



CHSVMUN

Online Delegate
Manual and Pre-
Conference Details

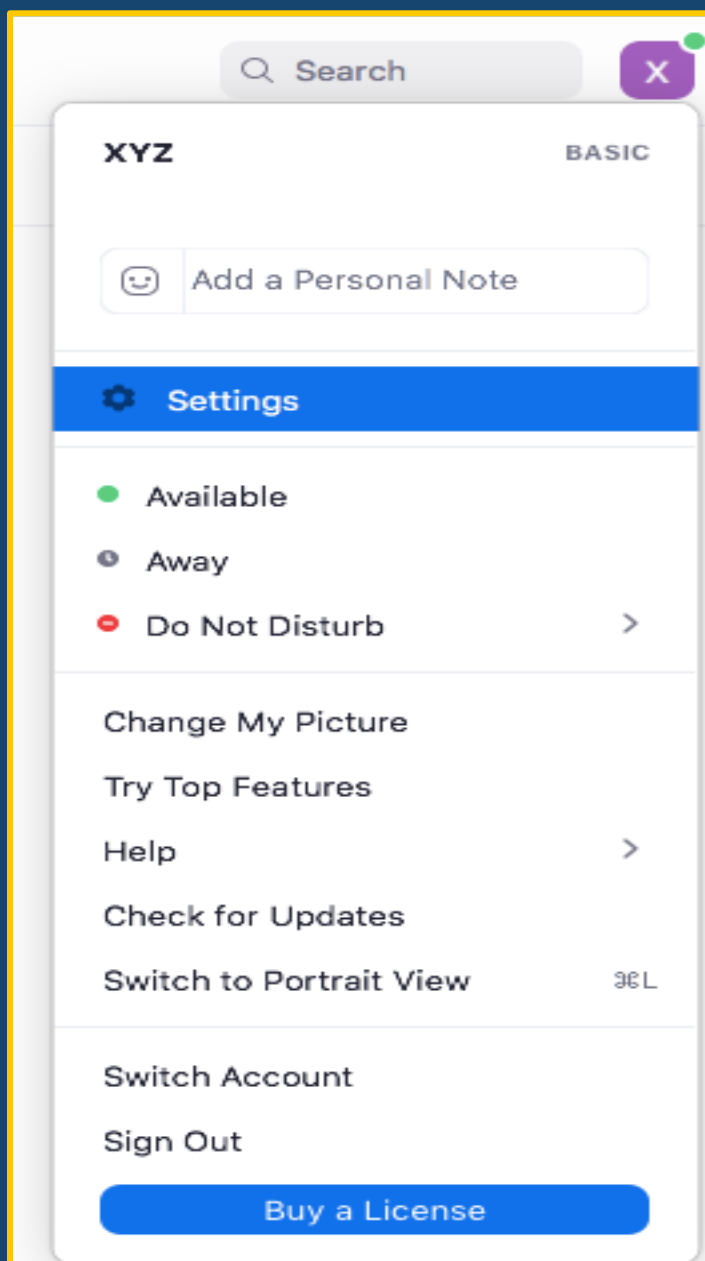
Pre-Conference Details:

1. Using the Zoom app:

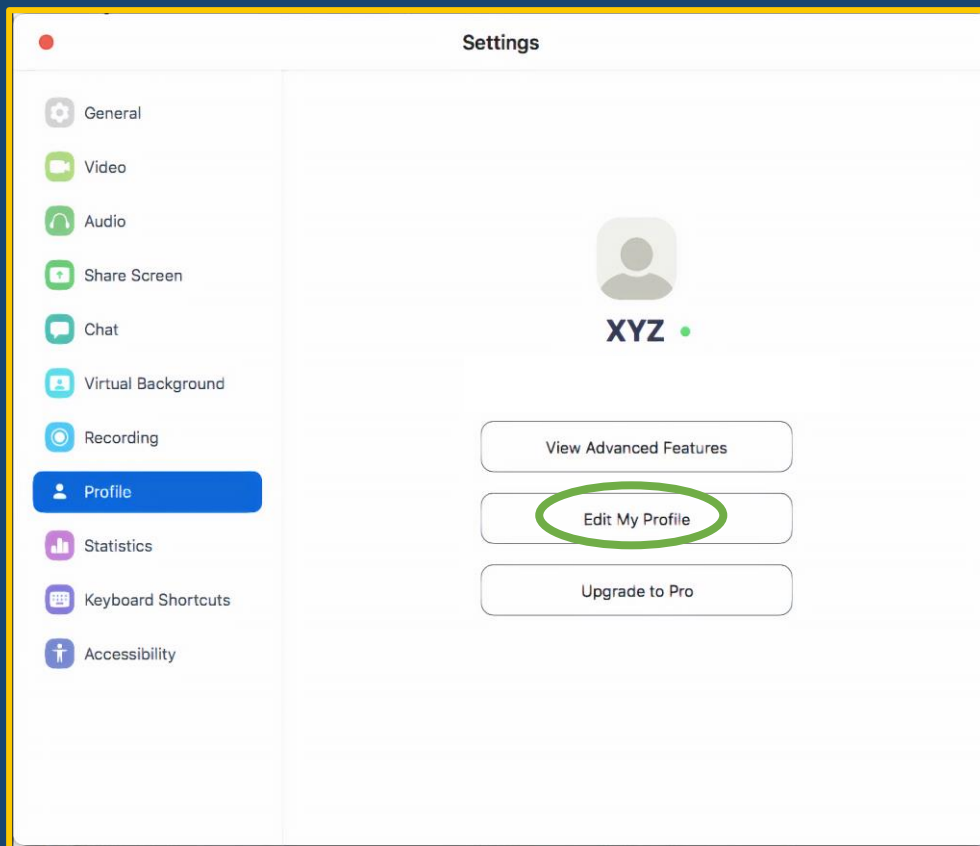
- a) Kindly download the Zoom application from Play Store or App Store and login to your Zoom account.
- b) Before the conference begins, change your Zoom username using the following steps:

1) If you are using a laptop or PC:

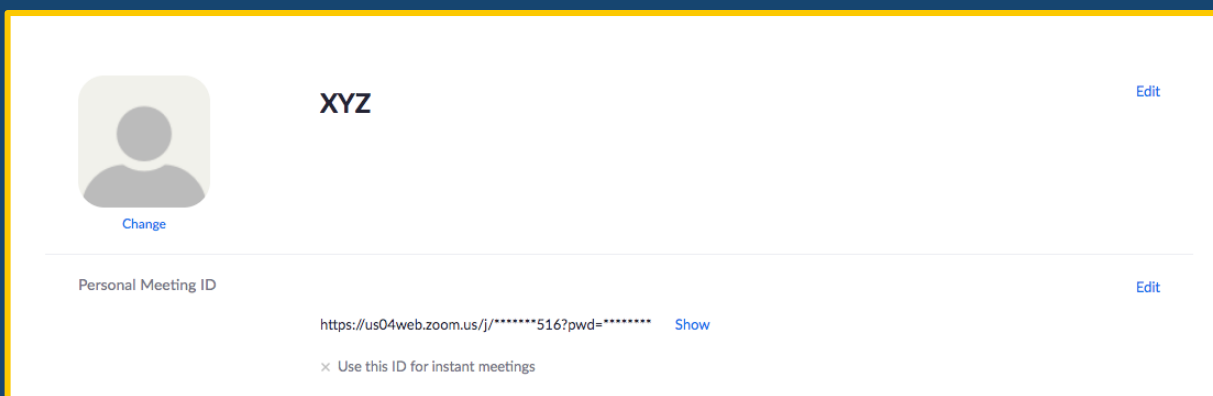
1. Open Settings on the Zoom Application:



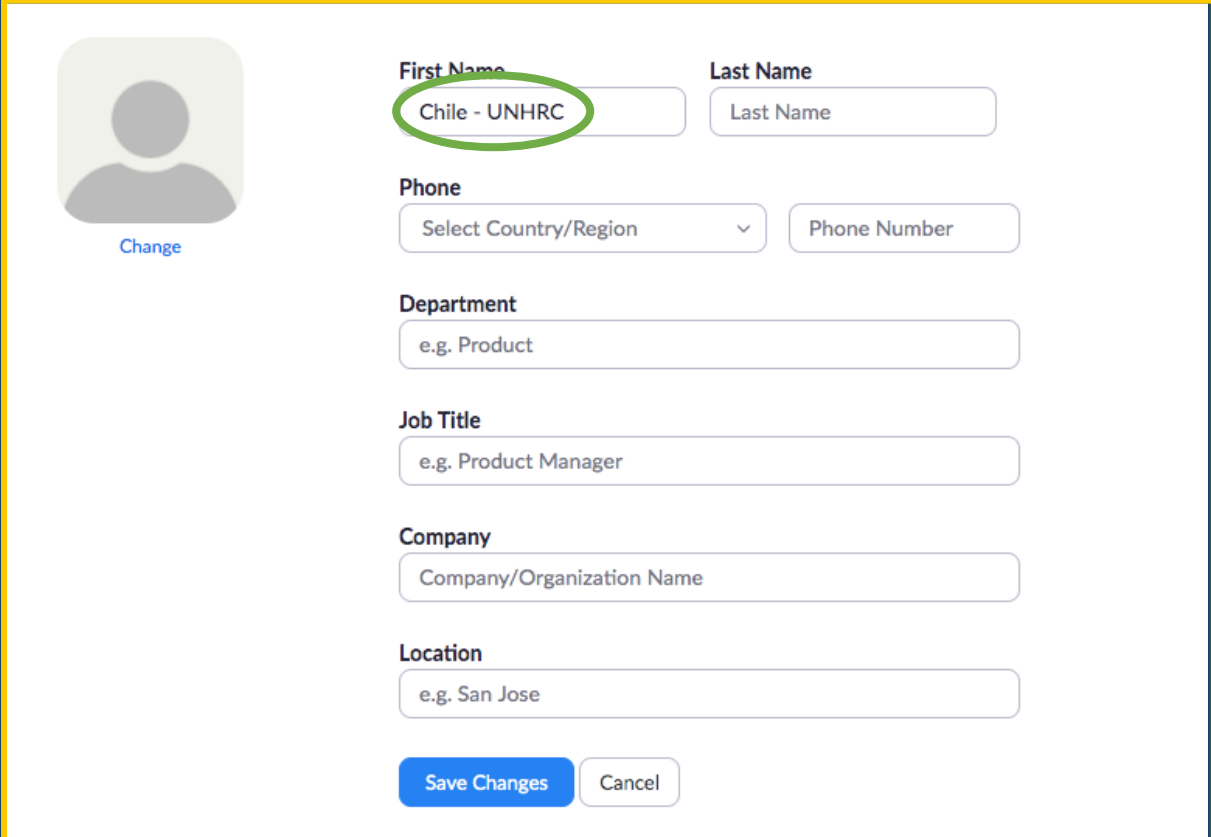
2. Open the Profile tab and click on “Edit My Profile”



3. Your profile will open on the web browser. Select Edit near your username.



4. Change your username to the name of your allocated country and committee in the format “Country - Committee.”

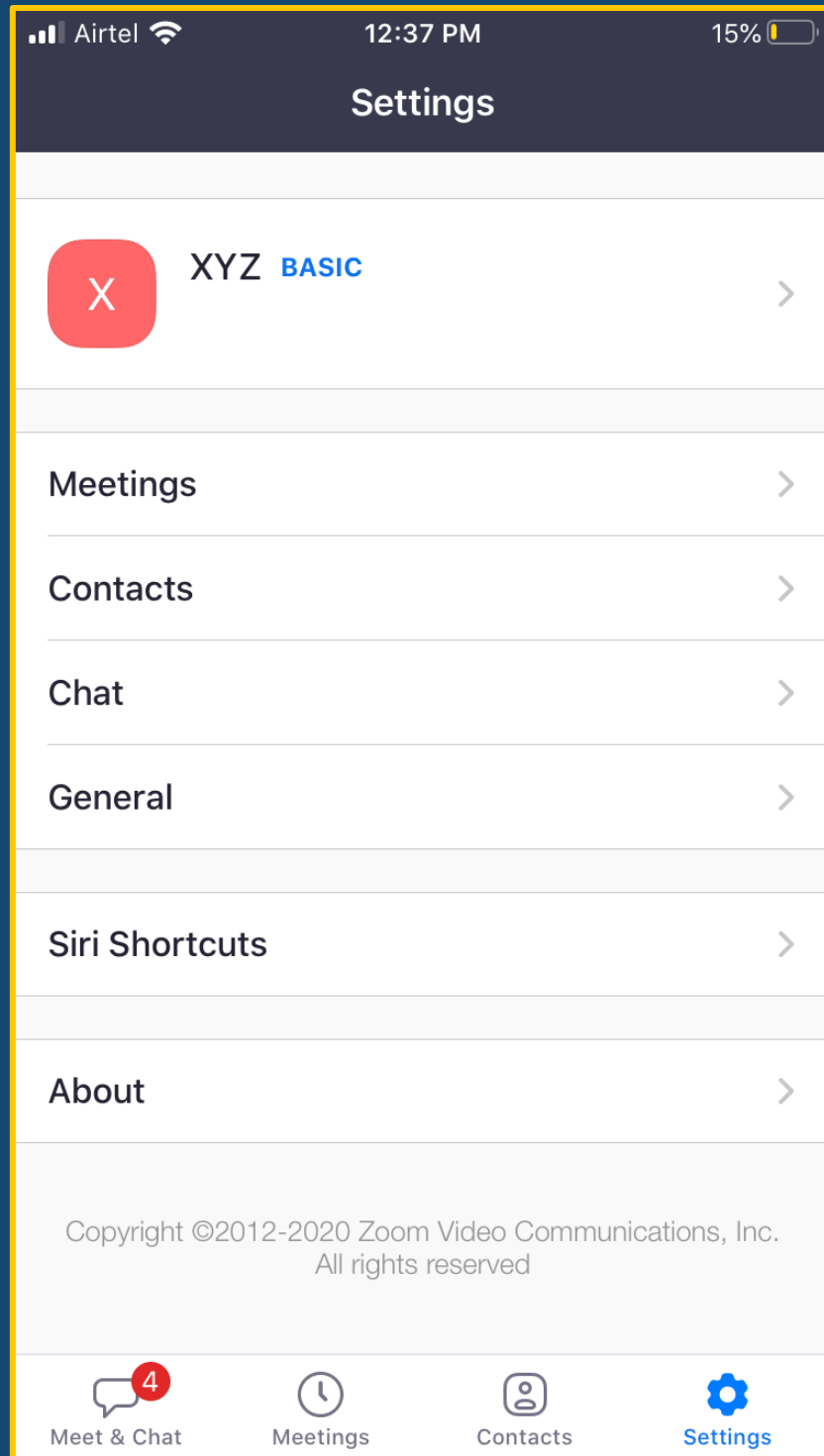


The image shows a user profile update form. On the left is a placeholder for a profile picture with a "Change" link below it. The form fields are as follows:

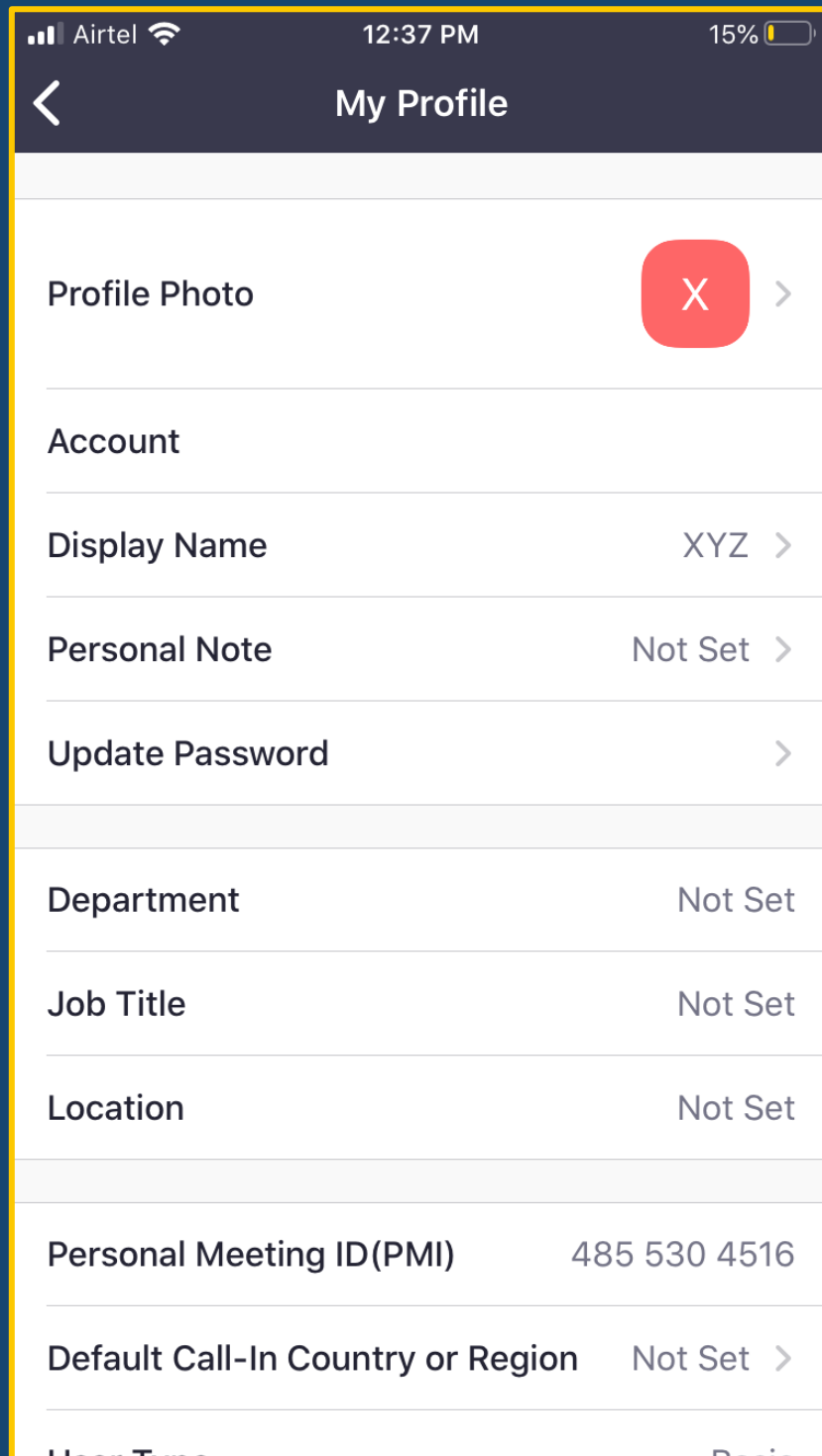
- First Name:** A text input field containing "Chile - UNHRC", which is circled in green.
- Last Name:** A text input field containing "Last Name".
- Phone:** A dropdown menu with "Select Country/Region" and a downward arrow, followed by a text input field for "Phone Number".
- Department:** A text input field containing "e.g. Product".
- Job Title:** A text input field containing "e.g. Product Manager".
- Company:** A text input field containing "Company/Organization Name".
- Location:** A text input field containing "e.g. San Jose".

At the bottom of the form are two buttons: "Save Changes" (in blue) and "Cancel" (in white).

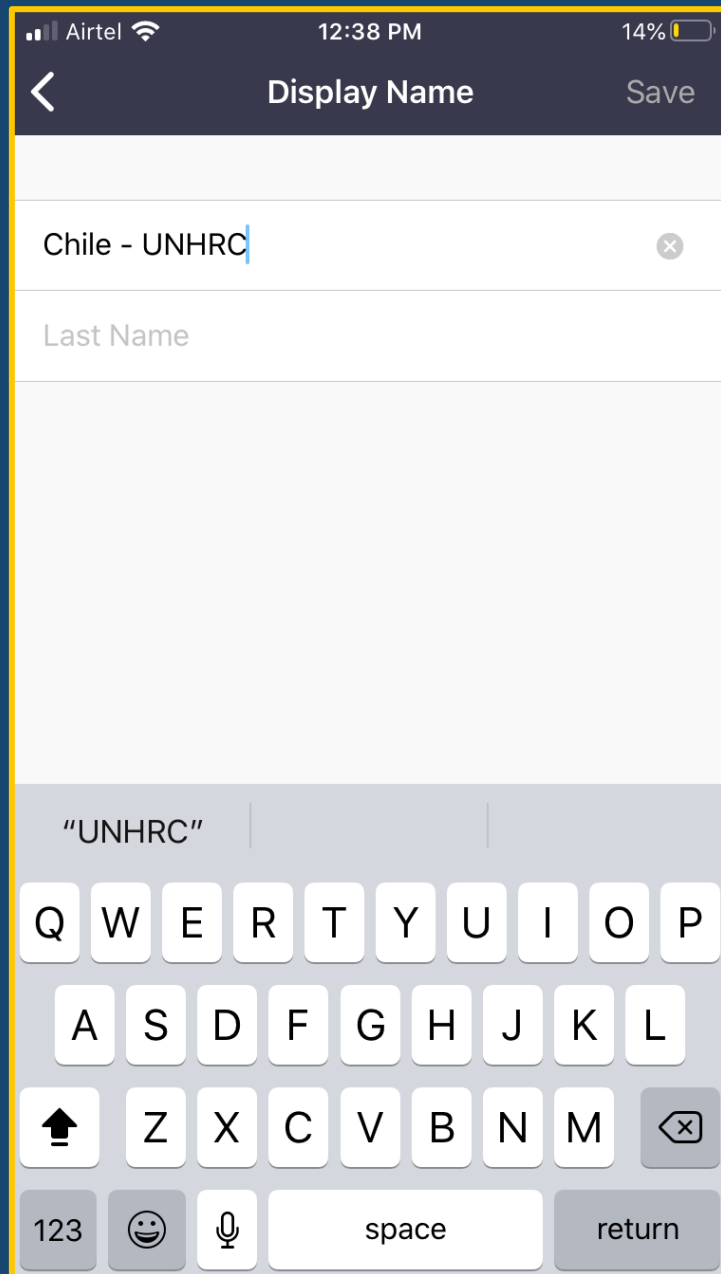
- II) If you are using a phone or tablet:
1. Open Settings in the Zoom Application.



2. Open your profile and click on Display Name.

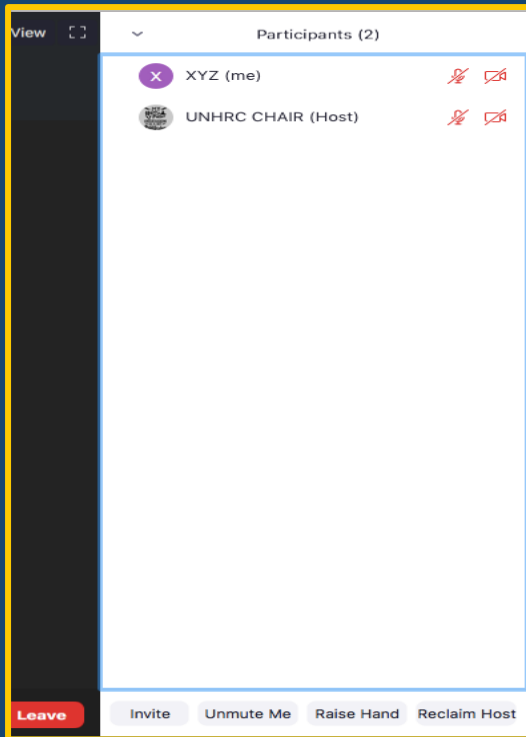


3. Change your display name to the name of your allocated country and committee in the format "Country - Committee."

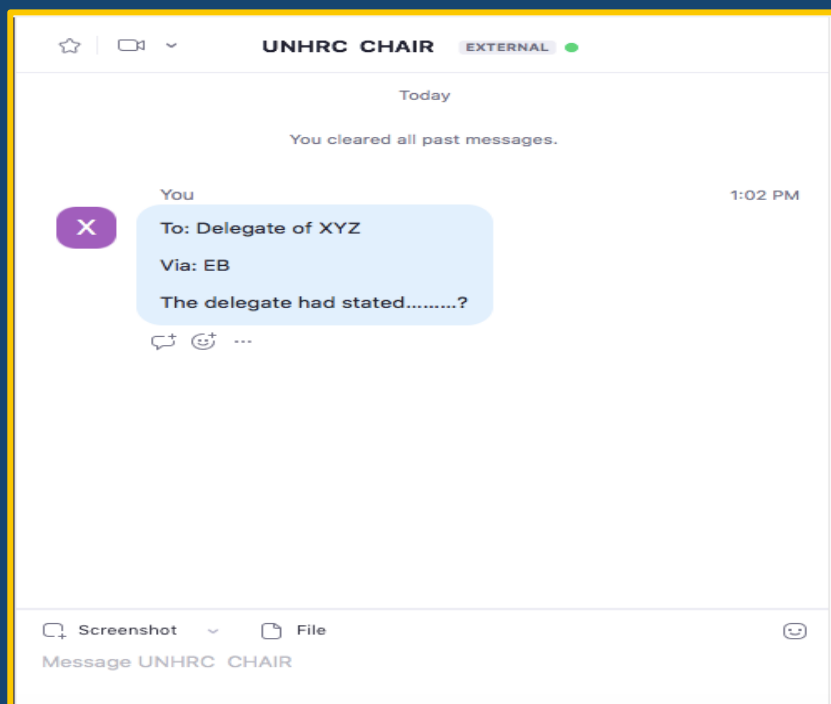


Other Details:

1. You will receive a contact request from the Executive Board of your respective committee one day prior to the conference.
2. After you have accepted the request, you will be added to a Zoom group or channel for your respective committee.
3. On the day of conference, join the meeting on time. Join the meeting muted to avoid disrupting committee.
4. Remain muted while another delegate is speaking to avoid background noise.
5. Be dressed in semi-formal wear for the two days of conference.
6. The in-meeting chat will remain disabled.
7. When you wish to add your name to the GSL list or raise a point (of information, order, etc.) raise your hand in the Zoom meeting. Once you have spoken, you may lower your hand.



8. To send chits via the Executive Board, you may privately message the Chair's account (already added as a contact) on Zoom. The chit will then be forwarded to the concerned delegate. Use the format of the given sample:



Rules of Procedure-

Roll Call: Roll call is a formal procedure that takes place before the debate commences. The Executive Board will call out countries. Delegates representing the countries will reply with present or present & voting. This is a procedure where delegates present their voting stance. This procedure takes place on both days. However, delegates with the voting stance present & voting cannot change their voting stance.

Formal Debate: Once the session has commenced, roll call and quorum has been met committee will enter Formal Debate. Formal debate mainly consists of the GSL- General Speakers List. After formal debate commences, the Executive Board will ask if any delegates would like to add their countries to the end of the list. Delegates wishing to do so will raise their hands-on Zoom. The GSL consists of delegates providing their respective country's stance on the agenda, which will usually revolve around the FPS the delegate has created. The GSL, by default, lasts for a time period of one minute thirty seconds. Formal debate also includes other elements, including for and against speeches, the SSL, and Moderated Caucuses.

Moderated Caucus: This is a session where delegates speak on less pressing issues relevant to the agenda or a specific element of the agenda. A moderated caucus is raised in the form of a motion where total speaker time period and individual speaker time period are to be specified. It should be noted parliamentary rules are still obeyed.

Informal Debate: informal debate comprises discussion outside the speakers list. Discussions such as

unmoderated caucuses and moderated caucuses fall under informal debate.

Parliamentary Procedure:

Parliamentary Rules:

- Usage of personal pronouns such as “I” and “you” is not permitted in formal session.
- Cross talk between delegates is prohibited during formal session. Delegates may communicate through chits. Chits are to be passed via Zoom Chat
- Delegates are to always raise hands, and receive recognition from the chairs before speaking or rising.

Parliamentary Motions & Points:

1. **Point of Personal Privilege:** Used when a delegate experiences discomfort. This could be used anywhere from a fellow delegate being inaudible. This motion may interrupt the speaker.
2. **Point of Order:** A point raised by a delegate to correct a factual inaccuracy made by another delegate. A point of order cannot interrupt a speaker.
3. **Point of Parliamentary Procedure/Enquiry:** If a delegate is unaware of a certain procedure that takes place during the formal session, the delegate may ask the chairs for an explanation using this point. A point of order cannot interrupt a speaker.
4. **Point of Information (P.O.I):** A point raised by a delegate to pose a question based on another delegate’s GSL. A P.O.I. can only be posed only if the speaker yields the floor to the other delegate and if

the speaker has not expanded all speaker time. This point cannot interrupt a speaker.

5. **Request for follow up:** This can be used when a delegate believes their point of Information was not answered properly, or when the delegate would like continue questioning the speaker. The delegate requests for a follow up and can question the speaker after the approval of the Executive Board. The chair may deny this request.

Perambulatory Clauses:

- Acknowledging ...
- Affirming ...
- Alarmed by...
- Anxious ...
- Approving ...
- Aware ...
- Bearing in mind ...
- Believing ...
- Cognizant ...
- Concerned ...
- Confident ...
- Conscious ...
- Considering ...
- Contemplating ...
- Convinced ...
- Declaring ... Deeply
- disturbed...
- ... concerned ...
- ... conscious ...
- ... convinced ...
- ... regretting ...
- Desiring ...

- Determined ...
- Emphasizing ...
- Encouraged ...
- Endorsing ...
- Expressing ...

Operative Clauses:

- Accepts...
- Adopts...
- Affirms...
- Appeals...
- Appreciates...
- Approves...
- Authorizes...
- Calls...
- Calls upon...
- Commends...
- Concurs...
- Condemns...
- Decides...
- ...accordingly,...
- Declares...
- Deplores...
- Designates...
- Directs...
- Draws the attention...
- Emphasizes...
- Encourages...
- Endorses...
- Expresses its appreciation...
- ...its hope...
- ...proclaims...
- ...reminds...

- ...recommends...
- ...requests...
- ...resolves...
- Has resolved...
- Instructs...
- Invites...
- Notes...
- ...with appreciation
- ...with approval...
- ...with satisfaction...
- Proclaims...
- Recognizes...
- Recommends...
- Regrets...
- Reiterates...
- Repeats...
- Solemnly affirms...
- Strongly condemns...
- Suggests...
- Supports...
- Takes note of...
- Transmits...
- Trusts...
- Urges...
- Welcomes...