



# **Devshala Model United Nations, 2025 DELEGATE HANDBOOK**

**Gitanjali Devshala School, Secunderabad**

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# WELCOME

The **Devshala Model United Nations SPECIAL** edition!

Devshala MUN is not just an academic simulation. It is a forum for students to become thinkers, debaters, diplomats, and decision-makers. Rooted in the culture of Gitanjali Devshala's academic rigor and excellence, this Model United Nations aims to give students a platform where clarity of thought meets clarity of purpose.

This year, Devshala MUN 2025 will bring together students from across Hyderabad for a two-day experience of leadership, negotiation, diplomacy, and policy-building.

## WHAT IS AN MUN?

A Model United Nations (MUN) is an educational simulation of the United Nations, where students assume the roles of diplomats representing various countries. Participants engage in discussions and debates on global issues, emulating the workings of real UN committees and bodies.

The United Nations is an intergovernmental organization established on October 24<sup>th</sup>, 1945, following the end of World War II, to maintain international peace and security, promote human rights, and support global cooperation. MUN conferences provide a platform for students to understand and address these objectives by tackling international problems, drafting resolutions, and collaborating on solutions, just as the real UN does.

In an MUN, students gain insights into diplomacy, international relations, and the workings of the United Nations while honing skills such as public speaking, negotiation, and critical thinking.

## MUN ROLES & RESPONSIBILITIES

In a Model United Nations (MUN), participants take on different roles, each with specific responsibilities that contribute to the success of the conference. Here's an easy-to-understand explanation of these roles:

### 1. Delegate

- **Who They Are:** Delegates are the participants who represent a specific country in a particular committee (e.g., General Assembly, Security Council).
- **What They Do:** Before the conference, delegates research the topics assigned to their committee and develop a position based on their country's policies. During the conference, they participate in debates, propose solutions, and help draft resolutions. Delegates can only communicate formally during the session, such as through speeches or making points.

### 2. Chair

- **Who They Are:** Chairs are experienced MUN participants who manage the committee's proceedings. Each committee has one Head Chair and one Vice Chair.
- **What They Do:** Chairs ensure that the committee runs smoothly by guiding the debate, enforcing rules, and helping delegates understand the procedures. They also write background guides on the topics to assist delegates in their research.

### 3. Runner

- **Who They Are:** Each committee has one Runner who assists with the smooth operation of the committee.
- **What They Do:** The Runner is responsible for passing chits (notes) between delegates and the Chair, helping facilitate communication during the session. They also assist the Chair and delegates with any needs that arise during the conference, ensuring that everything runs efficiently. The Director plays a supportive role, making sure that the logistical and communication aspects of the committee are well-managed.

### 4. Sponsor

- **Who They Are:** Sponsor is a delegate who has made significant contributions to a resolution (refer to the resolution section of this guidebook).

- **What They Do:** The main submitter presents the resolution to the committee, defends it during debates, and answers questions about it. They make opening and closing speeches and cannot vote against their resolution.

## 5. Co-Sponsor

- **Who They Are:** Co-sponsors are delegates who also contributed ideas to the resolution but are not the main submitter.
- **What They Do:** Co-sponsors support the resolution during debates and may propose amendments. Like the main submitter, each delegate can only co-submit one resolution.

## 6. Signatory

- **Who They Are:** Delegates who support discussing a resolution but don't have to agree with it.
- **What They Do:** Signatories help bring a resolution to debate but aren't obligated to defend it. They can propose amendments and even vote against it later.

## 7. International Press (IP)

- **Who They Are:** The International Press (IP) committee is made up of participants who act as journalists during the MUN conference.
- **What They Do:** IP members cover the events and debates happening in the various committees, conducting interviews with delegates, writing articles, and sometimes taking photographs. They produce newsletters or reports that capture the highlights of the conference, providing insights and commentary on the proceedings. The IP plays a crucial role in keeping everyone informed and adding a dynamic element to the conference by simulating real-world media coverage.

## RULES OF PROCEDURE

### ROLL CALL

**Roll Call** is the first step in starting a session at a Model UN conference. During the roll call, the Chair announces the name of each country represented in the committee to check which delegates are present.

Here's how it works:

1. **Announcement by Chair:** At the beginning of each session, the Chair reads out the names of all the countries represented in the committee.
2. **Response by Delegates:** As their country's name is called, delegates raise their placards and respond with either "present" or "present and voting":
  - **"Present":** This means the delegate is in the room and will participate in the debate, but may choose to abstain from voting on resolutions.
  - **"Present and Voting":** This means the delegate is in the room, will participate in the debate, and commits to voting either for or against all resolutions (no abstentions allowed).
3. **Missed Roll Call:** If a delegate misses roll call, they must send a note to the Chairs to inform them that they are present in the room.

### GENERAL SPEAKERS' LIST (GSL)

**General Speakers' List (GSL)** and Opening Speeches are crucial components of a Model United Nations (MUN) session, where delegates share their country's positions on the topics being debated.

- **What It Is:** The General Speakers' List (GSL) is the first agenda item in the committee. It tracks the order in which delegates will speak during the session.
- **How It Works:**
  - The Chair opens the GSL at the start of the session, *all delegates will automatically be present on the GSL list in alphabetical order*. Delegates take turns speaking in the order they appear on the list.
  - Once a delegate has added their name to the GSL, they cannot be re-added until they have completed their speech. This ensures an organized flow of debate and gives all delegates a fair opportunity to speak.

## Opening Speeches:

- **What They Are:** The first time a delegate speaks on the GSL is considered their opening speech. This speech is brief, usually under a minute, and serves to introduce the delegate's country's perspective on the topics at hand.
- **How to Start:** Delegates should begin their opening speech by formally addressing the Chairs and fellow delegates with phrases like "Esteemed Chairs and Honorable Delegates" or "Honorable Chairs and Fellow Delegates."
- **Content of the Speech:**
  - **Introduction of Country:** Briefly introduce the country you represent.
  - **Main Issues:** Highlight the key challenges your country faces related to the committee's topics.
  - **Country's Position:** Clearly state your country's stance on these issues and explain their significance.
  - **Past Actions:** Mention any relevant actions your country has taken, possibly in collaboration with the United Nations or NGOs.
  - **Proposed Solutions:** Suggest initial steps to address these issues and outline what your country hopes to achieve through the committee's work.

## Yielding:

- **Yield to Another Delegate:** A delegate may choose to yield their remaining speaking time to another delegate. This means the other delegate will use the remaining time to speak.
- **Yield to Points of Information (POIs):** A delegate can yield their time to POIs (refer to the Points & Motions section of this guide), allowing other delegates to ask questions or seek clarifications during their speech.
- **Yield to the Chair:** A delegate may choose to yield their time to the Chair, who will then manage the remainder of the time, typically using it to move the debate forward or to call on other delegates.

## MODERATED CAUCUS

- **What is it:** A moderated caucus is a segment of the debate where delegates can make short, focused speeches on the topic being discussed. Unlike the General Speakers' List (GSL), where delegates speak in the order they sign up, a moderated caucus allows for more spontaneous and targeted discussion.
- **Purpose:** The main purpose of a moderated caucus is to allow delegates to present their final arguments, clarify their positions, and address specific

aspects of the resolution or topic. It also provides an opportunity to discuss points that might not have been fully covered earlier in the debate.

- **Structure:** During a moderated caucus, speeches are usually limited to a set amount of time, often one or two minutes per delegate. Points of information are not taken during these speeches, meaning delegates cannot interrupt or ask questions while someone is speaking.

### How to Raise a Moderated Caucus:

1. **Requesting a Caucus:** To propose a moderated caucus, a delegate must make a motion. This is done by addressing the Chair and stating the desire to "move for a moderated caucus."
2. **Include Key Details:**
  - **Time Frame:** Specify the duration of the caucus (e.g., 10 minutes). This determines how long the caucus will last.
  - **Speeches Time:** Indicate the maximum time allotted for each delegate's speech (e.g., 1 minute per speaker).
3. **Motion Process:**
  - The Chair will ask if there is a second to the motion (another delegate must support it).
  - If there is a second, the motion will be put to a vote. If the majority of delegates agree, the moderated caucus will be initiated.
4. **During the Caucus:** Once the moderated caucus begins, delegates take turns making their speeches based on the time frame set by the motion. Delegates can use this time to address specific issues, make final arguments, or clarify their positions.

## UNMODERATED CAUCUS

- **What is it:** An unmoderated caucus is a session where delegates leave their formal seats and engage in open, informal discussions with each other. It provides a chance for delegates to negotiate, collaborate, and work on resolutions or solutions outside the formal debate structure.
- **Purpose:**
  1. **Form Alliances:** Build support for their positions or resolutions by talking directly with other delegates.
  2. **Draft Resolutions:** Work together to draft or refine resolution proposals or amendments.
  3. **Clarify Positions:** Discuss and clarify each other's positions and work on finding common ground.
  4. **Strategize:** Plan and strategize their next steps in the debate.



- **How It Works:**

1. **Requesting an Unmoderated Caucus:** To initiate an unmoderated caucus, a delegate must make a motion during a formal session, stating the desired duration (e.g., 15 minutes) and the purpose of the caucus.
2. **Motion Process:** The motion must be seconded by another delegate and then put to a vote. If the majority agrees, the unmoderated caucus is approved and starts immediately.
3. **During the Caucus:** Delegates leave their formal seating arrangement and move around the room to discuss issues freely. There are no formal speaking times or procedures during this period.
4. **Post-Caucus:** After the unmoderated caucus ends, delegates return to their formal seating arrangements and continue with the structured debate, incorporating any agreements or developments from the caucus into their speeches or resolution drafts.

## Lobbying:

**What It Is:** Lobbying, or informal caucusing, allows delegates to step away from formal debate to discuss issues and collaborate with each other. Chairs do not participate during this time.

**When to Do It:** Lobbying happens during breaks in the formal debate or unmoderated caucuses, when the committee is not in session.

## POINTS & MOTIONS

### Points:

- **Point of Order:**

- **What It Is:** A Point of Order is raised when a delegate believes that the rules of procedure are not being followed.
- **Purpose:** To correct any procedural mistakes or clarify how the rules should be applied.
- **Example:** If a delegate thinks that another delegate is speaking out of turn, they might raise a Point of Order.

- **Point of Information (POI):**

- **What It Is:** A Point of Information is a question asked to a delegate who is currently speaking.
- **Purpose:** To seek clarification or further information about the delegate's speech.
- **How to Raise:** Delegates must raise their placards and wait until the speaker indicates they are ready to take a POI.

- **Example:** If a delegate mentions a specific policy, another delegate might ask a POI to get more details about that policy.
- **Point of Personal Privilege:**
  - **What It Is:** A Point of Personal Privilege is raised when a delegate has a personal issue that affects their ability to participate effectively.
  - **Purpose:** To address issues like being unable to hear or see, or other personal inconveniences.
  - **Example:** If a delegate is unable to hear due to background noise, they might raise a Point of Personal Privilege.
- **Point of Inquiry:**
  - **What It Is:** A Point of Inquiry is used to seek clarification from the Chair about the rules of procedure or the status of the debate.
  - **Purpose:** To understand the procedural aspects or seek guidance on how to proceed with the debate.
  - **How to Raise:** Delegates raise their placards and, when recognized by the Chair, ask their question.
  - **Example:** If a delegate is unsure about the procedure for a specific motion or needs clarity on a rule, they might raise a Point of Inquiry.

## Motions:

1. **Motion to Open the General Speakers' List (GSL):**
  - **What It Is:** A motion to begin the list of speakers where delegates can sign up to speak.
  - **Purpose:** To start the process of formal debate and allow delegates to indicate their desire to speak.
  - **How to Make:** The delegate must make the motion during the committee's session, which is then put to a vote.
2. **Motion for a Moderated Caucus:**
  - **What It Is:** A motion to move into a moderated caucus, allowing for short, focused speeches on specific aspects of the topic.
  - **Purpose:** To facilitate a more targeted discussion on certain issues.
  - **How to Make:** The delegate must propose the motion, specifying the duration and time allotted for each speech.
3. **Motion for an Unmoderated Caucus:**
  - **What It Is:** A motion to enter an unmoderated caucus, where delegates engage in informal discussions.
  - **Purpose:** To allow delegates to negotiate, collaborate, and work on resolutions outside the formal debate structure.
  - **How to Make:** The delegate must propose the motion, specifying the duration of the caucus.
4. **Motion to Adjourn the Debate:**
  - **What It Is:** A motion to end the current debate and move to the next agenda item or conclude the session.
  - **Purpose:** To close the debate on a specific topic or session.

- **How to Make:** The delegate must make the motion, which is then put to a vote.
- 5. **Motion to Close Debate:**
  - **What It Is:** A motion to end debate on the current resolution or topic and move to a voting procedure.
  - **Purpose:** To bring discussions to a close and proceed with voting.
  - **How to Make:** The delegate must propose the motion, which is then put to a vote.
- 6. **Motion to Introduce a Resolution:**
  - **What It Is:** A motion to formally present a resolution to the committee for debate.
  - **Purpose:** To start the discussion on a drafted resolution.
  - **How to Make:** The main submitter of the resolution makes the motion, which is then put to a vote.
- 7. **Motion to Extend Debate:**
  - **What It Is:** A motion to extend the time allocated for debate on a specific resolution or topic.
  - **Purpose:** To allow more time for discussion if needed.
  - **How to Make:** The delegate must propose the motion, specifying the additional time required.
- 8. **Motion to Suspend the Meeting:**
  - **What It Is:** A motion to temporarily pause the meeting, usually for a break.
  - **Purpose:** To provide delegates with a short break or pause for logistical reasons.
  - **How to Make:** The delegate must propose the motion, specifying the duration of the suspension.

## RESOLUTION

### What is a Resolution?

A resolution is essentially a comprehensive statement that combines various suggested solutions into one cohesive document. It reflects the consensus of the committee on how to tackle an issue, typically through recommendations such as sanctions, policies, or condemnation of actions.

### Key Components of a Resolution

1. **Header:**
  - **Committee:** Specifies which committee is discussing the issue.
  - **Submitted by:** Lists the resolution's sponsors, co-sponsors, and signatories.
  - **Question of:** Indicates the topic being addressed.

### Example Header:

**General Assembly Third Committee**

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

### 2. Preambulatory Clauses:

- These introduce the resolution by providing background, context, and justification for the proposed measures.
- They often cite past resolutions, historical context, and previous actions by UN bodies or other organizations.
- Each preambulatory clause begins with specific phrases from a predefined list and ends with a comma.

### Example Preambulatory Clause:

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, [use commas to separate preambulatory clause ]

### Prefix List for Preambulatory Clauses:

Affirming Alarmed by Approving Aware of Bearing in mind Believing Confident Contemplating Convinced Declaring Deeply concerned Deeply conscious Deeply convinced Deeply disturbed Deeply regretting Desiring Emphasizing	Expecting Expressing its appreciation Expressing its satisfaction Fulfilling Fully alarmed Fully aware Fully believing Further deploring Further recalling Guided by Having adopted Having considered Having considered further Having devoted attention Having examined Having heard Having received	Having studied Keeping in mind Noting with regret Noting with deep concern Noting with satisfaction Noting further Noting with approval Observing Reaffirming Realizing Recalling Recognizing Referring Seeking Taking into account Taking into consideration Taking note Viewing with appreciation Welcoming
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3. **Operative Clauses:**

- These detail the actual recommendations or solutions proposed by the committee.
- They outline specific actions, policies, or measures to address the issue at hand.
- Each operative clause is numbered and begins with an underlined operative verb, ending with a semicolon.
- Sub-clauses and sub-sub clauses provide further details and specifics on how the recommendations will be implemented.

Example Operative Clause:

1. Encourages all the relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; [use semicolons to separate operative clauses]

Prefix List for Operative Clauses:

Accepts Affirms Approves Authorizes Calls Calls upon Condemns Confirms Congratulates Considers Declares accordingly Deplores Designates Draws the attention Emphasizes	Encourages Endorses Expresses its appreciation Expresses its hope Further invites Further proclaims Further reminds Further recommends Further requests Further resolves Has resolved Notes Proclaims Reaffirms	Recommends Regrets Regrets Reminds Requests Solemnly affirms Strongly condemns Supports Takes note of Transmits Trusts
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## Post-Resolution Process

1. **Submission and Review:**

- Resolutions are submitted to the Executive Board (Chair, Vice-Chair, & Director) for review and later sent to the Advisory Panel for approval.
- The EB selects resolutions that meet the criteria for discussion in the committee and have been approved by the Advisory

2. **Debate and Amendments:**

- Delegates debate the resolutions, proposing and discussing amendments to refine the proposals.
- Amendments are submitted and reviewed before the resolution is put to a vote.

- **Friendly Amendments:**

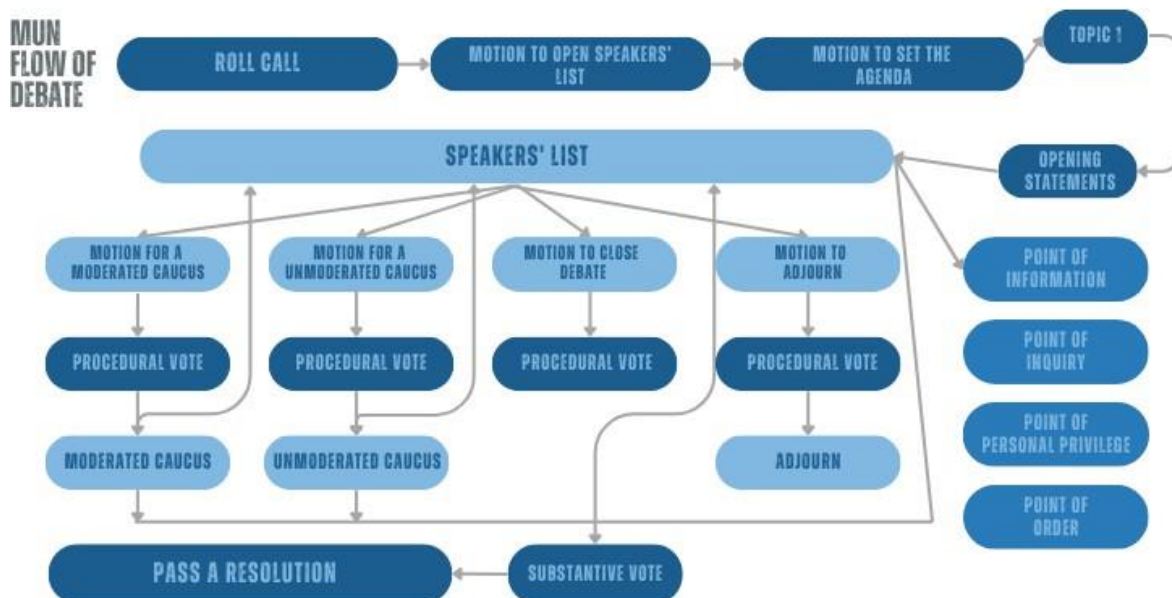
- Definition: Changes agreed upon by the main submitter and co-submitters.
- Process: These amendments do not require a formal vote and are incorporated into the resolution without debate.
- Example: A minor change proposed and accepted by the resolution's authors.

- **Unfriendly Amendments:**

- Definition: Changes proposed by delegates who do not have the support of the main submitter.
- Process: These require formal debate and a vote by the committee to be included in the resolution.
- Example: A significant alteration proposed by a delegate that the main submitter opposes, requiring committee discussion and a vote.

3. **Voting:**

- After the debate and amendments, the final version of the resolution is voted on by the committee.



## VOTING

In MUN, voting occurs after the debate on a resolution or amendment ends. During this time:

- **Vote in Favor:** Support the proposed solutions.
- **Vote Against:** Oppose the proposed solutions.
- **Abstain:** Choose not to take a stance (only for substantive votes, not procedural votes).

Signatories aren't required to vote in favor, but main submitters typically do. Note that delegates cannot abstain during procedural votes.

Motion/Point	Debate	Who initiates	Vote
Setting the Agenda	No	Delegate	Simple majority (50%+1)
Quorum	No	Chair	No
Motion to Open General Speakers List	No	Delegate	Simple majority
Adding countries to the GSL	No	Chair	No
Open the floor to motions	No	Chair	No
Motion for a moderated caucus	No	Delegate	Simple majority
Motion for an unmoderated caucus	No	Delegate	Simple majority
Motion for suspension or adjournment of a meeting	No	Delegate	⅓ majority
Motion to close debate	1 for /1 against before vote or none if none want to speak	Delegate	⅓ majority
Motion to introduce working paper/draft resolution/amendment	No	Delegate	Simple majority vote
Motion to vote roll call	No	Delegate	Automatically passes
Point of Parliamentary Inquiry	No	Delegate	No Vote
Point of Personal Privilege	No	Delegate	No vote
Point of Information	No	Delegate	Decision of the speaker
Point of order	No	Delegate	Chairs decision
Right to reply	No	Delegate	Decision of the Chair

## COMMUNICATION IN MODEL UN

### Personal pronouns

In MUN debates, delegates should avoid using personal pronouns like "I," "you," or "we." Instead, refer to yourself and others using "The delegate of [country name]." For example, you might say, "The delegate of Canada supports the delegate of South Korea in this decision." Address the chair as "Chair" and refer to other roles by their titles, such as "Director" or "Vice Chair."

## Addressing the Committee

When addressing the committee during speeches, delegates should start with a formal salutation. Begin with phrases like “Esteemed Chairs and Honorable Delegates” or similar formal expressions. This approach ensures that both the committee as a whole and the chairs are addressed with the appropriate level of respect and formality.

## Cross Talk

In MUN, delegates should avoid cross-talk, or direct speech, with each other during the debate. If a delegate has a follow-up question after receiving a point of information, they should ask the chair for permission rather than addressing the speaker directly. Similarly, if a speaker has difficulty understanding a question from another delegate, they should ask the chair to request a rephrasing rather than addressing the delegate directly. This protocol helps maintain order and respect in the debate.

## Conclusion

Devshala MUN 2025 is not just an academic event. It is a space where ideas matter, perspectives are challenged, and voices come together to shape solutions. As a delegate, you are stepping into a global arena where every word, every negotiation, and every alliance has purpose.

This handbook is meant to guide you through the basics of procedure, research, and diplomacy. But beyond the rules and formats, remember that MUN is ultimately about respect, collaboration, and learning. It is about understanding the world through lenses different from your own, and working with others, even those you disagree with, to find common ground.

Speak with conviction. Listen with intent. Debate with integrity. And above all, enjoy the experience. Whether this is your first conference or one of many, bring your best to the table.

We look forward to seeing the ideas you bring, the resolutions you shape, and the leader you become through this journey.

**All the best,  
The Secretariat  
Devshala MUN 2025.**