

Chair Guidelines - HLMUN 2025-2026

For anyone that's new to chairing, or even experienced chairs looking for a reminder, this is the place for you :) This guideline is supposed to provide a clear outline of how an MUN debate should look, the structure we use both for our club and any conferences, and any tips and things to look out for as a chair. Have fun chairing!

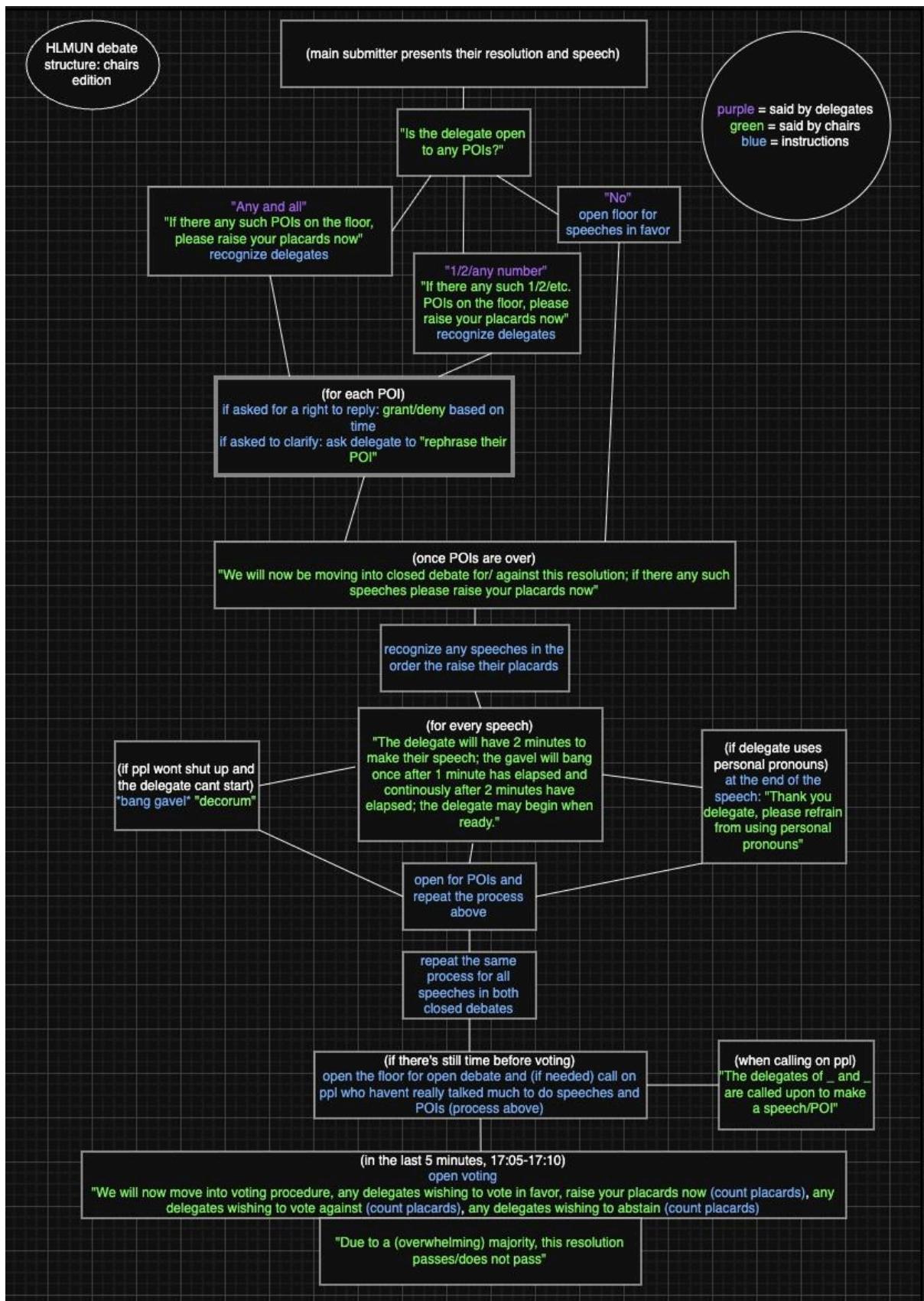
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Definitions

- Delegate - the people participating & representing each country; should always be addressed as “the delegate” or their country by chairs and other delegates
- Main submitter - the delegate writing and presenting the resolution; makes the first speech
- Co-submitter(s) - other delegates/countries who have signed the resolution to show their support and are expected to make speeches, POIs and even amendments
- Resolution - a “solution” to the problem being debated; always starts with the header, then preamb. clauses (anywhere from 3-6), followed by operative clauses (anywhere from 4 - 15); any resolution being debated will also be voted on at the end; resolution examples are found on page 5 :)
- Speech - short explanation by a delegate on why they are supporting/opposing the resolution (or amendment) being debated; should always start with “Honorable chairs, esteemed/distinguished delegates”
- POI - short for Point Of Information, basically a question from one delegate to another
- Closed debate - section of debate with only a specified type of speech allowed (either in favor or against the resolution)
- Open debate - section of debate open to any speeches (for/against); usually where chairs can call on delegates to contribute if needed
- Preambulatory clauses - first 3-6 clauses of a resolution; supposed to mention previous efforts made regarding the issue at hand, and any UN documents or other issues the delegate wants to acknowledge
- Operative clauses - main body of the resolution, between 4-15 clauses; detail the delegation's real plan and methods to solve the issue at hand; will often have subclauses; should be ordered by importance
- Right-to-reply - delegates must ask the chair for the “right” to reply after they have made a POI and it has been answered if they wish to continue the exchange; chairs can grant or deny this based on time constraints and participation

- Motion to extend POI - once all recognized POIs have been answered during speech POIs, a delegate may ask the chairs for a motion to extend POI by 1, meaning they have an additional POI they would like to make; chairs can grant or deny this based on time constraints
- Motion to move into voting procedure - during open debate, delegates may ask the chairs for a motion to move into voting, meaning they would like to skip the rest of open debate and go directly into voting on the resolution; chairs can grant or deny this based on time constraints and participation, but it may only be granted if there are no more speeches yet to be made that have already been recognized
- Role call (conference only) - at the start of the 1st committee session, chairs will call out the list of delegates (alphabetically), to which each delegate must respond with "present" (allowing them to vote or abstain) or "present and voting" (allowing them to vote, but not abstain)
- Opening speech (conference only) - after role call, delegates will be asked one by one to make a 1-minute maximum speech outlining their country's position going into the debate, with no POIs available; the delegates should prepare these speeches in advance
- Amendment (conference only) - after closed debate has been completed for a resolution, delegates may suggest amendments (changes) to be made to the resolution at hand; these should be emailed to the head chair, with a clear distinction on whether a clause is being modified, struck or added; speeches will be taken from the submitter of the amendment as well as any other delegates; each amendment should be voted on independently, and added to the resolution as specified by the delegate if it passes;
- Unmoderated caucus (conference only) - after opening speeches, delegates will be given anywhere from 20-40 minutes of the committee session to draft resolutions together and convince more people to co-sign; delegates can stand up, walk around the room and freely talk to other delegates (formalities should be dropped too)
- Research report (conference only) - 1-2 weeks before any conference, the head chair for each committee will upload a 1-3 page research report to the conference website; these should include an introduction to the issue, examples of previous resolutions or efforts and a small (1-2 sentences) introduction to each countries possible stance on the issue
- Position paper (conference only, examples on page 6) - in some committees, delegates may be asked to write a position paper (1-2 pages) before the conference, which details their country's position on the issue, the importance of the issue, and their previous efforts, as well as what the delegate wants to focus on during the debate

Debate Process



Things to look out for

- Personal pronouns - me/my/I, you/your/yours, he/him/his and she/her/hers should be avoided by delegates when making speeches or POIs; chairs should remind delegates to “please refrain from using personal pronouns” at the end of a speech or POI where they have used any
- Cross-talk - delegates should be mostly quiet during the debate, especially when a speech or POI is being made; chairs should call for decorum if the room gets too loud, and stop delegates from using “cross-talk” during POIs to avoid arguments
- Participation - delegates should aim to contribute relatively frequently in debates, and chairs are within their right to call upon a delegate to make a POI or speech as they see fit, especially if the debate is pretty dry and/or that delegate hasn’t contributed much

(conference only below)

- Quality of POIs - POIs should be relevant to the resolution and speech being made, clear and focused and not repeating points that have been discussed before; they should usually also be more interesting than just “does the delegate agree....” :/
- Quality of resolution (examples on page 5) - resolution should be well-formatted, with clear and realistic measures in the operative clauses, specific and to the point, and detailed enough to be debated well
- AI use - while delegates are allowed to use AI, position papers and resolutions will be checked for AI; a high AI percentage combined with a delegate that can’t really defend their points and resolution or doesn’t seem to know much about the topic and their country should be a chair’s biggest red flag
- Behaviour - while MUN shouldn’t be too serious, delegates should still use formal language, stay respectful and show initiative; delegates that are active during UM caucus, main submitters and engaged in the debate should be favoured by the chairs for awards;

Examples

Resolution (good example)

UN World Health Organization clear header

Topic: Addressing the Health Crisis in Yemen
Main Submitter: Turkey
Co-submitters: Netherlands, Iran, France

The World Health Organization,

Action words bolded **Deeply concerned** by the collapse of Yemen's healthcare infrastructure since 2014, which has left over 17 million people in need of urgent medical assistance,

Acknowledging the efforts of the World Health Organization and partner nations in sustaining essential health services, vaccinating children, and combating disease outbreaks,

Alarmed by the resurgence of cholera, widespread malnutrition, and shortages of essential medical personnel, medicine, and power supplies, preamb. clauses frame the issue

Recognizing that health system stabilization and civilian safety are inseparable components of humanitarian response,

Reaffirming Turkey's ongoing commitment to global health, humanitarian diplomacy, and equitable access to healthcare,

Stressing that sustainable recovery in Yemen requires both immediate humanitarian aid and the long-term strengthening of national health institutions,

cleanly formatted with a good font

1. **Calls for** the establishment of a WHO-led Yemen Health Stabilization Task Force (YHSTF), including representatives from regional partners, NGOs, and UN agencies, to coordinate all humanitarian and medical efforts;
2. **Recommends** the deployment of mobile medical and nutrition units to reach underserved and conflict-affected regions, which will:
 - a. Provide emergency treatment for cholera, malaria, and other communicable diseases;
 - b. Offer maternal, prenatal, and neonatal healthcare; specific operative clauses with real solutions
 - c. Conduct nutrition screenings and therapeutic feeding for malnourished children;
3. **Demands** the lifting of blockades and restrictions that prevent the entry of life-saving medicines, medical equipment and fuel into Yemen with the implementations of strict border control to ensure that only healthcare supplies are imported into Yemen.
4. **Stresses** that all aid operations must remain independent from states engaged in the conflict, including members of the military coalition, to safeguard neutrality and

Supporting speech - good example

SUPPORTING SPEECH

Honorable Chairs, distinguished delegates, follows formulated start

The Delegation of Turkey proudly presents this resolution with the goal of strengthening international cooperation and ensuring that global supply chains remain stable and fair for all nations.

It establishes an *International Supply Chain Resilience Council* under ECOSOC to coordinate risk assessment and emergency responses, while promoting greater connectivity between nations. It also encourages the diversification of trade routes — including the development of overland connections — to reduce our dependence on maritime corridors and support landlocked economies. mentions actual measures in the resolution

Central to this proposal is a *Global Supply Chain Information Network*, ensuring real-time cooperation, transparency, and data-sharing between states — because resilience begins with communication.

Moreover, Turkey emphasizes sustainability and inclusivity: empowering developing nations through industrial diversification, and promoting environmentally responsible logistics.

Delegates, the only way for this committee to move forward in protecting our supply chains, economies and environment is by increasing communication and preventative measures, which are at the core of this resolution. Therefore the delegation of Turkey urges all states present to vote in favor of this resolution. addresses the delegates

Thank you.

Position paper - good example

cleanly formatted

Delegation of Turkey
Position Paper for the Economic and Social Council

Introduction to the issue: Turkey's position

Supply chains, a market valued at \$24.6bil in 2024¹ are one of the most crucial assets of international trades at present; their resilience is the guarantee for the stability of countries' ex- and import sectors.

Turkey stands for stabilisation of supply chains in areas prone to political stress, through internationally enforced safety guidelines; we hope to continue to foster collaboration between large economic powers and LEDCs situated in crucial supply chain regions; Moreover, Turkey wishes for this committee to strive for ecologically sound measures, in keeping with Turkey's recent efforts to match the EU's efforts on sustainable international trade.

Importance & impacts of the issue

Resource disruptions as a cause for inflation and shortages **detailed, uses statistics**

In the past, supply chain disruptions in trades of crucial resources have caused inflation and shortages; a prime example of this is the disruption of wheat exports from Ukraine due to the Russian invasion (2022), which caused food prices in Europe to rise by 40%. Such large amounts of inflation caused large economic instability, which was worsened by the COVID-19 pandemic. Conflicts which cause disruptions to critical resources like food, agricultural fertilisers, or oil and fuels, can greatly unsettle the economies of most countries, causing economic stress which can be critical when compounded with existing economic recession or crises.

Precedents

<https://www.state.gov/wp-content/uploads/2025/02/24-224-IPEF-Supply-Chains-Agreement.pdf>

This agreement between countries such as India, Australia, Japan, USA and others, established a Supply Chain Council, with industry experts from all Parties, with aims to collaborate towards the goal of a generalised guide to supply chain defense; established a network of communication on risk-assessment procedures between Parties;

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32023R1781>

This event page by the IMF serves to keep a real-time account of any disruptions or voyage alterations caused by traffic or conflict on the Red Sea, one of the most important regions for maritime supply chain routes, however also one of the most affected by disruptions due to political tension in the region. Sets a good example of transparent communication on possible supply chain failures or chokepoints. **good explanation of precedents and why they're significant to that country**

Solutions and recommendations for the committee's topics

For the purposes of this committee, the delegation of Turkey recommends and would push to implement:

A transparent international network of communication, such as a council or database, featuring risk assessments of current supply chain route developments, alternative routes or temporary fixes and collaborations on reducing shortages or price inflations of resources affected by chain failures;

Measures imposed by the UN and ECOSOC on **guaranteeing supply chains** to do with **essential goods** (under which should fall food, oil and fuels, medicine or medical equipment, emergency aid and any UN humanitarian projects);

arian aid) immunity and diplomatic coverage in national or international waters;

Drafting of **emergency measures detailing the rapid re-establishment of such supply chains** to ensure shortages and crises are avoided;

solutions are detailed enough to show the country's position but not so detailed that they make a future resolution redundant