



Philadelphia Private School - Dubai

PPSMUN Delegate Guide

2025-2026





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BEGINNING OF DELEGATE GUIDE



1. WELCOME LETTER

Dear Delegates,

Welcome to the PPS Model United Nations (MUN) Conference! We are thrilled to have you join us for an engaging and thought provoking experience where you will step into the shoes of diplomats, debate pressing global issues, and collaborate to craft meaningful solutions.

This conference is designed to challenge your critical thinking, enhance your public speaking and negotiation skills, and provide a platform to explore international relations in a fun and educational environment. Whether you are a first-time delegate or a regular participant, we encourage you to approach each session with curiosity, respect, and a collaborative spirit.

Inside this handbook, you will find essential information about points, motions, rules, and the overall flow of the conference to help you navigate debates and contribute effectively to your committee. We hope it will serve as a valuable guide as you prepare your research, write position papers, and engage in constructive diplomacy.

We look forward to your active participation and innovative ideas. Let this MUN be a space for dialogue, learning, and inspiration. Together, we can simulate real world diplomacy and make this conference a memorable and rewarding experience for everyone.

Warm regards,
Lujayn Zaid and Natalia Almalah
Executive Leaders, PPSMUN



2. CONFERENCE PREPARATIONS

Proper preparation is key to a successful MUN experience. Delegates should focus on the following areas before the conference:

2.1. Research Your Country

- Understand your assigned country's geography, economy, political system, and foreign policies.
- Identify your country's interests, allies, and conflicts regarding the agenda topics.
- Be aware of past UN actions or statements made by your country on similar issues.

2.2. Study the Agenda Topics

- Read the background guides provided by the conference.
- Research the history, current status, and major stakeholders of each topic.
- Identify possible solutions and approaches that align with your country's position.

2. CONFERENCE PREPARATIONS

2.3. Prepare a Position Paper (*More details in section 3*)

- Write a position paper outlining your country's stance on the topics, possible solutions or actions your country supports, and key allies or countries you may collaborate with.
- Use formal and diplomatic language.

2.4. Familiarize Yourself with Rules and Procedures (*More details in sections 4 and 5*)

- Learn all the points and motions (*e.g., Point of Order, Motion for a Moderated Caucus*).
- Understand the flow of debate, including formal debate, caucuses, and voting.
- Review the conference agenda and schedule.

2.5. Prepare Speeches and Arguments

- Draft opening speeches summarizing your country's position.
- Prepare arguments and rebuttals to support your stance during debate.



2. CONFERENCE PREPARATIONS

- Practice public speaking and diplomatic phrasing beforehand.

2.5. Collaborate and Network

- Reach out to other delegates for unmoderated caucuses and resolution drafting **during the conference**.
- Identify potential alliances and partnerships before and during the conference.

2.7. Practical Preparations

- Ensure you have business attire ready for all sessions.
- Bring necessary materials: notebook, pens, position paper, and conference badge.
- Familiarize yourself with logistics: committee rooms, timings, and breaks.

Tip: Start preparing early. The more informed and confident you are, the more effective and enjoyable your MUN experience will be.



3. POSITION PAPERS

A position paper is a concise document that explains your country's stance on the topics being discussed in the committee. It serves as both a research summary and a roadmap for your participation during the conference.

3.1. Purpose of a Position Paper

- Shows that you have researched your country and the agenda topics.
- Helps the Chair and other delegates understand your country's perspective.
- Guides you in debate, negotiations, and resolution drafting.

3.2. Structure of a Position Paper

3.2.1 Heading

Include your country, committee, and topic.

3.2.2 Introduction / Background

Briefly describe the topic and why it is important, and mention your country's general stance.

3.2.3 Country's Position

3. POSITION PAPERS

Explain your country's views, priorities, and policies on the topic. Include any relevant history, treaties, or actions your country has taken.

3.2.4 Proposed Solutions

Suggest actions or strategies your country supports to solve the issue. Be specific, diplomatic, and realistic.

3.2.5 Conclusion

Summarize your country's main goals and approach.

3.3. Format of a Position Paper

- Keep it **4 pages maximum** and **1200 words maximum** (*not including Works Cited*)
- Use **Times New Roman, 12pt.**
- Use formal, diplomatic language.
- Support your points with facts, statistics, or **official UN references**.
- Be clear, concise, and organized.

Tip: A strong position paper will make you more confident in debate and help you form alliances during the conference.



4. CONFERENCE PROCEDURES

Model UN conferences follow the same strict procedures. It is helpful to know the procedures to be comfortable and active during the conference.

4.1. Roll Call

The Chair calls each country's name at the start of every session. Delegates respond with either:

- “**Present**” – you are present and may vote on all matters.
- “**Present and Voting**” – you are present and must vote only “yes” or “no” during voting (no abstentions).

4.2. Setting the Agenda

- After roll call, delegates motion to set the agenda, deciding which topic will be discussed first.
- The committee then votes to approve the order of topics.

4.3. General Speakers’ List (GSL)

- The GSL is opened for formal debate (typically 1-2 minutes per speaker)



4. CONFERENCE PROCEDURES

- Delegates are added to the list and called upon to deliver speeches presenting their country's stance.
- During the GSL, delegates may raise motions for caucuses or other actions.

4.4. Caucuses

Caucuses allow for more focused discussions and collaboration.

4.4.1. Moderated Caucus

- Structured discussion where the Chair recognizes delegates to speak briefly on a specific subtopic.
- A delegate may motion for a moderated caucus by stating the total duration and speaking time per delegate (e.g. "*Motion for a 30-minute moderated caucus with 1-minute 30-second speaking time per delegate to discuss climate funding.*")

4.4.2. Unmoderated Caucus

- Informal session where delegates move around, negotiate, and work on draft resolutions.

4. CONFERENCE PROCEDURES

- A delegate may motion for an unmoderated caucus, stating its total duration.
- Example: “*Motion for a 15-minute unmoderated caucus to draft resolutions.*”

4.5. Draft Resolutions

- Delegates collaborate to write draft resolutions, which include preambulatory clauses (background info) and operative clauses (proposed actions).
- To be submitted, a draft resolution must have a required number of sponsors and signatories (as determined by the Chair).
- Once approved by the Chair, it may be introduced to the committee for discussion.

4.6. Amendments

- Delegates can propose amendments to add, remove, or change clauses in a draft resolution.
- The committee debates and votes on each amendment before proceeding to the next.

4. CONFERENCE PROCEDURES

4.7. Closing Debate

- *When discussion on a topic is nearly complete, a delegate may motion to close debate.*
- *If passed, the committee moves to voting procedures on the resolutions.*

4.8. Voting Procedures

- *During voting, no one may enter or leave the room.*
- *Delegates vote on draft resolutions and amendments using:*
Yes – in favor
No – against
Abstain – neither for nor against (only if “Present,” not “Present and Voting”)
- *Once the voting concludes, the Chair announces whether the resolution passes or fails.*

4.9. Adjournment

- At the end of the final session, the Chair calls for a motion to adjourn the meeting, officially closing the conference.



5. PARLIAMENTARY PROCEDURE

Model United Nations follows parliamentary procedure to maintain structure, fairness, and diplomatic order during debate. It governs how delegates speak, make motions, and move through different stages of discussion.

5.1. Decorum and Conduct

- Always address the Chair and other delegates formally and avoid using personal pronouns except in points of personal privilege.
- Example: “*Honorable Chair*”, “*Distinguished delegate of France*”, or “*The delegate of Germany believes that...*”
- Maintain professional behavior and respect all participants.
- Speak only when recognized by the Chair.
- Avoid direct personal remarks or interruptions.

5.2. Yielding Time (in the General Speakers’ List)

After a speech, a delegate may choose to:

5. PARLIAMENTARY PROCEDURE

- ***Yield to the Chair:*** No questions or follow-ups.
- ***Yield to Another Delegate:*** Allow another delegate to use your remaining time (if permitted).
- ***Yield to Points of Information:*** Allow other delegates to ask short questions about your speech (at the Chair's discretion).

5.3. Points (not in order of disruption)

Points are tools delegates may use to address questions or concerns during committee. They are:

- **Point of Order**
Used when a delegate believes the Chair has made a procedural mistake.
Cannot interrupt a speaker.
- **Point of Personal Privilege**
Used when a delegate is experiencing a personal difficulty that affects participation (e.g., cannot hear, room temperature).
May interrupt a speaker only if the issue is urgent.
- **Point of Parliamentary Inquiry**
Used to ask the Chair a question about rules or procedure.
Cannot interrupt a speaker.

5. PARLIAMENTARY PROCEDURE

• Point of Information

A question directed toward another delegate if they yield to questions after their speech.

The Chair has full discretion to allow or deny these.

5.4. Motions

Motions are formal requests made by delegates to change the flow of debate.

Motion	Purpose
Motion to Open Debate	Start discussion after roll call
Motion to Set the Agenda	Choose the order of topics
Motion for a Moderated Caucus	Begin structured discussion on a subtopic
Motion for an Unmoderated Caucus	Allow informal debate and resolution drafting
Motion to Extend a Caucus	Continue the current caucus for more time
Motion to Close Debate	End debate and move into voting procedure
Motion to Adjourn the Meeting	End the session/day



5. PARLIAMENTARY PROCEDURE

Note:

The Chair will rule each motion in order or out of order. If multiple motions are raised at once, the Chair prioritizes the most disruptive motion.

5.5. Right of Reply

A delegate whose national integrity was directly insulted may request a Right of Reply. It must:

- Be approved by the Chair.
- Be used only for personal or national offense — not for normal disagreement.
- Remain respectful and diplomatic.

5.6. Quorum

A minimum number of delegates must be present to begin debate or voting.

- One-third of the committee is required to open debate.
- A simple majority is required for voting procedures.

5. PARLIAMENTARY PROCEDURE

5.7. Order of Disruption

If many motions are raised at once, the Chair considers them in this order:

1. Point of Personal Privilege
2. Point of Order
3. Point of Inquiry
4. Motion to Adjourn
5. Motion to Suspend (caucus motions)
6. Motion to Close Debate
7. Motion to Set the Agenda

6. RESOLUTIONS

A resolution is the final document produced by a committee, outlining solutions to the topic. It represents collaboration, negotiation, and the policies of participating member states.

6.1. What is a Resolution?

- *A formal document containing proposed actions to address the issue.*
- *It is written collectively by delegates during unmoderated caucuses.*

6.2. Structure of a Resolution

A resolution has three main parts:

6.3.1. Heading

Your resolution paper should start with the:

- Committee name
- Topic
- Sponsors
- Signatories

6. RESOLUTIONS

6.3.2. Preambulatory Clauses

These clauses:

- *Begin with italicized phrases such as:
Recalling, Acknowledging, Deeply concerned,
Recognizing, Emphasizing*
- *Provide background information*
- *Show why the topic is important*
- *Mention previous UN resolutions, treaties, or efforts*

6.3.3. Operative Clauses

These clauses list actions the committee proposes.

They should be:

- *Beginning with verbs such as:
Encourages, Calls upon, Urges, Decides, Requests,
Proposes*
- *Clear, action-oriented, realistic*
- *Numbered (1, 2, 3...)*

6. RESOLUTIONS

6.3. Sponsors vs. Signatories

- Sponsors: Delegates who helped write the resolution and support its content.
- Signatories: Delegates who want to see the resolution debated. Signatories do **NOT** have to agree with the resolution.

6.4. Introducing a Resolution

Once submitted and approved by the Chair:

- A sponsor presents the resolution.
- The committee enters formal debate on it.
- Delegates may ask questions and propose amendments.

6.5 Amendments

Amendments allow delegates to improve or adjust resolutions during debate. They can be:

- Friendly Amendments: all sponsors agree to the amendment, and it is automatically added/adjusted.

6. RESOLUTIONS

- Unfriendly Amendments: one or more sponsors disagree. The amendment must then be voted on and requires a simple majority to pass.

6.5.2. Submitting an Amendment

Delegates must:

- Write the amendment clearly (add, remove, or alter specific clauses).
- Submit it to the Chair.
- Wait for the Chair's approval before it is debated.

6.5.3. Debating an Amendment

- *The amendment is introduced.*
- *Delegates deliver speeches for and against it.*
- *A vote determines whether it becomes part of the resolution.*

7. AWARDS

PPSMUN recognizes outstanding delegates who demonstrate excellence during the conference.

7.1. Criteria for Awards

Chairs evaluate delegates based on:

- Knowledge of country policy
- Quality of speeches
- Diplomacy and professionalism
- Participation and engagement
- Writing skills (resolutions, amendments)
- Collaboration and leadership
- Respect for procedure

7.2. Award Categories

- **Best Delegate**

Highest honor; shows the most exceptional leadership and



7. AWARDS

greatest diplomacy.

- **Best Speaker**

Recognized for delivering the most persuasive, engaging, and impactful speeches throughout the committee sessions.

- **Honorable Mention (x2)**

Recognized for solid participation and effort.

- **Best Position Paper**

Awarded for the strongest, clearest, and most thorough position paper.

8. CODE OF CONDUCT

To ensure a productive, respectful, and safe environment, all participants must follow the PPSMUN Code of Conduct.

8.1. Professionalism

- Dress in formal business attire (suits, formal shirts, etc...) ; no revealing clothes, short skirts/dresses, etc... (Abaya and Kandoora are permitted)
- Speak respectfully at all times.
- Follow Chair instructions quickly and appropriately.

8.2. Respect

- Respect other delegates, staff, and school property.
- No insults, aggressive behavior, or discriminatory language.

8.3. Plagiarism

- Plagiarism in position papers or resolutions is strictly prohibited; use appropriate citation.



8. *CODE OF CONDUCT*

8.4. Technology

- Phones must be used respectfully and not during debate unless permitted.
- No unauthorized recording of delegates or committee sessions.

8.5. Safety

- Remain in designated areas.
- Follow school safety guidelines.

8.6. Consequences

Violation of the Code of Conduct may result in:

- Warnings
- Removal from committee
- Disqualification from awards
- Removal from the conference



9. REFERENCE SHEETS

Quick references to miscellaneous needs for your convenience.

9.1 Sample Position Paper (*next pages*)

Delegation from

Ethiopia

Represented by

Lujayn Zaid

Position Paper for UNSC-HS

Introduction

The UNSC is one of the most important committees in the UN, which aims to resolve any international security threatening situations. Ethiopia, being a founding member of the United Nations and a non-permanent member of the Security Council, actively participates in global affairs, advocating for peace, security and development inside and out of Africa.

I. Mitigating Conflicts in Tigray: Promoting Peace and Humanitarian Assistance in the Horn of Africa

In November 2020, the Ethiopian government initiated military operations in the Tigray region against the Tigray People's Liberation Front. This, however, was a response to an attack on a military base that housed government troops. Throughout this process, many civilian structures were inevitably destroyed, which led to a destabilization of Ethiopia's economy.

Ethiopia believes that it is important for all stakeholders to have a discussion to find solutions to reach sustainable peace and stability in Tigray. In addition to that, Ethiopia values "Medemer", a guiding ideology that advocates for unity and cooperation among all Ethiopians. The Ethiopian government has pressed that the issue was an internal manner that required resolution within its borders. However, considering the regional and international effects of the crisis, Ethiopia has engaged with various regional and international institutions, including the African Union, to finally reach a solution.

Ethiopia has actively worked with humanitarian agencies to aid individuals impacted by the conflict. Moreover, the government has facilitated the delivery of humanitarian aid to many populations in Tigray, thereby fulfilling its constitutional obligation to protect the rights and welfare of its citizens.

Despite the fact that the conflict in Tigray has had a significant impact on humanitarian aid and the region, Ethiopia believes that there are a number of solutions that would be helpful in resolving the conflict. Some of which may be improving humanitarian access, addressing the root causes, and promoting regional stability. The humanitarian crisis in Tigray has resulted in almost 400,000 people living in famine. Ethiopia urges for humanitarian access to all impacted populations, which can help to resolve a number of organizational issues, including ensuring the safety and security of aid workers. The conflict in Tigray has had a significant effect on the region, escalating tensions and causing instability across the Horn of Africa. To add, Ethiopia believes that it's important to address the main problems that caused the conflict. This calls for the integration of inclusive development across Ethiopia, the application of efficient government, and the protection of democratic institutions, where hopefully this can lead to a solution without further complications.

II. Safeguarding International Security through Comprehensive Counter-Terrorism Measures

Terrorism poses a serious threat to international security, which can affect nations around the globe. However, terrorism—including the growth of global terrorist organizations, the spread of controversial ideologies, and the exploitation of technology for violent purposes—requires a coordinated international response. However, the UN and its member countries have difficulty defining terrorism because of differing national perspectives.

Ethiopia has previously worked to stop terrorist acts, both on regional and international lands. Considering the increase in international terrorism, Ethiopia has also consistently condemned terrorism, pressing that international cooperation is important to effectively prevent it. Ethiopia has implemented many counter-terrorism measures, which include strengthening border security, increasing intelligence-sharing, and stopping terrorist supporting organizations. Furthermore, Ethiopia fulfills its international commitments to ensure its safety by using its membership in the UN Security Council as a resource for effective laws.

However, Ethiopia strongly believes that there are many solutions that can prevent any further problems posed by terrorism, including strengthening international cooperation, addressing the root causes, and countering extremist ideologies. As stressed in the "UN Global Counter-Terrorism Strategy" (September 8, 2006), strengthening international cooperation among member states is crucial for successfully preventing terrorism. This requires strengthening law enforcement collaborations, creating coordinated counter terrorism plans, and enhancing information-sharing systems. Addressing the underlying causes of terrorism—such as poverty, inequality, and political grievances—is another crucial step for long-term security. The "UN Secretary-General's Plan of Action to Prevent Violent Extremism" (December 24, 2015) highlights the need for sustainable development, the protection of human rights, and the promotion of inclusive societies. Another step is preventing the spread of extremist ideologies, both online and offline. This is critical to preventing recruitment by terrorist groups and the sudden terrorist attacks. The "Global Counterterrorism Forum (GCTF) Recommendations on Countering Violent Extremism" (September 2011) document advocates for counter-narratives, enhancing media literacy, and building community resilience.

Conclusion:

To conclude, to address this conflict, an international effort is needed to manage the conflicts in Tigray and to ensure global security through counter terrorism measures. In order to reach peace, security, and development worldwide, Ethiopia will continue to actively participate in these vital initiatives as a responsible member of the international community, collaborating closely with the UN Security Council and other international partners.

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9. REFERENCE SHEETS

9.2 Sample Resolution (*next pages*)



Draft Resolution 1.0

Topic: Mitigating Conflicts in Tigray: Promoting Peace and Humanitarian Assistance in the Horn of Africa

Committee: United Nations Security Council

Main Submitters: The United Kingdom of Great Britain, The Federal Republic of Somalia

Co-Submitters: The People's Republic of China, The Republic of Djibouti, The Republic of The Sudan,

Signatories: Federal Democratic Republic of Ethiopia, The French Republic, The United States of America, The Russian Federation, The Republic of Chad, The Republic of South Sudan, The Republic of Turkey, The Republic of India, Eritrea

Alarmed by past interventions putting the sovereignty and human rights of African countries at risk,

Fully believing in the non-interference policy to let African countries solve African problems,

Deeply regretting the past and present humanitarian crises that have occurred in the horn of Africa,

Guided by the existing UN infrastructure in the facilitation of humanitarian and financial aid to African countries,

Having studied the potential economic and geopolitical interests of certain countries,

Viewing with appreciation past actions and initiatives by the international community,

Recalling resolutions 2165 (2014), 2533 (2021) and resolution 47/13 (2021),

Recognizing the role of regional organizations in fostering open dialogue for member nations occupied in conflict,

Reaffirming the Universal Declaration of Human Rights, which underscores the right to life, security, education, and access to healthcare,



Stressing the need for an inclusive peace processes that involve the whole population, including women, youth, and marginalized communities, to secure lasting peace and development,

1. **Designates** a dedicated fund within the UN Peacebuilding Commission to support reconstruction, reconciliation, and long term development projects in the region:
 - a. Reconstruction efforts:
 - i. Rebuild critical infrastructure destroyed during the conflict,
 - ii. Restore services such as healthcare, education and water supply,
 - b. Reconciliation initiatives:
 - i. Support local peace dialogue and community-based reconciliation programs,
 - ii. Promote inclusive governance and power-sharing arrangements,
 - c. Funding mechanisms:
 - i. Utilize both the Immediate Response Facility (IRF) for urgent needs,
 - ii. Implement longer-term projects through the Peacebuilding and Recovery Facility (PRF);
2. **Calls upon** the imminent withdrawal of Eritrean Troops from Tigray;
3. **Calls for** the immediate and sustained reconstruction of healthcare facilities in conflict-affected areas through a UN-led initiative, overseen by the World Health Organization (WHO), prioritizing the rebuilding of hospitals, and mobile medical units:
 - a. The recruitment and training of healthcare professionals, in severely underdeveloped and undersupplied areas,
 - b. The restocking of essential medicines, vaccines, and medical equipment,
 - c. Urging donor nations, international financial institutions, and private sector partners to provide sustained funding and technical support to guarantee long-term resilience and accessibility of healthcare services;
4. **Highlights** the necessity of encouraging counter-narratives as a long-term measure to counter extremist propaganda by backing UN-supported efforts challenging terrorist ideologies with messages of peace, inclusion, and tolerance, and urges social media companies to fund and promote educational content, survivor stories, and deradicalization

9. REFERENCE SHEETS

9.3 List of Common Preambulatory & Operative Phrases

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 deplored	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

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



9. REFERENCE SHEETS

9.4 List of Points and Motions

9.4.1 List of Motions

Motion	Purpose
Motion to Open Debate	Start discussion after roll call
Motion to Set the Agenda	Choose the order of topics
Motion for a Moderated Caucus	Begin structured discussion on a subtopic
Motion for an Unmoderated Caucus	Allow informal debate and resolution drafting
Motion to Extend a Caucus	Continue the current caucus for more time
Motion to Close Debate	End debate and move into voting procedure
Motion to Adjourn the Meeting	End the session/day

9. REFERENCE SHEETS

9.4.2 List of Points (in order of disruption)

Point of	Purpose	Interrupt Speaker?
Personal Privilege	Addresses any personal discomfort (e.g. can't hear, room is too hot...)	Yes
Order	Addresses a procedural error. Doesn't allow delegate to speak on the topic of debate.	Yes
Parliamentary Inquiry	Addresses any clarification of parliamentary procedure	No
Information	Addresses other delegates to ask them questions about speeches and draft resolutions	No



END OF DELEGATE GUIDE

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