

**CALCUTTA INTERNATIONAL SCHOOL  
MODEL UNITED NATIONS 2019**



**CONFERENCE HANDBOOK**

This year we bring you the 5th edition of Calcutta International School Model United Nations, a forum to discuss, discourse and alter issues and situations in geopolitics and society. With 5 engaging committees, this year we bring to you a bigger platform, a wider paradigm of subjects, a greater possibility of reform.

CISMUN 2019  
Reform to Resolve

**Dates:**

12th, 13th and 14th July, 2019

## Non-conference related details

### **Dress Code Policy**

In this simulation of the United Nations, we at CISMUN strive for professionalism in all aspects of the conference. Delegates are expected to follow a dress code during all committee sessions and conference events.

**12<sup>th</sup> July (Day 1):** Western formals

**13<sup>th</sup> July (Day 2):** Indian

**14<sup>th</sup> July (Day 3):** Western formals

Western business attire requires that delegates dress in a suit jacket, slacks or skirt, dress shirt, and dress shoes. Hats and caps are not allowed.

At all times, we ask that delegates and faculty advisors exercise good sense when interpreting the dress code.

### **Food and Beverage**

Lunch, snacks and water will be provided on all days of the conference respectively.

## **Restrictions**

The following items and behavior are not allowed in the school premises:

- Alcohol
- Drugs
- Weapons
- Tobacco products
- Any acts of vandalism or theft

The administration and Secretariat of CISMUN reserve the right to remove any person from its premises at any point of time on any grounds of violations of any of the aforementioned rules of regulations of the conference or for any other grave misconduct.

## **Electronic Devices**

Electronic devices will be allowed during committee sessions. Delegates bear the responsibility for their devices. The use of Internet in committee shall only be allowed with the Chairperson's permission.

## **Logistics and Stationery**

All Delegates shall be provided with a delegate kit at the start of the conference. This includes a folder, notepad, pen and placard for each delegate.

Logistic members will be present in committee to assist delegates with any requirements. They are available for the passing of communication chits while committee is in session to facilitate negotiations/clarifications without disruptions.

## **RULES OF PROCEDURE**

**GENERAL:** In all formal committee proceedings, delegates may not use personal pronouns such as “I”, “he”, or “she” to directly refer to themselves/another delegate. Instead, delegates are expected to refer to themselves as “the delegate of \_\_\_\_\_”.

An exception for using “he” or “she” is noted when another delegate has already previously been referred to by their portfolio.

*If a delegate’s portfolio is Germany, you must state “the delegate of Germany”.*

An exception to this is in unmoderated caucuses, which shall be explained below.

**ROLL CALL:** Roll call will be taken by country names, and quorum will be established at 33% (quorum is the minimum percentage of delegates required to start committee). When responding, there are two options:

**PRESENT:** This confirms your presence in the committee, but does not bind you to vote on resolutions, i.e. allows you to abstain (say neither yes nor no) from voting.

**PRESENT AND VOTING:** This confirms your presence, and binds you to vote on any resolutions in the committee.

**MOTIONS:** A motion is used in committee when a delegate wants to have an action passed that affects the entire committee.

As the name suggests, “motion”, as in “moving”, means that you are “moving” towards an action (this may help you remember).

#### **MOTION TO SET THE AGENDA**

- For: Deciding which topic will be debated.
- When: At the beginning of committee session.

## MOTION TO OPEN THE SPEAKERS LIST

- For: When a delegate wants to start a new speakers list; the chair will then call on delegates who want to be added to the list.
- When: This is used at the beginning of the conference when a speakers list has to be opened to set the agenda; it is also used to create a new speakers list after the agenda has been set

## MOTION FOR A MODERATED CAUCUS

- For: Starting a moderated caucus to discuss a certain aspect or subtopic of the agenda.
- When: Any time during organised debate (when the chair asks if there are any points or motions on the floor).
- Comment: When a delegate calls for a moderated caucus, they also must specify the length of the caucus, the length of each speaking time, and the purpose of the caucus (ex: *motion for a ten minute moderated caucus with a thirty second speaking time for the purpose of discussing education within the field of child labor*).
- Best used for: Relatively fast paced discussions about a specific subtopic. It is sometimes used to hear the opinions of many nations in order to focus on what the committee will talk about.

## MOTION FOR AN UNMODERATED CAUCUS

- For: When one wants to start an unmoderated caucus.
- When: Any time during organised debate (when the chair asks if there are any points or motions on the floor).
- Comment: When a delegate calls for an unmoderated caucus, they also must specify the length of the caucus.
- Best used for: Informal debate. If a delegate wishes to have a discussion with another delegate, or if a delegate wishes to collaborate with others in writing a resolution or other paperwork, then an unmoderated caucus would be appropriate.

## MOTION TO INTRODUCE WORKING PAPER/RESOLUTION/AMENDMENTS

- For: When a delegate wants to introduce (read it to the committee and make it an official document) a working paper, resolution, or amendment.
- When: After the dais staff has received the working paper/resolution/amendments from delegate(s).
- Comment: When you move to introduce the document, you also must specify the number (ex: *motion to introduce resolution 2.3*).

### MOTION TO CLOSE THE SPEAKERS LIST

- For: Preventing more countries from being added to the speakers list; when all the names on the speakers list have been exhausted, then the committee immediately moves into voting procedure.
- When: Any time during formal debate.'

### MOTION TO CLOSE DEBATE AND MOVE INTO VOTING PROCEDURE

- For: Ending debate on a topic and move into voting procedure.
- When: Any time (it may not be taken seriously unless an ample amount of debate on the issue has occurred).

### MOTION TO ADJOURN

- For: Ending the last committee session; ending the conference.
- When: The motion is used at the end of the last committee session, once the chair says that he/she would take a motion to adjourn.

**POINTS:** Points are a way to ask a question in committee, or bring something of non-substantive importance to the committee's attention.

## POINT OF PARLIAMENTARY INQUIRY

- For: When a delegate is unsure of or wants a clarification of a rule or committee procedure; it can also be used if a delegate has a non-substantive question (ex: *point of parliamentary inquiry, would it be in order to start handing in working papers at this time?*).
- When: Any time when the chair is taking points from the floor but cannot interrupt another speaker.

## POINT OF PERSONAL PRIVILEGE

- For: When a delegate's ability to participate in committee is impaired (ex: if it is difficult to hear the speaker or it is very cold in the room).
- When: Any time, even during another delegate's speech.
- Comment: Using too many points of personal privilege can be unproductive to the committee, so use them very sparingly and only if the issue is truly impairing your ability to delegate (ex: not if it is just a little too hot in the committee room).

## POINT OF INFORMATION

- For: When a delegate has a substantive question for a speaker during formal debate.
- When: When the chair asks for points on a delegate's speech.

## POINT OF ORDER

- For: When there is a violation of the rules of procedure. If the chair decides that a violation is present, it will be immediately corrected or stopped.
- When: When the board asks for points after a delegate's speech.
- Comment: A point of order is a very serious procedural matter, especially since it has the power to interrupt other committee proceedings. Therefore, it should be used in a responsible manner (if a delegate is sure a rule is broken).

If a delegate is unsure, or if the (possibly) broken rule does not affect the committee proceedings, it could be prudent for the delegate to rephrase the question at a more appropriate moment in the form of a point of parliamentary inquiry.

Also note that while all chairs are well versed in the official rules and procedures, they have the ability to adopt rules of debate at their own discretion. All modifications will be announced at the beginning of the conference and delegates are encouraged to use Points of Parliamentary Inquiry if anything is unclear.

## **YIELDS AND COMMENTS:**

### YIELD TO THE CHAIR

After the completion of a speakers list speech, a delegate may yield the remaining time to the chair. This means that the chair will absorb the time remaining in the speech (meaning nothing will happen with the time remaining).

### YIELD TO QUESTIONS

After the completion of a speakers list speech, a delegate may yield the remaining time to questions. After doing so, the chair will call upon other delegates raise questions to the delegate pertaining to the speech.

- When: After a speech on the speakers list.
- Comment: The number of delegates recognized to ask questions will be decided by the executive board according to the time remaining.

## YIELD TO ANOTHER DELEGATE

After the completion of a speakers list speech, a delegate may yield the remaining time to another delegate. In doing so, another delegate will be able to elaborate on the ideas that the first delegate presented in the remaining time; the second speaker may not talk about a topic the first speaker did not mention. Please note that only one yield may be made per speaker on the speakers list.

- **When:** A delegate yields to another delegate after a speech on the speakers list.
- **Comment:** If the speaker intends on yielding to another delegate, he/she should be sure that the delegate yielded to will support his/her ideas.

**RIGHT OF REPLY:** If a member of the committee makes a personal attack on another delegate, the offended delegate is permitted to reply to the delegate.

However, if an attack is made on a delegate's position, the delegate will not receive a right of reply. (i.e.: *Country A is stupid* would deserve a right of reply while *Country B's foreign policy on nuclear missiles is idiotic* does not deserve a right of reply.)

A right of reply can be requested directly after the personal attack is made but it cannot interrupt another speaker, and the chair makes the ultimate ruling on whether the delegate in question deserves a right of reply.

**PAPERWORK & VOTING:** After a piece of paperwork (working paper or resolution) has been introduced, it is compulsory to have two forms of discussion of it.

The paperwork can be discussed in three ways:

- moderated caucus
- question answer session
- clause by clause discussion.

After the discussions, the amendments are introduced and voted upon. Finally, voting on the piece of paperwork is carried out.

Please note that there are 3 rounds of voting, and delegates can “pass” in the first two rounds but it is necessary to either abstain (allowed only if your roll call was “present”) or vote in the last round.

A delegate is allowed to change their vote during the 3 rounds of voting. (ex: if the delegate has voted *yes* in the first two rounds, he is permitted to vote *no* in the last round.)