



CancunMUN

START THE WAVE

by International American School of Cancun

AD-HOC: ORDER OF SESSION

Order of the Session during the Conference

1. Instructions

Reminder of zero technology policy.

Reminder of nature of committee: crisis notes will be given to pages, reviewed by chairs, and then sent to backroom

Joint Private Crisis Notes written by two delegates can be worked at an unmoderated caucus or through notes passed in between delegates with the help of pages during a moderated caucus

2. Call the session to order

(tap the gavel)

Delegates decorum

3. Roll call

Delegates, we must start with roll call, remember to state whether you are present or present and voting.

If you arrived after your country was called, please send a note to the dias.

4. Open Session

Delegates, are there any points or motions on the floor?

= Motion to open the session

Seeing none... the dias recommends to open the session

That is in order, delegates, are there any seconds?

Seconded by ...

All those in favor? Against?

That motion clearly passes / That motion does not pass

5. First day: Set the agenda

Delegates, are there any points or motions on the floor?

= The delegation of (country) makes a motion to set the agenda to (topic) Update 1

The chair would recommend a motion to set the agenda to the topic

That is in order, delegates, are there any seconds?

Seconded by ...

All those in favor? Against?

That motion clearly passes / That motion does not pass

6. Briefing session

Delegates, are there any points or motions on the floor?

= The delegation of (country) makes a motion to open a briefing session for the (number of update)

crisis update for the time of (set briefing time)

Delegate please state the update number and the briefing time

Seeing none... the dias recommends to open a briefing session

That is in order, delegates, are there any seconds?

Seconded by ...

All those in favor? Against?

That motion clearly passes / That motion does not pass

Delegates now the pages will hand out the update number #, you'll have 20 minutes to read the update.

Remember during this time there MUST be no bilateral or side conversations, it will not be tolerated, please read attentively the update, let us know if you have any questions.

(20 mins ONLY FIRST DAY THE REST WILL BE UNDER 15 mins)

(tap the gavel)

Delegates, the time of the briefing session has elapsed, are there any points or motions on the floor?

7. Motion to Open the Tour de Table

= The delegation of (country) makes a motion to open the tour de table for the time of... (Set speaker's time)."

That is in order delegate, the chair recommends 1 minute and a half/ That is not in order delegate, the chair recommends 1 minute and a half

Proceed to rephrase delegate

That is in order, delegates, are there any seconds?

Seconded by ...

All those in favor? Against?

That motion clearly passes / That motion does not pass

Delegates, we will start with the (delegation of..) and go clockwise.

Each delegate will make a speech of 1 and a half stating their position on this matter.

After every speech, say thank you delegation of _____.

(tap the gavel)

Delegates, the time of the tour de table has elapsed, are there any points or motions on the floor?

= The delegation of (country) makes a motion to close the Tour de Table.

8. Moderated Caucus

= The delegation of (country) makes a motion to have a moderated caucus for the time of...(time) regarding the subject of ____ (Only for update 1).

That is in order, delegate, the chair recommends 10-15 minutes. That is not in order, delegate, the chair recommends 10-15 minutes.

Proceed to rephrase delegate

That is in order, delegates, are there any seconds?

Seconded by ... (speaks right after the delegate that made the motion) *immediately write their name*

All those in favor? Against?

That motion clearly passes / That motion does not pass

We are now on a moderated caucus

No personal pronouns, recognize non speaking delegates.

(tap the gavel)

Delegates, the time of the moderated caucus has elapsed, are there any points or motions on the floor?

They can make a motion for another moderated caucus or an unmoderated caucus to refer back to that section.

9. Unmoderated caucus

= The delegation of (country) makes a motion to have an unmoderated caucus for the time of...(time) with the purpose of... (purpose: drafting/writing online amendments/public declarations)

That is not in order, delegate, you must set a time and a purpose for the unmoderated caucus, would you like to rephrase?

Set a timer depending on our time remaining

Rephrase motion

That's in order delegates, are there any seconds?

Seconded by ...

All those in favor? Against?

That motion clearly passes / That motion does not pass

delegates will stand up and walk towards other delegates they think have the same position as them

(tap the gavel)

Delegates, the time of the unmoderated caucus has ended, are there any points or motions on the floor?

= motion to extend the moderated caucus for the time the chair recommends

The chair recommends to close the session/The chair recommends (time remaining) minutes

Rephrase motion

= motion to extend the moderated caucus for the time of 5 minutes

That's in order delegates, are there any seconds?

Seconded by ...

All those in favor? Against?

That motion clearly passes / That motion does not pass, are there any points or motions on the floor?

We can recommend depending on whether they finished and it has been checked accordingly...

PRESENT MOTIONS

= The delegation of (country) makes a motion to present an amendment with sponsors (sponsor names) and signatories (signatory names).

= The delegation of (country) makes a motion to present a press release

= The delegation of (country) makes a motion to present a public declaration with delegations (delegation names aligned to press declaration)

Once they have presented their amendments

(tap the gavel)

Delegates, this is the time to ask questions regarding the amendments

The chair recommends to make a point of information

Delegates, are there any points or motions on the floor?

(Delegates will have 3-5 minutes)

= Point of information

If there is no point: Thank you delegates, you may return to your seats

Repeat progress for every amendment made

VOTING MOTIONS

= The delegation of (country) makes a motion to open roll call vote on the amendment.

= The delegation of (country) makes a motion to open roll call vote on the press release.

That's in order delegates, are there any seconds?

Seconded by ...

All those in favor? Against?

That motion clearly passes / That motion does not pass

That's an order delegate, we will proceed with the voting process for Amendments A/B Please remember you may vote in favor, or Against.

(keep track # of votes of the amendment that passes)

(tap the gravel)

Amendment A/B clearly passes, congratulation delegates of amendment A/B!

Delegates, are there any points or motions on the floor?

= Motion to table the topic (If delegates do not agree we move to another topic)

That's in order delegates, are there any seconds?

Seconded by ...

All those in favor? Against?

That motion clearly passes / That motion does not pass

If no amendment passes

= Motion to continue discussion

That's in order delegates, are there any seconds?

Seconded by ...

All those in favor? Against?

That motion clearly passes / That motion does not pass

The chair recommends a motion to continue discussion

(tap the gravel)

Delegates, are there any points or motions on the floor?

10. Adjourn/Close the session

= The delegation of (country) makes a motion to adjourn the session until... (set time for next meeting).

Last session = The delegation of (country) makes a motion to close the session

The chair recommends a motion to adjourn the session until (next session time).

That is an order delegates

Are there any seconds?

Seconded by ...

All those in favor? Against?

That motion clearly passes the next session will be starting at (time/minutes of break). Please remember to arrive on time otherwise you'll dance and don't talk about the session outside with delegates in this committee otherwise you won't be eligible for a prize.

Take it as a time to disconnect entirely from the debate as the name suggests a break.

(tap the gravel)

Unmoderated caucus

	TYPE OF DOCUMENT	(WRITTEN OR ONLINE)	CHARACTERISTICS	PRESENT ED?	VOTED ON?	Rules?
WORKING PAPER	AMENDMENT	WRITTEN	Includes names of the delegations 1 to 2 line paragraphs consisting of plans or actions In parentheses the name of the delegation/s that wrote the paragraphs Does not include preambulatory or operative clauses	Handed in to the Chairs front desk.	NO	If modifications are requested or suggestions are made by the Chairs, they must be edited and re submitted.
DRAFT	AMENDMENT	ONLINE	Must include: Heading: Sponsors, signatories, committee Preambulatory clauses Comas Italics underlined (-ing verbs) Operative clauses Numbers Semicolons Italics underlined (-es/-s verbs) “Answers” to preambulatory Shorter, consisting of 4 preambulatory	YES	YES	A google doc will be provided to 1 of the delegates that is part of the working paper Only 1 device per group You cannot add information that wasn’t provided in the working paper.

			and 2-3 operative clauses			
WORKING PAPER	PRESS RELEASE	WRITTEN	Heading: Press release of the crisis committee 1 paragraph written by delegates up to 4-5 lines where they summarized their actions to the rest of the world.	Handed in to the Chairs front desk.	NO	If modifications are requested or suggestions are made by the Chairs, they must be edited and re submitted.
DRAFT	PRESS RELEASE	ONLINE	Contains the same information from the written document.	YES but only one delegate will read it.	YES	A goggle doc will be provided to 1 of the delegates Only 1 device allowed
WORKING PAPER	PUBLIC DECLARATIONS	WRITTEN	Heading: Public declaration of (delegation/s) 1 paragraph 4-5 lines containing an action or plan a coalition or individual country will take	Handed in to the Chairs front desk.	NO	If modifications are requested or suggestions are made by the Chairs, they must be edited and re submitted.
DRAFT	PUBLIC DECLARATION	ONLINE	Contains the same information from the written document.	YES	NO	A goggle doc will be provided to 1 of the delegates that is part of the working paper Only 1 device per group

Thank you delegate but the chairs will remind the delegates about the use of personal pronouns.

Delegation of ____ please refrain from using personal pronouns.

In case they extend speaking time

Delegates please keep your statements concise and direct, to allow other delegates to speak.

Delegates refrain from having side/bilateral conversations

Delegation of ____ you have been warned, if you reach 3 warnings you'll be dismissed and you'll lose privileges for prizes.

Delegation of ____ , please go ahead.

Point of Order

Object/Question session procedure

Point of Information

Question the speaker (during voting) through the presidency.

Point of Inquiry

Request information from the presidency (the time, breaks, procedure, etc.)

Point of Personal Privilege

Request privileges unrelated to the debate (ex. bathroom, noise, room temperature)

WARNINGS

- Referring to a specific delegate directly
- Using technology: cell phone, computer, tablets, etc
 - (the use of computers/tablets ONLY is allowed when typing amendments/public declarations to the online format)
- The use of personal pronouns excessively.
- Speaking spanish
- Disrespectful behavior: Laughing about a topic, racism, sexism
- Talking to other delegates privately while the debate is going on
 - (only allowed in unmoderated caucus)
- Sending notes unrelated to the debate
- Disrupting the debate in any shape or form