

# **MUNISA 2026**

## **Student Officer**

### **Guide**



# SCHEDULE

| Saturday     |                                                 | Sunday      |                                                 |
|--------------|-------------------------------------------------|-------------|-------------------------------------------------|
| 8:30-9:00    | Check-in and Mandatory Student Officer Briefing | 8:30-9:00   | Check-in and Mandatory Student Officer Briefing |
| 9:00-9:45    | Opening Ceremony                                | 9:00-12:30  | Committees in session                           |
| 10:00-12:30  | Committees in Session                           | 12:30-14:00 | Staggered lunches                               |
| 12:30-14:00  | Staggered lunches                               | 14:00-16:30 | Committees in session                           |
| 14:00-17:00  | Committees in Session                           | 16:30-17:30 | Closing Ceremony                                |
| 17:00- 17:30 | Refreshments                                    |             |                                                 |

## Rules of Procedure

### Points:

#### Point of Personal Privilege

This refers to the delegates' well-being and comfort in the committee room. It may be called out for some of the following reasons: the room is too hot/cold, the delegate cannot hear the speaker.

This point may disrupt a speaker only when due to audibility.

#### Point of Information (to the speaker)

This is simply a question that is asked to the speaker concerning the content of a speech or other issues relevant to debate. The point must be phrased as a question and the delegate asking must remain standing whilst the question is answered, out of respect for the speaker. This point must not

be abused by delegates wishing to make a speech. There may be a “request for a follow up”. This means the delegate wants to ask another question. Depending on the conference this may or may not be allowed by the Chair. No direct dialogue between delegates is allowed in between; then a question is asked and then the answer is given.

#### Point of Information (to the Chair)

This is a question addressed to the Chair, pertaining to anything other than the rules of procedure. So it may be about lunch break, or asking the Chair to clarify a decision that was made.

#### Point of Order

This refers to the rules of procedure, but pertains to decisions made by the Chairs. It could be to disagree with a decision the Chair made or to ask about the rules of procedure. This is a non-debatable point.

#### Point of Parliamentary Inquiry

This is similar to a point of order, but is a question about the rules of procedure and does not pertain to decisions made by the Chair.

## **Motions:**

#### Motion to Move to Previous Question

This is more commonly known as a motion to move into voting procedures. This must be backed by a “second” and can be objected to. However, it is up to the Chair to decide what is appropriate. Keep in mind the amount of time an issue, resolution, clause or amendment has been discussed and whether there is the potential for more debate. If in closed debate and in time in favour this motion signals a move to time against.

### Motion to Extend Debate Time

This simply means to allow more time for debate on a resolution, clause or amendment. Again the Chair has the final decision. Take into account the amount of time already given and try to gauge the mood in the committee. Would it make the house rowdier if debate time was extended or would it produce more high quality debate?

### Motion to Fact Check:

This motion would allow delegates to request the chair/s to fact check a fact, point or statistic said by another delegate.

### Motion to Table a Resolution

This would mean to put a resolution aside until recalled into debate. For this to occur the person who called for the tabling of the resolution can take to the floor to make a speech about their reasoning.

There can be time in favour and time against this proposal. Then a vote must be held. A 2/3 majority is required to pass the motion. This motion is rare and time consuming. It would be more practical to ask the delegate if there are any changes that he/she considers necessary for debate to

continue on the resolution and evaluate the situation from there.

### Motion to Reconsider a Resolution

This is the motion to recall a tabled resolution to debate. This would require a 2/3 majority. However, if the house decides to redebate or continue debate on it, this resolution must come last as other, undebated resolutions have priority.

### Objection to the Main Motion

This occurs when a delegate objects to the debate, for reasons such as it infringes on their national sovereignty. The delegate that proposed the motion can then have a short speech. It would then be voted upon and would require a 2/3 majority

# Flow of Debate

1. The House is called to order by the Chair
2. Any necessary comments or announcements are made by the Chair
3. A Resolution is selected by the Chair for debate
4. Reading time is allocated
5. Reading time elapses, the Chair sets debate time on the Resolution (in minutes), the Chair  
calls the Main Submitter to make opening remarks
6. Reading time elapses, the Chair sets debate time on the Resolution (in minutes), the Chair  
calls the Main Submitter to make opening remarks
7. The Main Submitter reads the operative clauses of the Resolution (excluding sub-clauses and  
preambulatory clauses) and makes their opening remarks
8. The Chair asks the Main Submitter if they are open to POI's
  - a. If the speaker opens themselves, the Chair asks for POI's in the House i.  
  
Once POI's conclude, proceed to the next stage of debate
  - b. If the speaker does not open themselves to POI's, proceed to the next stage of debate
9. The Chair asks the delegate how they wish to yield the floor; either:
  - a. To the Chair, proceed to the next stage of debate
  - b. To another delegate;
    - i. If the delegate accepts, the Chair grants the floor to the delegate; once the  
delegate has made their speech, the Chair entertains POI's and the delegate must  
yield back to the Chair; the Chair proceeds to the next stage of debate ii. If the  
delegate does not accept, proceed to the next stage of debate
10. The Chair announces to the House that they will now move into Open Debate on the  
Resolution, calling on any delegates wishing to make a speech in favour, against, or entertain  
an Amendment to the Resolution
11. Speeches in favour or against of the Resolution may be entertained, if an Amendment is

entertained;

- a. The Chair displays the Amendment (with the delegation name which submitted it) on the projected copy of the Resolution; the Chair sets debate time on the Amendment [generally ... speeches in favour and ... against (e.g. 2 in favour & 2 against)]
  - b. The Chair then asks the delegate to read the proposed change
  - c. The delegate makes their speech
  - d. The Chair asks for POI's; to which the delegate may accept or decline, following the aforementioned POI procedure
  - e. The delegate may either yield the floor to the Chair or to another delegate; if a yield is made to another delegate, the Chair follows the yielding procedure
  - f. The Chair then asks for any additional speeches in favour of the proposed Amendment, given that Time in Favour has not elapsed
  - g. Once Time in Favour elapses, the Chair announces that the House will be moving into Time Against (which is always equal to Time in Favour)
    - i. Please note that Chairs are recommended to count the speech from the submitter of the Amendment as a speech in favour, in order to be equitable to both sides of the debate
  - h. Delegates may submit an Amendment to the 2nd Degree in Time Against; if this happens the Chair then follows the Amendment procedure for the Amendment to the 2nd Degree; the debate moves to Time in Favour of the Amendment to the 2nd Degree, continuing into Time Against, and then voting procedure
  - i. Once Time Against *elapses*, the Chair moves into voting procedure on the Amendment
  - j. The Chair then proceeds to the next stage of debate
12. If there are no more speeches in favour, against, or Amendments to the resolution, the Chair may entertain a brief (~ 5 minute) moderated/unmoderated caucus, often in the form of Amendment Writing Time
13. Once Open Debate has elapsed, the Chair moves into Closed debate on the Resolution; depending on time constraints, the Chair may choose to:
- a. Entertain a small number of final speeches in favour and against (if time permits,

rarely seen in debate, the Main Submitter will then be asked to make Closing Remarks, then proceed to the final stage of debate)

b. Invite the Main Submitter to make their closing remarks (almost always in favour) on the Resolution, then proceed to the final stage of debate

14. The Chair moves into Voting Procedure, on the Resolution as a whole 15. Once voting concludes, debate has ended; Chairs should give delegates a short (~5 minute) unmoderated caucus as a break, given time permits, before moving onto the next Resolution

## Miscellaneous

**Roll Call** - Everytime the committee is once again in session (so in the morning, after lunch, and any breaks wherein delegates leave the room) roll call will need to be completed. If there are any recurring absences, please contact your academic advisors immediately.

**Admins** - It is important to note that the admins are not there to wait on you. Treat your admins with respect, and remember that their jobs are to screen passing notes and assist in voting procedure. If there are recurring issues, please contact your academic advisor immediately.