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THE HAGUE INTERNATIONAL MODEL UNITED NATIONS STUDENT OFFICER MANUAL



THIMUN LVIII
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THIMUN Office

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Chapter I – Introduction

01. Mission Statement for participants of THIMUN 2026

“We are young, motivated students with varied backgrounds and interests. We respect the opinions of others, embrace diversity and embody diplomatic ideals. We have come to The Hague in the spirit of diplomacy and in celebration of tolerance and mutual respect based on knowledge and understanding in order to bridge social, cultural, and political boundaries with a fresh perspective.

THIMUN The Hague promotes global awareness, providing the means to fight ignorance and prejudice in the youth of today. As tomorrow's leaders, we are working towards improving international cooperation, addressing international issues, and coming up with feasible solutions in the spirit of global communication, and within the framework provided by the United Nations. THIMUN gives flight to our hopes and values while grounding them in the reality of constructive progressive change.

We pledge to use the experience, skills, and personal growth that THIMUN provides to become active global citizens and inspire in others the passion for positive change which has driven us throughout the conference.”

“The fact that THIMUN exists to uphold the ideals of the United Nations among the young is particularly important since it is from the young that we should draw our energy and inspiration as we strive to make the United Nations effective and responsive to the needs of the people worldwide”

Kofi Annan

Secretary General of the United Nations between 1997 and 2007.

02. Introductory Meeting Guidelines THIMUN 2026

1. Student Officers conduct roll call
2. Brief introduction from all Student Officers in the committee
3. Introductory Slides
 - a. Agenda/Schedule for THIMUN and your committee specifically; stress the importance of being on time
 - b. Rules of Procedure at THIMUN (e.g. all points and motions, duties of the delegates,

- amendment procedure, etc.)
- c. Explain that non-member delegations have full voting rights
 - d. Rundown of topics
 - e. Explain the lobbying procedure and advise on how to make the most of the Lobbying time
 - f. Explain the purpose and procedure of Opening Speeches on Tuesday. Only selected delegations have the right to an opening speech in different forums. These delegations will be informed beforehand.
 - g. Explain co-submitting rules, role of the main submitter, Approval Panel Procedure, etc
 - h. Conduct expectations (ie, participation in committee, not talking during speeches, formal dress with no national symbols, etc.)
 - i. Dress Code (required UN dress code, no national/cultural attire, no denims, no runners/sneakers/trainers)
 - j. Explain Plagiarism guidelines
 - k. Explain the rules concerning the use of technology, mobile phones, and computers are necessary for the flow of the debate; these devices may be used for researching purposes, amendment writing, as well as reading resolutions via RMS.
4. Sort out the organisation for lobbying.
 5. When delegates need to be absent, they should write the chairs a note explaining the reason for their absence, the time they will leave, and/or the time they will be back. They should leave their placard (not their badge) with the door admin.
 6. Answer any questions.

**SC, NATO, HSC, ICC are to check their specific guidelines for the same*

03. Guidelines for Opening Speeches

1. One hour will be allotted for Opening Speeches, meaning each committee will have 55 delegations. Not every delegation will be making an opening speech; a list will be provided, and the delegations that are expected to make opening speeches will be notified beforehand.
2. All chosen delegates (the countries and non-member delegations that are on the list) are to deliver ONE opening speech not exceeding **one** minute.
3. The purpose of these Opening Speeches is for the delegates to clearly state their stance on each of the 3 main issues. They may also include other perspectives not listed in the research reports.

4. In the interest of time, chairs are encouraged to call up 7 delegates at a time to line up before the podium before their turn. Only allow applause after every 7 speakers.
5. If Opening Speeches wrap up earlier than planned and the committee has not been adjourned for lunch, proceed into lobbying.

**Applies to all committees except SC, HSC, NATO, and ICC, as there are no formal Opening Speeches in those committees*

Chapter II – THIMUN Rules of Procedure

01. Quorum
02. Roll Call
03. Debate Mode
04. Points
05. Motions
06. Yielding the floor to other delegations
07. Amendment of the First Degree
08. Amendment of the Second Degree
09. Voting
10. Funding
11. Parliamentary expectations
12. Miscellaneous
13. General Debate Overview
14. Overview of Resolution Procedure
15. Overview of Amendment Procedure
16. Chairing Stock Phrases

01. Quorum

1. The president/chair may declare a meeting open and permit the debate to proceed when at least one-third of the delegations (for double delegations, one delegate from each delegation is enough) are present (Rule 51).
2. Resolutions require a majority vote to be adopted. The presence of a majority of the members (>50%) shall be required for any decision to be taken (Rule 83); therefore, keep a close track of

your Roll-Call list.

02. Roll Call

Roll Call must be taken at the start of every day **and** when returning from breaks throughout the week. All records will be noted on the Tally Sheet, which each committee will receive, and must be shared with the secretariat member in charge of your committee.

Should delegates return to the session during or after the roll call, after the break and miss their delegation name, they are expected to send in a note to the chairs. If they do not, chairs should send them a note asking for an explanation.

One chair should be keeping track of the Tally Sheet constantly (noting the number of times delegates hold speeches, make POIs, taking in attendance for late comers, etc.)

03. Debate mode

1. **Open Debate** is the main debate mode when debating resolutions. Debate time is to be announced after the reading of the resolution.
2. **Closed debate** is required during the discussion on **amendments**. Entry into closed debate must be announced (e.g. “We will now enter closed debate against this amendment, chair sets debate time at 10 minutes.”) and can be prompted by a motion to move to the previous question.
3. Note: All resolutions are to be debated in a vacuum; i.e., if one resolution passes on a topic, it doesn’t discredit other resolutions on the same topic.

04. Points

General: Points may **NOT** interrupt a speaker. These will be dealt with only when there is a pause; i.e., when the speaker having the floor yields to points of information, to another delegation, or to the Chair. Delegates may not just immediately state their point; they must wait until the chair recognises them.

Chairs should always repeat a point to the House.

Point of Information to the Speaker

- This is a question raised by a delegate directed to the delegate who has the floor and has indicated that they are willing to yield to Points of Information
- When the chair has opened the floor for POIs, delegates must raise their placard
- The speaker asking the Point of Information may only speak if recognised by the Chair

How it works

- After a speaker has finished speaking (eg, making their main submitter speech, speaking for/against an amendment, or making a general speech), the chair will ask: “Thank you, delegate. Is the delegate open to any points of information?”

If yes:

- 'The delegate of ... has opened himself/herself to: number /any and all points of information. (If we are short on time, say, “Due to time constraints/ in the interest of debate, the delegate will only entertain ... points of information.”) “Are there any such points/ POIs on the floor/ in the house at this time?”
- Call upon delegates, delegates are to raise their placards

If no:

- Ask the delegate to yield back to the chair

- Must be formulated in the form of a **short, clear question**; e.g., “Is the speaker aware that...” “Could the delegate clarify...”
- If the delegate answering the question can't hear or doesn't understand the question, they may ask the chair to request the questioning delegate to repeat their question; no direct dialogue will be allowed. If the point has been rephrased twice and is still unclear, the chair should be able to reformulate succinctly, in the interest of the flow of debate.
- Follow-up POIs/ may be granted by the chair only if it encourages more fruitful and constructive debate. This should also only be done if there is sufficient time.

Point of Information to the Chair

Feature to be used: A message to Chair 2 via the note-passing

- A question to the Chair
- A question that does **not** fall under the category of a Point of Parliamentary Inquiry or a Point of Order.

- It could be a question that asks for a statement by the expert Chair or clarification on an issue
- The chair should answer clearly and swiftly. Chair 2 can yield to Chair 3 if necessary.
- Example: “Could the Chair please explain to the house whether the Darfur Liberation Army has signed the Darfur Peace Agreement?”
- Always answer with facts and **NEVER** opinions.

Point of Parliamentary Inquiry

Feature to be used: A message to Chair 2, not stated aloud

- Point of information to the Chair concerning the Rules of Procedure
- Example: “Could the Chair please explain to the house what is meant by closed debate?”

Point of Order

Feature to be used: *rise and state*

- Refers to procedural matters **ONLY**; e.g., the chair makes an error in the order of debate or in debate time
- May **NOT** interrupt a speaker
- Is **NOT** debatable
- Is a direct referral (can only refer to something that just happened), otherwise out of order • If used by a delegate simply to cause disorder, will be called out of order
- Chairs must take time to explain their decision on ruling this in/out of order clearly so that all delegates understand their arguments.
- Example: “Is it in order for the delegate to yield the floor to another delegation since the floor was previously yielded to him by Saudi Arabia?” “No, that is not in order, because you cannot yield a previously yielded floor.”
- Be aware of the fact that delegates **can create their own points, but that this is not allowed**. They can also accidentally use different wording. Don’t simply overrule them because they are unknown.

Point of Personal Privilege

Feature to be used: A message to Chair 2, not stated aloud

- May **interrupt a speaker only if it is related to audibility issues**
- Includes concerns regarding air conditioning, technology issues, or other personal requirements

Summary:

POI to the Speaker	A question directed to the speaker
POI to the Chair	A question that is raised, referring mostly to facts and the agenda. A message to Chair 2/3(Logistics/Expert Chair)
Point of Parliamentary Inquiry	A question about the rules of procedure. A message to Chair 2 (Logistics Chair)
Point of Order	A question on the ruling of the chair.
Point of Personal Privilege	A request to the chair on the comfort/well-being of the delegate

Public excuses **will not** be entertained if they refer to a political opinion, e.g. “Russia is a dictatorship.” Delegates insulting the person, e.g. “The delegate of Russia is a midget and an idiot” must apologise. If you are not sure, do not accept an excuse; instead, ask the delegate to refrain from using unparliamentary language. In summary, only delegates who insult a delegate personally should be forced to apologise.

Never entertain public apologies (creates commotion, puts down the delegate). If an apology is necessary, talk to the delegates involved in private or ask the insulting delegate to send a written excuse.

Follow-up Points of Information are generally not encouraged in THIMUN. However, if a delegate explicitly requests a follow-up, and the Chair believes it will contribute constructively to the debate, one follow-up may be permitted. Before allowing it, the Chair must confirm that the delegate on the floor is willing to accept it, and should use their discretion based on the relative confidence and skill level of the delegates involved. At no point should a situation arise in which a delegate feels overwhelmed, targeted, or unable to respond.

05. Motions

Motion to move the previous question (formerly: Motion to move directly into voting procedures)

- Calls for the closure of debate and a vote to be taken on the motion (resolution/amendment) pending
- When discussing an amendment, **in time in favour**, this motion means to move to time

against the amendment.

- May be moved by the Chair, may not interrupt a speaker
- Requires a “second” - the Chair asks for seconds, and delegations may *raise their placards*
- The chair needs to ask for **objections**
- If there are objections, the motion is overruled, and debate proceeds
- May be overruled by the Chair if time needs to be filled
- Although delegates like to say “Motion to move directly into the voting procedure” the correct expression is “Motion to move (to) the previous question”. Remind the delegates of this wording.
- Refuse amendments only if they are destructive and without arguments. Take into account if you have other amendments ready to go.

Motion to extend debate time

- At the chair’s discretion/not voted upon.
- Needs a second, if proposed from the floor.
- It can be denied by the chair (e.g. due to lack of time or in the interest of debate).
- Note that extending debate time for one resolution means the removal of debate time for other resolutions

The “Motion to adopt without a vote” (also known as “Friendly Amendment”): is not democratic! And hence will be out of order. If marginal grammatical/ spelling corrections are needed, it is up to the chair’s discretion to put these forward.

06. Yielding the floor to other delegations

- Always ask who the speaker wishes to yield the floor to, prior to saying that this is out of order. Never rule before hearing to which delegation the floor is yielded to.
- Asking in advance ensures that the chair retains the possibility to refuse eg. “this is not in order, seeing as Togo has already spoken many times.” However, this is up to the chair's discretion.
- The floor may be yielded by one delegation to another only **once** consecutively.
- (Applicable to ECOSOC and SC: If it is a double delegation, they may informally yield between each other only within their allotted time. They will be allowed to yield to another delegation after their allotted time is up. The expectation in ECOSOC is that both delegates of the double delegation approach the podium at the same time, and although there is no need to formally yield to each other, note that each delegate may speak only

once. Regarding double delegations taking in POIs, only one delegate may take one POI, however one delegate need not take all the POIs.)

- Points of Information are in order, even after yielding the floor to another delegation. Both the yielding and the delegation being yielded to are eligible to take POIs.

07. Amendment of the First Degree

- Amendments can only be submitted during open debate time.
- Amendments pertaining to spelling or grammatical errors should **not** be entertained. Those changes should be directly made by the Chair and announced to the house.
- Be mindful of who to call on. Be sure to entertain a speaker whose amendment you wish to introduce.
- An amendment is only in order if it is submitted to the Chair 2/Expert Chair via Google form or note-passing before the delegate takes the floor.
- The delegate moves the amendment, but the Chair reads it out slowly and clearly for all delegates. Chairs are to type the amendment and highlight it via the WebApp, it should be shown/highlighted as red pending its debate and only be turned black if it passes. It should also be shown on the projector screen.
- An amendment will be debated and must always be put to a vote. **Even if it is only a change of one word.** If the Chair feels that it is an obvious mistake of a word, the Chair may propose to vote on the amendment directly without debate. This can be done simply by asking if there are any objections, e.g. are there any objections to changing “continuous” to “continual”. Never adopt without a vote! (There are **no “friendly amendments”** at THIMUN.)
- Closed debate will be the norm for amendments. Chairs are to decide on the limit of debate time on an amendment for and against. Only one amendment (max: one entire clause) will be in order as a single amendment. An exception would be if an amendment affects other clauses of the resolution. Example: amendment reads “A newly established UN organisation X should be renamed to Y” and multiple clauses state this organisation, to avoid amendments to change X to Y in several clauses. Avoid changes to any ‘funny’ acronyms – this should have already been checked during lobbying by chairs!
- Prioritise **constructive** amendments, e.g., adding a clause. Destructive amendments should be discouraged unless that clause is a source of a significant issue in the room. Pick amendments that would bring about the highest quality debate--the Chair formally decides which ones are debated!
- You can prioritise amendments, but once a speaker has moved an amendment, you **cannot** prevent that amendment from being debated unless there is a procedural mistake, e.g., the

amendment refers to more than one clause.

- On an amendment, delegations can vote either for, against, or abstain.
- **There will be no division of the house**
- Amendments to **previously amended clauses** should **only be sustained** if the amendment refers to an element in the clause that has not previously been discussed, or if it is necessary to make the clause compatible with later changes to the resolution.

08. Amendment of the Second Degree

- Can only be submitted in time **against** the Amendment of the First Degree, and debate on this amendment does not count as time against the Amendment of the First Degree.
- Same procedure as for normal amendments (set debate time, closed debate, speaker recognised state that they would like to make an amendment, Chair reads it out and types it)
- Debate on the Amendment of the First Degree will resume if the amendment to the 2nd degree fails.
- Abstentions are in order.
- The Amendment of the First Degree will automatically pass if the Second Degree passes (this is because the two amendments are now counted as one)
- An Amendment to the Third and further Degree is out of order (also in the Security Council).

09. Voting

- **ALL delegations (member states and non-member delegations such as NGOs and UN Organs) have full voting rights**; i.e., they are able to vote on amendments and resolutions. Note in ECOSOC, SC and HSC which have double delegations, only one delegate can vote on behalf of the delegation. To facilitate this, make sure that only one placard from the double delegation is raised. Admins can help you with this.
- Delegations voting on a resolution or an amendment may vote in favour, against, or abstain.
- During voting procedures, all points are out of order, except for points of order connected with the actual conduct of voting. Admin staff will be present to assist during voting, but chairs should still coordinate amongst themselves to take in the vote count.
- **A resolution will pass if the number in favour exceeds the number against, regardless of the number of abstentions**; i.e. abstentions do not count either for or against the adoption of

a resolution; the Co-Chair still has to record the number of abstentions.

- A resolution or an amendment with a tied vote fails. Close votes should be followed, upon request, through a re-vote/recount (they have to vote the same way) only if you think an error has been made in the counting of the votes. Roll-call votes are out of order since they are time-consuming and disrupt the flow of debate. Motions to explain the vote are also not in order.
- The chair should not state their opinion whether an issue being voted on is good or bad, as delegates may feel that the Chair is influencing the voting procedures. A chair must remain objective. However, the chair's subjectivity is appropriate when they rule "in the interest of debate/time" or maintain the "flow of debate." This is the chair's responsibility and mandate. Reminding the house to be positive and encouraging cooperation is in order.
- There are **NO informal votes** at THIMUN; all votes are real and count!
- Delegates should not be given the right to reply after the failure of their resolution, as it can be deconstructive to the flow of debate

10. Funding

Although THIMUN resolutions operate under the assumption of unlimited funding, delegates are encouraged to address the equitable allocation, management, and justification of these funds and also the time that will be allocated by UN bodies to this matter.

11. Parliamentary expectations

- Co-Chairs and Speakers need to address each other in the **Third Person** at all times. Always "honourable speaker" or "fellow delegates", never "You" or "I" (but don't correct every slip of the tongue).
- Men and women must be in formal attire. Men should wear a blazer when they are speaking.
- No participant should insult any member of the house, guest, member of the Administrative Staff, or the Secretariat. Delegates must yield the floor when required to do so by the Chair
- Delegates should address the chair and the house before presenting their speech. Example: "Honourable chairs, fellow delegates..."

12. Miscellaneous

- Refer to Less Economically Developed countries as "**LEDCs**", not "Third World Countries".
- No Chair should wear a delegation's advertising propaganda. Men should always wear jackets and ties. Only in exceptional circumstances can jackets be taken off; they **MUST** wear jackets when speaking. Sunglasses and fashion hats are not permitted. Ladies' attire must be appropriate

as well. Inappropriate dress should never be addressed by the Chair. Ask a member of the Secretariat to talk to the respective delegate.

- Be wary of the breaks. Say: “**We will meet after x minutes**” and then the time in (**The Hague Time**). Always calculate about 5-10 min in addition for the delegates to get seated, settled and ready. Therefore, adjourn for shorter than would be necessary. You must be punctual.
- Unparliamentary acts are out of order; such incidents should be marked and described on the roll call sheet and reported to your Executive Team member. Call these incidents out of order immediately and ask the delegate to yield the floor back to the chair.
- Eating and drinking during debate is not in order. Chairs should set an example! Water is an exception.
- Delegates should not raise their placards before the chair has asked them to; however, do not be too strict on this, as reminding them too often can easily frustrate the committee.

14. Overview of Resolution Procedure during Debate

Call the house to order

↓

Reminders and further comments

↓

State the issue of the debate

↓

Assign Reading time

↓

Once reading time has elapsed, call upon the Main Submitter to read out all main clauses (no sub- or sub-sub clauses)

↓

Set the debate time and state that there will be an open debate

↓

The Main Submitter has the floor. They will make a speech

↓

Once the Main Submitter has finished, ask them whether they are open to any points of information

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Should they open themselves to an undefined number of points, you will determine it. Should they specify a number, then you should only recognise that number of points.

↓

Once the floor is yielded back to the chair, or to another delegate, the process starts again (speaker holds a speech and has points entertained, however, during the first 20 minutes of debate, there must be general speeches held prior to moving on to entertaining amendments)

↓

Once the set time for the resolution elapses, you will move into voting procedures.

15. Overview of Amendment Procedure during Debate

The delegate obtains the floor and states they have an amendment

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The chair reads out the amendment, so the entire house understands the proposed amendment

↓

The chair sets the debate time in favour and against (closed debate)

↓

Submitter of the amendment proceeds with the speech on the amendment

↓

Points of information if the delegate is open to them, and if there are any in the house

↓

The delegate yields the floor to the chair or a different delegation

↓

The new speaker holds a speech and has points of information. Continue until time has elapsed.

↓

When the time in favour has elapsed, the chair announces so

↓

The chair recognises the speaker against

↓

Delegation holds a speech, followed by points of information

↓

Yields floor to chair or a new delegation

↓

The new delegation can have a speech and can suggest an amendment to the second degree (this must be in time against)

↓

Amendment to the second degree is read out

↓

The chair sets debate time on the amendment to the second degree

↓

Submitter of the amendment to the second degree makes a speech and takes points of information

↓

Another speaker, in favour of the amendment if time allows

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Chair states we are going to move into time against

↓

As many speakers and points of information as time allows

↓

Voting procedures on the amendment to the second degree

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If an amendment to the second degree passes, the entire amendment passes. If it fails, debate on the amendment resumes

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When time against has elapsed, move into voting procedures (time spent on the amendment to the second degree does not count as time against the amendment as a whole!)

↓

Vote on the amendment

↓

Resume debate on the resolution

16. Chairing Stock Phrases

Symbol meanings

- “ *Quotation marks-like bullet points are direct phrases for you to say*
- *Box-shaped bullet points are extra notes/actions you should pay attention to*

Opening a session

- “ May the house please come to order? The house will now conduct a roll call.

Opening Speeches

Before starting

- “ May the house please come to order? The house will now commence with Opening Speeches.
- “ Delegates are reminded that Opening Speeches are speeches no longer than 1 minute. The Chair will stop and move on to the next delegation if the time limit is exceeded.
- “ In the interest of time, the chair will call upon 7 delegates at a time. Clapping will only be in order after all 7 have made their opening speeches.
- “ Please note that there will be no right to reply during Opening Speeches, and clapping is not in order.
- Be sure to ask the delegates if they have any questions.

Open Debate

- “ Could the house please come to order?
- “ The next resolution to be debated will be on the question of.....
- “ Would the main submitter please take the floor and read out the operative
? Or would the main submitter please take the floor and read out three

operative clauses from the resolution? (In the interest of time, we strongly urge you to ask them to only read the main clauses, without any sub-clauses)

- “ The chair sets the debate time at __ minutes of open debate.
- “ The floor is now open.
- “ Are there any delegations wishing to take the floor?
- “ [*country name + number*]... you have been recognised.
- “ [*country name + number*]... you have the floor.
- “ The speaker will refrain from using unparliamentary language.
- “ The speaker will refrain from insulting other delegates.
- “ There has been a point of order in the house.
- “ Your point is well/not well taken.
- “ The committee has been made aware of your point.
- “ The chairs stand corrected.
- “ Could the house please come to order and show the speaker the respect they deserve?

Closed Debate (Amendment):

- “ An amendment has been proposed by [*country name + number*]. This is in order.
- “ The amendment reads [...]. The chair now sets a close debate time of __ for and __ against.
Delegate, you may now have the floor.
- “ We will now move into voting procedures on the amendment.
- “ We will now resume debate on the resolution with __ minutes left.

Point of Information:

- “ The speaker has opened himself to any and all points of information. Are there any such points in the house?
- “ Please rise and state your point.
- “ Please state your point in the form of a question.
- “ Please refrain from asking several questions at one point.
- “ Would the delegate please repeat/rephrase the question?
- “ There will be no dialogue between the delegates.
- “ The Chair is afraid that there is no more time for points of information. Could the speaker please yield the floor?
- “ Apologies. In the interest of debate, could the delegate please yield the floor?

Voting:

- “ Debate time on this resolution/amendment has elapsed.
- “ We will now move into voting procedures on this resolution.
- “ All those in favour of this resolution, please raise your hands.
- “ All those against ...
- “ All those abstaining ...
- “ By a vote of ___ in favour, ___ against, and ___ abstentions, this resolution/amendment passes/fails.
- “ Clapping is (not) in order
- Clapping is only in order when the resolution as a whole passes - otherwise, clapping is not in order
- “ The Chair now yields chairing duties to co-chair ___.

Chapter III – Lobbying and Resolution Process

01. The Lobbying Process

At least one of the Student Officers should be in the designated lobbying area, visiting and keeping track of every lobbying group (no more than one Student Officer should be seated, all others are to actively stimulate, guide and track the lobbying process).

GOOD LOBBYING LEADS TO GOOD DEBATE

POOR DEBATE CAN BE CAUSED BY A POOR LOBBYING SESSION

Lobbying is perhaps the most important part of the THIMUN conference, as it is where fruitful discussions take place to create the best resolutions possible. Good resolutions with viable solutions and debatability are to be produced as a result of lobbying.

In the lobbying process, the Chairs also have the opportunity to gain the respect they need to effectively lead the debates during the week. This respect will be gained:

- By answering all administrative questions by delegates;
- By knowing exactly how many resolutions are being circulated
- By thinking ahead and planning when the resolution needs to be passed through the Approval Panel;
- By checking for plagiarism and explaining the required format of the resolutions;
- By being helpful, understanding, friendly, co-operative and on top of things.

... and when dealing with the topic they are experts on:

- By supporting the delegates in their lobbying efforts;
- By acting as mediators between parties;
- By answering all questions by delegates on the specific topic/subtopics;
- By being in touch with all subtopic lobbying groups;
- By adding to their discussions, offering advice and suggestions to help them produce a good resolution

Therefore, chairs should:

- **Set up Google Docs, 1 for each lobbying group, for the draft resolution. You should keep the document open for your lobbying circle and continuously monitor what they are writing (both content and formatting). This is very important.**
- Lobbying is an equal sharing of ideas and not just taking from resolutions brought to the conference and putting these into a new resolution. You have to be really focused on the resolutions in each lobbying circle to ensure that this happens.
 - Do not let any one delegate dominate the discussion at the loss of other delegates
- Ensure that there is a system in the lobbying group whereby every delegate in the room gets to present their ideas before anything is formed in the resolution. This may be as simple as going through the group in alphabetical order.
- Show them the list of words to start preambulatory and operative .
- Be extremely active during lobbying.
- Read every resolution circulating.
- Delete and notify delegates of all that are not in accordance with the UN Charter;
- Propose the re-wording of all which would require a referral of the resolution to the SC;
- Amend all which are inappropriate for a UN resolution, i.e., an incorrect format, or obvious grammar mistakes (makes the Approval Panel Process more effective), contain verbs that cannot be used by committees other than the SC (Demands, Condemns, Remains actively seized on the matter)
- Make sure abbreviations are written out in full the first time they are used in the resolution.
- Make sure abbreviations of newly founded UN bodies have no humorous meaning;
- Ensure that each resolution adheres to the three-page limit (with Arial 12 point font). Do check the “format of resolutions you MUST follow” presentation linked at the bottom of this document. Do teach the delegates how to do this in lobbying.
- Spend equal time in each lobbying

- Spend equal time with each lobbying group to discuss all administrative problems and questions raised; frequently asked questions include: “Where is the Approval Panel?”, “What do I have to do there?” “What will happen to the resolution when it is approved?”, “What do I have to do if it doesn’t get approved the first time?”, “Where are the other delegates in my commission?”;
- Ensure the choice of the main submitter is fair and the choice of the group, and not just the loudest person in the group. The excuse that they are being graded on being the main submitter is not allowed.
- Be in contact with the main submitters with regard to the progress of the resolution, completion of the main submitter's speech or other relevant presentation necessary in the debate of the resolution; have their contact details so they know in advance if their resolution is being debated.
- Make sure all lobbying groups are on top of schedule to submit their resolutions to the Approval Panel on time.
- Be friendly and cooperative with MUN Directors

... and when dealing with the topic(s) they are experts on:

- Encourage productive discussions in lobbying groups (ie. guiding delegates to focus on items that are relevant and important);
- Mediate between parties who cannot agree on mergers;
- Do not hesitate to make recommendations (during lobbying time);
- Spend equal time with each lobbying group, during which they should discuss all problems and questions raised pertaining to the topic; frequently asked questions include: “What does ... mean?” “Would it be against policy, if..?” “Where are other delegates that will support my resolution?” “Can we..?” etc.
- Encourage delegates to engage in fruitful discussions about the different and proposed solutions; if the lobbying group is quiet with minimal collaboration, the chairs must step in to start a conversation.

02. The Resolution Process

Submitting a Resolution

A draft resolution is brought to the conference.



Delegate lobbies, merges resolutions and (re)types merged resolutions.



Delegates will receive co-submitter sheets from the Student Officers. The names of the delegations that signed for a particular resolution should be typed into the Google Doc for that resolution in the “Co-Submitters” section at the top. Note that a resolution requires 20 co-submitters for it to be approved (inclusive of the delegates that are already in the lobbying group), unless otherwise informed by the Secretariat.

↓

Draft resolution reviewed by the Student Officers as they act as the initial Approval Panel to ensure it has the right format, complies with the UN Charter, contains no plagiarism, and is of suitable content. **Resolutions cannot surpass a total of 3 pages.** If the aforementioned is not the case, the resolution will be rejected until necessary changes have been made. (Please refer to the presentations shown during the second chair training on the required format of resolutions.)

↓

Once it has been reviewed, go to the Web App and add this resolution with the abbreviation of your committee and appropriate numbers from the numbering system* as the title. For example, LFC 1.1.1 = resolution on sub-commission 1, topic 1, resolution number 1. Keep a note of the numbers. Enter other details and change the status to 1-Submitted.

↓

Chairs are to upload the resolution into the Web App for the Approval Panel to approve.

↓

Notify the Main Submitter of the progress of resolution, and expect a meeting with the Approval Panel to go through the format and syntax of the resolution. The main submitter should go to the Approval Panel Room, where they will be given further instructions. The chair should also be available for the Approval Panel if they are contacted by the exec team member on duty in the Approval Panel

↓

Once it is approved, you will find it with the status Approved and it can be debated on

03. Plagiarism

What is “plagiarism”?

“To copy another person’s ideas, words or work and pretend that they are your own” (*Oxford dictionary*)

At THIMUN, we expect delegates to create and develop their own new ideas and actions; thus, plagiarism from previous resolutions is not accepted at THIMUN. Exceptions are only ‘common clauses’, often used as an introduction or last clause.

Even if someone rephrases information and ideas he found in a book or on the Internet, this is

plagiarism. Quotations are no problem as long as they are cited accordingly.

Self-plagiarism, referring to the usage of one's published material in an unpublished report, is in order as long as one acknowledges the source of material, citing it, and introduces new material that is original. This, while usually unobserved, should be dealt with in this way if observed or pointed out.

- **Plagiarism will NOT be tolerated at THIMUN and can lead to serious repercussions.**
- **If the use of AI is permitted within your MUN at your school, you may use it as a tool to help you along. AI is not a source, and all information must be critically evaluated and checked.**
- **The use of Artificial Intelligence (ChatGPT and other sources) to write a full clause/resolution is strictly prohibited and shall be deemed as plagiarism.**

Here is an example of how to recognise unacceptable and acceptable paraphrases:

Original:

Calls upon all parties concerned to ensure that the protection, rights, and well-being of children affected by armed conflict are specifically integrated into all peace processes, peace agreements, and post-conflict recovery and reconstruction planning and programs;

Unacceptable phrase of plagiarism:

Urges all member nations to ensure that the rights, protection, and well-being of children affected by armed conflict are particularly integrated into post-conflict recovery and reconstruction planning, as well as all peace programs, peace processes, and agreements;

Why is this plagiarism?

The writer has only changed around a few words and phrases or changed the order of the original sentence. If an individual does this, they are plagiarising.

Acceptable phrasing:

Stresses that all children affected by violent engagements must be protected by all member states and that they are particularly integrated into post-conflict recovery through reconstruction planning and special rehabilitation programs to further improve their reintegration into social life;

Why is this acceptable?

Although it has some components of the original clause, which we do not encourage, it also states new ideas, and this would not count as plagiarism, and it would be a rare occasion that another delegate is aware of the familiar wording.

At THIMUN, two different ‘types’ of plagiarism can occur

During the lobbying process:

Prior to submitting resolutions to the Approval Panel, please check for plagiarism.

At the time of checking the resolutions for paragraphs, it is often helpful to use online plagiarism checkers. However, this should not be your only way of checking resolutions for plagiarism.

In the case that you encounter plagiarised or entire resolutions, you should demand the main submitter develop their own ideas and totally rephrase their resolution; otherwise, that resolution will not be debated. After finding plagiarism in this resolution, prioritise the other resolutions.

During the debate:

If a delegate can prove that the main submitter has plagiarised from another UN or THIMUN document, call for a five-minute recess and/or create a breakout room with the main submitter and the accuser. Depending on the gravity of plagiarism, there are two possibilities. Always consult your designated member of the Secretariat for advice.

1. One clause plagiarised: If the accusations are correct, it is up to the chair’s decision what to do, either by not accepting a plagiarised resolution and withdrawing it, or giving the main submitter the chance to rephrase the clause through an amendment.
2. More than one plagiarised clause: Since it would take too much time to amend the affected, the chair will decide that the main submitter withdraws the resolution.
3. If a situation arises either during debate or lobbying where you are unclear how to move ahead, please ensure to contact your assigned Secretariat member immediately. They will help you take a call based on the situation.

Chapter IV – Chairing at THIMUN

01. Overview: Chairing at THIMUN 2026
02. Planning your Time
03. Dealing with Delegates and “Disruptive” Delegates
04. Dealing with MUN Directors
05. Common Mistakes
06. Final Reminder

CHAIRING DUTIES

Chair 1: Main Chair

- answering any Points, entertaining motions/speakers, timing the speeches
- calculating time for/against
- counting votes from the participants' list

Chair 2: Logistics Chair

- Maintains the tick sheet and coordinates with Chair 1

Keep track of good and disruptive delegates. This way, you can boost the debate when necessary and also point out which delegations stood out (positively as well as negatively).

- Replies to messages - “notes to the Chair”
- keeps track of the participants' list

Chair 3: Expert chair

- Overlooks the submission and approval of amendments

It is your responsibility to coordinate all the amendments, read through them, and evaluate them so the person who is chairing at the moment can have an idea of what delegations to choose for the floor. Coordinate the amendments by merit and fairness.

- Edits the resolution directly on the web app in light of the passed and proposed amendments

Remember to use a different text colour (i.e red) when inserting amendments to distinguish between the amendment and the original resolution.

- Communicates with Chair 1 about the submitters of the amendments
- Maintains the Tally Sheet and coordinates with Chair 1
- Replies to messages - “notes to the Chair”

While you should always work within the framework of these rules (never make up your own rules), bear in mind that the purpose behind the rules of procedure is to facilitate a fair and democratic debate. Stick to the rules, but try to be a flexible Chair. Use the rules as a guideline and use your own logic and judgement. The way you apply these rules is relative to you. If the rules are hindering the flow of debate, then you need to use your judgment to figure out how this can be fixed and how they can go back to fulfilling their mission.

Overall Behaviour

- Always keep in mind that the chair must act as a role model and example to delegates. Pace yourself and your actions, especially when chairing, but also throughout the conference.
- Bear in mind that EVERYTHING you do is public and is interpreted by the delegates; Be especially mindful of body language and what it may convey unintentionally.
- Always act and speak courteously, professionally, calmly, and pleasantly.
- Admit when you don't know an answer or make a mistake instead of making assumptions/being vague.
- Show dedication and commitment to the conference and your delegates. Always pay attention to the committee and refrain from lingering in your own world (e.g. chatting with your own friends, being on a phone/laptop, looking bored/unapproachable)

The debate

- Pay close attention to the substance of the debate
- Interfere when a speaker uses unparliamentary language. If this means the delegate is using profane language, directly interfere and make sure the delegate does not proceed in the same way. According to the word used, you may ask the delegate to yield the floor immediately. If it is not that grave, sometimes it might be better to wait until the speaker is finished and then just say a few words before you proceed with the debate.
- Never rush. If you do rush, it seems as if you are unorganised, not aware of what is going on, and following your own agenda. Manage your time carefully beforehand, do not allocate your first resolutions hours more than the latter ones.
- Recognise a variety of delegates and make use of the tick/call priority sheet. Don't be afraid to take a few seconds to survey the hands before picking.

Speaking

- Speak loudly and firmly. It is essential that all delegates can hear you clearly.
- You do not need to shout/yell at the delegates – there is a thin line between yelling and being firm, and you must be able to recognise how not to cross it.
- Articulate. Use Standard English and do not speak too fast. There is no rush, so you can take your time.

Explaining your decisions

- Take your time explaining what is going on. Make sure the delegates understand why you have made a certain decision before continuing with the debate.
- Always announce your decisions clearly to the entire committee and not just to the delegate who, for example, raised a point.
- Repeat all points that are made before you announce your decision or reply. This ensures that the entire house knows what is going on.

Keeping authority

- Never yell at delegates when they get rowdy or disruptive. Stay calm and keep your cool.
- If in doubt on a question/point, take your time to consult with your co-chair. Ask the house to wait a moment and then check with your co-chair. If it is about the Rules of Procedure, you can look it up in the Student Officer Manual and quote it to the delegates. When there is a point of information, and you do not know the answer, admit this and say you will look it up and inform the house as soon as possible.
- Look it up; if no answers are to be found, inform the SG/DSG.
- Admit errors! Simply say “the chair stands corrected” and proceed with further business without making it a big issue. Chairs are humans, and thus they can make mistakes. Do not extensively discuss decisions or errors with delegates; simply explain and move on.
- Do not act aggressively. If a delegate continues to push the point even after you have admitted to an error, make sure that they understand that further challenges to the chair’s decision are unacceptable.

Chairing style:

- The way you start at the beginning of the conference is crucial. It is important to start off rather strict and serious; otherwise, you might set the wrong tone for the entire conference, which will be hard to reverse, and you will regret it later on.
- Earn the respect of the delegates by being polite, friendly, helpful, serious, clear, committed, involved, unbiased, diplomatic... etc. at all times. Do not attempt to win over your delegates by being (overly) lenient or funny, as that will not gain their respect and will make it very difficult for you to keep your authority throughout the rest of the conference.
- Always be consistent during the debate. Your policies, style, and implementations of the procedures should always stay constant. Agree on the major policies and severity of implementation with your co-chairs beforehand, preventing confusion or favouritism in delegates.

Cooperating with co-chairs:

- Never contradict each other in public. Always compliment each other and help each other when necessary. Display and maintain a good, solid, professional relationship with your co-chairs. Make sure only one chair is speaking to the house at a time. If you want to say something to the house or the person chairing, forgot something, let the chairing person know. Do not address the house yourself or interrupt the chairing person, as this will show that you are contradicting each other.
- Be reasonable, cooperative, and willing to compromise with your co-chairs. You are all here for a common purpose.
- Indicate clearly to the house when you give your chairing duties to a co-chair.
- Divide chairing time fairly between co-chairs.
- Share with the SG/DSG any significant issues you had; they are there to help you and will not judge you.

02. Planning your time

- Stick to the sample schedule given in the slides (except for the SC)
- Introduce resolutions with adequate time to discuss and amend them, as well as ensure optimal attention from your delegates. Remember that you should pass at least one resolution per issue.
- Switch Chairs only at clear points. A resolution should be chaired in its entirety by one Chair.
- Chair 1 should always have a stopwatch (not provided by THIMUN, but can be found online) to keep track of the time. Make sure you distribute the debate time close to equal for all resolutions (this is why having the committee schedule set beforehand is important).
- Make sure that the delegate whose resolution you will be debating is present and will not leave the committee when they need to read out the parent of the operative and subsequently deliver a speech.
- Plan time for a few short breaks (5-10 mins) throughout the day. One after each resolution discussed is reasonable. Be strict about when delegates must be back from recess and use your judgment to decide when breaks are necessary.
- For a rule of thumb, don't allocate more than 75 mins on Day 3 and 65 minutes on Day 4 on each resolution to avoid hurrying up at later stages of the day.

03. Dealing with delegates and “disruptive” delegates

- Never speak condescendingly or arrogantly towards a delegate.
- Always be polite and helpful.
- Command respect.
- Remind delegates that they are expected to maintain decorum during the conference.
- Chairs can send a private message to disruptive delegates to remind them of the expected behaviour. If delegates continue to be disruptive despite several reminders, report the problems directly to the Executive Team, who can deal with them discreetly.

04. Dealing with MUN Directors

- Should always be treated very politely and in a friendly way. Avoid any confrontation with them and report any problems directly to the Secretary-General, who will deal with them discreetly.
- MUN Directors are allowed to enter the forum; do not prevent them from entering or leaving the room (even during voting, they cannot vote, so their presence doesn't change the vote count).
- If MUN Directors hold and convey criticism on the debate, attempt to resolve their concerns in the most diplomatic and respectful manner in private
- Politely direct their comments and feedback to a member of the Executive Team or to a member of the THIMUN Board.
- MUN Directors are evaluating you for the next THIMUN and MUN conferences, so make a good impression.
- Always make them feel welcomed into the meetings.

05. Common Chairing Mistakes

- Mistaking debate on an amendment with debate on a resolution.

Solution: keep track of the course of the debate by writing it down in a document or presentation slides

- Delegates raising their placards right after a speech.

Solution: remind delegates to keep their placards down until you have asked for points

- Delegate using a point of information to the chair to attack a resolution.

Solution: remind the delegate that that is out of order, and if it occurs often, explain the differences between the points.

- Changing of Chairs at unclear moments.

Solution: always change at set moments, say for example after a resolution has been debated, and let your delegates know.

- Chairs are being distracted during the debate by notes.

Solution: make sure that only chair 2 deals with the notes and chair 1 focuses on the debate.

- Delegates leaving the forum during debate.

Solution: remind the delegates at the start of the debate that they need permission to leave and are to inform the chairs about their absence

- Using the wrong tone, i.e. annoyed, when asking the house to come to order.

Solution: Use a different tone. If you set the wrong tone, the forum will respond to that tone.

- Giving the wrong example in language use, i.e. guys instead of delegates.

Solution: always stay formal and use appropriate language.

- Continuing debate straight after asking the house to come to order.

Solution: wait 5-10 seconds for the house to come to order. If you are silent, they will most likely follow your example.

- Forgetting the order of points of information.

Solution: Note down the order of each delegate you chose so that there is no mix-up.

- Having the timing of resolutions wrong

Solution: Maintain the correct pre-agreed times for each resolution, and do not forget to allow time for voting

- Having the timing of resolutions wrong

Solution: Maintain the correct pre-agreed times for each resolution, and do not forget to allow time for voting

06. Final Reminder

- Always pay close attention to the substance of debate.
- Speak loudly, firmly, and not too fast/slow.
- Be confident in your capabilities whilst not being arrogant.
- Use your common sense.
- Take time explaining procedures and always make your decisions clear to the house.
- Never yell at delegates when they get rowdy or disruptive.
- Start off with a serious and strict chairing style to set the right tone.
- Acknowledge constructive and active delegates and encourage all delegates to be constructive.
- Be kind to the administrative staff.
- Prioritise amendments according to their value to the resolution.
- Keep track of which countries you are recognising.
- If in doubt about anything, always consult with your co-chair.
- Be as consistent as possible.
- Even when you are not chairing, everyone still can see you, so make sure your actions and behaviour stay appropriate.
- Plan each day carefully with your co-chair.
- Admit errors. Simply say “the chair stands corrected”.
- There should always be only one chair speaking to the house.
- Do not let the chair who is chairing handle administrative business.
- Be positive when approached by the media.
- Always treat MUN directors with respect and avoid confrontations.
- Plan your time well!
- Thank the administrative staff at the end of each day.
- Make sure to maintain decorum at all times.
- If not aware of a procedure, be sure to contact the secretariat.
- Work as a team!

PLEASE NOTE: All guidelines and other important documents can be found at

<https://thehague.thimun.org/education/guidelines/>