



— SHUMUN —

XXV

Seton Hall University

SHUMUN XXV

Delegate Handbook

2024

February 24th-25th, 2024

Seton Hall School of Diplomacy &
International Relations

Welcome to the 25th iteration of SHUMUN, Seton Hall University's flagship Model UN Conference for high schoolers! This will be an innovative two-day simulation of the United Nations for high school students hosted by Seton Hall University on February 24th and 25th. It will push them through substantive debate and academic rigor and challenge them to the depths of their creativity.

SHUMUN's Mission

SHUMUN XXV is a model United Nations conference for high school students with a long history of engaging simulations and enrichment of the delegates in attendance. Our conference offers both General Assembly and Crisis-style simulations. SHUMUN aims to promote public speaking and collaboration skills among high school students while fostering an engaging environment to expand students' interests in international affairs. We seek to provide delegates with an educational and entertaining weekend acting as member-states in United Nations bodies, other multinational bodies, or as individuals in creative problem-solving crisis simulations.

Seton Hall University is a large proponent of their student body's interest in Model United Nations and also has a competitive collegiate team, SHUNA, in addition to SHUMUN. Many Senior Secretariat and Dais members also compete with our nationally ranked team, SHUNA, and we pride ourselves on our large amounts of Model UN experience. However, we also pride ourselves on our diversity of conference staff and the ability of individuals of all interests and experience levels to join and participate in running our conference.

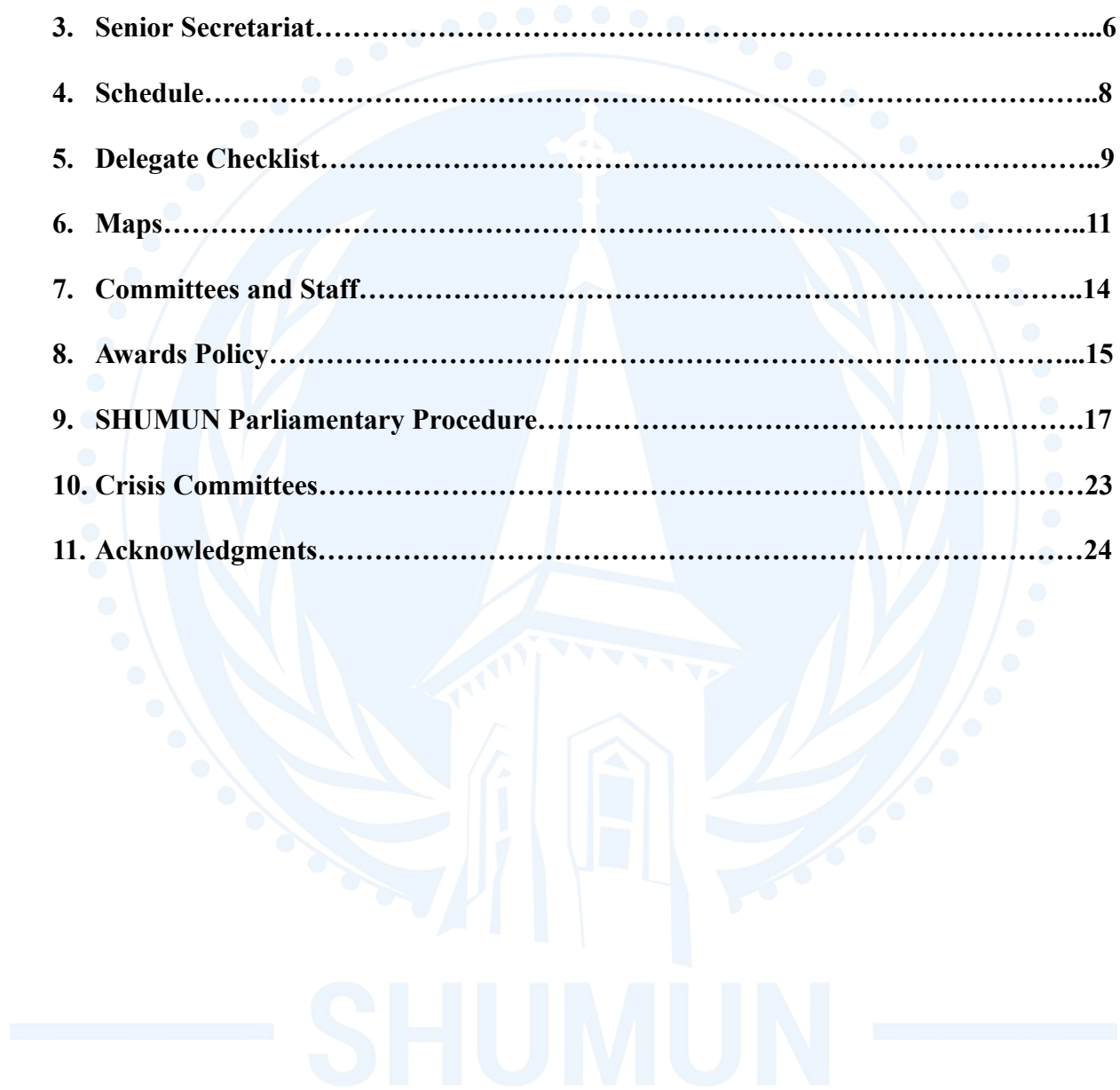
Hosted on Seton Hall University's campus in South Orange, New Jersey, SHUMUN is a constantly evolving conference looking to provide the best experience to delegates year after year. Since 1999, SHUMUN has been a staple of Seton Hall's Model UN scene which also includes a competitive collegiate team, SHUNA.

Our entire staff is more than excited to see delegates respond to crisis updates and navigate their curiosities for international affairs!

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Secretary-General's Welcome

Dear Delegates,

As Secretary-General SHUMUN, it is my honor and pleasure to welcome you to the 25th iteration of our conference in February 2024. I can personally assure you that our Secretariat and staff have been hard at work all year to make this an unforgettable experience. Whether this is your first conference or fiftieth, we guarantee that we have committees for all skill levels and interests. I have been involved in SHUMUN since my Freshman year of college and this truly is a full-circle moment for me to serve as your Secretary-General during my senior year. Like many of you, I have been involved in Model UN since my Freshman year of high school. I have always seen Model UN as an outlet for me to learn how to articulate my views on issues I am passionate about and I have seen how the skills I have gained throughout my years of competitive debate will help me in the future.

Our staff has been hard at work planning engaging committees, fun social events, and career development opportunities during this conference. I personally cannot wait to hear the incredible and chaotic solutions you all come up with to address the issues you will debate in committee. I also hope you all take this opportunity to connect with fellow high schoolers with similar interests and forge lasting friendships. I know that Model UN is not just a debate club but a social experience and we want to emphasize that aspect at our conference this year as well. While I know planning for committee and debate can be really stressful, I want to reiterate that at the end of the day what matters most is that you get to be creative and have fun.

Additionally, as mentioned in our Notes on Procedure, SHUMUN is a safe place for all, and bullying, harassment, intimidation, or discrimination of *any* kind will be dealt with severely. We truly appreciate each and every one of you for taking time out of your weekend to spend it with us and wish you the best of luck! You will not regret it!

Sincerely,
Hamzah Khan (He/him)
SHUMUN XXV Secretary-General

Notes on Procedure

1. SHUMUN uses Parliamentary Procedure (often abbreviated as Parli Pro) to run committees. A cursory Google search will give you more than enough information on how this is used in Model UN, and any other questions can easily be addressed in committee.
2. SHUMUN has a zero-tolerance policy regarding bullying, offensive remarks, harassment, discrimination, or anything of the sort. SHUMUN unequivocally rejects all forms of racism, sexism, homophobia, xenophobia, and any and all forms of discrimination or conduct that makes delegates feel unsafe. Model UN should be a fun activity for delegates to participate in and no one should feel excluded at any point during the weekend. If at any point the Senior Secretariat is notified of any violation of this policy, the delegate and advisor will be contacted and the issue will be discussed, potentially resulting in expulsion from the conference or disqualification from awards. Please bring all issues and concerns to chairs or Secretariat members. In general, if you think even for a second that something would offend someone, don't do or say that thing.
3. Profanity is prohibited.
4. Pre-writing is defined as any notes or directives written outside of committee time and is strictly prohibited. Delegates are allowed to bring research into committee, but not pre-written notes or papers. Engaging in pre-writing will result in immediate disqualification from award consideration. Using AI to write position papers is considered plagiarism and will result in the disqualification of the delegate.
5. Technology is not allowed to be used within the committee room (with the exception of unmoderated caucuses in General Assemblies). Research must be done prior to the beginning of committee sessions. Any usage of cell phones or laptops in the committee grounds for disqualification.
6. Unfair elimination of or alteration of other people's work without their permission is not allowed under any circumstances.
7. If you need to use the restroom during committee, you do not need to raise your hand or ask permission.
8. We strongly encourage students to bring snacks or pack lunches for both days. We will aim to provide dinner. There is a Starbucks and Dunkin on campus but please be advised that Seton Hall is a **cashless campus**. There are also many restaurants in downtown South Orange that students can explore.
9. All visitors to Seton Hall's campus must maintain [Seton Hall's Mission](#) and uphold the [Student Code of Conduct](#)

Senior Secretariat

Hamzah Khan - Secretary General

Hamzah is a senior from Teaneck, NJ majoring in International Relations at Seton Hall's School of Diplomacy and minoring in History and Economics. Hamzah has been involved in Model UN since high school and is also the Treasurer for Seton Hall's Model UN team. He has been involved in SHUMUN since his freshman year as a staffer and as Undersecretary General of GA Committees last year. In addition to Model UN, he is also the managing editor of Seton Hall School of Diplomacy's undergraduate newspaper, *The Diplomatic Envoy*, and a research assistant for the School's DiploLab. He is most excited to see what innovative ideas delegates come up with in both Crisis and GA committees and to create a fun weekend for the delegates attending.

Bobby Kile - Director General

Bobby is a senior from Maple Shade, NJ majoring in Political Science, and this is his 4th year involved with the Model UN Team here at Seton Hall. He previously served as Member at Large for the Model UN team at Seton Hall and has been involved in SHUMUN since freshman year, previously serving as a staffer and crisis director. On top of Model UN, he is also the executive producer of Seton Hall's global news podcast, *The Global Current*, and his other interests include sports and politics.

Catherine T. Anderson - Chief of Operations and Logistics

Catherine is a junior at Seton Hall's School of Diplomacy, double majoring in International Relations and Philosophy. This is her second year involved in SHUMUN and she has previously served as a vice-chair. She is also a writer for Seton Hall School of Diplomacy's undergraduate newspaper, *The Diplomatic Envoy*, and is the Curriculum Director for the Voice of Leadership. She looks forward to working with our Secretariat and high school students to make SHUMUN XXV the best SHUMUN yet!

Ashley Skladany - Undersecretary General of Partnerships and Marketing

Ashley is a sophomore Diplomacy & International Relations major with a minor in History in the 3+3 BS/JD program at Seton Hall. She is super excited to be a part of SHUMUN's Secretariat this year after serving as vice chair last year. She currently serves as the Secretary for Seton Hall's Model UN team. She is also a producer for Seton Hall's undergraduate podcast on global affairs, *The Global Current*. She cannot wait to see all of the incoming delegates engage in discussion, debate, and diplomacy, all while experiencing the meticulously researched committees our staff have worked so hard to put together this year!

Sophie Ulm - Undersecretary General of External Relations

Sophie is a Junior at Seton Hall University double majoring in Diplomacy and French, with a minor in Public Relations. She has been involved in Model UN since high school, and is currently the Vice President for Seton Hall's Model UN team. Sophie is also a writer for Seton Hall's Diplomatic Envoy, and the leader of the Onboarding program for Buccino Leadership students at Seton Hall. She is most excited to see the creative new ideas and strategies that delegates bring to our conference, and is looking forward to making SHUMUN XXV our best conference yet!

Anna Thibodeau - Undersecretary General of GA Committees

Anna is a junior at Seton Hall's School of Diplomacy double majoring in International Relations and French with a minor in Journalism. She has participated in Model UN at Seton Hall since her freshman year and she loves competing in GA committees. She plans on working in the sustainable development field after she graduates. She is most excited about organizing GA committees in her first leadership role at SHUMUN.

Bryan Scocco - Undersecretary General of Crisis Committees

Bryan Scocco is a sophomore from Mount Olive, NJ majoring in History. This is his second year being involved with SHUMUN where he previously served as a crisis director. He is also a member of Seton Hall's Pep Band. He is looking forward to seeing how delegates' crisis arcs unfold and what chaos they will bring up to the front room.

Patricia Salib- Undersecretary General of Events and Philanthropy

Patricia "Trish" Salib is a junior from El Minya, Egypt, and later moved to Marlboro, NJ. She is double majoring in Diplomacy and International Relations and Biology and minoring in Spanish. Trish is super excited for SHUMUN after only being involved with Model UN since her sophomore year of college and she loves competing for both GA's and Crisis Committees. Trish is also super involved at Seton Hall University as vice president of Orthodox Fellowship, and general body member of the Middle Eastern and North African Club, Palestinian Student Association, and a writer for *The Diplomatic Envoy*.

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Schedule

February 24th, 2024

9:00 AM -11:30 AM: Check-in

11:30 AM-12:30 PM: Opening Ceremonies

12:30 PM-1:30 PM: Lunch Break

1:30 PM-3:30 PM: Committee Session 1

4:00 PM-7:00 PM: Committee Session 2

4:00 PM-4:20 PM: Secretariat Feedback

6:00 PM-6:45 PM: Advisor Feedback

7:30 PM-9:30 PM: Delegate Dance/Dinner (food provided by SHUMUN)

February 25th, 2024

9:00 AM-12:00 PM: Committee Session 3

1:00 PM-4:00 PM: Committee Session 4

1:00 PM-1:20 PM: Secretariat Feedback

4:00 PM-5 PM: Dinner & College Q&A Panel (Provided by SHUMUN)

5:00 PM-6:30 PM: Committee Session 5

5:45 PM-6:15 PM: Advisor Feedback

7:00 PM-8:00 PM: Closing Ceremonies

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Delegate Checklist

Here is a list of supplies and materials delegates should bring with them to the conference. Most of them are not mandatory but having them will give you a better chance at success in committee.

Supplies

- Laptop (GA only)
- Notepads/Legal pads
- Sticky notes
- Printed Background Guide
- Folder with research printed out (no pre-written directives, notes, or resolutions are allowed)
- Writing utensils
- Notebooks
- Umbrella (in case of rain)

*While we expect delegates to bring their phones to the conference, you will not need them during committee. In order to avoid disruptions we recommend tuning off all cellphones, apple watches, and other distracting gadgets. Earbuds/Airpods may not be worn while committee is in session and chairs can ask delegates to put devices away. If any disciplinary issues arise regarding technology, advisors will be made aware. Please be respectful of conference policies and your fellow delegates.

Food/Drinks

While delegates are permitted to bring snacks and drinks into the committee rooms, delegates are responsible for cleaning up any messes. Eating and drinking cannot disrupt committee and chairs have the discretion to ban food and drinks from committee rooms if they wish.

- Snacks
- Bottle of water
- Packed lunch (lunch will not be provided so students are encouraged to bring their own)

Money

SHUMUN will sell merchandise and candygrams throughout the conference. While SHUMUN accepts cash, on-campus dining spaces like Starbucks, Dunkin, and the Cafeteria only accept cards. In order to eat at the Cafeteria, delegates and advisors may purchase a \$10 meal ticket, which gives access to the buffet and all-day entrance. There are plenty of restaurants in downtown South Orange for more dining options at the discretion of advisors.

- Cash (for merch or candy grams)
- Credit/Debit Card
- Venmo

SHUMUN and Seton Hall University are not responsible for any missing items or belongings. We recommend keeping a careful eye on all your belongings and do not recommend leaving anything unattended. Students may leave their belongings in committee rooms during breaks, but SHUMUN and Seton Hall are not responsible for items or belongings that go missing.

Attire

SHUMUN adheres to Western Business Attire. All delegates should come dressed professionally. No hoodies, jeans, sweatshirts, caps, etc. Any attire relating to religious practices is excluded from this policy. We do not recommend students wear cultural clothing from the country they plan to represent unless they themselves have a personal connection to that country. Please use your best judgment when deciding whether your outfit is appropriate (i.e. ask yourself would you wear this to a job interview?). At the end of the day, dress in the way that feels most authentic to yourself, while remaining professional.

Here are some guides on Model UN attire:

[Style 101: A Male Delegate's Guide to Western Business Attire | All-American Model United Nations \(allamericanmun.com\)](#)

[MUN Business Attire: A Style Guide - Best Delegate Model United Nations](#)

[A Beginner's Guide to Female Model UN Fashion - Best Delegate Model United Nations](#)

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Maps

Seton Hall University Campus Map

SETON HALL UNIVERSITY
 CAMPUS MAP

- Farmella Gate (Main Entrance)
- Bethany Hall
- Father Vincent Monella Art Center
- Cabrini Hall
- Neumann Hall
- Sera Hall
- Fairy Hall
- Fairy Hall Pedestrian Gate
- Xavier Hall
- Caroline D. Schwartz Building
- Arts and Sciences Hall
- Bishop Dougherty University Center
- Galleon Room (Dining Hall)
- University Center Theatre
- Duffy Hall
- Book Store
- Richie Regan Recreation and Athletic Center
- Woodbine Pedestrian Gate
- Walsh Library
- Mooney Hall
- Marshall Hall *
- Muscarelle Hall
- Power Plant
- Lewis Hall/Immaculate Conception Seminary
- Alumni Hall
- Allen Hall
- Chapel of the Immaculate Conception
- Presidents Hall *
- McQuaid Hall
- Wilden Place Pedestrian Gate
- Aquinas Hall
- Ward Booth
- Corrigan Hall
- Bayley Hall
- Jubilee Hall
- (Market Research Center; Room 6177)
- Boland Hall
- McKulvy Gate (Closed)
- McKulvy Pedestrian Gate
- Science and Technology Center (McKulvy Hall)
- Geery Hall
- Physical Plant
- Public Safety and Security
- Ward Place Gate
- Pedestrian Gate
- Green Area Gate (Restricted access)

OFF CAMPUS

- Saint Andrew's Hall (College Seminary)
- George M. Ring Building (University Advancement)
- Health Services
- 525 South Orange Avenue
- Turrell Manor
- University Relations
- Martin House (Human Resources)

NOT PICTURED

- Seton Hall School of Law, One Newark Center, Newark
- Ora Manor, 324 Valley Street, South Orange
- Interprofessional Health Sciences (IHS) Campus, 123 Metro Boulevard, Nutley

Legend:

- Blue square with white arrow: Building has accessible entrance
- Red square with white arrow: Only first floor is accessible
- Yellow square with white arrow: SHUPy shuttle stop
- Green square with white arrow: University and public parking
- Red square with white arrow: First floor accessible through Muscarelle Hall

Map Labels:

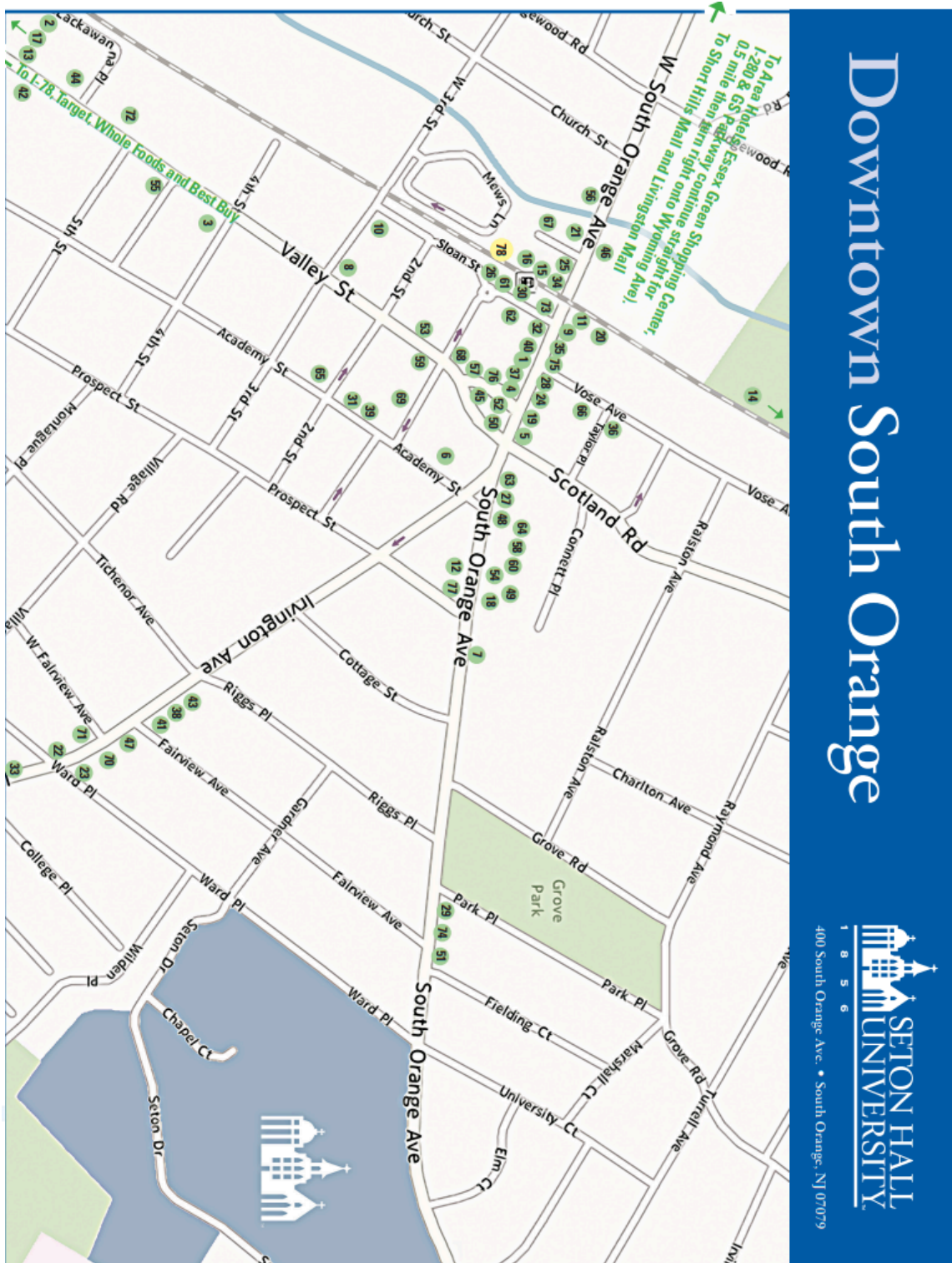
- P1. Bethany/D Lot
- P2. Humanities Faculty Lot
- P3. A Lot
- P4. Duffy Lot
- P5. F Lot
- P6. Parking Deck (Levels 1-5)
- P7. Boland Lot

Contact Information:

Seton Hall University
 400 South Orange Avenue
 South Orange, New Jersey 07079
 Office of Undergraduate Admissions
 (973) 313-6146 or (973) 313-6145
 admissions.shu.edu
 thehall@shu.edu

[Full Map PDF](#)

Downtown South Orange Map



| | | |
|------------------------------------|---------------------------|--------------|
| Banks | | |
| 1 Bank of America | 8 South Orange Ave | 973-761-4018 |
| 2 Bank of America (In Pathmark) | 407 Valley St | 973-761-4018 |
| 3 BCB Community Bank | 200 Valley St | 973-761-5553 |
| 4 Chase Bank | 18 S Orange Ave | 973-763-3943 |
| 5 Investors Bank | 81 South Orange Ave | 973-252-0324 |
| 6 PNC Bank | 76 S Orange Ave | 973-275-5502 |
| 7 Provident Bank | 159 South Orange Ave | 973-763-4252 |
| 8 Valley National Bank | 115 Valley St | 973-762-3712 |
| 9 Wells Fargo Bank | 11 S Orange Ave | 973-763-3500 |
| 10 Wells Fargo Bank | 7 Third St | 973-275-8740 |
| Grocery/Convenience Stores | | |
| 11 Ashley Marketplace | 1 S Orange Ave | 973-762-5200 |
| 12 M&A Convenience Store | 132 S Orange Ave | 973-761-7064 |
| 13 Pathmark | 407 Valley St | 973-762-6608 |
| Entertainment/Live Theater | | |
| 14 Baird Center/Pierro Gallery | 5 Mead | 973-378-7754 |
| 15 Clearview Cinema | 1 SOPAC Way | 973-761-0256 |
| 16 S.O. Performing Arts Center | 1 SOPAC Way | 973-275-1114 |
| Pharmacies | | |
| 17 CVS | 453 Valley St (Maplewood) | 973-763-0124 |
| 18 Rite Aid | 139 S Orange Ave | 973-275-3845 |
| 19 South Orange Pharmacy | 73 S Orange Ave | 973-821-5414 |
| Restaurant/Food | | |
| 20 Above Restaurant & Bar | 1 S Orange Ave | 973-762-2683 |
| 21 Anyoshi Restaurant | 56 W South Orange Ave | 973-378-8818 |
| 22 Blue Ocean Chinese Restaurant | 314 Irvington Ave | 973-761-8883 |
| 23 Blue Plate Special | 325 Irvington Ave | 973-763-9619 |
| 24 Boccione South | 59 S Orange Ave | 973-378-9222 |
| 25 Bunny's Sports Bar | 12-14 W South Orange Ave | 973-763-1377 |
| 26 Cait & Abby's Daily Bread | 15 Sloan St | 973-763-2229 |
| 27 Carvel Ice Cream & Bakery | 109 S Orange Ave | 973-763-6850 |
| 28 Chris' Family Restaurant | 51 S Orange Ave | 973-763-6300 |
| 29 Cluck U Chicken | 319 S Orange Ave | 973-275-1234 |
| 30 Cold Stone Creamery | 3 Sloan St | 973-762-1835 |
| 31 Domino's | 59 Academy St | 973-378-7900 |
| 32 Dunkin' Donuts | 2 S Orange Ave | 973-762-6122 |
| 33 El Greco Pizza | 404 Irvington Ave | 973-763-2030 |
| 34 Falafel-Iv Yours | 50 W South Orange Ave | 973-313-1333 |
| 35 Gas Light Brewery Restaurant | 15 S Orange Ave | 973-762-7077 |
| 36 Giorgio's | 52 Vose Ave | 973-762-4440 |
| 37 Grid Iron Waffle Shop | 12 S Orange Ave | 973-821-5264 |
| 38 Guanatico's Deli | 261 Irvington Ave | 973-821-5959 |
| 39 Harusame Restaurant | 63 Academy St | 973-762-4988 |
| 40 Hot Bagels Abroad | 8 S Orange Ave | 973-313-1800 |
| 41 Inkos's Cafe | 251 Irvington Ave | 973-327-4851 |
| 42 J & J Caribbean Restaurant | 390 Valley St | 973-761-8818 |
| 43 Lalibela Ethiopian Restaurant | 261 Irvington Ave | 973-327-4840 |
| 44 LaVera Restaurant | 329 Valley St | 973-762-2000 |
| 45 Lucky Fortune | 4 Village Plaza | 973-761-5333 |
| 46 Mara's Cate and Bakery | 9 W S Orange Ave | 973-762-8100 |
| 47 Munchie's Jamaican Restaurant | 307C Irvington Ave | 973-821-5471 |
| 48 Neelam Exotic Indian Cuisine | 115 S Orange Ave | 973-762-1100 |
| 49 New Great Wall | 133 S Orange Ave | 973-761-8789 |
| 50 New York Fried Chicken | 50 S Orange Ave | 973-761-7700 |
| 51 Number One Chinese Restaurant | 319 S Orange Ave # 1 | 973-761-4920 |
| 52 Pan Dang Asian Bistro | 8 Village Plaza | 973-275-9866 |
| 53 Papiilon 25 | 25 Valley St | 973-761-9299 |
| 54 Pirates Pizza | 133 S Orange Ave | 973-762-6286 |
| 55 Pizza Hut | 260 Valley St | 973-763-9200 |
| 56 Reservoir Restaurant | 106 W South Orange Ave | 973-763-1488 |
| 57 Ricaton's Village Tavern | 19 Valley St | 973-763-1006 |
| 58 Sakura Teriyaki | 127 S Orange Ave | 973-821-5511 |
| 59 Seven Eleven (7-11) | 60 Valley St | 973-736-0161 |
| 60 Sonny's Beggles | 123 S Orange Ave | 973-763-8684 |
| 61 Starbucks | 10 Valley St | 973-762-1249 |
| 62 Stony's | 10 Sloan St | 973-763-3330 |
| 63 Subway Restaurant | 113 S Orange Ave | 973-313-1551 |
| 64 The Dancing Blender | 121 S Orange Ave | 973-821-5707 |
| 65 The Soup Cafe | 61 Academy St | 732-900-6857 |
| 66 The Table Restaurant & Catering | 62 Taylor Place | 973-763-6899 |
| 67 Tito's Burritos & Wings | 6 West S Orange Ave | 973-821-5750 |
| 68 Toro Loco | 23 Valley St | 973-761-1515 |
| 69 Town Hall Deli | 74 First St | 973-762-4900 |
| 70 Tung Tin Chinese Restaurant | 315 Irvington Ave | 973-763-3222 |
| 71 University Sub Shop | 312 Irvington Ave | 973-761-8787 |
| 72 Valley Portuguese BBQ | 311 Valley St | 973-313-3163 |
| 73 Village Diner | 1 Sloan St | 973-761-6666 |
| 74 Village Pizzeria | 319 S Orange Ave | 973-762-8241 |
| 75 Village Trattoria | 21 S Orange Ave | 973-762-2015 |
| 76 Walla Ethiopian Cafe | 11 Village Plaza | 973-762-2186 |
| 77 Yama Sushi | 134 S Orange Ave | 973-763-3585 |
| Train Station | | |
| 78 NJ Transit Station | 17 Sloan St | 800-722-2222 |

Committees & Staff

General Assemblies

Disarmament and International Security Committee - 2015

Chair: Mary Tiffin

Vice Chair: Neve Walker

United Nations Ocean Conference of 2022, Lisbon

Chair: Anna Thibodeau & Kaila Engle

Vice Chair: Sophia Alicea

Organization of American States: Inter-American Commission on Human Rights

Chair: Joey Brennen

Vice Chair: Qing Leasure

Crisis Committees

The Salem Witch Trials

Chair: Timothy Dzieken & Sophie Ulm

Crisis Director: Hayden Walker

Star Wars: Executive Committee of the Galactic Republic

Chair: Sam Thrasher

Crisis Directors: Bryan Scocco and Dillion Kantor

Ad-Hoc Committee of the Secretary-General

Chair: Fatima Talpur

Crisis Director: Paul Mastroserio

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Awards Policy

All awards will be presented at Closing Ceremonies. Please contact shumun.sec@gmail.com if your delegation will be unable to attend.

Individual awards are decided on a number of factors. Crisis committee awards are given to delegates who display the ability to drive debate in-room and through crisis notes. Awarding delegates display a high level of skill in debate, crisis note writing, and collaboration through in-room directives. GA committee awards are given to delegates who display outstanding speech and debate skills as well as the ability to succeed through compromise, collaboration, and the creation of effective solutions to the problem at hand.

SHUMUN XXV will be distributing the following awards:

- **Best Delegate** (First Place)
 - The recipient for Best Delegate receives a certificate and a gavel
- **Outstanding Delegate** (Second Place)
 - The recipient for Outstanding Delegate receives a certificate
- **Honorable Mention** (Third Place)
 - The recipient for Honorable Mention receives a certificate
- **Verbal Commendation** (Fourth Place)
 - The recipient of the verbal commendation will be acknowledged verbally only

Crisis committees will award the following:

- One Best Delegate
- One Outstanding Delegate
- Honorable Mention (It is up to the Chair's discretion as to how many Honorable Mentions will be given)
- Verbal Commendation (It is up to the Chair's discretion as to how many Verbal Commendations will be given)

GA committees will award the following:

- One Best Delegate
- One Outstanding Delegate
- Honorable Mention (It is up to the Chair's discretion as to how many Honorable Mentions will be given)
- Verbal Commendations (It is up to the Chair's discretion as to how many Verbal Commendations will be given)
- One Best Position Paper Award

Four delegation awards will also be distributed:

- Best Large Delegation (Delegations with 20 or more delegates)
- Outstanding Large Delegation
- Best Small Delegation (Delegations with less than 20 delegates)
- Outstanding Small Delegation

Methodology: Large delegations are classified as groups of 20 or more delegates. Small delegations are classified as 19 or fewer delegates. Head delegates and advisors are invited to collect the award at the front and to take a picture when delegation awards are announced. Delegation awards are calculated by adding up the point value of the individual awards (BD: 5, OD: 4, HM: 3, VC: 2) and dividing this value by the number of attending delegates registered at the time of day one check-in. The highest score in each category (Large and Small) decides the delegation awards.

SHUMUN Parliamentary Procedure

*Disclaimer: this is not an exhaustive explanation of all MUN Parli Pro. In the event of any confusion, please refer to the chair as they have ultimate discretion in all matters within committee.

Getting Started

1. Roll Call

- a. Once everyone is seated and ready in committee, the chair and the dais should introduce themselves before going into the roll call vote. Delegates may vote present or present and voting.
 - i. Present means the delegate is present and must vote on all procedural matters (caucuses and preference polls) but may abstain on substantive matters (resolutions and amendments)
 - ii. Delegates who are present and voting must vote on **all** matters within the committee and have **no** right to abstain

2. Opening the Primary Speakers' List

- a. After taking roll call, the chair will look for a motion to open the primary speakers' list. The purpose of the primary speakers list is to debate which topic to set the agenda to. Upon opening the speakers' list, the chair will ask if the delegate who motioned wants to be the first speaker on the list. Then the chair will ask all delegates wishing to speak to raise their placards and can add about 15 countries that wish to be on the primary speakers' list. Anyone who wishes to be added may pass a note up to the dais with their position name and their request.
 - i. The speakers' list is only meant for the beginning of committee to start debate with the absence of substantive topics of discussion
- b. The default speaking time for the formal speakers' list is a minute. This time may be changed by a motion to extend or limit the speaking time. The chair can decide whether to allow a for-and-against discussion on changing the speaking time or to hold a vote immediately on the motion. Following this, 10 speakers or however many the chair thinks should go before the agenda is set.
- c. After a sufficient number of speakers have gone, the chair will favor a motion to set the agenda. Delegates may then motion to set the agenda either to Topic A or B. Once the chair hears the motion they should hold the vote and then the agenda will be set to either Topic A or B. Upon the agenda being set, the Primary Speaker's List should be closed.

3. Setting the Agenda

- a. After roll call is completed, the delegates must motion (or be asked to motion by the Chair) for a motion to set the agenda to X topic first and Y topic second.
- b. Then you must ask for two delegates for and two opposed to the agenda being set as it was motioned. The speaking time is set at 1 minute but may be changed by

motion. As well, delegates are not able to yield time to anyone except the chair at the end of their speech (which procedurally they should do) as this is not a formal unmoderated caucus. They may then give their speeches in the order for, against, for, against.

i. The Chair can by all means go right to voting if enough substantial debate was held during the Primary Speaker's List

- c. After the speakers finish, you must have a placard vote. A simple majority is needed to pass the motion. If the motion fails, then another order of topics may be voted upon or the committee can default to the first followed by the second topic as found in the background guide. This is up to the chair.

4. Opening Secondary Speaker's List

- a. The purpose of the Secondary Speaker's list is to allow delegates to make introductory remarks regarding the topic to which the agenda has been set. The chair will take about 15 names and then generally favor delegates to motion for moderated caucuses every 5 or so speakers. As always it is up to the Chair's discretion.
- b. The chair will allow a few moderated caucuses to collapse before looking favorably on an unmoderated caucus.
- c. If there is no moderated or unmoderated caucus proposed at any time during debate, the chair will revert back to the speakers' list. It is vital that the speakers' list is never exhausted! As chair, you must always make sure to have enough delegates on the speakers' list. If the speakers' list is exhausted the committee must (technically) enter voting procedure and it critical that this never happens by these means, especially when no draft resolutions have been introduced.

Motions

This is a comprehensive guide to each motion that may come up during debate.

1. Motions in Detail

If the dais receives a motion and the chair deems it in order, then the chair will move on to voting on the motion. There are many ways to deal with different motions. Most motions requires a simple majority by placard vote to pass.

a. Motion to Open Debate

- a. Motion to Open Debate is the first motion filed at the opening of committee. If this is not motioned, everything else will be ruled out of order.

b. Motion to Set the Agenda

- a. This motion is called after sufficient debate during the Primary Speakers List. Once the agenda is set, Moderated Caucuses are now in order.

c. Motion for a Moderated Caucus

- a. A motion for a moderated caucus must specify the length of the entire caucus and the speaking time as well as a clear topic.

- b. Make sure the caucus time is divisible by the speaking time i.e. 5 minutes with a 45-second speaking time is out of order. .
- c. An example moderated caucus motion is as follows: the delegation of [COUNTRY NAME] motions for a 9-minute moderated caucus with a 45-second speaking time on the topic of [INSERT TOPIC].
- d. Motion for an Unmoderated Caucus**
 - a. A motion for an unmoderated caucus must specify the length of the entire caucus. It is recommended that the length of the caucus be no longer than 15 minutes.
 - b. The purpose of the caucus does not have to be specified. An Unmoderated Caucus is usually an opportunity to form blocs and work on working papers and resolutions
- e. Motion to Extend Caucus**
 - a. Delegates may motion to extend both unmoderated and moderated caucuses once the time has elapsed. The maximum extension is by half of the time allotted for the previous caucus.
- f. Motion to Limit/Extend the Speakers' Time**
 - a. This motion either increases or decreases the speakers' time in formal debate (the speakers' list). This motion when received, must specify the new speakers' time.
- g. Motion to Enter Voting Procedures**
 - a. This motion would move the committee into voting procedures. This motion requires two speakers to speak in favor and against. The order shall be for, against, for, against. The speakers shall have one minute to speak and automatically yields their remaining time to the chair. This motion requires a two-thirds (2/3) supermajority of all members to pass.
 - b. After this takes place, voting procedure must occur immediately and no one can enter or leave the room.
 - c. Furthermore, this vote technically bars all those outside from entering so make sure all delegates are present inside the room before the vote takes place. (However, since this is a high school conference if someone is in the bathroom or something, let them come in up to Chair's discretion).
- h. Motion to Table a Draft Resolution**
 - a. If a draft resolution has been introduced into your committee and a delegation wishes to end consideration of it, this motion must be utilized. This motion would cause the draft resolution to not be spoken about and not voted upon if the committee enters voting procedure. This motion requires no speakers and a supermajority to pass.
 - b. This motion is highly not recommended at our conference unless there is clear redundancy between the draft resolutions and sponsors agree.

i. Motion to Suspend the Rules

- a. This broad motion allows for flexibility in the committee. Generally, it is only used when the chair announces to the committee some sort of rationale for amending the rules and how the rules should be amended. Then, the chair tells the committee that it would look favorably upon changes in the rules in the form of a motion. It can also be a valuable tool when the director needs to discuss working paper format and process. This motion requires a supermajority by placard vote to pass but can be used by chair's discretion only when it benefits the delegates and helps educate them on how committee will proceed for the conference.

j. Motion to Recess

1. When the time comes for a break in committee sessions for lunch, this motion is the one to be used to break. This motion requires no speakers and a simple majority by placard vote to pass.

k. Motion to Adjourn

- a. When the time comes for the last committee session to end, this motion is in order to adjourn the debate.
- b. This motion requires no speakers and a simple majority vote by placard to pass.

Points

1. Point of Parliamentary Procedure (aka Point of Inquiry)

- a. This point is used when a delegation wants to ask the chair a question about how debate should work. If they are confused about the rules in any way, this is the point that should be used.

2. Point of Order

- a. When a delegate believes that the rules of procedure have been broken, a delegate may rise to a point of order. Points of order supersede all other points or motions except a Point of Personal Privilege. When a point of order is raised, it must be addressed by the chair immediately.
- b. This point may interrupt a speaker but only if it is legitimate and a breach of parliamentary procedure; otherwise the chair should gavel down the delegate who raised the point and give the time back to the speaker.

3. Point of Personal Privilege

- a. When a delegate finds themselves in a situation that affects their comfort or ability to participate, they may raise a point of privilege.

4. Right of Reply

- a. A Right of Reply is only allowed when another delegate is offended by another delegate and it deals with the personal character, appearance, etc. of another delegate. Right of Reply does not consider a delegate who bashes another delegate's policy.

Resolutions

As debate continues in your committee, it is inevitable that eventually, the member states will want to resolve the topic with a resolution. The development of a resolution takes many stages. To begin the creation of a resolution, a member state or bloc of countries may create an informal document that lists the opinions and ideas of the group.

1. Working Paper

- a. A document that is in proper formatting of a resolution and has perambulatory and operative clauses is called a working paper. This document is one that has not been submitted to the director. A document is called a working paper during this phase because it is in this time when the document is being created and edited substantially and informally between countries. Once delegates believe it is ready to become a draft resolution, the chair will look it over for formatting and substantive issues.
- b. It is highly recommended that the chair work with each bloc to make the working papers as specific as possible (this includes putting in sub-clauses to operative clauses). The chair should have a strong knowledge of the topics and subtopics of the issue as to lead the delegates in a way that makes their working papers comprehensive and gives multiprong approaches to solutions. Upon giving these delegates the necessary edits, the director will also give them a form to write their draft resolution on in clear, legible handwriting.

2. Draft Resolution

- a. When a working paper has obtained the necessary number of sponsors and signatories is ready for submission, it is then called a draft resolution. Draft resolutions must be typed up during unmods and shared with the dais by the allotted time.
- b. An example is Draft Resolution 1.1 and 1.2. Then for the second topic it would be 2.1 and 2.2.

3. Distribution of Draft Resolutions

- a. Once your committee receives the typed version of the draft resolution, you must ask for a motion to introduce draft resolutions.

4. Formal Discussion of the Draft Resolution (Authors' Panel & Q&A)

- a. An authors' session will then take place where the sponsors of the draft resolution will stand up in the front of the room and read the operative clauses of their draft resolution.
- b. After the draft resolution has been presented, a Q&A session will take place. The timing for Q&A and presentation is at the chair's discretion. .
- c. Delegates may ask the sponsors substantive questions about their draft resolution until the duration of the panel has elapsed or there are no more questions on the

floor. Please note that any editing done in the authors session is treated as if they are friendly amendments to the draft resolution.

5. New Editions to Your Draft Resolutions

- a. After this session the original draft resolution almost always will have many grammatical changes and there will probably be discussion of amendments. If any amendments or changes are made to the draft resolution, please type up the changes, highlight them, and project them for the committee to see.

6. Friendly Amendments

- a. Friendly Amendments are the most common in committees. Friendly Amendments can be proposed after Q&A and must be approved by all the sponsors. When a chair receives a friendly amendment, the chair must make sure the paper is legible and that it clearly says which clauses will be amended, struck out, or added.
- b. Once the chair verifies that it is in the correct format the director must announce it to the committee that you received the friendly amendment. Make sure each sponsor does agree to this amendment by a simple verbal acknowledgment.

7. Unfriendly Amendments

- a. These types of amendments are less common than friendly amendments. This type of amendment requires one-third of the committee to be a signatory of the amendment. Any country may write an unfriendly amendment. They do not have to be sponsors of the draft resolution. Once an unfriendly amendment has been submitted to the dais, the dais must verify if the signatories signed the amendment.
- b. Once it is projected, the committee must vote on the amendment. A 2/3 supermajority is needed to pass an unfriendly amendment. Since this is a substantive vote, a country may abstain if they declare they are present in the committee.

Entering Voting Procedure

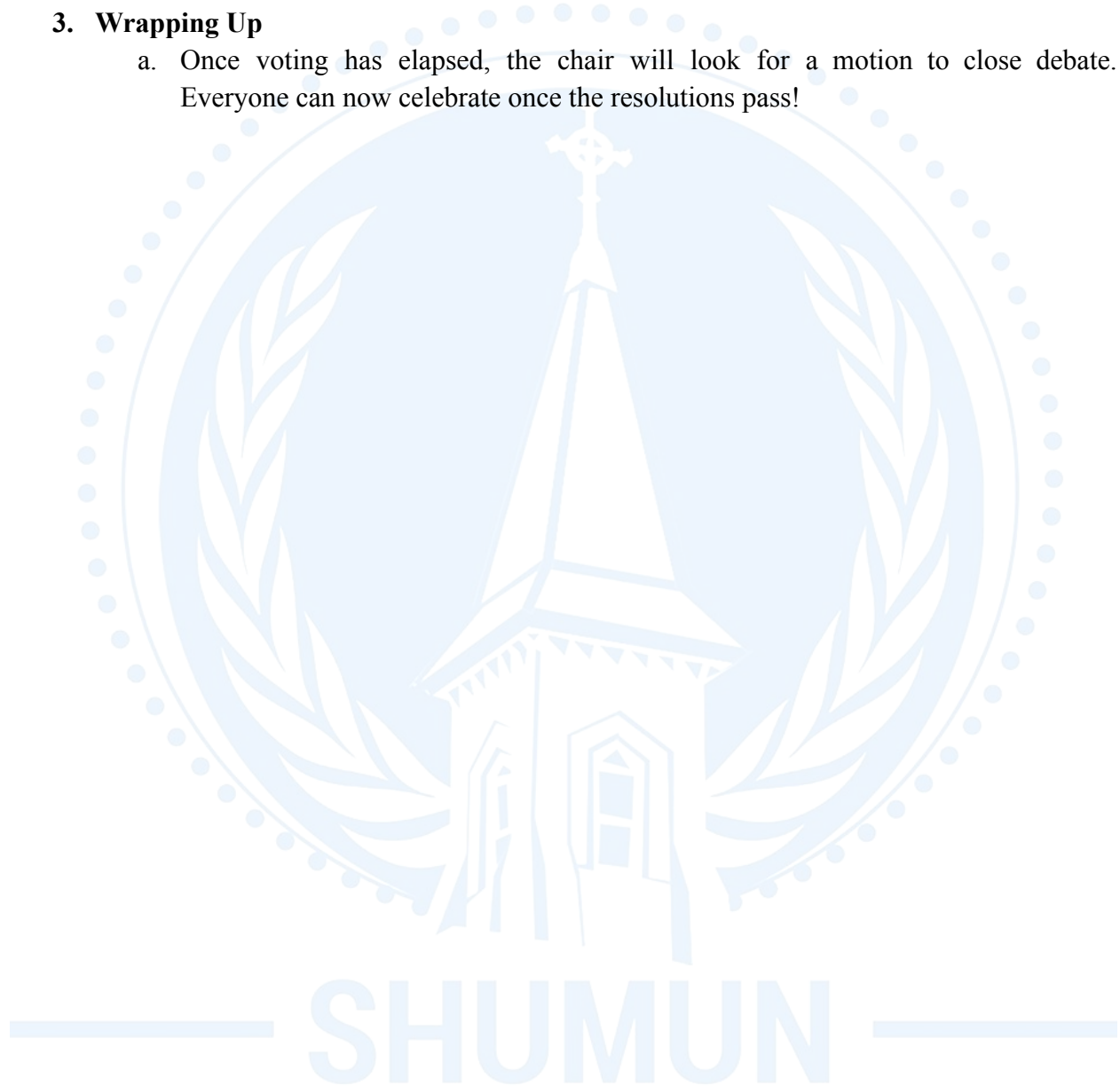
After the committee has produced a reasonable amount of resolutions and they have been thoroughly debated and amended, if needed, then it is time for the committee to enter voting procedures. To enter voting procedures, a delegation must motion for it and there must be a two for, two against debate on it followed by a vote.

1. Voting Procedure Motions

- a. During voting procedures, before you begin voting on the draft resolutions there may be delegations that make motions to divide the question. This would make it so that the committee must vote on different operative clauses separately.
- b. It is chair's discretion as to entertain this motion, but it is recommended that you only proceed with it if it helps the committee or if time permits. However good delegates can use this well to separate a controversial clause.

2. Voting

- a. Once committee has entered voting procedure, no one may leave or enter the room
 - b. Draft resolutions will be voted on in the order in which they were introduced. Delegates may motion to change the order of voting on draft resolutions
 - c. Multiple draft resolutions may pass. If resolutions contradict one another, then the final resolution to pass will be the one to go into effect.
- 3. Wrapping Up**
- a. Once voting has elapsed, the chair will look for a motion to close debate. Everyone can now celebrate once the resolutions pass!



Crisis Committees

Most Crisis Committees follow the same *parli pro* as GA's with slight caveats. In the event an issue arises in committee that is not addressed below, the committee will default to the *parli pro* explained in the previous section. Chairs have ultimate discretion in their committees and may make decisions that overrule *parli pro* if it is in the interests of the committee. Please address all concerns to chairs and dais members.

1. Getting Started

- a. Like GA's, Crisis Committees begin with a Roll Call. Delegates may say they are either present or present and voting (explained above).

2. Debate Format- Once the roll is called, delegates can make the following motions after a motion to open debate:

- a. Round Robin: Like a moderated caucus covering a specific topic with a specific speaking time. However, unlike a moderated caucus everyone in committee will speak during a round robin, as the committee goes around the room hearing speeches from all delegates. An example motion for this would be "motion for a round robin with a 30-second speaking time on topic X."
- b. Moderated Caucus (explained above)
- c. Unmoderated Caucus (explained above)

3. Notes and Directives

- a. Besides these formal communications, delegates can also pass sticky notes to communicate with allies to strategize talking points, share ideas, or otherwise. Once debate begins, the committee's motions and unmoderated caucuses will revolve around these motions, and delegates will begin to write crisis notes and directives.
- b. These are unique to crisis and it is important to balance both of these alongside continuing debate through speaking in moderate caucuses. Crisis notes can be written at any point and cover a person's "portfolio powers". These notes are secret actions your character can take in developing the story of the committee to achieve the delegate's ultimate aims.
- c. For example, if a delegate is in a war committee and is the Secretary of the Navy one might write notes where their character begins using their soldiers to develop a new submarine that will help them establish undersea dominance pursuant to their ultimate goal. These can be written throughout the committee, the more unique the better.
- d. Directives are like resolutions written by any member of the committee to get the committee to take certain actions. These must be passed with a majority vote with adequate sponsors (the writers of the directive) and signatories (people who sign off on the directive to be heard).
- e. An example directive in a war committee would be something committee-wide, like the majority of members deciding to retreat from a position or fire the head of the army.

Acknowledgments

SHUMUN XXV would not be possible without support from the School of Diplomacy at Seton Hall University and the Office of Student Engagement. To learn more about the School of Diplomacy, click [here](#).

Special thanks to:

Dean Courtney Smith
Dean Martin Edwards
Dean Catherine Ruby
Dean Winston Roberts
Dr. Philip Moremen
Emma Murphy
Laurie Reid
Stephanie Gomez

