



HFS MUN

2024

THE XIII SESSION

BEGINNERS HANDBOOK



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Introduction

A crucial step for every Delegate, particularly those attending for the first time, is familiarising themselves with the Rules of Procedure (RoP) of the MUN. Although it's recommended that all Delegates thoroughly review the complete Rules of Procedure document provided by HFS MUN in the 'Resources' section on <https://www.hfsmun.org/> ; newcomers can start with the next few pages for an easier, more informal introduction to MUN.

Before the MUN

Before a Delegate even enters the MUN it is essential that the Delegate is aware of the six main organs of the UN and their workings. A Delegate must also be clear with their Portfolio's foreign policy and their stance on the Agenda issue. The assigned Portfolio's history, culture, political structure, and current affairs may also be useful for the Delegate. The Delegate must also thoroughly research their Portfolio's contributions to the crisis/Agenda, and the Delegate may also find it useful to understand the viewpoints of other important nations in the Committee. Delegates are also advised to carry out some research on the conflict/Agenda in general. The Delegate must be mindful of the web resources he/she uses for research as some may have false or biased information (HFS MUN prefers that Delegate uses .org or .gov sites).



During the MUN

Here is essential information that any first-time MUNer should know before walking into the Committee room on the first day.

- **Roll Call:** The Committee begins with a roll call, when a Delegate's Portfolio is called they must respond. Delegates that do not wish to always vote while Resolutions are on the floor, must state "Present". If the Delegates want to always vote, they must say "Present and Voting." This is how the Chairs understand whether a particular Portfolio will participate in voting.
- **Setting the Agenda:** A Delegate will raise a Motion to choose an Agenda. A vote will be held on whether or not this specific topic or problem should be addressed. If the Agenda passes the Motion, this particular problem or topic will be discussed in the Committee (This section only prevails if there are two Agendas in place put up for a Committee).
- **General Speakers' List:** This is when Delegates can express their Portfolio's opinion on the Agenda or topic (The Agenda which was previously voted on and approved). A Delegate raises the Motion to enter into a GSL, and all interested Delegates will raise their hands, showing they want to participate in the GSL. Usually, the speaking time is 90 seconds per speaker, but the time limit can be altered based on the Motion raised.

Tip: It is highly recommended to keep a 90-second GSL speech prepared for both Agendas (if there exists two Agendas for the Committee otherwise only one Agenda which the Committee prescribes) before the conference.



During the MUN

Once a Delegate is finished with his/her speech they can yield their remaining time of the allocated time (if any) to:

- **Questions:** A Delegate may yield the remaining time to other Delegates to ask questions on the speech. The Executive Board will designate questioners, who will each be allowed a single question. Comments: The Executive Board will recognise two Delegates who are permitted to deliver comments in response to the original speech.
- **Another Delegate:** A Delegate may offer their remaining time so that another Delegate may speak for that time. However, both Delegates must consent to this.
- **The Executive Board:** If the Delegate does not want any follow-ups to their speech, the Delegate may yield their time to the Executive Board following which the Committee will move on to the next speaker on the GSL.



Points to Remember

Points are used to discuss something outside of substantive debate. They do not require voting.

- **Point of Personal Privilege:** This Point can be used if a Delegate has personal discomfort or technical difficulties that impair their ability to participate in the Committee. This is the only Point that can interrupt another speaker.
- **Point of Order:** Delegates may raise a Point of Order when there is a deviation from the established rules and procedures as well as calling out inaccuracies in another Delegate's speech within the Conference.
- **Point of Parliamentary Inquiry:** This Point is used to seek clarification on the status of the meeting or to ask questions to the Executive Board related to rules and procedures.
- **Point of Information:** This Point is used to ask a question or to raise any objections regarding the speech made by the previous Delegate. This point can be raised only after the speech of the previous Delegate.



Caucuses

- **Moderated Caucus:** After the exhaustion of a GSL, the floor is usually open for discussion. During this time, a Motion to begin a Moderated Caucus may be introduced. A Moderated Caucus comprises a specific sub-topic that may pertain to only certain Portfolios and could extend beyond the given Agenda. The Delegate Motioning for a Moderated Caucus must mention the topic of the Caucus, a specific time limit (20 minutes or less), and a speaking time for each Delegate. A vote is taken, if more than one Motion is introduced. If a majority of the Delegates vote for the Motion, then a Moderated Caucus commences. The Delegate, introducing the Motion, gets to choose whether they want to speak first, or last.
- **Unmoderated Caucus:** An Unmoderated Caucus entails a temporary suspension of the formal debate, where the Delegates can discuss ideas informally with other Delegates in the Committee. Delegates take this time to form Blocs (groups with Portfolios that have the same foreign policy), discuss certain strategies with their allies, or work on Resolutions together.

There are many more types of Motions; a list of them is available in the Informal Debate & Motions section on the Rules of Procedure document which can found in the Resources section at <https://www.hfsmun.org/>



How to raise a Point or Motion?

- To raise a Point, you must lift your placard. Once acknowledged by the chair, you can clearly state your point.
- A point must not be raised during a Delegate's speech unless it is a Point of Privilege, which is also not encouraged.
- A Motion like a Moderated Caucus can be introduced by stating, for example:

"The Delegate of Finland proposes a Motion for a moderated caucus on the topic 'Global Economic Recovery Post-Pandemic' for a total period of 14 minutes, with speaker time being 2 minutes per Delegate."



Working Papers & Resolutions

- **Working Papers:** These papers are the unofficial documents created by the Delegates which aid the Committee in moving forward with the Agenda or creating Resolutions. They contain a list of solutions that Delegates recommend to solve the conflict after a session of formal Debate.
- **Resolutions:** A Draft Resolution is a document written during a conference that addresses the issues a Committee is discussing and contains the solutions to that issue a group of Delegates developed. Resolutions are usually created in unmoderated caucuses when Delegates can freely discuss their plan of action with their Blocs. Once a Resolution has been introduced to the Committee, the Executive Board then allows the Committee to debate upon all the Resolutions introduced on the floor, after which voting commences.

To know more about the voting procedure, read the 'Voting on Resolutions' section of the Rules of Procedure document which can be found in the 'Resources' section at <https://www.hfsmun.org/>

Crisis

Crisis Committee paperwork specifically includes Communiques, Directives, Joint Directives, etc, as explained in the Rules of Procedure and Formatting Guide. In Crisis Committees Delegates use the Special Speakers List (SSL) rather than the General Speakers List (GSL). To understand the Crisis procedure in detail, Delegates are encouraged to read the 'Crisis' and 'Crisis Paperwork' sections of the Rules of Procedure documents which can be found in the 'Resources' section at <https://www.hfsmun.org/>



Further Assistance

Contact us

If you have any queries or concerns, please do not hesitate to contact us.

Email: hfsmun@hfspowai.in

Neev Ramani,
Secretary-General.
+91 93726 08500

Tanisha Chadha,
Director-General.
+91 98200 44519

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- Formatting Guide
- Study Guides
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