



A Tricennial Legacy
30th Annual Session of Turkish International
Model United Nations

TIMUN '24 
Turkish International Model United Nations

INFORMATION BOOKLET FOR Staff



TIMUN
TIMUN Affiliated
Conference

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PROVISIONAL SCHEDULE

Thursday, 28th November

- 14.30 – 15.15 Registration Begins – Bowker Hall
- 14.50 – 15.15 Mandatory Student Officer Briefing – Red Room
- 15.00 – 15.30 Press Team Briefing – Press Room
- 15.15 – 15.35 All Committees (GA Committees) Meet – Committee Rooms
- 15.15 – 16:45 AP & ICJ Opening Sessions – Committee Rooms
- 15.40 – 16.55 Opening Ceremony (GA Committees, Special Conferences, ECOSOC & SC) – Auditorium
- 17.00 – 17.20 Student Officer Debriefing – Red Room
- 17.30 Buses Leave – Oval

Friday, 29th November

- 08.00 – 09.00 Workshop for New Delegates
- 08.00 – 08.30 Student Officer Briefing
- 09.45 Advisor Meeting - Non-Fiction Library
- 08.30 – 17.00 ICJ, AP & SC, ECOSOC & Special Conferences in Session – Committee Rooms
- 09.00 – 17.00 GA Committees in session – Committee Rooms
- 10.00 – 10.15 Coffee Break for ICJ, AP, SC, ECOSOC & Special Conferences
- 10.30 – 10.45 Coffee Break for GA Committees
- 11.40 – 12.40 Lunch Break for ICJ, AP, SC, ECOSOC & Special Conferences
- 12.45 – 13.45 Lunch Break for GA Committees
- 15.00 - 15.15 Coffee Break for ICJ, AP, SC, ECOSOC & Special Conferences
- 15.30 – 15.45 Coffee Break for GA Committees
- 11.00 – 16.45 Approval Panel Open
- 17.00 – 17.30 Student Officer Debriefing – Red Room
- 17.40 Buses Leave – Oval

Saturday, 30th November

- 08.00 – 08.30 Student Officer Briefing – Red Room
- 09.00 – 12.30 Approval Panel Open
- 08.30 – 17.00 All Committees in Session – Committee Rooms
- 10.00 – 10.15 Coffee Break for ICJ, AP, SC, ECOSOC & Special Conferences
- 10.30 – 10.45 Coffee Break for GA Committees
- 11.40 – 12.40 Lunch Break for ICJ, AP, SC, ECOSOC & Special Conferences
- 12.45 – 13.45 Lunch Break for GA Committees
- 15.00 - 15.15 Coffee Break for ICJ, AP, SC, ECOSOC & Special Conferences
- 15.30 – 15.45 Coffee Break for GA Committees
- 16.00 – 16.45 Student Officer Workshop for Delegates – Old Drama Room
- 17.00 – 17.30 Student Officer Debriefing – Red Room
- 17.40 Buses Leave – Oval

Sunday, 1st December

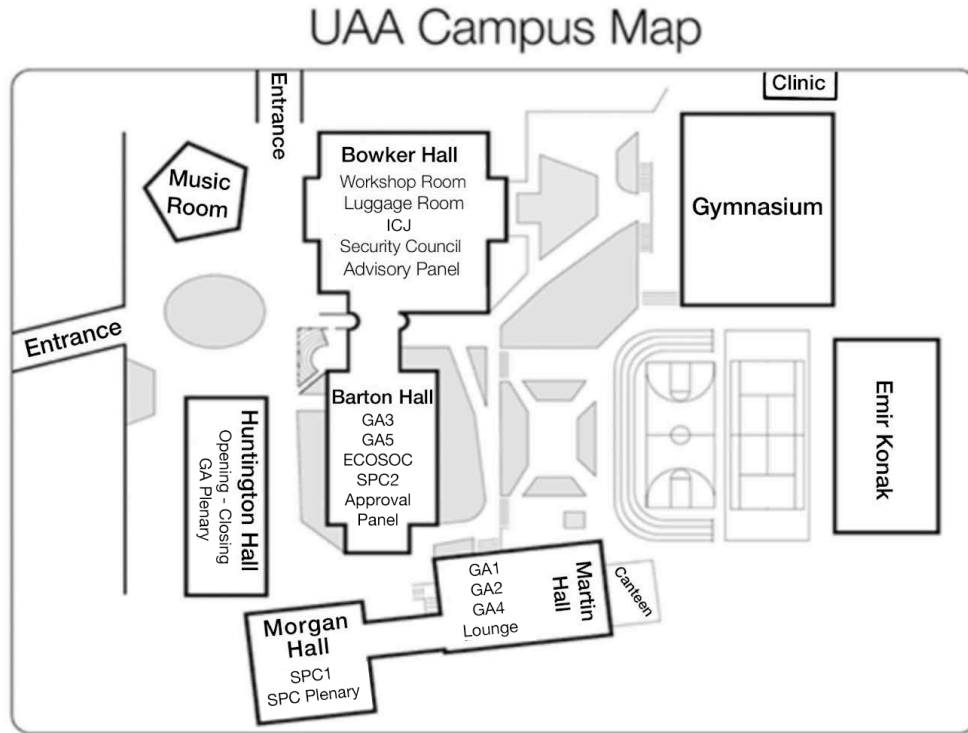
- 08.00 – 08.30 Student Officer Briefing – Red Room
08.30 – 11.30 GA Committees in Session – Committee Rooms
08.30 – 15.15 ICJ, AP, SC, ECOSOC & Special Conferences in Session – Committee Rooms
10:00 – 10.15 Coffee Break for GA Committees
10:00 Advisor Meeting - Non-Fiction Library
10.30 – 10.45 Coffee Break for ICJ, AP, SC, ECOSOC & Special Conferences
11.30 – 12.30 Lunch Break for GA Committees
12.30 – 15.00 General Assembly Plenary Session – Auditorium
12.30 – 13.45 Lunch Break for ICJ, AP, SC, ECOSOC & Special Conferences
13.45 – 15.00 Special Conferences Plenary Session – Red Room
15.00 – 15.15 Coffee Break for All Committees
15.15 – 16.15 Closing Ceremony – Auditorium
16.45 Buses leave – Oval

ROOM ALLOCATIONS

Abbreviations: *BA=Barton Hall, BO=Bowker Hall, MA=Martin Hall, MO=Morgan Hall*

General Assembly Plenary Session Opening & Closing Ceremonies	Huntington Hall, Auditorium
Special Conference Plenary Session	MO Red Room
GA1 / Disarmament Committee	Debate: MA301, Lobbying: MA302
GA2 / Social and Humanitarian Committee	Debate: MA303, Lobbying: MA304
GA3 / Decolonization Committee	Debate: BA201, Lobbying: BA202
GA4 / Environmental Committee	Debate: MA204, Lobbying: MA203
GA5 / Legal Committee	Debate: BA001, Lobbying: BA002
ECOSOC	Debate: BA003, Lobbying: BA004
Special Conference 1	Debate: MO Red Room, Lobbying: MO103
Special Conference 2	Debate: BA103, Lobbying: BA104
Security Council	BO115
Advisory Panel	BO101
International Court of Justice	BO202
MIDCOM	BA007
Approval Panel	BA203
Advisor Lounge	Martin Hall, Library
Workshop Room	Bowker Hall
Clothes Changing Rooms (<i>Thursday & Sunday</i>)	BO210 (<i>girls</i>) & BO205 (<i>boys</i>)
Press Room	Huntington Hall, AV Room, MO 204
Coffee Rooms	Morgan Entrance, Lise Lounge, inside the Library (advisors), MA201, BA102

EXEC Room	MO206
Admin Room	MO205



CONFERENCE INFORMATION

Placards are the property of the participant. Participating schools are responsible for their own delegation placards and will need to pay an amount estimated to be 10€ for replacement. However, the exact price might be subject to change during the conference. At the end of the conference, neither the delegates nor the StOff members are allowed to keep the placards and take them home.

Badges are to be worn at all times. The replacement of lost/forgotten badges will cost an estimated 10€. Participants without a badge will not be admitted to the campus due to security precautions.

Cell Phones have to be silenced during committee sessions. Participants should refrain from text-messaging during sessions. Use of cell phones during sessions may result in confiscation of cell phones by Executive Committee members.

Internet Access is provided by TIMUN. The Executive Committee holds the right to disable internet access for users who are detected to be visiting inappropriate websites.

Laptops can be brought to TIMUN to facilitate merging. Computer facilities are also provided.

Scanning of all storage devices (flash drives, portable hard disks, etc.) for malicious content will be done before they can be used with the computer facilities on campus.

Note passing should only be done in English. Committee chairs and Executive Committee members can suspend note passing at any time. Notes are monitored by the Administrative Staff.

Delegation note papers are required to be brought by the delegates. Note papers will not be printed by TIMUN photocopy facilities.

Plagiarism will result in disciplinary action. All work is automatically checked for plagiarism; Preambulatory Clauses of a resolution are not an exception.

Smoking is not allowed on campus. For student participants, a copy of G2 Form signed both by your advisor and a TIMUN Director is required in order to exit the campus for smoking purposes only.

Consumption of alcoholic beverages or narcotic drugs on campus is strictly prohibited. If a participant is found conducting any of the aforementioned behavior on campus, their MUN director will be informed and the participant will be asked to leave the conference immediately.

Appropriate Clothing is an essential part of TIMUN. Male participants must wear a suit and tie at all times. They can remove their jackets but only when they are seated. Females must be dressed equally formally. Very short skirts and low-cut tops are not permitted. Casual footwear such as UGG boots or canvas sneakers are also not permitted. Military uniforms or traditional clothing are not acceptable.

Food from outside cannot be ordered to the campus. The security personnel will turn away any food delivery.

Bottled water will not be sold on campus. Participants are highly encouraged to bring their own water bottles in order to use the water dispenser at school.

The Executive Committee is always open to questions. In case of an emergency, please find an Admin Staff, Student Officer, TIMUN Director, or an Executive Committee member immediately.

Campus Cats should be treated with respect at all times, and should not be fed. They're an integral part of our campus community.

ONLY AMBASSADORS are allowed to visit other committees to check on their delegation members during sessions. They may do so with the consent of the chairboard of their committee & of the committee(s) they're visiting.

RULES OF PROCEDURE

1. Debate

- Open debate: It allows all delegates to take the floor to discuss anything related to the resolution without restriction.
- Closed debate: It is the division of the debate time to "in favor" and "against" time. The closed debate is permitted and required during the debate of amendments in GA, SPC, and ECOSOC.
- The Advisory Panel and Security Council debate using amendments and build the resolution on a clause-by-clause basis; this is called Ad- Hoc debate.

2. Parliamentary Language

While referring to the...

- Chair: "Most distinguished chair"
- Delegate: "Honorable delegate" (The use of he/she is discouraged during reference to other

- delegates) or “You” (Only appropriate when it applies to the whole delegation)
- Speaker: “We” (Speakers should NEVER use “I” to refer to themselves)
- Always use the phrase, “Less Economically Developed Countries (LEDCs)” in the place of terms such as “poor” or “third world”. In the place of the term “rich”, use the phrase “More Economically Developed Countries (MEDCs)”

3. Rising to Points

a. Point of Personal Privilege

Definition: A point that is a personal request to change something (i.e. the temperature of the room, the speaker’s voice cannot be heard) to the comfort of the delegate.

Conditions: It may ONLY interrupt the speaker if it concerns audibility. It does not require any “second”s.

b. Point of Order

Definition: It is a point that refers to *procedural matters only*. It is used if a chair makes an error in the order of debate or in the setting/observing of debate time.

Conditions: It may NOT interrupt a speaker. Often delegates are anxious to shout out “Point of Order” but the delegates are required to wait until the speaker is done and the floor is open for debate. This point is not open to debate and it refers to a matter that just happened. i.e. *“Is it in order for the delegate to yield the floor to another delegate since the floor was previously yielded to her by Costa Rica?”*

c. Point of Information to the Speaker

Definition: A question directed to the delegate who has the floor, and has indicated that he/she is open to points of information.

Conditions: The speaker asking the “Point of Information” may only speak if recognized by a chair. It must always be in a question format. Otherwise, it is considered out of order. Only one question per recognition may be directed to the speaker on the floor. Direct dialogue between the speaker and the questioner is not allowed. “Follow-ups” are NOT allowed in TIMUN.

The delegate who raised the point is to remain standing when the other delegate is replying to the point.

d. Point of Information to the Chair

Definition: A question directed to the chair about anything that is not covered by the other points. It is a way for delegates to clarify information regarding the topic being debated and to ask factual questions. It may also be a question about the schedule of the day, conference details, etc.

Conditions: It may NOT interrupt a speaker. If the question is a specific factual question, the chair may ask the House to allow him/her the time to look up the information. Usually, the expert chair who wrote the research report on the issue will provide the necessary information.

The delegate who raised the point is to remain standing when the chair is replying to the point.

e. Point of Parliamentary Inquiry

Definition: It is a question asked to the chair about the rules of procedure. Its objective is to get information. Its difference from “Point of Order” is that “Point of Order” aims to point out something that is out of order in the procedure whereas “Point of Parliamentary Inquiry” seeks clarification about a procedural matter the delegate does not understand.

Conditions: It may NOT interrupt a speaker. It is to be used as a straightforward question.

4. Procedural Motions

a. Motion to move the Previous Question: (Not to be used as “Motion to move directly into the

voting procedure”)

Type: Constructive motion

Definition: Prompts the voting procedure upon the resolution at hand. Calls for the closure of the debate and a vote to be taken on the motion (resolution/amendment) are pending.

Process of the Motion: It requires a “second” by the House, and is quickly voted upon if an objection is voiced.

Vote: If an objection is voiced, the motion is overruled, and the debate proceeds.

b. Motion to Adjourn the Debate (also used as “Motion to table the resolution/amendment”)

Type: Destructive motion

Definition: Calls for the temporary disposal of a resolution. It directly means suspending debate on a proposal. However, it has two specific meanings in that line.

Process of the Motion: Since this motion almost always serves a destructive purpose, the motion is *mostly overruled by the chair*. If the chair finds the motion necessary, the submitter of this motion to table a resolution will give a short speech on why the item should be adjourned. The forum will then put the motion to vote. If the motion fails, the debate will continue, if the forum passes the motion, the debate will come to an end but can be restarted again later on.

Vote: It needs a simple majority to be passed and for the proposal to be tabled. Tied results mean that the motion has failed.

c. Motion to Reconsider a Resolution

Type: Destructive motion

Definition: It is the motion to bring a resolution back to the attention of the house. It is done at the end of all other committee affairs and is used for tabled resolutions or failed resolutions.

Process of the Motion: It is not debated and is immediately voted upon.

Vote: It requires a 2/3 majority.

d. Motion to Refer the Resolution to Another Forum (e.g. Security Council)

Type: Destructive motion

Definition: A motion that sends the resolution to another committee, almost always the Security Council, to be debated and voted upon. This is done when the GA resolution, which has a mandate that is non-binding, uses binding powers only invested in the Security Council.

Process of the Motion: The chairs often overrule this motion due to the fact that The Security Council will not have the time to consider the particular resolution. Often when this motion is moved, there are attempts to circumvent this motion by amendments that reword the clause. However, if it is entertained, it needs a simple majority. Amendments to the charter will at no point be allowed.

e. Objection to the Main Motion

Type: Extremely destructive

Definition: It is a motion to object to the discussion of a specific agenda item within the context of the resolution. If the “Objection to the Main Motion” is adopted, the discussion of the resolution on the topic is ended, without any chance of being reconsidered.

The proposer of the Motion: A delegate whose sovereignty is threatened by this motion. Examples include Serbia during the discussion of Kosovo or China during the discussion of Taiwan/Tibet.

Process of the Motion: It is almost always overruled by the chair. However, it is at the chair’s discretion and can be entertained just for the sake of debate, considering that it is very difficult for this objection to pass. The proposer has one minute to explain the objection and the main submitter of the resolution has equal time to defend the agenda item and the resolution.

Vote: It requires the supermajority of delegates (2/3 of the present in the house) supporting the objection to the main motion.

f. Motion to Extend Debate Time

Type: Constructive

Definition: A motion to call for more time for the discussion of the resolution or amendment.

Process of the Motion: Not open to debate. A simple vote or more commonly, a ruling by the chair.

Vote: It is up to the chair's discretion.

g. Motion to Divide the House

Type: Time consuming

Definition: It is voting by roll-call when the voting results are very close.

The division of the house is voting by roll call. Delegations are individually called on to state their vote.

Process of the Motion: This motion is not open to debate and is at the discretion of the chair. If the chair rules on having the "division of the house", the chair takes the vote by calling on all delegations in alphabetical order. The delegates must reply as either *yes*, *no*, or *abstention*. It is very important to remember that as always in voting for resolutions, abstentions are completely in order.

5. Amendments

STRIKE OUT: The delegate may strike an entire clause or a part of the clause out. A delegate may not strike out multiple clauses or multiple sub-clauses.

ADD: The delegate may add an entirely new clause. The delegate may also choose to add a new sub-clause. Only adding one clause or subclause at a time is allowed.

INSERT: The delegate may choose to insert a new, continuous phrase into the clause or sub-clause. The delegate may not insert more than one segment into different parts of the clause or sub-clause.

CHANGE: The delegate may replace a segment of the clause or subclause with different wording. The delegate is allowed to change the entire clause's wording but the new clause cannot detract significantly from its original topic. Changing an entire clause is not an opportunity for the delegate to hijack the clause to make it into his/her unrelated clause.

Amendment to the first degree: Amendments will only be entertained if the speaker having the floor moves the amendment. Chairs do NOT move an amendment, but always wait until the speaker moves the amendment. However, short speeches before the amendments are perfectly in order.

Amendment to the second degree: It's basically an amendment to the amendment. Second-degree amendments can only be submitted in time against the amendment to the first degree, and debate on this amendment does not count as a time against the amendment of the first degree. The same procedure as for normal amendments is followed.

It is an amendment to change a specific part, insert an additional segment, or strike out a particular segment of the amendment of the first degree. It is not an opportunity to submit a completely new amendment to create a combination of amendments.

- Amendments are debated in a closed debate.
- If the Amendment to the Second Degree passes, the entire amendment passes.
- If the Amendment to the Second Degree fails, the debate resumes on the initial amendment.

Constructive amendments should be prioritized at all times. Amendments that strikeout clauses should be avoided unless they would contribute to the debate.

Friendly amendments are **not allowed** in TIMUN.

Please note that an Amendment to the Third and further Degree is out of order.

6. Voting

VOTING ON AMENDMENTS AND RESOLUTIONS	VOTING ON PROCEDURAL MATTERS
Non-Governmental Organizations (NGOs) and Non-Member Delegations (NMDs) are allowed to vote.	Non-Governmental Organizations (NGOs) and Non-Member Delegations (NMDs) are allowed to vote.
Delegates can vote FOR, AGAINST, or ABSTAIN to an amendment and a resolution.	Delegates can vote FOR or AGAINST. Abstentions are NOT in order.

During voting procedures, all points and motions are out of order. *(An exception will be "Point of Order" if there is a procedural mistake regarding the voting procedure).* The same rules apply during the division of the house.

All votes will be counted by the admins and told to the StOff members at the end of the voting per sections "for", "against" and "abstaining".

a. Yielding the floor

The floor may be yielded by one delegation to another **only once consecutively**. Second-degree yielding is out of order. Both delegates can open themselves to points of information. In a *closed debate*, yielding is not allowed.

b. Funding

Funding may be discussed and included in TIMUN resolutions, but article no. 107 of Rules of Procedure clearly states: No resolution shall include either financial amounts or names of specific financial resources.

7. Preambulatory and Operative Phrases

Preambulatory	Preambulatory	Operative	Operative
Acknowledging	Recognizing	Strongly condemns*	Accepts
Expecting	Declaring	Condemns*	Encourages
Noting with appreciation	Having considered	Demands*	Recommends
Affirming	Referring	Congratulates	Affirms
Expressing its appreciation	Deeply concerned	Suggests	Endorses
Noting with approval	Having considered further	Confirms	Regrets
Alarmed by	Reminding	Hopes	Approves
Expressing its satisfaction	Seeking	Supports	Expresses its appreciation
Noting with deep concern	Deeply convinced	Invites	Requests
Approving	Having examined	Trusts	Asks
Fulfilling	Taking into account	Deplores	Expresses its hope
	Deeply disturbed	Proclaims	

Noting with regret Aware of Fully alarmed Noting with satisfaction Bearing in mind Fully believing Confident Further deploring Reaffirming Congratulating Recalling	Having heard Taking into consideration Deeply regretting Having received Taking note Having studied Viewing with appreciation Welcoming Emphasizing	Transmits Designates Proposes Urges	Resolves Authorizes Further invites Seeks Calls upon
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*Can only be used by the Security Council.

SAMPLE RESOLUTION

Forum: ECOSOC

Question of: The effects of the financial crisis on African economy

Submitted by: Kenya [Insert name of main-submitter]

Co-submitted by: [Insert names of the co-submitters]



Only this part should be in the header and appear on every page.

Recognizing the counter-productive effect of bailing out banking management which made poor corporate decisions in the past,

Recalling the past solution attempts of the International Monetary Fund (IMF) to protect the value of African currency accessing European markets,

1. Recommends a state and corporate partnership project overseen by IMF that will delimit preferential access to foreign currency in the context of bail-outs which systematically draws down foreign currency reserves;
2. Decides to allocate an emergency support fund specific for Sub-Saharan countries which will be formed by World Bank and IMF which will focus on relieving import service debt and covering private losses in the event of bankruptcy of a vital bank within the state;
3. Requests the establishment of a joint agenda to be drafted by the United Nations Task Force on the food crisis in full cooperation with FAO, WFP, UNDP and other relevant UN bodies, NGOs or IGOs which will advise the developing countries to:
 - a) create tax-cuts and reliefs for smallholder farmers
 - b) suspend any tax reliefs benefited by large, corporate farmers
 - c) conduct the necessary provisions to allow smallholder farmers to farm in adequate tracks of land
 - d) actively support the smallholder farmers through economical packages negotiated and designed by the afore-mentioned parties which will:
 - i. allow investment by external donors to the agricultural sector in the developing countries
 - ii. encourage the appropriate budgetary adjustments and policies on government spending to actively finance private, small-holder farmers

Semi-colons at the end of operative clauses.

- iii. provide the necessary funds to pursue crop genetic improvement technology, especially in the Sub-Saharan Africa and areas where crops are affected by pests and diseases
 - e) target farming sector expenditure further by receiving updated reports through the High Level Task Force to provide innovative public services in response to specific crises
 - f) actively support and facilitate the solutions mandated in this resolution;
- 4. Expresses its support for UNDP to lay the foundations of new trade unions and producer organizations or strengthening the existing ones to engage in active unilateral talks and summits for the design and the implementation of new trade policies, and decreasing the prices of goods purchased;
- 5. Further expresses its support for the trade unions and producer organizations which will collectively advocate for better wages and better prices for the products in the developing countries

Period at the end of the resolution.

STUDENT OFFICERS

Chairs During Lobbying

Often Student Officers think that the “Journey of a Resolution” depends on the Approval Panel. But most of the time, chairs are the backbone of this whole process. Their success makes the whole resolution submission process successful.

- I- KNOW: The chairs should always know:
 - a) The number of resolutions in the process of being submitted
 - b) The number of lobbying groups
 - c) The progress of each lobbying group
 - d) The progress of the submission process

*The Executive Committee will check up on this sort of information!

- II- CHECK: Before a resolution goes to the Approval Panel, you *must* check them regarding basic format, basic content and plagiarism. If a clause, in terms of language, doesn't make sense to you, it won't make sense to the Approval Panel. If a resolution is not appropriate in content or format, it cannot be sent back from the Approval Panel. Therefore, please ensure the resolutions are content-wise appropriate for debate before registering them to the RMS.

- III- MEDIATE/FACILITATE: The chair's job is to facilitate fair lobbying in the committee room. There are a number of ways to accomplish this:
 - a) If the lobbying is completely hijacked by one ambitious delegate who has a laptop writing everything with a number of silent delegates sitting around, *step in*. Ask the silent delegates questions.
 - b) In most of the lobbying groups, selecting the main-submitter takes up a lot of time. If you think too much time is being spent on this, definitely intervene.
 - c) Make sure all lobbyists are speaking in English rather than their native language.

AVOID being a chair who sits behind the desk, texts friends and is doing something else on the computer during lobbying. Chairs need to be involved and should be **ON TASK**.

Things to Remember

- The chair cannot overrule questions or points, such as a point of order. The chair can only overrule motions.
- Unless a delegate makes a very offensive remark which is out of line, the chair shouldn't ask a delegate to step down. An aggressive tone can be referred to after the delegate has stopped speaking by: "The Chair would like to urge the delegates to be more constructive and diplomatic".
- The student officer who is chairing should not be answering or receiving notes, for it causes the chair to make simple but distracting mistakes.
- Delegates sometimes use "Point of Order" or "Point of Information to the Chair" to make statements against a speech or a resolution. If this is the case in a committee, the chair should quickly go over the points and remind the house that such points are not to be abused.
- If a delegate asks a very difficult, factual question, admit to not knowing an answer. Say that a student officer will check the information and get back to the house as soon as possible.
- If there is a typo in a resolution, the chair should move an amendment to correct the typo. Then he/she should make a motion to move to the previous question without any debate and take a vote to correct the typo.
- When there's an extremely disruptive delegate, remind the delegate to come to order, send a note to the delegate and if it doesn't work, have a quick word with the delegate outside the committee. But unless required by the Executive Committee, *never* force a delegate to make public apologies.
- The most important lesson a good chair should learn is that admitting to mistakes is perfectly acceptable. Simply say "The chair stands corrected," explain the correct way to proceed and move on.

Cooperation Among Chairs

Chairs are not supposed to chair the debate at the same time. There are many different tasks of the student officer group. Make sure that you agree on all of the rules of procedure and all of the decisions are completely consistent. Work together and communicate with each other.

Chair A	Chairs the debate and keeps track of who is speaking. This will be the person who wrote the research report on the subject.
Chair B	Prioritizes the amendments and maintains a "To Pick/Not to Pick" list.
Chair C	In charge of managing the computer and the projection technology as well as answering notes directed to the chair.

Time Management

The ideal time for a resolution is 45-50 minutes. Don't go significantly below or above this time limit. The number of agenda items will be challenging for the committees. All lobbying must be completed on Friday. Never put the best resolutions at the very end of the day when commotion reaches the maximum level.

Useful chairing phrases when...

- The delegates starts talking among themselves: "Could the house please come to order?" or "Could the commotion in the house please come to an end?" or "Order in the house!" or "The debate will not resume until the house has come to order."
- A delegate starts using inappropriate language: "Could the delegate please refrain from using unparliamentary language?"
- A delegate needs to yield the floor: "In the interest of the debate, could the delegate please yield the floor to the chair?"
- A motion needs to be overruled: "Unfortunately, for the sake of debate, this motion is overruled/is out of order."

Final Reminders

- Maintain authority but do not be annoying. Never threaten or yell.
- Rules are to help and guide debate, not inhibit it. Know the rules very well and understand the appropriate amount of flexibility.
- Never rush. Speak clearly and articulate properly.
- Don't forget that admitting to mistakes is okay.
- Take your time during chairing. If you are not absolutely sure about the decision you are about to make, quickly consult your co-chair. It is fine to do that as long as the chair does not keep the house waiting for too long.
- Be energetic. The house will see that and be more enthusiastic if you demonstrate your motivation and energy.
- Interact with delegates. Always introduce yourself, talk to them and try to learn if you can help them in any way. Ask for constructive suggestions.
- Keep track of productive and disruptive delegates.

Resolution Management System (RMS)

RMS Login Information

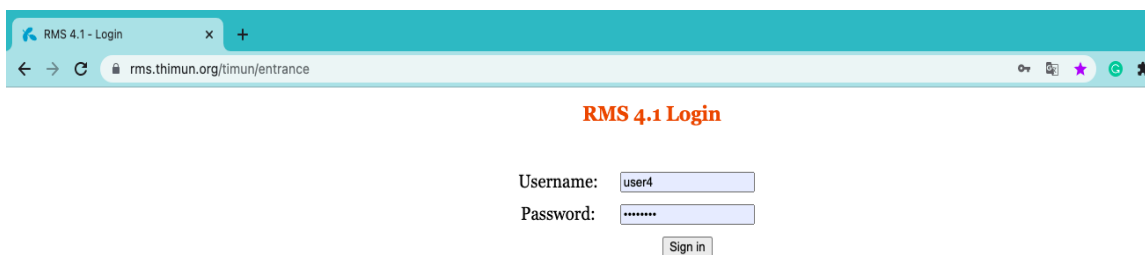
Your usernames and passwords are visible under your committee file, in the "RMS Passwords for [committee]" spreadsheet.

Logging-In:

1. Retrieve your RMS username and password from your committee booklet like the following:

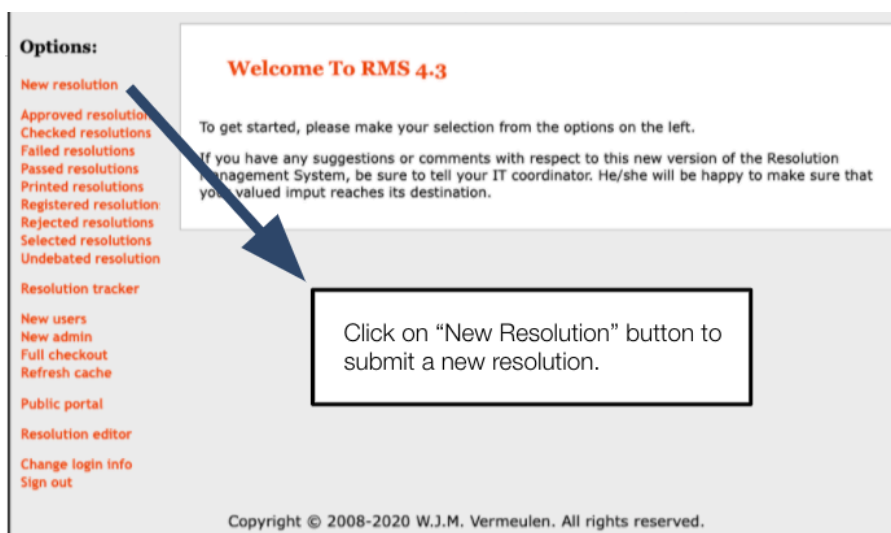
GA1	Ekin Kahraman	user260	PRscdmu8
	Melek Azra Yaman	user261	yjcVJFW5
	Can Erol	user262	xkeByqxY

2. Through the preferred search engine, go to <https://rms.thimun.org/rms/entrance>

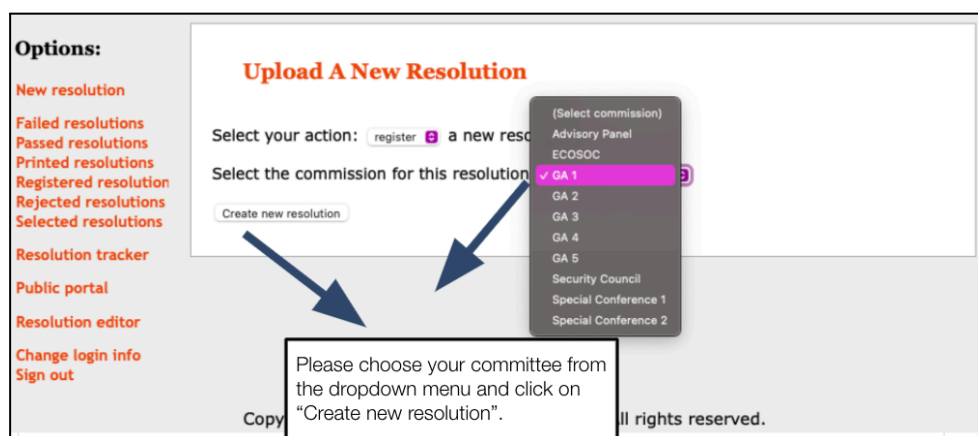


Submitting a New Resolution to the Approval Panel:

1. Click on the “New Resolution” button to submit a new resolution.



2. This will take you to the following page through which you will be importing the resolution.



3. Then, you will need to import the resolution in **Microsoft Word** file type (other file types such as pdf or Pages will not be supported by the system). You can also type the resolution as shown in the figure.

The screenshot shows a web form titled "'Register' a new reso". At the top, there are navigation links: "'Register'", "Export to MS Word", "Export to PDF", and "Import". The "Import" link is circled in blue, with an arrow pointing to a text box that says "You can **only** import the resolution in **Microsoft Word** format (docx)".

The form fields are:

- FORUM:** Forum and subcommission
- QUESTION OF:** Issue
- SUBMITTED BY:** Main submitter
- CO-SUBMITTERS:** List of co-submitters

Below these fields is a text area with a toolbar containing icons for bold, italic, and underline. The text area contains the number "1." and a text box that says "You can also manually type the resolution, or you can use this space to make necessary changes on the resolution before submitting."

4. Before submitting the resolution, do not forget to fill in the sections of Forum, Question of, Submitted by, and Co-Submitters. You can check out the agenda items from TIMUN's website.

The screenshot shows the same web form as above, but with the fields filled in:

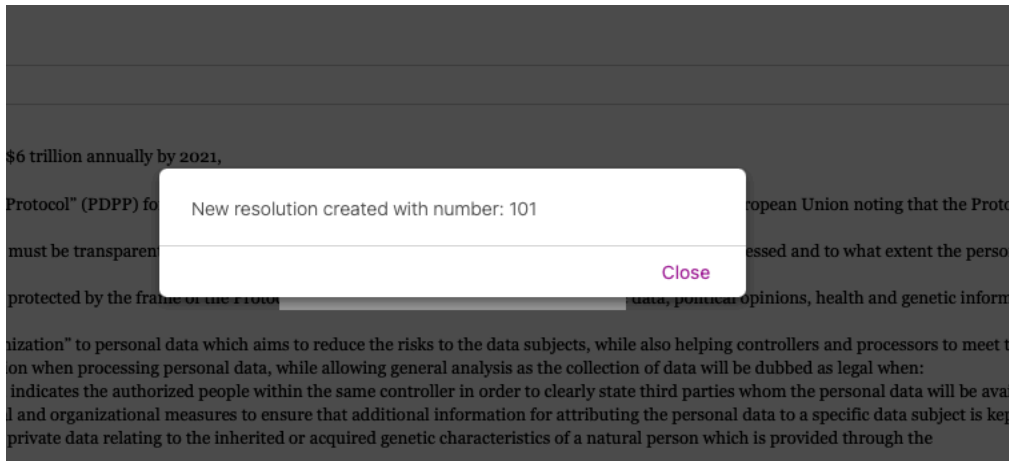
- FORUM:** Disarmament and International Security Committee (GA1)
- QUESTION OF:** Combating torture, extrajudicial killings, and enforced disappearances
- SUBMITTED BY:** Mexico
- CO-SUBMITTERS:** USA, UK

An arrow points from the text box "Do not forget to fill in Forum, Question of, Submitted by, and Co-Submitters sections after importing the resolution." to the filled-in fields.

The text area below contains the text: "DISARMAMENT AND INTERNATIONAL SECURITY", a toolbar, and a paragraph starting with "Alarmed by the rise in damage-related cybercrime w". Below this is a numbered list:

1. Requests the establishment of "Personal Data Protection" and will stress that:
 - a) any processing data must be lawful and fair and it must be transparent to the subjects that their data is collected, used, consulted or otherwise processed and to w policy of data minimization,
 - b) the types of data of the natural person that will be protected by the frame of the Protocol will be such as but not limited to biometric data, political opinions, health orientation,
 - c) the application of "pseudonymization" or "anonymization" to personal data which aims to reduce the risks to the data subjects, while also helping controllers and incentives will be created to apply pseudonymization when processing personal data, while allowing general analysis as the collection of data will be dubbed as leq
 - d) the controller processing the personal data indicates the authorized people within the same controller in order to clearly state third parties whom the pers
 - i. the controller has taken necessary technical and organizational measures to ensure that additional information for attributing the personal data to a speci
 - ii. the notion of genetic data being defined as private data relating to the inherited or acquired genetic characteristics of a natural person which is provided t

5. Finally, to submit the resolution, click on the "Register" button in the upper left corner of the screen. You will, next, see a pop-up page stating a resolution number — check out the figure below. Take note of the resolution number and the main submitter of the resolution.



Viewing the Printed Resolutions and Updating Their Status:

1. Once you log in to view whether the resolution is ready to be debated, click on “Printed Resolutions” to see the list. The resolution number you noted earlier will show up along with the committee’s name and the main submitter. You can update the status of the resolution from the dropdown menu. You can also refresh the “List of the Resolutions” from the button below.

Options:

- New resolution
- Approved resolutions
- Checked resolutions
- Failed resolutions
- Passed resolutions
- Printed resolutions
- Registered resolutions
- Rejected resolutions
- Selected resolutions
- Undebated resolution
- Resolution tracker
- New users
- New admin
- Full checkout
- Refresh cache
- Public portal
- Resolution editor
- Change login info
- Sign out

List Of Printed Resolutions

Number of resolutions found: 1

resolution	submitter	time of upload*	
101 (ga1)	Mexico	17 Nov 2021, 23:30	<input checked="" type="checkbox"/> pass <input type="checkbox"/> fail <input type="checkbox"/> not debate

* The times are given in the following format: YYYY-MM-DD, HH:MM

Begin!

Refresh List Download List

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The resolutions that are ready for the debate will show up in the “Printed Resolutions” section.

You can update the status of the resolution from the dropdown menu

2. Once you click on “Begin!” after updating the status, you can also view the status change from the upper left corner. You should click on that button in order to register the vote distribution for the resolution.

'Pass' 'printed' resolution 101

Pass Export to MS Word Export to PDF Import

FORUM: Disarmament and International Security Committee (GA1)

QUESTION OF: Combating torture, extrajudicial killings, and enforced disappearances

SUBMITTED BY: Mexico

CO-SUBMITTERS: USA, UK

The option you have chosen from the dropdown menu will be visible on the upper left corner. Click on the button to register the vote on the resolution.

Tips on using RMS:

- To go back from viewing the resolution to the main page, click on the “back to RMS” button in the top right corner.
- Feel free to refer to the aforementioned sample resolution or the correct format of the resolutions, some preambulatory and operative clause openings, and so on.

RMS Checklist

- “Forum”, “Question of”, “Submitted by” and “Co-submitter” sections should be appropriate to the resolution in question.
- The name of the committee should be written in the “THE FORUM” section, right above the resolution
- Any abbreviation used in the resolution should be written in its full form when it is written for the first time
- The phrase “Member State(s)” is written with capitalized initial letters, and it is usually “the Member State(s)”
- Preambulatory clause openings should be appropriate and be *italicized*
- There should be a comma put after each preambulatory clause
- Operative clauses should be numbered. The succession of numbered lists from the main clause to subclause to sub-sub clauses should be in the form; 1. a) i.
- Operative sub-clauses and sub-sub-clauses must have no punctuation at all at the end.
- At the end of each clause, there should be a semicolon.
- Operative clause opening should be appropriate and be underlined
- A colon should be put when going from the “main parts” of the clause to the “sub-parts”
- NO COMMA is put at the end of sub or sub-sub clauses
- Each sub or sub-sub clause with the same “degree” and with the same “main part” should begin with the same part of speech
- A period is put only at the end of the whole resolution.

- Ensure that there is a line space between the end of one operative clause and the beginning of the next.
- NONE of the operative clause phrases can be used twice throughout a resolution. Each can be used once. Advised to put “further” in front of the phrase if used twice.
 - o Ex: Further encourages