

Delegate **Handbook**

Updated for the FHSMUN 47 Cycle



Delegate Conduct

Credentials

The Secretariat is responsible for approving the credentials of all delegates and advisors, including those from groups with Official Observer status. The Secretary-General, or their designate, reserves the right to revoke credentials at any time during the conference. Delegates from groups with Observer status may access all committees except the Security Council.

Dress Code

All delegates and FHSMUN staff are required to wear Western Business Attire at all conferences, including virtual ones. This includes formal dress shirts, jackets or blazers, skirts, dress pants, dress shoes, and ties. T-shirts, shorts, jeans, flip-flops, sandals, and sneakers are strictly prohibited during committee sessions.

Diplomatic Courtesy

Any delegate or visitor who attempts to divert the conference from its educational purpose will face action from the Secretariat or FHSMUN Board of Directors, which may include revoking their credentials. Delegates are expected to approach committee topics with the utmost respect for the issues, the affected individuals and societies, fellow delegates, and the FHSMUN staff facilitating the debate.

Zero Tolerance Policy

FHSMUN has a zero-tolerance policy for any racist, anti-semitic, islamophobic, homophobic, or any other hateful or prejudicial speech against any group of people. Any violation of this policy will result in the delegate being removed from the committee and the behavior addressed with said delegates' adviser.

Plagiarism Policy

FHSMUN defines plagiarism as "the practice of taking someone else's work or ideas and passing them off as one's own," according to the Oxford Languages definition. Plagiarism, in all forms, including in draft resolutions, speeches, and position papers, is strictly prohibited. If a FHSMUN staff member suspects plagiarism, Home Government may investigate the document. The Secretary-General or their designate can impose appropriate sanctions, ranging from warnings to suspension from participation or barring from awards.

Artificial Intelligence Policy

FHSMUN defines artificial intelligence as "the simulation of human intelligence processes by machines, especially computer systems," including machine learning algorithms such as large language models (LLMs) and artificial neural networks (ANNs). The use of AI for generating documents, including draft resolutions, speeches, and position papers, is strictly prohibited. Suspected AI use will be investigated by Home Government if brought to staff attention. Sanctions for improper AI use can include warnings, suspension, or barring from awards, as determined by the Secretary-General or their designate.

Technology Policy

Technology is a privilege at FHSMUN and is primarily intended for use during unmoderated caucuses to aid collaboration and discussion. Its use is subject to the chair's discretion and should not disrupt the conference. If delegates misuse technology, the chair reserves the right to revoke this privilege for all delegates in the committee room for the remainder of the session. This policy aims to ensure that technology supports rather than hinders the conference's objectives.

Parliamentary Procedure

The Rules of Procedure

The Rules of Procedure contained herein are the official Rules of Procedure for the FHSMUN 47 cycle

Language

English shall be the official working language of the conference. The use of other languages is only permitted when:

- The Secretariat is given prior notice, and
- An approved translation into English is made readily available.

Diplomatic Courtesy

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Attendance and Quorum

At the start of each meeting, the Committee Director will conduct a roll call of all member states to establish the quorum, half majority, and two-thirds majority required for decision-making. Delegations must declare themselves as either "present" or "present and voting" when their state is called. This declaration must occur before the delegation is recognized by the Committee Director during debate. If a delegation arrives late, they may declare their attendance via a note to the Committee Director, who will announce any changes to quorum and voting requirements at the next available opportunity.

Delegations that declare themselves "present and voting" must vote on all substantive matters and may only vote to appeal decisions from the Committee Director. A majority of voting members answering the roll at the start of each day's first meeting constitutes the quorum for that day. A quorum will be assumed unless challenged through a Point of Order.

Order of Consideration

The order of consideration determines the sequence in which topics are debated and is established by each committee. To amend the order of consideration, a written motion must be submitted to the Director. Debate on this motion is limited to one speaker in favor and one speaker against, and the motion requires a two-thirds vote of the committee to pass.

The Committee Director

Each committee is led by a Committee Director who is responsible for:

- Opening and closing sessions.
- Directing all discussions and ensuring adherence to the Rules of Procedure.
- Providing interpretations of the Rules and announcing decisions to the committee.
- Ruling on Points of Order and managing proceedings to ensure smooth operation, unless otherwise specified in the Rules.
- Limiting the number of speakers and the time allotted to each, as well as restricting the number of times a representative may speak on a question.
- Declaring necessary recesses.

The Committee Director may delegate these responsibilities to an Assistant Director or other designee as needed.

The Speakers List

The Committee Director maintains a Speakers List for each topic, not for each resolution or amendment. The list is established through a motion from the committee, which must propose a speaking time and question period. This motion may also include provisions for delegates to ask questions, which may or may not be included in the original speaking time. The motion must be debated by at least one speaker for and one speaker against before it can be voted on.

Once the Speakers List is established, delegations can request to be added either in writing to the Director or by raising their placard when solicited. If a delegation is not present when called upon to speak, it forfeits its place on the list but may re-enter after speaking. Each delegation may appear on the list only once at a time.

The committee may, by motion, suspend the Speakers List to initiate a caucus. If all motions to initiate a caucus are rejected and no other motions are pending, the committee will revert to the Speakers List.

Substantive and Procedural Matters

Substantive matters concern the content of the debate, such as the topic currently being discussed. In contrast, procedural matters involve the rules and processes governing how and when the debate occurs, including questions of personal, temporal, or conference procedure unrelated to the topic at hand. The Committee Director may request that delegations with similar motions merge them to create a unified motion.

Note Passing

Note passing is a privilege granted to facilitate communication among delegates. The Chair enforces this privilege at their discretion. If the Chair suspects abuse of note passing, they reserve the right to prohibit it. Additionally, the Chair may read any notes they suspect could violate the purpose of the privilege or contain malicious intent.

Moderated Caucus

A moderated caucus is a form of debate where individual delegates deliver speeches for a set amount of time, with only one delegate speaking at a time. To initiate a moderated caucus, a motion must be made specifying the total time of debate, the speaking time, and a substantive topic. The total debate time must be divisible by the speaking time to ensure no time is left after the last speaker. A motion for a moderated caucus requires a simple majority to pass.

During a moderated caucus, the Chair selects speakers based on those who raise their placard but can choose any delegate to speak. Alternatively, the delegate motioning for the caucus may opt for a Round Robin format, where each delegate speaks in a predetermined order.

Unmoderated Caucus

An unmoderated caucus is a less formal mode of debate allowing delegates to move freely around the committee room, use technology, and engage in unrestricted discussions with other delegates. To initiate an unmoderated caucus, delegates must motion for it, specifying a total time for the caucus and a topic. The topic can be either substantive or procedural, with procedural topics limited to discussions about writing working ideas and working papers. A motion for an unmoderated caucus requires a simple majority to pass.

Conclusion of a Caucus

At the conclusion of a caucus or when delegates choose to open debate, the Chair will open the floor to motions. Delegates may raise their placards to propose motions such as moving for a caucus, extending the previous caucus, adjourning debate, suspending debate, or reopening the Speaker's List. These motions are voted on in order of their potential disruption to the flow of debate.

The order of motions from most to least disruptive is as follows:

1. Extension of the previous caucus.
2. Unmoderated Caucuses (with longer times being more disruptive).
3. Moderated Caucuses (with more speakers being more disruptive).
4. Adjournment of debate.
5. Suspension of debate.

The Chair may rule any motion dilatory at their discretion.

Yielding

In the Speakers List, a delegation that finishes their speech within the allotted time may yield the remaining time to the Director, another delegation, or to questions. In a moderated caucus, the remaining time may be yielded to the Director or another delegation. Yielding is not permitted during unmoderated caucuses. When time is yielded, the associated question period is also forfeited. Yielding is only allowed on substantive matters, at the Chair's discretion, and may only be done once.

Props and Demonstratives

Delegations may use physical articles to illustrate their speeches, but digital displays are not permitted. These articles must not contain obscene or scandalous material. Articles can only be displayed during the delegation's speaking time and must be presented to the Committee Director beforehand. The Director will then make the articles available to the entire committee. The Committee Director reserves the right to prohibit the display of any article or all articles from any delegation at their discretion.

Point of Order

A Point of Order can be raised at any time for the following purposes:

- To address errors in voting, tabulation, or procedure.
- To question incorrect placement on the Speaker's List.
- To question the presence of a quorum.

Point of Information

A Point of Information may be raised only when there is no active discussion on the floor. It can be directed to the Committee Director, a guest speaker, or another delegation, but must be stated directly to the Committee Director. Points of Information addressed to another delegation may only be asked immediately after that delegation's contribution on a substantive matter. Rhetorical questions are not valid Points of Information.

Points of Information must follow the specified format showcased below:

Delegate from Country A: Raises placard to be recognized by the Committee Director

Committee Director: "To what point do you rise?"

Delegate, Country A: "Point of Information directed towards the speaker"

Committee Director: "Would the speaker yield to a question?"

Guest Speaker: "I would"

Delegate, Country A: *Asks a non-rhetorical question*

Guest Speaker: *Responds to question*

Delegate from Country A: Raises placard to be recognized by the Committee Director

Committee Director: "To what point do you rise?"

Delegate, Country A: "Point of Information directed towards the delegate of Country B"

Committee Director: "Would the delegate yield to a question?"

Delegate, Country B: "I would"

Delegate, Country A: *Asks a non-rhetorical question*

Delegate, Country B: *Responds to question*

Point of Personal Privilege

A delegation may raise a Point of Personal Privilege to request information, seek clarification, use the restroom, get water, or address any personal needs not covered by Points of Order or Information.

Right of Reply

At the Committee Director's discretion, any member state or observer may be granted a Right of Reply to address serious insults directed at the dignity of a represented country. The Director has absolute authority to accept or reject these requests, and their decision is final. Requests for a Right of Reply must be submitted in writing, and delegates must adhere strictly to the response approved by the Director. Delegations who believe they are being treated unfairly may raise their concerns with any member of the Secretariat. If an insult is directed at a delegate personally rather than their country, the matter should be referred immediately to the Secretary-General or a member of the Board.

Appeals

Delegates may appeal any ruling of the Committee Director, except those related to roll-call votes, explanations of votes, Rights of Reply, and other decisions explicitly exempted in the Rules. Appeals must be made immediately after the ruling, before it is implemented, and will be put to an immediate vote. The Director's ruling remains in effect unless overturned by a two-thirds majority of the delegations present and voting.

Resolutions

The committee aims to pass at least one resolution for each topic that comprehensively addresses the issue. Each resolution must follow the approved format and be co-sponsored by either one-sixth of the quorum or a minimum of five member states, whichever is greater. Additionally, each resolution must have at least three signatories.

Resolution writing involves four key stages:

1. **Working Ideas:** Initial drafts must be handwritten and presented to the Director for feedback before they can be typed.
2. **Working Papers:** Accepted working ideas that are typed are referred to as working papers.
3. **Draft Resolutions:** The Committee Director may elevate a working paper to a draft resolution at their discretion. A draft resolution can only be altered through amendments.
 - **Amendments:** All amendments must be submitted in writing to the Director, who will assign a classification number. Before an amendment is voted on, the committee may motion for a caucus to discuss it. The Director may request that similar amendments be merged. Amendments themselves cannot be amended.
 - **Friendly Amendments:** These are supported by all sponsors of the draft resolution and are incorporated immediately into the document without a vote.
 - **Unfriendly Amendments:** These lack the support of all sponsors of the draft resolution. An unfriendly amendment may be sponsored by any delegate, including those who sponsored the original resolution and must be supported by either one-sixth of the quorum or a minimum of five delegations, whichever is greater. Unfriendly amendments must be debated by at least two speakers for and two speakers against before a vote can be taken. A vote on an unfriendly amendment must occur before any other amendments can be proposed.
4. **Final Resolution:** After all voting and necessary measures have been completed, the resolution that has passed becomes the final resolution for the topic.

Authors Panel

A motion for an Authors Panel may be raised by any delegation after a draft resolution is introduced. This motion must be accompanied by a motion to suspend debate

Example: “France moves to suspend debate for the purpose of entering into an Authors Panel on Draft Resolution 1.1.”

The motion must also specify a time limit for the panel. Once the motion passes, the sponsors of the draft resolution will present the text of the draft resolution to the committee and then yield to questions. A draft resolution can only be voted on after an Authors Panel has been conducted for that draft resolution.

Closure of Debate

A motion to close debate must be made before entering voting procedure and will call the current topic to a vote. To close debate on a topic, at least three delegations must have spoken on the Speakers List. This motion must be debated by at least two speakers for and two speakers against before proceeding to a vote. Debate is automatically closed without a vote once the Speakers List is exhausted.

Adjournment of Debate

A motion to adjourn debate allows the Committee to end discussion on a topic without voting on its associated draft resolutions. This motion can only be made after at least eight speakers have addressed a substantive motion and is subject to a vote. If the motion passes, the Committee can either open debate on a different topic from the Order of Consideration or amend the Order. Additionally, a motion to adjourn debate may be used when all topics on the Order of Consideration have been exhausted, at which point it is termed a motion to adjourn debate and report to the Secretariat.

Suspension of Debate

A motion to suspend debate allows the Committee to recess with the intention of resuming debate later or to enter into an Authors Panel. This motion can be made by any delegation at the Director's discretion. The Director may also declare necessary recesses as needed, and such decisions are final and not subject to appeal.

Voting Procedure

When debate is suspended, any delegation may move to enter voting procedure, specifying the draft resolution(s) to be voted on. Once the motion to enter voting procedure passes, delegations may propose a specific voting method. If no such motion is made or if time is limited, a placard vote will be used by default. In a placard vote, the Director announces the item being voted on, then asks delegations to raise their placards to indicate their votes in favor, against, or abstaining.

Roll Call Vote

A delegation may request a roll call vote, which the Director will immediately initiate. In a roll call vote, the Director announces the item being voted on and then calls each delegation in alphabetical order to state their vote. Delegations may be allowed to explain their vote after the roll call, if the Director permits. To request an explanation, a delegation must indicate they are voting "with rights" during the roll call. The Director will set the duration for any explanations, and this decision is not subject to appeal.

Vote by Acclamation

A delegation may request a vote by acclamation, which the Director will immediately conduct. In a vote by acclamation, the Director announces the item being voted on and then asks all those in favor to say "aye," those opposed to say "nay," and those abstaining to say "abstain." If the result is unclear, the committee will use placard voting to resolve the outcome.

Voting Rules and Exceptions

Resolutions, amendments to resolutions, and procedural motions require a simple majority to pass, which means more than 50% of those voting yes or no. For a two-thirds majority, 67% or more of those voting yes or no is needed. Abstentions are not included in the vote calculation. In the Security Council, procedural motions require at least nine member states voting in favor, and resolutions need at least nine votes in favor with no permanent Security Council member voting against. Permanent Security Council members (China, France, Russia, the UK, and the US) can veto resolutions by voting no.

Once a vote has started, no electronics, verbal or non-verbal communication, or leaving the committee room is allowed until the Director announces the results. The only exception is a Point of Order related to the conduct of the vote. Repeated violations of this rule may lead to expulsion. Directors should ask if anyone needs to use the restroom or get water before starting the vote. After voting on a resolution or amendment, delegations may request to change their vote only if the Director allows it. Delegates with religious obligations that conflict with voting procedures may give instructions to the Director on how to vote, which will be announced during a roll call or after the placard vote.

Motion for Reconsideration

After voting on a resolution, a delegation that voted with the prevailing side may submit a motion for reconsideration in writing to the Director.

- 1. Making the Motion:** The delegation may verbally propose the motion from the floor after submission.
- 2. Requirements:** The motion must be seconded and debated by at least two speakers for and two speakers against before a vote.
- 3. Voting:** The motion requires a two-thirds majority to pass.
- 4. Post-Passage:** If the motion for reconsideration passes, the Director may allow a new vote on the relevant substantive resolution. Additionally, amendments to the resolution may be proposed immediately after the motion for reconsideration is passed.

Aside-Committee

Home Government

The Home Government ensures substantive and relevant debate in each committee.

Guest Speakers

A guest speaker from Home Government is a prominent figure relevant to the committee topic, who delivers a speech on current issues.

- **Requesting a Guest Speaker:** Delegates can request a guest speaker by writing to the Director, including the speaker's name, title, and the reason for their choice. The speaker must be alive and suitable. Both the Director and Home Government have the right to reject any guest speaker suggestions.
- **During the Visit:**
 - If a guest speaker arrives, any ongoing caucus stops immediately for the speaker's presentation.
 - After the speech, the Director will open the floor to questions.
- **Questions:**
 - Delegates may raise a point of information to ask questions of the guest speaker. The speaker may choose to answer or decline.
 - Questions must not be redundant, and the guest speaker decides how many questions they will answer.
- **Etiquette:**
 - Delegates must show the highest level of decorum towards guest speakers. During the guest speaker's presence, electronic devices, note passing, and talking are not permitted.

Home Government Requests

- Delegations can make a Home Government request at any time by submitting it in writing to the Committee Director. These requests can be used for specific research questions or clarifications on important matters.
- Requests should not seek information that should have been included in preliminary research or is easily available independently.
- Upon receipt, Home Government will provide a brief answer and may include additional citations for further research.

Resolution Writing Support

- A Committee Director can request Home Government assistance with drafting resolutions at any time. This support may include editing, advising, or other assistance and is limited to 30-minute intervals.
- At least one member of Home Government must be available for other matters while providing resolution writing support.
- Home Government members can be recalled from a committee by other Home Government members, the Secretariat, or the Board of Directors if needed elsewhere.

Crises and Joint Crises

Crisis

A Crisis is an extra-committee event involving either one or two committees, which are informed of their participation before the conference begins. Crises occur outside of regular committee sessions and feature debate on a topic that delegates will only receive details about two hours before the Crisis session starts.

- **Crisis Background Guide:** Delegates will receive the Background Guide, which includes contextual information about the Crisis but no guiding questions or descriptions of the current situation, at the end of the last committee session before the Crisis.
- **Briefing:** At the start of the Crisis session, a UN official guest speaker will brief the joint committee on the current situation, and a written version of this briefing will be provided to each delegate.
- **Preparation:** Delegates are not allowed to prepare any working ideas or potential clauses before the session begins. Preparing in advance may result in expulsion from the Crisis.
- **Continuation:** The Chair may decide whether to continue the Crisis into the next regular committee session.

Joint Crisis

All rules for individual Crises apply to Joint Crises unless otherwise specified.

- **Schedule Changes:** The last regular committee session of the day will end 30 minutes earlier to allow additional research time before the Joint Crisis.
- **Crisis Session Structure:** The Joint Crisis session will not include an initial reading/research period but will feature a 15-minute break, scheduled at the Directors' discretion.
- **Post-Crisis Sessions:** After the Joint Crisis, the two committees will return to separate rooms in the next regular session, each dedicating at least one and a half hours to conclude the Crisis.

Joint Crisis Background Guide

- The Joint Crisis Background Guide provides contextual information about the Crisis but does not include guiding questions for debate or a description of the current situation. This Guide is distributed to delegates at the end of Committee Session 4 to allow time for background research before the Crisis session.

Current Situation Briefing

- At the beginning of the Crisis, a UN official guest speaker will brief the joint committee on the current situation. A written summary of this briefing will be provided to each delegate, as-well as a brief document outlining key information of a delegate's nation's view on the matter.

Speakers List

- The Speakers List will function as in regular committee sessions, with the addition that it must alternate between members of the two committees.
- If a committee reverts to the Speaker's List during Committee Session 5, the Director will skip delegates from the other committee. An abbreviated version of each skipped speech will be provided to the other committee, and delegates must deliver these speeches to the Director before the Speaker's List is concluded.

Crises and Joint Crises cont.

Joint-Committee Directors

- The Joint Crisis will be overseen by two Directors: the Directors of the participating committees. They will exercise all powers outlined in the general Rules of Procedure.

Authors Panel

- Authors' Panels will be the first action after opening debate in Committee Session 5. The order of the Panels will be chronological based on the working paper numbers, and delegates cannot choose the order. Transcripts from one committee, prepared by the Assistant Director, will be read aloud to the other committee, and vice versa, before further actions can be taken.
- Home Government will manage the exchange of transcripts between the two committees.

Amendments

- **Friendly and Unfriendly Amendments:** Friendly and unfriendly amendments must be submitted, debated, and voted upon before the end of the Crisis Session. These amendments cannot be passed during Committee Session 5 before the Authors Panel.
- **Post-Authors' Panel Amendments:** After the Authors' Panel and once draft resolutions are accepted, the following amendments are permitted:
 - **Sponsored Amendments:** These must be approved by all sponsors of one committee and the Director before being sent to the other committee for approval by its sponsors and Director. If approved, no additional vote is required.
 - **Unsponsored Amendments:** These can only be made to the operative clauses and must be sponsored by five member states from one committee. Proposed unsponsored amendments must be debated by two speakers for and two against in each committee, followed by a vote. The amendment will pass based on a total-majority vote, not a committee-based vote.

Voting Procedures

- **Security Council Voting:** The non-Security Council committee must complete its voting procedures, and results must be delivered to the Security Council before it can enter its voting procedures. A draft resolution that fails in the non-Security Council committee can still pass if it succeeds in the Security Council.

Guest Speakers

- The live briefer at the beginning of the Crisis session will not take questions. Other guest speakers will follow the general Rules of Procedure.

Overlapping Delegations

- If a delegation from the same nation appears in both committees, each delegate will continue to represent their respective committee while adhering to their nation's policy as it applies to each committee.

Signatories and Sponsors

- **Draft Resolutions:** Each draft resolution must have at least one sponsor from each committee.

Crises and Joint Crises cont.

Operative Clauses

- **Language Flexibility:** All resolutions will have at least one member of the Security Council as a sponsor. Therefore, there are no language restrictions regarding the use of terms such as "Condemns" or "Calls Upon."

Historical Committees

- **Scope and Timing:** Historical committees focus on specific moments in international history since the inception of the United Nations, rather than contemporary issues. These committees must be set no earlier than October 24, 1945, the date when the United Nations Charter came into effect.
- **Background Guides:** Each historical committee will have a Background Guide that includes a 'cutoff date,' marking the date on which the committee is meeting. Events occurring after this cutoff date are treated as if they have not happened for the committee's discussions.