ISCMUN V
DELEGATE GUIDE

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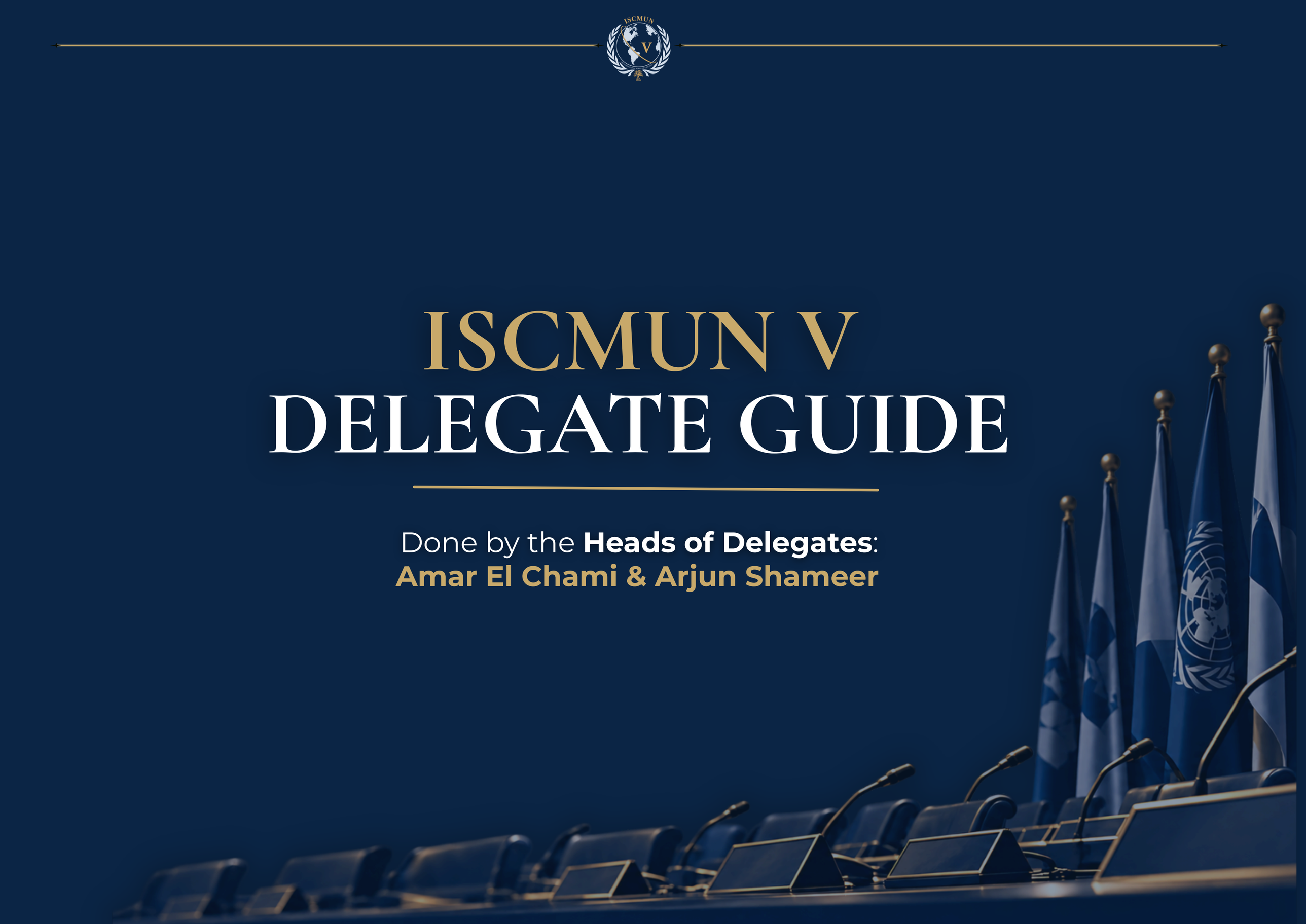


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Introduction

ISCMUN V, proudly hosted by **ISC-Manama,** welcomes delegates to an empowering, youth-driven platform designed to foster diplomacy, strategic thinking, and constructive debate among emerging leaders. Serving as an essential operational resource, this delegate guide outlines parliamentary procedures, committee decorum, and conference expectations to ensure a seamless and rigorous experience. Centered on this year's theme, ***What Remains Unspoken***, **ISCMUN V** challenges participants to look beyond conventional narratives, address overlooked global realities, and question quiet assumptions. Building on past success, the conference offers a dynamic, transformative environment to confront complex challenges and foster global leaders ready to shape vital international conversations.

Mun Procedure

Female Dress Code

- Skirts & dresses must cover the knee.
- Sheer or transparent clothing is strictly prohibited.
- Only formal dress shoes are permitted.
- High heels must not be higher than 7cm.
- Neon clothing & complex floral patterns are not allowed.
- No jeans, leggings, or sneakers allowed.
- Abayas are only permitted for delegates in arab councils.

Male Dress Code

- Males are required to wear a formal suit and tie or bowtie.
- Turtle necks under a suit are not permitted.
- Only formal dress shoes are permitted.
- Neon clothing & complex floral patterns are not allowed.
- No jeans or sneakers allowed.
- Thobs are only permitted for delegates in arab councils.

Roles:

Delegates

Represent their assigned countries, debate global issues, and collaborate with fellow delegates. Through active negotiation and compromise, they aim to put the conference to an end by crafting suitable, well-reasoned solutions to the problems at hand.

Chairs

Guide delegates throughout the procedure to ensure the committee runs smoothly. They maintain the schedule, manage the flow of debate, and support both first-time and seasoned delegates to ensure a rewarding conference experience for all.

Runners

Serve as admin staff supporting each council alongside security. They work directly inside the committee room to fulfill delegate and chair needs, pass messages, and ensure the session runs comfortably without any disruption.

Security

Enforce conference rules, decorum, and dress code standards across all councils. As key administrative staff, they ensure members behave appropriately throughout the venue and hold the authority to issue discipline or clips whenever policy violations or disruptions occur.

Press

Guide delegates throughout the procedure to ensure the committee runs smoothly. They maintain the schedule, manage the flow of debate, and support both first-time and seasoned delegates to ensure a rewarding conference experience for all.

Roll Call

Roll call is held by the chairs to take attendance at the beginning of the day and after each and every out of council break. The chairs will begin by announcing the council into session, before calling the delegation of each country. The delegates are then required to respond with either **"Present"** or **"Present and Voting".**

Present:

- Declaring **"Present"** allows a delegate to vote Yes, No, or Abstain on substantive draft resolutions and amendments.

Present and voting:

- Declaring **"Present and Voting"** forfeits the right to abstain, requiring the delegate to cast a definitive Yes or No vote on all substantive matters.

MUN *Rules*

- **Punctuality & Presence:** Attend all scheduled sessions for both days and arrive on time. Late arrivals or absences can result in disciplinary clips.
- **Diplomatic Demeanor:** Maintain a professional, respectful attitude throughout the event.
- **Appropriate Boundaries:** Physical contact, including fighting or inappropriate touch, is strictly forbidden.
- **Badge Requirement:** Conference badges must be worn continuously while on campus.
- **Dress Code:** Adhere to the established attire guidelines at all times.
- **Code of Conduct:** Refrain from eating, drinking and laughing when council is in session.

- **Official Terminology:** Refrain from using personal pronouns during formal proceedings; first-person language is only permitted when the committee is outside of official sessions.
- **Note Passing:** Draft all written communications with suitable content and a professional tone.
- **No Diplomatic Marriages:** Diplomatic marriages are not permitted under any circumstances.
- **Property Responsibility:** Handle all equipment and facilities with care, as damaging property may incur personal financial costs.
- **Device Limits:** Keep mobile phones away during active sessions unless your chair explicitly grants permission.
- **Personal Belongings:** Keep track of your own possessions; the International School of Choueifat assumes no liability for lost or misplaced items.

Warnings

Failure to comply with any of the rules shown above may lead to a warning or even an ejection from the conference.

Three warnings will result in a clip, though severe infractions may warrant an immediate one. Once clipped, the delegate would be ineligible for an award.

Receiving three clips will result in an **immediate removal** from the conference.

Opening Speeches

Opening speeches allow the delegates to leave a good first impression on the chairs and council members. They last up to 1 minute, with the chair giving warnings as the time approaches an end. The speech must address both issues; and delegates must refrain from using personal pronouns.
(Please note that specialized councils do not require opening speeches.)

Introduction:

Address the room formally using phrases like "Honorable Chairs, Fellow Delegates."

Body:

Explain how the topic impacts your country. Always use third-person phrasing (e.g., "The Delegate of [Country]") rather than personal pronouns.

Conclusion:

Call on fellow delegates to partner with your nation and actively collaborate on solving these critical international challenges.

Opening Speech Sample:

(Council: UN WOMEN, Country: Syria)

Honorable Chairs, esteemed delegates,

Good morning

The Syrian Arab Republic believes that advancing women is not a peripheral issue, but a cornerstone of sustainable peace and social resilience. In societies affected by conflict, women often stand at the forefront, preserving families, sustaining communities, and nurturing hope where institutions fail.

The United Nations emphasizes that women's meaningful participation strengthens peacebuilding and accelerates recovery, yet they remain underrepresented in decision-making spaces. Syria stresses that empowering women through education, healthcare, and economic inclusion is both a moral duty and a strategic necessity for long-term stability.

We call for international cooperation that prioritizes capacity-building and development over empty declarations. Let us ensure women are not only protected but empowered to shape a just and lasting future.

Thank you.

Points

A **Point** is an individual tool used to express personal needs, ask questions, or address procedural concerns. Points focus on logistical and operational matters rather than council debate policy. They are raised by raising your placard and stating the specific point. The chair has the right to dismiss any point deemed unworthy of notice.

Motions

A **Motion** is a formal proposal to alter the committee's structure, flow, or action. Motions allow delegates to control the direction of debate. Motions are raised by lifting your placard when the Chair opens the floor. Most motions need to be "seconded" by other delegates to be considered. If seconded and approved by the Chair, the council votes on the motion to change the debate procedure.

Types of Points:

- **Point of Personal Privilege:** Used when physical comfort or environmental factors interfere with your ability to participate (e.g., requesting to use the restroom, asking to adjust room temperature, or asking a speaker to speak louder).
- **Point of Parliamentary Inquiry:** Addressed to the Chair to ask about council rules, session schedules, or procedural steps.
- **Point of order:** A formal request raised by a participant to call attention to a violation of the established parliamentary rules or procedure.
- **Point of Information:** A direct question posed to another delegate to clarify statements made during their speech or details within their proposed resolution

Types of Motions:

- **Motion for a Moderated Caucus:** Shifts the session into a structured format where delegates speak in turn on a specific subtopic for set durations.
- **Motion for an Unmoderated Caucus:** Suspends formal debate rules to allow delegates to move freely around the room, use first person language, and draft resolutions.
- **Motion to Extend Debate:** Extends discussion time when a topic needs further clarification or hasn't been thoroughly addressed.
- **Motion to Enter Voting Procedure:** Moves the council directly into voting on draft resolutions when discussion becomes repetitive or conclusions are reached.

- **Right to Reply:** Requested when a delegate feels their national honor or personal dignity was insulted by another speaker. Grants brief speaking time to defend themselves.
- **Motion to Divide the House:** Used during voting to eliminate abstentions, forcing every delegate to vote strictly "Yes" or "No" to resolve tied votes.
- **Motion to Recess:** Temporarily pauses the session for a short break, meal, or crisis intervention.
- **Motion to Adjourn:** Concludes the council session entirely until the next scheduled day or conference end (typically proposed by the Chair).

Research:

Country Basics

- **Your Country's Profile:** Note down basic details such as geographic location, economic status, and general foreign policy priorities.

Analyzing All Perspectives

1. **Understand Core Arguments:** Examine the reasoning, main concerns, and motivations behind each side. Knowing these in advance helps you respond effectively during debate and identify potential compromise areas.
2. **Impact & Relevance:** Who is affected most by this issue, and why does it require urgent international attention today?

Breaking Down the Topic

- **Origin & Evolution:** How did this issue arise, and how has it developed over time?
- **UN History:** Examine past UN actions on the issue to see what measures were attempted, which strategies worked, and where previous efforts fell short.
- **Proposed Solutions:** Brainstorm innovative, realistic actions that your committee can actually implement to address the root causes.

Organizing Your Notes

To stay efficient during council sessions, keep your findings short, structured, and easy to skim. Divide your notes into clear sections:

1. **Country Overview:** Key facts, country stance, and main international relationships.
2. **Topic Background:** History, and definitions regarding your councils topic.
3. **Opposing Perspectives:** Summary of major alternative stances.
4. **Past UN Actions:** Important resolutions, treaties and strategies implemented.
5. **Solutions:** Brainstorm clear, practical steps your committee can take to solve the problem and include in a resolution.

Resolution

Lobbying and merging - After all delegates finish their opening speeches, the council moves into lobbying and merging. During this time, chairs group delegates together so they can collaborate and write resolution papers to address the issues. Resolutions are made up of 3 sections: the header, the preambulatory clauses, and the operative clauses.

Roles

Main submitter: They introduce the resolution and leads the presentation. Once finished, they yield the floor to the co-submitter.
Co-submitter: They elaborate on the operative clauses in their resolution, and are required to answer any mandatory points presented to them by other delegates.

Heading (*Present at the top of every resolution*).

The heading includes:

1. **Council name**
2. **The issue being debated**
3. **Main Submitter**
4. **Co-submitters**

Preambulatory clauses

Located at the beginning of the document, these statements justify why the topic requires action and explain the motivations driving the assembly's efforts to address the issue **(Include a minimum of 3 preambulatory clauses)**.

- A ***preambulatory clause*** gives background facts and context to explain why a resolution is needed for an issue.
- Begin each clause with a standard introductory term (e.g., Affirming, Aware of, Reaffirming). Format every opening phrase in **bold** and underlined, (examples will be shown in the upcoming slides).
- End every preambulatory clause with a comma (,).

Examples of preambulatory clauses, and starters:

Recognizing the importance of international cooperation in addressing the issue,

Deeply concerned by the ongoing challenges faced by affected communities,

Emphasizing the need for sustainable and effective solutions to the issue,

Reaffirming the sovereignty, territorial integrity, and political independence of all Member States,

Acknowledging	Affirming	Alarmed by	Aware of
Bearing in mind	Deeply concerned	Emphasizing	Encouraged by
Guided by	Noting	Recognizing	Recalling
Reaffirming	Regretting	Seeking	Stressing
Taking into ccconsideration	Welcoming	Keeping in mind	Declaring

Operative clauses

Operative clauses form the main body of your resolution. They outline the actionable solutions, measures, and policies your committee plans to implement to address the issue.

- Based on your research and negotiations, draft concrete proposals, policy actions, or specific steps to solve the problem.

• Begin each action point with a strong operative phrase (such as *Urges*, *Recommends*, *Establishes*, *or Calls upon)*.
• Number each operative clause sequentially (1, 2, 3...). The opening operative verb must be underlined (or *italicized*, depending on your conference's formatting rules).
• End every operative clause with a semicolon (;), and conclude the final operative clause of the entire resolution with a period (.).
• When a solution requires multiple steps or specifics, break it down using sub-clauses (a, b, c...) and sub-sub-clauses (i, ii, iii...).

Examples of operative clauses, and starters:

Calls upon Member States to strengthen educational initiatives addressing global environmental challenges by:

a. Developing school-based environmental programs, including:

i. Organizing workshops on sustainable practices;

ii. Providing educational materials on climate change;

b. Encouraging cooperation between schools, including:

i. Establishing student-led projects;

ii. Hosting sustainability competitions;

Calls upon	Encourages	Recommends	Emphasizes
Establishes	Implements	Demands	Requests
Takes note of	Agrees with	Urges	Recalling
Appeals	Imposes	Authorizes	Establishes
Calls upon	Orders	Advises	Outlines

Resolution Example

Council: UNODC
Issue: Usage of Steroids by Professional Athletes in Performance Enhancement
Main submitter: Saudi Arabia
Co-submitters: USA, Spain, Brazil, Nicaragua, Denmark, Liechtenstein

Preambulatory Clauses:

- Aware of the health risks associated with the use of steroids,
- **Recognising** the need for collaborative efforts among international sports organisations to establish uniform standards and guidelines regarding steroid use,
- **Taking into consideration** the ongoing scientific advancements and research concerning performance-enhancing drugs,
- **Reaffirming** the right of athletes to compete without the use of prohibited substances,

Operative Clauses:

1. Calls for the establishment of separate tournaments that permit the use of anabolic steroids and tournaments that prohibit their use,

  a. Ensuring fairness in competitions,
  b. Separating athletes who use steroids from those who do not;

2. Recommends that the distribution of anabolic steroids, where legally permitted, be managed by authorised medical professionals affiliated with tournament organisers rather than by individual athletes,

  a. Guarantees equality in amount of usage,
  b. Prevents overdosing in individuals.

For and Against speeches

A **"for" speech** is given after the resolution is presented to explain why the document is strong and why delegates should vote to pass it. These speeches focus on highlighting key solutions, citing research, and building support.

An **"against" speech** is given after the resolution to point out flaws and explain why the document should not pass. Delegates give these speeches when a resolution has major weaknesses or directly contradicts their country's policies. However, if the problems in the text are minor, delegates are encouraged to offer a small correction (an amendment) rather than speaking against the entire proposal.

Note: *After delivering any speech, the speaker must answer at least two Points of Information from the floor.*

Amendments

An amendment is a written request to **add, remove, or change** text in a resolution. The main submitter of the resolution is then asked by the chair whether they find the amendment friendly or unfriendly.

Friendly:

Occurs when the main submitter of a resolution agrees with your proposed changes, allowing the edit to pass automatically into the text without any committee debate or voting.

Unfriendly:

Happens when the main submitter rejects your edits, meaning you must deliver a speech to defend the change before the entire council debates the proposal and votes on whether to accept it.

Voting procedure

After every amendment and resolution, delegates are required to vote on whether they think the amendment/resolution should pass or not. The chairs will request the delegates to raise their placards to cast their vote. The votes for and against are then tallied, with the chairs announcing the results shortly after.

Unlike the delegates who stated **“Present and Voting”** during the roll call, those who declared themselves as **“Present”** are not compelled to vote.

Debate Flow

1. Introduction of the Resolution: The main submitter reads the resolution aloud. They may then present and explain the resolution themselves or yield the floor to a co-submitter to do so.
2. Mandatory Questions: Delegates must ask at least two mandatory Points of Information (POIs).
3. Balanced Debate: The debate must include at least one speech in favor ("for speech") and one speech against ("against speech").
4. Handling Amendments: If any amendments are submitted, the council will debate whether to approve or reject them using the dedicated amendment procedures (outlined in detail in the guide).
5. Final Voting: The council enters the voting procedure to determine the outcome.

Timeline

Main submitter presents and reads the resolution.

Two mandatory points of information for the resolution.

Two mandatory points of information for the speeches.

Voting procedure.

Co-submitter explains the resolution.

For and against speeches.

Amendments.

Awards

During the closing ceremony, awards are presented to delegates from each council. The delegates will be chosen by the chairs based on their performance in their council. The awards are named the following:

1. Best Delegate
2. Most Diplomatic
3. Most likely to end up in the UN

Dear Delegates,

You are the life and soul of this conference, and we are more than honoured to welcome you to **ISCMUN V!**

We hope our guide has given you a better understanding of MUNs, and we hope our hard work will pay off and give you an unforgettable experience.

Always remember to be confident, courageous, and outspoken. MUNs are not only about debate, they give you the opportunity to make new connections, and to grow as a person.

If you've made it this far, don't forget to like and subscribe!

Sincerely,

The Heads of Delegates,

Arjun Shameer & Amar El Chami.