



How to use the Guidebook VIMUN 3.0



Reminder of Training Session Days

Training Session content	Date	Start Time	Attendance
MUN Procedure	CANCELED	-	-
VIMUN- specific Procedure	16/11/20	15:30	Compulsory

Note: Attendance WILL be taken!

If you cannot attend a training session please email:

vimuncontact@gmail.com /

vimundelegateaffairs@gmail.com, with the reason of your absence

If you DO NOT attend the compulsory training sessions, your chances of winning an award will be hindered



Glossary



Delegate: an elected representative sent to a conference.



Resolution: A document that contains all the issues that the committee wants to solve and the proposed solutions to that issue



Amendment: Change to an operative clause of a resolution



Chair: Facilitate debate according to the Rules of Procedure.



Secretary general: The head of the Secretariat, manages the chair.



For other words you do not understand, use the glossary at:
<https://www.wisemee.com/mun-glossary/>



What is the VIMUN Guidebook?

- The guidebook is a 53-page document that contains detailed information on the VIMUN procedure
- It is an excellent way to learn how MUN is run, especially for new delegates in VIMUN
- The document is a good first option to find out about any information on MUN
- If you are still struggling to understand a concept, don't hesitate to contact any chair or secretariat members



Example

Finding out
what 'Point of
Information'
means



How to use the Guidebook

- If you want to find out information on a specific topic, e.g. about POI's...
- Search for 'Point of Information' in the **contents** page (pg2-3)
- A good place to start searching is under '**Points**'

Contents Page

Please click on each content title to direct you to the respective page	
Section 1: Diplomatic Conduct	
1.1	Courtesy
1.2	Language
1.3	Note passing
1.4	Devices
1.5	Decorum
Section 2: The Leadership Roles	
2.1	The Secretariat
Section 3: Disciplinary Measures When Online	
3.1	Plagiarism
3.2	Pre-written Resolutions
3.3	Disciplinary Measures
3.4	Stating Sources
3.5	Online Etiquette
Section 4: Roll Call and Quorum	
4.1	What is Roll Call and Quorum?
Section 5: Motions	
5.1	Minute of Silence or Short Break
5.2	Setting the Speaker's List
5.3	Setting the Speakers' Time
5.4	Motion for a Moderated Caucus
5.5	Motion for an Unmoderated Caucus
5.6	Motion to Suspend the Meeting
5.7	Motions to Introduce a Written Proposal
5.8	Motion to Adjourn Debate
5.9	Motion to Reconsider a Question
5.10	Motion to Close Debate
5.11	Motion to Appeal the Decision of the Chair
5.12	Motion to Move to Voting Procedure
Section 6: Points	
6.1	Point of Personal Privilege
6.2	Point of Parliamentary Inquiry
6.3	Point of Order
6.4	Point of Information

Section 6: Points

6.1	<u>Point of Personal Privilege</u>
6.2	<u>Point of Parliamentary Inquiry</u>
6.3	<u>Point of Order</u>
6.4	<u>Point of Information</u>



Once you find 'Point of Information', **right click** on the **hyperlink** and it should direct you to the specific page containing the information you want

6.4- Point of Information

A Point of Information is in the form of a question which is directed towards the speaker who has the floor. This can only last for about a minute and the Chairs or Speaker can ask you to rephrase or repeat your point.

**So as an example, here is what
you will find under Points of
Information**



Another quick method

- To find a specific word, e.g. Motion
- Hold **Ctrl + F** buttons on your keyboard (windows)
- Hold **Cmnd + F** buttons on your keyboard (mac)
- A search bar appears
- Type the word you are looking for and click **Enter**
- The search will direct you to any identical word found in the whole document



Note

- Do not be intimidated by its large size, if you have already been to an MUN, you probably know most of the information
- Use it as your first option to find out any new information
- If you have any further queries, feel free to ask a chair
- The Guidebook also contains the rules of procedure, and so your chair will be familiar with it too
- Some of the information in the Guidebook was relevant to previous versions of VIMUN, so not all of it will be applicable (most notably the lobbying & merging section)



Sections worth reading

- Section 3: Disciplinary Measures When Online (1 ½ pages)
- Section 4: Roll Call and Quorum (1 page)
- Section 6: Points (2 ½ pages)
- Section 7: Yielding (1 page)
- Total: 6 pages recommended to read



Points

- Ask 3bbas if I should make a summary slide on all the different types of points



Q&A Session

Type your question in the **chat box** now



Main submitters for each committee

Committee	Main Submitters	Topic
General Assembly	USA & Australia	Total elimination of nuclear weaponry
Security Council	Azerbaijan & Armenia	Armenia & Azerbaijan war
Economic Development Council	Nigeria & South Africa	Corruption & embezzlement in Africa
UNICEF	Switzerland & Iraq	Securing Children's Rights in Iraq