

ISCMUN V CHAIR GUIDE

EVERYTHING YOU NEED TO LEAD A COUNCIL WITH CONFIDENCE

V

What we will be discussing today

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Being a Chair

What is a Chairperson?

A **Chairperson** leads and guides the council, ensuring discussions are organized, follow the rules, and stay on track. A strong Chair is focused, confident, and organized – helping the council run smoothly and make decisions effectively. Furthermore, a good chair should be able to manage discipline while ensuring the delegates are entertained.

Core Responsibilities

- Control and lead the council's delegates
- Ensure all rules and procedure are followed
- Respond to delegates' questions confidently
- Keep every delegate motivated to participate
- Manage time so all agenda items are covered
- Stay fully prepared on your council’s topics
- Ensure a fun council, creating an enjoyable environment for the delegates
- Using strong and creative Icebreakers

Before the Conference

- Read this Guide
- Background Research
- Communicate with Co-Chair
- Plan Icebreakers
- Charge Your Devices
- Decorate Your Council

Conference Rules

General Rules

- Badges worn at all times
- Dress code must be followed
- Arrive at conference early
- Respect maintained at all times
- No smoking or vaping

Out-of-Session Rules

- No leaving council without a runner
- Chair permission required to exit
- No inappropriate language
- Runners may escort delegates out

In-Session Rules

- No electronic devices
- No eating/drinking except water
- No cross-talking — use diplomatic notes
- No personal pronouns (per council)
- Raise placards to be recognized

Dress Code

Males: Formal suits, formal shoes – no sneakers, jeans, bright colors or busy patterns.

Arabic Council: Traditional Arabic attire is permitted for Arabic councils.

Females: Formal pant/skirt suits, heels ≤5cm – no sleeveless, see-through fabric, or sneakers.

The Warning System

1

Verbal Warning

Given by the chair for a minor issue. No formal action is taken — it's a spoken reminder.

→ 3 verbal warnings → 1 official warning

2

Official Warning

Given by the chair and recorded to the delegate's name on an official document or sheet.

→ 3 official warnings → 1 clip

3

Clip

Issued by heads of security or the admin team. Makes the delegate ineligible for any award.

→ 3 clips → removed from the conference

Points

A delegate may raise a point by raising their placard and stating the point they wish to make.

- Point of Order
  Used to point out an error in council procedure.

  "Point of order — the delegate used personal pronouns."
- Point of Parliamentary Inquiry
  Used when a delegate has a question about in-council procedure.

  "Is it in order to give a for–speech?"
- Point of Personal Privilege
  The only point that may interrupt a speaker. Used for physical discomfort.

  "Can the speaker raise their voice?"
- Point of Information
  Asked after a delegate's speech, in question form. 2 are mandatory per speech.
  Must follow every speech given on the floor.
- Right to Reply
  Used if a delegate feels their country's dignity was insulted by a remark.
  Chair must acknowledge it before remarks are made.

Motions

Move to Un/Moderated Caucus

Proposes a shift to open discussion. Moderated = chair-controlled; unmoderated = free movement & informal talk.

Move to Voting Procedure

Ends debate and starts voting on the issue. Can be raised without interrupting the speaker.

Extend the Debate

Used when delegates want more time to keep debating on the current resolution.

Divide the House

Used in the event of a tie — abstentions are removed and delegates must vote for or against.

Explain Vote

Requests that a delegate from each voting category explain why they voted the way they did.

Resolution Writing

Structure

Committee: ___

Topic: ___

Main Submitter:___

Co-Submitters: ___

Preambulatory Clauses

Facts about the topic — minimum 2. Italicized phrase, end in commas, last clause ends with a full stop.

Operative Clauses

Proposed solutions — minimum 4, numbered, each with ≥1 sub-clause.

Operative Clause:

a. *Sub-clause,*

b. *Sub-clause;*

- Pre-ambulatory clauses end with commas. Operative clauses end with semicolons (colons if they contain sub-clauses). Only the final clause ends with a full stop.

Common Phrases

Preambulatory-

Affirming · Alarmed by · Aware of · Bearing in mind · Believing · Convinced · Deeply concerned · Emphasizing · Expressing its hope · Fully aware · Guided by · Having considered · Noting with regret · Observing · Recalling · Recognizing · Seeking

Operative-

Accepts · Authorizes · Calls upon · Condemns · Confirms · Declares · Designates · Encourages · Endorses · Further requests · Proclaims · Reaffirms · Recommends · Requests · Solemnly affirms · Strongly condemns · Supports · Urges

Resolution Example

Council: World Health Organization
Topic: Global Vaccine Equity
Main Submitter: Kenya
Co-Submitters: Brazil, Germany, India

Preambulatory Clauses:

1. Acknowledging that over 60% of low-income nations lack reliable vaccine access,
2. Noting the disparity in distribution during recent health emergencies,
3. Observing that regional manufacturing hubs reduce delivery time,

Operative Clauses:

1. **Calls** upon all member states to fund regional vaccine hubs:
    - **a.** Hubs prioritizing least-developed nations first,
    - **b.** Funding reviewed annually by the WHO board;

2. **Encourages** technology transfer agreements between manufacturers;

Debate Format Checklist

- 2 preambulatory clauses (minimum)
- 4+ operative clauses, each with a sub-clause
- 2 points of information (minimum) per speech
- 1 for-speech & 1 against-speech (minimum)
- Speeches max 90 seconds, chair person can decide appropriate timing Depending on varying circumstances.
- Use the knocking method: 1 knock at 30s, 2 knocks at 50s — or track time openly, delegate's choice

Procedure Flow



Roll Call

Present — may abstain from voting later.

Present and Voting — must vote for/against, cannot abstain.

Take roll call at the start of every session and after every in-council break. Report your total delegate count to your runner.

Voting Procedure

For anonymity, use a placard vote (heads down, hands up). After counting, announce whether the resolution passes or fails — clap if it passes.

Chair Script Cheat-Sheet

Opening: “Good morning delegates, welcome to the __ Council. My name is __ and this is my co-chair __.”
Opening Speeches: “May the delegate of __ approach the podium. You have one minute – please begin when ready.”
Points of Information: “Thank you, delegate. You are now required to take two mandatory points of information.”
Announcing Results: “Due to majority, this resolution has passed / failed. Clapping is in / out of order.”
Roll Call: “We will now begin roll call. When your delegation is named, rise and say ‘present’ or ‘present and voting.’”
Reading a Resolution: “May the main submitter, delegate of __, please read the operative clauses of the resolution.”
Calling Voting Procedure: “Delegates, we will now move to voting procedure on this resolution.”

Calling Council into Session: “Delegates, we will now be moving into council. Cross-talking is strictly prohibited; eating and drinking, with the exception of the water in front of you, is strictly prohibited; and use of electronic devices is prohibited.”

Amendments: “Delegates, an amendment for this resolution has been submitted – does the main submitter deem this friendly or unfriendly? If friendly, the amendment passes. If not, will the submitter of this amendment please rise to the podium.”

Assisting Your Delegates

1. Make sure all delegates understand the topic before they start writing.
2. Give a few starter ideas at the beginning to help delegates get going.
3. If a group is struggling, step in and suggest ideas to guide their work.
4. Balance work and fun – don't overwork delegates, but keep them focused.
5. Split delegates for lobbying & merging, keeping groups balanced by experience.

6. If a delegate seems disengaged, assign them a simple task like research.

7. Decide which groups are for/against the topic to keep debate engaging.

8. Encourage more operative clauses and the use of sub-clauses.

Councils at ISCMUNV

General Assembly

The **GA** follows the full formal procedure detailed in this guide: roll call, opening speeches, lobbying & merging, moderated/unmoderated caucuses, and formal voting on resolutions. Larger delegations, strict placard rules, and no personal pronouns during formal debate

Typical committees include DISEC, SOCHUM, and the Human Rights Council.

Specialised Councils

Smaller, more informal councils may relax some GA rules – such as permitting personal pronouns or more open caucus debate. Chairs should confirm their council's specific procedure with the Head of Chairs beforehand

Always confirm your council's exact procedure before the conference begins.



THANK YOU FOR YOUR TIME AND PATIENCE!

Feel free to reach out with any questions before or during the conference.

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