SANSKRITI SCHOOL MODEL UNITED NATIONS *ONLINE*

14th to 16th July 2021

CONFERENCE HANDBOOK

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SMUN 2021: ITINERARY

Day 1 – 14th July 2021

8:30am onwards - Opening Ceremony

10:30am - 1:00pm - Session 1

1:00pm - 2:00pm - Break

2:00pm - 5:00pm - Session 2 (and feedback session)

Day 2 - 15th July 2021

8:30am - 10:30am - Session 3

10:30am - 11:00am - Tea Break

11:00am - 1:30pm - Session 4

1:30pm - 2:30pm - Lunch

2:30pm - 5:30pm - Session 5 (and feedback session)

Day 3 - 16th July 2021

8:30am - 11:00am - Session 6

11:00am - 11:30am - Tea break

11:30am - 2:00pm - Session 7 (and feedback session)

2:00pm - 3:00pm - Lunch

3:00pm onwards - Closing ceremony

INTRODUCTION

Greetings,

The Sanskriti School Model United Nations Secretariat welcomes you to the 9th edition of INTER SMUN being held online this year.

This Conference Handbook comprises the code of conduct, the conference itinerary and basic rules of procedure that must be followed throughout the three days of the conference.

Please go through this handbook thoroughly before the first session of your committee.

In case of any queries, please reach out to the Organizing Committee via the contact information that is available at the end of the handbook.

We are looking forward to seeing you at Sanskriti Model UN this year!

Best of luck!

Regards,
The Organising Committee

CODE OF CONDUCT

Dress Code: All delegates are required to dress in either Western or Indian formal clothing. Western formal includes Suits, Ties, Button-up Shirts, Formal Trousers, Skirts, or Formal Dresses with a Blazer. Indian formal includes Kurta-Pajama, Salwar-Kameez, Sari, or any other ethnic clothing. Delegates are requested to refrain from wearing informal or casual clothing.

Aggression in Committees: Aggression of any nature will not be condoned in any of the committees throughout the conference. No participant should engage in cyber-bullying, or take advantage of the online system to target other participants during the course of the conference. Any delegate found to violate this policy will be excluded from the awards consideration and may face disciplinary action at the discretion of the Secretariat.

Parliamentary Language: Delegates must use parliamentary language while addressing any other delegate, the directors as well as logistical members during the course of the conference. Delegates must maintain decorum on all formal and informal groups. At least one member of the secretariat must be added to all the informal groups that are created.

Login Details: We request all delegates to join committee sessions on time using the format: 'name_allotment_committee'. Delegates and observers must keep the meeting information confidential, and they are strictly prohibited from sharing links, meeting IDs and passwords to those outside the permission of the secretariat and teacher incharges.

Plagiarism Policy: Plagiarism will not be tolerated during the course of the conference. All sources used by the delegate must be cited. Any delegate found violating this policy while delivering any written or presented work claiming to be their own will not be eligible to receive awards.

Award Policy: All awards are purely based on the discretion of the SMUN Secretariat. Delegates are evaluated throughout the conference using a comprehensive marking criteria.

At SMUN, delegates are eligible to win the following awards:
- Best Delegate
- Outstanding Delegate
- Honourable Mention
- Verbal Mention
- Best Position Paper (only applicable for committees which have position papers)

Online Conference:
- Delegates must attend the entire conference. They are expected to join the committee session on time and be present in the meeting for the entire duration of the session.

- If delegates are facing any connectivity issues at any time during the committee session, they must inform the directors or the logistical staff members of their committee.

- Delegates are required to keep their cameras switched on throughout the duration of the conference.

- Delegates are not allowed to record and/or misuse any of the content from the committee sessions.

- Only the delegate who has signed up for the conference will be allowed into the committees. The delegates are prohibited from sharing details to access the committee sessions with anyone else.

- While logging onto Zoom sessions, delegates are required to use the email ID with which they registered for SMUN.

All disputes will be settled by the SMUN Secretariat and the decision taken will be final and binding.

Any violation of the Code of Conduct will be brought to the attention of the respective directors, teachers and organising committee. Participants who are found to be in violation of the above guidelines will be subject to disciplinary actions at the discretion of the teacher in-charges and the Secretariat. We do not endorse any negative actions and we expect that every person present at the conference will adhere to the code of conduct and maintain their decorum throughout the course of the conference.

RULES OF PROCEDURE

Procedure is an essential aspect of Model UN. While rules of procedure vary from conference to conference, the following section explains the parliamentary procedure at Sanskriti School Model United Nations. This section provides a general overview of rules that need to be followed during the conference. Delegates are requested to refer to their respective background guides for more in depth information and committee specific procedure.

Motions

A motion is used in committee when a delegate wants to lead the committee in a certain direction. The motion which is passed affects the entire committee. A motion can be passed in committee either by obtaining a simple majority through the voting procedure or by the chair's discretion.

Motion to open the speaker's list

This motion is used at the beginning of the conference when a speakers list has to be opened to set the agenda. It can also be used later on in the conference to create a new speakers list on a new topic of discussion if the delegate deems it necessary to have a speakers list.

Motion to set the agenda

This motion is used when there are two agendas that need to be discussed in a committee. It is used to set the order in which the agendas will be debated.

Motion for a moderated caucus

A moderated caucus allows the delegates to debate upon a specific sub-topic of the agenda. Delegates must specify the length of the total speaking time, individual speaker's time as well as the purpose of the caucus.

Motion for an unmoderated caucus

An unmoderated caucus refers to the form of informal debate where delegates are allowed to speak directly to one another. This will be facilitated using the break-out room feature of Zoom.

Motion for a right of reply

If a delegate feels that their personal integrity has been insulted through the speech of another delegate, then the chair may grant them a right of reply.

Motion to introduce working paper/resolution/amendment

This motion is used when a delegate wants to introduce a working paper/ resolution/amendment in committee to make it into an official document.

Motion to table the topic

This motion is used if a delegate wishes to immediately end debate on a topic and move to the next item on the agenda. There will be no further vote or resolutions introduced on the topic.

Motion to close debate and move into voting procedure

This motion is used if a delegate wants to end debate on a topic and move into the voting procedure.

Motion for a roll call vote

This motion is used during the voting procedure where the delegates can either vote yes/no or abstain their vote depending on whether they said 'present and voting' or 'present' respectively during roll call.

Motion to recess

This motion is used to suspend debate at the end of each committee session.

Motion to adjourn

This motion is used to end the last committee session, ending the conference.

Points

Points are a way to ask a question in committee or bring something of non-substantive importance to the committee's attention.

Point of parliamentary inquiry

This point is used when a delegate needs clarification about committee procedure.

Point of personal privilege

This point is used when a delegate experiences personal discomfort that hinders their ability to participate in committee.

Point of Information

This point is used when a delegate has a substantive question for a speaker during formal debate. Delegates are to note that points of information may only be raised during the General Speaker's List, unless specified otherwise by the Executive Board.

Point of order

This point is only used when a delegate believes there has been a violation of the rules of procedure by the executive board. Please note that this may not be used for factual inaccuracies.

Yields

Yields are used when delegates have time remaining after their speaker's list speech. Delegates may yield their time in the following ways:

Yield to the Executive Board

This means that the chair will absorb the time remaining in the speech.

Yield to Points of Information

This means that the chair will recognise other delegates to ask points of information or questions to the delegate pertaining to their speech.

Yield to Another Delegate

Upon prior permission, a delegate may yield their remaining time to another delegate, who may then speak till the time elapses.

Yield to Comments

This means that the chair will recognise delegates to make comments on the speech that was made. Note that the comment must pertain to the original speech.

CONTACT INFORMATION

In case of any queries before or during the conference, please feel free to contact us at:-

Organising Committee: ocsmun21@gmail.com

MUN Coordinator- Mrs. Manisha Choudhury:
manishachoudhury@sanskritischool.edu.in