

# NVMUN VIII

## Conference Guidelines

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# Position Paper Format and Contact

NVMUN VIII will have a requirement for position papers in all committees with the exception of Ad-Hoc. Delegates with exceptional position papers, by chair discretion, will be awarded research awards during committee before the final awards ceremony. During the conference all Chairs expect their delegates to stay on country policy regardless of context or situation during committee.

If you have any questions regarding position papers logistics, please do not hesitate to reach out to NVMUN VIII Secretary General, Zachary Billot

Questions Contact: [billot@unlv.nevada.edu](mailto:billot@unlv.nevada.edu)

All delegates must adhere to the following guidelines:

- Position papers must not exceed 1 page for each topic (not including the bibliography); any position papers over these limitations will only have the eligible pages read.
- 1 inch margins
- Times New Roman 12 point/Single-Spaced
- In the top left of each position paper should read a heading as follows:
  - Committee Name, Topic, Country.
- Do not include the name of your school or your personal name anywhere in the position paper.
- The bibliography should appear on a separate page.

Although not required, you may consider including the following three sections to maximize organization and structure

- Topic Background
- Country Action/Policy
- Prospective Solutions (Most important)

Quality of research and points presented is most important. If you do not match the 1 page limit, you are still eligible for awards. Position papers will be considered in the choice for final awards in committee. Although failure to submit a position paper is not a disqualification for committee awards, a delegate will likely need to present exceptional presence in a committee room to win without a position paper.

# Procedure

## General Procedure

### Language

All proceedings shall be conducted in English. Anyone wishing to address the committee in another language will have to provide a translation.

### Devices

Delegates in all committees will not be allowed the use of personal technology devices during committee. Delegates found using technology will be penalized in points and eligibility for awards according to chair discretion. Devices are NOT allowed to be used while there is active speech or presentation under any circumstances. If a delegate needs to exit the room to use their device they may do so if necessary.

### Attire

All delegates must wear western business attire, commonly known as business casual. Costumes are not allowed for specialized committees.

### Decorum

All delegates are expected to behave courteously during the proceedings of the committee. If any committee members engage in ad hominem attacks, the chair may recognize the right to reply and reasonable deductions of diplomacy points will be administered at chair discretion. All proceedings during the committee will be moderated by the head chair.

### Accessibility

Please notify the Secretary-General, Zachary Billot, if any delegates need special accommodations. Our venue is primarily accessible, but some spaces may be difficult to navigate. If the accommodation needed is communicatory in nature, we ask that you provide a translator or medium in which participation can be made possible. NVMUN VIII is dedicated to allowing all delegates to compete in their best ability regardless of circumstance. We will try our best to manage every accommodation.

## Flow of Debate

### **Roll call**

During committee roll call, delegates will indicate either “Present” or “Present and Voting.” Delegates that indicate “Present and Voting” must refrain from abstaining on any substantive matters.

### **Speaker’s List**

The default form throughout the committee session will be a speaker’s list with a 1 minute speaking time. Debate will revert to the speaker’s list (default) if all motions on the floor fail.

### **Moderated Caucus**

Delegates may motion for a moderated caucus as long as total length, topic of discussion, and speaking time per delegate is articulated.

### **Unmoderated Caucus**

Delegates may motion for an unmoderated caucus in order to cooperate and work on draft resolutions with other delegates. They may be started and extended (by half of the original time only) through motions and are especially welcome when the chair smiles upon it.

### **Suspension/Adjournment of the Meeting**

Suspension is in order at the end of a session and adjournment is in order at the end of the conference. A member may motion to suspend/adjourn the meeting in order to discontinue all official committee functions until the next scheduled session. The Chair may rule this motion dilatory. The motion will be put to an immediate vote as it is not debatable.

## Points

### **Point of Order**

Also known as Point of Parliamentary Procedure, Point of Order may be used when a delegate believes that a mistake was made regarding the procedures carried out during the committee. A Point of Order may be posed at any moment, interrupting speakers if deemed necessary.

### **Point of Personal Privilege**

Delegates who feel that any surrounding factors are hindering them from participating in the committee may ask for a Point of Personal Privilege. Examples may include Temperature of the room, distractions caused by other delegates, the inability to hear a fellow delegate, etc.

### **Point of Parliamentary Inquiry**

This point is used to clarify any questions that may arise regarding the Rules of Procedure. Such questions must be addressed directly to the chair while not interrupting other speakers or making a substantive remark.

### **Point of Information**

This point may be brought about when a delegate has substantive information that may aid the committee's debate. The information must be relevant and it may not interrupt a speaker. The delegate rising to this point may not make any form of analysis of the material presented.

### **Right of Reply**

This will only be granted if a delegate is the target of a personal attack while in committee. Right of Reply is at chairs' discretion and may be ruled dilatory.

## **Motions**

Motions will be voted on from most to least destructive.

Ex: If a Motion for a Moderated Caucus for 5 minutes at 1 minute per speaker 1 and a moderated caucus for 6 minutes at 1 minute per speaker, the one of 6 minutes in length will be voted on first (Longest in this case=most disruptive)

### **Motion for a Moderated Caucus (or Unmoderated Caucus)**

This motion brings the debate into a moderated caucus on the issue being discussed for a specified amount of time. The chair will recognize delegates who wish to speak. Delegates will yield the floor back to the chair at the end of their speech.

### **Motion for Round Robin**

This motion allows all delegates to speak on a pre-specified topic at a prespecified duration in a clockwise motion around the committee room.

### **Motion to Introduce**

A delegate may motion to introduce once a moderated caucus has elapsed or anytime during debate. This motion brings about the introduction of resolutions/working papers to be debated by the committee. The chair will read the document and, subsequently, the chair will concede to any motion, most often a moderated caucus.

### **Motion to Enter/Exit Voting Bloc**

To move into the voting bloc from general debate, a delegate must motion to move into voting bloc. This motion requires a two thirds (2/3) majority vote by the committee instead of simple majority (50% + 1). Motions for entering voting bloc may include two speakers for or against. Voting bloc is conducted as below:

1. Amendments to specific resolutions are voted upon first. Should the amendment pass, the amended resolution will then be voted upon.
2. Then all other resolutions will be voted upon in the order they were received by the dais.

### **Motion to Suspend Debate**

This motion suspends the debate for a determined amount of time. Committees may introduce breaks at the chair's discretion. Additionally, this motion should be used for breaks between committee meetings.

### **Motion to Adjourn**

This motion brings an end to the debate and may only be admissible when proposed by the chair.

## **Motions Relating to Resolutions**

### **Motion to divide the question**

This motion may be moved by a delegate to split a presented resolution into separate clauses for the purpose of voting on each individually. This may be called upon when a delegate feels that there is substantive support for some clauses but not so much for others.

### **Motion of Roll Call Vote**

This motion has the vote conducted in alphabetical order.

### **Motions for speakers for/against**

Motion that divides proceedings into those for and against a resolution. •

Amendments: After the first draft has been documented, introduced and submitted, delegates may move to amend certain clauses of the draft. If the amendment is unanimously supported by all signatories, it passes as a friendly amendment. If not, it is considered an unfriendly amendment and it must be put to vote and will require a two-thirds majority to pass.

NOTE: The Chair reserves the right to alter the procedures previously described at his/her own discretion.

### **Chair Decisions**

A chair will rule points and motions either **in order**, **out of order**, or **dilatory** based on the state of committee and the flow of debate. A motion that is **in order** is valid and can be voted upon. A motion that is **out of order** is invalid. For example, if someone were to motion for a moment of silence in the middle of a moderated caucus, that would be out of order. A motion that is **dilatory** is a motion that is not conducive to the flow of committee. For example, a 1-minute unmoderated caucus would not provide the proper amount of time to complete any substantial work.

# Resolutions

## Required Sections

### Heading

All resolutions in all committees must be handwritten. Although final resolutions may be a compilation of several pieces of paper contributed by different delegations, a uniform header must indicate the following information for the purposes of chairs evaluating each group's members. The amount of sponsors and signatories will be decided by the chair of each individual committee.

|  |
|--|
| UNEA<br>Sponsors: _____<br>Signatories: ____<br>Topic: _____ |
|--|

### Preambulatory Clauses

This type of clause recognizes or discusses the background of the topic. Preambulatory clauses are not used substantively but are rather just to give context for the resolution.

### Operative Clauses

This type of clause is used to articulate substantive discussion of resolution. For a list of either clauses, please see this [website](#).

# Documents in Crisis

## Directive

Rather than writing Draft Resolutions, crisis committees write and pass multiple Directives. Directives do not have a formal layout or formatting, and the content of a Directive is normally a set of instructions. At NVMUN VIII, the method of submitting directives for crisis committees is at the chair's discretion.

## Press Release

Sometimes a committee will decide to pass a Press Release as a response to a crisis update. Press Releases may be passed independently or they may be affixed to a directive. The purpose of a Press Release is to inform the public of actions or express condolence, frustration, or condemnation. The goal of a Press Release, aside from informing the public, is also to influence public sentiment.

# Scoring

All delegates will be eligible for awards in each committee. The amount of awards given in each committee will depend on the number of delegates in each room. Delegates will be awarded points based on their performance in all aspects of committee. Position paper submission will be part of the wholly considered performance of a delegate. Although the lack of a submitted position paper is not a disqualifier, delegates without one will likely need to have particularly exceptional performance in debate.

Any MUN advisor is welcome to watch debate in any committee. NVMUN VIII asks that advisors do not disrupt the flow of committee unless for an emergency situation.

# Contact

Please contact Secretary General Zachary Billot at [billot@unlv.nevada.edu](mailto:billot@unlv.nevada.edu) or our staff [unlvmun@unlv.edu](mailto:unlvmun@unlv.edu) if you have any questions, comments, or concerns.