

Delegate Brief:
ZiMUN



Harare International School

THE HISMUN EXECUTIVE TEAM HAS CREATED
THIS INFORMATIVE DELEGATE TRAINING BRIEF
TO AID YOUR UNDERSTANDING OF ZIMUN
PROCEDURE, REQUIREMENTS, & EXPECTATIONS

*We highly recommend that you familiarize yourself
with this document, especially for first time delegates*

1. Conference Preparation Documents



Research Reports

MUN Research Reports are documents that are prepared by the chairs of the committee that provide delegates with essential information about the topics of discussion/debate. Research reports include:

1. Introduction: Gives an overview of the topics to be debated
 2. Background information: Historical context, current issues, and potential future developments related to the topic
 3. Major countries and organizations involved
 4. Past United Nations Actions
 5. Current and past Statistical Data
 6. Possible Solutions
 7. Definition of Key Terms
 8. Works Cited
- **NOTE:** Delegates should use research reports as a baseline resource to gather gain understanding of their topics as a whole. **Delegates should not solely rely on this document and should conduct their own country specific research**
 - Research reports will be released on our website well before the conference:

<https://www.zimun.org/>

Country Profiles

A country profile is a document **prepared by a delegate** that outlines key information about the nation they are representing. This document includes key historical, geographical, and political information (e.g political parties, allies, military size) that is crucial to developing a delegates understanding of their national and foreign policy which will insure that they accurately represent their country during the conference.

ZIMUN COUNTRY PROFILE TEMPLATE: [Linked Here](#)

NOTE: Country profiles are not mandatory for ZIMUN and **will not be submitted** to Chairs or the executive team. However **first time delegates are strongly encouraged to create country profiles** to ease their conference experience.

Policy Statement (Position Paper)

A policy statement also referred to as a position paper is a short statement prepared by delegates that clearly expresses their nations stance/policies on the topics that they will be debating. A policy statement is unique to each delegate and can be utilized during main submitters speeches to efficiently and effectively communicate their nations stance to the house.

ZIMUN POSITION PAPER TEMPLATE: [Linked Here](#)

NOTE: Position papers are mandatory for ZIMUN and will be submitted to Chairs, failure to submit a policy statement will disqualify the delegate from all awards.

3. Conference Procedure



Introduction & Icebreakers

- Introductions and icebreakers will take place before lobbying and merging so that delegates get to know each other and their Chairs.

During this time:

- Chairs and delegates will introduce themselves (name, school, goal for the conference)
- Delegates will be quickly briefed on ZIMUN and HIS rules and regulations
- Delegates will be given an opportunity to ask chairs any outstanding questions that they may have

Debate Procedure - Setting the Stage

NOTE: Delegates must enter and be seated behind their country's placards.

Roll Call:

“The house will now come to order. We will begin with the roll call. Delegates are reminded to raise their placards up high when their country’s name is called and respond with either ‘Present’ or ‘Present and Voting’.”

- Delegates will raise their placards and choose whether they will be present or present and voting (their response will be recorded by the chairs)
- Delegates who are only ‘present’ can abstain when voting for the resolution as a whole

“Any delegates which did not hear their country called please raise your placards now.”

NOTE: Only delegates who only stated ‘present’ have the right to abstain from voting

NOTE: Delegates cannot abstain from voting for amendments

NOTE: Delegates must only raise their placards when they are told to do so by the chairs

Debate Procedure - Lobbying and Merging

“ **The house will now move into unmoderated caucus for (state allocated time)**

Lobbying and merging is where delegates freely roam around the committee room to ally with other delegates and create resolutions. Delegates must only lobby and merge with those whom they are allied with through treaties (e.g NATO, BRICS) and share similar viewpoints and solutions strategies with.

- Delegates are discouraged from merging into large blocks
- Delegates are discouraged from merging with delegations with whom they are in conflict with (e.g Ukraine and Russia should never be in the same block)
- Delegates are encouraged to ask Chairs questions about resolution writing during lobbying and merging
- Delegates are expected to use lobby and merging time effectively to complete resolutions for all topics

NOTE: There can only be one main submitter and maximum of 5 co submitters (co-submitters can be from other lobbying blocks)

Debate Procedure - Open Debate

- Each resolution will be debated for around 1 hour 30 minutes.

“We will now proceed with open debate on the topic of _____. The chair will set a reading time of 3 minutes for this resolution as a whole. Reading time starts now.”

- Delegates will read over the resolution that is being debated. During this time delegates should develop points of Information (questions) and any amendments that can be made to the resolution
- After reading time has elapsed the main submitters of the resolution will be called to the podium by the chair.

“Will the main submitter of this resolution please take the floor to read the operative clauses and present their opening speech”

- The main submitter will first read the operation clauses and after present their opening speech

NOTE: The main submitter reads operative clauses **BEFORE** giving their speech, **preambulatory clauses and sub-clauses are not read out loud**

NOTE: Main submitters will be permitted to use their devices during their opening speech however they are highly encouraged to print out their speeches off-campus prior to the conference dates

Debate Procedure - Open Debate (cont.)

When the main submitter has finished their speech, the chair will say: “**Thank you delegate, is the delegate open to any points of information?**”

- The main submitter of the resolution will now state how many points of information they are willing to answer e.g “The delegates is open to 3 points of information” or “any and all”

Your chair will tell the room that: “**The delegate has opened themselves up to --- points of information if there are any such points in the house please raise your placards now**”

- Any delegates wishing to ask points of information will raise their placard after the chair has said the above statement, in the order that the chair has acknowledged the delegates.
 - **NOTE: Points of Information must always be stated as questions** e.g “is the delegate aware, --- does the delegate agree --- , how does the delegate ---, how will the delegate address ----”
- If a delegate asking a POI is not satisfied with the answer of the main submitters and would like to ask another question the delegate will state “**request to follow up**” which will be accepted or denied at the discretion of the chair
- **Delegates must rise while asking points of information** to the main submitter

Debate Procedure - Open Debate (cont.)

- After all the Points of Information have been asked the chair will ask the main submitter:

“Thank you delegate. How does the delegate wish to yield?”

- The main submitter can respond in one of two ways either to the chair or to another delegate who is usually a co-submitter of the resolution or a fellow ally.

If back to the chair:

- ‘To the Chair’

“That will be in order”

- The main submitter will return to their seat and debate continues

If to another delegate:

“To the delegate of -----”

“The delegate has yielded their time to the delegate of __. Does the delegate of __ accept this yield?”

If the delegate accepts the yield, they give a speech, answer POIs, and yield back to the chair.

NOTE: Delegates cannot yield to another delegate more than once.

Debate Procedure - Amendments

To submit an amendment delegates must use the note passing paper that will be provided at the beginning of the conference.

- Amendments should be sent to the chair in note form with the note describing what is being changed and where e.g:
 - replace “poor nations” in clause 1 with “LEDC’s”
 - “Strike” clause 5 (“Striking” is the process of removing something in a resolution)

“The delegate of __ has submitted an amendment to the resolution. Please may the main submitter of this amendment give an open speech on their amendment”

- The delegate will present a speech on their proposed amendment

“Thank you delegate, is the delegate open to any points of information?”

- State how many points of information you are willing to answer

AMENDMENT

From: Chile



Strike clause 2, subclause
a.

Debate Procedure - Amendments

After POIs have been asked: **“Thank you delegate. How does the delegate wish to yield?”**
etc

- “To the chair” (you cannot yield to another delegate during amendments)

“We will now be entertaining speeches for this amendment, if there any delegates wishing to speak for this amendment, please raise your placards now”

- Raise you placard if you would like to present a speech for the amendment

“We will now be entertaining speeches against this amendment, if there any delegates wishing to speak for this amendment, please raise your placards now”

- Raise you placard if you would like to present a speech against the amendment

Debate Procedure - Voting for Amendments

Begin voting for amendments **“We will now be moving into voting procedure for this amendment”**

“All delegates wishing to vote in favor of this amendment please raise your placards now”

- Delegates raise placards

“All delegates wishing to vote against this amendment please raise your placards now”

- Delegates raise placards

NOTE: Remind delegates that they may **not abstain** from voting for an amendment.

NOTE: “Amendments are debated in the order they are submitted in, but Chairs will prioritize more constructive amendments – amendments that aim to modify/add to a resolution rather than striking something” ([THIMUN Procedure Guide](#))

Debate Procedure - Amendments to the Second Degree

In the case of amendment to the second degree (A change proposed to another amendment being debated at the time)

- “If a second amendment (amendment to the amendment) is moved, it will be voted on before the vote is taken on the first amendment.”
- “If the adoption of the second amendment necessarily implies the acceptance or rejection of the first amendment, the first amendment is not put to the vote.”
- “The house then moves into debate on the Amendment to the Second Degree - the same process takes place”
- “If an Amendment to the Second Degree passes, changes will be made to the original amendment, and the original amendment automatically passes. “
- “If an Amendment to the Second Degree fails, no changes will be made to the original amendment, and the house moves back into debate/voting on the original amendment.”

([THIMUN Procedure Guide](#))

Debate Procedure - Voting for Resolution

Once speeches for the resolution as a whole are done, move into voting procedure:

“We will now be moving into voting procedure for this resolution as a whole. Admins please secure the doors, suspend note passing, and assist in the counting of votes.”

Admins will close and guard the doors (**no one can enter or exit the room at this time**).

“All delegates wishing to vote in favor of this resolution please raise your placards now”

- Raise your placard if you are voting in favour of the resolution

“All delegates wishing to vote against this resolution please raise your placards now”

- Raise your placard if you are voting in against the resolution

“All delegates wishing to abstain please raise you placards now”

- Raise your placard if you are abstaining from voting for the resolution (**only delegates who stated present during roll call are permitted to do this**)

Debate Procedure - Voting for Resolution Cont..

Once votes are completed,

“The results for the votes as are follows: __ votes for, __ votes against, and __ abstentions (you will not say the absention one if it’s a divide the house”. Due to a slight/overwhelming majority, this resolution has passed/failed. Clapping is not/in order. (Clapping is only in order if the resolution has passed)

If a **motion to move into previous question** has been called and seconded, delegates may now only vote for or against the resolution by say ‘yay’ (for) or ‘nay’ (against)

**“That will be in order. Delegates, when I call out your country name, reply with ‘yay’ or ‘nay’.
Delegate of _____, yay or nay?”**

4. Motions



Key Motions:

In MUN, motions are proposals made by delegates to guide the flow of debate. The most common ones are:

- **Motion to extend Points of Information (POI's)**

- This motion is called by delegates who wish to extend Points of information to the speaker. “If there are objections the motion will not pass. If there are not objections the chair will decide to accept it or not. It cannot be raised by the speaker” ([MUN Bilbao Rules of procedure](#))

- If other delegates wish to pose new points of information to the speaker (main-submitter), they may rise to make this motion once all previous POIs have been posed:

“Motion to extend Points of Information by two”

- Other delegates in the room will have to **“second”** this motion for it to be enacted
- The chair has the power to approve or deny this motion and they will reply with either of these statements once a motion has been ‘seconded’

“Denied due to time constraints” or “Points of Information have been extended by --, if there are any such points in the house please raise your placards now”

- Any delegates wishing to ask points of information will raise their placard after the chair has said the above statement, in the order that the chair has acknowledged the delegates.
- **NOTE:** Please refer to the [rules of procedure](#) document on the ZIMUN website to view the full list of delegates motions

Key Motions:

Note: Chairs must be well informed on delegate motions and must correct delegate when these motions are used incorrectly

In MUN, motions are proposals made by delegates to guide the flow of debate. The most common ones are:

- **Point of Personal Privilege**
 - When a delegate experiences discomfort that hinders their ability to participate in the debate (e.g: Room too warm/cold, speaker is not speaking loud enough)
- **Point of Order**
 - When a delegate believes that the procedural rules of the committee have been violated
- **Point of Information to the Chair/Point of Inquiry**
 - A question from the chair regarding a rule and other things such as requesting a fact check
- **Motion for a Moderated Caucus**
 - Go back to substantive debate
- **Motion for Unmoderated Caucus**
 - Temporary suspension of formal meeting rules to allow delegates to discuss freely amongst themselves

Key Motions

- **Motion to move to previous question**

- When delegates want to move straight into voting procedures for an amendment or resolution. This motion is called at any time except during speech
- This motion must be “seconded” by other delegates in the room

- **Motion to divide the house**

- This motion is called following voting procedure when the results of the vote are ‘close’. The room will re vote however abstentions are not permitted regardless of whether the delegate only stated ‘present’ during roll call

- **Request to follow up**

- This motion is used by a delegate to ask the speaker another point of information following a previous one (**NOTE:** delegates cannot use “right to reply” to another POI chairs much encourage delegates to use the correct terms)

2. THE APPROVAL PANEL



- Main submitters need to email **completed** resolution to their chairs
 - *Topic name* *Main-Submitter Name* “Committee name”
- Chair will then upload the edited resolution to the Google Drive folder allocated to their room: *Room name* *Main-Submitter Name* ZiMUN Final Resolutions 2025’
 - Please make sure the document format is a Google Docs
- Once it has gone through the Executive team and Approval Panel, admins will print out the resolution

Frequently Asked Questions FAQ

- What should I have prepared before coming to this conference/ before lobbying and merging?

Delegates should come to lobbying and merging with all their research on the issues and their country prepared. They are advised to arrive with clauses prepared to make the resolution writing process simpler.

- When am I allowed to use my device?

Delegates are permitted to use their devices for resolution writing during lobbying and merging and main submitters are permitted to use them when working with the approval panel. Delegates will not be using devices during debate time.