

BIGMUN

BIRKERØD GYMNASIUM MODEL UNITED NATIONS



BIGMUN 2024 – 12th ANNUAL SESSION

Delegate Handbook

FEBRUARY 21st – FEBRUARY 25th

BIGMUN 2024 Delegate Handbook

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PROGRAMME FOR BIGMUN 2024

| Wednesday, 21 st February | |
|--------------------------------------|---|
| 13:00 15:30 | Welcome and Registration – there will be staff waiting at Birkerød Station to escort visitors to Birkerød Gymnasium. Sandwiches will be available upon arrival. |
| 14:00 15:30 | Student Officer briefing (in A13) |
| 15:30 15:45 | Take seats for the Opening Ceremony – there will be staff positioned around Birkerød Gymnasium and in the ceremony room to help Delegates find their seats. |
| 16:00 17:15 | Opening Ceremony |
| 17:15 17:45 | Host family pickup |

| Thursday, 22 nd February | | | | | |
|-------------------------------------|---|----------------|-------------------------------------|----------------|---|
| 08:30 09:00 | Late registration | | | | |
| 08:45 09:00 | Student Officer briefing (in A13) | | | | |
| 9:00 9:15 | All Delegates and Student Officers meet in their committee rooms to leave their coats and bags. Thereafter, the Student Officers will lead the Delegates to the Assembly Hall. All the rooms will be locked afterwards. | | | | |
| 9:15 10:30 | Panel session in F-Hall | | | | |
| 10:30 11:30 | ECOSOC Committee introduction | 10:30 11:45 | GA Committee introduction | 10:30 12:00 | Special Committees Committee introduction |
| 11:30 12:00 | ECOSOC Lunch | 11:45 12:15 | GA Lunch | 12:00 12:30 | Special Committees Lunch |
| 12:00 16:45 | ECOSOC Committees in session | 12:15 16:45 | GA Committees in session | 12:30 16:45 | Special Committees Committees in session |
| 16:45 17:00 | Student Officer debriefing (in A13) | | | | |
| 12:00 16:45 | The Approval Panel is open. Note that Student Officers will allocate time for lobbying. | | | | |

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| Friday, 23 rd February | | | | | |
|-----------------------------------|--|----------------|------------------------------------|----------------|--|
| 08:45 09:00 | Student Officer briefing (in A13) | | | | |
| 9:00 11:30 | ECOSOC Committees in session | 9:00 11:45 | GA Committees in session | 9:00 12:00 | Special Committees Committees in session |
| 11:30 12:00 | ECOSOC Lunch | 11:45 12:15 | GA Lunch | 12:00 12:30 | Special Committees Lunch |
| 12:00 14:15 | ECOSOC Committees in session | 12:15 14:15 | GA Committees in session | 12:30 14:15 | Special Committees Committees in session |
| 14:15 14:30 | Student Officer debriefing (in A13) | | | | |
| 9:00 14:15 | Approval Panel is open | | | | |
| 14:30 16:45 | Buses leave at 15:00 sharp for the Canal Tour of Copenhagen. The evening is then free for participants to socialize. | | | | |

| Saturday, 24 th February | | | |
|-------------------------------------|--|-------------|--------------------------------------|
| The Approval Panel is closed. | | | |
| 08:45 09:00 | Student Officer Briefing (in A13) | | |
| 09:00 12:30 | GA & ECOSOC Committees in session | 09:00 13:00 | Special Committees in session |
| 12:30 14:00 | GA and ECOSOC lunch | 13:00 14:30 | Special Committees lunch |
| 14:00 17:00 | Plenary sessions of the GA & ECOSOC | 14:30 17:00 | Special Committees in Session |
| 17:00 17:15 | Student Officer debriefing (in A13) | | |
| 17:00 18:30 | Free time in F-hall | | |
| 18:30 20:00 | Dinner buffet (all coats and bags must be put in the cloak rooms before entering the dining hall). | | |
| 20:00 22:30 | BIGMUN Party (non-alcoholic). Entry closes after 20:30 & the school lockers will not be accessible during the party. | | |

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| Sunday, 25 th February | | | | | |
|-----------------------------------|-----------------------------------|----------------|------------------------------|------------------|---|
| 08:45 09:00 | Student Officer briefing (in A13) | | | | |
| 09:00 12:00 | ECOSOC Plenary session | 09:00 12:00 | GA Plenary session | 09:00 11:30 | Special Committees in session |
| 12:00 12:30 | ECOSOC Lunch | 12:00 12:30 | GA Lunch | 11:30 12:00 | Special Committees Lunch |
| 12:30 14:00 | ECOSOC Plenary session | 12:30 14:00 | GA Plenary session | 12:00 - 14:00 | Special Committees in session |
| 14:00 15:00 | Closing Ceremony and awards | | | | |
| 15:45 | Buses depart | | | | |

TOPICS

General Assemblies

GA 1: Disarmament and International Security (DISEC)

1. Implementing measures to trace and prevent terrorism financing.
2. Debating the role of science and technology in international security and disarmament.
3. Establishing a ceasefire in the Israel-Palestine conflict, thus preventing the use of white phosphorus in armed conflict.

GA 2: Economic and Financial Committee (ECOFIN)

1. Advancing access to reliable, affordable, and renewable energy for all member states.
2. Refining regulations on the use of crypto currencies.
3. Identifying the possible risks towards sustainable growth through globalisation and interdependence.

GA 3: Social, Cultural and Humanitarian Committee (SOCHUM)

1. Spearheading campaigns against the censorship of education.
2. Overseeing the distribution of humanitarian aid for people during natural disasters.
3. Improving the preservation of diverse cultures and cultural heritage sites from human activity.

GA 4: Special Political and Decolonisation Committee (SPECPOL)

1. Determining the outcome of occupied territories in Ukraine.
2. Negotiating territorial claims upon planets in space and the allowance of obtaining new materials from those planets.
3. Identifying the responsibility of past colonists to support previously colonised countries.

GA 6: Legal Committee

1. Holding private companies accountable for the exploitation of workers.
2. Building a framework of legal implications surrounding the selling/lending of arms or military equipment to countries in conflict.
3. Establishing parameters for surveillance by individual governments.

Economic and Social Councils

ECOSOC 1: High-level Political Forum on Sustainable Development (HLPF)

1. Promoting sustainable practices in the textile industry.
2. Creating a framework to combat desertification due to palm tree plantations.
3. Addressing the effects of the tourism industry on biodiversity.

ECOSOC 2: Commission on Crime Prevention and Criminal Justice (CCPCJ)

1. Combating corruption within law enforcement.
2. Ensuring access to legal aid for the underprivileged and marginalised individuals.
3. Identifying solutions to prevent the illicit trade of arms.

ECOSOC 3: Commission on the Status of Women (CSW)

1. Working towards abolishing genital mutilation practices amongst developing countries.
2. Creating a framework to reduce maternal mortality rates in developing countries.
3. Ensuring representation and gender parity amongst women in politics.

ECOSOC 4 - Commission on Science and Technology for Development (CSTD)

1. Addressing the use of artificial intelligence in education.
2. Creating a framework to manage the effects of technological advances on trade.
3. Drawing attention to the issue of 'deepfakes' in regard to politics.

Special Committees

SC - Security Council

1. Protecting global security from the effects of climate change.
2. Defining the limitations/boundaries of self-defence in regard to the Israel-Palestine conflict.
3. Developing a framework to protect interests in the arctic regions from escalating into conflict.

WHO - World Health Organization

1. Creating infrastructure to prevent heat-wave-related health issues.
2. Discussing solutions to mitigate mental health cases in adolescents.
3. Identifying solutions to counter the emergence of tuberculosis (TB).

CFS - Committee on World Food Security

1. Seeking to reduce food inequalities in developing countries.
2. Creating a framework to prevent the spread of foodborne diseases.
3. Addressing grain scarcity due to the Russia-Ukraine crisis.

OHCHR - Office of High Commissioner for Human Rights

1. Strongly condemning the human rights violations on both sides of the Israel-Palestine conflict.
2. Legally recognising the rights of individuals to same-sex marriage and marital benefits.
3. Eradicating the death penalty.

CC – Crisis Committee

1. *To be revealed closer to the conference*
2. *To be revealed closer to the conference*

FORA INFORMATION

| Forum | Room | Main Chair | Co-Chair |
|----------|----------|---|--|
| GA1 | B12 | Praharshan Aananth Jayasekar Sumithra ▪ <i>Birkerød Gymnasium</i> | Niv O'Regan ▪ <i>Copenhagen International School</i> |
| GA2 | B13 | Nitya Khandelwal ▪ <i>Copenhagen International School</i> | Sebastian van Beek-Isaksson ▪ <i>Birkerød Gymnasium</i> |
| GA3 | B14 | Erna Erim ▪ <i>ULUS Jewish Highschool</i> | Oliver James Scott ▪ <i>Birkerød Gymnasium</i> |
| GA4 | B15 | Freya Constable ▪ <i>Copenhagen International School</i> | Linus Ezekiel Falck Kosgey ▪ <i>Birkerød Gymnasium</i> |
| GA6 | F11 | Maksym Kurkowski ▪ <i>Internationale Deutsche Schule Brüssel</i> | Vedanta Sinha ▪ <i>Birkerød Gymnasium</i> |
| ECOSOC 1 | E1 | Aeronwy Hoyal ▪ <i>St George's The British International School Munich</i> | Andrea Eva Moresco ▪ <i>Allerød Gymnasium</i> |
| ECOSOC 2 | E2 | Jad Carayol-Manaudou ▪ <i>Lycée Jean Perrin (Lyon 09)</i> | Kim Daniel Johansson ▪ <i>Birkerød Gymnasium</i> |
| ECOSOC 3 | E3 | Elsa Nesme ▪ <i>Lycée Jean Perrin (Lyon 09)</i> | Marina Cohr ▪ <i>Birkerød Gymnasium</i> |
| ECOSOC 4 | E4 | Enora Lagarde Jouannic ▪ <i>Lycée Jean Perrin (Lyon 09)</i> | Nivranshu Saha ▪ <i>Birkerød Gymnasium</i> |
| SC | B16 | Ruth Risso Ricci ▪ <i>Mattlidens Gymnasium</i> | Sophia Nørby Jensen ▪ <i>Esbjerg Gymnasium</i> |
| CC | F21 | Jacob Bech Vizard ▪ <i>Birkerød Gymnasium</i> | Maya Correa ▪ <i>Aarhus Gymnasium Tilst</i> |
| WHO | F-Lounge | Sakhi Dhagat ▪ <i>Birkerød Gymnasium</i> | Amalie Tuypens ▪ <i>Copenhagen International School</i> |
| CFS | F23 | Emil Denzer ▪ <i>Internationale Deutsche Schule Brüssel</i> | Marieloise Blunk ▪ <i>Birkerød Gymnasium</i> |
| OHCHR | F22 | Samuela Ssuubi Nataizya ▪ <i>Birkerød Gymnasium</i> | Chloe Chin Xi Huei ▪ <i>Copenhagen International School</i> |

BIGMUN EXECUTIVE STAFF

| | |
|--|--|
| <i>Secretary General</i> | Katherine Cavestany Noriega |
| <i>Deputy Secretary Generals</i> | Frederik van Beek-Isaksson Vedhika Vijayalakshmi Krishnan |
| <i>President of the General Assembly</i> | Frederik van Beek-Isaksson |
| <i>President of the Economic and Social Council</i> | Vedhika Vijayalakshmi Krishnan |
| <i>Vice President of the General Assembly</i> | Freya Constable |
| <i>Vice President of the Economic and Social Council</i> | Enora Lagarde Jouannic |
| <i>Head of Administrative Staff</i> | Zidan Jan |
| <i>Head of Registration</i> | Amelia Alexandra Twells |
| <i>Deputy Heads of Registration</i> | Eva Julie Damand Laura Fournais-Sanchez Norman Meisner Nielsen |
| <i>Head of Finance</i> | Norman Meisner Nielsen |
| <i>Heads of Accommodation</i> | Eva Julie Damand Laura Fournais-Sanchez |
| <i>Head of Press</i> | Rebecca Scheibel |
| <i>BIGMUN Student Organising Team (BIG7)</i> | Katherine Cavestany Noriega Frederik van Beek-Isaksson Vedhika Vijayalakshmi Krishnan Amelia Alexandra Twells Eva Julie Damand Laura Fournais-Sanchez Norman Meisner Nielsen |

BOARD OF DIRECTORS

Andrew Archer, *Conference Coordinator*

Christian Stenmann Kiirdal

Daniel Sanders

Lotte Balslev Vest

Stine Helth

Thomas Mandam

DELEGATE INFORMATION

INTRODUCTION

Welcome to BIGMUN 2024! We are delighted to have you present as a Delegate. As you are the main representative of your country, you are in a position to form diplomatic relationships and solve world issues with other Delegates. The following guide will assist you in completing these activities for the duration of the overall conference. Being the main representative of your country, you should be setting a good example of the country's policies and general beliefs. You should also aim to be an exemplary role model to first-time Delegates or other Delegates in general. Should Delegates need assistance, Student Officers and staff members are present to bring about the unique and welcoming spirit of MUN. We sincerely hope that you will enjoy the conference and do your best to uphold the guidelines of BIGMUN.

Best regards,
BIGMUN Organizing Team (BIG 7)

AD HOC

UNHCR, UNICEF, UNEP, WHO, HSC, SC and CC are all examples of Ad Hoc committees. Hence, Delegates will submit amendments to build a resolution from scratch rather than debate a submitted pre-written resolution. Ad Hoc resolutions do not feature pre-ambulatory clauses.

AMBASSADORS

Each Delegation must have an Ambassador. Ambassadors are responsible for their country and the actions of their Delegates during the conference and may be called upon in disputes between their Delegates and other Delegations. **At BIGMUN, Ambassadors do NOT give Ambassadors' speeches.** Furthermore, at BIGMUN we discourage Delegates in Crisis Committee (CC) from being Ambassadors, and we do not allow Ambassadors to be in the Security Council (SC), due to the importance of a delegate's presence in these committees.

BADGES

All participants receive an identification badge upon registration. This badge allows entry to the conference, as well as all other events hosted by the conference, and must therefore be worn or in hand at all times. If a badge is lost, please contact the Administrative Staff, who will replace the badge at the cost of 100 DKK (13,45 Euro).

BUSES

During the conference, the BIGMUN Bus Service will be available to those schools that have paid the Transport Fee. If you have a bus symbol on your badge, you can take the bus. The buses will depart from two locations; Kongens Nytorv and Tivoli (H.C. Andersens

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Boulevard, opposite the Town Hall). Both buses will leave at 8:00 o'clock each morning. Your MUN director will know which bus you are taking and will receive more information upon registration.

The departure times from Birkerød Gymnasium are:

| | |
|-------------------|-------|
| Wednesday: | 17:45 |
| Thursday: | 17:30 |
| Friday *: | 15:00 |
| Saturday: | 22:00 |
| Sunday **: | 15:45 |

** These buses are for **all Delegates, Student Officers and MUN Directors** going on the canal tour, **including** those who have not paid the transport fee. They will leave from Multihallen, the big white sports facility near the school. You will be directed by Staff members. Note that buses will **not** be bringing students back to Birkerød Gymnasium following the canal tour. Participants must find their own way home. If a student is being hosted, they must plan this with their host.*

*** The last buses on Sunday will go to two destinations; one bus stops at Nørreport Station and then The Central Copenhagen Station and the other bus goes directly to Copenhagen Airport. Delegations who have paid the Transport Fee, as well as delegations who have paid the Host Accommodation Fee are able to use these buses.*

CANAL TOUR

On Friday afternoon, Delegates, Student Officers, and MUN Directors are invited to participate in a canal tour of Copenhagen. Committees and Councils will finish their sessions at 14:15, and all Delegates must then make their way to the buses, which leave at 15:00 sharp from Multihallen close to Birkerød Gymnasium, the canal tour ends at 16:45. Although the Canal Boats are roofed, please **bring warm outer clothing** as you might have to wait a little while outside.

COMPUTER, PRINT, COPY, & SCAN FACILITIES

Students must bring their own laptop to the conference.

Wi-Fi is available in the conference area; the network is called "BIGMUN". The password for the BIGMUN Wi-Fi is "BIGMUN2024". If there are any problems connecting, please contact Staff. Should there be a need for printing, copying or scanning documents, Delegates should contact their Student Officer.

DINNER

The dinner is in the canteen on Saturday at 18.30. There will not be time to go back to Copenhagen after the committee sessions end, so there will be changing rooms available at

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the school. The dinner is an informal event; thus, the dress code will not apply in this situation. However, if you are dressed inappropriately, you will be sent to the Secretary General and your MUN director will be informed.

Bags and coats are not allowed in the canteen for the dinner and must be put in the cloakrooms available in the lower B wing. Please have your badges on you to gain entry. Please remain in the canteen during the dinner.

DISCORD

Discord is a communication platform where anybody can either create a new server or join an existing server. A server is a user-created channel where different text channels, voice channels and sites can be created and shared. In this case, the BIGMUN Discord Operators have already created the committee servers for you and written all the necessary steps for you to get to know your way around the website and its functions.

Your chairs will act as the server moderators and updaters. They are the only ones eligible to edit and manage the server, so if any problems occur, contact them.

Discord can either be used for text forums or voice chats. At BIGMUN 2024 you will only be using the text forums to share documents, write/edit amendments and clauses or send messages to other delegates. The topics that will be discussed within your committee are also located on the server. Here, you have the option to share information with the whole committee, or just with the chairs.

Please note: The chairs and BIG7 can see all the messages and elements posted on the server, meaning any inappropriate content can be seen, and will be deleted. If you already own a Discord account for private usage, we encourage you to create a new alternative account. This is in order for you to not get distracted or disturbed by other Discord channels which you are currently part of. If you are somewhat experienced with Discord, make sure to help your fellow Delegates in your committee in case they have any uncertainties.

DRESS CODE

During BIGMUN the following dress code is required:

- Suits, ties and formal shoes for male Delegates
- Blazers and skirts or suit trousers for female Delegates
- Skirts are not to be shorter than one palm's width above the knee
- Shirts should have appropriate prints and necklines

Inappropriate attire includes, but is not limited to:

- Team accessories such as scarves and hats
- Sports shoes and denim clothing
- National costume, military attire or clothes containing political slogans.
- Bowties

The dress code will be enforced both by the Secretary General and the Student Officers. Failure to comply with the dress code will result in a suitable punishment and the error must

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then be corrected. Continuous failure to comply will result in a serious conversation with the Secretary General and, ultimately, with an MUN Director from the school of the Delegate in question.

EATING AND DRINKING

When committees are in session, eating is not allowed. Eating should be done in the breaks between resolutions as well as during the lunch break. Drinking water, tea and coffee is allowed during the session. **Alcohol, smoking and any intoxicating drugs are strictly forbidden** at all times during the conference, and Delegates who are intoxicated during conference hours are to be sent to the Secretary General, who will talk to their MUN director and the Board of Directors.

EMERGENCY CONTACTS

Emergency Telephone Numbers:

School Office: 45 16 82 20

Emergency Services – (life-threatening emergencies) ask for police, fire department or ambulance service: **112**

****If emergency services are needed, please let your MUN director (or any other adult connected to the conference) know first.***

FORMAL LANGUAGE

All working dialogue at the BIGMUN conference will be conducted in English. Use of other languages during breaks is highly discouraged. During debate, all Delegates and Student Officers must speak in third person singular (i.e. “The Delegate believes that... Does the Delegate agree?”) or first-person plural when speaking on behalf of a Delegation (i.e. We believe that ...).

GOOGLE DRIVE AND UPLOADING AMENDMENTS

BIGMUN will be using the service Google Drive in committees for uploading amendments and for uploading resolutions for the Approval Panel. Thus, the use of Facebook, even for BIGMUN purposes such as amendment uploading, is not allowed during session. Instead, Discord is encouraged.

For further instructions on how to upload a resolution to the Approval Panel, please ask the Student Officer in your committee.

LUNCH

Lunch is available in the F-Hall, which is used for rest and lobbying. Delegates and Student Officers will receive their lunch upon presenting their conference badges. If you have a dietary requirement or allergy, this will be stated on your badge, and you should show this

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badge to the lunch staff to receive an appropriate lunch. Snacks and drinks can be purchased in the school canteen (closed on Saturday and Sunday).

MOBILES AND LAPTOPS

Student Officers and the Delegates are not allowed to use mobiles during session. Laptops should be used for MUN matters only.

NOTEPAPER

Note Paper can be used by Delegates to communicate within their forum, but we recommend the use of Discord for communication. All communication must be appropriate to the debate and written in English. The Administrative Staff will screen all notepapers and hand any inappropriate note papers to the non-presiding Student Officer, and the Student Officers will screen all Discord messages. Delegates are required to provide their own note paper; Staff will not be able to provide them with any. **To reduce the amount of paper waste generated by note passing, we recommend the use of Discord for communication purposes.** The conference will be using Discord during Plenary Sessions, and not note paper. The Delegates are allowed to contact their ambassador. This is the only case in which regular Delegates are allowed to receive sent note paper from outside their own forum, and it should only be done if absolutely necessary. If a delegate is an ambassador, they may send note paper to the Ambassadors of other nations, but only if it is absolutely necessary. During voting procedures, note passing is to be suspended. Furthermore, the Student Officers may suspend note passing at any point or take note passing rights away from a delegate if they find it necessary.

PARTY

The party is in the Harlekin area at 20:00. The party is strictly non-alcoholic. Any Delegates leaving the buildings must be back before 20:30 as there is no admittance to the party after this time. Please go to the main entrance if you need to get some fresh air during the party, all other doors are exit only with no option of re-entry. There will be cloakrooms available for storage in the lower B wing.

PREPARATION

All Delegates should write Position Papers before the conference. As a minimum, Delegates are also expected to have prepared several Operative Clauses which can be used during the conference. The position papers are due on **February 10th** and should be sent to the relevant Student Officers.

PUNISHABLE OFFENSES & PUNISHMENTS

When Committees are in session, it will be the Student Officer's job to give strikes to Delegates. Punishable Offenses include, but not limited to:

- Use of personal pronouns or improper use of formal language
- Violations of dress code

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- Talking out of turn when the committee is in session (meaning talking when another delegate is making a speech or anytime outside lobbying time)
- The delegate not paying attention
- Improper use of electronic devices

If a delegate reaches three strikes, they get one punishment. Additionally, if a delegate gets six strikes, they must complete two different punishments. Punishments can be singing or dancing in front of a group of people, or another humorous act. Punishment ideas deemed inappropriate by the Student Officers will, of course, not be carried out. The Staff will be there to help out in whatever punishment it is and to move things along quickly to ensure that you go back into your committees as soon as possible. It is important to note that if you do not feel comfortable with the punishment in any way, you have the right to request that a different punishment is chosen. Please make it known to the Student Officer that you do not feel comfortable with the punishment as you should not be forced into a situation you are not comfortable in.

Punishments must be contained in your forum room. You will not be permitted to leave your forum room for any punishments. Please be respectful of the conference environment.

RULES OF CONDUCT

BIGMUN is a formal conference. This is expressed in our expectation that all participants adhere to the dress code. The BIGMUN administration dissuades the use of rude or offensive speech and behaviour.

Consumption of alcoholic beverages at any time during the conference, smoking, as well as any form of narcotic drugs, are strictly prohibited.

Any damage caused to the property of BIGMUN, or Birkerød Gymnasium will be charged to the participating school immediately. BIGMUN is not responsible for any loss or damage of personal belongings.

For those accommodated by host families, please respect the rules set by hosts regarding curfews, dinner time, smoking and other house rules. Inform your hosts of your whereabouts at all times, and make sure you use public transport as much as possible. No changes in hosting assignments can be made. Should any problems concerning hosting occur, please contact the BIG7.

SMOKING

Smoking is not allowed anywhere, on and off conference premises, between the hours of 08:00 and 17:00. If a Delegate is seen smoking during this time, they will be sent directly to the Secretary General.

RULES AND PROCEDURE

These rules and procedures apply to all forums other than the Security Council and the Crisis Committee. For these committees, please contact their presidents for more information or read the committee guides available on our website.

Order of Debate

1. Roll Call
2. The main submitter reads out the Operative Clauses of the resolution
3. The main submitter delivers his or her speech
4. The presiding Student Officer sets Debating Time
5. Time in favour
6. Time against
7. Open debate (optional)
8. Voting Procedures

Motions and Amendments may change the order of debate.

Motions

Motions may only be raised when there is not a speaker on the floor. Points must be addressed before motions. When procedural votes are held, abstentions are not in order.

Motion to move into time against: Moves the debate into time against where Delegates who wish to speak against the resolution or amendment under consideration may give a speech. Amendments may be proposed in time against. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer.*

Motion to move into open debate: Moves the debate into open debate where Delegates may give a speech either in favour of or against the resolution or amendment under consideration. Amendments may be proposed in open debate. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer. This motion can only be proposed when the debate is in time against.*

Motion to move into voting procedures: Ends debate on the resolution or amendment and initiates voting procedures. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer.* The Student Officer must inform Delegates what amendment or resolution is being voted upon every time and state whether abstentions are allowed. Abstentions are only allowed when voting upon a resolution.

Motion to extend debate time: Allocates more time for debate in the current time period (in favour, against, or open). *The motion must be seconded at least twice and may be overruled by an objection from the Student Officer.*

Motion to make an amendment: Making an amendment is the equivalent to making a change in the resolution. Amendments can be used to add, change, or strike a clause in the

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resolution. For more information, see the amendments section. *The motion will be allowed at the discretion of the Student Officer and can only be proposed when the debate is either in time against or open debate.*

Motion to make a friendly amendment: A friendly amendment fixes an error in grammar, spelling or similar in the resolution. A friendly amendment may not change any content of the resolution. *If the Student Officer concludes that the correction does not change the content of the resolution, the Student Officer will ask the main submitter if they agree to the changes. If the main submitter agrees, the correction will be made.*

Motion for a follow-up question: Can be used by Delegates to ask another question – a follow-up – based on the original point of information. *Delegates may only ask one follow-up question. Follow-ups are not in order if there is already another Delegate waiting to pose their question. Please keep in mind the number of questions the Delegate has opened themselves up to.*

Motion to explain the vote: Allows for a Delegate to call for an explanation of the vote by another nation if it has caused confusion. *This motion can only be entertained by the Student Officer if it is directed towards a Delegate that has taken the floor during the debate on the topic that was voted upon.*

Motion to suspend the meeting: Delegates may use this motion to suspend formal debate for a set amount of time. *The motion can be overruled by an objection from a Delegate or the Student Officer.*

Motion to table the resolution: Delegates may use this motion to suspend the debate on the draft resolution – another draft resolution will be debated in its place. *A vote is to be held on the motion, and the Student Officer may only entertain it if the vote results in a two-thirds majority in favour of the motion. This motion should be used sparingly.*

Motion to declare this an important question: Increases the majority needed to pass a resolution to two-thirds. *Only issues involving international peace and security and budgetary questions can be made an important question. A vote is to be held on the motion, and the Student Officer may only entertain it if a simple majority passes the motion.*

Motion to adjourn the meeting: This unconditionally ends debate on the issue currently being debated (for example, if the forum is entirely unable to find a solution on the issue, or Delegates have a problem with the issue being discussed). *A vote is to be held on the motion, and the Student Officer may only entertain the motion if the vote results in a two-thirds majority in favour of the motion. This motion should be used sparingly.*

Motion to divide the house: Delegates may raise this motion when the result of the vote on the resolution is very narrow and there is a large number of abstentions. The house votes on the resolution again, but with no abstentions being allowed. *The motion will be entertained at the discretion of the Student Officer, and voting will take place by roll-call.*

Motion to appeal the decision of the Chair: This may be raised if the forum has severe concerns about the decisions made by the Student Officer. ***This motion is NOT to be used frivolously.*** *The Co-Chair will be presiding chair during the clarification of this issue. If the*

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forum is unable to find a solution, the Secretary-General is to be called to the forum and will have the final decision on the issue. Even if the situation is resolved by the forum, the Secretary-General is to be informed about such an incident.

Motion to adopt by acclimation: Delegates may use this motion to include amendments into the resolution without voting procedures. When adopting by acclimation, it can only be done when an amendment from another delegate is proposed. The delegate cannot adopt by acclimation their own amendment. Adopting by acclimation cannot be done all the time. The delegation's policies must completely align with what is written in the amendment. The motion to adopt by acclimation must be raised in time against the amendment and must be seconded twice with no objections.

Points

Points must be addressed before motions. Points are always entertained at the discretion of the Student Officer.

Point of information: Once a speaker has finished their speech, Delegates may raise this point to ask the current speaker on the floor a question. *This may only be entertained by the Student Officer if the speaker has finished their speech and opened themselves to points of information.*

Point of order: Delegates may use this to point out a procedural error made by the Student Officer. The Student Officer must consult the rules of procedure and decide upon an appropriate course of action. A point of order may also be used to alert the Student Officer to plagiarism in the current speaker's speech. *The Student Officer may dismiss points of order which are incorrect. If the issue cannot be resolved, the Secretary-General is to be called in order to resolve the matter.*

Point of parliamentary inquiry: Delegates may use this point to ask the Student Officer about the rules of procedure. *This may only be raised when there is not a speaker on the floor.*

Point of personal privilege: Delegates may use this point to express personal discomfort which affects their participation (such as the need to use the restroom). *A point of personal privilege due to the inability to hear the speaker is the only time that this point may be raised when there is a speaker on the floor.*

Point of information to the Student Officer: Delegates may use this point to ask a question to the Student Officer that is relevant but does not fall under any of the above points. *This may only be raised when there is not a speaker on the floor.*

Request for a right of reply: Delegates may use this if they have been addressed or offended directly by a recent speaker. This gives Delegates a chance to defend themselves without posing a question. If the Delegate has been seriously insulted, an official apology may be requested, however, it should be used sparingly.

Lobbying

Lobbying is a form of informal caucus and offers Delegates the opportunity to merge, improve and co-sign their draft resolutions before sending them to the Approval Panel for corrections.

During informal caucus, Delegates do not have to obey formal debating rules.

During lobbying time, it is the responsibility of Student Officers to aid the Delegates in any way necessary.

The Student Officers must encourage all Delegates to be productive during lobbying time.

It is the responsibility of the Student Officer to read resolutions and correct any obvious mistakes before they are sent to the Approval Panel.

Lobbying is compulsory in all committees and councils excluding the Ad Hoc committees. However, it is highly encouraged that the Ad Hoc committees have around 30 minutes of lobbying when starting on a new topic.

Resolutions

Each Delegate must prepare a draft of some operative clauses on at least one of the issues on the agenda in their respective forum prior to the conference. Resolutions must make suggestions for improvement of the issue at hand and must be in accordance with the country's opinion. During lobbying time, **draft resolutions must be improved, co-signed and checked by a Student Officer before being sent to the Approval Panel.** Student Officers will receive a resolution formatting guide (which will also be used by the approval panel) and should use it to help the Delegates in their committees avoid formatting mistakes.

Before a draft resolution can be approved, it must be co-signed or co-submitted by a minimum of 1/3 of the committee. By co-submitting a resolution, a Delegate does not agree to speak in favour of it, but merely expresses his or her wish to debate the resolution. The Student Officer is entitled to call upon any of the co-submitters to speak if they have not done so previously during the debate.

Voting Procedures on Resolutions

Note passing, points, and motions are suspended during Voting Procedure.

Transferring voting rights to another Delegate is under no circumstances in order. Each member nation is entitled one vote. A Delegate may vote in favour, against or abstain from voting. Only votes for and against count towards reaching a majority.

Every resolution needs a simple majority to pass. In the event of a tie, the resolution will fail as it is not considered a simple majority. Motions to declare the issue under debate as an important question will not be entertained after voting procedures have begun; however,

motions to divide the house can be entertained. Observer States are not allowed to vote on resolutions. This includes the State of Palestine.

Amendments

An amendment changes an operative clause in a resolution. Amendments cannot be proposed during time in favour; a motion to make an amendment may only be proposed during time against or open debate. An amendment may only change one operative clause at a time; to change multiple operative clauses, multiple amendments must be proposed, one at a time.

For a motion to make an amendment to be entertained by the Student Officer, Delegates must send the proposed amendment to the Student Officer on Discord in advance, clearly stating the Delegate's country and marking it as an amendment. The amendment can be sent at any time during the debate, however, should only be put into action when the Delegate makes a motion to propose the amendment. The non-presiding Student Officer will decide upon the correctness of the amendment. If an amendment has errors, the Student Officer team may decide not to entertain it.

If the amendment is entertained, debate on the resolution as a whole is temporarily suspended. The non-presiding Student Officer must make the amendment available to all Delegates via a projector or blackboard. The Delegate submitting the amendment will then give a speech.

The presiding Student Officer must inform Delegates of the differences in voting procedures on amendments before votes on amendments are held. Abstentions are not in order when voting on amendments. An amendment to the amendment (also called an amendment to the second degree) can be allowed by the Student Officer, but further amendments to the amendment (amendments to further degrees) are not in order.

If an amendment to the second-degree passes, the whole amendment passes; if it fails, debate on the original amendment continues. As votes on amendments are procedural votes, abstentions are not in order; NGOs, UNOs and IGOs are allowed to vote.

Approval Panel Instructions:

Step by Step Guidelines

1. Please open Google Drive and enter the BIGMUN 2024 folder. We **exclusively** use Google Drive at the BIGMUN conference.
2. When a Delegate wants to submit a resolution to the Approval Panel, they must begin by filling in the **Resolution Approval Form** by hand and collecting signatures from 1/3 of the committee. They should also upload their resolution in Google Drive in the appropriate Committee folder.
3. The Student Officers will find the uploaded resolution in the Committee folder and open the document to edit it. They will rename the resolution document by clicking on the title in the upper left-hand corner. The resolution must be named in this format:

(Committee)_(main submitter)_(Topic number)_(version)

For example: GA1_China_Topic1_1

4. Finally, the Student Officer will move the resolution file from the Committee folder to the Approval Panel folder. This can be done by clicking and dragging the document into the overarching BIGMUN 2024 folder and then dragging it into the folder named 'Approval Panel'.
5. When this step is completed, the Student Officer must check all the boxes on the **Resolution Approval Form**, sign it and allow the Delegate to go to the Approval Panel, accompanied by a staff member, with the form in hand.
6. If the resolution is **not approved**, then the Delegate has the opportunity to correct it with the Approval Panel. If the resolution is **approved**, proceed to step 10.
7. If the resolution needs further editing by the chair, the MUN director will rename the file: **GA1_China_Topic1_1_notapproved**

It is the responsibility of the chairs to move the 'not approved' resolution from the Approval Panel folder back to the Committee folder. The delegate responsible for the resolution must notify the chair when he/she needs to do this.

8. The Chair will edit the resolution according to the **Resolution Formatting Guide**. When the resolution is ready for the Approval Panel a second time, the Student Officer must rename it to:

(Committee)_(main submitter)_(Topic number)_(version)

Example: GA1_China_Topic1_2

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9. The Chair must then move this revised version to the Approval Panel folder and send the Delegate to the Approval Panel. Repeat this naming process (steps 7 and 8) if it is not approved a third time.
10. If the resolution is approved by the Approval Panel, the file name should look something like this:

GA1_China_Topic1_1_approved

The Delegate will tell the Chair to move the resolution file from the Approval Panel folder to the Committee folder. The resolution is now ready for debate.



Resolution Approval Form

This document **MUST** accompany any resolution being presented to the Approval Panel at BIGMUN 2024.

Main Submitter (Country Name):

Topic Number:

Forum (abbreviation, e.g. GA 3):

| | Co-Submitter (Country Name) | Signature |
|-----|-----------------------------|-----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | | |

Co-submitters must be Delegates from your own forum. The resolution must be supported by at least 1/3 of your forum.

Signature of Student Officer:

Has the resolution been moved to the *Approval Panel* folder on the Google drive and titled in the required format?

(Committee)_(main submitter)_(Topic number)_(version)

Signature of Approval Panel:

BIGMUN procedure and terminology in a broader context:

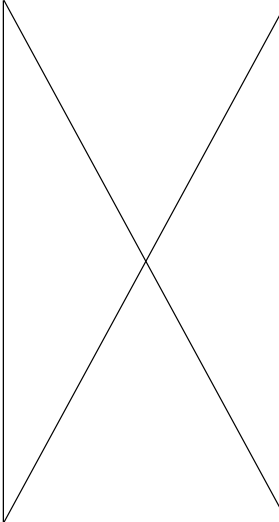
A breakdown of the key ways in which the European MUN procedural system and terminology employed at BIGMUN differ from the North American MUN model

The purpose of this guide is to aid visiting students in maneuvering BIGMUN’s procedural policy and terminology by presenting it in terms of other MUN systems.

Procedure and Terminology Conversion Chart

| Relevant Area | BIGMUN | Traditional North American | Further Information |
|------------------------|-----------------------|----------------------------|---|
| Informal Debate | Lobbying Time | Un-moderated caucus | <p>While lobbying time begins right after opening speeches, un-moderated caucuses must be requested in a motion and typically after a moderated caucus. Lobbying time can last hours whereas un-moderated caucuses have a maximum duration of 20 minutes.</p> |
| Formal Debate | No direct equivalent. | Moderated caucus | <p>The speeches delivered for or against an amendment or resolution at BIGMUN mimic the structure of moderated caucuses. However, they entertain less back-and-forth debate between Delegates as points of information may only be posed to the speaker and motions to follow up are sparingly entertained to maintain the flow of debate. However, this maintains a focused approach and depth of discussion. Speeches must be given at the front of the room, whereas the shorter speeches pertaining to moderated caucuses may be delivered by a delegate standing next to their seat.</p> |

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| | | | |
|--|--|---|---|
| <p>Speaking Time</p> | <p>Debate time limits for time for, against and open debate are established by the Presiding Chair. Individual speaking times are not. However, at the discretion of the chairs, a delegate may be asked to terminate their speech if it has reached an unreasonable length, or the overall time limit for the time for, against or open debate has expired.</p> | <p>Established by the proposal of a delegate as a part of a moderated caucus, where time exceeds no longer than one minute. Speaking time for presenting resolutions is also timed.</p> |  |
| <p>Yielding the Floor</p> | <p>After Points of Information, (or the refusal to accept Points of Information by the delegate), the Presiding Chair asks the delegate if they could “please yield the floor back to the chair.” The delegate must reply “so yielded.”</p> | <p>A delegate yields their time to the chair stating “The delegate yields their time back to the chair”</p> | <p>At BIGMUN, Delegates may not yield time to other Delegates, something which is permissible at many North American conferences.</p> |
| <p>Organisation of Speeches</p> | <p>The order of the speakers is at the discretion of the Presiding Chair.</p> | <p>The order of speakers is determined by a speaker’s list, except during a moderated caucus, when the order of speeches is at the discretion of the Presiding Chair.</p> | <p>A speaker’s list is established at the beginning of the session and can be re-opened, following a first- come-first-serve basis. At BIGMUN, the order of speakers is at the discretion of the chairs. We do this to ensure a balanced and relevant debate.</p> |
| <p>Submitting Resolutions</p> | <p>Draft resolution</p> | <p>Working Paper</p> | <p>Draft Resolutions are passed through the approval panel (see page 29), potentially to be discussed and possibly passed later in Plenary, a multi-committee assembly. Working Papers are discussed and voted on in individual committees.</p> |

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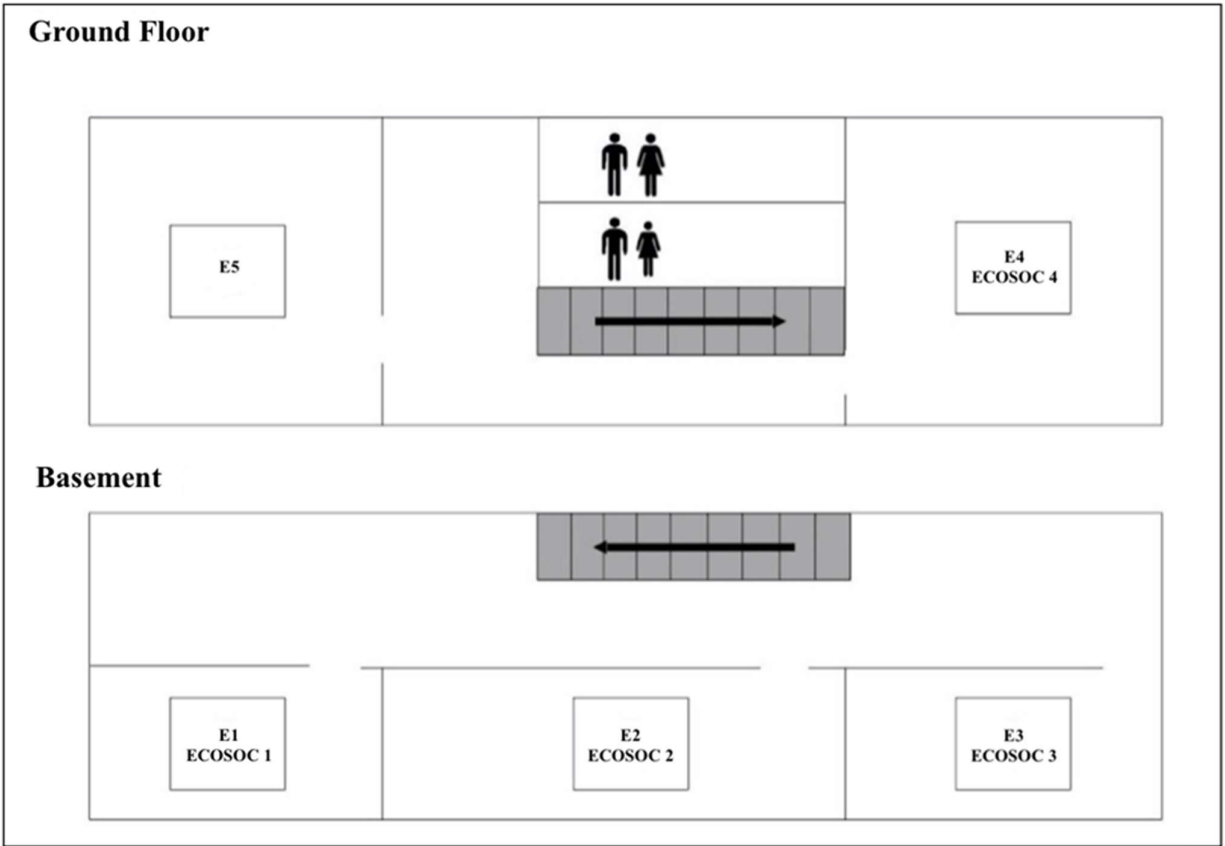
| | | | |
|--|------------------|------------------|--|
| Preparatory Materials Provided to Delegates | Research report | Background guide | |
| Chairs and Organizing Team | Student Officers | Secretariat | |

Disclaimer: The Procedure and Terminology Conversion Chart is not applicable to the special procedures used in the Security Council and the Crisis Committee. This comparison serves solely to provide an overview of the key differences in MUN procedural policy in Europe and North America. We acknowledge that individual conferences have their own unique aspects, and that this is a general, and not an all-encompassing, comparison, and that exceptions exist.

MAIN BUILDING FLOOR PLAN



E-HALL FLOOR PLAN



ROUTE FROM BIGMUN TO BIRKERØD PUBLIC TRAIN STATION



SOCIAL MEDIA

Facebook: facebook.com/bigmunconference/

Instagram: [bigmun.2024](https://www.instagram.com/bigmun.2024)



bigmun.dk



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