

CONFERENCE HANDBOOK



SHRIMUN '25



CODE OF CONDUCT

Dress Code:

The Official Dress Code for the Conference is as follows:

- **Day 1: Western Formal Attire**
- **Day 2: Western Formal Attire**
 - Western formals include: Suits and blazers, dress shirts, ties, formal business dresses, skirt suits, or pantsuits with formal shoes can be worn.
- **Day 3: Indian Formal Attire**
 - Indian formal clothing including Kurta Pajama, Sherwani, Salwar Kameez can be worn. The outfit should be respectful and aligns with the cultural norms and sensitivities of the MUN conference setting.

The school and the Secretariat may prevent any delegate, found to not be adhering to the dress code, from taking part in the Conference. Their return to the conference will be prohibited until in strict compliance with the dress code.

Courtesy and Decency:

All participants, including fellow delegates, chairs, organizers, staff, must be respectful. The basic rules of courtesy must be observed, and inappropriate behavior will not be tolerated. If such an issue or any disagreement arises, delegates are requested to submit it directly to the Chairpersons of their delegations without delay.

No delegate is to loiter in or around the school campus once the committee has been suspended for the day.

In alignment with our school's commitment to sustainability, we maintain a strict Zero Plastic Policy on campus. Delegates are required to carry their own reusable water bottles, which can be refilled at the water coolers located near each committee venue.

Please note that single-use plastic water bottles will not be provided.

Appropriate measures shall be taken against any and all cases of bullying and insulting or discriminatory remarks. Delegates experiencing or observing such incidents must inform the Secretariat as soon as possible.



Collaboration and Diplomacy:

Delegates should work together, build alliances, seek consensus, and work in collaboration with other members of their committee.

Throughout the committee sessions, delegates must use diplomatic language and negotiation skills when addressing conflicts or disagreements, aiming to find mutually acceptable solutions.

Avoid any personal attacks, offensive remarks, or aggressive behavior towards other delegates, recognizing that debates should focus on ideas and not individuals.

Requests

The Secretariat and the Secretary General are to be made aware of any appeals or requests relating to the Conference in writing or by mail. The Faculty Advisors or Head Delegate, on behalf of a member of its delegation, will be responsible for these appeals. A statement of reasons for the request must be provided in some cases.

The way in which appeals are entertained are at the discretion of the Secretariat. Any action necessary will be taken without delay.

Smartphone and Device Policy for Delegates

To maintain a safe, focused, and responsible learning environment, smartphones are strictly prohibited on campus. The school will not be held responsible for any loss or damage to mobile phones.

If absolutely necessary, delegates from guest schools may bring smartphones but must deposit them with their accompanying teacher at the start of the day.

Devices may be collected after the day's proceedings conclude.

Individual delegates who are not accompanied by a teacher are required to deposit their phones with the security guard at Gate No. 1 with their names clearly written on it and may retrieve them at the end of the day.



Please note that internet access will not be available or permitted for delegate use throughout the duration of the conference.

Access to electrical outlets is limited and not guaranteed. Delegates are therefore advised to arrive with fully charged devices.

Any inappropriate use of digital devices may result in their confiscation. Only the faculty advisor may approach the Secretariat to request the return of such devices after due action has been taken.

Contact and Communication:

All official communication is to be carried out via mail.

Delegates may not form WhatsApp groups to facilitate communication in the committees.

Minimize distractions from personal electronic devices during committee sessions, focusing on the discussions and engaging with fellow delegates.

Powers of the Secretariat or Committee Staff:

All decisions taken by the Secretariat are absolute, final and non-negotiable.

The Executive Board shall be responsible for moderation and management of the flow of proceedings within the committees, wherever appropriate. Decisions taken by the Chair on any matter relating to the Committee shall be final.

The Chairperson(s) may, in certain situations, delegate their duties to any member of the Executive Board or Secretariat temporarily.

Where necessary, the Executive Board may recommend and discuss with the committee a course of action to be taken in respect of which it shall take further steps.



GENERAL RULES OF PROCEDURE

Points on the Floor:

Points are the tools used in Model United Nations delegates to communicate with their chairs and fellow delegates. It is the formal language used in a conference.

1. Point of Information:

It is the right to ask a question to another delegate. It is only used when rules permit it, namely only during formal debate when a delegate yields their remaining time to questions.

2. Point of Personal Privilege:

It is raised by a delegate when they are facing a personal discomfort which prevents them from full participation in the debate. For example: audibility of other speakers, switching of air conditioning.

3. Point of Parliamentary Inquiry:

If a delegate has a question related to clarifying certain aspects of the Rules of Procedure, they can raise it in the form of a point of parliamentary inquiry. Such Point may not interrupt speakers and can be introduced only when the Floor is open for Points and Motions

4. Point of Order:

This point is only raised in case there is a discrepancy or error in the procedure of the debate. This point can be used to bring such an error to the Chairperson's attention.

Along with these points, the following are also used in formal debate:

5. Plea to Follow Up:

A Plea to follow up is taken after by a delegate if they feel that their Point of Information was not sufficiently answered by the other delegate. It is granted/denied by the Chairperson.

6. Right to Reply:

A delegate who has personally been attacked or offended in a speech, may require Right to Reply. The Chairpersons may decide whether the Right to Reply is in order. The decision of the Chairs is not subject to appeal.



Motions:

Motions are used to discuss procedural matters and they help to further the discussion on your committee topic. Most motions will require a vote in order to pass. Motions are voted upon based on the order of disruption hence the motion that impacts the rules of formal debate the most will take precedent. The verbatim to raise such motions is given below:

1. Motion to Start Committee/Open Debate:

This is the first motion that every committee begins with, as it formally opens the committee. It passes without exception.

“The Delegate of Ghana would like to raise a motion to open debate.”

2. Motion to Set the Agenda:

The agenda is the backbone of every committee, as it details the topic of discussion and flow of debate. This is the second motion that every committee must begin with, it also passes without exception in all cases where the committee has only one agenda.

“The Delegate of Narendra Modi would like to raise a motion to set the agenda for this committee, the agenda being ‘Discussing Electoral reforms with reference to recent elections.’”

3. Motion to set the GSL:

The General Speakers List refers to a list of delegates who will give a speech on their country's general stance and past actions on the topic. It is the only form of formal debate in committee. Every delegate is expected to give their name for the list. If other forms of debate are exhausted, the committee reverts back to the GSL. The GSL never lapses as delegates may give their names more than once after the first round of speeches is complete.

“The delegate of Japan would like to raise the motion to enter into the General Speakers’ List, per speaker time being 90/ 120 seconds.”

4. Motion for a Moderated Caucus:

A moderated caucus is a motion used to discuss a particular subtopic in committee, it is passed based on simple majority voting or the discretion of the chair. The delegate whose motion passes has the right to go first or reserve their right to speak. Multiple such motions can be raised by different delegates, but only one passes at a time.



“The Delegate of Bosnia and Herzegovina would like to raise a motion for a Moderated Caucus on the topic ‘Causes of the climate crisis in the MENA region’ for a total time of 10 minutes with individual speaker time being 60 seconds.”

5. Motion for an Unmoderated Caucus:

An unmoderated caucus is an informal and unsupervised forum where delegates may converse with each other, lobby, discuss crisis updates and create paperwork. There is no individual speaker time in an unmoderated caucus.

“The Delegate of India would like to suspend formal debate and raise a motion for an Unmoderated Caucus on the topic ‘Solutions to be added to the Geneva Convention’ for a total time of 10 minutes.”

6. Motion for an Open Floor:

An open floor, similar to an unmoderated caucus, is a form of informal debate where delegates can discuss multiple topics in an open forum. There is no individual speaker time for an open floor.

“The Delegate of the United States of America would like to raise a motion to suspend formal debate and move into an Open Floor on the topic ‘Solutions to the Current Crisis Update’ for a total time of 10 minutes.”

7. Motion for a Round Robin:

This motion, if passed, allows for delegates to give speeches in alphabetical order, usually on a newly introduced crisis update. It has no total speaker time.

“The delegate of France would like to raise the motion to suspend formal debate and move into a Round Robin, per speaker time being 60 seconds, discussing the current crisis update.”

8. Motion to Discuss Paperwork:

In the final stages of committee, when paperwork is being discussed, delegates must raise a motion to discuss their paperwork to allow for it to be voted upon. This can be done after discussions in several forms such as clause-by-clause, question-and-answer sessions etc.

“The delegate of South Korea would like to raise the motion to move into a Question-Answer Session of 10 questions on Working Paper 3.”



Yields:

Yields are used when a delegate has time remaining in their GSL or moderated caucus speech, a yield allows them to decide what they do with the excess time.

1. Yield to the Chair:

The delegate passes their time to the Chair who can decide how best to utilize the remaining time.

2. Yield to Points of Information:

The delegate yields to questions on their speech in the form of POIs. This is the recommended yield as it allows the Executive Board to gauge more of a delegate's understanding, research and ability to respond to a question.

3. Yield to Another Delegate:

A delegate may yield their remaining time to another delegate (usually within their bloc) who will then speak till the remaining time elapses.

Voting :

Every country that has responded with “present and voting” during roll call must vote on all committee paperwork, countries which have responded with “present” may abstain. Delegates may vote in any of these three manners.

1. Yes
2. No
3. Abstain

Please note that all formal paperwork requires a 2/3rd majority to pass.

Crisis:

Certain geopolitical situations which warrant an instantaneous response are known as crises. Crisis will only occur in certain committees depending on the discretion of the Executive Board. They are given in the form of crisis updates, typically only a few lines long, detailing specific, tangible action. The entire flow of the committee is dependent on the outcome taken on these crisis updates.



Paperwork:

Paperwork is the final goal of every committee. It must follow a strict format. Use the [background guides](#) to check which forms of paperwork are permissible in your committee.

Note: Delegates of the following committees are required to submit a position paper by 1st August, Friday.

- JHCC
- Qing Imperial Court
- Futuristic AI Council
- US Senate

Paperwork Expectations

	Position Paper	Communique	Press Release	Directive	Working Paper + Draft Resolution
UNGA - DISEC	X	✓	✓	✓	✓
JHCC	✓	✓	✓	✓	✓
Lok Sabha	✓	X	✓	X	✓
US Senate	✓	X	✓	X	✓
Wall Street Broker's Summit	X	✓	✓	✓	✓
Qing Imperial Court	✓	✓	✓	✓	✓



	Position Paper	Communique	Press Release	Directive	Working Paper + Draft Resolution
Futuristic AI Council	✓	✓	✓	✓	✓
International Press	X	X	X	X	X
The Council for Stateless Peoples and Refugees	X	✓	✓	✓	✓



1. Press Release:

The purpose of a press release is to inform the public of actions or express condolence, frustration, or condemnation. The goal of a press release, aside from informing the public, is also to influence public sentiment. Upon ratification, it shall be left up to the discretion of the Executive Board to decide a course for introduction of the press release. The title of the press release must mention which entity it is from and the means through which it is broadcasted. (e.g. radio announcement)

2. Communiqué:

Communiqués are tools used to contact entities outside of a committee in order to involve them with the crisis in a certain way. They are written as formal correspondence to outside actors as a way of enticing them to take action, even though they aren't under your direct control. You can write communiqués as an individual delegate or as a committee. They must include the following:

- Header that says "Communiqué"
- Addressee, with formal title and full name
- The specific action or information you want them to undertake or give you
- Your delegation name and country

3. Directive:

There are two kinds of directives, private directives (Crisis Notes) and public directives. Crisis Notes are the dominant medium for taking individual action in committee by using your portfolio powers. Delegates will continually send Crisis Notes to shape the crisis at hand, to both fix the issue and bring more power or prestige to themselves. The goal is to demonstrate your innovative ideas to create progress in the committee. They are passed/failed according to the chair's discretion.

It includes:

- Title
- Specific orders or actions that you would like to see undertaken
- What you expect/hope will be the result
- Signatures, with portfolios of all signatories (Note: In different committees, the Chair may require different numbers of signatories, anywhere from three to half the committee)

4. Working Paper/ Draft Resolution:

A Working Paper is considered to be the precursor to a Draft Resolution. It is a document where Delegates initially formulate solutions with respect to their committee's topic and in accordance with their Country's stance.



The WP document will thereafter be utilized by delegates as a guideline during Unmoderated Caucus sessions in forming a Draft Resolution. It must have a title and include the names of the authors, signatories and special signatories at the top.

The Working Paper is primarily a solution based document and will follow a structure akin to that of a resolution albeit it does not include Pre-Ambulatory Clauses and will only contain Operative Clauses mentioned below.

Sample Operative Phrases

Accepts	Encourages	Further recommends
Affirms	Endorses	Further requests
Approves	Expresses its appreciation	Further resolves
Authorizes	Expresses its hope	Has resolved
Calls	Further invites	Notes
Calls upon	Deplores	Proclaims
Condemns	Designates	Reaffirms
Confirms	Draws the attention	Recommends
Congratulates	Emphasizes	Regrets
Considers	Encourages	Reminds
Declares accordingly	Endorses	Requests
Deplores	Expresses its appreciation	Solemnly affirms
Designates	Expresses its hope	Strongly condemns
Draws the attention	Further invites	Supports
Emphasizes	Further proclaims	Takes note of
	Further reminds	Transmits
		Trusts

A Draft Resolution, created from the working paper, is what will finally be voted on in committee. It contains both preambulatory clauses (mentioned below) and operative clauses (above). A Draft Resolution must stick to this format rigidly, a full stop signifies the end of the resolution.

Sample Preambulatory Phrases

Affirming	Expecting	Having studied
Alarmed by	Expressing its appreciation	Keeping in mind
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Noting further
Confident	Fully believing	Noting with approval
Contemplating	Further deploring	Observing
Convinced	Further recalling	Reaffirming
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking into account
Desiring	Having heard	Taking into consideration
Emphasizing	Having received	Taking note
		Viewing with appreciation
		Welcoming



A sample Draft Resolution is given below:

Committee: Council of Stateless People and Refugees

Topic: Ensuring Access to Education for Refugees

Sponsors: Germany, Kenya, Mexico

Signatories: Canada, Brazil, Japan, Jordan, France, Sweden, Egypt, India

Draft Resolution 1.0

Council of Stateless People and Refugee,

Recalling the Universal Declaration of Human Rights, particularly Article 26, which recognizes the right to education for all individuals,

Affirming the importance of the 1951 Refugee Convention and its 1967 Protocol in protecting the rights of displaced persons,

Deeply concerned by the growing number of school-age refugees who lack access to formal education due to conflict, displacement, and lack of infrastructure,

Emphasizing the link between access to education and long-term peace, stability, and economic development,

1. **Encourages** member states to increase investment in educational infrastructure in refugee-hosting regions, including the construction of temporary learning centers and mobile schools;
2. **Calls upon** donor countries and relevant UN bodies to allocate increased funding to education-focused programs within refugee camps, particularly those supporting girls' education and secondary schooling;
3. **Recommends** partnerships between governments, NGOs, and private sector actors to provide refugee students with digital tools, online curricula, and teacher training to enable remote and hybrid learning models;
4. **Supports** the inclusion of psychosocial support and trauma-informed training within educational settings for refugee children affected by conflict and displacement;
5. **Urges** member states to implement inclusive language and cultural orientation programs to aid refugee students in adapting to new educational environments;
6. **Further** calls for an annual report by UNHCR, in cooperation with host countries, to track progress on refugee education access, identify gaps, and share best practices globally.



Amendments:

Amendments can be used to strike a clause, modify a clause or to add a clause.

1. Friendly Amendments

- If an amendment author introduces it as a friendly amendment and all of the resolution's sponsors agree to it, the amendment will automatically become a part of the resolution.
- There is usually nothing too controversial about friendly amendments. Most of the time they will be accepted by all parties and the Chair and become a part of the draft resolution.

2. Unfriendly Amendments

- An unfriendly amendment is a change that one, or more, of the resolution's sponsors, do not agree with.
- Unfriendly amendments will be open to debate based on majority voting. Time during the speaker's list and caucusing can be dedicated to unfriendly amendments.

Awards List:

The award for the Best School Delegation will be given to a single school, provided they have sent a **minimum of 8 delegates** to the conference, all of whom have registered with their respective schools.

Points for this award will be given on the basis of award quality, rather than quantity. The breakdown for the points is as follows:

- Best Delegate: 10 points
- 1st High Commendation: 7 points
- 2nd High Commendation: 6 points
- Special Mention: 3 points