

# THE BRAMUN CHAIR HANDBOOK:



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## WHAT DOES BEING A GOOD CHAIR ENTAIL?

- Being a supportive, approachable and reassuring Chair promotes collaboration and fosters professionalism in the committee room. It is also gratifying to witness your delegates' growth as the conference progresses.
- Embark on deep research for the topics you select: this will allow you to filter progressivist and intolerant draft resolutions and design a more informative study guide.
- Time management is one of the most important responsibilities of a Chair; debate time for each topic should not exceed 4 committee sessions. Also, for the sake of a healthy debate, Chairs should encourage less experienced and more reserved delegates to share their perspectives so that compromise may be reached.
- Always know your next step; if arguments and points become too repetitive, Chairs should introduce a new approach (e.g. propose a new motion on the floor) to make their committees more dynamic and captivating.
- If necessary, recall the rules of parliamentary procedure. Not only will this help embody the realism of filling the shoes of UN representatives, but it will also foster collaboration among delegates, motivating them to act less unilaterally.

## THE BRAMUN STUDY GUIDE STRUCTURE:

### Introduction to delegates:

- **Committee Description:** This section should highlight your committee's purpose, history, location (e.g. The Hague, Netherlands - ICJ), special rules of procedure, and significant achievements (if applicable).
- **Letter to delegates:** A lighthearted, friendly welcome letter, briefly introducing the topics of discussion and describing Chairs' expectations for delegates during committee session.

### 1. Background Information:

- In this section, you will introduce the topic from a neutral perspective. You should shed light on the topic's historical roots and briefly summarize the problem at hand. Don't forget to use quotes and statistics as evidence!

## 2. Current situation:

- Here you should develop a more in-depth analysis of the current issues and their implications in the economic, humanitarian, social or political segment of society. If the topic focuses on multiple of these sectors, you may create subheadings for each of them

## 3. Past UN actions:

- In this section, you should briefly summarize important past agreements (either submitted by the UN or independent BLOCs) and decisions concerning that topic of discussion.

## 4. Bloc Positions:

- In this section, you should briefly summarize the views of a country or BLOC and its specific participation in the topic.
  - A BLOC is a group of powers that share similar views in specific affairs and have very strong political and economic relations. An example is GCC (The Gulf Cooperation Council), an international union of most Arab states.

## 5. Timeline of Events:

- This section consists of a list of pertinent events surrounding the topic and its development, followed by their respective dates.
  - If you can't find a specific date, just include the year/month in which it took place.

## 6. Glossary/Definition of Key Terms:

- In this section, you should **describe** terms and acronyms specific to the topic you are writing about. An example is:
  - The Kurds: An ethnic group in Western Asia living in the self-proclaimed state of Kurdistan.

## 7. Guiding Questions [for writing draft resolutions]:

- This bullet-pointed section consists of 4-10 questions that delegates should consider when brainstorming ideas for their draft resolutions and position papers. Examples are:
  - How much autonomy should be granted to the local parties involved in the conflict?
  - Can the international community reach a compromise that will favour all sides?
  - What measures will ensure both countries will respect their designated borders?

## 8. Bibliography:

- All statistics, quotes, and evidence presented in the guide should be cited in this section. You should conduct your research by looking at **various** newspaper articles and recent reports by the UN organisations and NGOs.

### REFERENCING STRUCTURE:

- A footnote/in-text citation is only used when paraphrasing or directly quoting a source.
- The bibliography is located at the end of the guide and should display citations for all sources utilized.

RECOMMENDED REFERENCING GUIDE: The Harvard Referencing Structure (applicable to both):

- 1. Author's surname, initial(s)
  - E.g. Author Vanessa Souza → Souza, V., (...)
  - When the article does not provide the name of the author, simply state writer/columnist (for that newspaper), or Representative/Secretariat for an organisation.
- 2. Year of publication.
- 3. Main Heading of the article (*in italics*)
  - Only proper nouns should be capitalized.
- 4. Place of publication (only when it can be found at the start of the first paragraph or the end of the text.)

- Make sure you only include the name of the city.
- 5. Publisher (if evidence collected from an online source, add 'Online' within brackets.)
- 6. Hyperlink to website
- 7. Date accessed → Today's date.

**Example:** Magra, I. (2019) *Why are milkshakes being thrown at right-wing politicians like Nigel Farage?* London, The New York Times (Online), Available from <https://www.nytimes.com/2019/05/21/world/europe/milkshake-nigel-farage.html> [Accessed 13/05/2019]

### MAKING THE BEST USE OF SOURCES:

- In most cases, it is best to refer to the latest articles and documents you can find.
- Use more than one source to make claims in your writing.
- Evaluate the origin and author of the source to avoid bias and hindsight.
- Remember that other types of sources, such as cartoons, are also great evidence to put in your study guide!

### THE BRAMUN POSITION PAPER STRUCTURE + Tips:

#### Part 1: (1st paragraph)

- An introductory paragraph that focuses on the issue from the perspective of that country.
  - Therefore implicitly elaborates on the character/country's perspective.
- Should not paraphrase the study guide.
- Should be short - the Chairs know what the topic entails.
- [optional] Should contain statistics to strengthen ideas and show deep understanding and advanced research skills.

#### Part 2 (2nd paragraph):

- It should contain one or more sentences clearly highlighting your country's position.
- It should focus on the character/country's role in the conflict, and previous attempts to solve it (i.e. why didn't it work then, and why won't it work now?)
- If that country's contribution was less significant, one should mention previous actions by the international community (and other countries unilaterally) and evaluate them (analyses should be deep and strongly supported)
- Use quotes to legitimize arguments (although you may disagree with what is being said)

### Part 3: (3rd Paragraph)

- It should offer an overview of the solutions and compromises your country hopes to achieve in committee sessions.
- One should also look back to the previously-attempted solutions and reflect on how they could fix it.
- Introduce your aims to the conference in an organized manner.
- Don't saturate your writing with details of your plan.
- Appropriate concluding sentence(s)

### ICEBREAKERS:

- Icebreakers serve to settle delegates' nerves and help them socialize with the other participants. Icebreakers may have a pivotal role in lightening the mood in the committee room and in preserving its friendly atmosphere, depending on the activity you choose. Some ideas include:
  - Delegates approaching someone they have never seen before and memorizing a particular trait of their personality (e.g. what they aspire to study when they finish school or their ice cream favourite ice cream flavour). They should then share their findings to all present in the committee room.
  - Gathering all delegates in a circle and asking them to briefly introduce themselves (e.g. Name, school, favourite hobby, and a particular quirk.)
- Remember that Icebreakers need to be as interactive as possible!

### LOBBYING TIME:

Lobbying takes place during an Unmoderated Caucus session and is when delegates gather to negotiate solutions for the crisis at hand and try to reach a compromise. This is a key moment in every MUN conference, and the Chairs are responsible for observing BLOC leaders and hard-working delegates to help them decide to whom they will be giving awards. They should consider:

- Which country's ideas are best reflected in the document?
- Are any delegates acting unilaterally and solely considering their own ideas?
- How wisely do delegates make use of their lobbying time?

## THE CRISIS (or CRISES):

- BRAMUN Chairs may either entertain multiple crises throughout the conference or wait until the final committee sessions to formulate a pertinent crisis based on the updates and decisions made by that committee.
  - Design crises with PowerPoint™ and project the presentation in the committee room so that delegates may easily access details.
  - Aim to develop crises that relate to more than one of the topics discussed and to include the updates and decisions made throughout the conference.
  - Have some ideas ready by the week of the conference, and update the presentation as it progresses.
  - You may use resources such as costumes, Tweet and news article generators and sound effects to make crises more realistic!
    - <http://faketrumptweet.com/>
    - <https://breakyourownnews.com/>
    - <https://newspaper.jaguarpaw.co.uk/>

## BASIC RULES OF PROCEDURE AND MOTIONS:

### MOTIONS:

- A request by a delegate for the committee to start doing something differently. Chairs may advise delegates to suggest motions prior to voting procedure, entertaining draft resolutions, or initiating debate.
  - Motion to move into the voting procedure: This motion should be raised when the delegate feels that the house has finished going through a draft resolution or amendment and is ready to move into voting procedures. This motion should face no objections in order to pass.
  - Motion to adopt [a document] without a vote: when the delegate feels that the **entire committee** supports an amendment or document, they may make this motion. This motion passes if it is unanimously seconded.



- Motion for a Moderated Caucus: when motioning for a moderated caucus, delegates should specify its time limit, speaking time, purpose and the topic that will be addressed. Since the Moderated Caucus's procedure is more informal, the Chair should only recognize delegates for remarks and not make use of the speaker's list. This motion requires a two-thirds majority to pass.
- Motion for an unmoderated caucus: Similarly, when motioning for an unmoderated caucus, delegates should specify its time limit, purpose and the topic being addressed. This motion requires a two-thirds majority to pass.
- Motion to extend debate time: this motion simply allows more time for debate on a draft resolution, clause, amendment (or the speaker's list, if specified.) This motion only passes if there are no objections, and can be overruled by the chairs.
  - Note: when considering this motion, Chairs should reflect on whether it would produce high-quality debate or just make the house rowdier.
- Motion to table debate: This motion removes a draft resolution or amendment from the floor so that it is reintroduced later. This motion requires a two-thirds majority from the house for passage and usually two speakers in favour and against it.
- Motion to move into time against [A document]: if delegates feel that the debate in favour of a particular document is too repetitive or redundant, they may raise this motion so that the Chairs start entertaining more speeches or points against it. This motion must be unanimously seconded to pass.
- Motion to divide the question: This motion is applicable only when debating amendments, as it requests to vote on certain points separately ("clause by clause".) and requires a two thirds majority to pass.
- Motion to suspend debate: At the end of a committee session, delegates may motion to suspend committee sessions and take a break. In the case of the last committee session, delegates should make a **motion to recess.** This motion must be seconded and face no objections in order to pass.

## POINTS:

- A point is a request raised by a delegate for an action that relates solely to him or her.
  - Point of Order: This point relates to the observance of the rules of procedure and the way the Chairs exercise their power. The Chairs may refuse to entertain a point of order if it is dilatory in nature or unsubstantiated.
  - Point of Inquiry: This point is raised by a delegate to request clarification of the committee's procedure.
  - Right of Reply: The right of reply allows delegates to contradict false and unsubstantiated claims to subdue more aggressive delegates. Delegates are required to submit their Rights of Reply in note format to the Chair.
  - Point of Information: Such points **must** be phrased in the form of a question, and should address the content and the ideas expressed in speeches and draft resolutions.
  - Point of Personal Privilege: this point relates to delegates' personal safety, comfort, and convenience, making it the least formal point. Chairs may, however, opt to ignore points of information if they are intended to cause any delay to the flow of debate.
    - Example: May the Chairs please turn the Air Conditioner on?
  - Point of Clarification: Points of clarification serve to clarify ambiguous ideas or incorrect claims mentioned earlier.

## RESOLUTIONS:

- Resolutions are the approach different blocs are willing to take to solve a problem. Therefore, Chairs should have a deep understanding of being discussed so that they may discern between well-developed and redundant or unilateral resolutions. Chairs should also carefully read each document as it is entertained and check for correct formatting and no grammar mistakes. If any structural issues are found, Chairs **must send the resolution back to the main submitters and request them to review it.**
- Resolutions comprise operative and preambulatory clauses and require a simple majority to pass.

## PREAMBULATORY CLAUSES:

- Preambulatory clauses show that the delegates understand the pressing situation, recognize facts and figures and previous efforts to address that situation (either by the United Nations or internally.) They should also provide a brief and superficial summary of the measures considered by the resolution. Examples are:
  - *Aware of* the fact that 95-98% of Mammal Reproductive cloning experiments have resulted in miscarriages, fetal abnormalities, and diseases;
  - *Acknowledging* the Universal Declaration of Human Rights and the rights and freedoms it sets out for all people.
  - *Acknowledging* that the Iraqi government has repeatedly breached Resolutions from the Security Council, including Resolution 1441,
  - *Reaffirming* the importance of holding accountable those responsible for violations or abuses of human rights or violations of international humanitarian law, including those involved in attacks targeting civilians,
- Below is a list of sample preambulatory phrases:

### Sample Preambulatory Phrases

Affirming	Expecting	Having studied
Alarmed by	Expressing its appreciation	Keeping in mind
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Noting further
Confident	Fully believing	Noting with approval
Contemplating	Further deploring	Observing
Convinced	Further recalling	Reaffirming
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking into account
Desiring	Having heard	Taking into consideration
Emphasizing	Having received	Taking note
		Viewing with appreciation
		Welcoming

### OPERATIVE CLAUSES:

- These clauses should present proposed solutions for the conflict(s). These require much detail, correct formatting, and should refer to feasible solutions. An example is:
  - Requests the establishment of a 'green zone' around a 20-mile radius from the cities of Baghdad, Mosul, and Fallujah. This green zone will be monitored by the peacekeeping troops sent by the UN joint coalition, and is to be maintained for the sole purpose of delivering aid and medical care to civilians,

- The green zones will be kept unconditionally if evidence of chemical warfare from the Hussein Regime and in the present is found. The Green Zone will be suspended by order of the UN Security Council

Here are some examples of operative clause phrases:

### Sample Operative Phrases

Accepts	Encourages	Further recommends
Affirms	Endorses	Further requests
Approves	Expresses its appreciation	Further resolves
Authorizes	Expresses its hope	Has resolved
Calls	Further invites	Notes
Calls upon	Deplores	Proclaims
Condemns	Designates	Reaffirms
Confirms	Draws the attention	Recommends
Congratulates	Emphasizes	Regrets
Considers	Encourages	Reminds
Declares accordingly	Endorses	Requests
Deplores	Expresses its appreciation	Solemnly affirms
Designates	Expresses its hope	Strongly condemns
Draws the attention	Further invites	Supports
Emphasizes	Further proclaims	Takes note of
	Further reminds	Transmits
		Trusts

REMEMBER THAT THE OPERATIVE PHRASES LISTED BELOW ARE EXCLUSIVE TO THE SECURITY COUNCILS:

Demands  
(Strongly) Condemns

### AMENDMENTS:

- Amendments are proposed changes to a resolution that is being discussed; they should be sent to the Chairs through google forms (ideally) and specified whether it is a friendly or unfriendly amendment.
  - Friendly Amendment: Must be unanimously supported by the Resolution's main submitters. If not, it automatically becomes an unfriendly amendment.
  - Unfriendly Amendment: Aren't unanimously supported by the main submitters and require the regular debate procedure (i.e. Speeches in favour and against and points of information.) Unfriendly amendments require a two-thirds majority to pass.

## REENACTING THE CHAIR-DELEGATE DIALOGUE:

### BEGINNING OF COMMITTEE SESSION:

Chair: May the house please come to order? (Hits gavel)

Chair: We will now proceed with role call. Once you hear your delegation's name, please raise your placard and state that you are present.

- *If any delegations are observer states, they should not state that they are "present and voting".*
- *If any delegation states that they're present and voting, they cannot seek abstention.*

Chair: We will now proceed with time for **opening speeches**. All delegations wishing to put their names on the speaker's list should raise their placards. **Z minutes** will be granted for each speech.

- ***NOTE:** speeches often last from 45-90 seconds.*

Chair: Is there a motion on the floor to **set the agenda** (e.g. for a specific topic)?

- *If no motion is made in the house, Chairs should strongly encourage one delegation to set the agenda to the discussion of either topic.*

(Motion is set)

Chair: The house will be moving into **voting procedures for this motion**. All those in favour (and then against) raise your placards.

....

Chair: Due to a **majority of votes** in favour of discussing Topic X, we will be beginning the discussion with this topic and will be opening the speaker's list.

- *After you finish creating a short speaker's list, entertain the speakers in the order aforementioned.*

Chair: Thank you, delegate of (...). Is the delegate open to any **points of information**?

Delegate (most probably): Any and all.

Chair: Are there any points of information in the house? Delegation Y, you have been recognized.

- If the delegate responds that he or she is not open to points of information, ask them: Will the delegate please yield the floor back to the Chair?
  - Delegates may also ask Chairs to yield the floor to another delegate (anyone in the room). This should be granted.
- *NOTE: Due to time constraints, it is ideal to limit the number of speakers, their speaking time, and points of information.*

*After every speech has been entertained...*

Chair: Debate time has now **expired**. The Chairs now strongly advise that the house moves into drafting a resolution for the topic at hand. Are there any motions for an **unmoderated caucus** on the floor?

- Delegates should state their motion, with reference to:
  - The type of motion that they would like to set.
  - The topic resolutions will be addressing.
  - How much time the unmoderated caucus should last.
- *NOTE: At the start of the session, the Chairs should share the amendments portal via Google Forms with the delegates, and announce that they have x minutes to submit their amendments.*
  - *The amendments portal for a resolution should close a few minutes after it has been entertained.*

## **RESOLUTIONS + AMENDMENTS:**

*After an unmoderated caucus elapses...*

Chair: The Chairs will now be entertaining the resolution addressing Topic X, which was main-submitted by ... May one of the delegates request the floor to read the resolution?

*Delegate reads the resolution.*

Chair: The house has heard the resolution. **Is there a second?**

*Second.*

Chair: The delegate has Z minutes to defend the resolution.

- *If the delegate would like to yield the floor to another delegate, you should recognize that other delegate and repeat the amount of time they have to deliver their speech.*

Chair (after speech ends): Thank you. Is the delegate open to any points of information?

*Points are/aren't entertained... Chairs should now entertain any delegations wishing to speak against (or in favour) of the document presented.*

- *NOTE: Committees should entertain 2 speeches in favour and against at most. If one country volunteers to deliver a speech defending either side,*

*After all speeches have been entertained, Chairs will move to time for amendments...*

Chair: The Chairs will now be moving on to time **for amendments**. The first amendment received by the Chairs is that of Country Y. May one of the representatives request the floor to read and defend the amendment? The delegate has the floor.

*Reads amendment.*

Chair: The delegate now has Z minutes to defend the amendment.

*Defends amendment.*

Chair: Thank you. Is the delegate open to any points of information?

*Once points of information have been entertained, the Chair should start considering one speech against the suggested change.*

- *NOTE: Following the introduction of an amendment, very few points of information and speeches should be entertained.*

Chair: Thank you. This house will now be moving on to voting procedure for this amendment. Are there any motions in the house?

- *Motions will most likely request to vote 'clause-by-clause', depending on the size of the amendment.*

Chair: This amendment **passes/does not pass**. Clapping is out of order.

*Make changes as clauses are stricken/modified/added. After all amendments have been entertained...*

Chair: The Chairs will now move on to a voting procedure for the resolution as a whole. Are there any motions on the floor?

*(No) motions are made.*

Chair: All delegations in favour of passing this resolution, which addresses Topic X, please raise your placards.

Chair: This resolution **passes/does not pass**. Clapping is (not) in order!

#### **AT THE END OF THE COMMITTEE SESSION:**

Chair: This committee session is drawing to a close. Are there any motions in the house?

- *Entertain a motion to end committee session.*

Chair: That is in order. Are there any objections?

...

Chair: **Session adjourned!**

- If it's the very last committee session, delegates should motion to recess.



## KEY MUN TERMS:

- Abstention: During voting procedure, delegates may opt to abstain rather than vote in favour or against a resolution. Abstentions are out of order when voting for amendments.
- Ad-Hoc: Ad-Hoc committees and countries are presented or entertained only when needed.
- Adjournment of session: After there has been a motion to suspend debate, a Chair must announce that the session has been adjourned (suspended until the next meeting.)
- Agenda: To set the agenda is to delineate the order in which topics will be entertained.
- Amendment: A change to a draft resolution.
- Background Guide: The background guide should introduce the topics being discussed by a particular committee, and should be created by the Chairs.
- Binding: Binding documents have legal force in UN member states. In the cases of the Security Councils and the ICJ, all decisions and resolutions have binding force, whilst those of the General Assembly do not.
- Caucus: Caucuses can break formal debate so that countries may engage in direct dialogue temporarily.

- Chair: A Chair monitors debate and enforces the rules of procedure. Chairs are responsible for deciding the award-winning delegations for that committee.
- Clause: A resolution is essentially one long sentence that is split into small clauses, each addressing a certain aspect of the debated topic.
- Dais: The dais comprises one Head Chair and usually two Vice-Chairs, who are in charge of a Model UN committee.
- Delegation: A group of students (ranging from 1-3) representing a particular power in a committee.
- Directives: Directive are commonly used in Crisis Committees, and are official instructions that are put to action when passed. They are usually smaller than resolutions and address one aspect of the issue at a time.
- Draft Resolution: A draft resolution comprises solutions that seek to solve the problems addressed by that committee. **When a draft resolution passes, it becomes a resolution.**
- The Flow of debate: The flow of debate suggests the order in which events proceed in a committee session.
- Gavel: A hammer-shaped tool that should be used by the Chairs to keep order in the committee room.
- Member States: A country that has ratified the UN Charter and is therefore entertained in committee sessions. In the UN, there are 193 member states.
- Motion: A request made by a delegate to change the flow of debate.
- Observer State: Observer states are non-UN member states, such as Scotland, or international, national, regional and non-governmental organisations.
- Page: A page is a delegate that has volunteered to pass notes around the committee room.

- Placard: A piece of cardstock that should be risen to signal when the delegate wants to speak, vote in favour or against a document or amendment, or to announce they are present in the committee room.
- Position paper: A summary of a country's position on a particular topic. They should follow the BRAMUN Position Paper structure.
- Roll Call: The first order of business in a Model UN committee, which serves to count for the number of delegations present in a committee session.
- Rules of Procedure: The rules by which a committee abides.
- Second: To second a motion is to agree with it.
- Signatory/co-Submitters: co-Submitters do not have to agree with all points in the draft resolution, but rather just want to see it entertained. Draft resolutions should have a minimum number of co-Submitters (i.e. a number set by the Chairs) so that they even consider it.
- Simple majority: For a resolution and some of the motions to pass, they require that more than 50% of the delegations present second it.
- Speaker's list: A list that determines the order in which delegations speak. At this point, they aren't required to specify whether they are in favour or against certain measures.
- Sponsor/Main Submitters: Main submitters actually contribute to working papers and draft resolutions, and the content often reflects their views.
- Working papers: Working papers are optional and are never formally entertained at BRAMUN. They are rather used to guide delegates and briefly summarize their ideas before writing draft resolutions.
- Veto: The power held by the United States of America, the United Kingdom of Great Britain and Northern Ireland, the French Republic, the Russian Federation

and the People's Republic of China to prevent a draft resolution from passing in the Security Councils.

- Voting procedure: To vote for a resolution, delegates should state whether they are in favour or against it by raising their placards at certain times. When time is allotted to voting procedure, delegates should vote on the passing of a resolution in its entirety.
  - In the case of the Security Councils, there should be nine affirmative votes and no veto votes for a draft resolution to pass.