

# Chair Cheat Sheet

<b>Starting a session</b>	<ol style="list-style-type: none"> <li>1. "We are now in general/open/closed debate on the topic of X as a whole/resolution X.</li> <li>2. Are there any delegates wishing to make a speech on this topic/resolution? If so, raise your placards now."</li> </ol>
<b>Calling upon a speaker</b>	"The delegation of X, you have been recognized. Please rise and take the floor."
<b>Asking for Points of Information</b>	<ol style="list-style-type: none"> <li>1. "Thank you, delegate. Are you open to any points of information?"</li> <li>2. "The delegate is open to x points of information. Are there any delegates wishing to make a point of information in the house? If so, raise your placard now."</li> <li>3. If Not → Seeing as the delegate is not open to points of information. → Dismiss/Yield</li> </ol>
<b>Dismissing speakers</b>	<ol style="list-style-type: none"> <li>1. "Thank you, delegate. Please yield the floor back to the Presidency."</li> <li>2. "How does the Delegate wish to yield?"</li> </ol>
<b>When a delegate raises a motion</b>	<p>"Motion overruled/seconded"</p> <p>Or</p> <p>"Are there any seconds in the house?"</p>
<b>When a request is made</b>	"Granted/Denied"
<b>Going into a break</b>	"There will now be a recess of x minutes. Make sure to be back in the committee room on time."
<b>Moving between parts of debate</b>	"We will now be moving into X debate for Y minutes and entertain Z speakers. Are there any delegates wishing to take the floor? If so, raise your placards now."

**Motion to adopt by acclamation:** Approving a draft resolution without a vote, showing unanimous consent.

1. Raised after debate ends – Usually after the closure of debate on a draft resolution.
2. Proposed by a delegate – The delegate says something like: "Motion to adopt the draft resolution by acclamation."
3. Chair asks for objections – If no delegate objects, the resolution is adopted unanimously.
4. If someone objects – The motion fails, and the resolution goes to a formal vote.

**Motion to move to previous question: granted or denied, "We will\_\_\_\_\_"**

**Unmoderated Caucus:** An informal session where delegates move freely and engage in open discussion or negotiation without chair moderation

**Moderated Caucus:** A structured debate format where delegates speak one at a time for a set

## **MUNISS 2026**

duration on a specific topic, moderated by the chair.



**Part II): Resources**

<b>Flow of Debate</b>	<ol style="list-style-type: none"> <li>1. General debate on the TOPIC</li> <li>2. Lobbying (Also referred as Unmoderated Caucus)</li> <li>3. Introduction of Resolution</li> <li>4. Open debate on the RESOLUTION <ol style="list-style-type: none"> <li>a. Consider House for Amendments</li> </ol> </li> <li>5. Closed debate FOR the RESOLUTION <ol style="list-style-type: none"> <li>a. Consider House for Amendments</li> </ol> </li> <li>6. Closed debate AGAINST the RESOLUTION <ol style="list-style-type: none"> <li>a. Consider House for Amendments</li> </ol> </li> <li>7. voting on the RESOLUTION</li> </ol>
<b>Debating amendments</b>	<ol style="list-style-type: none"> <li>1. Introduction of amendment</li> <li>2. Open debate on AMENDMENT</li> <li>3. Closed debate FOR the AMENDMENT</li> <li>4. Closed debate AGAINST the AMENDMENT</li> <li>5. Voting on the AMENDMENT</li> </ol>

**Part III) Tips (for awkward situations)**

<b>When no one is speaking</b>	<ul style="list-style-type: none"> <li>• General debate: call on someone who has not spoken yet (consult COS list)</li> <li>• Open debate: see above OR call on a co-submitter</li> <li>• Closed: call on someone who should be for/against (depending on which debate you are in)</li> <li>• Force people to take at least one point of information</li> <li>• Remind delegates of the necessity of their involvement</li> <li>• In general, try to keep a balance between fun and seriousness so delegates stay focused when needed and don't get bored</li> </ul>
<b>Trolls</b>	<ul style="list-style-type: none"> <li>• Stay calm; don't yell or become hysterical</li> <li>• Remind them that you are in charge</li> <li>• Don't take yourself too seriously</li> <li>• Report to Execs if Issue persists.</li> </ul>
<b>When you have nothing to do</b>	<ul style="list-style-type: none"> <li>• At the end of the day: Punishments or a game</li> <li>• Throughout the day: Call a recess</li> <li>• At the end of committee session (Sat/Sun afternoon): awards, etc.</li> <li>• Mock debate (if you have finished all resolutions)</li> </ul>

**Points:** Can be Found in Delegate Guide