____.	Give remaining speaking time to another delegate.	No	Other Delegate
Yield my time to the Chair.	Eliminates time remaining after a speech.	No	Speaker
Yield my time to questions.	Use extra time for questions.	No	Speaker
Adjourn/Close the session.	Close the session.	No	Majority Vote

Things to Remember:

- Remind the speaker that their time is about to expire 10 seconds before it is up, with a discreet knock on the desk.
    - If their time is up say, "Delegate please conclude," let them finish their sentence,

and then say, “Thank you delegate, your time is up”

- Delegates must be standing to introduce a motion.
- If a motion is incorrect or said at the wrong time say, “Delegate you are out of order.”
- Enforce procedure with moderate verbal warnings.
- LEARN ALL THE PARLIAMENTARY PROCEDURE.

PROBLEMATIC COMMITTEES AND WARNING POLICY

When behavioral problems are getting out of hand or there is little participation by the delegates, **call Human Resources and Academia.**
They will either:

- Call a special speaker
- Call a special delegate
- Decide if the current topic should be tabled
- Implement an Emergency topic

Dealing with Behavioral Problems

Verbal Warning	Used when small rules are violated. Recorded by writing the country's name on the board, the second offense is recorded by a checkmark beside the country’s name. Erased after every day, not every session
Written Warning	Used when serious rules are violated or if the delegate has accumulated enough verbal warnings. Erased after every day, not every session
Session Expulsion	If a delegate accumulates three written warnings during the day, he/she is out of the session contact HURAC ***before*** expelling them.
Expulsion for the day	If a delegate has been expelled from the session, any other warnings from then on will result in their expulsion for the day. Remind delegates of this rule before the 1st session. Contact HURAC ***before*** expelling them.

All warnings and the reason behind them must be announced to the committee. If a delegate questions the imposing of a warning, they can send a note to the chair or speak to the chair after the session.

Merits for Assigning Warnings

- Constant failure in following proper Parliamentary Procedure
- Challenging Chair’s authority
- Refusal to conform to the dress code or not wearing the badge in a visible place

- Involvement in verbal or physical confrontations with delegates or chair
- Misusing school property
- Not requesting a placard replacement
- Constant inappropriate use of personal pronouns
- Any other infringement of diplomatic behavior the Chair finds inappropriate.

PROBLEMATIC DELEGATES

Delegates that are out of Policy

- Delegates that are not accurately representing their country's position (Vatican agreeing to cloning, etc...)
    - Correct them discreetly (Unmoderated Debate, note, or between sessions)
    - Do so as quickly as possible

Delegates Who do not Obey the Rules

- Follow warning policy (three warnings means removal of committee/call HURAC or a sergeant at arms)
- A secretariat member will deal with them.
    - Delegate will come back for next session
- 4th warning means expulsion for the rest of the day
    - Contact HURAC again

Delegates Who do not Participate

- Delegates who do not speak because of shyness or thinking they're neutral.
- It is the director's job to:
    - Encourage all delegates in the committee to participate
    - Send encouraging notes
    - Speak with the delegate before or after the session
    - Ask a delegate from ASFM to ask the shy delegate an easy question
    - Talk to their respective advisors about the delegate
    - Force the delegate to speak (LAST RESORT)
- Note: Follow the above recommendations to get delegates to speak, UNLESS an advisor or secretariat member specifically told you not to push or force the delegate to speak.

CHRONOLOGICAL FLOW OF THE DEBATE

In a regular debate, there is a very specific way that the debate must flow in order to follow the most practical and correct path. This is the way it should flow.

Action	Phrase

Opening the Session	• Delegates, the floor is open. Are there any motions on the floor?
	  ○ I make a motion to open the session
	  ■ Vote
	*Chair proceeds with roll call

Opening the speakers list	• Delegates, are there any motions on the floor?
	  ○ I make a motion to open the speakers list
	• For how much time questions and follow ups (comments if applicable)?
	  ○ *Delegate states details
	• That would be in order, delegate, who seconds the motion?
	  ○ *With Placard
	• *Restate motion to committee and vote
	• *Chair asks the committee who wants to be added to the speaker and writes down the delegations who raise their placard (with the delegate who made the motion and the one who seconded it being first and second.)
	• When the speaker's time is running out, knock on the table to indicate there are 10 seconds left. If the speaker does not stop talking interrupt by saying "Delegate your time is up"
	
	Details:
	• There is a difference between amending time questions or follow ups for the speaker and the speakers list
	• There can only be one amendment to a specific speaker
	• If the speaker list is to be amended, it

	shall be done once no delegate has the floor • Enforce that no delegate shall raise their placard for a motion unrelated to the current speaker until the delegate has taken a seat. • Once a delegate has finished answering questions and there are no motions they may take a seat and the next delegate may rise. • If the delegate has finished reading and there is time left over he can yield it to the chair or use it for additional questions. Once the time is up then all questions count for the set limit.

Opening the moderated debate	• Delegates, the floor is open. Are there any motions on the floor?
	  ○ I make to a motion to close the speakers list
	  ■ Vote
	  ○ I make a motion to open the moderated debate for _ minutes/as long as the chair recommends.
	  ○ SOMEBODY MUST SECOND THE MOTION (Placard).
	  ■ Vote
	• The delegate that made the motion starts talking, then the one that seconded the motion. Afterwards the chair picks the delegations.
	• The moderated debate can be extended with a motion proposed by one of the delegations if the chair sees fit.
	  ■ Vote
	
	Note:
	• Remind delegates not to raise their

	placards before a delegate is done speaking. • The moderated debate can not be extended for the same time it was first established for. • A motion to close a moderated debate before it ends may be in order

Opening the unmoderated debate	• Once the time for the moderated debate is over there is no need to close it.
	• Delegates, the floor is open. Are there any motions on the floor?
	  ○ I make a motion to open the unmoderated debate for _ minutes/as long as the chair recommends.
	  ■ Vote
	• Before you allow the delegates to stand up and begin talking, remind them that they must always speak the official language of the committee and maintain an orderly fashion when debating.
	• During this time, delegates should write their working paper
	• When the working paper is done and has enough signatories to be presented, the chair should review it and once approved, it becomes a draft resolution.
	• Once time is up, announce it and make sure that all the delegates return to their seats.
	
	Note:
	• Try and walk around to make sure that the delegates are speaking correctly.

Opening the resolution paper reading	• Delegates, the floor is open. Are there

	any motions on the floor? ○ I make a motion to present the draft resolution. ■ Vote • Sponsors read the draft resolution • Delegates the floor is open are there any motions on the floor ○ Floor is open for questions • Repeat this step for ALL draft resolutions (if applicable)
Voting for resolution paper	• Delegates, the floor is open. Are there any motions on the floor? ○ I make a motion to vote by roll call for the draft resolution. ○ I make a motion to vote by acclamation for the draft resolution. ■ Vote (In favor, Against, Abstain) Note: • Only one draft resolution can pass • Once it is passed, it becomes a Resolution

FURTHER DETAILS

Before the First Session of Each Day

Chairs

- Must be in the room 20 minutes before session begins

- If erasing what is in the board, make sure to copy down whatever is written so that it can be rewritten at the end of the day.
- Arrange desks in double semicircles and committee posters at your discretion
- Contact a Secretariat member if there's any doubt.

Director

- Set up ChairMUN
    - Login to ChairMUN
    - Go to Settings
        - Edit the committee name to your committee
    - Go to Delegations Present
        - Click Edit Delegations
            - Add the list of delegations in your committee
    - Go to Moderated Caucus
        - Enter the topic
    - Go to Delegations Present to get ready to take roll call

During the First Session

Director

- Welcome Delegates/Introduce the Chair
- Emphasize Important rules
    - Delegates may not speak in first person
    - Briefness is important
    - Placards may not be raised when someone else is speaking
        - If they do, Interrupting motion is needed
    - No abstentions, vote is obligatory
- Reinforce Dress Code
- Explain warning policy
- Go over schedule, mention any corrections
- Introduce Pages/Remind delegates all notes will be read by chair and must be in official language
- Badge must be worn at all times and placards taken care of, or else they'll pay/get a warning
- Encourage assistance to the delegate party
- Hand out update papers if not in the folder.

After the Last Session of Each Day

Chairs

- Do not move desks (maintenance will do this)

- Hand over attendance to a HURAC member
- Copy everything on the blackboard on another paper/write teacher's notes back on board.
- Pickup Trash/Items
- Deliver Last minute reminders to delegates
- Leave Classroom SPOTLESS

Be Awesome! You are the face of IMMUNS...