

# BEIMUN

## Delegate Participation Handbook

Prepared by the BEIMUN XXXII Secretariat Team for continued use.

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The following content will be available on the BEIMUN website at [www.beijingmun.org](http://www.beijingmun.org). As they may be updated, they are not discussed in this document.

### Secretariat Team and Responsibilities

### Committee Topics and Student Officers

### BEIMUN Schedule

BEIMUN is a proud member of conferences affiliated with The Hague International Model United Nations ([THIMUN](http://thimun.org)).



The Hague International  
Model United Nations



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# Table Of Contents

<b>STATEMENT OF PURPOSE</b>	<b>4</b>
<b>CODE OF CONDUCT</b>	<b>5</b>
<b>GENERAL REMINDERS</b>	<b>6</b>
<b>RESOLUTION FORMATTING</b>	<b>8</b>
<b>RESOLUTION CHECKLIST</b>	<b>9</b>
<b>DEBATE PROCEDURE</b>	<b>12</b>
<b>POINTS</b>	<b>14</b>
<b>MOTIONS</b>	<b>15</b>
<b>AMENDMENTS</b>	<b>17</b>
<b>ATTENDANCE AND PARTICIPATION REQUIREMENTS</b>	<b>18</b>

# 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 their 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.

# 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, as well as their host and 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. Delegates are also expected to conduct themselves professionally throughout the conference through their language and actions. Harassment and bullying are not tolerated. Failing to abide by these rules will result in immediate removal from the conference.

The BEIMUN Leadership Team will use a Three Strike warning policy. Delegates who are caught committing infractions, including not being present in conference sessions, will first receive a warning from their chair. If the problem persists, chairs will contact the Secretariat to send a warning via email and notifying their teacher director. A third infraction can result in a written warning from the BEIMUN directors, addressing the issue with the delegate's school and teacher director. This can also result in immediate removal from the conference with the possibility of not being able to join future BEIMUN conferences.

Participants are reminded that the conference 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 prohibited during BEIMUN.

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

# General Reminders

## Dress Code

All delegates are expected to adhere to the formal dress code throughout the entirety of the conference. Delegates that are deemed not adhering to the dress code by their student officers, admins, BEIMUN Secretariat or directors will be warned and/or penalized in accordance to our Three Strikes policy. Delegates not adhering to the dress code will be asked to change to an appropriate attire before returning to the session.

1. All participants are expected to dress professionally with respect to a diversity of cultures and identities.
2. Standard delegate attire for the conference is business jacket, slacks/skirt, and dress shirt/blouse. Male-identifying delegates must wear ties.
3. Dress sweaters, shorts, ball caps, jeans, and sunglasses are considered inappropriate for this conference. Clothes that expose excessive bare skin, reveal undergarments, or are otherwise revealing are also inappropriate.
4. Dresses and skirts should be an appropriate length and not show midriffs or undergarments.
5. 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.
6. Delegates are not allowed to use props at any time during debate when making speeches.
7. Western business dress is preferred.
8. BEIMUN will not allow any delegate's attempt to portray a "character" using traditional cultural attire or military uniform as a costume.
9. Please see the "BEIMUN Dress Code" document for detailed information.

## GA Plenary

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

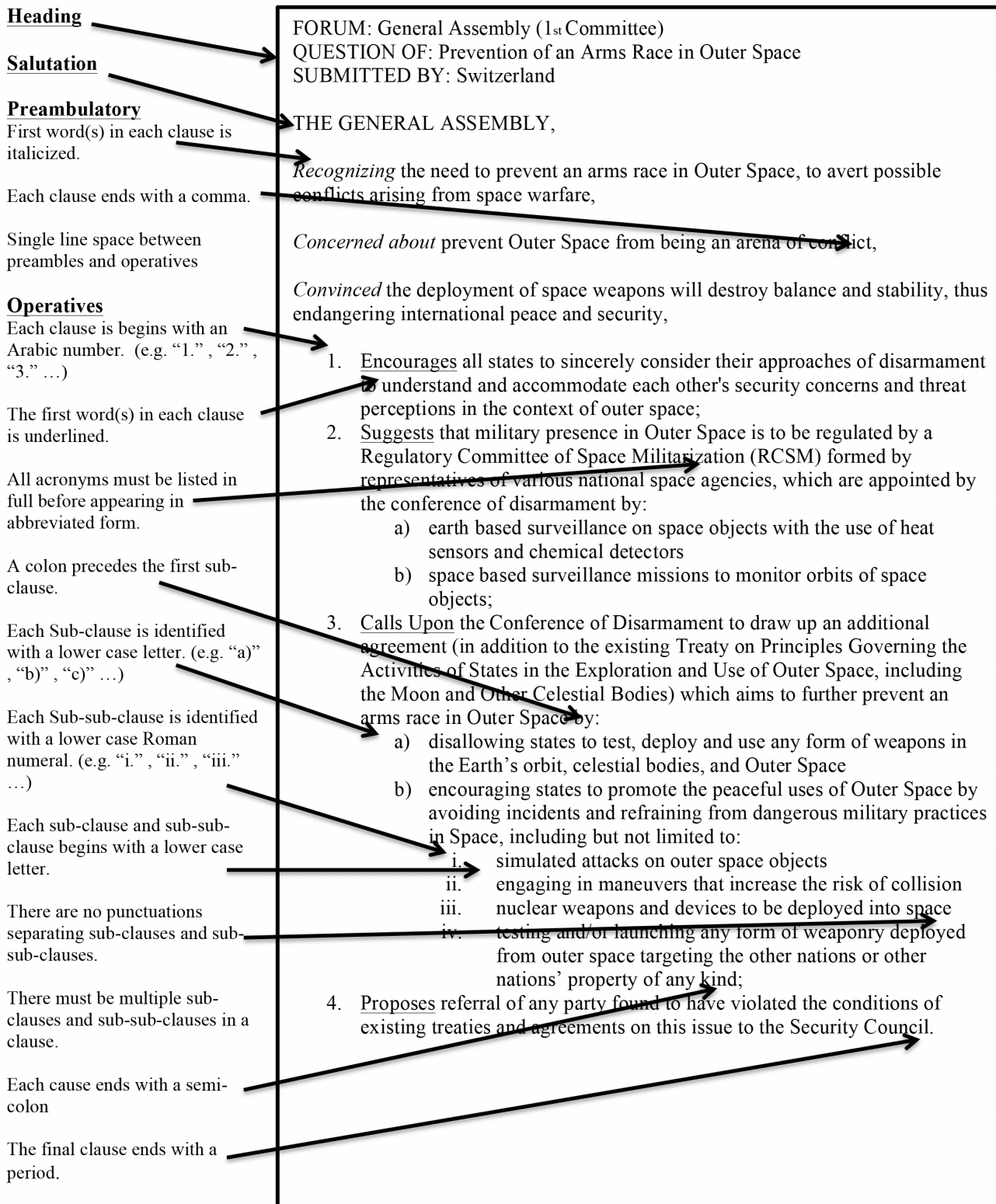
## Crises (FUNMUN)

Crises, otherwise termed FUNMUNs, are events which occur after the completion of all regular resolutions, not to be confused with the Crisis Committee. 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-to-three resolutions per commission.

## Social Media and BEIWATCH

BEIWATCH will be providing free online newspapers throughout the conference. They can be accessed on [beijingmun.org](http://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 consider visiting our social media pages if delegates haven't done so already. Free to share positive reflections via social media.

# Resolution Formatting



# 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

\* Delegates 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	EmphasizesEncourages	Resolves
Authorize	Endorses	Sanctions
sCalls	Expresses its appreciation	Solemnly affirms
Calls upon	Expresses its hope	Supports
<b>Condemns</b>	Hopes	Takes note of
Confirms	Invites	Transmits
Congratulate	Notes	Trusts
sConsiders	<b>Proclaims</b>	Urges
<b>Decides</b>	Reaffirms	Wishes
<b>Declares</b>	Recommends	
<b>accordingly</b>		
<b>Demands</b>		

\* 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 placards
- 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
- Direct dialogue between delegates is not 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

## Note-Passing

- ▶ Note passing will be done through hand-written papers
- ▶ 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
- ▶ Delegates are reminded that note passing is a privilege and that any inappropriate notes will be reported
- ▶ Student officers will inform if the house is out of order, proceeding to suspend note-passing

# Points

Points cannot be directly stated by delegates until the chair has granted the delegate permission to speak. Under no circumstances should a delegate interrupt a speaker. Certain committees may have specialized points, which will be denoted and explained in chair reports or committee descriptions.

## **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 (POI)**

A question directed towards the delegate speaking. This point must be recognized by the Chair, and must be stated in a question form. No dialogue should take place 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 voting. 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. This is not an encouraged motion and can result in not having enough time to debate over a resolution. If the forum puts this motion to vote and it passes, debate on this resolution will stop, however if it fails, debate will continue.

## **Motion to Reconsider a Resolution**

It 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. This motion is discouraged as other forums have their own resolutions to debate.

### **Motion to Appeal the Decision of the Chair**

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.

# 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.



# Attendance and Participation Requirements

Participants are expected to comply with our full attendance policy. Certificates of participation will be given only to those who meet the requirements.

1. Participants are expected to participate in all the sessions, proving full attendance (not including excused absences)
  - a. Delegates must email their committee chair (cc'ing their school's and ISB's directors) ahead of time to excuse any absences.
  - b. Participants may not be absent for more than 50% of the committee sessions, regardless of if the absences are excused or unexcused
2. Participants are expected to engage in debate and complete 3 POI's OR 1 speech OR 1 amendment (entertained)



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