



*EAST & CENTRAL AFRICA MODEL UNITED  
NATIONS*

# **DELEGATES' HANDBOOK**

2025/2026

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# OVERVIEW

Keeping with our efforts to keep delegates more informed and prepared for conference, the ECAMUN Executive Committee & Management Team is excited to present the **2025/26 Delegates' Handbook!** We hope that this handbook serves as your official guide for all things ECAMUN and serves appropriately in its purpose. As members of the esteemed gathering of young delegations, from the moment you walk through the flags at the United Nations Office in Nairobi (UNON), Gigiri, you embark on a journey of knowledge, diplomacy and collaboration that promises to leave an indelible mark on your personal and professional growth.

ECAMUN stands as a platform where the next generation of leaders from across East & Central Africa converge to simulate the workings of the United Nations, fostering discussions on critical global issues and crafting innovative solutions in the form of resolutions. This Handbook is crafted with the intention of facilitating your immersion into this dynamic world of international relations and diplomacy.

The Management Team and Executive Committee are committed to providing you with the tools you need to succeed during the conference. Through these pages, you will find:

- Officer Information
- Guidelines to Debate
- Breakdown on each Motion
- Breakdown on each Committee
- Delegated Throughout Stages of Conference
- Breakdown on Awards
- Dress Code and Disciplinary Action
- Progression Routes for Delegates

Equally important, this Handbook emphasises the importance of conduct befitting diplomatic representatives, outlining a code of behaviour that promotes respect, professionalism, and cultural sensitivity. It also includes ways to craft a masterful resolution.

The Handbook also underscores the importance of cultural exchange and networking, as ECAMUN is not just about formal sessions but also about building lasting connections with fellow delegates from diverse backgrounds. Furthermore, it provides insight into the awards and recognition structure, ensuring that outstanding efforts are duly acknowledged. While we anticipate an engaging and productive conference, this Handbook also addresses essential emergency procedures, ensuring your safety and well-being throughout the event.

In closing, as you delve into the pages of this handbook, remember that you are a part of a community striving to make a positive impact on our region and the world. Embrace the spirit of diplomacy, curiosity, and collaboration, and make the most of your time at the ECAMUN and ECA-MSMUN conference.

Your contributions have the potential to shape the future, and this Handbook is here to guide you every step of the way.

Yours sincerely,

**The 2025/26 ECAMUN Executive Committee & Management Team.**

# PROGRAM LEADERSHIP AND OFFICERS

## The Management Team

The new and revamped Management Team comprises four coordinators who are all teachers in participating schools. Additionally, the Secretary-General and Deputy Secretary-General form integral parts of the ECAMUN Management Team.

Within this framework, the collective Management Team is vested with the authority to sanction all decisions proposed by the Executive Committee. Furthermore, it should be duly noted that the Management Team holds authority over all matters leading up to the conference and, therefore, should be accorded due respect. Decisions made by the Management Team are final.

Functioning in an advisory capacity to the Executive Committee, the Management Team is tasked with diverse administrative responsibilities, including financial oversight and liaising with the United Nations Office at Nairobi (UNON). It's noteworthy that members of the Management Team can originate from any of the participating schools, with the stipulation that no two members come from the same academic institution. Additionally, a school is precluded from having representatives simultaneously on both the Management Team and the Board of Trustees.

| Name           | Mr. Jimmy Ogoto             | Mathew George                                            | Nelius Irungu                                                       | Julie Ménger                           |
|----------------|-----------------------------|----------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------|
| Role           | ECAMUN Regional Coordinator | ECAMUN Assistant Regional Coordinator and Financial Lead | ECAMUN Regional Media Director and the Designated Safeguarding Lead | ECAMUN Programme's Regional Secretary. |
| School         | Peponi School               | Nairobi International School                             | Premier Academy                                                     | French School Nairobi                  |
| Email Address  | deanjco@peponischool.com    | mathew.george@nis.ac.ke                                  | mshead@premier-sri.ac.ke                                            | julie.menager@lyceefrancaisnairobi.com |
| Mobile Contact | (+254) 734 853491           | (+254) 731 683969                                        | (+254) 721 460305                                                   | (+254) 757 895239                      |

## The Executive Committee

The Executive Committee consists of seven members who organise under the guidance of the Head Coordinator and the Management Team along the conference and all ECAMUN related events.

The Executive Committee members for the 2025/26 conferences are:

| Name               | Position                                      | School                              |
|--------------------|-----------------------------------------------|-------------------------------------|
| Sariga Rajesh      | Secretary-General                             | Aga Khan Academy                    |
| Nina Walia         | Deputy Secretary-General                      | Premier Academy                     |
| Kylie Nyabuga      | Co-Chairperson of the First General Assembly  | Brookhouse Runda                    |
| Malia Nyandiko     | Co-Chairperson of the First General Assembly  | Light International School          |
| Fenet Taye         | Co-Chairperson of the Second General Assembly | Rosslyn Academy                     |
| Kai Savala         | Co-Chairperson of the Second General Assembly | Light International School          |
| Akshita Srivastava | Executive Assistant                           | Oshwal Academy Nairobi, Senior High |

## Senior Chairpersons

There will be one Senior Chairperson allocated to each committee room and they act as the head of the committee room with complete control over the maintenance of order during the sessions of ECAMUN .

They sit at the Chairing Dias along with a Junior Chairperson and a Securitary and will guide all officers in the room. At the start and end of each day, the Senior Chairperson shall declare the opening and closing of each meeting and may, at any time, make announcements on behalf of the Executive Committee.

While abiding to Parliamentary Procedure, Senior Chairpersons may declare the closure of the list of speakers, debate or privilege points. It is also important to note that they have the power to take the floor away from any speaker who misuse it or delegations that cause major or repeated disruptions in the committee.

## **Media Directors**

The role of Media Directors consists of two Assistant Media Directors and one Media Director and they work cohesively to handle every aspect of media and publication. They are creative visionaries responsible for documenting the conferences through various media channels. Their role encompasses photography, videography, live streaming, and content creation and can include: social media required by the ECAMUN Management Team & Executive Committee, blog & website, interviews & additional videos (eg. overseeing the creation of the end of conference video), and newsletters (e.g. the daily newsletter of ECAMUN during the conference).

## **Junior Chairpersons**

Junior Chairpersons are the main spokesperson in each committee room and hence are tasked with the job of directing discussions, putting forward questions and announcing decisions.

While ruling on all motions of Parliamentary Procedure, they have control over maintenance of order at their meetings, hence, their main aim is to guide, oversee and moderate debate. It is also important to note that they may propose limitations of speakers, debate time, and privilege points, but these limitations may only be carried out if authorised by the Senior Chair. They shall act as delegates when not chairing.

## **Head Secretaries**

Head Secretaries constitute a specialised branch of Secretaries who have demonstrated remarkable leadership attributes and a profound commitment to the program. They possess the authority to issue second-degree warnings, commonly referred to as "Clippings." These officers are handpicked by the Co-Chairpersons of the Second General Assembly to serve as a bridging entity between the Secretaries and the Secretariat.

Their primary role is to act in conjunction to their respective Senior Chairpersons, taking on the responsibility of delegating tasks among other Secretaries. This pivotal role optimises their leadership skills and programmatic dedication, thereby enhancing the overall efficiency of the Secretariat.

## **Secretaries**

Secretaries play a pivotal role in ensuring the effective functioning of the conference. Serving as the administrative backbone of the MUN programme, they undertake an array of responsibilities, including timekeeping, vote counting, managing the Speaker's Checklist, advising the Chair, recording substantial motions' outcomes, distributing bathroom passes, maintaining order, distributing official forms, passing communication, and guiding delegates on parliamentary procedure.

Beyond these tasks, they actively monitor delegate behaviour and provide essential assistance to the Chairperson. They also handle additional duties, such as passing notes or managing entrances, as required. As officers, they undergo specialised training in parliamentary procedure, with a primary focus on mastering the programme's rules and regulations. This comprehensive

training equips them to ensure the conference's smooth operation, fostering an environment of efficient deliberation and adherence to established protocols.

## GUIDELINES FOR GENERAL DEBATE

### Yielding

In the committees, the floor may only be yielded once consecutively (that is; from the Chair to a delegate, and from a delegate to another delegate).

Furthermore, each delegation regardless of whether they were first yielded to at the start of the day and then at the end, can only be yielded to twice by another delegation in any given unspecialised committee, in any given day. Yielding by the Chair will be conducted under no such limitations.

Aside from some exceptions, double-yieldings (more than one consecutive yielding) will **always** be out of order.

All yieldings must go through the Chair, who will either approve or disapprove of them.

Once a delegate has finished his or her address to the assembly, they may do one of three things:

1. Yield to the Chair, saying, *“I now yield the floor to the Chair.”*
  - a. The speaker will return to his or her seat, and the Chairperson will direct the debate from there.
  - b. Yield to another delegation, saying, *“I now yield the floor to [delegation name].”*
2. The speaker will return to his or her seat, and the delegate that has been yielded to will come up and take the floor to speak.
  - a. The delegate to which the floor was yielded must support the same side of the issue that the original speaker did.
  - b. The floor may be yielded to another delegation only once consecutively (i.e., a second yielding to another delegation would be out of order).
3. Yield to Points of Information, saying, *“I now yield to Points of Information”* or *“I am now open to Points of Information.”*
  - a. The speaker will remain at the podium and take questions concerning his or her speech from the assembly. Delegates wanting to pose a Point of Information will raise their placards and the Chair will call on them.
  - b. A speaker may only be open to three Points of Information.

- c. Speakers in time against a Main Motion or an Amendment must be open to at least one Point of Information.
- d. Speakers may choose to decline to answer Points of Information (unless they have spoken against a Main Motion or Amendment).

## Voting

### Voting in the Committees

**Voting Policy:** As the United Nations, each member state will be given one vote per motion in the committees and the General Assembly. Official Observers, Non-Governmental Organisations, and Visitors do not have the right to vote. Permanent Security Council members will exercise veto powers only on substantial motions debated in the Council.

**Conduct:** After the Chair has announced the beginning of voting, no representative shall interrupt except on a Point of Order pertaining to Voting Procedure or a Point of Privilege due to audibility (or a Vote of No Confidence in the Chair).

**Abstentions:** A delegation may not abstain from a motion because they are not sure which way to vote (which the Senior Chairperson must always remind the committee of). A delegation may only abstain from a motion for political reasons (e.g. the delegation is against the current resolution but their country has an alliance with the sponsor country that it does not wish to break). Abstentions are counted as a vote against. Delegations abstaining during voting on the main motion will be required to fill out and submit abstention forms justifying their reasons for abstaining (which the Senior Chairperson must always remind the committee of). Abstentions will only be in order for **substantial** motions requiring a majority vote (that is; Amendment and Main Motion).

**Right to Explain Vote:** After the voting has been completed, countries from each side may be asked to state how they voted and why in a thirty-second speech. However, this is to the discretion of the Chair depending on time. The number of delegates actively abstaining will be recorded and the Right to Explain Vote may be given to these delegations.

### Voting in the Security Council

Amendments and resolutions (Substantial Matters) discussed in the Security Council will only be passed by an affirmative vote of nine members including the concurring (supporting) votes of the permanent members (these are; China, France, Russian Federation, United Kingdom of Great Britain and Northern Ireland and United States of America).

When voting on an Amendment or a Main Motion, a negative vote, not an abstention, from any permanent member of the Council will automatically defeat (veto) the motion. Hence, the Chair must be keen on how the permanent members vote.

On Procedural Matters, an affirmative vote of nine members will pass the motion, regardless of permanent status.

Abuse of veto power will not be tolerated under any circumstance and should be adequately dealt with upon discovery (by administering a warning, suspending veto power in the committee etc.).

## Precedence

Precedence refers to the order in which motions will be considered.

When more than one Motion is on the floor at the same time, precedence dictates which one should be called on first.

When one Motion is on the floor, a motion above it in Precedence (i.e. with a lower precedence number) can usually be brought up. A Motion below it in Precedence is usually out of order.

## Privilege Points

Privilege Points refer to the four Motions (Point of Privilege, Point of Parliamentary Inquiry, Point of Information, and Point of Order) that are granted to delegates to ensure that the assembly remains a democratic forum for discussion.

They apply to all other motions, meaning that they can be used at nearly any time—yet no motions apply to them.

Only Point of Privilege due to audibility or insult may interrupt the speaker; all other Points may only be brought up after the speaker has finished.

When a Privilege Point is called, the Chairperson responds by saying, “*Point of* [Privilege Point e.g Privilege].”, and “*State your point.*”

The Chairperson must rule on the Privilege Point and irrelevant or dilatory Privilege Points are always out of order.

## Destructive Motions

Destructive Motions refer to the five Motions (Appeal\*, Lay on Table, Postpone Indefinitely\*, Reconsider\* and Vote of No Confidence (in the Chair)) that, when used, either:

- Significantly affect the course of a resolution in a negative manner (Lay on Table and Postpone Indefinitely **only**), or
- Cause a largely unnecessary disruption to committee proceedings (especially during debate on a question).

It is common for such Motions to be out of order during the first day or two of a conference week, and should generally be discouraged by the Chair.

It is advised that prior to the commencement of a committee session, the Senior Chairperson should remind the assembly of the Destructive Motions which are in order.

Senior Chairpersons should encourage constructive debate on resolutions, rather than allowing delegates to discard, defeat or table several resolutions on the agenda, with the aim of ensuring the entire agenda is completed within the set time of the committee.

The withdrawal of a Destructive Motion cannot be objected to (with the exception of a Lay on Table).

Destructive Motions typically require a  $2/3 + 1$  vote (with the exception of a Lay on Table) as, a greater majority of the committee is required to side with the mover of such a Motion – as they negatively affect the course of a resolution.

As well, Destructive Motions cannot be entertained once they have failed in the same stage of debate for any given resolution.

Lay on Table is automatically out of order should a Postpone Indefinitely have failed on the same resolution.

\*These Motions apply to the **ECAMUN program only**.

# MOTIONS OF PARLIAMENTARY PROCEDURE

The following are the sixteen principal motions of ECAMUN Parliamentary Procedure, arranged in order of decreasing Precedence (i.e. from highest to lowest Precedence).

## Vote of No Confidence (*ECAMUN*)

**Definition:** A Vote of No Confidence is called because a delegate feels that the current Chairperson is incompetent and not fit to preside over the assembly.

It is a motion to have the current Chairperson replaced, due to a lack of faith in their chairing abilities.

A Vote of No Confidence takes precedence over all other motions currently being discussed and the withdrawal of a Vote of No Confidence cannot be objected to.

Despite the purpose of this Motion, any cases of disrespect to the Chair are **completely unacceptable**. Likewise, should any cases of disrespect to the Chair arise, Senior Chairpersons may exercise their disciplinary powers how they see fit.

### Procedure for a Vote of No Confidence

1. Delegate says, *“I would like to call a Vote of No Confidence in the Chair.”* The Chair says, *“There is a Vote of No Confidence in the Chair. Has the mover brought up a valid Appeal or Point of Order against the current Chair?”*
  - a. If the mover has not, the motion is dismissed and regarded as dilatory, with the delegate being warned that a Vote of No Confidence is grounds for removal from the assembly.
  - b. If the mover has, the Chair re-explains their earlier decision and justifies their overall performance to the assembly.
  - c. The Chairperson must use their intuition to determine whether the Appeal is valid.
    - i. This is dependent on one key concern: whether a valid Point of Order or Appeal has been called against the current chair.
    - ii. If it is invalid, the Chairperson must call the delegate’s Motion out of order, and issue the mover a warning.
    - iii. As well, since this is explicitly mentioned in the official ECAMUN rules, the Chairperson's decision on whether the Appeal is valid or not is not arbitrary.
2. The Chair then asks the mover if they would like to withdraw their motion.
  - a. If they choose to do so, the Chair moves on with the pending question.
  - b. If not, the Chair asks for a second.
3. If the motion is seconded, the Chair warns the mover that:

- a. They will be asked three questions concerning Parliamentary Procedure, the content of which is up to the Chair's discretion.
  - b. A  $2/3 + 1$  vote is required to pass the motion.
  - c. Failure to answer all three questions correctly, or a failed vote, will result in expulsion from the ECAMUN program.
  - d. Furthermore, if all three questions are answered correctly and the vote achieved, the mover will have to assume the responsibilities of the Chair for the rest of the allotted time, or until a suitable replacement is found.
4. The delegate is asked again whether they would like to withdraw their motion.
    - a. If they do so, the mover should be officially warned.
    - b. If they choose not to, the Chair continues on to the questions.
  5. Given the delegate has not withdrawn their motion at this point, Secretaries will surround the delegate to ensure that they do not cheat while answering the questions.
  6. If any questions are answered incorrectly or the vote fails, the mover should be immediately removed from the assembly to be dealt with by the Executive Committee.

## Point of Privilege

**Definition:** Point of Privilege refers to the rights, privileges, comfort, and dignity of delegates and it has the highest precedence.

A Point of Privilege pertains to:

- Audibility (e.g. delegate feels that the speaker is speaking too loudly),
- Comfort (e.g. delegate did not receive a copy of resolution),
- Dignity (e.g. delegate feels insulted by the speaker).

It is usually not voted on; however, in the case of a controversy, the Chair may ask the members to vote with a simple majority resulting in a pass. (e.g. when there is a dispute over whether the room is too hot or too cold).

In order to save time, the Chairperson should respond to Points of Privilege by asking if the Point is due to audibility (that is; "*Point of Privilege, is this due to audibility?*") every time it is called during a speech.

It can be used any time, including during Voting Procedures, but can only interrupt Voting Procedures if it is due to audibility.

A Point of Privilege due to audibility can either be called by a delegate or a Chairperson.

- If called by the delegate, the Chairperson must say to the current speaker: "*Speaker, you are reminded to speak loudly and clearly into the microphone. Please continue.*"

- If the Chairperson intends to call a Point of Privilege pertaining to audibility, they will say, *“The Chair calls Point of Privilege due to audibility. Speaker, you are reminded to speak loudly and clearly into the microphone. Please continue.”*

In both the committees and the General Assembly, only Points of Privilege related to audibility and dignity (insult) are allowed to interrupt a speaker.

When a delegate feels insulted the Chair will determine if the speaker made a direct insult and if so, remind the speaker to use more diplomatic language and refrain from insulting other members.

The Chairperson should also issue a warning to the speaker that continued insults will result in a loss of the floor.

The Chair should always be attentive in order to decide whether or not there has been an insult. In case of confusion, the Chairperson may ask the delegate to elaborate.

The Chairperson is required to make an arbitrary ruling on whether or not an insult has been made to a member nation, if a Point of Privilege has been called due to dignity, hence, the decision of the Chair in such matters is final and may only be contested by an Appeal. From here, either:

- The Chairperson acknowledges that an insult has been made where they will tell the current speaker, *“Delegate you are out of order as you may not directly insult a member nation. You are reminded to use more diplomatic language and refrain from insulting other member nations. You are reminded that continued insults will result in a loss of the floor.”*
- Or, the Chairperson may deem that no insult has been made after which they will tell the mover of the Point of Privilege that, *“Delegate you are out of order as the Chair feels that the speaker made no insult and [for example] merely referenced an example. Speaker please continue.”*
- However, if the Chairperson is unable to automatically determine whether or not a direct insult has been made, they may respond to the Point of Privilege by asking the delegate to elaborate (that is, *“Delegate kindly elaborate.”*)

If the speaker continues to insult their fellow delegates, the Chair should take away the floor. Thereafter, they should suspend the speaker's Privilege Points.

## Orders of the Day

**Definition:** Orders of the Day is a call to return to the topic at hand during debate. It is used to call a speaker back to the present subject if they have significantly drifted from it, that is if debate has veered off-topic.

It is not a privilege point, but it can interrupt a speaker and does not need recognition.

Like with all Motions, if it is called late it is dilatory and the Chairperson must call the delegate out of order.

Either a member of the assembly or the Chair may make the motion.

- If called by the Chair, there cannot be an objection to Orders of the Day. The speaker must return to the topic at hand immediately.
- If called by a delegate and the Chair feels that it is valid, they will say, “There is a call for Orders of the Day on the floor. Would the speaker please return to the topic at hand?”
  - If there is an objection the Chair may take a vote, requiring a majority vote to pass.
  - The decision of the Chair is final—in controversial issues, the Chair may simply make a decision without a vote.
  - The Chair may ask the mover of an Orders of the day to elaborate, in order to make a more informed ruling over the motion.

If Orders of the Day is called and the Chair feels the call is invalid (that is, that the speaker did not derail from the topic at hand), they will say, “*Delegate you are out of order as there has been no major and persistent derailment from the topic at hand. Speaker please continue.*”

It should only be used when there has been a major and persistent derailment from the subject at hand, not merely when the speaker has brought up an example.

The Chairperson should use their judgement and call Orders of the Day motions out of order if they are dilatory.

Its use is unlimited, however, if the Chair believes that the point is being misused, it may be suspended.

## Point of Parliamentary Inquiry

**Definition:** A Point of Parliamentary Inquiry is called when a delegate wishes to get information regarding **Parliamentary Procedure** (e.g., “Could the Chair please tell me the vote required to pass a Main Motion?”), whereby the Chair **must** answer the question.

The Chair should encourage the use of Points of Parliamentary Inquiry so that the members of the assembly understand what is happening.

It is important that the delegates know of and understand clearly every decision or action taken by the Chair.

Its use is unlimited, however, if the Chair believes that the point is being misused, it may be suspended.

A Point of Parliamentary Inquiry may be used any time in between speakers except during Voting Procedures however; it can never interrupt the speaker, as it is not urgent.

The Chair should be attentive to calls for Point of Parliamentary Inquiry to ensure they are not incorrectly used in the place of a Point of Information (e.g. “How much time is left in debate time-for this resolution?” is not a Point of Parliamentary Inquiry), and similarly call delegates out of order for the same. In such a case, the Chair may decide not to answer the question.

## Point of Information

**Definition:** A Point of Information is always a short question but may be prefaced by a short statement.

It may be addressed to the Chair or the speaker:

- A Point of Information to the speaker must pertain to the points the speaker brought up during their speech.
- A Point of Information to the Chair must pertain to ECAMUN conference proceedings (e.g., “When do we break for lunch?”) or may be a request to approach.

The speaker may choose not to respond to a Point of Information if they wish not to. The Chair **must** respond to a Point of Information.

After the speaker answers each Point of Information, the Chair must ask, “*Is the speaker open to any more Points of Information?*” The speaker has the right to limit the number of questions he is open to and may decline to answer further Points.

After a speaker’s speech, the Chairperson will say “*Is the speaker [or Sponsor] open to any Points of Information?*”, and after the response is given, the Chairperson will say “*The speaker is open to x Points of Information, are there any such Points?*”. To allow a member of the assembly to ask a Point of Information, the Chairperson will say “[delegation name] *state your point.*”

Each speaker can only be open to a maximum of three Points of Information following their speech.

A speaker against a Main Motion or an Amendment must be open to at least one Point of Information after their speech and all sponsors of resolutions must be open to at least one Point of Information.

A delegate may only ask one question in a Point of Information. No two-way conversation is allowed.

If a delegate asks a long or irrelevant Point of Information the Chair should call them out of order. This also applies if the delegate asks more than one question in a Point of Information. The Chair should then remind the delegate, “[Delegate you are reminded that] *A Point of Information is a short statement followed by a short question, would you like to rephrase?*”

A Point of Information may be used at any time except during Voting Procedures. It may not interrupt a speaker.

The Chair should be attentive to calls for Point of Information to ensure they are not incorrectly used in the place of a Point of Parliamentary Inquiry (e.g. “How much time is left in debate time-for this resolution?” is not a Point of Parliamentary Inquiry), and similarly call delegates out of order for the same. In such a case, the Chair may decide not to answer the question.

### Request to Follow-up

After the speaker has answered a Point of Information, the mover of the Point of Information can request to follow-up on their question.

This motion should be used when the mover of a Point of Information would like to get more information or clarify something mentioned in the speaker's answer to their first question.

Only one Request to Follow-up will be entertained per Point of Information and two-way conversation (whereby delegates speak consecutively, without the chair talking) will continue to be out of order.

The Chair may choose whether or not to entertain a Request to Follow Up, signifying their decision by saying 'Granted' or 'Denied'. This decision is based purely on the Chairperson's discretion and depends on the quality of the response given by the speaker and whether the adequate time is available.

As with a Point of Information, the speaker may decline to answer the Request to Follow-up.

The Request to Follow-up does not count as one of the three Points of Information that a speaker may be open to.

**NOTE:** Point of Information is considered debate time hence, can be Previous Questioned (for example, if no members of the assembly are willing to ask a Point of Information to the current speaker, the Chair should begin calling for Previous Question).

## **Point of Order**

**Definition:** A Point of Order is used to indicate that the Chair has made a mistake in Parliamentary Procedure.

If the Chair has made a mistake and it is pointed out, the Chair says, "*Point well taken, the Chair corrects itself*", and corrects their mistake. However, the Chairperson must **never** apologise to the committee.

Otherwise, if the Chairperson is well-aware that they have made no mistake, they may call the delegate out of order by saying "*Delegate you are out of order as* [explanation of why your decision was right, according to Parliamentary Procedure]."

If a Junior Chairperson makes a mistake in their Parliamentary Procedure, it is the Senior Chairperson's responsibility to immediately correct it. Given that they are the Chair's primary spokesperson, it is important that a Senior Chairperson is able to defend any action(s) taken by a Junior Chairperson and attentive during debate.

If the Point is late, it is considered dilatory and out of order. Hence, it must be called at the earliest possible opportunity for it to be in order and it may interrupt the Chair, but not any speakers who are delegates.

It is unlimited to all delegates. However, if misused, it may be suspended.

It can be used any time in-between speakers, but if used during Voting Procedures it must pertain to an error made in Voting Procedures.

## Appeal (*ECAMUN*)

**Definition:** An Appeal is used when a delegate wants to contest and overturn an arbitrary decision of the Chair.

It applies to arbitrary decisions of the Chair, not decisions made by the Chair according to the written rules of Parliamentary Procedure.

An Appeal does not need recognition, but may only be called immediately after the Chair has made an arbitrary decision. If the motion is late it becomes dilatory, and hence out of order. So it must be called at the soonest possible opportunity for it to be in order.

Unlike a Point of Order, an Appeal may not, however, interrupt the Chair (or any other speaker).

A delegate cannot Appeal to a decision made by the Chair pertaining to an Appeal (there can be no Appeals to an Appeal).

There can be no objection to the withdrawal of an Appeal.

### Procedure for an Appeal

1. When someone calls an Appeal, the Chair responds, *“There is an Appeal to the decision of the Chair, which decision is the delegate referring to?”*
2. If the Appeal is valid, the Chair will explain why the decision was made to remove any doubt, then call for a second.
  - a. The Chairperson must use their intuition to determine whether the Appeal is valid. This is dependent on two key concerns: whether the Appeal is dilatory (late) or not and whether the decision that the delegate is referring to is an earlier decision made by the Chairperson pertaining to an Appeal or not.
  - b. If it is invalid, the Chairperson must call the delegate’s Motion out of order, and warn the mover that an Appeal is grounds for removal from the assembly.
  - c. As well, since this is explicitly mentioned in the official ECAMUN rules, the Chairpersons decision on whether the Appeal is valid or not is not arbitrary.
3. If seconded, the Chair must warn the mover that:
  - d. *“If this motion fails, the delegate will have to leave the assembly indefinitely and the length of the suspension is to be decided by the Executive Committee.”* prior to putting the Appeal to a vote.
  - e. If the Motion is not seconded, the assembly will continue with the proceedings that were ongoing before the Appeal.
4. Then the Chair will ask the delegate if they wish to withdraw the Appeal.
5. If the motion is not withdrawn, the Chair moves into Voting Procedure, saying, *“We shall now move into Voting Procedures. All those in favour of the decision of the Chair, please raise your placards.”*

- a. A 1/3 vote in favour upholds the decision of the Chair.
- b. A 2/3 + 1 vote against overturns the decision of the Chair. The Chair must never apologise.

## **Withdraw a Motion (*ECAMUN*)**

**Definition:** This is a request by the sponsor to remove their motion from the floor before final action is taken on it (that is; a second or a vote, depending on the motion). The request can only be made by the original Sponsor (otherwise it is out of order).

In order to Withdraw an Amendment or a Main Motion, the withdrawal must be called before the second.

Withdraw a Motion applies to all motions except Previous Question and Extend Debate.

A delegate may not object to the withdrawal of an Appeal, Reconsider, Postpone Indefinitely or Vote of No Confidence.

### **Procedure to Withdraw a Motion**

1. The sponsor says, "I move to withdraw my motion."; to which the Chair responds, "There is a motion to withdraw this motion. If there are no objections, the delegate will be permitted to withdraw their motion."
  - a. By objecting a Withdraw a Motion, a member of the assembly is expressing their interest in seeing final action taken on a Motion, and being the sponsor of the Motion in which this will happen.
2. If there is an objection, the Chair says, "There has been an objection to the withdrawal of this motion. Is the mover (of the objection) willing to sponsor this motions?"
  - a. If the objector is not willing to sponsor the motion, the motion is withdrawn. The Chair will then continue with the proceedings of the committee.
  - b. If the objector wishes to sponsor the motion, move into Voting Procedures by saying "All those in favour of the withdrawal of this motion, please raise your placards."
3. A majority vote is required to Withdraw a Motion.
4. If a majority vote is not obtained, the motion will be debated/considered and the mover of the objection will serve as its sponsor.

## **Lay on Table**

**Definition:** This motion aims to temporarily set aside a resolution with the intention of returning to it later. (e.g., delegates feel that other resolutions on the agenda are more urgent and should be debated sooner). Hence, it applies only to the Main Motion.

It may only be brought up during debate time against the resolution, upon which debate time is frozen.

A resolution that was tabled can be brought back to the agenda by a motion to Take from the Table.

If a Postpone Indefinitely has been voted on and failed for a given resolution, then Lay on the Table is out of order for that resolution as the assembly has previously demonstrated its interest in debating the resolution.

To propose Lay on Table, a delegate must send a letter to the Chair detailing:

- The topic of the resolution the delegate would like to table,
- The sponsor of the resolution,
- The reason why the delegate would like to table the resolution.

Any Lay on Table proposed without a letter to the Chair will not be entertained.

#### Procedure for a Lay on Table

1. When this motion is called, the Chair says, *“There is a motion to table this resolution, is there a second?”*
2. If seconded, the Chair asks for a vote.
3. If a majority vote is obtained, the resolution is tabled and the Chairperson will move into the next resolution on the agenda.
4. If not, the Chairperson will say, *“This Lay on Table fails. Does the speaker wish to continue speaking in time against the resolution?”*.

## Take from Table

**Definition:** This is a motion to bring back a previously tabled resolution.

The procedure is similar to that for a motion to Lay on the Table, however, a 2/3 + 1 vote is required, and it may be called in time **for** or against any other resolution.

The mover – the sponsor of the tabled resolution, as well as any other delegate – must have the floor, and when this motion is brought up debate time is frozen.

This motion has unlimited use, that is; a delegate may attempt to bring back a tabled resolution multiple times.

When a resolution is brought back to the table, and provided there is time left at the end of the agenda, the debate on the resolution will continue from **the time remaining in debate time-against** rather than restarting.

#### Procedure for a Take from Table

1. When this motion is called the Chairperson will say, *“There is a motion to take this resolution from the table, which resolution is the delegate referring to?”*.
2. Once the mover states the resolution’s topic and/or sponsor, the Chairperson will ask for a second.

- a. If seconded, the assembly will move into Voting Procedures.
  - b. If not, the assembly will continue with the proceedings that were ongoing before the Take from Table and the mover is asked if they wish to continue speaking.
3. If the **2/3 + 1** vote is obtained, the resolution will have been successfully taken back from the table.
  - a. The Chairperson will say *“This Take from Table passes. The resolution will be debated at the end of the agenda if time permits.”*.
  - b. If there is a tight agenda, the Chair will announce, *“Due to time constraints, the assembly will be unable to debate the Topic of [name of resolution]”*
4. However, if it is not obtained, the Chairperson will say, *“This Take from Table fails. Does the speaker wish to continue speaking in time against the resolution?”*

## Previous Question

**Definition:** Previous Question is a request to close debate before time has expired, often a result of stagnant or one-sided debate.

It requires no recognition and is often simply called out by a member of the assembly.

In both the committees and the General Assembly, Previous Question is only in order at the end of active debate (that is, when there are no more requests for the floor).

When calling a Previous Question, the Chair must ask the assembly three times, *“Are there any requests for the floor?”* before moving into the next stage of debate or Voting Procedures. If there are no requests for the floor all three times, the Chair will say, *“The Chair calls Previous Question. The assembly will now move into...”*

However, if a delegate raises their placard before the Chair calls Previous Question, they are entitled to the floor.

Previous Question cannot be withdrawn.

## Extend Debate

This is a request for additional debate time on a Main Motion or an Amendment. And, it **only** applies only to a Main Motion or an Amendment.

Debate time in the General Assembly and in committees is limited to specific times for and against. However, one extension of the debate time per resolution can be offered at the discretion of the Chair, depending on the time available, the length of the agenda, and the quality of debate.

If debate time is extended, the assembly will proceed into an additional session of open debate after debate time *against* has expired. Therefore, this motion can be called **after** time for or against, but will only be entertained **after** debate time against has expired.

The Chair can call for an extension of debate, and this motion should be encouraged if the quality of debate has been good.

This motion cannot be withdrawn.

### Procedure for an Extend Debate

1. When this motion is called, if the time available, length of the agenda and the quality of debate are favourable, an extension of debate can be granted.
  - a. If called at the end of debate time for, the Chairperson will say, “*Extend Debate will be tolerated for 3 minutes after time against has expired.*” before moving into debate time against.
  - b. However, if it is called at the end of debate time against, the Chairperson will say, “*Extend Debate will be tolerated. The assembly shall now move into 3 minutes extended debate time for this resolution, are there any requests in extended debate time for this resolution?*”
2. Contrastingly, if the time available is not favourable, regardless of when Extend Debate is called, the Chairperson will respond by saying, “*Extend Debate will not be tolerated due to time constraints.*”, after which they will continue with the ongoing proceedings.

## **Amendment**

**Definition:** An Amendment is an addition, deletion, or substitution to a resolution. It aims to strengthen resolutions. Thus, it only applies to the Main Motion.

A delegate may only amend the operative clauses, and only less than half of them.

An Amendment may be brought up any time provided that the mover has the floor and has submitted a copy of their Amendment to the Chair prior.

Two copies of an Amendment form must be filled. The Chair should have one copy of the Amendment before the mover receives the floor (this copy must be sent to the Chair prior to the reading of the Amendment for it to be in order). The Amendment form must contain the following:

- Title of resolution to be amended,
- Sponsor of the resolution,
- Sponsor of the Amendment,
- Text of the Amendment,
- The exact location of the Amendment in the resolution.

A formal Amendment (one that changes the substance of the resolution) cannot be moved by the Sponsor of the resolution.

When an Amendment is proposed, debate time for the resolution is suspended and the Sponsors of an amendment must be open to at least one Point of Information

If the Amendment is weak, the Chair may refuse to entertain it – however, if it is strong the Chair should give the mover the floor as soon as possible. Only one Amendment is allowed per resolution

### Procedure for a Formal Amendment

1. The mover reads out the Amendment and the Chair asks delegates to take note of it (if need be it can be repeated).
2. Once read, the Chair asks for a second.
3. If seconded, the assembly moves into debate for and against the Amendment; speakers in time against must be open to at least one Point of Information.
  - a. After time *for* expires the assembly will move into time against where, again, the Chairperson must remind the assembly that, “*All speakers in time against are reminded that they must be open to at least one Point of Information.*”
4. A vote is taken—a majority vote is required to pass it.
5. If it passes, the assembly carries on in the debate time left for the Main Motion, now debating the amended resolution.
6. If it fails, the assembly carries on in the debate time left for the Main Motion, debating the original, un-amended resolution.

### Friendly Amendment

A friendly Amendment may only be moved by the sponsor of the resolution whereby; it cannot change the substance of the resolution, and usually corrects only minor spelling and grammatical errors.

It is made before the resolution is seconded, usually even before it is readout.

It has no second, debate, or vote. Therefore, if it is called before the resolution is read out, the Chairperson will say, “*This Amendment is in order, delegates please take note.*” before asking the Sponsor to continue with the reading of the resolution.

If it is called after it is read out, before the second, the Chairperson will say, “*This Amendment is in order, delegates please take note.*” before asking the assembly for a second.

## **Postpone Indefinitely (ECAMUN)**

**Definition:** This is a motion to discontinue debate on a resolution and discard it, as the delegate feels that it does not deserve more of the assembly’s time. Therefore, it applies only to the Main Motion.

It requires recognition and a second and it interrupts the debate on the Main Motion, hence debate time for the resolution is suspended.

It can only be brought up in debate time against the resolution.

To propose a Postpone Indefinitely, a delegate must send a letter to the Chair detailing:

- The topic of the resolution the delegate would like to Postpone Indefinitely,
- The sponsor of the resolution,
- The reason why the delegate would like to postpone the resolution indefinitely.

Any Postpone Indefinitely proposed without a letter sent to the Chair beforehand will not be entertained.

The Chair may choose not to entertain this motion if there is little time remaining or a long agenda exists.

If Lay on Table is voted on and fails for a given resolution, Postpone Indefinitely is automatically out of order, as the assembly has already proved its interest in debating the particular resolution.

The motion can only be called once on a resolution.

There can be no objection to the withdrawal of a Postpone Indefinitely.

#### *Procedure for a Postpone Indefinitely*

1. The delegate proposes to postpone a resolution indefinitely.
2. The Chair asks for a second.
3. If seconded, the assembly moves into 1-minute debate time for and against the motion.
4. Once debate is complete, a vote is taken. The motion requires a majority vote to pass.
5. If the motion passes, the resolution is discarded from the agenda and may not be brought up again at any time.
6. On the other hand, if the motion fails, debate will continue on the Main Motion and the Chair asks the speaker if they would like to speak in time against.

## **Reconsider (*ECAMUN*)**

**Definition:** This is a motion to bring back a passed or failed resolution to the agenda. When a Reconsider is called, it means that someone on the winning side has changed their mind and wishes to re-debate and revote on a certain resolution.

This motion should not be confused with a simple revote, held when there was some confusion during voting or if the vote was very close.

A motion to Reconsider is not debatable as debating the Reconsider would mean debating the Main Motion again.

The use of this motion should be discouraged, as the agendas are usually quite long.

There may be no objections to the withdrawal of a Reconsider.

Reconsider may not be used in the Security Council.

### Procedure for a Reconsider

1. The mover says *"I would like to reconsider a resolution."* The mover must have the floor during debate time for or against any other resolution.
2. The Chair asks which resolution the mover is referring to. The mover will then state the topic of the resolution.
3. The Chair will ask which way the mover voted (the mover must have been on the winning side, e.g. if the resolution failed, the mover must have voted against the resolution).
4. The Chair will ask for a second.
5. If seconded, the Chair says, *"The delegate now has thirty seconds to explain why the assembly should reconsider this motion."* This is an uninterrupted speech and only Orders of the Day may be called during this time.
  - a. Should a Point of Privilege pertaining to audibility be called, the sponsor will be asked to speak loudly and clearly, or the mover of the Privilege Point will be called out of order as per the Chairperson's discretion.
  - b. If the Point of Privilege is in order, the mover of the **Reconsider** will be allowed to restart their speech and their time will be reset.
6. If there is a valid reason, the assembly will move into Voting Procedures.
7. The Chair calls for a vote to reconsider (a Reconsider needs a 2/3 + 1 vote to pass).
8. If it passes, then the actual re-debate and revote on the resolution takes place at the end of the agenda if time allows. The reconsidered motion is then treated all over again as a new Main Motion.
9. If a motion to Reconsider fails for a particular resolution, Reconsider will then be considered out of order for that resolution. The Chairperson says, *"This Reconsider fails. Does the speaker wish to continue speaking in time for / against the resolution?"*

## Main Motion

**Definition:** Main Motion refers to the resolution.

It has the lowest precedence so it does not apply to any other Motion, but all others apply to it.

Sponsors and speakers in time against must be open to at least one Point of Information

Only Reconsider can bring back defeated or passed resolutions.

After every speaker in time for and against, they have the ability to yield the floor to another delegation. Provided this yielding is valid, the Chairperson will say, *"This yielding is in order. [delegation name] you have the floor."*

- Only if no yielding has been made prior will a yielding be in order – otherwise, if more than one consecutive yielding is being made, the delegate should be called out of order on the grounds of **no double-yielding**.
- Also, provided that a delegation has not already been yielded to twice in the same day by another delegation will a yielding be in order.

After every speaker's speech, the Chairperson must call for Points of Information.

### Procedure for a Main Motion

1. The Chair says, "*The next resolution on the agenda is [resolution topic]. The sponsor, [delegation name] has the floor.*"
2. The Sponsor takes the floor and reads out the resolution.
3. After, the Chair asks for a second.
  - a. If seconded, the Chair says, "*This resolution has been read and seconded. The assembly will now move into a ninety second sponsor's opening statement. The Sponsor you have the floor and you are reminded that you must be open to at least one Point of Information.*"
  - b. If not seconded, the resolution is discarded.
4. Once time for the sponsor's opening statement has concluded, the Chair will initiate the Points of Information by stating "*Time for the Sponsor's Opening Statement has expired. The assembly will now move into 8 minutes for the resolution, how many Points of Information is the Sponsor open to?*"
5. Once time *for* expires, the Chair says, "*Time for this resolution has just expired.*" The assembly will now move into eight minutes debate time against the resolution. All speakers in time against must be open to at least one Point of Information. Are there any requests for the floor?"
6. After time *against* expires, the Chair then tells the sponsor they have one minute to strictly rebut or respond to any points brought up against their resolution from their seat.
7. After the sponsor's closing statement, the resolution is put to a vote (requires a majority to pass). This is initiated by saying, "*Time for Sponsor's Closing Statement has just expired. The assembly will now move into Voting Procedures. All those for this resolution please raise your placards.*"
8. The Chair then announces whether the resolution passes or fails. Irrespective of the way the country of the pilot program votes, a resolution only fails if a majority vote is not obtained.
9. The Chair may then choose to move into Right to Explain Vote if time allows.

## Table of Parliamentary Procedure

| Motion                         | Precedence | Recognition | Second | Debatable | Vote              | Timing             |
|--------------------------------|------------|-------------|--------|-----------|-------------------|--------------------|
| Vote of No Confidence          | 0          | No          | Yes    | No        | $\frac{2}{3} + 1$ | None               |
| Point of Privilege             | 1          | No          | No     | No        | None              | None               |
| Orders of the Day              | 2          | No          | No     | No        | Maj. if obj.      | None               |
| Point of Parliamentary Inquiry | 3          | No          | No     | No        | None              | None               |
| Point of Information           | 4          | No          | No     | No        | None              | None               |
| Point of Order                 | 5          | No          | No     | No        | None              | None               |
| Appeal                         | 6          | No          | Yes    | No        | $\frac{2}{3} + 1$ | None               |
| Withdraw a Motion              | 7          | Yes         | No     | No        | Maj. if obj.      | None               |
| Lay on Table                   | 8          | Yes         | Yes    | No        | Maj.              | None               |
| Take from Table                | 9          | Yes         | Yes    | No        | $\frac{2}{3} + 1$ | None               |
| Previous Question              | 10         | No          | No     | No        | None              | None               |
| Extend Debate                  | 11         | No          | No     | No        | None              | Chair's Discretion |
| Amendment                      | 12         | Yes         | Yes    | Yes       | Maj.              | 3 min. F & A       |
| Postpone Indefinitely          | 13         | Yes         | Yes    | Yes       | Maj.              | 1 min. F & A       |
| Reconsider                     | 14         | Yes         | Yes    | No        | $\frac{2}{3} + 1$ | 30 sec.            |
| Main Motion                    | 15         | Yes         | Yes    | Yes       | Maj.              | 8 min. F & A       |

# COMMITTEES

## Unspecialised Committees

In the unspecialised committees, resolutions are debated as the primary item on their agendas.

Therefore, the procedure followed here is that referenced under ‘Main Motion’.

As well, every Motion of Parliamentary Procedure is applicable when debating on a resolution (given they are used correctly), most especially: **Lay on Table**, **Take from Table**, **Amendment**, **Postpone Indefinitely** and **Reconsider** as they all uniquely apply to resolution.

Every other Motion, however, still applies in these committees.

### *The Economics and Politics Committee (ECAMUN)*

The **Economics Committee** covers resolutions concerning topics of trade, industry, or money. For example, it may focus on a country that has been in a very poor economic state.

As for the **Politics Committee**, resolutions are focused on topics relating to the government or public affairs of a country, or political issues globally.

This combined committee is only present in the ECAMUN conference.

### *The Health and Technology Committee (ECA-MSMUN)*

In the **Health Committee**, delegates will converse over various resolution topics that center around world and community wellness and any pressing matters that the Assembly feels does not only relate to health as a worldwide phenomenon, but is pressing enough to be put in front of a UN General Assembly. For example, it may focus on a country that has been in a very poor health state.

The **Technology Committee** debates over resolution topics that attempt to see technology prevail as a solution to the world’s most pressing issues or prevent any form of technology related problems.

To help you understand the gist of the committee, a sample resolution topic of the Technology committee could be: Instigating a 4-year Pilot Programme in Libya to Increase Awareness of Technological Advancements and Internet Technologies and to use these to Improve Quality of Education.

This combined committee is only present in the ECA-MSMUN conference.

### *The Ecology Committee*

The **Ecology Committee** attempts to derive arguments to sustain the world’s environment.

Resolutions debated here are based on issues that stem from increasingly prevalent environmental issues in the world today and delegates debate to ensure the world is preserved and to prevent it from becoming inhospitable.

### The Human Rights Committee

Resolutions discussed in the **Human Rights Committee** are focused towards the implementation of programs which promote the accordance of the articles referenced in the Universal Declaration of Rights globally.

Topics are often instigated from countries whereby citizens are deprived of their basic human rights and freedoms

## **Specialised Committees**

These are smaller, more intimate sessions of debate where resolutions are not debated as the primary item on the agenda (with the exception of the Security Council). Instead, each committee focuses on its own area of expertise ranging from historical decisions in the Historical Decisions Committee to international disputes in the International Court of Justice.

They are very distinct to unspecialised committees, whereby (**with the exception of the Security Council**) they do not debate resolutions. With this in mind, Motions of Parliamentary Procedure: Lay on Table, Take from Table, Amendment, Postpone Indefinitely and Reconsider, will always be out of order in these committees.

These occur in separate conference rooms during conference and often range from twenty to fifty delegates per committee.

### The Security Council

While the **Security Council** is quite similar to regular committees, as an exception; it includes a **Crossfire** at the end of debate for each resolution.

The topics debated in the Council usually pertain to resolutions of higher urgency, usually those discussing peace and international security, and will often stem from current issues. Also, due to the nature of the issues dealt with and the overall size of the Council, it is expected that all members will be engaged more frequently than in other committees.

Thus, procedure in the Security Council follows the same general rules that are observed in the committees, except that there is no sponsor closing statement – and this is replaced by a three-minute Crossfire (or otherwise, as decided via the Chair's discretion) prior to the vote on the resolution.

Therefore, the procedure followed here is that referenced under '**Main Motion**' (with the exception of procedure-point 6). Normal rules on **Lay on Table**, **Take from Table**, **Amendments** and **Postpone Indefinitely** apply.

**Reconsider** is not in order in the Council, and instead, to express desire to re-debate and –vote on a resolution delegates must propose a **Uniting for Peace** resolution. During the redebate and revote, permanent members will lose their Veto power.

During crossfire in the Security Council, the Sponsor must speak first.

Only the Motions of Parliamentary Procedure: **Point of Privilege, Orders of the Day, Point of Information, Point of Order, Previous Question, and Extend Debate**, will be in order during its Crossfire.

### **Procedure followed in the Security Council**

1. The topic of the resolution is read-out and the Sponsor is invited to read their resolution.
2. After the resolution is read, the Chairperson asks the assembly for a second.
  - a. If seconded, the assembly moves into 8-minutes (or otherwise, as decided via the Chair's discretion) debate time for and against – normal Main Motion procedure applies here.
  - b. If not, the resolution is discarded.
3. After debate time against the resolution expires, the assembly moves into a three-minute Crossfire where the Sponsor speaks first in debate time-for / the proposing side of the question.
4. After the Crossfire time finishes, the assembly will vote on the resolution.
5. The Chairperson will announce the verdict of the vote, and may decide to move into a Right to Explain Vote.

### **The Special Summit**

The **Special Summit** is entirely different to regular debate. This committee is present in both the ECA-MSMUN and the ECAMUN conferences.

Instead of resolutions, delegates will participate in a two-sided debate on a current, controversial issue, presided over by a Judging Panel (which consists of five delegates who have voluntarily signed up and it may not include Junior Chairpersons).

It involves opening and closing statements, plus a 45-minute crossfire (unless otherwise decided, via the Chair's discretion). So, delegates of this committee should be adaptable, and well researched.

It must be noted that in the Summit, delegates are no longer debating according to their respective countries' policies, but from the points of view they have been assigned.

Delegates may yield to Points of Information during the Crossfire in the Summit and there is only one possible Extension of Debate during Crossfire (unless otherwise decided, via the Chair's discretion). Opening and closing statements **may not** have an Extension of Debate.

Only the Motions of Parliamentary Procedure: **Point of Privilege, Orders of the Day, Point of Parliamentary Inquiry, Point of Information, Point of Order, Appeal, Withdraw a Motion, Previous Question, and Extend Debate**, will be in order during its Crossfire.

To learn more about the Special Summit and review its procedure, visit the following link:

 [Special Summit Booklet 2025/2026](#)

### The Historical Decisions Committee

In the Historical Decisions Committee, debate focuses on historical decisions made throughout the past and their effect on society. This committee is only present in the ECAMUN conference.

The topics debated on will relate to a significant decision/a series of interlinked decisions and actions in human history, and their long and short-term effects. Delegates in this committee should be quick thinkers and familiar with world history.

Procedure followed is the same as the Special Summit, but after the verdict of the debate is announced delegates have the opportunity to discuss alternative solutions.

- Here, the assembly moves into 20 minutes of discussion time (or otherwise, as decided via the Chair's discretion) in which delegates will discuss the situation and alternative solutions that would have bettered the issues caused by the topic at hand.
- During this time, Senior Chairs will select delegates who signify their desire to speak by raising their placards.

The committee will debate on two sides for the decision and against the decision. The winner of the debate will be decided by a panel of 5 judges. This panel may not include Junior Chairpersons.

Again, this committee involves opening and closing statements, plus a 20-minute crossfire (unless otherwise decided, via the Chair's discretion).

Only the Motions of Parliamentary Procedure: **Point of Privilege, Orders of the Day, Point of Parliamentary Inquiry, Point of Information, Point of Order, Appeal, Withdraw a Motion, Previous Question, and Extend Debate**, will be in order during its Crossfire.

To learn more about the Historical Decisions Committee and review its procedure, visit the following link: [📖 Advisors Booklet 2025 -2026](#)

### The International Court of Justice (ECAMUN)

The International Court of Justice (ICJ) committee of the ECAMUN is a simulation of the primary judicial organ of the United Nations with the function of serving as an international platform for the arbitration of international disputes.

This committee does not debate resolutions. Instead, it features countries presenting legal cases against one another.

The assembly of the ICJ is made up of the following participants:

- *The judging panel:* made up of 5 delegates, not including Junior Chairpersons, they are responsible for giving a ruling on each case (i.e., declaring a winner and deciding on repercussions).
- *Disputing parties:* The “disputing parties” are the countries who initiate the legal proceedings in the ICJ. They consist of the *applicant* and the *respondent*. The applicant is

the name given to the country that submits an application to litigate another nation. The respondent is the name given to the country that has an application against it.

- *Guests:* Selected delegates, not including Junior Chairpersons, who will have the opportunity to voice their opinions on the case in support of either nation during the crossfire between delegates (refer to procedure)

ICJ cases are composed of two parts: written proceedings and oral proceedings.

- The written proceedings involve the submission of pleadings and any other documents the disputing parties want to prepare in relation to the case. Pleadings are formal documents that state parties' basic positions towards the case.
- The oral proceedings then involve the presentation of arguments before the committee. The procedure for this is below:

To learn more about the International Court of Justice and review its procedure, visit the following link:  [International Court of Justice Booklet 2025-26.docx-3.pdf](#)

### *The Mendonsa Charity Council (ECAMUN)*

The Mendonsa Charity Council (MCC) is a specialised committee with the purpose to organise a practical, helpful charity project in Nairobi, Kenya. This committee is only present in the ECAMUN conference.

The delegates in this committee will be chosen prior to the conference and the sessions will run for half of the conference week. Junior Chairpersons may not take part in the Mendonsa Charity Council as part of the Chair.

Participants will be allocated a sum of money – raised by ECAMUN during past conferences or through donations – with which they will write a resolution (with actual facts and monetary values) that allocates the money effectively towards a particular issue with the aim of solving or reducing its effects on society.

The ECAMUN Management Team, Executive Committee and the committee's Senior Chairperson will oversee the writing of the resolution and ensure it is practical and applicable. They must assist all members of the Mendonsa Charity Council through objective advice and any other necessary information.

The two resolutions will be debated in the committee they pertain to; the delegates in those committees will determine whether the resolution will be implemented by voting for or against. For example, one resolution may be debated in Ecology and one in Human Rights, both of which will follow the Procedure of a Main Motion.

- The resolution that passes will be selected to be implemented.
- The one that fails will be discarded.
- In the situation that both pass, the secretariat will vote on the best one to be implemented.

The purpose of the committee is to allow delegates to use the skills they have developed in previous conferences to positively impact the real world.

To learn more about the Mendonsa Charity Council and review its procedure, visit the following link: [☰ Mendonsa Charity Council Booklet 2025-26](#)

### *The World Languages Committee (ECAMUN)*

The World Languages Committee is a specialised committee with its main purpose to increase the diversity of the ECAMUN program by incorporating the official second language of the United Nations (French) and the official language of the country where the conference is held (Swahili).

By implementing the World Languages Committee, we aim to provide an inclusive platform for participants with varying levels of linguistic proficiency to engage, contribute, and align with the conference's objectives. Solutions to challenges such as translators and time constraints have been carefully considered, guaranteeing smooth proceedings.

There will be 2 resolutions debated in each respective language where delegates wishing to speak will be required to deliver their speech in the language the resolution has been written in. These resolutions will follow normal debate procedure with the only difference being the presence of a crossfire at the end of normal debate time.

In order to participate in this committee, delegates will be registered through their respective schools with the resolution writing process and application the same as normal committees.

This committee will occur only on the last day of the conference for a duration of approximately three hours.

To learn more about the World Languages Committee and review its procedure, visit the following link: [☰ ECAMUN World Languages Committee English Booklet 2024-25](#)

### *The Better Futures Committee*

The Better Futures Committee, inaugurated during the 43rd EAMUN session by *Omar Tamim* and *Ziyi Zhong*, is a specialised committee where Ambassadors collaborate in groups to draft and debate resolutions on issues that could escalate or develop in the future. The committee fosters thoughtful discussions on global challenges, focusing on sustainability and creative solutions to potential problems. It reflects the principles of the UN's Sustainable Development Goals by encouraging participants to consider the long-term impact of their decisions.

In addition to its forward-thinking focus, the committee also addresses an important gap for those who applied for the Secretary role but didn't meet the required standards. These hard-working applicants now have the chance to engage in resolution writing, collaboration, and rigorous debate during the conference. This offers them a meaningful opportunity to contribute, despite not qualifying for the Secretary position.

Further information can be found here: [PDF Better Futures Committee Booklet 2025-26.pdf](#)

## EXCEPTIONS TO GENERAL DEBATE

The following sections establish the protocol for situations that represent a departure from the rules that govern general debate proceedings.

Therefore, these sections are the ‘exceptions to general debate’, and include the specific procedures followed in all committees in ECA-MSMUN and ECAMUN.

### Crisis Situations

In a crisis situation, delegates must write resolutions to address a developing emergency.

Here, the assembly will be divided by the Chair and each division given the same situation to devise a unique problem to solve it.

After voting takes place, the resolution with the highest majority will be implemented and countries may not vote for the resolution submitted by their own group.

During the time at which all rules are suspended, Senior Chairpersons may visit all divisions to ensure active engagement by all members of each division and that all members of the assembly are completely aware of their requirements during the crisis situation.

#### Procedure:

1. The Chairperson will announce the details of the crisis to the assembly.
2. The Chairperson will (explain how and then) split delegates up (e.g. by regional group, continent, trading bloc).
3. The Chairperson will state what delegates need to do (that is; write a resolution addressing the crisis consisting of operative clauses only).
4. The Chairperson will announce the time limit to devise the resolution to the assembly.
5. The Chairperson will suspend all rules, tell delegates to get into their divisions and start the timer.
6. Once time is up, the Chairperson will call all delegates back to their seats and restore rules in the assembly.
7. The Chairperson will give each division the same amount of time for and against to present their resolution – the timing of which is short, but up to the Chair’s discretion.
8. Each resolution will only be voted on after **all** resolutions have been presented.

## Crossfire

A crossfire, as its name suggests, is a ‘crossfire’ (debate) between both sides of the question which differs from regular debate in terms of its intensity, and rapid-nature.

It is only applicable in the Security Council, the International Court of Justice\*, the Special Summit and the Historical Decisions Committee.

During a crossfire, the Chairperson recognizes a delegate who indicates their desire to speak by raising their placard. This delegate will then make their argument from their seat, after which they may either yield the floor to the Chair or to another delegate on their side.

The Chair grants delegates the opportunity to speak by saying, “[delegation name] *you may make your speech.*”

There will only be one (consecutive that is; from Chair to delegate, then delegate to another delegate) yielding made by the speaker and **only two speakers** on each side of the question before the floor is yielded by the Chair to the opposing side.

After the two speakers on one side of the question have finished, the Chair moves to the opposition side of debate by saying, “*The chair now has the floor in time against / opposing this Crossfire, are there any requests for the floor?*”.

Normal rules on Extensions of Debate apply whereby there should only be one extension of debate during Crossfire unless the Senior Chairperson strongly feels that the length of the agenda and the quality of debate allows for a second extension. The timing of a Crossfire is up to the discretion of the Senior Chairperson.

### Points of Information during a Crossfire:

A **side of debate** (of the question) must be open to **at least one** Point of Information, and a **maximum of four** Points of Information.

This means that the first speaker on a side of debate may decide to be open to no Points of Information – and in this case, the second speaker **must** be open to **at least one**.

A **speaker** during Crossfire may only be open to a **minimum of no** Points of Information (not unless they are the second speaker on a side of debate, and the speaker who preceded them was also not open to any Points of Information – in this case, they must be open to **at least one**) a **maximum of two** Points of Information.

A Point of Information to the speaker must pertain to the current speaker’s argument. It may, however, also be used to question a contradiction that may have been made or to find out the current speaker’s opinion on a previously discussed matter.

As with any Point of Information, if the Chair feels as though it is irrelevant to the current speaker or is redundant (independent of tactical purposes), the Chair may call the speaker out of order (on the basis of an **Orders of the Day**) and ask them to pose a different question. If the delegate persists, the Chair should take the floor away from the delegate.

The Chair must be alert during Crossfire and pay attention to the points being made during the discussion to ensure that all Points of Information are dealt with appropriately.

When a Point of Information is directed at the current speaker, only the current speaker may either accept or decline to respond to the question. No other delegate on the speaker's side may respond to the question.

### *Delegates in a Crossfire:*

In an intimate (heated) Crossfire setting, all delegates are expected to be actively involved in the discussion of the question. Although it is difficult for every delegate to frequently have the floor, each delegate should have a justifiable argument pertaining to the current question.

If the Chair believes that a delegate is not engaged in the discussion, they may call a “**Right to Explain Position.**” The procedure and purpose for a Right to Explain Position works just as a Right to Explain Vote does, however, it may only be used immediately after Crossfire time has expired (otherwise a Right to Explain Vote would take its place).

If the delegate's response does not show evidence of active involvement in debate, the Chair may give the delegate an official warning. Upon second offence the delegate's badge may be clipped. Only a Senior Chairperson or an Executive Committee member can give a warning or clipping for this purpose.

**NOTE:** Refer to the International Court of Justice booklet for the Crossfire procedural exceptions followed in the International Court of Justice.

## PRE-CONFERENCE PREPARATION

The foundation of a successful engagement within the conference period lies in the meticulous and comprehensive pre-conference preparation undertaken by delegates. This phase serves as a crucial launchpad for informed and impactful contributions during committee sessions. Thorough research forms the cornerstone of this preparation, allowing a deep dive into the historical, cultural, political, and economic landscapes of the assigned resolutions. Adept research equips delegates with a nuanced understanding of their country's stance and a broader awareness of the perspectives held by other nations.

Another facet of pre-conference preparation involves honing the art of delivering articulate speeches and persuasive arguments. Practice sessions allow participants to refine their ability to convey complex ideas succinctly while staying true to their country's perspective when needed. This comprehensive preparation not only instils a sense of confidence but also ensures that delegates are ready to actively engage, contribute, and negotiate effectively within their committees. Lastly, and most importantly, it is highly encouraged to form structured arguments for each side of a resolution once they are released to further increase your chances to obtain the floor and contribute to committee proceedings.

By investing in thorough research, crafting persuasive arguments, and practising speeches, participants are primed to harness the full potential of their diplomatic prowess during ECAMUN, fostering an environment of informed dialogue and constructive collaboration.

Therefore in summary:

- Research on your assigned country's stance on various resolutions in case it is brought up against you in conference.
- Craft detailed and well thought out arguments for each resolution.
- Prepare lay on tables, Amendments and more to present in conference.
- Practise delivering speeches to heighten your effect on the committee.
- Practise your research skills in the event of a crisis situation.

## DELEGATES IN CONFERENCE

Participating in the ECA-MSMUN and ECAMUN conferences offers you a unique opportunity to enhance their experience in several profound ways. Thorough research and preparation on assigned topics provide a deep understanding of global affairs, enabling meaningful contributions to debates. Active engagement in committee sessions hones public speaking and negotiation skills while promoting cooperative problem-solving.

Beyond the committee room, networking with diverse delegates fosters cultural exchange and lasting friendships, creating a global network of like-minded peers in diplomacy and international relations. Workshops, guest speakers, and panel discussions in the lead-up to the conference provide valuable insights into international diplomacy and conflict resolution, nurturing both intellectual and interpersonal growth.

By immersing oneself in ECA-MSMUN's and ECAMUN's multifaceted offerings, delegates gain a transformative experience. They develop a nuanced understanding of global affairs, refine essential skills, broaden cultural horizons, and build lasting friendships. This comprehensive engagement equips delegates not only for their immediate diplomatic roles but also for future leadership in an evolving global landscape.

## DELEGATES POST CONFERENCE

The post-conference phase becomes a time for deeper introspection and growth as you internalise the insights gained from workshops, guest speaker sessions, and panel discussions. The knowledge acquired not only enriches your academic understanding but also serves as a springboard for informed discussions on global affairs. You might find yourself inspired to pursue further studies or careers in related fields, with the conference acting as a catalyst for your future aspirations.

Importantly, the ECAMUN conference's impact extends beyond individual growth. Delegates return to their respective communities armed with a newfound sense of global citizenship and an eagerness to effect positive change. The skills cultivated during the conference empower them to engage constructively in discussions, advocate for solutions, and foster understanding among diverse groups.

The post-conference period serves as a launching pad for delegates to enact change in their spheres of influence, whether through academia, diplomacy, or civic engagement. As they embark on their respective journeys, ECAMUN alumni are united by a shared commitment to shaping a more informed, interconnected, and harmonious world.

## COMMITTEE AWARDS

As a diligent delegate, you have the opportunity to earn up to three prestigious awards by dedicating your effort and commitment to excel in your role. The breakdown of the awards that can be won are below:

| Committee                                           | Best Delegate                            | Best Speaker                            |
|-----------------------------------------------------|------------------------------------------|-----------------------------------------|
| <i>Unspecialised Committees</i>                     | 3 Best Delegates<br>1 Honourable Mention | 3 Best Speakers<br>1 Honourable Mention |
| <i>Security Council</i>                             | 2 Best Delegates<br>1 Honourable Mention | 2 Best Speakers<br>1 Honourable Mention |
| <i>Historical Decisions Committee</i>               | 2 Best Delegates<br>1 Honourable Mention | 2 Best Speakers<br>1 Honourable Mention |
| <i>Special Summit</i>                               | 2 Best Delegates<br>1 Honourable Mention | 2 Best Speakers<br>1 Honourable Mention |
| <i>International Court of Justice (ECAMUN ONLY)</i> | 1 Best Applicant<br>1 Best Respondent    |                                         |
| <i>World Languages Committee (ECAMUN ONLY)</i>      | 1 Best Delegates<br>[per language]       | 2 Best Speakers<br>[per language]       |
| <i>Building Futures Committee (ECAMUN ONLY)</i>     | 2 Best Delegates<br>1 Honourable Mention | 2 Best Speakers<br>1 Honourable Mention |
| <i>Mendoza Charity Council (ECAMUN ONLY)</i>        | 2 Best Delegates                         | N/A                                     |

## Best Delegate

Below are some relevant qualities that a Best Delegate awardee in the ECA-MSMUN and ECAMUN programs commonly possesses:

1. **Having In-Depth Knowledge:** Deep understanding of the committee's topic, your country's position, and the background of the issue is essential. Research thoroughly to be well-prepared.
2. **Diplomatic Skills:** Being a skilled diplomat involves negotiation, consensus-building, and the ability to work effectively in a team. You should be able to communicate your country's perspective while also being open to compromise.
3. **Public Speaking:** Effective public speaking is a key component. Practise your speech and debate skills to convey your ideas convincingly and eloquently.
4. **Engagement and Active Participation:** Be an active participant in committee sessions. Engage with fellow delegates, ask questions, and make substantive contributions to the debate.
5. **Leadership:** Demonstrating leadership within your bloc or committee can make you stand out. Initiating discussions, coordinating efforts, and guiding the group toward common goals can be impressive.
6. **Adaptability:** Be flexible and adaptable in your approach. Situations may change, and you should be able to adjust your strategy accordingly.
7. **Resolution Drafting:** Drafting well-structured and innovative resolutions is crucial. Ensure your resolutions address the issue effectively and consider potential objections from other delegates.
8. **Negotiation Skills:** Effective negotiation involves understanding the interests and priorities of other countries and finding mutually beneficial solutions.
9. **Research:** Stay up-to-date with the latest developments related to your committee's topic and be ready to incorporate new information into your arguments and resolutions.
10. **Commitment and Preparation:** Show dedication to the conference by attending all sessions, being punctual, and participating in pre-conference research and preparation.
11. **Professionalism and Decorum:** Maintain professionalism throughout the conference. Follow conference rules and decorum, and be respectful toward fellow delegates.
12. **Engage with Motions and Amendments:** As you mentioned, motions and amendments are important tools. Understanding how to use them strategically can enhance your position and influence in the committee.
13. **Networking:** Building relationships with other delegates can help garner support for your initiatives and amendments.

14. **Adherence to Conference Rules:** Familiarise yourself with the specific rules and procedures of the conference, as they can vary. Following the rules demonstrates your commitment and understanding of the process.
15. **Use of Unique Motions:** Familiarise yourself with motion such as Lay on Table and ensure you are able to use them well and for the right reasons.

## Best Speaker

Below are some relevant qualities that a Best Speaker awardee in the ECA-MSMUN and ECAMUN programs commonly possesses:

1. **Balanced Participation:** Indeed, speaking for and against resolutions and amendments is crucial. However, instead of just speaking on both sides, aim to make your contributions insightful and impactful. Provide well-reasoned arguments, and when speaking against, offer constructive criticism rather than simply opposing.
2. **Preparation and Research:** Preparing speeches in advance is an excellent strategy. Ensure your speeches are well-researched and structured. Use credible sources and statistics to strengthen your arguments. Anticipate potential counterarguments and be ready to respond to them.
3. **Focus on Operative Clauses:** Emphasising operative clauses is a good approach, but don't completely disregard preambulatory clauses. Some resolutions require context or rationale before presenting solutions. Use operative clauses to propose concrete actions and explain how they address the issue effectively.
4. **Unique Argumentation:** Distinguish yourself by bringing fresh perspectives to the debate. Avoid cliché arguments and delve deeper into the topic. Look for innovative solutions or angles that others might not have considered. Originality and creativity can make you stand out.
5. **Active Participation:** Actively engage in the discussions by raising points of order, points of parliamentary inquiry, or points of information when appropriate. Engage in cross-talk and rebuttals to show your engagement with the topics. Be concise and assertive in your interventions.
6. **Yielding and Collaboration:** While it's important to have other delegations yield to you, also be willing to yield to others occasionally. This shows that you respect the contributions of your fellow delegates and are willing to collaborate. Build alliances and work together when possible.
7. **Body Language and Delivery:** Pay attention to your body language and delivery. Maintain good eye contact, use gestures appropriately, and modulate your voice for emphasis. Confidence and charisma can make your speeches more compelling.

8. **Time Management:** Be mindful of time constraints. Avoid long-winded speeches that might bore or frustrate fellow delegates. Stay within the allocated time limits for speeches, and use your time efficiently to convey your points effectively.
9. **Feedback and Adaptation:** Be receptive to feedback from fellow delegates and the committee chairs. Adapt your approach based on the dynamics of the committee. Flexibility is key in Model United Nations (MUN) debates.
10. **Maintain Professionalism:** Throughout the conference, maintain a professional and respectful demeanour. Treat all delegates, regardless of their positions, with courtesy and respect.

**NOTE:** No delegate can be recognised twice for two different awards (with the exception of Best Resolution, or under special circumstances).

# DRESS CODE POLICY

As the ECAMUN is a simulation of the world of diplomacy, all student participants are expected to adhere to a formal business attire dress code during all official functions. Official functions include mock debates, workshops, and all conference days.

It is important to note that formal business attire is not required during training sessions, Charity Events, Luncheons, Review Sessions, or otherwise announced by the Executive Committee and Management Team.

## Men's Dress Code

- Men's formal attire includes dress pants, dress shirts (full sleeves), dress shoes, a belt, and a tie.
- Buttons must be fastened, sleeves unrolled, and shirts tucked in at all times during conference - cargo pants are unacceptable.
- A jacket/blazer is not necessary, but if a delegate wears a jacket, any membership credentials (the badge) must continue to remain visible.
- Bow-ties, Bolo-ties, Clip-on ties, Ascot ties and Cravats are permissible.
- Cardigans & sweater vests are allowed. Official, Collared, Cowl, Crew, High neck, Round, Turtle and V-neck sweaters are also permitted as long as the delegate wears a collared shirt and tie beneath. Hoodies or jumpers of any kind are not permitted.
- A belt is not mandatory, but if a delegate is sagging, they must be informed to wear a belt to avoid the issue.
- Socks must not be of different colours and types, instead they should demonstrate uniformity.
- Shoes must be dress/ oxford shoes. They must be polished, and where applicable, laced and tied at all times.
- School uniform of the delegates' respective schools is permitted.
- Headwear, apart from religious purposes (such as caps, hats, scarfs, bandanas etc) are not permitted.
- Pocket squares and breast pocket attire is permitted if jackets are worn.

## Women's Dress Code

Women's formal attire includes dress pants, slacks, skirts, dresses, blouses and dress shoes. The bullet points below include a list of items that are prohibited. Any item that is not prohibited within this dress code is permissible.

- Shirts must reach the waistband and backless tops are not permitted;
- Dresses and tops must be no more than four fingers from the collarbone;
- Skirts and dresses should be no more than four fingers from the knee while seated, including any slits;
- Shoulder straps must be at least two fingers in width – spaghetti straps are unacceptable;
- Form-fitting clothing is only acceptable if undergarments cannot be seen in any way, including outlines;
- Sheer clothing and three-quarter length tights are unacceptable attire; pantyhose are acceptable;
- School uniforms of any kind are acceptable;
- Headwear, apart from religious purposes (such as caps, hats, scarfs, bandanas etc) are not permitted;
- Shoes must be professional dress shoes – sneakers of any sort are prohibited.

## Delegates in National Attire

### Men

Men opting to wear cultural clothing should dress in authentic, traditional outfits that reflect their countries' heritage and cultural identity. These outfits should be tasteful, respectful, and representative of their country's cultural background. Cultural clothing should be clean, well-maintained, and appropriately fitted. Comfortable and appropriate footwear that complements the cultural clothing is allowed. Digits (toes) must not be visible. No clothing should reveal the delegate's shins/legs or shoulders. Cultural headwear is permitted.

### Women

Women choosing to wear cultural clothing should don traditional and genuine outfits that represent their countries' cultural heritage respectfully and accurately. Cultural clothing should adhere to principles of modesty and elegance, ensuring that it is appropriate for a professional setting. Cultural attire should be clean, well-maintained, and properly fitted. Comfortable and appropriate footwear that complements the cultural clothing is allowed. Cultural headwear is permitted. This clothing must not be revealing, adhering to the "four-finger rule" where applicable.

## **General Dress Code Guidelines**

All ECA-MSMUN and ECAMUN participants must wear appropriate and formal business attire. Jeans, casual wear, and shorts are not allowed, and undergarments must not be visible at any time.

Attire displaying illicit items is strictly prohibited.

Delegates may dress in the national dress of the country they are representing, provided that it complies with all aspects of the dress code.

## **Dress Code Enforcement**

If any delegate or other ECA-MSMUN or ECAMUN participant arrives improperly dressed, they will be asked to dress appropriately (e.g., wearing a jacket to cover a violation) or change attire.

Breaking the dress code may result in a clipping or a warning at the discretion of a Head Securitary, Senior Chairperson, or Executive Committee member.

When a delegate is suspected of breaking the dress code, they must make the necessary measurements in front of a Securitary, Senior Chairperson, or Executive Committee member.

In case of a dispute, the Executive Committee will determine whether delegates' clothing is inappropriate. The decision of the Executive Committee on such matters is final.

Delegates have the right to adjust their clothing before any measurement is taken.

# DISCIPLINARY POLICY

## Declaration Of Rights

1. **The right to be aware of the offence** - As a delegate you have the right to be aware of what mistake/offence you committed.
2. **The right to be informed of their authority:-** The Secretary/Senior Chairperson or Executive Committee member should inform you on their position.
3. **The right to request for a supervisor:** If a Secretary is issuing the clipping/shading a delegate has the right to a supervisor (Executive Committee member or Secretariat member)
4. **The right to request for their Advisor:** As a delegate you have the right to ask for your advisor to be present.
5. **The right to document incidents:** The person clipping/shading you will be allowed to document the incident.

**NOTE:** Delegates may only be clipped by a Head Secretary or a Secretariat member. Delegates may only be double clipped by an Executive Committee member.

## First-Degree & Second-Degree Warnings

### First Degree Warnings

The First-Degree Warning Policy, often colloquially referred to as "shading" or "dotting" by conference attendees, is an integral part of maintaining decorum and adherence to established rules and regulations within the framework of our organisation. A shading is a physical marking placed on the top right corner of the badge. This Policy outlines the procedures and consequences associated with the issuance of a first-degree warning to delegates.

A first-degree warning is administered by the Secretariat (or a Secretary) when an infraction has occurred, which, while not severe, is deemed significant enough to warrant action beyond a mere verbal warning. This warning may also be issued if the delegate has previously received a warning.

Offences meriting a first-degree warning include, but are not limited to:

- Dress code violations;
- Disruptive behaviour;
- Unauthorised badge removal;
- Failure to provide adequate vote justification;
- Abusing appeals;

- Disrupting conference set up;
- Disrespecting delegates ideas.

A first-degree warning is indicated by the placement of a shading in the top right corner of the delegate's ID card (membership credential or “badge”).

### ***Isolation for First-Degree Warnings***

Following the issuance of a first-degree warning, the Secretary, the delegate, and their Advisor are required to convene in isolation from their respective committees for a duration of **fifteen minutes**.

During this time, the delegate is prohibited from using any electronic devices and is expected to serve the detention as a consequence of their offence.

### ***Second-Degree Warnings***

The Second-Degree Warning Policy, colloquially referred to as "clipping" or "snipping" by conference attendees, plays a pivotal role in maintaining a structured and disciplined environment within ECAMUN . A clipping refers to the physical removal of the bottom right corner of the delegates’ badge. This Policy delineates the procedures and implications associated with the issuance of a second-degree warning to delegates.

A second-degree warning is invoked when a violation of higher gravity occurs, signifying a more substantial breach of established rules and regulations. In such instances, Secretary personnel are obligated to promptly notify a Head Secretary or a Secretariat member regarding the infraction.

It is imperative to underscore that the authority to issue a second-degree warning resides solely with the Head Secretary or designated Secretariat member. No other Secretary or Junior Chair personnel are authorised to issue a second-degree warning.

Offences warranting a second-degree warning encompass, but are not limited to:

- Repeated minor infractions,
- Consumption of food and drink within restricted areas,
- Tardiness to sessions,
- Violations of the isolation policy,
- Displays of disrespect towards others,
- Vandalism, and
- Badge swapping.

Any second clipping received by any delegate will result in immediate expulsion of the student in question.

## ***Isolation for Second-Degree Warnings***

Following the issuance of a second-degree warning, the Secretary, the delegate, and their Advisor are required to convene in isolation from their respective committees for the duration of that session of debate. This period extends until the Senior Chairperson announces the next break or adjourns the meeting.

During this time, the delegate is strictly prohibited from using any electronic devices and is expected to serve the detention time as a consequence of their offence.

## **Offences**

### **Minor Offences**

Minor offence is a less severe breach in the explicit regulations of the ECAMUN that warrant a shading of a badge, or a verbal warning depending on the offence.

Minor offences either result in a first-degree warning or a verbal warning, depending on the degree of infraction.

All offences are considered minor offences on the first day of conference, and therefore no clippings can be distributed on the first day.

Below is a comprehensive (but not complete) list of offences that are regarded as minor offences, and whether they should warrant a shading or verbal warning.

### ***Verbal Warning Offences***

- **Playing with your microphone:** Instruments at the UNON must be used with appropriate levels of respect and guidelines should be adhered to.
- **Side conversations:** Delegates should maintain decorum during sessions and avoid engaging in distracting side conversations while other delegates are speaking or when discussions are ongoing.
- **Failure to participate:** Active participation is a key aspect of ECAMUN. A delegate who consistently remains silent during discussions and lobbying or does not contribute to the debate may be given a verbal warning to encourage their engagement by the Secretary. This can only be delivered after confirming lack of participation with the Speakers' Checklist and the Senior Chair.
- **Misuse of placards or signs:** Delegates use placards or signs to indicate their desire to speak or request a point of order. If a delegate misuses these tools or engages in inappropriate gestures, a verbal warning may be warranted.
- **Inappropriate use of social media during sessions:** Using social media inappropriately or excessively during conference sessions may warrant a verbal warning, as it can be a distraction and undermine the seriousness of the event (e.g., filming TikToks which may disrupt UNON proceedings).

- If a delegate calls a **Vote of No Confidence** without calling a valid Appeal or Point of Order prior. Commencement of a delegates' misuse of Parliamentary Procedure may result in the receipt of a verbal warning by a Secretary or the Chair.

### ***First Degree Offences***

- **Dress Code Violations:** Model United Nations has specific dress code guidelines. A delegate who is not wearing the correct attire will receive a first-degree warning.
- **Disruptive Talking:** If a delegate engages in disruptive talking or does not conduct themselves in an appropriate manner whilst speaking to other delegates or the Chair, they will receive a shading from a Secretary.
- **Removal of Badges:** Badges must be clearly visible at all times. If a delegate removes their badge during the conference period, they should receive a shading with an explanation on why identification is important. However, swapped/forged badges should be reported to the ECAMUN Management Team & Executive Committee immediately.
- **Failure to Justify Votes:** Delegates who undergo the right to explain vote and do not convincingly express why they voted for or against a topic/resolution will receive a first-degree warning.
- **Disturbing the conference room setup:** Delegates should refrain from moving or rearranging the furniture in the conference room without permission, as it can disrupt the proceedings.
- **Speaking disrespectfully about other delegates' proposals or ideas:** Delegates should critique each other's proposals or ideas in a constructive manner, without resorting to disrespectful language or personal attacks.
- **Abusing the right to appeal:** If a delegate excessively and frivolously appeals decisions made by the Chair, they may be given a shading.
- **Leaving the committee room without permission:** Delegates are expected to remain present during sessions unless given explicit permission to leave by the Chair. This includes short in house breaks.

### **Major Offences**

A major offence is a severe breach in the explicit regulations of the ECAMUN that warrant a clipping and may result in the delegate being expelled.

Major offences will result in an immediate clipping of the delegate's badge. As a result of this second-degree warning, the delegate will be immediately removed from the committee room for the remainder of the committee session – this is done in the presence of their Advisor, and timed by a Secretary.

The following offences are considered major offences:

- **Repeated Minor Offences:** If a minor offence is repeated, it will be considered a major offence.
- **Food and Drinks:** Delegates are not permitted to take any sort of food or drink into the conference rooms except for water. Eating or drinking anything in the conference rooms, including chewing gum, will result in a badge clipping.
- **Tardiness after Breaks:** Delegates must report to their respective rooms promptly after any breaks in accordance with the time set by the Chair. Any delegate coming in late, without an acceptable reason, must be reported to the Head Securitary or an Executive Committee member to have their badge clipped.
- **Isolation Policy Violations:** Violating the isolation policy for both clippings and shadings is a major offence, and should be dealt with accordingly by informing an Executive Committee Member.
- **Illegal Offences:** Cases of severe infringement of the ECAMUN code (e.g. drinking, smoking of any kind, drug use, possession of a weapon, vandalism, etc.), or any breaking of Kenyan law, must be immediately reported to an Executive Committee member or Senior Chair. Such cases will result in immediate expulsion from the ECAMUN .
- **Language:** The usage of profane language is strictly prohibited during the conference and will result in a clipping.
- **Disrespect to the Chair or Securitary:** Disrespect to the Chair or Securitary will not be tolerated in any capacity. Any disrespectful behaviour or insubordination shall result in an immediate clipping.
- **Second Clippings:** Any delegate whose badge has been clipped once will be expelled from the ECAMUN conference if a cause for a second clipping ensues. The badge will be confiscated and the individual will be removed from the UN compound. The second clipping, however, may only be done by an Executive Committee member.
- **Harassment or bullying of other delegates:** Any form of harassment or bullying, whether verbal or non-verbal, is strictly prohibited and may lead to a second-degree warning or Expulsion from the program.
- **Not cooperating with fellow delegates or the secretariat:** Delegates are expected to work collaboratively with others to find solutions. A lack of cooperation or overt hostility towards others may result in a clipping from the Secretariat.
- **Vandalism:** Any delegate caught vandalising UNON property will be distributed with an immediate clipping by a Secretariat member. Any drawings/ writings/ illustrations on UNON desks, Chairs or ECAMUN Placards will result in necessary consequences following.
- **Disrespectful or derogatory remarks about countries or cultures:** delegates should refrain from making offensive or derogatory comments about any country or culture. Such behaviour may lead to a second-degree warning. .

- A **failed appeal or Vote Of No Confidence** will be considered a major offence by the proposer, as they have attempted to use destructive motions against the Chair and have not succeeded.

**NOTE:** The above list is not comprehensive, and the jurisdiction of a Secretariat member or member of the Management Team may deem any action as a major offence.

## WHAT'S NEXT FOR DELEGATES?

Being a delegate opens conference attendees to a variety of avenues to progress within the program and hence, the following roles are recommended for delegates after one year of successful conference. This means that these roles should be taken on during your second conference period. These roles provide new and different ways of approaching the conferences and are all essential to attaining higher positions within the ECA-MSMUN or ECAMUN program.

### Junior Chairperson

The role of Junior Chairperson is pivotal to the general proceedings in a committee room. They sit at the front of the room (on the chairing dias) and in summary, are the main spokesperson in a committee room hence guiding and putting forward all debate. They also have the power to announce certain decisions on behalf of the Senior Chairperson and serve as normal delegates in times when they are not chairing.

#### Who would this role appeal to?

Becoming a Junior Chairperson in an ECA-MSMUN or ECAMUN conference can be appealing to a range of individuals who share certain characteristics and aspirations:

1. **Experienced Delegates:** Delegates who have participated in multiple MUN conferences and have developed a deep understanding of the rules of procedure and the general proceedings of a committee.
2. **Passionate about MUN:** Those who are genuinely enthusiastic about Model UN and its goals, including promoting diplomacy, public speaking, and international relations, are often drawn to junior chair roles as a way to contribute more substantially to the MUN community.
3. **Effective Communicators:** Being a junior chair requires strong communication skills, making it an appealing role for individuals who excel in public speaking.
4. **Team Players:** Junior chairs often work closely with other chairs, the secretariat, and delegates. Those who thrive in a collaborative environment and enjoy teamwork may find the role appealing.
5. **Challenge Seekers:** The role of a junior chair can be demanding, as it involves passing the cuts, managing committee sessions, and ensuring debates remain productive. People who thrive on challenges may be drawn to this position.

### Securitaries

Securitaries' presence in committee rooms is paramount to the successful running of the conference. By locating several securitaries in each conference room, order and decorum are maintained. They are required to stand up and are in charge of manning the doors, delivering

notes, counting votes, maintaining the speakers checklist and several other small jobs essential to fruitful committee sessions. They serve as essentially the security guards of a committee room.

### Who would this role appeal to?

Becoming a Secretary in an ECA-MSMUN or ECAMUN conference can be appealing to a range of individuals who share certain characteristics and aspirations:

1. **Calm Under Pressure:** Conference secretaries must remain calm and composed, even in situations that may become hectic or challenging. Individuals who can manage stress effectively are well-suited for this role.
2. **Team Players:** Secretaries often work as part of a team. Being a team player is essential for seamless coordination.
3. **Effective Communicators:** Clear and concise communication is vital in this role. Conference secretaries must convey information to delegates, chairs, and other secretaries efficiently and diplomatically.
4. **Problem Solvers:** When unexpected issues arise, such as noise disruptions or logistical challenges, conference secretaries should have a problem-solving mindset to address these situations swiftly and effectively.
5. **Commitment to Delegate Experience:** Conference secretaries play a role in ensuring that delegates have a positive and smooth conference experience. Individuals who are passionate about enhancing the delegate experience often seek out these positions.

## Press Corps

Press Corps greatly add onto the sidelines of the main conference as they are in charge of the media aspects of the conference. Specifically, they are tasked with taking various pictures with professional cameras across different committees and working together to compile them into different forms. These different forms could be newsletters, videos, posters or anything else their leaders, the Media Directors, task them with.

### Who would this role appeal to?

Participating in the Press Corps of an ECA-MSMUN or ECAMUN conference is a unique role that appeals to a specific group of individuals with particular interests and skills:

1. **Aspiring Journalists:** Those with a passion for journalism, storytelling, and media-related fields may be naturally drawn to the Press Corps. It provides an opportunity to practise and develop journalistic skills in a simulated international context.
2. **Communication Enthusiasts:** Individuals who enjoy communication in various forms, including writing, photography, videography, and social media, will find the multifaceted nature of the Press Corps appealing.

3. **Storytellers:** Press Corps members are tasked with capturing the essence of the conference through articles, interviews, and media coverage. People who enjoy storytelling and crafting narratives often excel in this role.
4. **Critical Thinkers:** Reporting on MUN proceedings and global issues requires critical thinking and analysis. Press Corps members must be able to dissect complex topics and present them in a clear and concise manner.
5. **Team Collaborators:** The Press Corps often operates as a team, with members working together to cover different aspects of the conference. Those who thrive in collaborative environments and value diverse perspectives will appreciate this teamwork.
6. **Photographers and Visual Storytellers:** For individuals skilled in photography and visual storytelling, the Press Corps provides a platform to capture the conference's moments and emotions through images and videos.
7. **Social Media Aficionados:** Press Corps members often manage conference social media accounts, keeping delegates and the public informed about conference events and developments. Those who enjoy engaging with digital audiences may find this aspect fulfilling.

## How to Apply for These Positions

The application process to begin the respective officer training is very simple and will be done completely through your respective school. It involves contacting your teacher responsible for MUN in your school and requesting to be enrolled as a candidate for whichever officer you aspire to become.

However, in some schools, an additional test may be required to prove your worthiness in being enrolled. It is important to note that these in-school tests are **NOT** affiliated (or administered by) with the ECAMUN program and are simply a school's private endeavour to ensure it only sends the most capable candidates.

To increase your chances of being enrolled, contact your teacher in early September and remind them from time to time before the deadline of submission by [enter date].

**NOTE:** The training process of Press Corps is different to those of Junior Chairpersons and Secretaries in that there is no booklet and 8-week training period.

## OTHER POSITIONS

### Media Director

#### Who Would This Role Appeal to?

The role of Media Directors in the ECAMUN holds a distinct appeal for individuals with specific attributes, experiences, and ambitions:

1. **Media Enthusiasts:** Individuals who are passionate about various forms of media, including photography, videography, writing, and social media management, are drawn to the role of Media Director.
2. **Creatives:** Media Directors often have a creative mindset and enjoy using their skills to capture the essence of the conference and convey it through compelling content.
3. **Storytellers:** Crafting narratives through media is a core aspect of the role. Those who excel at storytelling through words, images, and videos find this role appealing.
4. **Communication Experts:** Effective communication is a fundamental skill for Media Directors. They must convey information to delegates, participants, and the wider ECAMUN community through different media channels.
5. **Multimedia Specialists:** Being well-versed in various media tools and platforms, such as cameras, video editing software, and social media management tools, is essential for Media Directors.
6. **Digital Strategists:** Planning and implementing digital media strategies, including content calendars, promotion plans, and engagement strategies, is a key aspect of the role.
7. **Team Leaders:** Media Directors often oversee a team of photographers, videographers, writers, and social media managers. Leadership and coordination skills are vital for effective team management.
8. **Event Promotion and Marketing:** Media Directors often play a role in promoting the conference, engaging with sponsors, and building a strong online presence. Those interested in event promotion and marketing may find this aspect appealing.
9. **Commitment to Documenting:** A commitment to documenting the conference's proceedings, highlights, and delegate experiences is a hallmark of a dedicated Media Director.
10. **Tech-Savvy:** Staying up-to-date with the latest media technologies and trends is crucial for success in this role.
11. **Visual Aesthetes:** For those who appreciate visual aesthetics and the power of imagery, capturing the conference's moments and emotions through photography and videography is particularly fulfilling.

12. **Innovators:** Media Directors often have the opportunity to introduce creative ideas and innovations to enhance the media coverage and engagement of the conference.

### How to Apply for this Position:

The application for the role of Media Director usually occurs in the months of June or July and involves the following: A compilation of your best works whether that be in photography, videography or anything media related, a study on one of your pieces and a response to any prompt provided to you, that being: media related. Once this application has been sent in, you will be interviewed by the Executive Committee and the result sent to you within the following month. It is important to note that this application process does not involve your school; however it is advised to inform your advisor of your application.

Any conference attendee is eligible to apply for the position of Media Director.

**NOTE:** Although this position is open to any applicants, it is recommended to have previous conference experience especially in the Media section in order to elevate your chances of success.

## Head Securitary

One Head Securitary will be allocated to each committee room and they are in charge of overseeing the work of all other Securitaries and report straight to the Senior Chairperson of their allocated committee. They will situate themselves in one committee room throughout the entirety of the conference and have special powers like the ability to clip badges and delegation of tasks to other securitaries.

### Who Would This Role Appeal to?

The role of Head Securitary in ECAMUN and ECA-MSMUN holds a distinct appeal for individuals with specific attributes, experiences, and ambitions:

1. **Organisers:** Managing logistics and resources efficiently is a critical part of the role.
2. **Team Players:** Head Securitaries often work as part of a team responsible for maintaining order. Collaboration and effective teamwork are essential.
3. **Diplomatic Communicators:** Clear and diplomatic communication is vital. Head Securitaries interact with delegates, chairs, and other staff to address order-related issues and ensure a smooth process.
4. **Problem Solvers:** When challenges or discrepancies arise, Head Securitaries must be adept at resolving them promptly and diplomatically.
5. **Adherents of Security Protocols:** Managing access to committee rooms is a security-sensitive task. Individuals who understand and follow security protocols are well-suited to this role.
6. **Multitaskers:** Coordinating securitaries, addressing delegate inquiries, and reporting to the Senior Chairperson require effective multitasking skills.

7. **Commitment to Order and Decorum:** Maintaining order and decorum within committee rooms aligns with the responsibilities of Head Secretaries. Individuals who value a respectful and structured environment are well-matched for this role.

### How to Apply for This Position:

Before the Secretary Second Cut Examination, Secretary candidates who are interested in the position of Head Secretary will go through an interview process. The interview process gauges their procedural proficiency, but also their personality and ability to act appropriately in certain situations.

Only Secretaries undergoing Officer Training are eligible to apply for the position of Head Secretary.

## **Senior Chairperson**

There will be one (two for the larger, unspecialised committees) Senior Chairperson allocated to each committee room and they act as the head of the committee room with complete control over the maintenance of order during the sessions of ECA-MSMUN and ECAMUN. They sit at the chairing dais along with a Junior Chairperson and a Secretary and will guide all officers in the room. At the start and end of each day, the Senior Chairperson shall declare the opening and closing of each meeting and may, at any time, make announcements on behalf of the Executive Committee. While abiding to Parliamentary Procedure, Senior Chairpersons may declare the closure of the list of speakers, debate or privilege points. It is also important to note that they have the power to take the floor away from any speaker who misuse it or delegations that cause major or repeated disruptions in the committee.

### Who Would This Role Appeal to?

The role of a Senior Chairperson in the ECAMUN holds a distinct appeal for individuals with specific attributes, experiences, and ambitions:

1. **Seasoned MUN Veterans:** Senior Chairpersons are typically individuals with substantial MUN experience. They have often served as junior chairs or delegates in multiple conferences, giving them a deep understanding of ECAMUN procedures.
2. **Leadership Aspirants:** Those who aspire to take on leadership roles within ECAMUN circuits and conferences often find the position of Senior Chairperson appealing. It allows them to oversee multiple committees, guide junior chairs, and influence the direction of the conference.
3. **Mentors and Educators:** Senior Chairpersons often play a mentoring role, providing guidance and support through training programs to Junior Chairs and Secretaries. Individuals who enjoy teaching and helping others develop their skills are drawn to this aspect of the role.
4. **Crisis Management Proficiency:** ECAMUN conferences can be unpredictable, and crises may arise. Senior Chairpersons should excel in crisis management, ensuring that committees can adapt and continue functioning effectively.

5. **Organisational Skills:** Senior Chairpersons coordinate agendas, manage resources, and ensure the smooth operation of the conference.
6. **Global Affairs Enthusiasts:** Individuals with a keen interest in international relations, global issues, and diplomacy often gravitate toward Senior Chair positions, as they allow for deep engagement with these topics.
7. **Commitment to ECAMUN :** Senior Chairpersons are often deeply committed to the ECAMUN community. They work to improve the conference experience for all participants and contribute to the growth and success of the circuit.
8. **Strong Decision-Makers:** As leaders of committees and conferences, Senior Chairpersons must make critical decisions regarding rules, procedures, and dispute resolution. Sound judgement and decision-making skills are crucial.
9. **Effective Communicators:** The role involves not only managing committees but also liaising with the conference secretariat and delegates. Senior Chairpersons must communicate clearly and diplomatically.
10. **Networking and Collaboration:** Building connections within the ECAMUN community and collaborating with other conference leaders are important aspects of the role. Senior Chairpersons often work together to enhance the conference experience.

#### *How to Apply for This Position:*

The application for Senior Chairperson occurs in the month of July with all passed Junior Chairpersons and Secretaries being emailed on their interest in the application. Once interest is shown, a specific Senior Chairperson booklet will need to be studied with this knowledge being tested in a two paper cut and an interview. It is important to note that this process does not directly involve your school however it is advised to inform your advisor about the application.

Any conference attendee with at least one year of ECAMUN Officer (**excluding Press Corps**) Training is eligible to apply for the role of a Senior Chairperson

## **Executive Committee**

The Executive Committee is a group of students in charge of planning, organising and executing the whole conference. It consists of 7 positions all with different roles. The positions available in the Committee are as follows:

- Secretary-General
- Deputy Secretary-General
- Co-Chairperson of the First General Assembly (2)
- Co-Chairperson of the Second General Assembly (2)
- Executive Assistant

### Who Would This Role Appeal to?

Serving on the Executive Committee of the ECAMUN is a prestigious and impactful role that appeals to individuals with a specific set of qualities, skills, and aspirations:

1. **Experienced MUN Leaders:** Executive Committee members are typically seasoned MUN participants who have demonstrated exceptional leadership skills and a deep understanding of MUN procedures.
2. **Visionary Leaders:** Those aspiring to shape the direction of MUN conferences and contribute significantly to the MUN community often seek positions on the Executive Committee.
3. **Event Management Experts:** Executive Committee members are responsible for the overall planning, organization, and execution of MUN conferences. Individuals with strong event management and logistical skills are drawn to these roles.
4. **Strategic Planners:** Crafting the conference agenda, selecting committees, and designing the conference theme require strategic thinking and long-term planning. Executive Committee members are often adept strategists.
5. **Effective Communicators:** Clear and diplomatic communication is crucial, as Executive Committee members interface with delegates, chairs, and other stakeholders.
6. **Problem Solvers:** MUN conferences can present unexpected challenges. Executive Committee members excel at creative problem-solving and adapting to evolving situations.
7. **Team Leaders and Collaborators:** The Executive Committee functions as a team, so individuals who thrive in leadership roles while collaborating closely with others often excel in these positions.
8. **Commitment to MUN's Principles:** Executive Committee members are often strong advocates for the principles of the United Nations, including diplomacy, cooperation, and conflict resolution.
9. **Event Promotion and Networking:** Promoting the conference, engaging with sponsors, and building a network within the MUN community are important aspects of the role.
10. **Long-Term Engagement:** Serving on the Executive Committee is often a long-term commitment, and individuals interested in ongoing involvement in MUN conferences and the broader MUN circuit are attracted to these roles.

### How to Apply for This Position:

The application for the Executive Committee occurs during the Officer Review Session a week before the conference. This application is a written one and involves responses to a myriad of questions. If you complete this stage with finesse, an interview will occur during the conference itself with the Executive Committee conducting the interviewing. The name of the successful candidate in all stages will then be announced during the closing ceremony of the ECAMUN

conference as a member of the prestigious incoming Executive Committee. It is important to note that only applications of students with 1 or 2 years left in the program will be accepted hence this eliminates any ECA-MSMUN officers.

Any conference attendee with at least one year of ECAMUN Officer (**excluding Press Corps**) training is eligible to apply for a role within the Executive Committee

# DEFINITION OF TERMS

## A

**Ad hominem:** Latin expression, describing an argument or reaction directed against a person rather than the position they are maintaining.

**Agenda:** the list of matters (resolutions or topics) to be discussed during a given conference day.

**Amendment Form:** a small sheet of paper which delegates must fill two of in order to propose an Amendment. One form is kept with the delegate, and the other is submitted to the Chair. (see 'Amendment' to view the content of an Amendment Form).

**Arbitrary:** refers to any decision made by the Chair that is solely based on the Chairperson's discretion and is not explicitly addressed in any official ECAMUN rules.

**Applicant:** The applicant is the name given to the country that submits an application to litigate another nation to the registrar of the ICJ.

## C

**(The) Chair:** the head of a committee. They are a body of individuals consisting of a Senior Chairperson(s) and a Junior Chairperson, and are responsible for keeping debate flowing whilst ensuring that all rules are being complied with by the delegates.

**Chairing Dais:** the place at which the group of people leading the committee sit. These include: the Senior Chairperson, the Junior Chairperson, a Secretary and any member of the ECAMUN w.

**Consecutive Yielding:** refers to a yielding of the floor from the Chair to a delegate, and thereafter from a delegate to another delegate.

## D

**Defeated Resolutions:** resolutions which have failed.

**Dilatory:** by literal connotation it means "slow to act"; however, here when something is dilatory it prevents proceedings from happening as and when they should e.g calling Point of Order long after a mistake by the chair.

**Discarded Resolutions:** resolutions which have been acted on by a Postpone Indefinitely – they cannot be brought back to the agenda under any circumstance.

**Disputing Parties:** The "disputing parties" shall be the countries who initiate the legal proceedings in the ICJ. It shall consist of the applicant, and the respondent.

**Dissenting Opinions:** The minority opinions held by the judging panel when the internal vote on a case was not unanimous

## E

**Entertaining a Motion:** the process of allowing a Motion of Parliamentary Procedure to be in order.

## F

**Freezing Debate Time:** the process of pausing the time on a Main Motion due to another Motion of Parliamentary Procedure higher in Precedence being proposed e.g an Amendment. After debate on the other Motion is finished, time will be resumed (unfrozen).

## G

**General Assembly:** the congregation of all delegates from different committees (excluding the Security Council, the Special Summit, the Historical Decisions Committee and the International Court of Justice) with the purpose of debating passed resolutions in respective individual committees. All references to the

General Assembly in this booklet are denoting it as a stage of debate and not the meeting carried out every morning of the conferences.

## I.

**Interrupting Motions:** if a Motion of Parliamentary Procedure can interrupt, members of the assembly may call it during the debate on another Motion. Interrupting Motions are of two types: those which can interrupt the Chair and those which can interrupt a speaker. Some motions (e.g. Point of Privilege due to audibility) may pertain to both.

**Intimate Crossfire Setting:** a Crossfire in which delegates are all extremely active, and it is quite 'heated'.

## L

**Lobbying:** refers to a period of time during which all rules are suspended and delegates may interact with others and garner support for resolutions and exchange viewpoints. Ambassadors should ensure that their delegation members are only supporting issues in a manner appropriate to their countries' actual policies.

**(A) Loss of the Floor:** the consequence warranted by any 'Behaviour that Merits a Loss of the Floor', whereby a speaker/Sponsor is prevented from continuing with their speech and requested to return to their speech.

## M

**Member of the Assembly:** any delegate within the committee room who may take part in debate (hence, excluding chairing Junior Chairpersons, Secretaries, Press Corps and visitors)

**Mover of a Motion:** also referred to as a Sponsor, this is a delegate who has called out a Motion of Parliamentary Procedure.

## O

**Oath:** a solemn attestation of the truth of one's words or the sincerity of one's intentions

**Objection:** a call (usually a shout) to oppose procedure on a Motion of Parliamentary Procedure.

**One-sided Debate:** debate on a question which is dominated by one side of the question. This may be signified by a side of debate being Previous Questioned.

## P

**Permanent Members:** are the five sovereign states to whom the UN Charter of 1945 grants a permanent seat on the UN Security Council. They are China, France, Russia, the United Kingdom and the United States.

**Precedence:** refers to the order in which Motions of Parliamentary Procedure will be considered.

**Procedural Matters:** any Motion of Parliamentary Procedure discussed that is not an Amendment or Main Motion.

**Protracted:** connotes something that lasts for a long time. Hence, it could be deemed that a speaker that has one too many Orders of the Day motions called against them could attract themselves a loss of the floor.

## Q

**(The) Question:** the topic or Motion of Parliamentary Procedure being debated.

## R

**Ratification:** the approval and agreement, by a majority of the members of the assembly, to measures voted on during the Special Sessions of

**Renewable Motions:** if a Motion of Parliamentary Procedure is renewable, it can be reintroduced (brought up again after further action has already been taken on it, or if it did not receive a second etc.) in the committee even after the assembly already demonstrated its disinterest to see the Motion debated.

**Respondent:** the name given to the country that has an application against it, and has consented for the ICJ to have jurisdiction.

## S

**Second:** a verbal expression of the assembly's interest in seeing a Motion of Parliamentary Procedure or question discussed.

**Side of Debate:** also referred to as a side of the question, these are members of the assembly who speak in support of / against a topic or Motion of Parliamentary Procedure.

**Simple Majority:** 50% +1 of the members of the assembly.

**Sponsor(s):** the country(/ies) that is the principal author(s) of a resolution and agree with its substance. Sponsors also refer to any mover of a Motion of Parliamentary Procedure.

**Sponsor's Closing Statement:** a one-minute period, after debate on a Main Motion finished, during which the Sponsor of the resolution must strictly rebut or respond to any points brought up against their resolution from their seat.

**Stage of Debate:** the duration whereby a particular section of the debate proceedings is taking place.

**Substantial Matters:** discussion of an Amendment or Main Motion.

**Supermajority:** also referred to as a super majority, this is 2/3 +1 of the members of the assembly.

## T

**Time constraints:** a situation whereby the requirement to complete the agenda in a set period of time may limit certain open debate and the use of certain Motions of Parliamentary Procedure.

**Two-way Conversation:** delegates speaking consecutively, without the chair talking / intervening between speeches.

## V

**Veto:** the official power to block a decision on a Substantial Matter discussed in the Security Council, through a vote against by a permanent member.

## CLOSING REMARKS AND ACKNOWLEDGEMENTS

As we conclude this Delegates' Handbook for the East African Model United Nations, we hope you've found it to be a valuable resource in preparing for this enriching experience. The conference isn't just an event; it's an opportunity for personal growth and global engagement.

The following sources, among pre-existing ECAMUN documents, made vital contributions to the aforementioned glossary. The ECAMUN Executive Committee and Management Team would like to acknowledge:

- The Cambridge Dictionary,
- Model United Nations Bilbao,
- The Oxford Dictionary,
- The Merriam-Webster Dictionary,
- Hong Kong Model United Nations Club,
- Florida High Schools Model United Nations,
- Stanford University,
- University of Oxford,
- Wichita State University,
- 'Understanding MUN', and
- The United Nations Information Centre for India and Bhutan's MUN Guide.

The ECAMUN Executive Committee and Management Team would also like to acknowledge previous delegates and Secretariat committee members for their input in this booklet. They would like to acknowledge the 2024/5 Executive Committee for their valiant effort in the creation of this booklet.

This Handbook has equipped you with essential knowledge, from committee procedure to preparation methods, and emphasised the importance of diplomacy, empathy, and collaboration. You are not just representing yourself but also your nation, region, and generation.

Your journey starts now. Make the most of this opportunity to create a brighter future for our world. Best of luck at the Middle School and East African Model United Nations Conference!

The Management Team and Executive Committee are committed to providing you with the tools you need to succeed during the conference. Through these pages, you will find:

- Officer Information
- Guidelines to Debate

- Breakdown on each Motion
- Breakdown on each Committee
- Delegated Throughout Stages of Conference
- Breakdown on Awards
- Dress Code and Disciplinary Action
- Progression Routes for Delegates

Equally important, this Handbook emphasises the importance of conduct befitting diplomatic representatives, outlining a code of behaviour that promotes respect, professionalism, and cultural sensitivity. It also includes ways to craft a masterful resolution.

The Handbook also underscores the importance of cultural exchange and networking, as ECAMUN is not just about formal sessions but also about building lasting connections with fellow delegates from diverse backgrounds. Furthermore, it provides insight into the awards and recognition structure, ensuring that outstanding efforts are duly acknowledged. While we anticipate an engaging and productive conference, this Handbook also addresses essential emergency procedures, ensuring your safety and well-being throughout the event.

In closing, as you delve into the pages of this handbook, remember that you are a part of a community striving to make a positive impact on our region and the world. Embrace the spirit of diplomacy, curiosity, and collaboration, and make the most of your time at the ECAMUN and ECA-MSMUN conference.

Your contributions have the potential to shape the future, and this Handbook is here to guide you every step of the way.

Yours sincerely,

**The 2025/26 ECAMUN Executive Committee & Management Team.**