



DASMUN XIV Chair Guide

"Convergence for Change"

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1. Defining a Chair

Chairs of Model United Nations conferences can be defined in many ways. Chairs are leaders, heads, quick thinkers, and problem solvers. Chairs aid delegates, as they confidently guide them through debate.

Chairs are expected to be knowledgeable enough to answer any and all questions delegates may have regarding the procedures, topic, or debate. As they should have an adequate amount of knowledge regarding countries, organizations, or people present in their committee. Having sufficient information allows the committee to flow smoothly and delegates to be fully aware and in the loop in regard to the issue and procedure.

In the eyes of the delegates, chairs are usually the face of the conference to all those in their committee. In this case, chairs represent the entire executive team, and all those assisting in the preparation and success of the conference. Chairs act as a link between the executive team and the attending delegates, as all the hard work that has been put into the organization of the conference is carried out through the Chairs' handling of their committee and delegates.

The most important defining trait of a chair is responsibility. Being a guide and mentor to a number of delegates who may be older or younger than you, comes with great responsibility. It is your responsibility as a chair to be well-prepared and professional at all times in order to set a good example for your delegates and be an accurate representation of the executive team. Having such an esteemed position and power over a group of people is something that must be handled with care and intricacy, as chairs must balance between different delegate personalities, resolutions, and moderated and unmoderated debates. All while keeping in mind the joy and comfort of their delegates throughout the conference, as they should be their top priority at all times.

All that has been mentioned above may seem like too much to handle now, but as you read through this guide, the role of a chair will be further broken down into simple steps, and as the conference nears, you will feel one with the role and accustomed to all procedures.

2. Chairing Duties and Responsibilities

Outline of Roles

1. Have a clear idea of the desirable outcome for your committee and the commencement of debate by picturing a plan as to how this can be achieved through:
 - a. Constant monitoring,
 - b. Revisions upon oneself and delegates,
 - c. Having an adequate amount of knowledge prior to the conference per the chair report;

2. Facilitating and guiding the course of the conference, by:
 - a. maintaining order throughout debate
 - b. encouraging delegates to contribute to discussions
 - c. avoiding discussion surrounding inappropriate or off-topic matters
 - d. managing time efficiently, by:
 - i. entertaining certain amendments that add value to the debate, keeping in mind the time allotted for discussion,
 - ii. carrying out punishments or recording tardiness,
 - iii. dismissing delegates on time;

3. Maintain a positive atmosphere so delegates will feel inclined to participate instead of fearing any judgment they may be subject to;

4. Ensure delegates are aware of conference rules and procedures, including but not limited to:
 - a. plagiarism is condemned,
 - b. how to properly raise motions and points,
 - c. dressing in appropriate attire,
 - d. Entering the committee on time,
 - e. Being respectful while other delegates are speaking,
 - f. Writing opening speeches, policy statements, and resolutions in accordance to provided formats;

5. Take roll call before the start of the session and after every break.

Outline of Characteristics

Responsible: A chair is not only responsible for their own work and performance, but for the entire committee. Being responsible means that you ensure everything is in place, flowing as it should be, everyone is on task, and all delegates are aware of what they should be doing. The chair should always take responsibility for whatever goes on within the committee as well as the final outcome the committee produces, whether good or bad. It is important that a chair handles everything with grace and composure no matter the result and tries their best to be a good role model for their delegates.

Knowledgeable: As the chair of the committee, it is your job to be the most knowledgeable of the issues at hand. This will be guaranteed through the completion of your chair report. By being completely aware of your issue, its history, timeline, key terms, past resolutions, and any important facts or details you may deem relevant you ensure that all your delegates are aware of those things as well, hence ensuring that the debate will be knowledgeable, fruitful, and factually correct. It is imperative that you have enough knowledge to answer any questions delegates may have regarding the topic or MUN procedure in great detail.

Encouraging: Since the main priority of the chair should always be the comfort and readiness of their delegates, it is important that chairs engage with delegates in an encouraging manner. Being encouraging and supportive allows delegates to feel at ease, and to feel more eager to contribute to debate or discussions. The chair should also assist delegates in any matter they need help with in regard to MUN procedure or inquiries about the topic at hand.

Organized: Although making sure debate is organized and smooth, and delegates are aware of their tasks; First and foremost, chairs should organize themselves: their tasks, their materials, and their speeches. By being organized and having all your thoughts in order, you will easily manage debate and communicate with your co-chairs and delegates. Being organized means you: complete your chair report, are aware of what to say and when to say it, organize the process of sharing resolutions with the committee along with amendments.

Fair and Objective: The chair in the end will be choosing delegates to present awards to. The chair must not be swayed by any delegates who are using flattery and such mechanisms to get an award. The chair must choose the awards based on a certain criterion that pertains to the delegate's performance in the conference, not based on their relations or personal feelings and opinions.

Critical Thinker: Being a critical thinker is key to becoming a successful chair. Your ability to solve problems on the go, come up with solutions, and find a way to keep the debate flowing smoothly despite challenges or obstacles is what ensures a successful conference and fruitful debate. When delegates are questioning procedures, unaware of their tasks, or feel lost in the vastness of debate; it is integral that you, as a chair, can answer any questions they may have at the moment and guide them through any doubts they may have.

3. Chair Report

What is a Chair Report?

A chair report is a culmination of the knowledge you gained on the topic of your committee through thorough research. Each issue/topic has one chair report, which includes: an introduction, definition of key terms, background information, major countries and organizations involved, timeline of events relevant UN treaties and events, previous attempts to solve the issue, possible solutions, questions to consider, and the bibliography.

All these subheadings are important to include in your chair report to assist delegates in the process of researching their topic and preparing an opening speech, position paper, and resolution. The information you include in the chair report must be properly cited, accurate, and credible. Delegates may heavily rely on the information you provide and reference to it when fact checking during debate. A well-written, thorough, and detailed chair report ensures that delegates will arrive at the conference with a great amount of knowledge and preparedness, that promises a fruitful, knowledgeable, and insightful debate.

Sample Chair Reports:

- [DASMUN ECOSOC Chair Report](#)
- [DASMUN Security Council Chair Report](#)
- [DASMUN WHO Chair Report](#)
- [DASMUN HRC Chair Report](#)

4. Conference Preparation

Prior to the Conference:

As a chair, you must provide a well-prepared environment for delegates to discuss and debate, so here is what you should do prior to the conference:

1. Understand the responsibilities of a chair and what type of role they play in conferences.
2. Speak to executive team members for any inquiries and ask them about their experience chairing for valuable insight on the role.
3. Research your topic thoroughly and begin working on your chair report.
4. Build a bond with your co-chair and discuss any questions or worries you may have with them. Make sure you can rely on one another.
5. Understand MUN's parliamentary procedure from be aware of appropriate decorum, terminology, rules of conduct, and the like.

Throughout the Conference:

You may feel overwhelmed, rushed, or lost as the conference commences and things start to get real; that is why it's important to be aware of what will go on throughout the conference in detail to avoid any fear of messing up. The chair script provided below outlines the detailed process of the conference from the moment delegates enter their committees after the opening ceremony, to the moment they leave to head on to the closing ceremony.

1. Welcome delegates into the committee, introduce yourself, commence roll call, then play an icebreaker if time allows.
2. Call upon delegates to give their opening speeches, speak on their resolutions, for and against speeches regarding resolutions and amendments, and points of information
3. Remind delegates of the remaining time during lobbying and debate.
4. Send over the resolutions to the approval panel.
5. Share resolutions and amendments with the entire committee, so that all delegates can actively read, participate, and write notes.
6. Commence voting procedures and announce whether a resolution passes or fails while communicating respect to everyone involved.

5. Chair Script

1) Roll Call and Introductions

Chairs introduce themselves - put the delegates at ease all the while staying serious.

The house will now come to order. Good morning delegates. Welcome to our annual DASMUN conference. We will begin this session with roll call. Please raise your placard when you hear your country's name and respond with "present and voting" or "present."

Make sure to explain the difference between "present" and "present and voting".

- Present – a delegation that is present may vote or abstain.
- Present and Voting – a delegation that is present and voting has given its obligation to vote and may not abstain

Call out every country's name (delegate of...) in alphabetical order. If there is no answer, call the country once more- roll call must be taken after every break

May any delegates who did not hear their name raise their placards now. 'Any delegates that arrive hereafter must send a note to the Chair stating their arrival, and will be marked late.'

2) Ice Breaker

Depending on how much time is allotted, choose an ice breaker that you believe would get delegates to feel comfortable, relaxed, and more at ease around their fellow delegates.

3) Opening Speeches

We will now proceed with opening speeches. Delegates will be called upon, [randomly (*if there is not enough time*) or in alphabetical order (*if there is enough time*)], to present their stance towards the issue. The Chair reminds the delegates to refrain from using personal pronouns, use the third person instead, and yield the floor back to the chair at the end of their speech. [*You can choose whether or not you will allow delegates to accept points of information depending on time constraints or fix a certain time for opening speeches*].

Delegate of (delegation) you now have the floor. (gives opening speech)

Do you yield the floor back to the chair?

'The delegate of --- has opened herself to answering points of information. Due to time constraints, the delegate will only entertain ... points of information. Are there any points of information on the floor at this time?'

4) Unmoderated Caucus (Lobbying and Merging)

"We will now proceed with the unmoderated caucus. The chair fixes a total of (*number of hours – until certain time*). You will now split yourself into groups. There you must agree on a resolution your country wishes to propose. There should be a minimum of ... pre-ambulatory

clauses and ... operative clauses. You can refer to the resolution you previously wrote prior the conference. Debating and voting on the resolutions will begin after the break.

We will be sharing a Google Docs for you to work on (editing access will be denied after lobbying time elapses). Do you have any questions?"

Tell delegates to send gossip in gossip box

5) Moderated Caucus

'We will now proceed with open debate. We have set a reading time of 5 minutes for this resolution. Please use this time wisely to begin forming points of information, writing speeches and amendments. Reading time starts now.'

“Will the main submitter of this clause please take the floor to read it and deliver their speech?

(Main submitter speech)

'Thank you delegate. Is the delegate open to any points of information?'

If yes:

'The delegate of ... has opened herself to: number /any and all points of information. Due to time constraints / In the interest of debate the delegate will only entertain ... points of information. Are there any such points on the floor at this time?'

Calls upon delegates, if there are none, ask delegate to yield back to the chair.

- “The delegates of... have been recognized in this order”
- “Are there any further points on the floor?”
- “Will the delegate please rephrase his question in a more precise manner?”
- “Will the delegate please rephrase their point of information in the form of a question?”
- “Will the delegate restate their question/response in a more audible/articulate voice?”

If no:

'Seeing as the delegate is not open to points of information, how does the delegate wish to yield? Back to the floor or to another delegate?' ... 'That is in order'

To another delegate:

'The delegate has yielded his/her time to the delegate of ... The chair calls upon the delegate of ... to take the floor. Does the delegate of ... accept? '

A delegate can't yield twice

“The floor is now open. Are there any delegates wishing to speak for this resolution?

“Delegate of ... you have been recognized in that order. You now have the floor for --- mins.”

“Time "for" this resolution has elapsed, we will be moving into time "against", are there any delegates wishing to take floor against this resolution...”

6) Amendments

Only choose significant ones and show them to the house on the resolution (strike, change, or amend). Don't debate friendly amendments (those to do with syntax and linguistics), only announce that they change have been implemented.

“The delegate of ... has submitted an amendment to the clause. The amendment reads out ... (*type out amendment*). The chair sets a closed debate time of ... minutes “for” and ... minutes “against” the amendment. Delegate (*submitter*), you now have the floor.”

“Delegates wishing to speak “for” this amendment, please raise your virtual hands.

“Delegate of... you have the floor.”

“The floor is now open. Are there any delegates wishing to speak for this amendment?

“Delegate of ... you have been recognized in that order. You now have the floor for --- mins.”

“Time “for” this resolution has elapsed, we will be moving into time “against”, are there any delegates wishing to take floor against this resolution...”

Amendments to the second degree

Amendments to the second degree can only be entertained during time against the amendment. It is up to the chairs discretion if they wish to entertain them or not. (If the amendment fails, the house must vote on the amendment to the first degree as well. If the amendment passes, the house no longer votes on the amendment to the first degree.)

'We will now resume debate on the resolution as a whole with ... minutes left'

7) Voting Procedure

'Time allocated for debate on this clause as a whole has elapsed. We will now be moving directly into voting procedures. Note passing is suspended. All delegates voting for this resolution please raise your placards now. All delegates wishing to vote against please raise your placards now. All delegates wishing to abstain from the vote please raise your placards up now.’

(The Chair may call for a roll call vote or a re-vote if the numbers do not add up)

8) Announcing Voting Results

'The results of the vote are as follows: ... votes for ... votes against ... abstentions. With a vote of ... for, ... against, and ... abstentions, this resolution has passed/ failed. Clapping is/not in order.'

“The next clause to be debated will be on the question of ...'

9) Motions and Terminology:

- “The House will come to order” or “Will the house please come to order.”
- “The chair calls upon the delegate of ... (submitter) to read the resolution to the House.”
- “The chair fixes a debate time of 10 minutes for and 10 minutes against the motion.”
- “The delegate of ... has the floor.”
- “All points are out of order until the speaker has concluded his/her speech.”
- “The chair recognizes the delegate of...”
- “To what point does the delegate of ... rise?”
- “Please rise and state you point of information/point of order.”
- “Will you please state your point in a form of a question.”
- “The speaker appears not to have heard/understood your question”.
- “Will you please repeat/rephrase your question.”
- “Are there any further points on the floor?”
- “Are there any further points of information to this speaker?”
- “There is a point of order on the floor. Please rise and state your point”. -
- “Your point is (not) well taken.”
- “Will the speaker please make his/her concluding remarks?”
- “Debate time for/against the resolution/the amendment has been exhausted/has expired.
Will the speaker please yield the floor?”
- “The debate is now closed. We will move into voting procedures.”-
- “All points are out of order.”
- “The motion will now be put to the vote.”
- “Will all those in favor of the resolution / the amendment, please raise their placards.”
- “Will all those opposed to against / against the resolution, please raise their placards.”
- “Will all those abstaining, please raise their placards.”
- “The motion/the resolution/the amendment has passed by...”
- “The motion/the resolution/the amendment has failed by...”

6. Top Tips

1. You should keep the C-strategy in mind. Your behavior should tie in with these words:

- Calm
- Creative
- Considerate
- Coordinated
- in Control
- Cooperative

2. When you are stressed or unsure about how to deal with a situation, always discuss it with your co-chair. You're team for a reason!
3. Always take your time. You do not need to rush things – it can impede your ability to make good decisions and can cause you more stress than necessary.
4. You are attending this conference as a chair, a position that comes with a great deal of responsibility, but don't forget to enjoy and have a laugh with your delegates at times.
5. Always ensure that delegates are your number one top priority, and you should be the source of their readiness, knowledge, comfort, and excitement.
6. Try your best to appear approachable and welcoming when introducing yourself.