

VERSION 1

2025

BRITMUN CHAIR GUIDE

THE BRITISH
SCHOOL OF
BEIJING, SHUNYI

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Table of Contents

Statement of purpose	3
Attitude	4
General Procedure.....	6
Motions, Yields, Points.....	10
Key phrases	11
General Chair Guidelines.....	12
Lobbying and Approval Panel	14
Resolution Formatting	15
.....	15
Resolution Checklist	16
Crises.....	18
Chair Scenarios	20
Appendix	22

Statement of purpose

The mission of the British School of Beijing Model United Nations (BRITMUN) is to embed the principles of the creation of the United Nations (UN) after World War II and prepare young minds with the international mindset who will become the world's future leaders. We believe in maintaining international peace and security by providing a platform for dialogue between nations and promoting international cooperation. Our vision is to become a conference platform where students can learn and develop the fundamental traits that the UN seeks to provide to international relations.

I believe that Model United Nations (MUN) conferences are not just a mere opportunity for growing your confidence in public speaking and learning about global issues but are the most suitable platform for students to grow an international mindset by stepping out of their original individuality that is bound by nationality.

To make the most out of MUN conferences, sufficient time should be allocated to researching and understanding your country's position regarding the issue. No matter how crucial you may think your country is about the topic, you should always actively participate in crafting the best version of the resolution. MUN is not a place of competition for awards. It is a conference where member nations gather and collaborate to combat global crises, putting aside their conflicts with other nations for once.

I hope BRITMUN will provide a wonderful conference experience for delegates where it inspires, encourages, and motivates them to make a change.

GaWon Kim | BRITMUN Co-Secretary General & Co-founder of New BRITMUN

Attitude

The 7 Key BRITMUN Chair Attitudes:

1. **Be serious.** Chairs should follow the procedure strictly, fostering serious, accurate and timely conference sessions.
2. **Remain approachable, open and friendly.** Always be open to helping delegates whenever they ask questions.
3. **Never shout.** The gavel does this for us but refrain from banging the gavel. Remain calm and collected.
4. **Never ignore points made by the delegates.** Always respond. Inappropriate contributions should be recognised, and the chair should tell the delegate why this is inappropriate.
5. **Explain fully and clearly.** Ensure all delegates understand what is being said.
6. **Do not abuse authority.** Discipline comes after a warning and is proportional to the act committed.
7. **Give all the delegates equal opportunities to speak up.** Biased attitude such as only allowing certain delegate(s) to speak up due to personal relationships is strictly forbidden.

Always maintain professionalism and demonstrate high standards of behaviour, dress and language:

- Following the dress code
- Remaining focused and active during the debate
- Respect to all administrative staff, directors, delegates, student officers and guests
- Punctuality
- No chewing gum/eating food while speaking
- No doodling or fiddling during the debate
- Refraining from phone usage unless it's an emergency
- Being a role model for the delegates
- Avoiding the usage of slang terms (e.g. "Guys" and "Bro")
- Staying on task
- Speak loudly and clearly, so delegates in the committee can hear you at all times.
- Explain each stage of the THIMUN procedure to ensure there is no confusion

Follow the procedures strictly but be flexible with different situations. Some examples include:

- When delegates use personal pronouns during debate, an occasional reminder directed towards the house is enough. Do not remind the speaker every time they make a mistake.
- When delegates make a procedural error, it is the job of the chair to correct this error on the spot. (e.g. motion to move into voting procedure is not a valid motion).
- If delegates are not using parliamentary language, intervene immediately.
- Provide a rationale for all your decisions.
- Pay attention to debate and ensure you are aware of what is always going on

Maintain your authority by:

- Not being afraid to admit your mistakes (e.g. “The Chair stands corrected”)
- Keeping calm. Never yell at your delegates or respond aggressively.
- Always ask the house to wait for a short moment for you to look up the proper procedure in the Student Officer Manual if you are ever in doubt.
- Being consistent in your chairing
- Being firm but not overbearing

General Procedure

The general debate procedure:

1. Roll call
2. Opening speeches
3. Lobbying & merging
4. Formal debate
 - a. POIs
 - b. Amendments
 - c. Speeches on the resolution debated
 - d. Points and motions
5. Voting procedure

Roll Call & Opening speeches

- 1) Wait for a minute for the delegates to settle down. Then start the roll call by saying:

“The house will now come to order. We will begin with a roll call. When your delegation is called, please raise your placard and say “present” or “present and voting”

- 2) If you are chairing a beginner committee, introduce the rules about P and P&V.

“Present and voting means that the delegate cannot abstain during voting procedure.”

- 3) Indicate what makes a simple majority during the voting procedure.

“There are a total of ___ delegates present. This makes simple majority ___ votes.”

For Security Council only:

“This makes supermajority ___ votes.”

- Simple majority: over half
- Supermajority: over two-thirds majority

- 4) Opening speeches

“We will now move into opening speeches. When your country is called, please approach the podium with your placard and start your opening speech. Delegates, you have ___ minutes.”

- Hit the gavel once when 30 seconds left
- Hit the gavel again when there are 10 seconds left
- When the delegate exceeds the time limit, cut it off by saying:

“Delegate, please come to your closing remarks.”

Lobbying and Merging

“We will now move into time for lobbying and merging. The chair will allocate ___ hours for this.”

- Divide the house according to the topic they researched about
- Each bloc has a main submitter
- For more details, refer to the ‘Lobbying and Approval Panel’ chapter in this guide.

Formal debate

“We will now begin the debate on the resolution submitted by the delegate of ___ on the topic of ___. The chair sets a time of ___ minutes to read the resolution.”

- BRITMUN recommends 5 minutes of reading time.
- Make sure every delegate has access to the resolution.

“The reading time on this resolution has now elapsed. Could the main submitter of this resolution please approach the podium, read out the operative clauses, and give their main submitter’s speech?”

- Set a timer of 1-2 minutes.
- Hit the gavel in the same manner.

“Is the delegate open to any points of information?”

- Encourage the delegate to be open to at least one POI.
- Remind the delegates to refrain from making sad expressions or swinging their placards in the air in an attempt to catch the chair’s attention.
- Remind the delegates to raise their placards after the chair has told them to do so.

“The delegate has opened himself/herself to ___ points of information. Are there any points in the house?”

“Delegates of ___, ___, and ___, you have been recognised in that order. Please rise and state your point.”

- 1) Follow up
 - a. **“Granted”**
 - b. **“Denied due to ___. (e.g. Time constraints.)”**
- 2) Follow up to second-degree
 - a. **“Follow-up to the second degree is not in order.”**

After answering all of the POIs, ask the delegate:

“How would the delegate like to yield?” or “Would the delegate like to yield back to the chair or to another delegate?”

- 1) Back to the chair
 - a. **“That is in order. The chair now sets a debate time of ___ minutes on this resolution. The floor is now open. Are there any delegates wishing to make a speech at this time?”**
- 2) To another delegate
 - a. **“Does the delegate accept this yield?”**

- i. Yes: ***“That is in order. Delegate of ____, you have been recognised.”***
 - ii. No: ***“The yield is not in order. Move on to debate time by opening the floor to the house.”***
- b. Second-degree yield is not in order.

“The floor is now once again open. Are there any delegates wishing to speak at this time? Please raise your placards now.”

Near the end of the debate on the resolution, say:

“Would the main submitter of this resolution like to make a final speech?”

- The main submitter accepts POIs, too. Ask the delegate how many POIs they are willing to open.

After answering all the POIs:

“We will now directly move on to the voting procedure on this resolution as a whole. Admins, please secure the door and suspend note passing. All delegates voting FOR this resolution, please raise your placards now. All those against? All those abstaining?”

- You should see the admins standing in front of the door.
- The admins should quickly go back to their seats if they were passing notes.

“Due to ___ votes for and ___ votes against, this resolution does/ does not pass.”

“Due to overwhelming majority voting for/against, this resolution does/does not pass.”

- a. Passes: ***“Clapping is in order.”***
- b. Does not pass: ***“Clapping is not in order.”***

Repeat this procedure by debating on the next resolution.

POIs

- After a speech on the resolution or amendment
- Give equal opportunities
- Entertain 3-4 depending on the time schedule
- Remember the order of delegates picked up
- Encourage delegates to open up to at least 1 POI

Amendments

The delegate may say: *“This delegate believes that he/she has submitted an amendment.”*

- a. If approved & typed: ***“That is in order.”***
- b. If not approved & not typed: ***“That is not in order as the amendment has been disapproved/not typed yet.”***
 - i. You can ask the house to wait for a few seconds to finish typing it in.

“The chair now sets a closed debate time of ___ minutes on this amendment. Are there any delegates wishing to speak for or against this amendment?”

“Time on this amendment to the ___ degree has now elapsed. We will now enter the voting procedure on this amendment. Delegate voting for this amendment raise your placards high. All those against? All those abstaining?”

Speeches on the resolution

- Either for or against voting for the resolution
- POIs to the speaker should be open

Points & motions

The delegate may suggest a motion. For instance, *“Motion to move to the previous question/move on to the voting procedure.”*

“There has been a motion for _____. Are there any seconds? Objections?”

- No objection: ***“Seeing as there are no objections, that is in order.”***
- Yes objection: ***“Delegate, please rise and state the reason.”***
 - o ***“That is (not) in order”***

Moderated Caucus: A formal debate format allowing delegates to make comments on specific sub-issues. Delegates will raise their placards, and Chairs will call on each to speak. (Moderated Caucus, Total time, Individual speaking time)

Unmoderated Caucus: Informal “discussion” in which delegates may freely interact, conduct research, and develop resolutions to submit to the chairs. Laptops and iPads may only be used at this time.

Motions, Yields, Points

Motion: a specific action made by delegates to direct debate in a certain direction or make a request.

“Motion for moderated/unmoderated caucus” “Motion to enter voting procedure” etc...

Delegates may make motions at any time requesting certain procedures or points. Chairs may accept or decline these motions. Chairs may also look favourably on certain motions at certain points.

Resolutions: The goal of a council in MUN is to pass resolutions, detailing solutions to the topic at hand.

- **Yield**

Yield to the Chair: meaning you give up or formally end your speaking time.

Yield to another delegate: to give up speaking time to another delegate.

Yield to second-degree: not in order, reject it.

- **Points**

Point of Inquiry/Information: used to pose a question to the chair, council, or a particular delegate.

Point of Personal Privilege: used to request personal matters. Bathroom, temperature change, etc.

Point of Order: A question regarding MUN procedure, or a decision or statement made by the chairs.

Key phrases

- May the house come to order?
- The next resolution to be entertained is submitted by the delegate of ...
- The floor is now open for any delegates willing to debate this resolution as a whole.
- Please refrain from personal pronouns (such as I, you, me)/insulting language/unparliamentary language/speaking out of turn.
- Please re-state the POI in the form of a question.
- Would the delegate please repeat/rephrase the question in a more audible/concise manner?
- The delegate has opened him/herself up to ___ points of information. Are there any such points in the house?
- Delegates are reminded that direct conversation between delegates is not allowed during the conference.
- We will now move into the voting procedure on the submitted amendment/resolution.
- Admins, please secure the door and suspend note passing.
- The chair stands corrected.
- All those in favour, all those against, all abstaining...
- Clapping is (not) in order.
- Laughing is not in order.

General Chair Guidelines

Dress Code

All participants are expected to adhere to the formal dress code throughout the conference. BRITMUN is taking place in the British School of Beijing, Shunyi, where there are set rules about dress code. Please respect the host school policy and comply with them.

Participants who refuse to follow the BRITMUN dress code will be warned according to our Three Strike System.

- Standard delegate attire for BRITMUN is a business suit, business slacks/skirt, and dress shirt/blouse.
- T-shirts, shorts, jeans, caps, and sunglasses are considered casual.
- Clothes that inappropriately expose bare skin are prohibited from wearing.
- The dress and skirt should be covering at least just above the knees.
- It is not allowed for delegates to display national symbols such as flags, pins, crests, etc. throughout the whole conference.

Oral Report at the Closing Ceremony

The chairs of each committee will need to prepare a 2-minute speech during the closing ceremony on the stage. Please include the following contents:

- Overall debate progress
- Awards winners
- Encouragement/praises of delegates

Directors and Staff

Staffs

- Staffs include IT workers, security guards, admins, press staff, ayis, and more from the host school. All student officers and directors should be polite and respectful towards them.

Directors

- Directors can enter the committee rooms except during the voting procedure when the doors are suspended.
- Directors should be reminded not to make noises and interact with the delegates as it will disturb the conference procedure.

- The participating student officers and delegates should be respectful towards directors from all schools. The same applies to directors in respecting students from all schools.

Press Staff

- Press staff will photograph student officers and delegates throughout the conference to publish on BRITMUN's social media, website, and journals.
- If any participating student officers are not in consent with this, please inform the press staffs or the Secretaries General.

Lobbying and Approval Panel

Lobbying is the time when delegates combine their proposed resolutions/clauses which happens on the first day of the conference. This time should not be wasted, and chairs should actively advise delegates in formatting their resolution.

Expectations for Chairs

Merging Stage

Before lobbying begins, please remind delegates who the expert chair on each topic is. Go through the resolution process, the consequences of plagiarism, etc. Before any resolutions are sent for the chairs' approval, chairs should remain actively engaged during the lobbying by:

- Dividing and merging delegates into resolution groups and ensuring there are a good number of resolutions to be debated (ideally two per topic)
- Checking upon delegates to ensure they are making good progress and reminding them about timing
- Mediating between delegates who may not wish to merge resolutions
- Offering expertise and guidance on their expert topic(s)
- Answering any questions delegates may have
- Please ensure that there is always one chair in the committee room

Approval Stage

When the delegates are ready with their final resolution, a Chair must approve it. We advise the expert chair of the topic to check over the completed resolution. During this stage, the chair must carefully check over the resolution for the following:

- Any signs of plagiarism
- Any signs of AI
- Grammatical errors
- Resolution formatting errors
- Relevance and acceptability of the proposed solutions about the topic

After you have approved the resolution:

- Send an admin with the main submitter of the resolution to the approval panel

Resolution Formatting

Heading	→	FORUM: Environment commission
Salutation	→	QUESTION OF: Measures to alleviate the global water crisis
<u>Preambulatory clauses</u>	→	SUBMITTED BY: Switzerland
Only specific starter words should be used.	→	THE ENVIRONMENT COMMISSION,
The first word should always be italicized.	→	<i>Aware of the fact that with the rapidly increasing human population, nearly reaching 8 billion, the magnitude of water scarcity in highly populated countries, such as India, are issued with great concern as more and more people need potable water,</i>
Each clause ends with a comma.	→	<i>Further aware that the water pollution caused by the vast amount of waste and dumping from agricultural and industrial areas plays a major role in contaminating the already available water resources which were significantly boosted during the industrial period,</i>
<u>Operative clauses</u>	→	<i>Noting with deep concern that global warming which is known as a natural factor but in truth is a human-induced factor, is one of the fundamental causes of water scarcity with an increased global average temperature by 0.8°C at the end of 2012 due to the increased temperature of water speeding up the rate of water evaporation,</i>
• Only specific starter words should be used	→	<i>Defining Climate Change as a long-term alternation of usual weather patterns and conditions which significantly impacts the water cycle and ecosystem with its more frequent, unpredictable and severe nature,</i>
• Each clause begins with an Arabic number.	→	<i>Taking into account of the United Nations-water, founded in 2003, has coordinated multiple confer to achieve SDG 6 in the future,</i>
• The first starter phrase should be underlined.	→	1. <u>Asks for</u> the supports from MEDCs to LEDCs to provide financial and technological long-term solutions such as the following but not limited to:
• All acronyms are listed in full before appearing in abbreviated form.	→	a) constructing clean water infrastructures and facilities to solve the water crisis, especially in countries with a lack of water supplies
• A colon precedes the first sub-clause	→	b) working towards improving the economy and education of children with the help from the United Nations International Children's Emergency Fund (UNICEF) and NGOs;
• Each sub-clause begins with a lowercase letter.	→	2. <u>Further asks for</u> the collaboration of organizations and countries such as the United Nations Office for Disaster Risk Reduction (UNDRR), the World Meteorological Organization (WMO), and Japan, the host of the Sendai Framework for Disaster Risk Reduction for precautionary measures and a better prediction system for disasters aiming in the unprepared damage;
• Each sub-sub clause begins with a lowercase Roman numeral.	→	3. <u>Calls upon</u> the international government of states to adopt the following ways to prevent diseases transmitted through water:
• At least 2 sub-clauses or none and 2 sub-sub clauses or none per operative clause	→	a) improve sanitation and hygiene in the areas with high mortality due to contaminated water
• Each clause ends with a semi-colon.	→	b) construct infrastructures and facilities that can purify the water
• The final clause ends with a period.	→	c) research on diseases and viruses
	→	d) develop vaccinations and medications ;
	→	4. <u>Draws attention</u> of the UN-Water together with the UN, Non-Governmental Organizations (NGOs), and individual stakeholders to support and endeavour to achieve the goal of SDG6: clean water and sanitation by the following methods:
	→	a) promoting sustainable water consumption and production
	→	b) education of people regarding its importance in raising awareness of the issue as well as changing their attitudes toward saving water and providing knowledge, values, and skills to enable individuals and social groups to become actors of change towards more sustainable consumption behaviour
	→	i) use media and platforms to spread short aphorisms or infographics talking about various ways of saving water
	→	ii) implement the education that provides citizens with the appropriate information and knowledge on the social and environmental impacts of everyday work in children's school curriculums;
	→	5. <u>Demands</u> the countries around the world address climate change by taking the aspects of climate change into account when discussing this issue and implementing strong restrictions on human activities causing climate change to reduce the damage of the water crisis in the future.

Resolution Checklist

- All text is in Times New Roman, Size 12
- All headings are in bolded, capital letters (e.g. QUESTION OF:)
- The name of the Forum is in full (e.g. THE WORLD HEALTH ASSEMBLY,)

Preambulatory Clauses:

- All Acronyms appear in full before the abbreviated form
- All clauses end with a comma
- All clauses begin with a preambulatory verb or adjective that is italicized.
- All clauses are related to the topic at hand.

Operative Clauses

- All clauses are numbered with Arabic numerals in order
- All clauses suggest solutions to the topic at hand
- All Acronyms appear in full before the abbreviated form
- All clauses begin with an Operative Verb that is underlined
- All subclauses begin with a lowercase letter
- All sub-subclauses begin with a lowercase Roman numeral
- There are multiple (more than 1) subclauses and sub-subclauses
- All operative clauses end with a semi-colon
- The final operative clause ends with a period

Delegate Expectations:

- All delegates speak in the third person during a moderated caucus
- Delegates must wait until the chair has finished speaking before raising their placards
- No direct dialogue between delegates is permitted
- Male delegates must wear blazers when they are speaking
- Delegates must respect all members of the house, including fellow delegates, student officers, administrative staff, guests, and directors
- Delegates may not make up facts without any research
- The dress code should be followed
- Outside of breaks, any inappropriate behaviour such as singing and joking is not allowed.

Note-Passing:

- Note-passing is the only legitimate form of communication between delegates during the debate
- All notes may be subjected to screening by admins
- Note passing is only allowed if the subject pertains to the debate

Roll Call:

- Roll call must be taken every time delegates return to their committee
- Late delegates should pass notes to their student officer to change their attendance

Lobbying

- Delegates should be using this time productively to draft a resolution within their bloc.

Voting

- All member states should vote for, against or abstain
- Abstaining is not allowed when voting for amendments

Crises

Crises are fun debates that challenge delegates to resolve problems in real-life. This is not mandatory, but it is usually introduced when all resolutions have been debated on. The chairs must decide as a group if they want to introduce a crisis.

Crisis Preparation:

- If you want to do a crisis, please notify the Secretariat so we have time to prepare
- Student Officers are required to schedule their crises ahead of time and prepare a script.
- The script should include the main countries/parties involved and a description of the situation.
- The script must be approved by a Secretariat member
- Crises do not have to be completely realistic, but please keep them appropriate and respectful

Crises Process:

- After all resolutions have been debated, the crisis script will be read and can be opened to points of information.
- The Chairs will open the house to debate on the crisis topic
- Lobbying and debate time should be short
- Direct delegates to form groups to create a new resolution
- Resolutions only need to be approved by the chairs and do not need to go through the Approval Panel
- After resolutions are finished, move into debate on the resolutions

Bad Crisis Scenarios:

- Unresolvable challenges:
Terrorists have gotten ahold of a nuke and will detonate it somewhere in Europe unless the U.S. self-destructs all its nuclear weapons in a day. This is impossible to solve as the U.S. will probably not be willing to self-destruct its nuclear weapons and a plan to destroy all or most nuclear weapons cannot be drafted and achieved in a day.
- Unrealistic challenges:
Kim Jong Un has opened North Korea's borders and disbanded the North Korean army and all nuclear weapons, and the U.S. has stopped putting money into military spending. These scenarios are virtually impossible and are not accurate.

- Unrelated challenges:

Crises that change the topic of debate entirely and force delegates to abandon their previously done work is not allowed, as it leads to all work and research done by delegates to be useless, and there would not be enough time to search their countries' stances on the topic in detail.

Chair Scenarios

Absence of a Chair

- If the absence is unexcused, please ensure the Secretariat is made aware of this situation. If the absence is excused, please try to run lobbying and unmoderated caucus sessions. If a moderated caucus is about to begin, and you cannot run it alone, please inform the Secretariat.

Criticism from Delegates

- If delegates are criticizing their chairs, you do not need to take it personally. If their points are reasonable, you can take their thoughts into consideration. Take disciplinary action if their comments are inappropriate, and if this continues, notify the secretariat.

Disruption from Delegates

If any disruptions such as the ones listed below occur, please notify them that that is not in order and continue with the debate. You may ask the delegate to speak with you privately if necessary. If the delegate continues to be disruptive, notify a member of the Secretariat.

- Singing or dancing on the podium
- Racist or inappropriate remarks
- Motions to remove the chair, any delegate, or become the chair

Silence in the Committee

- State that the chair encourages delegates to speak
- Notify delegates who have not spoken or spoken very little and remind them to be prepared in case you call on them
- Call on a delegate who has not spoken or only spoken a little and ask them to make a speech

Maintaining Order

To maintain order, bang your gavel and call the house to order. Do not, however, bang the gavel very hard or excessively, and do not scream, as that is unprofessional and may indicate a loss of control of your committee.

Decision Making

If you are unsure about how to make a decision, ask your co-chair for advice and check the student officer manual.

We recommend you contact the Secretary-General through WeChat, or the email provided.

Delegate constantly absent

If a delegate has unexcused absences for more than 2 hours, please notify the Secretary-General immediately. No matter excused or unexcused absences except for exceptional circumstances, a delegate may not be absent for more than 50% of all committee sessions.

Appendix

Name	Position	Responsibilities	Committee allocation
Lily Kim	Co-Secretary General	Conference general organisation and coordination	ECOSOC & ENV
Wenqi Chen	Co-Secretary General	Conference general organisation and coordination	GA1 & SC
Eric Xiao	Deputy Secretary General	Overall conference responsibilities	WHA & HRC
Maya Fedorowicz	General Media Manager	Marketing & writing responsibilities	X
MiuMiu Wang	Graphic Design and Media	Design and art	X
Keira Cusack	Treasurer	Budget management	X