DIA MUN 2024

THE STUDENT OFFICER HANDBOOK

Innovating Towards a Sustainable Future

16th Annual Dubai International Academy Model United Nations

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DEAR STUDENT OFFICERS,

At DIAMUN we aim to create an encouraging environment for the growth of everyone part of the conference. While attending DIAMUN, your top priority is to ensure that the delegates in your committee feel safe and are enjoying during the duration of the conference. It is imperative that you maintain your own safety but it is also your responsibility (as well as ours) to leave the delegates and other attendees with an unforgettable experience. It is recommended that you follow the guidelines we have set for you and have faith in your own abilities, as there is a reason you have been selected in the position you are standing today.

Political accuracy as DIAMUN defines it, is the trueness of a political statement, stance, opinion or otherwise when compared to its real life counterpart. As Student Officers, it is your duty to encourage "political accuracy" within your committee throughout the duration of the conference. This would entail you to actively work alongside your co-chairs or STOFF members to find errors, misguidances or any discrepancies of any sort in what your delegates say and write to maintain high levels of accuracy compared to the global issues we face in our world. Achieving "political accuracy" can be a difficult task as political relations and diplomacy is confusing at many times. However, do your best to strive towards it withing your committee during lobbying and debate procedures.

This may be as small as correcting an incorrect abbreviation or as big as correcting a delegate's falsified foreign policy. This maintains interest from the delegates and directly represents what DIAMUN stands for and advocates.

As Student Officers, you should strive to be role models for the delegates throughout the conference.

Warm regards, and a big welcome to DIAMUN 2024,
DIAMUN Executive Team

ROLL CALL

Roll Call must be taken before the morning session and after lunch. Absent countries will be noted on a list, which will be passed on to the respective Deputy Secretary General or the President of the General Assembly.

According to THIMUN procedure, each delegate can say either "present" or "present and voting". "Present and voting" means that the delegate has to vote "for" or "against", while "present" means that the delegate can vote either "for", "against" or "abstain".

As DIAMUN 2024 is a face to face conference, countries that have their delegation photo taken during session should send a message to the chair informing him/her about the absence on a separate sheet, which will be handed in together with the Roll Call lists at the end of each day. At the end of each Roll Call, ask if any delegations have not been called out.

Furthermore, before or after roll call, student officers must ask for the consent of each delegate for their pictures being taken. If the delegates do not wish to have their photos taken, a red card (given to the admin) must be placed on the delegate's desk, to ensure that photographers do not click pictures of that delegate.

DUTIES OF EACH DELEGATE

Speakers need to address each other in the Third Person at all times. This can be done through phrases such as "honourable speaker" or "the house" or "fellow delegates", and never use personal pronouns such as "You" or "I". However it is important to note that Student Officers shouldn't correct every mistake and rather address the delegate or the house on this issue if it becomes prevalent and consistent.

Delegates should always stand when speaking. If the delegate is asking a Point of Information, then the delegate should not sit down until after the speaker has finished answering the delegate's questions.

Men must wear a blazer when they are speaking - ladies do not necessarily need to.

Delegates should not insult any member of the house, guest, member of the Administrative Staff, or Student Officer physically or verbally.

Delegates must yield the floor when required to do so by the Chair.

Delegates should address the chair and the house before presenting their speech Example: "Dear Chairs, fellow delegates..." or "Good morning/evening to all chairs and delegates" etc.

MESSAGING

Messaging using the online platform between delegations within a forum is allowed. However, no personal messages being sent are entertained and all communication should be done in English. Inter-committal messages are also strictly not allowed.

Student Officers should remind the Admin Staff to monitor these messages. Student Officers should also ban messaging rights for delegates if it is the cause for disruption. Chairs should do this on a discretionary basis and should use common sense to choose when this should be entertained.

Student Officers and Admins have the option to suspend messaging rights if it gets out of control, for example when it is too noisy in the house. However messages to and from the chair are nevertheless in order.

Only Student Officers have the power to send messages to other committees or commissions, however this can only be done if it is regarding DIAMUN related issues.

GENERAL DEBATE OVERVIEW

Call the house to order

Announce any announcements, reminders or any further comments

State the issue and topic of the debate

Call upon the Main Submitter to read out their bloc's operative clauses

Set the debate time and state that there will be an open debate
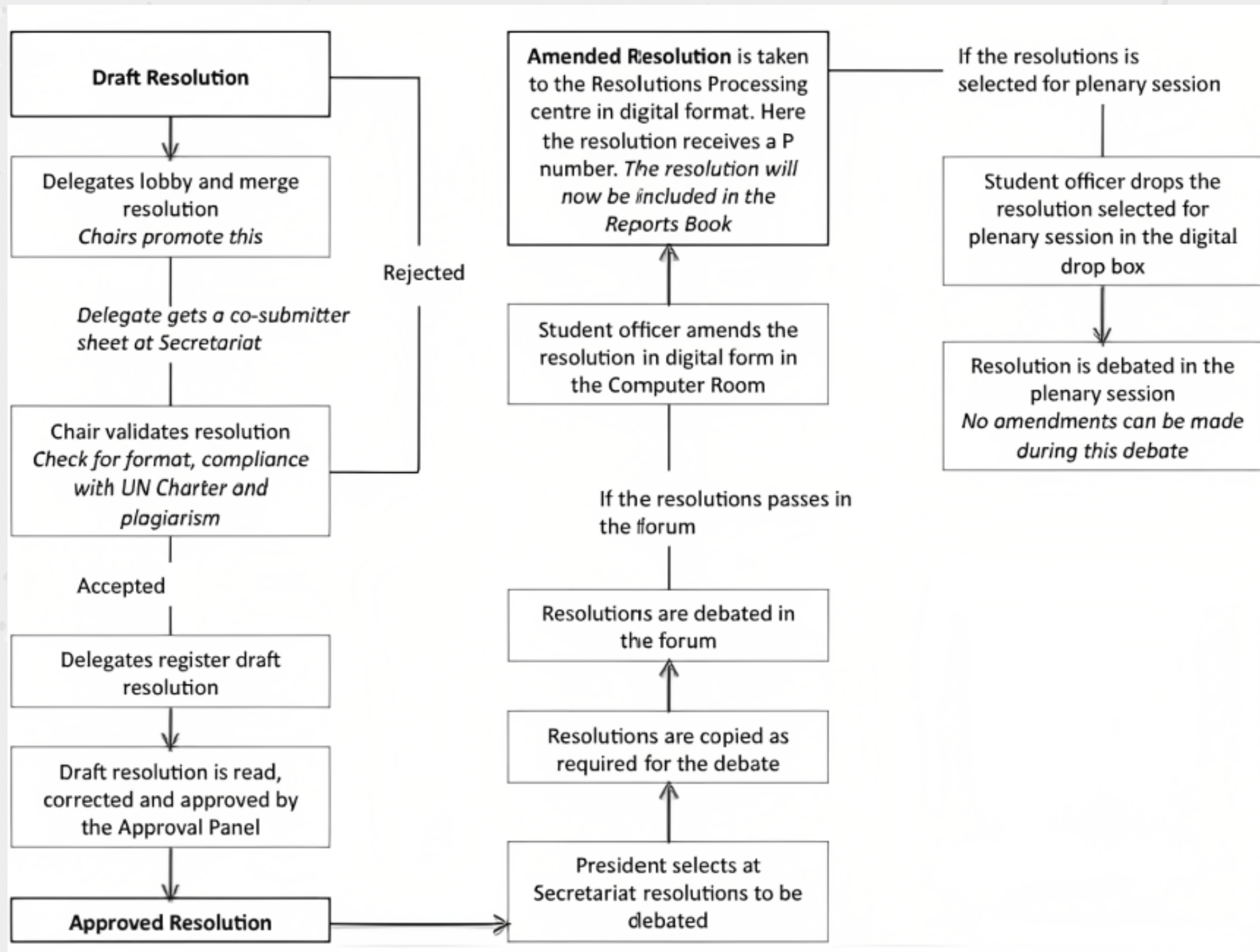The Main Submitter has the floor. He/she will make a speech in front of the house

Once the Main Submitter has completed, ask him/her whether they are open to any points of information

Should he/she open himself/herself to an undefined number of points, you will determine it. Should he/she specify a number, then you should only recognize that amount of points

Once the floor is yielded back to the chair, or to another delegate, the process starts again (speaker holds a speech and has points entertained, however during the first 20 minutes of debate time there must be general speeches held before introducing and recognizing amendments)

Once the set time for the resolution elapses, the house will move onto voting procedures

GENERAL DEBATE OVERVIEW

Draft Resolution

↓

Delegates lobby and merge resolution
Chairs promote this

Delegate gets a co-submitter sheet at Secretariat

Chair validates resolution
Check for format, compliance with UN Charter and plagiarism

Accepted

↓

Delegates register draft resolution

↓

Draft resolution is read, corrected and approved by the Approval Panel

↓

Approved Resolution

Rejected

Amended Resolution is taken to the Resolutions Processing centre in digital format. Here the resolution receives a P number. *The resolution will now be included in the Reports Book*

↑

Student officer amends the resolution in digital form in the Computer Room

If the resolutions passes in the forum

Resolutions are debated in the forum

↑

Resolutions are copied as required for the debate

↑

President selects at Secretariat resolutions to be debated

If the resolutions is selected for plenary session

↓

Student officer drops the resolution selected for plenary session in the digital drop box

↓

Resolution is debated in the plenary session
No amendments can be made during this debate

PLAGIARISM

What is Plagiarism?

Oxford Dictionary defines Plagiarism as "To copy another person's ideas, words or work and pretend that they are your own"

DIAMUN expects delegates to create and develop their ideas and actions through their resolutions, clauses and speeches, and hence plagiarse clauses from previous resolutions are not accepted at DIAMUN. The only exceptions are "common" clauses which often used as an introduction or a concluding clause.

Self–plagiarism, referring to the usage of one's own published material in an unpublished report, is in order as long as one acknowledges the source of material citing it and introduces new material that is original. This, while usually unobserved, should be dealt with in this way if observed or pointed out.

THE IDEAL CHAIR

During Debate

- Make sure that there is close attention paid to the substance and content of the debate

- It is imperative to interfere and correct a speaker when they use non-parliamentary language. If this means the delegate is using profane language, directly interfere and make sure the dleegate does not proceed in the same way. Depending on the word used, you may choose the appropriate action for example asking the delegate to yield the floor immediately. If it is not that grave, it is advised to just wait until the speaker is finished and then just say a few words before debate resumes.

- It is important to never rush during the conference, as if you do rush then it seems as if you are very unorganised and are not aware of what is going on and what procedures should be carried out according to THIMUN procedures. You should manage and organize your time beforehand with your co-chairs. An important note to remember is to not allocate the first resolutions you discuss in the house more time than the latter ones.

- One common mistake chairs make is to not recognize a variety of delegates from around the room to take the floor and or make a point of information. One way to be more fair in choosing speakers is by taking a survey of the room of placards for a few seconds before picking.

- Never forget there are delegates at the very back of the room that might want to take the floor too. Identify the "blind spots" of your committee room, and make sure you do not overlook them.

THE IDEAL CHAIR

Speaking

- Speak loudly and firmly in the committee room or in the microphone (when in a large committee). It is essential that all delegates can hear you clearly.
- Do not shout/yell at the delegates. There is a thin distinction between yelling and being firm and, as student officers, you must be able to come up with ways to ensure you do not cross it.
- Articulate in Standard English and speak slowly and clearly as there is no need to rush so you can take your time.
- While speaking and analyzing the committee room, it is imperative you keep eye contact with your committee. It is not recommended that you stare into some other place while you are addressing the committee. One common mistake chairs make is that they keep their focus upon one person, usually a delegate right at the front of the committee room. Address the entire house and make sure everyone feels attended.

Explaining Your Decisions

- Take your time to explain what is going on. It is important that delegates understand the reason you have made a certain decision before moving onto the next stages of debate
- It is important to announce your decisions in a clear manner to the entire committee and not only the delegate who raised that point
- Make sure you repeat all the points that you make before you announce your decision or reply. This makes sure that the entire house knows and is aware on what is going on

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THE IDEAL CHAIR

Keeping Authority

- Always keep a calm state of mind while chairing and never yell at the delegates when they get disruptive and disorderly.
- When in doubt about the answer to a question/point or in confusion with what needs to be done in terms of parliamentary procedure, ask the house to wait and then check with your co chairs. Answers to rules of procedures can be found in the Student Officer Manual and, as chairs, you can quote it to the delegates. If you are unaware about the answer to a point of information, admit it and tell the house that you will look it up and inform the house. If there are still doubts, it is recommended to ask the SG/DSG (make sure only one chair does this and the other chairs continue with debating procedure).
- Never act aggressively and always respond to situations in a collected manner. If a delegate continues to pursue and push the point even after you have admitted to an error, it is important that you make sure that the delegate understands that further challenges to the chair's decision will be unacceptable.
- Make sure you start the beginning of the conference as a chair who is approachable and is looking to make the committee fun and effective. If you rather start of strict and serious, a wrong tone may be set for the rest of the conference, which will be hard to reverse.
- Earn the respect of the delegates by being polite, friendly, helpful, serious, clear, committed, involved, unbiased, diplomatic... etc. at all times. Do not attempt to win over your delegates by being (overly) lenient or funny, as that will make it very difficult for you to keep your authority throughout the rest of the conference.

THE IDEAL CHAIR

Keeping Authority

- Being consistent throughout debate is of utmost importance. Your policies, decisions, style and implementation of the procedures should always stay consistent and constant. Make sure that all of your committee's chairs are consistent and are on the same page. Therefore, agree on the major policies and the severity of implementation with your co-chairs beforehand which would prevent any confusion during the conference.

When You Are Not Chairing

- It is extremely important that you are mindful of your actions when you are not chairing, as most delegates can and will see what you are doing despite you not saying anything. For example, do not use your phone or participate in discussions with your other chairs or admin staff.
- When you are not chairing the house, there is a a share of work that still needs to be completed.
- It is your responsibility to coordinate all the amendments, read through them and evaluate them so the person that is chairing at the moment can have an idea of what delegations to choose for the floor. Coordinate the amendments by merit and fairness.
- It is a good practice to keep a track of good and disruptive delegates on your delegate tracking sheet. This way you can boost the debate when it is needed and point out feedback to specific delegates (positive or negative)

THE IDEAL CHAIR

When You Are Not Chairing

- Every committee's chairs will be provided with a delegate tracking sheet, it is recommended that all chairs use this wisely. Keeping a track of which delegates have spoken extensively and which ones have not will aid you in making a decision on who to choose during the next procedure in debate. This will also help you in choosing the delegates for the best delegate award which will be awarded at the end of the conference.
- Make sure that you take care of all further notes and administrative businesses. This will help you to explain to the administrative staff when necessary. When the SG and your respective DSG comes by your committee, with your notes you should be able to give them a clear overview on what is going on and whether there are any significant problems. Always share with the SG and or DSG about any significant issues you come across or have had, as they will always be there to help you.
- Answer or research any question that might have been brought up by a delegate. The expert chair on each issue (one who wrote the research report) should be able to answer these questions or research about them.
- Go through the DIAMUN web application and make sure everything is going smoothly. Scan and go through delegate chats and make sure they are appropriate and, if not, take the necessary further action.

DEALING WITH DELEGATES

- When speaking with delegates, give constructive feedback and never speak rudely to delegates. Make sure you are polite and helpful as a chair.
- Always command respect as it is in the benefit of the delegate that you command respect. This is because if a chair is weak then the delegate's experience of the conference will be poor as the chair will lack control in the house. As a MUN Student Officer, you should command and demand respect to ensure that the house stays in order and does not get out of control.
- Do not distance yourself from delegates and always correct and guide them to be better diplomats, speakers etc. Being friendly with delegates is a great way to get them to cooperate, however if you are extensively friendly and you excessively laugh with them, then they might think of you as friends and forget the professionalism and order that needs to be maintained in the conference. Always remember that debate and providing the ultimate MUN experience is the priority and hence maintaining a balance is of utmost importance.

DEALING WITH ADMIN STAFF

- Your admin staff can be your greatest assets in controlling the committee and ensuring everything runs smoothly. Hence it is important to get to know your Admin Staff before the start of the conference and discuss few notable topics. Introduce your admin staff to the committee before debate and lobbying proceeds.
- With your admin staff, discuss all major aspects such as voting, monitoring messages on the DIAMUN web application before debate has started. Ask them to monitor the delegate's electrical device usage and if any delegate is refusing to cooperate, then the admin staff should inform you as chairs. Always cooperate with your admin staff and make sure they feel appreciated. One way you can do this is by thanking them at the end of each day and make sure the committee gives them a round of applause.

DEALING WITH ADMIN STAFF

- When dealing with the Admin Staff, ensure that you have a positive working relationship and you do not boss the Admin Staff around. Treat them as respected indivduals and make sure the delegates recognise this as well. If anyone disrespects the admin staff, it is important to report the person to the SG/DSG or the Head of Admin.
- However, if the Admin Staff themselves are not cooperative, then it is a must to report them to DSG/SG or the Head of Admin, as an efficient committee requires cooperative admins.

DEALING WITH MUN DIRECTORS

- MUN Directors should always be treated very politely and with utmost respect.
- MUN Directors have been granted permission to enter the committee rooms at all times other than during voting procedures. They are allowed to take pictures and hence do not throw them out or prevent them from doing so
- If MUN Directors overstep their boundaries then politely invite them to direct their comments and feedback to the member of the Executive Team so the flow of debate does not get disrupted.
- Make sure to provide MUN directors with the resolution currently being debated and talk to them about their committee and how their delegates are performing.

COMMON CHAIRING MISTAKES

- Allowing delegates to raise their placards right after the speaker has completed their speech. **Solution:** Remind delegates to keep their placards down until you have asked them to do so. Do not recognize delegates who raise their placards before you ask them to do so

- Delegates making their points of information as speeches. **Solution:** Remind delegates to keep their points of information concise and clear.

- Mistaking debate on an amendment with debate on a resolution. **Solution:** keep track of the course of the debate by noting down what has been done and what is currently being done on a shared sheet with your co chairs.

- Delegates using a point of information to the chair to attack the current resolution. **Solution:** remind the delegate that doing so is out of order and if it occurs often, explain politely the differences between the points.

- Changing the chairs in control of debate at unclear and unexpected moments. **Solution:** It is recommended to change between each resolution and make sure the house knows whose been assigned to be the chair for the resolution.

- Chairs being distracted during the debate by their own notes. **Solution:** You will have at least 2 chairs in your committee so it is important you assign one chair to deal with the tracking sheet and the notes and the other focuses on the debate. Remind the admin to not give notes and amendments to the Student Officer who is chairing.

STOCK PHRASES (NON-ADHOC)

Debating a Resolution

Chair: The House will now come to order. The next resolution to be debated is on the question of ….Would the main submitter please approach the podium and begin to read out the operative clauses?

Delegate: (Reads out all the operative clauses) (If under a time constraint, this part can be skipped and a short reading time will be provided)

Chair: Thank you, delegate. The Chair now sets an open debate time of… minutes/hours on this resolution. Delegate, you now have the floor.

Delegate: (delivers the opening speech)

Chair: Thank you, delegate. Is the delegate open to any points of information?

Delegate: (states the number, or states "any and all points of information"

Chair: (If the delegate states that he/she is open to any and all points of information, then it upon the chair's discretion on how many points of information should be chosen. Remember to consider the time left before making the decision.) The Delegate of … has opened himself/herself to any and all Points of Information. Are there any in the House at this time? The Delegates of … and you have been recognized in that order.

Delegates: (state their Points of Information)

Chair: Thank you. Would the delegate please yield the floor back to the Chair or to another delegate?

STOCK PHRASES (NON-ADHOC)

Debating a Resolution

If the delegate yields the floor back to the Chair

Chair: That is in order. The floor is now open. Are there any delegates that wish to speak on this resolution as a whole? The Delegate of … you have been recognized. Please approach the podium.

If the delegate yields the floor to another delegate

Chair: That is in order, delegate. The Delegate of …. you have been recognized. Please approach the podium to commence your speech.

Entertaining Amendments

Delegate: The delegate has submitted an amendment to the first/second degree.

Chair: That is in order. The amendment to the first/second degree reads... The Chair sets a closed debate time of … minutes for and …minutes against this amendment. Delegate, you have the floor. When time for an amendment has elapsed.

Chair: Time for this amendment to the first/second degree has now elapsed. We will now move directly into time against this amendment. Are there any delegates that wish to speak against this amendment?

STOCK PHRASES (NON-ADHOC)

Entertaining Points of Order/Personal

Privilege/Information to the Chair

Chair: There has been a Point of Order/Personal Privilege/Information to the Chair. Please rise and state your point.

Point of Order, if the delegate is wrong

Chair: Thank you for your point. That is not in order because ... (clearly explain why)

Point of Order, if the Chair is wrong

Chair: Thank you for your point. The chair stands corrected.

Point of Personal Privilege referring to audibility

Chair: That is in order. Would the speaker please speak louder?

Point of Personal Privilege referring to any other reason

Chair: That is in order. (Instruct the Admin Staff to do what the delegate has asked)

Point of Information to the Chair

Chair: Thank you for your point. (Answer the question)

Entertaining a Motion

Chair: There has been a Motion to. Are there any seconds? Are there any objections? The motion would be entertained/not entertained, because (explain why).

STOCK PHRASES (NON-ADHOC)

Entertaining a Motion to move to the previous question

Chair: There has been a Motion to move to the previous question. Are there any seconds? Are there any objections?

If it is to be entertained during open debate time on a

resolution or time against an amendement

Chair: That will be entertained. We will now move directly into voting procedures on this amendment/resolution.

If it is not to be entertained

Chair: That will not be entertained, because (clearly explain why this is the case)

STOCK PHRASES (NON-ADHOC)

Entertaining Points of Information (Different Scenario)

If the delegate opens himself to any and all Points of Information

Chair: The delegate has opened himself to any and all Points of Information. Are there any in the house at this time?

If the delegate opens himself/herself to a number of Points of Information

Chair: The delegate has opened himself to Points of Information. Are there any in the house at this time?

If there are time constraints

Chair: The delegate has opened himself to any and all/Points of Information, however due to time constraints the Chair will entertain (a specific number of points of information, usually not more than 3). Are there any in the House at this time?

If the delegate does not open themselves to Points of Information

Chair: The delegate has not opened himself/herself to any points of information. Would the delegate please yield the floor to the Chair or to another delegate?

If there are no Points of Information in the House

Chair: Seeing there are no Points of Information in the House, would the delegate please yield the floor back to the Chair or to another delegate?

STOCK PHRASES (NON-ADHOC)

Miscellaneous

I. Chair: The chair would like to remind the House that delegates are required to speak in third person. Therefore, words such as "the delegate of.." should be used instead of personal pronouns such as "you" and "I". Thank You

II. Chair: Would the delegate please state his/her Point of Information in the form of a question?

III. Chair: Would the delegate please ask only one Point of Information?

IV. Chair: There will be no direct dialogue between delegates

V. Chair: Due to time constraints/ in the interest of debate, would the Delegate please yield the floor back to the Chair?

VI. Chair: The Chair would like to remind all delegates to not raise their placards until he/she has finished speaking. Thank you.

VII. Chair: Would the delegate please repeat/rephrase his/her Point of Information?

VIII. Chair: The Chair would like to remind the delegates to always speak in parliamentary language. Thank you

IX. Chair: The chair would like to remind all delegates to take part in debate and out forward their perspectives

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STOCK PHRASES (AD HOC)

Call the house to order

↓

Reminders and further comments

↓

State the issue of the debate

↓

Call upon the Main submitter to read out the operative clause

↓

Set the debate time and state that there will be an open debate

↓

The Main Submitter has the floor. He/she will make a speech

↓

Once the Main Submitter has finished ask him/her whether she is open to any points and questions

↓

Should he/she open himself/herself to an undefined number of points, you will determine it. Should he/she specify a number, then you should only recognize that amount of points

↓

Once the floor is yielded to the chair, or to another delegate the process starts again

↓

Once the set time for the clauses elapses, move into voting procedures. Overview of Amendment Procedure during Debate, Delegate obtains the

STOCK PHRASES (AD HOC)

floor. Delegate may hold a speech or statement then move his/her amendment

↓

Chair reads out the amendment so the entire house understands the proposed amendment

↓

Chair sets debate time in favor and against (closed debate)

↓

Submitter of amendment proceeds with speech on amendment, Points of Information if the delegate is open to them and if there are any in the house

↓

Delegate yields floor to chair or to different delegation

↓

New speaker holds speech, has points of information. Continue until time has elapsed

↓

When time in favor has elapsed chair announces so

↓

Chair recognizes speaker against

↓

Delegation holds speech, followed by points of information

↓

Yields floor to chair or new delegation

STOCK PHRASES (AD HOC)

↓

New delegation can have a speech and then suggest amendment to second degree (this must be done in time against)

↓

Amendment to second degree is read out

↓

Chair sets debate time on amendment to the second degree

↓

Submitter of amendment to second degree holds speech and points of information

↓

Submitter of amendment proceeds with speech on amendment, Points of Information if the delegate is open to them and if there are any in the house

↓

Another speaker in favor if time allows

↓

Chair states we are going in time against

↓

As many speakers and points of information as time allows

↓

Voting procedures on amendment to second degree

↓

STOCK PHRASES (AD HOC)

Return to debate on original amendment regardless of the outcome of the vote

↓

When time against has elapsed move into voting procedures (time spent on the amendment to the second degree does not count as time against the amendment as a whole)

↓

Vote on amendment

↓

Resume debate on the clause

↓

When time has elapsed move into voting procedures

↓

Make sure all doors are secure, suspend note-passing, and tell admin staff to take voting positions

↓

First call for those delegates wishing to vote for the clause

↓

Then call for delegates wishing to vote against

↓

Then call for those who wish to abstain

↓

Once that is done state the status of the clause (if it has passed or not)

POINTS AND MOTIONS

Point of Personal Privilege

- Refers to the comfort and well-being of the delegate
  May only interrupt a speaker if it refers to audibility
- May not refer to the content of a speech
- Is not debatable
- Does not required a second
- Example: "Point of Personal Privilege due to inaudibility"

Point of Order

- Refers to procedural matter only, for example if the chair makes an error in the order of debate or in the setting of debate time
- Can never interrupt a speaker
- Is not debatable
- Can only refer to something that has just happened, direct referral, otherwise out of order
- If it used by delegate, sipe to cause disorder, call it out of order
- Take your time to explain your decision clearly so that all delegates understand your arguments. For example: "Is it in order for the delegate to yield the floor to another delegation since the floor was previously yielded to him/her by Saudi Arabia?" "No, that is not order, because you cannot yield a previously yielded floor."
- Delegates should remain standing when the Chair is replying to your Point of Order

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POINTS AND MOTIONS

Points

Point of Information to the Speaker

- Should be in the form of a clear short question to save time repeating and rephrasing the point
- If the point has been rephrased twice and is still unclear, the chair should be able to reformulate succinctly
- A question directed to the delegate having the floor, and who has indicated that he/she is willing to yield to points of information
- Speaker asking the Point of Information may only speak if recognized by Chair
- Must be formulated in the form of a question, i.e. "Is the speaker aware that.." A short introductory statement may precede the question
- Only ONE question by the same questioner. There will be no dialogue between the speaker and the questioner on the floor. There are NO "follow-ups" at THIMUN!
- It is crucial to be fair and treat all delegates equally when recognizing Points of Information to a speaker
- Example: "Could the honourable delegate, as he/she is the main submitter of this resolution, please explain to the house what he/she intends with clause 3?"

Point of Information to the Chair

- A question to the chair
- May NOT interrupt a speaker
- Question referring to anything that does not fall under a Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege

POINTS AND MOTIONS

Point of Information to the Chair

- ALSO: Question asking for a statement by the Chair or clarification on a issue (from the expert Chair on the issue)
- Example: "Could the Chair please explain to the house whether the Darfur Liberation Army has signed the Darfur Peace Agreement?" - be aware, however, as some delegates might use this in order to get their opinion across
- The respective Chair should hold a short statement and swiftly in order to continue with the process

Summary

- **Point of Order:** Delegate questions the ruling of the Chair
- **Point of Information to the Chair:** A question raised referring mostly to facts and the agenda
- **Point of Parliamentary Enquiry:** A question about the rules of procedure. Public excuses will not be entertained if they refer to a political opinion, for example "Russia is a dictatorship." Delegates insulting the person must always apologise

If you are not sure, do not entertain an excuse but rather ask the delegate to refrain from using unparliamentary language.

In summary, only delegates that insult a delegate personally should be forced to apologise. Never entertain public apologies (creates commotion puts down the delegate), if an apology is necessary, talk to the delegates involved in private or ask the insulting delegate to send a written excuse.

POINTS AND MOTIONS

Be careful and aware of the fact that delegates may create their own points, but this is not allowed. They can also accidentally use a different wording. Do not overrule them because they are unknown.

Motion to move to the previous question

Motion to move to the previous question (formerly: Motion to move directly into voting procedures)

- Calls for the closure of debate and a vote to be taken on the motion (resolution/amendment) pending
- When discussing an amendment, in time in favor, this motion means to move to time against the amendment.
- May be moved by the Chair, may not interrupt a speaker
- Requires a "second" by the house, if there are objections, the motion is overruled and debate proceeds in time in favor, if there are no objections the chair will proceed without voting - as it slows down debate
- May be overruled by Chair if time needs to be filled
- Although delegates like to say "Motion to move directly into voting procedure." The correct expression is "Motion to move to the previous question." Remind the delegates of this wording
- The chair needs to ask for objections

Motion to Adjourn the Debate

- Calls for the temporary disposal of a resolution
- The submitter of this motion to table a resolution will give a short speech on why the item should be adjourned

POINTS AND MOTIONS

Motion to Adjourn the Debate

- The Chair will then recognize two speakers in favor and two against this motion, the chair may limit the time of the speakers but please be consistent
- The forum will then put the motion to vote
- If the motion fails, debate will continue, if the forum passes the motion, debate on the resolution will come to an immediate end but can be restarted by any member of the forum, if a two thirds majority of the forum supports this (practically, however, means the death of a resolution, due to lack of time as it can only be rediscussed after all other resolutions have finished being debated)
- For this motion to pass, a simple majority is needed. Tied results, mean that motion has failed

Note: *A passing of a motion to adjourn debate may cause distress and havoc in the committee, and therefore if you are feeling that the debate is starting to become stale, give the committee a caucus to provide delegates with thinking time.*

Motion to Reconsider a Resolution

- Calls for a re-debate and a re-vote of a resolution that has already been discussed
- Done at the end of all other business
- Only necessary if no other draft resolutions on the issues are present
- Needs 2/3 majority (abstentions are not in order)
- Not debatable

POINTS AND MOTIONS

Motion to refer a resolution to another forum (for example the Security Council

- This can be avoided by asking the house to amend clauses such as: "Demands Security Council.." to "Strongly Urgers the Security council to demand"
- Is largely debatable
- Expert Chair can hold a speech for the forum preceding the vote, in which he/she strongly discourages passing this motion. Needs simple majority
- Should be discouraged, as SC has enough business for the week (chair should encourage rewording or amendments) and it can easily be avoided.

This motion can be expected when a resolution includes operative phrases, such as: "Condemns, Demands, Imposes, Decides, Authorizes, Deploys, etc." with no reference to the mandate of the forum

For example:

- **A)** "The World Health Organization decides to send peacekeeping troops into Nigeria" This would be completley out of order as this is not within the mandate of the World Health Organization.
- **B)** " The World Health Organization decides to supply medical supplies to the refugees in Syria" would be completely in order as this is within the World Health Organization's mandate

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Code of Conduct

Expectations of Conduct

The intention of this is to create an encouraging environment that supports our educational mission. Delegates are the simulating bodies of the United Nations. Hence, for the duration of the conference, they are to be regarded as diplomats and the official representative for their assigned countries and organizations as well as the representatives of their own school. Constant professionalism in speech, actions, and appearance by all participants (delegates, Student Officers, MUN-Directors, guests, secretariat, staff, and board members) is a requirement at all times during the DIAMUN conference. For this reason, the following guidelines are provided to establish clear expectations.

All Participants Must:

- Always be respectful in both spoken and written language
- Have a courteous behavior towards Student Officers, advisors and other assisting in the programme
- Ensure that they are quiet during moderated debating procedures or when another participant is speaking
- Not use music or audio recordings during lobbying and debate
- Respect the participant dress code, portraying professionalism as expected in real diplomatic settings
- Participate in positive and constructive chats on the DIAMUN web application. All chats on this platform can be reviewed at any time by moderators/admin staff/ MUN - Directors and can also be made available to MUN Directors and DIAMUN Staff upon request
- Be aware that media may take photos or videos throughout the duration of the conference, and all materials used are the property of DIAMUN, and will only be used for the purposes for which they were intended
- Remain in character by consistently advocating the interests and representing the policies of the country/organization assigned. To act in character also entails displaying respect for the opinions and ideas of fellow delegates, even if these opinions and ideas conflict with a given delegate's own country's priorities

Code of Conduct

MUN-Directors Must:

- Make consistent efforts to ensure that students maintain a positive and professional approach to the conference and help them understand the skills of diplomacy as practiced
- Help their students during the preparation period, as students are the responsibility of the designated MUN - Director
- Expected to be available during conference hours to supervise their students and to be available as their advisor

THIMUN AFFILIATED CONFERENCES

The THIMUN Foundation Affiliation Program is designed to develop and simulate high quality MUN conferences throughout the world. A THIMUN Affiliated conference are conferences that hold to high standards, have been evaluated by an external party, and are committed to providing a quality educational experience for their participants.

DIAMUN is one of the selected few THIMUN - affiliated Model United Nations Conferences in the Middle East Region. It was made to give the youth, for whom coming to a THIMUN conference would be difficult, the opportunity to experience and enjoy the benefits of Model United Nations. It is, therefore, a primary goal of all THIMUN - Affiliated MUNs to reach out to the local communities in which they are situated and to encourage participation by local schools in their region.

A complete list of all THIMUN - Affiliated conferences can be found on the following website: http://foundation.thimun.org/affiliation-programme/affiliated-conferences/

General Terms and Conditions

Included in the purchase for the Services are digital versions of documentation materials. Further, the Services may include access to, but is not limited to, lectures, recordings, visual and audio aids, content, copyrights, trademark rights and other intellectual property rights. Your access to and use of Digital Materials and Content is subject to these terms and conditions.

To the extent you need to download software or documentation to access services or materials in connection with our Programme, DIAMUN grants you a limited, non-exclusive, non assignable, nontransferable right and license solely for use with the purchased Services, and only for your personal, non-commercial use. All Content and Digital Materials that you will receive or to which you will have access to in relation to the programme are the exclusive property of DIAMUN.

The Registered school gives DIAMUN the permission to use photos, audio, and video footage of the student both during the programme and thereafter for any lawful purpose, including educational and promotional purposes. Customer hereby assigns all intellectual property rights to DIAMUN.

All intellectual property rights, including copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks service marks, know-how and other confidential information, trade names, logos, corporate names and domain names, together with all of the goodwill associated therewith, in and to all documents, work product and other materials that are delivered to Registered School or Student under this Agreement or prepared by or on behalf of DIAMUN in the course of performing the Services shall be owned by DIAMUN.

General Terms and Conditions

PAYMENTS, CANCELLATION AND REFUND POLICY

In consideration of the provision of the Services by DIAMUN and the rights granted to the registered schools and or participants, shall pay the fees set forth stated in the registration handbook. Upon registration to the DIAMUN Online programme the registered school shall pay all amounts in full to DIAMUN.

After the registration deadline for the programme has passed, all fees paid by the registered school or participants will be considered full, final, and non-refundable. At DIAMUN's sole discretion and subject to terms and conditions, DIAMUN can offer to transfer fees to another programme.

General Terms and Conditions

ACCEPTABLE USER ACTIVITY ON THE WEBSITE

To the maximum extent permitted, you acknowledge and agree that all right, title, and interest in any content or information you submit, irrespective of the manner of such submission to DIAMUN will remain the exclusive property of DIAMUN at no additional fee, charge, cost, or expense to us. You are solely liable for any User Submissions you transmit, In no event shall DIAMUN be responsible in any manner or capacity from any User Submissions. Additionally, you agree that DIAMUN accepts no liability whatsoever from declining, denying or not accepting any of your User Submissions or from removing, deleting, altering or modifying any User Submissions for any reason at any time.

YOUR REPRESENTATIONS

You hereby represent and warrant to DIAMUN that:

1. You
   a. are over the age of sixteen (16) or
   b. received the appropriate legal parental or guardian approval or consent to be bound by the terms and conditions of this Agreement;
2. The information you provide to DIAMUN or the Website is truthful, accurate and complete in all material respects;
3. If applicable, you agree that your registration details with DIAMUN will remain complete and accurate, including, without limitation, your legal name, email address and any other information;
4. Your performance of your applicable obligations will not be considered a violation of any other obligation you are bound by or required to comply with;
5. You will immediately inform DIAMUN if you know or have reason to know that the confidentiality of your registration detail have been compromised; and
6. If you act on behalf of anyone other than yourself, you ensure that you have all rights, approvals and/or permissions necessary to do so in connection with any activity with DIAMUN

RELEASE/INDEMFICIATION

You hereby unconditionally agree to release DIAMUN, and its respective officers, directors, members, managers, employees, from any and all liability in connection with or arising from your use of the Online Platform, use of User Content provided by you or breach of any policies, procedures, terms, conditions and guidelines on the Platform.

PRIVACY POLICY

USE OF PERSONAL INFORMATION

DIAMUN considers that the proper handling of personal data is vitally important and is aware of the privacy legislation (General Data Protection Regulation). The school is responsible for the careful handling of your and your student's personal data.

Personal information submitted will not be transferred to any non-affiliated third parties unless otherwise stated at the time of collection. When a user submits personally identifiable information, it is used only for the purpose stated at the time of collection.

Registration for participating in one of our programmes, allows us to communicate with those interested in our Conference. Once the school is registered in our system it gives DIAMUN the consent to communicate via email by providing monthly newsletters, and information about upcoming conferences. If, at any time, you wish to be removed, please email us with this request.

CONSENT

Where consent for the use and disclosure of personal information is required, DIAMUN will seek consent from the appropriate person. If the student has not yet reached the age of sixteen, his or her legal representative's consent is required which falls within the responsibility of the school registering for DIAMUN events. Therefore, students at the age of sixteen or older must give consent themselves. Consent may be withdrawn at any time.

PRIVACY POLICY

The Information we collect is given to us via the school registered and the responsible MUN - Director at the time of registration. In order to register you for our conferences, we collect the following personal information (this may vary for the different events):

- School Name and Contact Information
- MUN Director and Contact Information
- Name
- Email Address
- Gender
- Phone Number
- Address
- School Grade/Class
- Nationality
- Date of Birth
- Emergency contact information during event
- Pictures of registered participants (For badges)

WHO HAS ACCESS TO YOUR INFORMATION

DIAMUN's Directors and Staff will have access to your information. If you register on third party platforms that DIAMUN will be using, these entities will also have your submitted information for example the DIAMUN web application. The DIAMUN Foundation will not share your information without your prior, express approval.

SECURITY

The DIAMUN website and web-application takes every precaution to protect our users' personal information. Whenever users submit personal information (such as contact information) via online forms, registration, upon submission that information is encrypted via the highest level of SSL (Secured Sockets Layer) available. Servers that store personally identifiable information are in a secure environment.

DRESS CODE

For the DIAMUN conferences, the dress code must be appropriate formal attire. We want all the particiapnts to be dressed formally that would accurately simulate the atmosphere of the real United Nations. Examples of such formal attire for men and women are listed below.

FOR MEN:

- A suit
- Matching vest (optional)
- Formal buttoned up shirt
- A tie
- Dark Socks
- Dress shoes

FOR WOMEN:

- A suit
- Matching vest (optional)
- Formal Skirt
- Formal dress (blazer optional)
- Formal shirt with dress pants
- Heels/Ballet flats /Loafers