

Chair Training

Training for MUNC chairs will consist of two required written documents, a weekly training meeting with pre-discussion questions to be answered and turned in at the meeting.

The two written documents will consist of a committee outline and a one page background issue paper for each chair in the committee to complete on one of the two topics.

The remainder of the training will consist of five meetings. Each meeting will be no more than an hour. There will be assigned short pre-discussion questions due at the beginning of each meeting. At the meeting Chairs and SGs will discuss the questions turned in and any other concerns amongst the group.

Please type or write-up all pre-meeting discussion questions answers.

Each week's assignments are meant to be done before that week's meeting. Before each meeting do the pre-meeting work described under that week's heading.

Week 1

Before the meeting: outline your committee – what it does and what it's responsible for. Write a one page background issue paper for your topic.

Be prepared to discuss with the group what your committee does, a brief abstract of your topic, and field any questions presented by the group.

Please contact the SGs for help if you need resources or formats for papers.

Week 2

Read the first four rules (P-1, P-2, P-3 and P-4) and review the handout on selecting a rapporteur.

Answer the following pre-meeting questions:

1. Does the committee need to vote on all the motions under General Powers of the Chair?
2. Name three powers of the Chair.
3. What rulings of the Chair can be appealed by the committee?
4. What is the process for selecting a rapporteur?
5. Brainstorm any other questions for the group pertaining to these rules for discussion at the weekly meeting.

The Agenda and Navigating the Meeting: Read rules P-8, P-9, P-10, and P-26 through P-30.

Answer the following pre-meeting questions:

1. How and when do you adopt the agenda? What do you do if someone objects to an agenda item?
2. What's the difference between a supplementary and an additional agenda item?

3. All other committees:
4. Can you add additional items to your own agenda? Outline how reordering of the agenda for your committee works and when you do it.
5. What's the difference between suspension and adjournment of the meeting (Hint: Look at P-26) and when would each be proposed?
6. How and when is a postponement of debate done?
7. What rule shall be used in order to call for Moderated Caucus and when?
8. Who is the moderator in a Moderated Caucus and what are his/her duties?
9. What does P-29 closure of agenda item do? Is it possible to reverse this ruling?
10. What does P-30 adjournment of debate do and how does it differ from P-26 adjournment of meeting?
11. Brainstorm any other questions for the group pertaining to these rules for discussion at the weekly meeting.

Resolutions and Amendments: Rules P-11, P-14, P-16.

Read the rules listed above. Pay careful attention to P-16, it can be confusing.

1. How many sponsors are required to submit a resolution?
2. Can a sponsor amend his/her resolution?
3. Do resolutions and amendments need to be proposed by a delegate orally in committee or can they submit them to the chair in writing?
4. Can preambular clauses be amended? If so, when and by who?
5. Can amendments be amended?
6. When can a delegate withdraw sponsorship during voting bloc?
7. Which sponsors of a resolution have to agree to an amendment in order for that amendment to be considered "friendly"?
8. Once an amendment is deemed friendly, can it be amended?
9. Brainstorm any other questions for the group pertaining to these rules for discussion at the weekly meeting.

Week 3

Read the rules regarding voting and quorum: 6, 7, 15, 17-21, 22, 25, 27 (Point of Appeal only).

Answer the following pre-meeting questions:

1. How many delegates must be present to vote on a substantive manner?
2. How many delegates must be present to debate (bring the meeting to order) or vote on a procedural matter?
3. Which do you vote on first, resolutions or unfriendly amendments?
4. Are friendly amendments put to a vote?
5. Resolutions can be reordered prior to voting. Can amendments also be reordered?
6. If you have two unfriendly amendments that would cancel each other out, can both pass? How do you determine which amendment(s) are incorporated into the final resolution?
7. Is 7 yes votes, four no votes and 12 abstentions a passing vote? Why or why not?
8. On a P-27 Suspension of Meeting, can you do a roll call vote?
9. What two specific rulings of the chair cannot be appealed? What other times can you

- tell delegates that your ruling cannot be appealed and why will this be helpful to you?
10. Brainstorm any other questions for the group pertaining to these rules for discussion at the weekly meeting.

Read the rules regarding Speaker's List, speeches, comments, questions, and other points: 23, 24, 25, 34 (Observers).

Answer the following pre-meeting questions:

1. When is the only time a delegate may interrupt a speaker?
2. When can a delegate speak under P-23 even if they are not on the speaker's list (hint – there are two times this can happen)?
3. When will you allow a P-24 Right of Reply? Give examples of what does and does not justify a Right of Reply.
4. If you rule a motion Dilatory, can the delegate who made that motion appeal your ruling?
5. Are advisors considered "Observers" under P-34? Who is considered an "Observer"?
6. Who proposes time limits on speakers and short comments, number of short comments and number of inquiries? Who approves the time limits and number of comments and inquiries?
7. If the committee votes down a motion for suspension of meeting for 15 minutes and a delegate then motions for suspension of meeting for 10 minutes, is the second motion dilatory?
8. Can inquiries be about any topic?
9. What are appropriate uses of Points of Privilege and Order?
10. Brainstorm any other questions for the group pertaining to these rules for discussion at the weekly meeting.

Read rules: P-31, P-32, P-13, P-33 and familiarize yourself with them. No questions only discussion.

Week 4

No meeting this week! Instead there will be a mock session from about one and a half to two hours long. Inexperienced chairs will be cycled in and out for practice. The topic will be one of the conference topics to be selected in week 2 by the group.

Week 5

Recap training questions, mock session, and discuss any final concerns. Read before the meeting for discussion: handbook, voting sheets, role call procedure, conduct, conference policies, and other provide documents.

Discuss DPI, committee locations, dealing with difficult or problematic delegates, the banquet, schedule, etc.