SHANTI NIKETAN PUBLIC SCHOOL, BHADRA
in association with FairGaze Skills Pvt. Ltd.

SNPS FAIRGAZE MUN 1.0

DELEGATE HANDBOOK

Rules of Procedure

Dress Code, Conduct, Documentation and a Complete Guide to Research and Preparation

UNGA DISEC	UNHRC
Disarmament and International Security	Human Rights Council

21–22 November 2026
Shanti Niketan Public School, Bhadra, District Hanumangarh, Rajasthan

For the use of delegates only. Please read this handbook in full before the conference.

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Welcome, Delegates

Dear Delegates,

Welcome to **SNPS FairGaze MUN 1.0**, the first Model United Nations conference hosted by Shanti Niketan Public School, Bhadra, in association with FairGaze Skills Pvt. Ltd. Over two days, on **21 and 22 November 2026**, you will step into the shoes of diplomats, represent the interests of a United Nations Member State, and work with delegates from schools across the region to find solutions to some of the most serious problems facing the world today.

This handbook is your rulebook and your coach. **Part A** tells you everything you need to know about the conference itself: the dress code for each day, how you are expected to behave, and what to bring. **Part B** sets out the Rules of Procedure, which is the formal system of points, motions, speeches, caucuses, documents and votes that every committee at this conference will follow. **Part C** shows you, step by step, how to research your country and agenda, what you must prepare before you arrive, and how to prepare it well.

Many of you will be attending an MUN for the very first time. That is perfectly fine. Nothing in this handbook assumes previous experience. Read it carefully, keep it with you during committee, and do not hesitate to ask the Executive Board if anything is unclear. The best delegates are not the loudest; they are the best prepared, the most respectful and the most willing to build agreement.

We look forward to welcoming you to Bhadra.

With warm regards,

The Organising Committee and Secretariat
SNPS FairGaze MUN 1.0

How to Use This Handbook

- **Blue boxes** explain an idea in simple words.
- **Gold boxes** give practical tips and the exact words to use.
- **Green boxes** are checklists you can tick off.
- **Red boxes** warn you about common mistakes and things that are not allowed.

Your committee's Background Guide explains the agenda in depth. This handbook does not replace it: read both. Where the Background Guide and this handbook differ on a rule of procedure, this handbook applies, and in every case the Executive Board has the final word.

The Conference at a Glance

Item	Details
Conference	SNPS FairGaze MUN 1.0 (first edition)
Host	Shanti Niketan Public School, Bhadra, in association with FairGaze Skills Pvt. Ltd.
Dates	Saturday 21 and Sunday 22 November 2026
Venue	Shanti Niketan Public School, Bhadra, District Hanumangarh, Rajasthan
Committees	UNGA First Committee: Disarmament and International Security (DISEC) United Nations Human Rights Council (UNHRC)
DISEC agenda	Addressing the implications of artificial intelligence in the military domain for international peace and security, with special emphasis on the regulation of lethal autonomous weapons systems
UNHRC agenda	Promotion and protection of the rights of the child in the digital environment, with special emphasis on online exploitation, data privacy and emerging technologies
Sessions	Four committee sessions: two on Day 1 and two on Day 2

Item	Details
Dress code	**Day 1: Western formals. Day 2: Indian formals.** (see Section 1)
Language	English is the only official language of the conference

Conference Schedule

The schedule below follows the tentative itinerary. Timings may be changed at the discretion of the Organising Committee, and any change will be announced.

Time	Day 1: Saturday, 21 November 2026
09:30 – 10:20 AM	Registrations and Breakfast
10:20 – 11:20 AM	Opening Ceremony
11:20 – 11:30 AM	Pre-Conference Reserved Period
11:30 AM – 02:00 PM	**Committee Session 1**
02:00 – 02:30 PM	Lunch
02:30 – 04:00 PM	**Committee Session 2**
04:00 – 04:30 PM	Socials and High Tea

Time	Day 2: Sunday, 22 November 2026
09:00 – 09:30 AM	Breakfast
09:30 – 09:45 AM	Pre-Conference Reserved Period
09:45 AM – 12:30 PM	**Committee Session 3**
12:30 – 01:00 PM	Lunch
01:00 – 03:00 PM	**Committee Session 4**
03:00 – 04:00 PM	Closing Ceremony
04:00 – 04:30 PM	High Tea and Dispersal

PART A

Conference Essentials

Dress code, conduct and what to bring

1. Dress Code

Formal dress is part of the diplomatic experience. When you dress as a diplomat, you speak and behave like one, and the Executive Board treats adherence to the dress code as part of your **conduct and professionalism**. The dress code applies to all delegates for the whole of each conference day, including the Opening and Closing Ceremonies.

Day	Dress code	Applies to
Day 1 **Saturday, 21 November**	**Western Formals**	Registrations, Opening Ceremony, Committee Sessions 1 and 2, Socials
Day 2 **Sunday, 22 November**	**Indian Formals**	Committee Sessions 3 and 4, Closing Ceremony

1.1 Day 1: Western Formals

	Recommended	Also acceptable
Boys	Full-sleeved formal shirt in a plain or lightly patterned shade; formal trousers; blazer or two-piece suit; tie; leather belt; formal shoes (black or brown) with dark socks	Formal shirt and trousers with a tie but without a blazer; a sleeveless formal waistcoat
Girls	Formal shirt or blouse with formal trousers, or with a skirt of knee length or longer; blazer; closed formal shoes or low-heeled formal footwear	A plain formal dress of knee length or longer, with or without a blazer; a pant-suit
Colours	Navy, black, charcoal, grey, beige, white and pastel shades	Subtle checks or pin-stripes

1.2 Day 2: Indian Formals

	Recommended	Also acceptable
Boys	Kurta with churidar or pyjama, with a Nehru jacket or bandhgala jacket; formal mojaris, juttis or formal shoes	A bandhgala or Jodhpuri suit; a plain kurta with formal trousers
Girls	Saree; salwar kameez or churidar kurta with dupatta; formal sandals, juttis or low-heeled footwear	A simple Anarkali suit; kurta with palazzo or straight trousers
Colours	Elegant, understated colours and fabrics such as cotton, khadi or silk	Light embroidery or a modest border

NOT PERMITTED ON EITHER DAY

- Jeans or denim of any kind, cargo trousers, shorts or track pants
- T-shirts, hoodies, sweatshirts, jerseys or clothing with slogans, logos or graphics
- Sneakers, sports shoes, floaters, slippers or flip-flops
- Caps, hats or sunglasses inside the committee room
- Ripped, sheer or very casual clothing, and heavy party or wedding wear on Day 2
- National costumes, flags or symbols worn to represent your allotted country (the conference badge and placard are your only national identification)

PRACTICAL TIPS

- November mornings in Bhadra are cool. A formal blazer, shawl or sleeveless jacket that matches the day's dress code is welcome.
- Keep grooming neat and simple: tidy hair, minimal jewellery and accessories that do not distract.
- Wear comfortable formal footwear. You will stand to speak and move around during unmoderated caucuses.
- Your **delegate badge must be worn and visible at all times** on both days.
- If you have any difficulty arranging the attire, please speak to your Faculty Advisor or the Organising Committee before the conference, not on the day.

2. Code of Conduct

By registering for SNPS FairGaze MUN 1.0, every delegate agrees to follow this Code of Conduct. It applies in committee rooms, during breaks and meals, at socials and ceremonies, and anywhere on the school campus during the conference. It also applies to conference communication before and after the event.

2.1 Respect and Diplomacy

- Treat the Executive Board, the Secretariat, the Organising Committee, volunteers, school staff, faculty advisors and fellow delegates with courtesy at all times.
- Disagree with a policy, never with a person. Personal remarks, mockery, insults, gestures or comments about a delegate's appearance, school, accent, region, religion, caste, gender or ability are strictly prohibited.
- Speak in the **third person** in formal debate ("The delegate of Brazil believes..."), and address the Chair as "Honourable Chair" or "the Executive Board".
- Keep your country's policy, not your personal opinion. Do not attack the real government or leaders of any country in a way that goes beyond diplomatic criticism of policy.
- Harassment, bullying, intimidation or discrimination of any kind will lead to immediate action under Section 2.6.

2.2 Punctuality and Attendance

- Be seated in your committee room **at least five minutes before** each session begins. Roll call is taken at the start of every session and attendance is recorded.
- Do not leave the committee room during formal debate without the Chair's permission. Send a chit to the Executive Board if you need to step out.
- A delegate who misses a session must inform the Executive Board through their Faculty Advisor. Absence affects your evaluation.

2.3 Language

English is the only official language of the conference. All speeches, points, chits and documents must be in formal English. Slang, abbreviations used in text messages (such as "u", "pls" or "bcoz") and profanity are not allowed in any form.

2.4 Electronic Devices

- Mobile phones must be switched off or on silent and kept away during formal debate. Their use in committee is not permitted unless the Executive Board allows it.
- Laptops and tablets may be used **only during unmoderated caucuses, or when the Executive Board expressly permits** them (for example, to type a working paper). They must be closed during speeches and voting.

- Photography, video or audio recording during committee is not permitted without the Executive Board's permission. Do not post photos of other delegates on social media without their consent.
- Do not use any device to communicate with people outside the committee about the proceedings.

2.5 Academic Honesty and Use of AI Tools

Every position paper, speech, chit, working paper and draft resolution must be **your own work**. Copying text from websites, earlier conferences, other delegates or AI chatbots and presenting it as your own is plagiarism.

- You may use search engines and AI chatbots to understand ideas or find sources, but you must check every fact against an original source and write in your own words.
- Position papers may be checked for plagiarism and AI-generated content. A copied or machine-written paper may receive no marks for pre-conference documentation.
- Quoting a source is fine, provided it is short, placed in quotation marks and attributed (for example, "as stated in A/RES/80/57...").

2.6 Warnings and Disciplinary Action

The Executive Board and the Secretariat are responsible for maintaining decorum. Depending on the seriousness of the conduct, the following steps may be taken:

Step	What happens	Typical reasons
Verbal reminder	The Chair reminds the delegate of the rule in committee	Speaking out of turn, first-person language, using a phone, side conversations
Formal warning	Recorded by the Executive Board; affects conduct marks	Repeated disruption, disrespectful language, misuse of chits, dress-code violation
Suspension of rights	The delegate may lose the right to speak, raise motions or send chits for a period	Continued disruption after a warning, plagiarism in documents
Removal	The delegate is removed from committee or the conference, and the school is informed	Harassment, bullying, discrimination, damage to property, any serious misconduct

Three formal warnings will normally lead to suspension. A delegate who is subject to disciplinary action is not eligible for awards. Decisions of the Secretary-General on matters of discipline are final.

2.7 Campus, Safety and Wellbeing

- Stay within the conference areas of the campus. Follow all instructions from school staff and volunteers.
- Take care of the school's property, committee rooms and furniture. Keep the campus clean.
- If you feel unwell, unsafe or uncomfortable at any time, tell your Faculty Advisor, a member of the Executive Board or any member of the Organising Committee immediately.
- Respect the opening ceremony traditions, including the lamp lighting and Saraswati Vandana, by standing quietly where appropriate.

3. What to Bring

DAILY CHECKLIST

- Delegate badge (collected at registration on Day 1; keep it for Day 2)
- Correct attire for the day: Western formals on Day 1, Indian formals on Day 2
- A printed copy of your **position paper** and your **research file**
- Your committee's **Background Guide** and this **handbook** (printed or on a device for unmoderated caucuses)
- Your opening speech, written out, plus notes for at least three moderated caucus topics
- At least two pens, a notepad, sticky notes and a highlighter
- A small pad of paper for chits (chit paper may also be provided)
- A water bottle and any personal medication
- A laptop or tablet, if you have one, for drafting documents (fully charged, with a charger)
- School identity card

PART B

Rules of Procedure

How debate is run at SNPS FairGaze MUN 1.0

4. General Rules

4.1 Scope

These Rules of Procedure apply to both committees of SNPS FairGaze MUN 1.0: the General Assembly First Committee (DISEC) and the Human Rights Council (UNHRC). They are based on the procedure commonly followed at school conferences in India, which in turn is modelled on the rules of the United Nations General Assembly. Each delegate is deemed to have read and understood these rules.

4.2 The Executive Board

Each committee is directed by an **Executive Board** (EB), usually made up of a **Chairperson**, a **Vice-Chairperson** and a **Rapporteur**. The Chairperson opens and closes each session, directs debate, recognises speakers, rules on points and motions, enforces time limits and announces decisions. The Vice-Chairperson assists the Chair and may preside in their absence. The Rapporteur records attendance, motions, votes and documents.

The Executive Board may interpret these rules, rule out of order any point or motion that is dilatory or not in the spirit of debate, and adjust procedure where needed to help the committee progress. **The decision of the Executive Board on any matter of procedure is final** and may not be appealed.

4.3 The Secretariat

The **Secretary-General** is the highest authority at the conference and may address any committee at any time. The Secretariat and Organising Committee handle logistics, discipline and communication.

4.4 Delegations and Placards

Each delegate represents one Member State, called a **delegation** or **portfolio**, as allotted by the Organising Committee. Each delegation has **one vote**. Your **placard** is your voice in committee: raise it to be recognised, to vote and to answer roll call. Do not write on, wave or lean on your placard, and never leave it behind when you leave the room.

4.5 Quorum

The Chair may declare a session open when at least **one-third** of the members of the committee are present. A **majority** of members must be present for any substantive vote (a vote on a draft resolution or amendment). Quorum is assumed to be present unless a delegate challenges it and it is shown to be absent.

4.6 Recognition and Speaking

No delegate may address the committee without first being recognised by the Chair. Raise your placard and wait. When recognised, stand (unless the Chair says otherwise), speak clearly into the room, and stay within the time limit. The Chair may call a speaker to order if their remarks are not relevant to the subject under discussion or are offensive.

5. The Flow of Committee

Every committee moves through the same broad stages. The Executive Board will guide you through each one, so you do not need to memorise it, but understanding the order will help you know what is coming next.

Stage	What happens	Section
1. Roll Call	The Chair calls each delegation; delegates answer "Present" or "Present and Voting"	6.1
2. Setting the Agenda	A motion sets the agenda of the committee	6.2
3. General Speakers' List	Opening speeches setting out each country's position	6.3

Stage	What happens	Section
4. Caucusing	Moderated caucuses on sub-topics; unmoderated caucuses for lobbying and drafting	6.4 – 6.6
5. Working Papers	Blocs put their ideas on paper and present them	10.2
6. Draft Resolutions	Working papers merge into formal draft resolutions with sponsors and signatories	10.3
7. Amendments	Changes are proposed to operative clauses	10.4
8. Closure of Debate	The committee ends debate on the agenda, by two-thirds majority	12.1
9. Voting Procedure	Amendments and draft resolutions are voted on	12
10. Resolution Adopted	A draft that receives a simple majority becomes the committee's resolution	12.4

Stages 3 and 4 repeat many times. Whenever no motion is on the floor, the committee returns to the General Speakers' List.

6. Stages of Debate

6.1 Roll Call

At the start of every session the Rapporteur or Chair reads out the names of all delegations in English alphabetical order. When your country is called, raise your placard and reply:

Response	What it means
"Present"	You are in the room. You may vote Yes, No or **Abstain** on substantive matters.
"Present and Voting"	You are in the room and you give up the right to abstain. You must vote **Yes or No** on every substantive vote during that session. It shows conviction, but use it only if you are sure of your country's policy.

A delegate who arrives after roll call must send a chit to the Executive Board to be recorded as present.

6.2 Setting the Agenda

Each committee at this conference has a single agenda. Debate begins when a delegate raises a motion to set the agenda. It needs one speaker for and passes by a simple majority. Once set, the agenda cannot be changed.

> *"The delegate of Kenya would like to raise a motion to set the agenda as 'Addressing the implications of artificial intelligence in the military domain for international peace and security, with special emphasis on the regulation of lethal autonomous weapons systems'."*

6.3 The General Speakers' List (GSL)

The General Speakers' List is the backbone of formal debate. After the agenda is set, the Chair opens the GSL and asks delegates who wish to speak to raise their placards. Their names are added in the order the Chair chooses. A delegate may add their name again at any time by sending a chit to the Executive Board, but may appear only once on the list at a time.

- **Speaking time**: 90 seconds by default. A delegate may move to change it (see Section 8).
- **Content**: the first GSL speech is your opening speech, setting out your country's position. Later speeches may react to debate, build support for a bloc or introduce solutions.
- **The GSL never closes on its own**. If the list runs out and no motion is raised, the Chair may move the committee to closure of debate, so keep your name on the list.

Yields

If you finish your GSL speech before your time runs out, you must **yield** the remaining time in one of three ways. You may yield only once, and only on the GSL. There are no yields in moderated caucuses.

Yield	What happens	What to say
Yield to the Chair	The remaining time is given back to the Executive Board. The most common and safest yield.	"The delegate yields the remaining time to the Executive Board."
Yield to another delegate	The named delegate uses the remaining time to speak. They may not yield it again. Agree this with them beforehand by chit.	"The delegate yields the remaining time to the delegate of Japan."
Yield to Points of Information	Other delegates may ask the speaker questions about the speech. The Chair selects the questioners and the number of questions. Time counts only for the answers.	"The delegate yields the remaining time to Points of Information, if any."

6.4 Moderated Caucus

A moderated caucus is a focused debate on one specific sub-topic of the agenda. It is where most of the substantive debate happens. A delegate proposes it by stating the **total time**, the **time per speaker** and the **topic**. If the motion passes, the proposer is usually given the option to speak first or last, and the Chair then recognises speakers one at a time from those raising placards.

- **Total time**: normally between 5 and 20 minutes. **Time per speaker**: normally between 30 seconds and 2 minutes.
- There are no yields in a moderated caucus and, unless the Chair allows, no Points of Information.
- Stay on the topic of the caucus. The Chair may stop a speaker who drifts.
- Good caucus topics are narrow and solution-focused, not just the agenda repeated.

HOW TO RAISE A MODERATED CAUCUS

"The delegate of Brazil would like to raise a motion for a moderated caucus of 12 minutes, with a speaker's time of 1 minute, on the topic 'Defining meaningful human control over autonomous weapons'."

"The delegate of Norway would like to raise a motion for a moderated caucus of 10 minutes, with a speaker's time of 1 minute, on the topic 'Responsibilities of technology companies in protecting children's data'."

6.5 Unmoderated Caucus

In an unmoderated caucus, formal debate is suspended. Delegates may leave their seats and talk freely within the committee room to find allies, form blocs, negotiate and write working papers and draft resolutions. Unmoderated caucuses are normally between 10 and 20 minutes. Devices may be used for drafting during this time if the Executive Board permits.

HOW TO RAISE AN UNMODERATED CAUCUS

"The delegate of Japan would like to raise a motion for an unmoderated caucus of 15 minutes for the purpose of lobbying and drafting working papers."

AN UNMODERATED CAUCUS IS NOT A BREAK

The Executive Board continues to observe and evaluate delegates during unmoderated caucuses. Use the time to lobby, lead and write. Sitting alone, chatting about non-committee matters or leaving the room will count against you. Stay inside the committee room unless the Chair allows otherwise.

6.6 Extending a Caucus

When a caucus ends, a delegate may move to extend it. An extension may not be longer than **half the original time** and a caucus may normally be extended **only once**. The Chair may decline the motion if debate has run its course.

> *"The delegate of India would like to raise a motion to extend the current moderated caucus by 5 minutes, with a speaker's time of 1 minute."*

6.7 Other Formats the Chair May Use

- **Consultation of the Whole (informal consultation)**: delegates speak one after another without being recognised individually, guided by the Chair. Used rarely, at the Executive Board's discretion.
- **Round-robin**: every delegation speaks in turn on a topic, usually for 30 seconds. Useful for hearing all positions quickly.

7. Points

A **point** is a request or question addressed to the Executive Board or, in the case of a Point of Information, to another delegate. Raise your placard and state the point when recognised. Points are not voted on.

Point	When to use it	May it interrupt a speaker?
Point of Personal Privilege	You personally cannot take part properly: you cannot hear the speaker, the room is too hot or cold, you need to step out, or you are unwell.	Yes, but **only** if it concerns audibility
Point of Order	You believe the Chair or a delegate has not followed the Rules of Procedure, for example a wrong vote count or a speaker exceeding time. The EB may also admit a point of order on a **clear factual inaccuracy** in a speech.	No
Point of Parliamentary Inquiry	You have a question about the rules or about what is happening in committee, such as "Which motion is on the floor?"	No
Point of Information (to a speaker)	You want to ask a delegate a question about their speech, after they yield to points of information or when the Chair opens the floor to questions.	No
Point of Information (to the Chair)	You have a question for the Executive Board about the agenda or a document, not about procedure.	No

7.1 Points of Information

- A Point of Information must be a **question**, not a statement or a speech. Keep it short, specific and relevant to what the speaker said.
- Begin with: "Thank you, Honourable Chair. The delegate of Canada would like to ask the delegate of Iran..."
- The speaker answers within the remaining time. The Chair may allow **one follow-up** question. Delegates may not argue back and forth.
- Only the speaker may be questioned, and the questioner may not make a preamble of more than one sentence.

7.2 Written Points of Information

The Executive Board may allow **written Points of Information**. These are questions sent by chit, through the Executive Board, to another delegate, who must answer in writing on the same chit. The Executive Board reads

them and returns them, and may evaluate both the question and the answer. Use them to probe a delegate's policy or a weakness in a document without taking up committee time.

7.3 Point of Order on Factual Inaccuracy

At the discretion of the Executive Board, a delegate may rise on a point of order if another delegate has stated something **clearly and verifiably false**, such as a wrong date, wrong treaty name or wrong voting record. It is not a way to disagree with an argument or an opinion. You must be ready to name the correct fact and its source. Misuse of this point will be ruled out of order and may count against you.

COMMON MISTAKES WITH POINTS

- Using a Point of Order to disagree with someone's argument. That is debate, not procedure.
- Making a speech instead of asking a question in a Point of Information.
- Interrupting a speaker for anything other than audibility.
- Raising a point while a vote is in progress (only a Point of Order about the voting itself is allowed).

8. Motions

A **motion** is a proposal that the committee do something, such as begin a caucus or close debate. When the Chair asks "Are there any points or motions on the floor?", raise your placard. Most motions require a **second** from another delegate and are then put to a vote. All votes on motions are **procedural**: every delegate present must vote Yes or No, and **abstentions are not allowed**.

Motion	Effect	Debate	Majority
Set the agenda	Begins debate on the agenda	One for	Simple
Set or change the speaking time	Changes the time allowed for GSL speeches	None	Simple
Moderated caucus	Focused debate on a sub-topic with a set time per speaker	None	Simple
Unmoderated caucus	Suspends formal debate for lobbying and drafting	None	Simple
Extend the caucus	Adds up to half the original time to the current caucus	None	Simple
Introduce a working paper	Presents a working paper formally	None	Chair's approval; simple
Introduce a draft resolution	Begins formal debate on a draft resolution that has met the requirements	None	Chair's approval; simple
Introduce an amendment	Begins debate on a proposed change to an operative clause	As set by the Chair	Chair's approval
Table the debate	Sets aside the current draft resolution without a vote	Two for, two against	Two-thirds
Close debate (closure)	Ends debate and moves the committee to voting	Two against	Two-thirds
Divide the question	Votes on operative clauses separately	Two for, two against	Simple
Roll-call vote	Each delegation votes aloud when called	None	Chair's discretion

Motion	Effect	Debate	Majority
Suspend the meeting	Pauses committee for a break, meal or the end of a session	None	Simple
Adjourn the meeting	Ends the final session of the conference	None	Simple

8.1 Order of Precedence

When several motions are on the floor, the Chair takes points first and then votes on motions in order of how much they disrupt the committee, from most to least disruptive:

1. Point of Personal Privilege, Point of Order, Point of Parliamentary Inquiry
2. Motion to Adjourn the meeting
3. Motion to Suspend the meeting
4. Motion to Close debate
5. Motion to Table the debate
6. Motion for an Unmoderated Caucus (the longest total time first)
7. Motion for a Moderated Caucus (the longest total time first; if equal, the longest speaker's time)
8. Motions to introduce documents and amendments

As soon as one motion passes, the others on the floor fall away.

> **SIMPLE MAJORITY AND TWO-THIRDS MAJORITY**
>
> A **simple majority** means more than half of the delegates voting. With 30 delegates voting, 16 votes are needed.
>
> A **two-thirds majority** means at least two-thirds of the delegates voting. With 30 delegates voting, 20 votes are needed.
>
> On procedural votes everyone present votes. On substantive votes, abstentions are not counted as votes cast.

9. Right of Reply and Chits

9.1 Right of Reply

A delegate whose **national integrity** has been insulted by another delegate's speech may request a Right of Reply. Send a written request to the Executive Board by chit immediately after the speech, quoting the words used. If the Chair grants it, you may reply for up to 30 seconds. A Right of Reply to a Right of Reply is **not** allowed. Disagreement with your policy is not an insult to national integrity.

9.2 Chits

Chits are short written notes passed between delegates, or to the Executive Board, through the committee's pages or volunteers. They are the main way to communicate during formal debate without interrupting it.

- Every chit must show who it is **from** and who it is **to**, and be written in formal English in the third person.
- Chits must relate to committee work: lobbying, inviting delegates to a bloc, asking a question, coordinating a yield or requesting to be added to the GSL.
- **The Executive Board may read any chit**. Chits are part of your evaluation, and thoughtful, substantive chits are credited.
- Personal, rude, off-topic or excessive chits are not allowed and may lead to the loss of chit-passing rights.
- Chit passing is **suspended during voting procedure** and whenever the Chair says so.

A MODEL SUBSTANTIVE CHIT

From: The Delegate of the Republic of Korea | **To:** The Delegate of Germany | **Via:** Executive Board

The delegate of the Republic of Korea notes Germany's support for a two-tier approach to autonomous weapons. Would Germany be willing to co-sponsor an operative clause calling for national legal weapons reviews, and to meet during the next unmoderated caucus to draft it?

10. Documentation

MUN documents record the committee's ideas and turn them into action. They follow a fixed life cycle:

Document	When	Who writes it	Format
Position Paper	Before the conference	Each delegate, alone	Fixed format; one to two pages
Working Paper	Day 1 and early Day 2	A bloc of delegates	Flexible; points, tables or clauses
Draft Resolution	Day 2	Sponsors, supported by signatories	Formal UN resolution format
Amendment	During debate on a draft resolution	Any delegate	Add, delete or change an operative clause
Resolution	After a successful vote	Adopted by the committee	The final draft as amended

10.1 The Position Paper

A position paper is a formal summary of your country's policy on the agenda, submitted **before** the conference. It shows the Executive Board that you have researched your country and the agenda, and it is evaluated as part of your **pre-conference documentation**. The Organising Committee will share the submission deadline and method with registered delegates; late papers may not be evaluated.

Element	Requirement
Length	One to two A4 pages (approximately 500 to 900 words), excluding the bibliography
Heading	Committee, agenda, country, delegate name and school
Font	Times New Roman or Arial, size 12, single or 1.15 line spacing, justified
Voice	Formal, third person: "The Republic of India believes..."; never "I" or "we think"
Sources	A bibliography of the sources used, with UN document symbols wherever possible
File	PDF, named Committee_Country_DelegateName (for example DISEC_Brazil_AaravSharma.pdf)

Structure of a strong position paper

1. **Introduction and background** (one paragraph): the problem in your own words and why it matters to the world and to your country.
2. **International action** (one paragraph): what the UN and other bodies have already done, with resolution numbers, treaties and reports.
3. **Your country's policy** (one to two paragraphs): its laws, its votes on relevant resolutions, its official statements and its alliances. Support every claim with evidence.
4. **Proposed solutions** (one to two paragraphs): three or four specific, realistic ideas your country would support in a resolution, including who would do what and how it would be funded or monitored.
5. **Conclusion** (two or three sentences): your country's commitment and willingness to cooperate.

POSITION PAPER MISTAKES

- Writing about the topic in general without stating your country's policy
- Describing your personal opinion rather than your country's
- Copying from websites, earlier papers or AI chatbots (see Section 2.5)
- Solutions that are vague ("spread awareness") rather than specific ("establish a national child online safety helpline integrated with the cybercrime portal")
- No sources, or facts that cannot be checked

10.2 Working Papers

A working paper is an informal document in which a bloc of delegates sets out its ideas. It has no fixed format: it may contain bullet points, tables or proposed clauses. Its purpose is to show the committee which ideas have support and to form the base of a draft resolution.

- List the **authors** (the countries that wrote it) at the top, with the committee and agenda.
- Submit it to the Executive Board for approval. Once approved, it receives a number (for example WP 1.1) and may be introduced by motion.
- When introduced, one or two authors present it to the committee and answer questions.
- Working papers may merge. Merging blocs is often the smartest strategy: it brings more votes.

10.3 Draft Resolutions

A draft resolution is a formal document written in the format of a real UN resolution. It is the main outcome of committee.

Requirement	Rule at SNPS FairGaze MUN 1.0
Sponsors	The main authors, normally **two to five** delegations. Sponsors must support the draft and vote for it, and they are its main defenders in debate.
Signatories	Delegations that wish to see the draft debated. A signatory need not agree with the draft and may vote against it. The minimum number of signatories is set by the Executive Board, usually **one-fifth** of the committee.
Approval	The draft must be approved by the Executive Board for format and content before it can be introduced. It then receives a number (for example DR 1.1).
Introduction	Once approved, a sponsor moves to introduce it. The sponsors read the operative clauses aloud and answer questions from the committee.
Number of drafts	More than one draft may be introduced. They are voted on in the order they were introduced, and once one passes, the others normally fall.
Plagiarism	Clauses copied from real UN resolutions without adaptation will not be accepted. You may refer to real resolutions in preambulatory clauses.

10.4 Amendments

An amendment adds, deletes or changes an **operative clause** of a draft resolution that has been introduced. Preambulatory clauses cannot be amended. Amendments are submitted in writing to the Executive Board.

Type	Meaning	What happens
Friendly amendment	All sponsors of the draft agree to the change	It is added to the draft without a vote

Type	Meaning	What happens
Unfriendly amendment	Not all sponsors agree	It needs the signatures set by the Chair (normally one-fifth of the committee). The Chair sets a short debate with speakers for and against, and the committee votes on it before the draft as a whole. It passes by simple majority.

An amendment to an amendment is not allowed. An amendment written for a clause that has already been deleted falls away.

11. How to Write a Resolution

A resolution is technically **one long sentence**. It begins with the name of the committee, continues with **preambulatory clauses** that explain the background and the reasons for action, and ends with **operative clauses** that say what the committee actually decides to do.

Part	Rules
Heading	Committee, agenda, sponsors and signatories, each on its own line
Opening	The name of the committee, for example "The General Assembly," or "The Human Rights Council,"
Preambulatory clauses	Begin with an *italicised* phrase; end with a comma; are not numbered; give history, legal basis and concerns; cannot be amended
Operative clauses	Begin with an **underlined or bold** verb in the present tense; are numbered; end with a semicolon; the last clause ends with a full stop; sub-clauses are lettered (a), (b), (c)

Preambulatory phrases	Operative phrases
Acknowledging, Affirming, Alarmed by, Aware of, Bearing in mind, Believing, Concerned by, Convinced, Deeply concerned, Determined, Emphasising, Expressing concern, Fully aware, Guided by, Having considered, Keeping in mind, Mindful of, Noting with concern, Observing, Reaffirming, Recalling, Recognising, Seeking, Stressing, Taking into account, Underlining, Welcoming	Affirms, Calls upon, Decides, Declares, Emphasises, Encourages, Endorses, Invites, Notes, Proposes, Recommends, Reminds, Requests, Requests the Secretary-General to, Stresses, Supports, Takes note of, Trusts, Urges, Welcomes *Note:* "Condemns", "Demands" and "Decides" (on binding matters) are language of the Security Council. The General Assembly and the Human Rights Council make recommendations; use strong verbs carefully.

Sample resolution format

> **Committee:** Human Rights Council
>
> **Agenda:** Promotion and protection of the rights of the child in the digital environment...
>
> **Sponsors:** Republic of Korea, Kenya, Netherlands | **Signatories:** Brazil, Chile, Ghana, India, Japan, ...
>
> *The Human Rights Council*,
>
> *Recalling* the Convention on the Rights of the Child and general comment No. 25 (2021) of the Committee on the Rights of the Child on children's rights in relation to the digital environment,
>
> *Deeply concerned* by the growing scale of online sexual exploitation and abuse of children,
>
> 1. **Calls upon** all States to adopt or strengthen laws that protect children's personal data, including limits on the collection of data from children without meaningful consent;
>
> 2. **Encourages** technology companies to apply child-safety-by-design principles, including:

> (a) privacy-protective default settings for child users;
>
> (b) accessible reporting tools in local languages;
>
> 3. **Requests** the Office of the United Nations High Commissioner for Human Rights to prepare a report on good practices, and **decides** to remain seized of the matter.

The clauses above illustrate the format only and do not represent any country's position. Use your committee's Background Guide for clauses on your own agenda.

WRITING GOOD OPERATIVE CLAUSES

A strong clause answers **who** will act, **what** they will do, **how** it will be done, and **how it will be funded or checked**. Compare "Urges nations to stop AI weapons" with "Calls upon all States to conduct national legal reviews of new weapons with autonomous functions, and to share best practices through a voluntary annual report to the Secretary-General".

12. Closure of Debate and Voting

12.1 Closure of Debate

When the committee is ready to vote, a delegate may move to close debate. The Chair may allow up to **two speakers against** the motion. It needs a **two-thirds majority**. If it passes, the committee moves immediately into voting procedure on all draft resolutions that have been introduced.

12.2 Voting Procedure

- The doors are sealed. No one may enter or leave the room, and **chits, devices and talking are not allowed**.
- The only points in order are a Point of Personal Privilege, a Point of Order about the conduct of the vote, and a Point of Parliamentary Inquiry.
- Unfriendly amendments are voted on first, then each draft resolution in the order introduced.
- Votes are taken by a show of placards unless a roll-call vote is ordered.

12.3 Ways of Voting

Vote	Meaning
Yes	The delegation supports the draft
No	The delegation opposes the draft
Abstain	The delegation takes no position. Not allowed for a delegate who answered "Present and Voting" at roll call.
Pass (roll-call vote only)	The delegation defers its vote to the end of the roll. A delegation that passes must then vote Yes or No; it may not abstain.
Yes / No with rights	The delegation votes against its expected position and asks to explain its vote afterwards in a short speech (at the Chair's discretion).

12.4 Majority Required

A draft resolution or unfriendly amendment passes with a **simple majority of members present and voting**, following the practice of the General Assembly and the Human Rights Council. Abstentions do not count as votes cast. Once a draft resolution passes, it becomes the resolution of the committee, and other drafts on the same agenda normally fall.

12.5 Division of the Question

Before a draft resolution is voted on, a delegate may move to divide the question, so that one or more operative clauses are voted on separately. If the motion passes, each part is voted on; clauses that fail are removed, and the remaining text is then voted on as a whole.

13. Committee Language and Etiquette

Instead of saying...	Say...
"I think China is wrong."	"The delegate of India respectfully disagrees with the delegate of China on this point."
"That makes no sense."	"Could the delegate clarify how this proposal would be implemented in practice?"
"We want a ban."	"The Republic of Austria calls for a legally binding instrument prohibiting weapons that operate without meaningful human control."
"Join our group."	"The delegation of Kenya invites all like-minded delegations to work together on a joint working paper."
"Can I speak?"	Raise your placard and wait to be recognised.
"Thank you, ma'am."	"Thank you, Honourable Chair."

13.1 Phrases You Will Hear From the Chair

The Chair says...	What it means and what to do
"The committee is now in session."	Formal debate has begun. Stop talking and take your seat.
"Are there any points or motions on the floor?"	Raise your placard if you want to propose a caucus or other motion.
"Seeing none..."	No one raised a placard; the committee moves on.
"Is there a second?"	Raise your placard if you support the motion being put to a vote.
"All those in favour... all those against..."	Raise your placard once to vote. On procedural votes you must vote.
"The motion passes / fails."	The result of the vote.
"Delegate, you are out of time."	Finish your sentence immediately and yield.
"The motion is out of order."	The motion is not allowed at this point. The Chair may explain why.

14. How You Will Be Evaluated

The Executive Board evaluates every delegate throughout all four sessions against published criteria. The indicative areas are shown below. The exact weighting is set by the Executive Board of each committee.

Area	What the Executive Board looks for
General Speakers' List	Clear policy, structured argument, evidence and solutions; confident delivery within time
Moderated caucuses	Focus on the sub-topic, concise points, responding to other delegates, constructive solutions
Points of Information	Sharp, relevant questions; direct, accurate answers (verbal and written)

Area	What the Executive Board looks for
Chits	Substantive, diplomatic chits that move negotiation forward
Diplomacy and lobbying	Building and leading blocs, including others, negotiating and compromising in good faith
Research and foreign policy	Accurate facts, correct use of UN documents, consistency with your country's real policy
Documentation	Quality of the position paper; clauses authored, drafting quality and defence of the text in working papers and draft resolutions
Use of procedure	Correct and constructive use of points and motions
Conduct and attendance	Decorum, punctuality, dress code, respect for the rules, presence in every session

AWARDS

Awards in each committee are decided by the Executive Board on the basis of overall performance across both days, and are announced at the Closing Ceremony. The decision of the Executive Board on awards is final. A delegate who has received a formal disciplinary penalty is not eligible for an award.

PART C

Research and Preparation

How to research, what to prepare and how to prepare it

15. Why Preparation Decides Everything

In committee you will have only 60 to 90 seconds at a time to make an impression. There is no time to look things up. Delegates who perform well have done the work before they arrive: they know their country's position, they know the key documents, they know who their allies are, and they have speeches and clauses ready. Research is what turns a nervous first-timer into a confident diplomat.

Preparation for an MUN answers three questions:

1. **What is the problem?** Understand the agenda: its history, its causes, the key terms and the main debates.
2. **What does my country think?** Understand your country's interests, laws, past votes and statements, and its allies.
3. **What should the world do about it?** Develop realistic solutions your country would support and others might accept.

16. How to Research

16.1 Step 1: Understand the Agenda

- Read your committee's **Background Guide** twice: once quickly for the big picture, and once slowly with a highlighter.
- Make a list of every term you do not understand and look each one up. For DISEC this includes terms such as *lethal autonomous weapons systems*, *meaningful human control* and *international humanitarian law*. For UNHRC it includes *data privacy*, *age verification*, *online child sexual exploitation* and *best interests of the child*.
- Break the agenda into **three to five sub-topics**. These become your moderated caucus topics and the sections of your solutions.
- Write the agenda in one paragraph in your own words. If you cannot, read more.

16.2 Step 2: Build Your Country Profile

You represent a government, not yourself. Before you research the agenda in depth, understand the country:

Question	Why it matters
Government, capital, head of state and foreign minister	You must name them correctly and speak in their spirit
Population, economy, level of development	Shapes what your country can afford and what it needs
Region and membership of groups (EU, AU, ASEAN, OIC, NAM, G77, NATO, BRICS, Arab League, etc.)	Tells you your natural allies and likely bloc
Relations with major powers and neighbours	Shows who you will cooperate with and who you will oppose
Key national laws, policies and institutions on the agenda	The strongest evidence of your policy
How the agenda affects your country directly	Gives you real examples and statistics for speeches

16.3 Step 3: Find Your Country's Official Position

This is the most important step. Your country's real position is found in what it has **done** (votes, laws, treaties) and what it has **said** (official statements).

- **Voting record**: search the UN Digital Library for the key resolutions named in your Background Guide and open their "Voting data". Note whether your country voted Yes, No or Abstained.
- **Treaties**: check which relevant treaties your country has signed and ratified.

- **Statements**: read your country's statements at UN meetings, in UN press summaries (press.un.org) and on UN Web TV.
- **Government sources**: your country's Ministry of Foreign Affairs website and its Permanent Mission to the UN in New York or Geneva.
- **Reports to the UN**: submissions to the Secretary-General's reports, and reports to treaty bodies and the Universal Periodic Review.

> **WHAT IF MY COUNTRY HAS SAID NOTHING?**
>
> Some countries have no published position on a narrow topic. In that case, follow your **bloc** (what do the countries in your region or group say?), your **voting record** on similar resolutions, and your country's **broader foreign policy and national interests**. State your reasoning clearly; the Executive Board rewards logical, consistent policy.

16.4 Step 4: Read the Key Documents for Your Committee

Committee	Documents and sources to start with
DISEC	General Assembly resolutions on lethal autonomous weapons systems: 78/241 (2023), 79/62 (2024) and 80/57 (2025) Secretary-General's reports A/79/88 (2024, LAWS) and A/80/78 (2025, AI in the military domain), especially the country submissions in their annexes The Convention on Certain Conventional Weapons (CCW) and the work of its Group of Governmental Experts on LAWS UNODA (disarmament.unoda.org, docs-library.unoda.org), UNIDIR (unidir.org), ICRC (icrc.org), SIPRI (sipri.org), Reaching Critical Will
UNHRC	The Convention on the Rights of the Child and its Optional Protocol on the sale of children, child prostitution and child pornography Committee on the Rights of the Child, general comment No. 25 (2021) on children's rights in relation to the digital environment Your country's CRC reports and concluding observations (UN Treaty Body Database) and Universal Periodic Review documents (ohchr.org) UNICEF and UNICEF Innocenti, ITU Child Online Protection guidelines, UNESCO, WeProtect Global Alliance, NCMEC
Both	Charter of the United Nations (un.org/en/about-us/un-charter); UN Digital Library (digitallibrary.un.org); UN Meetings Coverage (press.un.org); UN Web TV (webtv.un.org); the reference list in your Background Guide

16.5 Step 5: Check Your Sources

Reliability	Sources	How to use them
Most reliable	UN documents and resolutions; treaty texts; official government and ministry websites; UN agencies	Quote and cite them directly in speeches and papers
Reliable	Established research institutes (UNIDIR, SIPRI, ICRC, UNICEF Innocenti); major news agencies (Reuters, AP, BBC, The Hindu, PTI)	Use for facts, data and recent developments; name the source
Starting points only	Wikipedia, blogs, AI chatbots, social media, opinion articles	Use only to find ideas and leads; verify every fact in an original source before using it

A WARNING ABOUT AI CHATBOTS

AI chatbots often produce confident but **wrong** facts, invented resolution numbers and incorrect voting records. If the Executive Board or another delegate catches a false fact, it damages your credibility and may be raised as a factual inaccuracy. Always confirm in an original document. Never submit AI-written text as your own (Section 2.5).

16.6 Step 6: Map the Committee

Look at the full country matrix of your committee. For each major country or bloc, note in one line its likely position. Identify:

- **Allies**: countries whose positions are close to yours. You will lobby them first.
- **Opponents**: countries that strongly disagree. Prepare responses to their arguments.
- **Swing countries**: countries in the middle. Winning them over decides which draft resolution passes.

16.7 Step 7: Develop Solutions

A delegate who only describes problems will not stand out. Draft **five to eight solutions** that your country could support. For each one, think about:

- Who will act: States, a UN body, an agency, technology companies, civil society?
- What exactly will be done, and by when?
- How will it be funded, and how will progress be checked or reported?
- Does it respect national sovereignty and your country's red lines?
- Which countries are likely to support or oppose it, and what compromise might win them over?

17. What to Prepare

Before 21 November, every delegate should have the following ready. Together they form your **research file**, which you should bring printed to the conference.

#	Item	What it contains
1	Position paper	Your country's policy in formal format (Section 10.1); submitted by the deadline
2	Country fact sheet	One page: government, leaders, population, groups and alliances, key laws, voting record on the key resolutions, three statistics
3	Opening speech	A written and rehearsed 90-second GSL speech
4	Moderated caucus bank	Three to five caucus topics you could propose, each with a written motion and a 45 to 60 second speech
5	Rebuttal notes	The main arguments of opposing countries and your answer to each
6	Points of Information bank	Five or more sharp questions to ask other delegations, and answers to questions you expect to be asked
7	Draft clauses	At least five operative clauses and three preambulatory clauses in correct format
8	Bloc map	A list of allies, opponents and swing countries in your committee
9	Key documents list	The resolution numbers, treaties and reports you will cite, with one line on what each says
10	Glossary	Definitions of the key terms on your agenda

18. How to Prepare

18.1 A Two-Week Preparation Plan

There are just over two weeks between the release of this handbook and the conference. The plan below fits around school work at about 45 minutes a day.

When	Focus	Output
Days 1 – 2	Read the Background Guide twice and this handbook once. List key terms and sub-topics.	Glossary; list of sub-topics
Days 3 – 4	Country profile and official position: voting record, laws, statements.	Country fact sheet; key documents list
Days 5 – 6	Read primary documents. Map the committee: allies, opponents, swing countries.	Bloc map; notes on each document
Days 7 – 8	Write the position paper. Check facts and cite sources.	Position paper submitted by the deadline
Days 9 – 10	Write and rehearse the opening speech. Prepare caucus topics and speeches.	Opening speech; moderated caucus bank
Days 11 – 12	Draft clauses. Prepare Points of Information and rebuttals.	Draft clauses; POI bank; rebuttal notes
Days 13 – 14	Mock committee with schoolmates. Revise procedure (Part B). Assemble and print your research file. Prepare both outfits.	Printed research file; ready to go

18.2 Writing Your Opening Speech

Your first GSL speech is your introduction to the committee and the Executive Board. Write it out in full, then practise it until you can deliver it with only occasional glances at your notes.

Part	Time	Content
Hook	0 – 15 s	A striking fact, short quotation or question that makes the room listen
Position	15 – 30 s	Your country's stance on the agenda, in one clear sentence
Evidence	30 – 60 s	Your country's laws, votes and actions, and one or two key statistics
Solutions	60 – 80 s	Two or three specific proposals your country will support
Call to action	Last 10 s	Invite like-minded delegations to work with you, then yield

SAMPLE OPENING (ILLUSTRATIVE ONLY)

"Honourable Chair, distinguished delegates. Every day, millions of children go online for the first time, and too many of them meet harm before they meet help. The Republic of Kenya believes that the internet must be safe for every child, without closing the door to learning and expression. Kenya has invested in digital literacy in schools and in reporting systems for online abuse, and supports general comment No. 25 of the Committee on the Rights of the Child. Kenya proposes, first, child-safety-by-design standards for platforms; second, regional cooperation on reporting and removing abuse material; and third, support for developing countries to train law enforcement. Kenya invites all delegations who share these goals to work together. The delegate yields the remaining time to the Executive Board."

18.3 Speaking in Moderated Caucuses

- Make **one main point** per speech, supported by one piece of evidence and one solution.

- Refer to what others have said: "Building on the point made by the delegate of Ghana..." This shows you are listening and makes you a leader.
- Keep a running list of good ideas from other delegates. These are your future bloc partners.

18.4 Practising Delivery

- Practise speeches aloud, standing up, with a timer. Record yourself on a phone and listen back.
- Speak slowly and clearly. Pause after key points. Make eye contact with the room and the Executive Board, not with your paper.
- Hold a mock committee with schoolmates from your delegation: practise roll call, raising motions, Points of Information and voting.
- Prepare for questions. For every claim in your speech, ask yourself: "What would I say if someone challenged this?"

18.5 Lobbying and Bloc Strategy

- Use the first unmoderated caucus to approach your likely allies. Introduce yourself, state your two or three priorities and listen to theirs.
- Agree on a shared goal and divide the work: who writes which clauses, who speaks for the bloc, who gathers signatories.
- Include smaller and quieter delegations. Leaders are judged by how many people they bring in, not how much they talk.
- Be willing to compromise on wording while keeping your country's red lines. The UN works by building agreement.
- Do not abandon your country's policy to join a bigger bloc. Policy fidelity matters.

19. Your Two Days in Committee

Session	Time	What usually happens	Your goal
Session 1	Day 1 11:30 AM – 2:00 PM	Roll call, setting the agenda, opening speeches on the GSL, first moderated caucuses	Deliver a strong opening speech; note who agrees with you
Session 2	Day 1 2:30 – 4:00 PM	Moderated and unmoderated caucuses on sub-topics; blocs form	Join or lead a bloc; start a working paper
Session 3	Day 2 9:45 AM – 12:30 PM	Working papers merge into draft resolutions; drafts are introduced and debated	Contribute clauses; gather signatories; defend your bloc's draft
Session 4	Day 2 1:00 – 3:00 PM	Amendments, closure of debate and voting	Defend or improve clauses; vote according to your country's policy

The Executive Board sets the pace of each committee, so this pattern is a guide only.

20. Glossary

Term	Meaning
Abstain	To take no position in a substantive vote
Agenda	The topic the committee debates
Bloc	A group of delegations with similar positions that work together

Term	Meaning
Caucus	A period of debate on a sub-topic (moderated) or of informal negotiation (unmoderated)
Chit	A written note passed between delegates or to the Executive Board
Closure of debate	Ending debate to move into voting; needs a two-thirds majority
Delegation / Portfolio	The country a delegate represents
Draft resolution	A formal proposal in UN resolution format, debated and voted on by the committee
Executive Board (EB)	The Chairperson, Vice-Chairperson and Rapporteur who direct and evaluate the committee
Floor	The committee as a whole; a delegate "has the floor" when speaking
GSL	General Speakers' List, the list of delegates waiting to give formal speeches
Operative clause	A numbered clause of a resolution that states an action
Placard	The card with your country's name, raised to be recognised and to vote
Preambulatory clause	An unnumbered clause at the start of a resolution giving background and reasons
Procedural vote	A vote on a motion; every delegate present must vote and none may abstain
Quorum	The minimum number of delegates needed for the committee to work
Signatory	A delegation that wants a draft resolution to be debated, without necessarily supporting it
Sponsor	A main author of a draft resolution, who must support it
Substantive vote	A vote on a draft resolution or amendment
Yield	Giving away the remaining time of a GSL speech

21. Final Checklist Before the Conference

TICK EVERY BOX BEFORE 21 NOVEMBER

- I have read my committee's Background Guide twice and this handbook in full.
- I know my country's government, alliances, voting record and key laws on the agenda.
- I have submitted my position paper by the deadline, in my own words, with sources.
- My opening speech is written, timed to 90 seconds and practised aloud.
- I have three to five moderated caucus topics with motions and speeches ready.
- I have at least five draft operative clauses in the correct format.
- I have a bloc map of allies, opponents and swing countries.
- I can raise a moderated caucus, an unmoderated caucus and a Point of Information without looking at notes.
- My research file is printed and in my bag.
- **Day 1 Western formal outfit and Day 2 Indian formal outfit are ready.**

Contact

For any question about this handbook, the Rules of Procedure or the conference, please contact the Organising Committee through your Faculty Advisor, or write to **Vansh Tyagi**, Program Director – MUN, FairGaze Skills Pvt. Ltd., at **vanshtyagi@fairgaze.com**.

The Executive Board reserves the right to interpret, vary or suspend any rule in this handbook where necessary for the smooth conduct of committee. The decision of the Executive Board on procedure, and of the Secretariat on conduct, is final.

We wish you all the very best. See you in Bhadra!