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**FSMIMUN**

**DELEGATE MANUAL**

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# ***A. Code of Conduct***

To ensure quality and professionalism for its participants, FSMIMUN, which is a platform for diplomatic excellence and a competitive stage for high school students, has a set of rules and conduct expected to be abided by both the organizing board and the participants during the conference.

All participants attending the conference should pay attention to the dress code, considering that they are participating in the simulation of the United Nations. It is essential to dress formally. No participant shall attend the conference in informal clothing. Participants can wear the traditional clothes of the countries they represent at the conference.

## **1. Language**

The official languages of the FSMIMUN are English, Arabic, and Turkish respectively.

## **2. Behavior/Courtesy**

Every delegate and bureau/committee member should be respectful to each other and address each other with courtesy. The bureau will immediately call to order any delegate who does not abide by this rule in the committee. Delegates who do not maintain a diplomatic attitude and procedural attire shall receive an official warning.

## **3. Attendance & Certificate**

Delegates who do not attend any session without any excuse, except with the permission of the Secretariat, are deprived of their right to receive a certificate.

## **4. Sexual Harassment & Discrimination Policy**

It is the priority of FSMIMUN that the environment of the conference is in line with our academic goal. No instances of discrimination or sexual harassment will be tolerated. If any participant believes they have encountered discrimination or sexual harassment, they must report it to the Secretary-General of the conference. Provided that this is not possible, they must share it with the closest member of the FSMIMUN team. Following an investigation of the report, one of the following will be executed:

- taking no action

- issuing a verbal reprimand
- ceasing an individual's participation in the conference
- applying any other action considered necessary

## ***A. Flow of Sessions***

### **1. Roll Calls**

A role call is the first thing that the chair board led by the president chair would do to start the debates. Roll calls are meant to list participating and voting countries in the debate. Before the start of the debate, the chair would call upon the delegates' countries one by one. The delegate could either answer, present, or present and voting.

*Example below;*

“The delegate of Cuba is present and voting.” is an ideal response when a delegate is called upon”.

When a delegate answers “present” on the role calls, he won't be able to vote on the resolution paper. After the roll call has been made, the chair will insist upon the delegate to sit down and move on with the opening speech or move to the agenda items.

*Examples of roll calls:* <https://www.youtube.com/watch?v=jlqxpWJfull>

### **2. Icebreaker**

The icebreakers are informal sessions of the MUN conference meant to loosen up the tensions of the committee. Most MUNs usually only do it on the first session of the debates; in this session, fun games are played to lighten up the room and ease the stress. More especially to ease the pressure load on first-timers in the committee.

### **3. Opening speeches**

After the agenda item has been decided, the chair will move on with the next procedure. In this session, each delegate must come to the front and present an opening speech. The opening speech is only done once throughout the whole debate, and the maximum time is 1.30 minutes for your opening speech.

Some of the things that should be stated in the speeches are the country name, solutions regarding the issue, the importance of each country, and problems occurring in the country.

“Honorable chairs and fellow delegates, as the country of Palestine, we would like to say thank you for the recognition. The war has massively impacted our country, and we truly believe that to achieve peace, the state of Israel must end its occupation of Gaza”.

#### 4. Setting the Agenda Items

The agenda items are the topics that will be discussed throughout the debates. Normally, there are two agenda items in each debate. The agenda items are listed at the top of the study guides. After the roll call has been made, the chairs are open for a motion to set the agenda items.

“The delegate of Palestine would like to set the agenda items talking about the first topic regarding the occupation of Gaza.”

“We would like to open up a motion to set the agenda item for the first topic.”

*Examples of setting the agenda items:* <https://www.youtube.com/watch?v=eAk61J83q4o>

#### 5. General Speakers’ List (GSL)

Sometimes the chair wishes to do a GSL between the debates. In the GSL, the delegates can talk about anything that they want regarding the topic for a maximum of 2 minutes. Delegates are not permitted to stay in their place when presenting the GSL, and so they must go to the front. The chair will open the GSL, and the delegates can then add themselves to the list.

If you have any remaining time in your GSL, you can either:

Give your time to other delegates, open yourselves up to questions, and yield the time to the chair.

#### 6. Debates

##### **Motion:**

The motions are the main part of the debates, they are topics, and you can raise a motion to talk about anything you want. After a motion is set, people will vote on the motion you propose. Things that should be stated in the motion are caucus type, topic, time, and individual speaking time.

“Thank you chair for the recognition. The delegate of Palestine would like to propose a moderated caucus regarding the abolishment of Israeli troops in Gaza. The time being 15 minutes and individual speaking time of 1 minute.” This is an example of a motion.

After the motion has been stated, we then move on to the voting procedure for the proposed motion. For a motion to pass, the majority has to be in your favor, or the next motion proposed by other people will be presented.

If your motion has passed, you can either choose to be the first speaker or the last speaker. After that, the chair will list the delegate who wishes to speak, and they will give their speeches.

Caucus type:

**Moderated Caucus:** formal debates, debates with the MUN procedure.

**Semi-Moderated Caucus:** In informal debates, however, delegates must stay in their places.

**Unmoderated Caucus:** In informal debates, delegates can move freely and speak to anyone.

## 7. Writing Resolution

a. Draft paper:

Usually, in MUN sessions, a delegate will raise a motion for an unmoderated caucus to start the draft paper.

The draft paper is meant to write down the solutions that were discussed in the debates; you cannot write down a solution that wasn't stated in the debate.

**b. Resolution paper:**

After the draft paper has been finished, it will be created in MUN format, which is known as the resolution paper. At the end of the writing, the paper consists of 3 parts.

1. **Introduction:** Delegates will write down basic information regarding their committee.

Committee name and topic, Main submitter, co-submitter, members.

Main submitter: The main submitter will be the delegate presenting the paper.

Co-submitters: delegates who contributed significantly to the resolution.

Members: delegates of the committee.

2. **Preambulatory:** In this section, the delegates state the problem that was discussed throughout the debates; they must use preambulatory clauses at the start of their statement.

[https://drive.google.com/file/d/1Gva01BxHmMqz3N1XCM2naT73NWHB8p2\\_/view?usp=drive\\_link](https://drive.google.com/file/d/1Gva01BxHmMqz3N1XCM2naT73NWHB8p2_/view?usp=drive_link)

3. **Operative:** In this section, the delegates state the solution that aligns with the problems that were written. In the perambulatory clauses, they must use operative clauses at the start of their solutions:

[https://drive.google.com/file/d/1eRAaSynwUjAwjbukCO\\_r\\_SXXf\\_AOMZCAC/view?usp=drive\\_link](https://drive.google.com/file/d/1eRAaSynwUjAwjbukCO_r_SXXf_AOMZCAC/view?usp=drive_link)

*Example of a resolution paper:*

[https://drive.google.com/file/d/1IoLtXHH\\_4juXUgmCUrCMQUnOQuAYnbvP/view?usp=sharing](https://drive.google.com/file/d/1IoLtXHH_4juXUgmCUrCMQUnOQuAYnbvP/view?usp=sharing)

## 8. Voting Procedure

Once the resolution has been written, the final part is the voting procedure. The chair will open a motion to read the paper; the resolution is going to be read by the main submitter; and after that, the chair will move on to the voting procedure. You can say three things in the voting procedure.

Second: The delegate agrees with the resolution.

Objections: The delegate disagrees with the resolution.

Second with rights: The delegate agrees with the resolution but would like to say something.

After the delegates agree upon a resolution, the chairboard can either end the committee or move on to a new agenda.

## *C. Points and Motions*

### 1. Points

- Point of Personal Privilege

Whenever a delegate has personal discomfort due to physical conditions in the committee during the sessions, he may raise a point of personal privilege. The point of personal privilege can only interrupt a speaker if the delegate's speech is inaudible or on an extreme occasion.

- Point of Order

If a delegate thinks that the bureau has made a mistake in applying a rule mentioned in this document or verbally specified by the secretariat or the bureau, he or she may raise a point of order to indicate their belief. The delegate must raise a point of order for a ruling immediately after it takes place.

- Point of Parliamentary Inquiry

A delegate may raise a point of parliamentary inquiry to ask the chair a question regarding procedural matters once the floor is open. A delegate rising to a point of parliamentary inquiry may not interrupt a speaker.

### 2. Motion

- Moderated Caucus:

Debates In which the rules are done according to the respective MUN procedure.

- Semi Moderated Caucus:

Informal debates in which the delegate can speak freely, but they must stay in their place.

- Unmoderated Caucus:

Delegates are free to move around and talk with everyone in this type of motion.

- Motion Closure of Debate:

The chair board will open up a motion to close the debate (terminate the speakers' list). This. motion marks that the committee has covered all the necessary topics under the agenda item and desires to continue with its solution process.

- Motion of Suspension and Adjournment:

The committee shall entertain a motion to suspend the meeting or all committee functions until the next session (for the coffee break). For the last session, since the committee functions will be suspended until the next conference, a motion to adjourn the meeting shall be in order.

- **Right to Reply:**

The right to reply is used when a delegate feels that their integrity has been negatively commented on by another delegate. A delegate can get the right to reply by raising their placard.

## ***D. Organization and Members***

### **1. Committee Board / Bureau**

The committee board/bureau consists of a chairman, one to three vice-chairmen, and a rapporteur. The chairman shall assume complete power and responsibility in steering and concluding the debates and ensuring order within the committee. While the chairman is absent, the vice-chairman assumes all his powers and responsibilities. The chairman can temporarily transfer his duties and powers to his vice chairmen if he wishes. The rapporteur conducts the necessary reporting within the committee.

### **2. Admin Teams**

The admin is responsible for setting up the committee rooms before and during the sessions. The admin shall be present in the committee to help the committee board apply the procedure rules. The admin is also responsible for passing the message papers to the committee.

### **3. Chairboards**

The Chair is responsible for managing the Committee meetings so that they operate smoothly. Yet the Chair is also responsible for seeing that the Committee produces a result that is immediately acceptable to all—or at least an overwhelming majority of delegates.

The Chair acts as a representative of the entire Committee, and their actions must be acceptable to it. That support is likely to be forthcoming, as long as the Chair reflects a good understanding of the wishes of delegations.

In some Model UN conferences, the Chair plays mostly a procedural role, and the substantive role is overlooked. Emphasizing the substantive role of this key leadership position in Model UN conferences can greatly enhance the negotiation process, and lead to more decisions being adopted by consensus.

#### 4. Delegate

A delegate is the basic term for a participant in an MUN conference. Representing a specific country in one of the different Councils present, their primary goal is to steer discussions in a direction that will ensure that their goals are being met in Draft Resolutions.

### ***E. Additional Information***

#### 1. Message Paper

Message papers are used to ensure communication within the committee. Admin staff will be responsible for the passing of the message papers inside the committee.

#### 2. Badge

Badges are worn to identify the delegates. Badges indicate the delegates' name, committee, and the country they represent.

#### 3. Placard

The placard is a piece of cardboard bearing the name and flag of a member state that a delegate raises to signify presence, to deliver the right, to speak or vote.

#### 4. Electronic Devices

The use of electronic devices at the committee is not permitted apart from the resolution drafting process. The chairman may allow the delegates to use electronic dictionaries at his discretion.

#### 5. Awards

The most active delegates during the sessions are awarded in the closing ceremony either as the best delegate or outstanding delegate. The criteria for awarding are oratory skills, leadership in the committee, substantial and procedural capabilities, following the foreign policy of its state, and position paper. The committee board shall select the awardees with the approval of the secretariat.

#### 6. Session

A session encompasses the timeframe during which the committee operates. The length and schedule of each session will be disclosed by the secretariat ahead of the conference.

#### 7. Coffee Break

A coffee break is a brief interlude during which the committee pauses its activities to allow delegates to relax and enjoy coffee/tea or other refreshments. The duration and timing of each coffee break will be communicated by the secretariat before the conference.

## 8. Social Event

Throughout the conference, social events are arranged to facilitate delegates in enjoying themselves, relaxing, and mingling. Activities like city tours additionally provide an opportunity for participants to familiarize themselves with Istanbul and Turkish culture.

## 9. Rules of Procedure

The procedure encompasses the regulations that delegates are required to adhere to throughout sessions of a Model United Nations Conference.

## 10. Lobbying

Excluding moderated caucuses, any endeavors by delegates to impact one another regarding committee-related matters can be viewed as lobbying. Lobbying activities typically take place during unmoderated caucuses and dedicated lobbying sessions, often occurring during resolution drafting.

## 11. Language

The FSMIMUN'24's official languages include English, Arabic, and Turkish. Consequently, the International Fatih Sultan Mehmet Anatolian İmam Hatip High School conference is conducted in English and Arabic. If translation is needed, the secretariat will provide the necessary assistance.

## 12. Position Paper

Before the conference, delegates are required to prepare and submit a position paper to the secretariat. This document defines the policy of the country represented by the delegate and offers feasible solutions for the committee's agenda item.

- Delegates are obligated to submit position papers in the official language of the committee, which includes English, Arabic, and Turkish (Literary).
- The language employed in the position paper should be formal.
- At the outset of the position paper, delegates must specify their committee, agenda item, and the country they represent, as illustrated in the sample below.
- The secretariat anticipates that delegates will incorporate the following sections into their position

## **Note**

It is essential for delegates to adhere to the provided guidelines and include the mentioned sections when drafting their position papers.