

# Student Officers Manual



**24<sup>th</sup> DSAMUN**

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# CHAPTER 1: DSAMUN RULES OF PROCEDURE

*This manual is directed to all General Assembly (GA) Committees, the Economic and Social Council (ECOSOC), the Environmental Committee (EC) and the Special Conference (SPECON).*

## I. Quorum

Resolutions require a Quorum to be voted upon.

The Chair may declare a meeting open and permit the debate to proceed when at least one third of the members of the Commission are present. The presence of a majority of the members shall be required for any decision to be taken. Therefore, keep a close track of your Roll-Call list. This is also an efficient way to encourage delegates to attend debates throughout the entire day.

A Roll Call must be taken everyday, actively before the policy statements on the respective issues are being delivered and one chair should keep track of the participants list constantly. Absent countries will be noted on a list, which will be passed on to the respective secretariat member in-charge of your committee.

Roll Call must be taken before the morning and afternoon sessions. At the end of each Roll Call, ask if any delegations have not been called out.

*Example: "We will now proceed with Roll Call. Whenever you hear your country's name, please raise your placard and state 'present' "*

## II. Debate Mode

Open debate is DSAMUN's only debate mode when debating resolutions. This has changed to previous DSAMUN conferences where closed debate was allowed.

Closed debate is however required during the discussion on amendments. Debate time is to be announced after reading out the resolution. Note: All resolutions are to be debated in vacuum; i.e., if one resolution passes on a topic, it doesn't discredit other resolutions on the same topic.

### III. Points

General: Points during debate may NOT interrupt a speaker except for a Point of Personal Privilege, which refers to audibility. All other points will be dealt with only when there is a debating pause, i.e. when the speaker having the floor yields to points of information, to another delegation, or to the Chair. Delegates may not just immediately state their point; they must wait until the chair recognizes a Point.

*Example: "Point of Information to the Chair".*

*"There has been a point of information in the house, could the delegate please rise and state his/her point."*

*"Is the chair not aware..."*

#### a. Point of Personal Privilege

- Refers to the comfort and well-being of the delegate
- May only interrupt a speaker if it refers to audibility
- May not refer to the content of a speech
- Is not debatable
- Does not require a second

*Example: "Could the windows please be opened? It is very hot in here."*

#### b. Point of Order

- Refers to procedural matters only, i.e. if the chair makes an error in the order of debate or in the setting/observing of debate time
- May NOT interrupt a speaker
- Is not debatable
- Can only refer to something that just happened, direct referral, otherwise out of order
- If used by a delegate simply to cause disorder or to get their point across, call it

out of order

- Take your time to explain your decision clearly so that all delegates understand your arguments
- If the chair indeed has made a mistake, he/she should state that “the chair stands corrected” and correct himself/herself

*Example: “Is it in order for the delegate to yield the floor to another delegation since the floor was previously yielded to him by Poland?”*

### c. Point of Information to the Speaker

A question directed to the delegate having the floor, and who has indicated that he/she is willing to yield the floor to Points of Information

- Speaker asking the Point of Information may only speak if recognized by Chair
- The delegate must always remain standing when the speaker is replying to his/her Point of Information.
- Must be formulated in the form of a question, i.e. “Is the speaker aware that...”. The question should be preceded by a **short** introductory statement.
- Only **one** question by the same questionnaire.
- There will be **no dialogue** between speaker and questioner on the floor. There are NO “follow-ups”!
- The speaker can still open himself/herself to points of information even if he/she intends to yield the floor to another delegate

*Example: “Could the honorable delegate, as she is the main submitter of this resolution, please explain to the house what she intends with clause 3?”*

### d. Point of Parliamentary Enquiry

- Point of information to the chair concerning Rules of Procedure
- May NOT interrupt a speaker

*Example: “Could the Chair please explain to the house what is meant by closed debate?”*

**e. Point of Information to the Chair**

- A question to the chair
- May NOT interrupt a speaker
- Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege.
- Chair to answer clearly and swiftly and move on with business

*Example: “At what time do we adjourn for lunch?”*

**IV. Motions**

**a. Motion to move to the previous question**

(Formerly: Motion to move directly into voting procedures)

- Calls for the closure of debate and a vote to be taken on the item (resolution/amendment) pending
- When discussing an amendment, in time in favor, this motion means to move to time against the amendment.
- May be moved by the Chair or a delegate
- May not interrupt a speaker
- Requires a “second” by the house, and is overruled if an objection is voiced
- May be overruled by the Chair if time needs to be filled
- Although delegates like to say “Motion to move directly into voting procedure” the correct expression is “Motion to move to the previous question”. Remind the delegates of this new wording. • Chair needs to ask for seconds and objections

**b. Motion to reconsider a resolution**

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

**c. Motion to withdraw a resolution**

- Can be done at any time before voting has commenced, if all submitters and co-submitters agree on withdrawal.
- Can be reconsidered by any member of the forum.

**d. Motion to extend debate time**

- At the chairs' discretion/ not debatable
- Needs a second, if proposed from the house
- Needs a simple majority or a ruling by the chair to be adopted (e.g. due to lack of time or a guest speaker)

**e. Motion to extend points of information to the speaker**

- Can be moved only after time for points of information directed to the speaker has elapsed
- The Chair always needs to ask if the speaker accepts this motion



**f. Motion to divide the house**

- Entertained when there is a tie in the results of the final vote.
- Entertained when the item has failed and the number of abstentions is overwhelming.
- No Roll-Call takes place. Delegates vote collectively.
- Abstentions are out of order.
- Not debatable, no second required.
- Objections are out of order.

**g. Motion to vote via Role-Call**

- Similar to "Motion to divide the House".
- Roll-Call takes place. Each delegate is asked separately on their voting decision.
- Should be avoided as it is time-consuming.

**V. Table with Points and Motions**

Name	Description	Debatable	Vote	Second Needed	May interrupt the speaker
Point of Personal Privilege	Registers a complaint referring to the personal discomfort of an individual	No	-	No	Only due to audibility
Point of Order	Enforces the rules of procedure on a mistake made by the Chair	No	-	No	No

Point of Information to the Speaker	A short question made to the speaker having the floor	No	-	No	Recognized after the speaker is done with their speech
Point of Parliamentary Enquiry	Clarify the Rules of Procedure	No	-	No	No
Point of Information to the Chair	A question to the chair	No	-	No	No
Motion to move to the previous question	Calls for moving to the next stage of debate.	No	2/3 majority	Yes	No
Motion to reconsider a resolution	Refers to re-debating and re-voting on a resolution	Yes	2/3 majority	Yes	No
Motion to withdraw a resolution	Calls for withdrawing a resolution from being debated upon	Yes	All submitters and co-submitters of the alliance	Yes	No
Motion to extend debate time	Refers to the extension of debate	Yes	2/3 majority	Yes	No
Motion to extend Points of Information to the Speaker	Extends POIs to the speaker having the floor	Yes	-	Yes	No
Motion to divide the House	Calls for retaking voting procedure	No	2/3 majority	Yes	No
Motion to vote via Roll-Call	Calls for voting via Roll-Call	No	2/3 majority	Yes	No

## VI. Amendments

### a. Amendments on the first degree

- An amendment is only in order if it is submitted to the Chair on the official Amendment Sheet before the delegate takes the floor, and must be easily legible. If the Chairs choose not to entertain the amendment it is better that they don't recognize the delegate who submitted it or even better send him/her a note in order for him to know beforehand.
- Amendments can only be introduced by a speaker who has the floor, while in previous DSAMUN conferences the chairs were responsible for moving the amendments. The delegate that has the floor should ask: "My delegation would like to entertain an amendment, will that be in order?" and wait for the Chair's answer. It is at the chair's discretion to entertain it or not.
- Delegate entertains the amendment, but the Chair reads it out slowly and clearly for all delegates to note down.
- An amendment will usually be debated, and must always be put to a vote, even if it is only a change of one word! If the Chair feels that it is an obvious mistake of a word, the Chair may propose to vote on the amendment directly without debate (however this won't count as a friendly amendment, since friendly amendments do not exist in DSAMUN). This can be done simply by asking if there are any objections, e.g. "are there any objections to changing 'continuous' 'continual'?" Never adopt without a vote.
- Closed debate will be the norm for amendments. Chair must use his/her common sense to decide on the limit of debate time (max.: 5 min in favor and 5 min against, min: 30 seconds in favor and 30 seconds against). It is also possible (and preferable) to set a number of speakers on an amendment (the speakers for have to be as many as the speakers against). In any of the two cases, an equal number of speakers should be entertained (the speaker who moves the amendment counts as a speaker in favor), unless there are no speakers in favor/against. Keep in mind that the Chair should set debate time directly after the delegate moves his/her amendment and BEFORE he begins with his speech since he/she counts as a speaker as well.
- Only one amendment (max: one entire clause) per amendment sheet will be in order, except if this would have effect on the sense of other clauses.

- Co-Chairs should prioritize constructive amendments, e.g. add a clause. Destructive amendments should be discouraged. Try to pick out which amendments would bring about the highest quality in the debate. Although the delegates move the amendments, bear in mind that the Chair formally decides which amendments are debated!
- On an amendment, delegations can vote for, against or abstain.
- Amendments to previously amended clauses should only be sustained if the amendment refers to an element in the clause that has not previously been discussed, or if it is necessary to make the clause compatible with later changes to the resolution.
- The Chairs in the Committees must keep all passed amendments together, this is important for updating the resolution if it passes!

#### **b. Amendments on the second degree**

- Can only be entertained during the time against the Amendment of the First Degree (although it should be submitted early enough), and debate on this amendment does not count as time against the Amendment of the First Degree.
- Same procedure as for normal amendments (set debate time, closed debate, official amendment sheet only, must be legible, only speaker who has the floor moves Amendment of the Second Degree, Chair reads it out)
- Debate on the Amendment of the First Degree will always be continued, whether the Amendment of the Second Degree passes or fails.
- Amendments of the Second Degree should however be avoided, since they cause a lot of confusion to the house and are time-consuming. The Chairs should entertain it only if it is really necessary!
- An Amendment to the Third and further Degree is out of order. Furthermore, in DSAMUN there are no “Friendly Amendments”. It is only under the Chair’s discretion to put forward any grammar corrections if needed.

## **VII. Yielding**

### **a. Yielding the Floor to the Chairs**

- Once the delegate having the floor is done delivering both their speech as well as Points of Information, they may yield the floor to the chairs.
- Yielding the floor to the chairs means “to give the floor back to the chairs”.

### **b. Yielding the Floor to another delegation**

- Always ask who the speaker wishes to yield the floor to, prior to saying that this is out of order. Never rule before hearing to which delegation the floor is yielded to.
- Asking in advance ensures that the chair retains the possibility to refuse an example being “this is no in order, seeing as Togo has already spoken many times.” However, this is up to the chair's discretion.
- The floor may be yielded by one delegation to another only once consecutively.
- Where delegations consist of more than one member, co-delegates may not yield the floor to each other but co-delegates can yield to each other in their allotted times.
- Points of Information are in order, even after yielding the floor to another delegation.

## **VIII. Voting**

- All members of the UN and NMDs (Non-member delegations such as Non-governmental organizations and non-recognized states) have the right to vote in DSAMUN.
- Delegations voting on a resolution or an amendment (substantial matters) may vote in favor, against or abstain.
- Delegations and NMDs voting on procedural matters (motions), such as a motion to adjourn the debate, may only vote in favor or against (NO abstentions).
- During voting procedures, all points are out of order, except for points of order

related to the actual conduct of voting; there needs to be silence, and the Chair has to instruct Administrative Staff clearly to take voting positions and to close the doors.

- In case of an online conference: The chair should ask all guests to leave the call and then proceed with the voting.

*Example: "We kindly ask all guests to leave the room..."*

- A resolution will pass if the number for exceeds the number against regardless of the number of abstentions, i.e. abstentions do not count either for or against the adoption of a resolution; the Co-Chair still has to record the number of abstentions.
- A resolution or an amendment with a tied vote fails. Close votes should be followed, upon request through a motion, by a recount (they have to vote the same way) or a roll-call vote/ division of the house (Chair to go through every delegation on the roll-call list and ask for the vote, takes a lot of time;

Abstentions are still allowed). As mentioned before, try to avoid this motion and, using your common sense, decide flexibly by "mood of the house" if a roll-call vote is really necessary (e.g. don't do it at the end of the day, when everybody is tired!).

- The chair should not state his opinion whether an issue voted on is good or bad, delegates tend to rise to Points of Order stating that the Chair influences voting procedures. General statements such as "Passing resolutions is good" is in order. A chair must remain objective.
- There are NO informal votes at DSAMUN; all votes are real and count!
- Clapping should only be allowed when a resolution passes (otherwise a chaos can be caused).
  - In case of an online conference: clapping should take place either by changing the personal status to "clapping" OR physical clapping with microphones closed.

## **VIII. Note-passing**

- Note-passing between delegates within the Committee is in order.
- Personal messages with irrelevant content or written in any other language

except for English are not allowed.

- Suspended by the Presidency when commotion in the house is to an unacceptable degree.
- Notes to and from the Presidency are always in order.
- Suspended during voting procedure.

## **IX. Funding**

- May be discussed and included in resolutions.
- Resolutions cannot contain specifications of exact financial amounts but can refer to possible financial resources;. Resolutions drafted and debated in the Economic and Social Council (ECOSOC) are an exception.
- Debate on funding should be avoided.

## **X. Miscellaneous**

- Mobile phones must be turned off at all times.
- Laptops are only allowed during Lobbying procedure.
- Refer as Less Economically Developed countries (LEDCs), not “Third World” or “Developing Countries”.
- Refer as More Economically Developed countries (MEDCs), not “Strong Economically Countries”.
- Smoking is prohibited.
- Eating and drinking during debate is not in order; water is the only exception.
- The dress code should be followed.
- Delegates should raise their placards when the Chair asks them to do so and not prior to that.
- Clapping is in order only when a resolution or amendment passes.

# CHAPTER 2: LOBBYING AND RESOLUTIONS

## I. Lobbying

- One of the most significant parts of the committee session will involve the creation of draft resolutions. Delegates will have brought with them the resolutions they prepared prior to the conference. During this process they will merge them by engaging in informal conversations and forming alliances.
- Once delegates with similar policies have formed an alliance, they should obtain an Alliance Sheet from you. Delegates will have to write all Co-Submitters and determine who will be the Main Submitter. Every member of the House may be a Co-Submitter only one resolution per topic and no more than that. Please make sure to avoid having the same delegation serve as the Main Submitter in more than one resolution.
- Resolutions should first be checked by the Chair. Chairs should search for Plagiarism, grammatical or contextual errors before sending the resolution to the Approval Panel. All clauses that are not in accordance with the UN Charter and all those that are not appropriate for a UN Resolution should be deleted.
- **Keep in mind that Plagiarism is strictly prohibited!**
- During lobbying procedure the Chairs should be going around in the room and help the delegates in an appropriate way. The expert Chair on each topic should always be present when it is discussed.

## II. Resolution Process

- In order to fully comprehend the committee procedure it is necessary to mention the whole resolution process:
  1. Draft resolution is brought to the conference.
  2. Delegates lobbies, merges resolutions and (re)types merged resolution.
  3. Delegates fill the Alliance sheet



4. Draft resolution reviewed by the Student Officers as they will act as the initial approval panel to ensure it has the right format, complies with the UN Charter, contains no plagiarism and is of suitable content. If the aforementioned is not the case, the resolution will be rejected until necessary changes have been made.
5. The resolution corrected by the Chairs is sent to the Approval Panel

### III. Sample Resolution

**FORUM:** Legal Committee (GA6)

**QUESTION OF:** Developing measures to eradicate the manufacturing and trafficking of counterfeit medicines

**SUBMITTED BY:** The United States of America

**CO-SUBMITTED BY:** Angola, Australia, Belize, Cameroon, Malta, Spain, Turkey, United Kingdom, Venezuela

THE LEGAL COMMITTEE,

*Recognizing* counterfeit medicines as a medicine that was manufactured in order to copy or imitate the original product without authority or rights,

*Emphasizing* on the trade of counterfeit pharmaceuticals that is worth up to 2000bn\$ annually,

1. Urges Member states to increase awareness among individuals in schools by organizing seminars with professionals and introducing a unit named “Counterfeit Medicines” in the Biology curriculum, in order to prevent students from recurring to cheaper medicines, which are potentially falsified by:
  - a. Consulting them to look common for the identification,
  - b. Advising them to buy medicinal products from legal drugstores;
2. Further urges the United Nations Office on Drugs and Crime (UNODC) and the NDRA to focus on the immediate awareness of the people, through:
  - a. speeches delivered in public places which include information about the eradication of the manufacturing and trafficking of counterfeit medicines,
  - b. Conferences, where the participants will be informed about how to identify fake medicines and where medicine specialists will answer their questions about that topic.

# CHAPTER 3: CHAIRING AT DSAMUN

## I. Chairing Stock Phrases

- Would the house please come to order?
- The next resolution to be debated will be on the question of.....
- Would the main-submitter please take the floor and read out the operative clauses.
- The chair sets the debate time at 40 minutes of open debate.
- The floor is now open.
- Are there any delegations wishing to take the floor?
- ... you have been recognized.
- ... you have the floor.
- The speaker will refrain from using unparliamentary language.
- The speaker will refrain from insulting other delegates.
- An amendment has been proposed by ... This is in order. The chair will read it out.
- We will now move into voting procedures on the amendment.
- We will now resume debate on the resolution with ... minutes left.
- The speaker has opened himself to points of information. Are there any points in the house? Please raise your placards high now.
- Please rise and state your point.
- Please state your point in the form of a question.
- Please refrain from asking several questions at one point.
- Would the delegate please repeat / rephrase the question?

- There will be no direct dialogue between the delegates.
- I am sorry, but there is no more time for points of information. Could the speaker please yield the floor?
- I am sorry, but, in the interest of debate, could the delegate please yield the floor?
- For the sake of the debate please yield the floor to the chair.
- There has been a point of order in the house.
- Your point is well/not well taken.
- The chairs stand corrected.
- There has been a point of personal privilege on the floor. Could the delegate of x please rise and state their point?
- Could the house please come to order and show the speaker the respect he/she deserves?
- Debate time on this resolution has elapsed.
- We will now move into voting procedures on this resolution.
- Security Staff shield the doors and Administrative Staff please take your voting positions.
- All those in favor of this resolution please raise your placards high.
- All those against ... Thank you, you may lower them.
- All those abstaining ... Thank you.
- By a vote of ... in favor ...against and with ... abstentions, this resolution/ amendment passes/fails.
- With x votes in favor, x votes against and x abstentions, this amendment passes please make the necessary changes to your resolutions/ this amendment fails, do not make any changes to your resolution
- Clapping is (not) in order.
- “The delegates should refrain from using first person”

Mind that the correct expression is: “We yield the floor TO the chair”, not “back to the chair”.

Instead of saying “I” or “you”, remind the delegates that they can say: “My delegation”, “The honorable delegate”, “(country’s name)”, “The committee/ council” etc. “We” is also first person, but at least better than “I”! The chairs should also try not to use the first person very often.