

Youth Online Universal Model  
United Nations Presents:

# CHAIR HANDBOOK

WRITTEN BY:  
**MANUELA LEÃO,**  
UNDER-SECRETARY-GENERAL  
OF SPECIAL COMMITTEES

**& RAY CHENG,**  
UNDER-SECRETARY-GENERAL  
OF GENERAL ASSEMBLIES



# Youth Online Universal MUN Chair Handbook

## What Does it Mean to be a Good Chair?

Just as with any other conference, being a good chair at YOUMUN is paramount to driving delegate engagement. Given the virtual nature of the program, chairing at YOUMUN may be a little different to your chairing experiences at other in-person conferences, but what makes a great chair remains very much the same.

There are certain things chairs should follow at all times in order to ensure that you are supporting delegates at this virtual conference. Below are a list of things you should note when chairing and it will also guide you to becoming a better chair. None of the things on this list are exclusive, however. A good chair would find the right balance of them all.

1. Encouraging
  - a. As a chair, you want to make sure that you are always encouraging delegates to participate without going overboard (unnecessarily assertive).
  - b. Because this is a virtual conference, it is even more imperative for you to be supporting delegates—the nature of this conference, in this case, allows you to simply send a direct message to the delegate you'd like to talk to without interrupting the flow of the debate. Please remember to communicate with your co-chairs promptly through that or other forms of communication too.
  - c. Since some delegates may be new, you'll have to find the right mix of encouragement and assertiveness. We should always try to get everybody to participate, but if a delegate really feels uncomfortable contributing, help them out.

2. Approachable

- a. This almost comes with being an encouraging chair. This is the inaugural version of YOUMUN and there will inevitably be questions regarding procedure and the conference overall.
  - b. Sometimes this also means you have to break out of the conventional way of running a conference—especially if delegates are not as active in their participation as hoped for. You could come up with an icebreaker or even play a quick game for people to get to know each other. Establishing a sense of community in the committee is pretty important.
  - c. Nonetheless, you'll need to uphold professionalism. Making sure to be approachable not way too close with delegates is the way to put it. After all, chairs are still in charge of overseeing the committee.
3. Keeping the committee in order
- a. One of the key tasks of a chair is to preside over a committee and ensure the smoothness of a debate.
  - b. When a delegate misbehaves (e.g. starts interrupting one another during speeches), the chair would have to intervene to establish order and make sure that all delegates are following the authority of the chairs.
4. Prompt Communication With Secretariat
- a. If unexpected things occur during the conference and secretariat members need to be noticed, please be sure to contact upper leadership immediately.
  - b. If, say, a delegate would not stop interrupting and is out of the control of chairs, message Giovana (SG) or Julia (COO) without delay.
  - c. It's also important for you to keep the secretariat members updated with things happening in your committee.

# Lists of Points and Motions

## Points

MUN Points serve as a means of communication between delegates and chairs to ensure that debate is smooth, according to procedure and as pleasant as possible for all those present. A point must be directed to a chair, who will then allow the delegate to state their plea.

Point of Order: a delegate should raise a Point of Order if there has been an error in procedure and procedure should be carried out differently

Point of Parliamentary Procedure: should be asked to the chairs in case a delegate does not know how to behave in a certain situation

Point of Personal Privilege: attempts to accommodate debate to the delegates' liking, and should be used to ask other delegates to make changes such as voice volume, clarity and cohesion in a point etc. to make dialogue more comprehensive

Point of Clarification: commonly misused, should be raised when an erroneous piece of information has been stated with the intention to correct it, yet is only valid for factual evidence and should be verified by the chairs

Point of Inquiry: meant to be raised whenever a delegate has a question of any sort directed to the chairs, valid from many categories from debate to procedure.

## Motions

Motions are meant to make the debate move to the delegates' liking in order to fit its rhythm; a motion can be seconded or objected by other delegates and will be granted or overruled by the chairs. Although a range of motions can be raised, delegated must be sensible, and below are some very commonly proposed motions:

Motion to Extend Points of Information: If a delegate was not initially recognized to make a POI whether they were limited or because they decided to do so after the chairs called upon delegations, they may raise a motion so that more are entertained, which the chairs may grant or overrule due to time constraints

Motion to Follow Up: Raised when a delegate wished to ask an additional questions after their POI has been answered if the answer was incomplete, unrelated and/or additional matters have been raised

Motion to Divide the House: Impedes other delegates from abstaining their vote in a resolution to avoid ties and/or get a steeper voting margin

Motion to Vote by Roll Call: Motion to conduct voting procedure in the Roll Call order, most likely alphabetical, for organizational or time management purposes

Motion to Move Straight to Voting Procedures: When delegates feel they have heard enough and are ready to decide on a topic, a motion to skip a (usually repetitive/redundant) section of procedure and move onto voting can be raised

Motion to Entertain/Extend Moderated/Unmoderated Caucus: If delegates wish to discuss the topics at hand more freely, develop a notion of the room, draft documents of form alliances they may call for caucus time, and chairs may or may not grant it based on time availability

Motion to Pass as a Friendly Amendment: Raised when the main submitters see no issue with an amendment and agree to pass it without a vote.

# Providing Feedback for Position Papers

Besides ensuring that the position paper is properly presented and well written in terms of cohesion and grammar, the chair's job is to guide the delegate towards producing a document that will be able to truly prepare them for the debate ahead. In order to accomplish that, a few aspects of the position paper must be inspected

1. Layout
  - a. Check that the document obeys word limitations and is one page long (per topic)
  - b. Verify that the header contains all the necessary information (name, school, delegation, committee, topic, pertinent image ex:flag)
2. Structure
  - a. Make sure delegates understand what is expected of them in each section - what type of information should be added, appropriate length etc.
  - b. Notes per section:
    - i. Make sure the opening paragraph is not too long - only a brief description of the situation at hand is necessary, bonus if delegates present it in a way that is pertinent to their delegation, and they should not waste too much time or space on it
    - ii. The length of the second paragraph can vary, yet certify that there is a clear statement of position however they choose to show it
    - iii. The third should be the longest and most elaborate of all. Delegates can include what is already being done by the delegation in the present to tackle the situation at hand (which could also be found in the previous paragraph) but they should always elaborate alternative solutions that are relevant to their position
3. Types of Information
  - a. Praise/encourage the use of media such as
    - i. Statistics to back points raised
    - ii. Quotes made by relevant parties
    - iii. Pertinent mentions to official documents

4. Position

- a. It is important that delegates stay true to their delegation's position at all times, and even though chairs do not need to know deep individual background information about each delegation, they should make sure
  - i. Delegates maintain the same position throughout the document
  - ii. There is no mention of personal opinion

5. Persona and tense

- a. Position papers should be written in the third person
- b. Tenses can vary: when explaining the situation past and present may be used, when stating the position of their delegation present tense is ideal and courses of action can vary between present and future.

6. Bibliography

- a. Even though many delegates seem to include one at the end of a position paper, bibliographies are not necessary, however some may choose to include embedded references, and if that is the case, verify if they are using trustworthy sources.

# How to Draft and Enticing Crisis

A Crisis can go many different directions and produce extreme and unexpected outcomes, therefore although it is important to make it somewhat entertaining it is crucial to follow certain guidelines to ensure that it is relevant and appropriate to the framework of each distinct committee.

Here are some aiding factors and details to look out for:

- Time is of the essence!
  - In order for a crisis to be possible, make sure to manage your time accordingly
  - It is crucial to pick the ideal moment for a crisis, and that means not interrupting the committee when debate is fruitful or work is productive so the quality of other sessions is not affected.
  - A crisis can also be used efficiently as a transition or as a means of uplifting and engaging the committee - it is entirely up to the chairs' discretion and common sense - definitely a valuable asset!
- Organization
  - Occurrences where a crisis went a bit overboard and lost its original track are not rare or ideal for that matter, so it is recommended that chairs meet in advance and decide on the topic and events of the crisis collaboratively
  - To keep track of its events, a crisis PowerPoint is always helpful, and chairs can add information as the crisis evolves (sensibly!).
- Veracity
  - One of the highlights of the crisis process is making it look real through the use of fake headlines and social media that are always the reason behind a good laugh as well as the fact that they can bring a certain air of truth to the made up events. Here are some useful links for that purpose:
    - <https://www.tweetgen.com> (fake tweets)
    - <https://breakyourownnews.com> (breaking news)
  - Imagination is always encouraged during the drafting process of crises, yet make sure to limit it somewhat so it is still useful to the topics being debated in some way.



- Guest Speakers
  - Guest Speakers are of paramount importance to the interaction of a crisis, besides serving as very humorous elements. Despite their ability to improve the flow of debate and engage delegates, it is important that guest speakers are:
    - Somewhat aware of the topic being debated and previously briefed at least vaguely about what they should be saying
    - Pertinent to the context of the committee
    - Acting appropriately and interacting accordingly with the delegates.
- Length
  - The length of a crisis can vary, yet it will most likely be shorter than the originally planned topics.
  - Crises do not need to follow procedure as strictly as other sections of a session, therefore certain formalities can be skipped or modified to fit the nature of each crisis
  - Since the point of a crisis is a dynamic event, make sure it does not become overrun or saturated - choose an appropriate time frame.
- Resolutions
  - Due to the faster-paced dynamic of a crisis, chairs can opt to not entertain resolution proceedings of modify them, in ways such as but not limited to
    - Shortened caucus periods
    - Limited number of clauses
    - No preambulatory clauses
    - No amendments.
- Surprise Factor
  - Crises are a great opportunity to shift the inner workings of a committee and encourage all delegates present, so here are some suggestions on how to shake things up:
    - Form unlikely duos
    - Change a delegation's position completely
    - Make it so that a method/points that many delegations relied on/argued in favor is no longer feasible/viable
    - Group quieter delegations so they have to speak more frequently
    - Make the crisis surround a country that had limited participation or input on a topic, etc.
- Decorum
  - If a crisis is staged properly and creatively, delegates will inevitably get carried away, and that can go in either direction but chairs can channel the delegates' enthusiasm positively by

- Making sure everyone can be heard and speak only in their assigned times
- The events don't stray too much from the expected line of debate
- Appropriate language and respect are enforced
- Ensuring that debate is still relevant and regards the situation at hand, etc.

## The Importance of Scrutinizing Resolutions

Resolutions are by no doubt the most important document delegates will be submitting. Besides the more subtle components of a resolution (such as the quality of solutions proposed), ensuring that delegates have followed the correct format in their resolutions is also crucial. Scrutinizing resolutions is extremely important as this would ensure that all resolutions on the table are presentable, clearing the way for a fruitful debate.

## Resolution Format

A resolution's structure is very different from a typical English essay or any sort of genre of writing you may have been exposed to previously. A resolution, unlike other types of writing, is a piece of writing that consists of *only one* sentence. That's right, the entire document should only have one period at the very end concluding the resolution.

## Heading

At the very top, delegates should always specify the committee (General Assembly), the topic question, main-submitter, sponsors (delegations who contributed to the resolutions), and a list of signatories (delegations who wish for the resolution to be debated).

# Preambulatory Clauses

Following the headings are preambulatory clauses. These are short, typically one-to-two line statements that simply reiterate a widely accepted fact pertinent to the issue debated and the structure and general rules are as follows (please make sure the delegates follow the formats here):

- The preambulatory clause must start with a preambulatory phrase, examples can be found below.
- The preambulatory phrase must be *italicized*.
- Preambulatory clauses do not need to be indented, bolded, or listed in any form.
- As always, each preambulatory clause is ended with a comma, not a period.
- Preambulatory clauses should not carry anything enforceable or speculations of an event, they must be for the most part indisputable.

## Sample Preambulatory Phrases

Affirming	Expecting	Having studied
Alarmed by	Expressing its appreciation	Keeping in mind
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Noting further
Confident	Fully believing	Noting with approval
Contemplating	Further deploring	Observing
Convinced	Further recalling	Reaffirming
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking into account
Desiring	Having heard	Taking into consideration
Emphasizing	Having received	Taking note
		Viewing with appreciation
		Welcoming

## Operative Clauses

The third and final section of the resolution is the numbered list of operative clauses. Operative clauses—differing from preambulatory clauses—can be as biased as a delegation’s policy permits. The purpose of operative clauses is to propose tangible action that the committee should adopt, meaning they carry consequences, as opposed to simply repeating accepted facts in preambulatory clauses.

Here’s an example of an operative clause:

1. Emphasizes the importance of investigating and prosecuting foreign bribery, in ways such as but not limited to:
  - a. providing adequate resources to law enforcement authorities to do so, such as:
    - i. financial resources,
    - ii. human resources,
    - iii. training,
  - b. streamlining investigation teams and pooling available resources together, to increase the effectiveness of investigations;

As shown in the clause, this clause starts with an underlined operative phrase, a list of which can be found below.

### Sample Operative Phrases

Accepts	Encourages	Further recommends
Affirms	Endorses	Further requests
Approves	Expresses its appreciation	Further resolves
Authorizes	Expresses its hope	Has resolved
Calls	Further invites	Notes
Calls upon	Deplores	Proclaims
Condemns	Designates	Reaffirms
Confirms	Draws the attention	Recommends
Congratulates	Emphasizes	Regrets
Considers	Encourages	Reminds
Declares accordingly	Endorses	Requests
Deplores	Expresses its appreciation	Solemnly affirms
Designates	Expresses its hope	Strongly condemns
Draws the attention	Further invites	Supports
Emphasizes	Further proclaims	Takes note of
	Further reminds	Transmits
		Trusts

The number 1 at the beginning simply indicates that this is the first operative clause of the resolution. It comes with a clause that’s intended to “emphasize the importance... of prosecuting bribery” and comes with sub-clauses (lettered list). **Sub-clauses** carry more detail of what is brought

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up in the main clause and should be read as a continuation of what was being left off. Similarly, **sub-sub-clauses** are continuations of sub-clauses and elaborate upon that sub-clause.

What's important to note is that the final line of the clause closes with a **semicolon**.

Essentially, a resolution would consist of at least 6-7 operative clauses, with the final line of the entire document closing with a period.

Attached below is a correctly formatted sample resolution.

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**Forum:** General Assembly

**Question of:** Bribery worldwide

**Submitted by:** Colombia

**Sponsors:** Chile, Hungary, Austria, India, Mali

**Signatories:** China, Pakistan, Germany, Brazil

*Alarmed* by the fact that each year, over 1 trillion dollars is paid in bribes worldwide,

*Reminding* that the definition of corruption according to “Oxford Languages” is “Dishonest or fraudulent conduct by those in power typically involving bribery”,

*Fully alarmed* by the trends, presented by Transparency International in the recent reports on the issue of corruption in both high- and low-income countries, with 15 of them ranking below the value 20 in 2019,

*Concerned* about the earnestness of issues and dangers presented by corruption to the soundness and security of social orders, sabotaging the establishments and values of a vote-based system, risking sustainable development and the standard of law,

*Recalling* the United Nations Convention against Corruption (UNCC [Resolution 58/4, article 68]), which has been signed by 140 countries, has barely been actively initiated by its member nations, thus the need for a concrete and recognized resolution is important for the UN,

*Emphasizing* corruption, bribery, theft and tax evasion, and other illicit financial problems cost developing countries \$1.26 trillion per year (World Bank),

*Deeply Concerned* by the Transparency International Corruption Perceptions Index, which indicated that in 2010, three-quarters of 178 countries scored lower than five on a scale in which 10 is the cleanest possible, and 0 indicates endemic corruption,

1. Recommends the implementation of a designated organization, as a branch of the Office on Drugs and Crime Committee, specialized in the elaboration of legislative reforms to comply with commissions such as but not limited to:
  - a. regulating and updating the Convention against Corruption, and the respective binding legal documents that address this issue on the sponsor countries of the Convention,
    - i. doing quinquennial board meetings aiming to evaluate each country situation concerning the issue, the progress that has been made, and expressing the best practices that each nation has enacted in order to complement or amend the Convention against Corruption,
    - ii. having a close collaboration and arrangement with the IMF in the interest of setting out incentives to the countries that have made admirable progress and sanctions to those who refuse to abide by the norms established or have not made any significant effort to treat the issue at hand, with sanctions being the very last course of action after all other options have been exhausted,
  - b. designating one representative per country, this having a governmental position in his/her correspondent country,
  - c. executing educational campaigns in middle-high schools that carry out detailed and thorough informative sessions of aspects such as but not limited to:
    - i. the consequences corruption may have in daily situations and in the advancement of the country,
    - ii. the procedure to carry out when you want to report an act of corruption
    - iii. the history of the impact of corruption throughout time,
  - d. performing annual audits with the support of the Economic and Financial Committee to examine elements such as but not limited to:
    - i. international and national funds transference,
    - ii. public finances,
    - iii. use of financial resources,
    - iv. conflicts of interests,

- e. Designing and running software as well as physical centers where citizens across the globe can submit a complaint or file a report for corrupt acts or any unlawful benefits and have access to legal advisors that can take action in the matter;
2. Emphasizes the importance of investigating and prosecuting foreign bribery, in ways such as but not limited to:
    - a. providing adequate resources to law enforcement authorities to do so, such as:
      - i. financial resources,
      - ii. human resources,
      - iii. training,
    - b. streamlining investigation teams and pooling available resources together, to increase the effectiveness of investigations,
    - c. establishing a forum in which relevant government parties can share information on corruption cases and consult one another,
    - d. ensuring that individuals, intermediaries and companies are all prosecuted in cases of foreign bribery,
    - e. being willing to provide legal or financial assistance to other signatories of this resolution, if they are investigating foreign bribery allegations,
    - f. ensuring that judiciary members are appointed by a committee consisting of both civil society members and public servants, with a method of appointment such as:
      - i. establishing recruitment standards for judges so that appointments are made solely based on qualification,
    - g. having all judges sign codes on conflict of interest to prevent anything but impartial ruling on bribery cases;
  3. Supports greater protection of whistleblowers, in ways such as but not limited to:
    - a. prohibiting the disclosure of the whistleblower's identity unless consent is given,
    - b. prohibiting the disclosure of the whistleblower's identity unless consent is given,
    - c. holding workshops to convey clearly to civilians what constitutes retaliation against a whistleblower, which includes criteria such as:
      - i. verbal harassment and intimidation,
      - ii. baselessly accusing the whistleblower of poor performance in the workplace,
      - iii. demotion or firing of the whistleblower,
      - iv. reducing the whistleblower's pay,
      - v. Blacklisting,
    - d. having formal consequences for retaliation against whistleblowers, such as:
      - i. financial consequences;

4. Encourages NGOs like Transparency International, to improve communication and shared information about the usage of money from the country, to the citizens by:
  - a. creating a daily newspaper that will be accessible even on the internet with information shared by the government directed to and only to the citizens, sharing only general information about the usage of the taxes and money going to the government, by not giving confidential information, by:
    - i. Keeping track of monthly spendings and usage;
    - i. Looking at the importance of the purchase or investment;
    - ii. Information will be shared and published by a known government official;
    - iii. Data collection through a list of surveys sent to the government to feel out, related to the different places money was being used, country-related/not country-related;
5. Appeals for performing controls and maintaining supervision of the media in terms of corruption by:
  - a. assessing the accuracy of sources used in the news programs,
  - b. strengthening the freedom of the press,
  - c. providing technical training, supporting research and development of the media;
6. Calls for the implementation of a citizen-oriented approach in which policies and programs on access to information are developed through the following measures:
  - a. whenever possible, implement E-government practices for providing public services in electronic form and increasing their use in many areas such as healthcare, social security, and security and public finances,
  - b. administer mandatory courses on Human Rights, Citizenship and Democracy to children of the primary school age,
  - c. include any circumstance in which bribery and/or corruption resulted in a contentious event in a course covering the history of the government of a nation;
7. Requests the United Nations Office on Drugs and Crime to provide fundings for monitoring types of equipment and the human resources to deal with procedural requirements and prosecuting of defenders to deter and hold current officials and politicians accountable to further the ongoing anti-corruption programs in countries struggling the most with corruption:
  - a. types of equipment such as:
    - i. data-related infrastructures that facilitate data collecting, sharing, and analysis to accurately and effectively detect potential corruption activities, such as frauds, and embezzlement,
    - ii. high-quality and high-priced cameras for direct surveillance of policies and local officials to reduce bribery in the form of cash, and both explicit or indirect bribery solicitation,



- b. human resources such as:
  - i. interagency coordinators,
  - ii. experts who train local officials of anti-corruption techniques, including investigation and monitor,
  - iii. public awareness campaign program managers.

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# Awards + Delegate Evaluation Criteria

The YOUMUN Leadership Team firmly believes that it is imperative for delegates who perform exceptionally well in their respective committees to be recognized for their efforts. As such, this year's event will entertain, and as chairs, you will be responsible for picking the following 5 awards in each committee: *2 Outstanding Delegations, 1 Best Speaker, 1 Best Delegation and the Best Position Paper Award.*

Please note that while Press delegates will also be receiving awards, these will differ from the ones granted in more traditional committees. Specifics are yet to be determined by the Press Corps Director. In the event of any updates, this information will be immediately communicated to delegates.

In order to qualify for the Best Position Paper award, delegates are required to submit their position papers by September 3rd, 2021 at 11:59 p.m UTC. Please make sure that all position paper submissions are turned in by this date. While this deadline is optional, only delegates who submit their materials by this deadline are eligible for Position Paper awards. For all other awards, the required deadline for submission of position papers is September 6th, 2021 at 11:59 p.m UTC. Please do not select delegates for awards if they do not meet this deadline.

**When deciding upon Delegate Awards, chairs and secretariat members will consider the following areas of evaluation:**

1. **Participation in committee:** You will evaluate delegates based on their participation both during debate and in caucusing. It is important to highlight that the evaluation on either of the occasions is given equal consideration, thus, delegates should do their best to participate as much as possible during all committee sessions. Awarded delegates are those who have shown consistent and meaningful participation within the conference. Awards selection will mostly be up to the chairs, but please make sure to deliberate as a team before coming to a final decision.
2. **Remaining in character:** It is imperative that whenever delegates participate in a committee, they represent the interests of their assigned country/ individual. It is important to note that all delegates are expected to interact with one another and the chairs in a diplomatic way. Screaming, interrupting chairs or other delegates and similar behaviors are considered highly inappropriate and unprofessional and will be looked down upon by the dias. Awarded delegates are those who are effectively able to portray their country/individual's position while maintaining a diplomatic posture. Please make sure to note any inappropriate behavior by delegates and send out warnings if necessary—it is also important that delegates who are given awards remain in character for the entirety of the conference.
3. **Quality of speech:** Delegates will be evaluated according to their public speaking skills. This criterion of evaluation is not based on how much was said by a delegate, but the quality of his/her speech. Awarded delegates are those who have shown ability to speak clearly and coherently, ask insightful points of information, give powerful speeches and provide evidence to support their arguments.

- 4. Proper use of rules of procedure:** YOUMUN adheres to the traditional rules of procedure (Harvard MUN) in order to facilitate and maintain a high quality of debate. The specifics may be found under the YOUMUN Delegate Handbook. Delegates are expected to adhere to procedure at all times, unless otherwise specified by the dias. Chairs will be patient towards delegates who are not completely familiar with rules of procedure during initial sessions and may provide further guidance if needed. Delegates who raise inappropriate motions will be looked upon negatively by the chairs. Awarded delegates are those who have consistently followed rules of procedure throughout the entirety of the conference.