



Genoa Model United Nations (GeMUN) - www.gemun.it *Official Guidelines for Delegates*

Being a delegate

Being a delegate means participating in debates by discussing clauses and resolutions that are presented, while always representing the country you have been assigned. It is important for delegates to respect their nation's position and adhere to the conference's rules of procedure.

1. Before the conference

Before the conference, delegates will be assigned a country and a committee. For each committee, the GEMUN website will provide three topics along with a study guide prepared by the chairs. Delegates are strongly encouraged to read the study guides and choose one or more topics to focus on, and they may also write a clause or resolution (while not mandatory, writing your own clause or resolution is highly encouraged). It's crucial for delegates to become familiar with their nation's positions on the topics in order to best represent the reality of the United Nations. Remember, you are there to represent your country's values, not your own personal beliefs.

2. Beginning of the conference

The GEMUN website will provide an agenda that details the location of each committee and the start time of the sessions. Upon entering the room, placards with the names of countries will be placed on seats, and delegates must take their places when the chair calls the house to order. At this point, the chairs will introduce themselves and begin the roll call in alphabetical order. When a delegate hears their country's name, they must raise their placard and say either "present" or "present and voting." If a delegate chooses the latter, they will not be able to abstain during voting procedures. After roll call, the chairs will read the agenda and set a time for lobbying.

3. Lobbying time

During lobbying time, delegates must engage with one another to write resolutions or seek signatures for their resolutions. The chairs will determine the number of signatures required for a resolution to be accepted, as well as the maximum number of signatures each delegate can collect. Remember, English is the mandatory language for communication, even during informal discussions.

4. Submitting a resolution/clause

On the chair's desk, delegates will find clause covers where they must record the signatures (signatures should use the country name, not the delegate's personal name). When filling out the clause cover, delegates can also include the name of a co-submitter. Once the clause cover is completed, delegates should approach the chair board, submit the paper, and, if they haven't done so already, ask the chair for instructions on how to submit it electronically.

5. Beginning of the debate

Once lobbying time has ended, the chairs will call the house to order, and the debate session will begin. The delegate whose resolution or clause will be discussed (as previously notified by the chairs) will take the floor and read aloud **ONLY THE OPERATIVE CLAUSES** of their resolution or clause. After reading, the chair will set the debate time and allow the submitter to make a speech. The chair will then ask the delegate if they are open to **POINTS OF INFORMATION (POIs)**. The delegate can choose to accept all points, a specific number, or none at all.

6. Answering and Addressing a POI

When a delegate wants to raise a point of information (POI), they should raise their placard when the chair asks if there are any. If recognized, the delegate must stand and state their question, without directly addressing the other delegate. (While speaking, always remember that you and the other delegates are representing a country, so you should use the pronoun "we.") The point of information must be phrased as a question. Responses to points should follow the same formal structure. Remember, this is not an informal conversation—everything is regulated by the chair. Additionally, if the response is unsatisfactory, you may request a **MOTION TO FOLLOW UP**.

7. Debate time

When the submitter's time on the floor has expired, the chairs will ask them to yield the floor. There are several ways to do this, such as:

- "We yield the floor back to the chair."
- "The floor is yours."
- "We give the floor back to the chair."
- "The floor is yielded."

It is important to always remember to yield the floor. If the submitter had included a co-submitter in the clause cover during lobbying time, they may yield the floor directly to the co-submitter. (Note that delegates can only yield the floor to another delegate once in succession.)

At this point, the floor will be open for speeches, and the chair will announce this. Delegates wishing to give a speech, either in favour of or against the clause/resolution presented, should raise their placard. When recognized, the delegate will deliver their speech and may answer points of information (the procedure is the same as for the submitter). If no delegates volunteer to speak, the chairs will select speakers randomly.

8. Submitting an amendment

If a delegate wants to make changes to a resolution or clause, they can submit an amendment. To do this, they must request an amendment sheet from an admin member. On the sheet, they can indicate whether they wish to strike part of the clause, modify it, or add something. Once the sheet is filled out, they will give it to the admins, who will deliver it to the chair board. Note that you should not request recognition from the chairs for an amendment; the chairs will notify you by sending a note. Upon receiving the note, you should request the floor when it is open for speeches. If recognized, the delegate will read their amendment aloud. The chair will then set a **CLOSE DEBATE** time and allow the submitter to give a speech, followed by points of information.

9. Close debate

Close debate is a structured debate within the larger debate. When the chairs announce a close debate, they will specify the number of speeches to be given both in favour of and against the topic. The procedures are the same as in the open debate, except that the number of speeches is limited (the exact number can vary depending on the chairs' decision for each close debate session). Those in favour will speak first, followed by those against. (The chairs will not call on delegates randomly if no one volunteers to speak.)

10. Voting procedures

Once debate time has expired, or a **MOTION TO MOVE INTO VOTING PROCEDURES** has been accepted, the doors will be closed, and the house will vote. If it's an open debate, delegates will vote on the clause or resolution as a whole. If it's a close debate, the vote will be on the amendment. (Always ensure you know what you are voting on. If unsure, ask the chairs for clarification.) Delegates will vote by raising their placards and can vote **in favour**, **against**, or **abstain**. (You can abstain when voting on an amendment as well. The only two situations where you cannot abstain are if you declared "present and voting" during the roll call or if a **MOTION TO DIVIDE THE HOUSE** has been raised.)

All delegates are allowed to vote except for observers, which include Palestine and the Holy See.