

MUN Basics

Preparing for the conference:

- Read the background guide and focus on the guide questions
- Use the resources at bottom of background guides
- Learn your position's basic stance on all the topics in your committee
- Make sure you are familiar with the Rules of Procedure and the MUN terminology by reading the other guide PDF files

Role Call:

Role call is a procedure that takes place at the beginning of each committee session. This is where a member of the dias takes a roll call for the delegates present. Delegates can show themselves as present by using the Raise Hand option. When the delegate is called for roll call, they have the option of saying verbally whether they are 'present' or 'present and voting'. If a delegate opts for the choice of 'Present and voting', they are not able to abstain from substantive votes.

Subsequent roll call of delegates can take place at later points in the case that the quorum should seem in doubt.

Primary Speakers List:

The primary speakers list is the first time the delegate will be able to speak within the committee, with the exception of the Role Call. In order to enter the list of primary speakers, the delegate must raise their placard, or in other words use the raise hand option on Zoom, and the dais will add your country to the list of speakers. Once given the opportunity to speak by the moderator, you should present why your delegation believes discussing a certain topic first is important.

Pro Tip: The first speech of any conference is always the hardest. The sooner you get it out of the way the better. Use this as an opportunity to get that knot out of your throat and show the room who's going to be a major player throughout the weekend!

Setting the Agenda:

Usually once the primary speakers list is exhausted, or at the chair's discretion a delegate may motion to set the agenda to a topic that has not been explicitly closed by the committee. A simple majority carries the motion.

Secondary Speakers List:

The secondary speakers list is opened up after the agenda has been set to a certain topic. During the secondary speaking list, delegates have the opportunity to present the importance of debating a certain subtopic of topic set on the agenda. Once the secondary speakers list is exhausted, or the chair opens the floor for any points or motions, you can motion for a moderated caucus.

Difference between Moderated and Unmoderated caucus:

Moderated Caucus:

You will spend the majority of your time in committee in moderated caucuses. A moderated caucus is your opportunity to open debate on a specific aspect of the topic. When motioning for a moderated caucus make sure to say what the topic of the caucus is as well as the total and speaking time.

Example:

“Motion for a moderated caucus of **[total time]** with **[speaking time]** speaking time on the topic of **[topic]**.”

Common total and speaking times:

5 minutes total time, 30 seconds speaking time
 6 minutes total time, 45 seconds speaking time
 9 minutes total time, 45 seconds speaking time
 10 minutes total time, 30 seconds speaking time
 10 minutes total time, 1 minute speaking time

If your motion for a moderated caucus passes, you will have the opportunity to speak either first or last. Make sure to guide debate by using moderated caucuses that discuss certain aspects of topics that are important for your position to speak on!

A moderated caucus ends when the total time runs out, or when no more delegates wish to speak on the topic. Once a moderated caucus has exhausted, the moderator will ask for motions. This presents an

opportunity for motions, at which point delegates will have the option to extend the moderated cause or enter a new one.

Unmoderated Caucus:

An unmoderated caucus is when the committee suspends typical, formal procedure. Once a motion for an unmod with a certain total time passes, delegates can openly talk to one another regarding the committee and work together to draft resolutions. Typically, a motion for an unmoderated caucus is in order after substantial debate has occurred. Unmoderated caucuses will be facilitated through the function of break out rooms on zoom.

Voting Procedure:

Each delegate has one vote, and cannot vote on behalf of another delegate.

Voting on procedural matters:

All delegates shall vote by raising their placard (on Zoom, it would be selecting the ‘Yes’ button’); no abstentions is allowed for procedural matters, which include motions that have been presented to the floor (such as motion to enter unmoderated caucuses).

Voting on substantive materials:

This includes voting on amendments and resolutions. In order to vote on resolutions and amendments, you can motion to enter the voting procedure on “Draft Resolution 1.5”. Delegates have the choice to vote in favour, against, or abstain from votes on resolutions. Delegates who indicated during roll-call that they are “present and voting” may not abstain from voting.

Motions during voting procedure on a resolution:

- Motion to vote by roll call - If the motion is carried, the name of each member of the committee shall be called during the vote, and each delegation shall announce its vote in response
- Motion to vote clause-by-clause - A clause-by-clause vote applies only to the operative clauses of a resolution, which are each voted on separately. If any one operative clause is passed by a vote, the entire preamble is considered adopted.

*For more information please refer to the UTMUN Rules of Procedure PDF