



# The Delegate Manual for the Helsinki International Model United Nations General Assembly

Welcome to HELIMUN, the annual conference for 9th graders to gather and solve real life, global problems! As a delegate, you have the chance to walk in a diplomat's shoes for a few days and represent a country in a UN simulation. The **delegates** (you) are seated in **committees** where they try to pass **resolutions** on problems such as the universal access to clean water. Delegates hold speeches, present their suggestions (**amendments**) and vote on what action the UN will take on the issues. This brief manual aims to give you a better understanding on your role in HELIMUN, acquaint you with some key concepts and answer some of your questions on the conference. Enjoy!

## Key Terms

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| <p><b>Chair</b><br/>The <b>Chair</b> is the person who runs the debate (two per committee), who is an expert in the topic. When the Chair speaks, all delegates should listen. The Chair is in charge of managing debate time, directing speech and voting, and instructing/supporting his or her delegates.</p> <p><b>Admin</b><br/>Admins are younger students who help out during debate. They are required to screen (read) and deliver notes.</p> <p><b>Secretary General (SG)</b><br/>The Secretary General is the highest ranking student officer who is responsible for the entire conference.</p> | <p><b>Placard</b><br/>A large piece of cardboard with your delegation's name on it, raised to <b>vote</b> and request to speak.</p> <p><b>Resolution</b><br/>The proposed agreement that one country first submits and the house then debates on.</p> <p><b>Clause</b><br/>The parts of a resolution divided into <i>preambulatory</i>, which explain the situation, and <i>operative clauses</i>, which act on the subject. The delegates debate only the about the content of the numbered <i>operative clauses</i> as the <i>preambulatory</i> are facts rather than actions.</p> |
| <p><b>Committee</b><br/>The forum for debate on set topics (General Assembly 1, GA2, HRC, ...)</p> <p><b>House</b><br/>The delegates (you) who debate in a committee</p> <p><b>Recess*</b><br/>A break between the debates. An <i>indoor recess</i> means that delegates may not leave the room.</p>   | <p><b>Policy Statement</b><br/>A Policy Statement is a short (½ page) document which includes the issue at hand, mentions of UN's previous actions on the matter and delegation's (your) opinion on the matter. Policy Statements provide a useful ground for your resolution and speech. Policy Statements are written by the delegate themselves well before the conference.</p>   |



\* Announced by the **chair**

Common Procedure (see also: <http://helimun.com/faq>)

## Debate

The conference relies on **debating** on **resolutions**, which will require some getting used to. The basic structure of debate is three-fold, divided into *time for*, *time against* and **voting on the resolution**. When the floor is open\*, any delegate may ask to speak by raising their placard. If a speech is *for* the resolution, it should be spoken during the *time for* the resolution - and vice versa. Personal pronouns (me, you, he, she) are not used during debate, and the chairs will remind anyone using them. Debate also includes **amendments** and **points**.

## Speech

When asked to hold a speech, you may walk beside the chair and start your speech with the phrase "*Honourable chair and fellow delegates, ...*". Speeches always end with the phrase "*thank you*". You will then be asked whether you are open to any **points of information**. If you are open to any questions, respond "*any and all*". Alternatively, you may decline all points or ask to limit the amount of them. After every question you are entitled to answer, but you should expect no further dialogue. If you didn't hear or understand the question, let the chair know and they will ask the delegate to repeat it.



## Points of information

When someone's speech ends, you may have the chance to ask a **point of information**. When allowed\*, raise your **placard** and wait for your turn. Remember to then stand up and phrase your point in the form of a question. If the speaker understood you, they will answer your point of information, but you may not respond to that answer.

## Note passing

Delegates may communicate with each other by sending written notes via **admins**. The note must be in English and its content about the debate - otherwise it will not be passed. The delegate can also send notes to the chair, which are not read by the admins. All irrelevant notes must and will be forwarded to the chair, who may suspend note passing if necessary.

## Amendments

An amendment is a way for the house to change the resolution one clause at a time. Ask the admin for an amendment sheet, and submit it through an admin to the chair. During your speech, you may bring up the amendment which will then be debated with its own time for and against\* and finally voted on.

## Point of personal privilege

You may shout out "*point of personal privilege*" when something is disrupting your participation. However only points referring to *audibility*, where you can't hear the speaker, may interrupt a **speech** or another point.

## Voting

At the end of the debate the chair will call a vote so that a decision can be reached. The delegates vote by raising their placard. NGOs and non-member delegations are not permitted to vote. It is important that you follow the instructions given by the chair.

## Lobbying

Lobbying takes place before actual debate begins. Get to know the other delegates, ask your chairs questions, and form alliances to merge similar resolutions and ideas.

\* Announced by the **chair**



### **Where do I go?**

At the beginning of HELIMUN, it's important that you meet up with your delegation to obtain your conference materials, including your badges. Ambassadors will be instructed further on this, so get ahold of their contact information in time.

### **What if I'm late?**

Contact your MUN director, eg. your civics teacher, because our chairs report their roll call lists to them. Be sure to let your delegation's ambassador know too.

### **Can I use the bathroom during debate?**

Your chair may call for an outdoor recess, during which delegates are free to use the facilities. You may also ask the chair during the debate by sending them a note.

### **How should I dress for the conference?**

The dress code for the conference is formal. A suitable outfit for boys is a suit, shirt and a tie and for girls a blazer and a knee-length skirt or black trousers. A delegate who is not dressed according to the dress code can't take part in a debate. Should you need to borrow a tie, ask around for an extra one.

### **I need help.**

You should contact your chair with any debate-related questions; they have listed their contact information on [helimun.com](http://helimun.com). You should contact your HELIMUN coordinator in regard of any questions regarding the conference.

If you have taken part in Model United Nations before, here are some guidelines specific to HELIMUN. **Ignore these if you are a first timer.**

- Open debate is never in order.
- Follow-ups are never in order.