

THE CBSMUN CHEATSHEET

ABOUT THIS CHEATSHEET

This is NOT a substitution for the RoP.

Please remember that this only covers the basic and most important things.

This is a quick guide to help during committee sessions

★ Stars indicate key info



MUN SHORTHAND

RoP = Rules of Procedure

GSL = General Speakers' List

Mod = Moderated Caucus

Unmod = Unmoderated caucus

POI = Point of Information

ORDER OF DEBATE

- Roll Call
- General Speakers' List*
- Motions & Caucuses
- Working Paper
- Draft Resolution
- Amendments
- Closure of Debate
- Voting

*The GSL is the default. When not in a caucus, you return to GSL.

PROCEDURE DECORUM

When the SG or DG enters the room delegates should rise unless otherwise indicated.

If a delegate is mid-speech, the rise is done once the speaker is done.

POINTS

must be addressed before motions & are entertained at the discretion of the chairs.

POINT OF PERSONAL PRIVILEGE

Used to express personal discomfort that affects delegate participation.

E.g. need to use the restroom, closing of a window, difficulty seeing or hearing.

Only allowed when there are no speakers, unless there is trouble with hearing the speaker

POINT OF PARLIAMENTARY

INQUIRY used to ask the Chairs a question about the RoP. ★

POINT OF ORDER

Used to point out procedural errors made by the Chairs. Who will then consult the RoP & decide upon an appropriate course of action.

If the issue cannot be resolved, the DG or SG is to be called in order to resolve the matter.

POINT OF INFORMATION

A topical question directed either to the previous speaker or to the chairs.

SPEAKING DECORUM

No personal pronouns! Use "the delegate of ...", "we", etc.

STARTING SPEECHES - ADDRESSING THE ROOM

It is good manners to start speeches by addressing the Chairs, delegates, & others who may be present.

It can be done in ways such as but not limited to; "Honorable Chairs, distinguished delegates," or "Esteemed Secretary/Director General/Secretariat, Respected Chairs & fellow delegates ...".

HOW TO HOLD A GOOD MUN SPEECH

Style:

- Speak slowly, clearly, & confidently.
- Use formal, diplomatic language; avoid filler words.
- Make eye contact; don't read directly from notes.
- Use gestures sparingly & stay calm.

Tips:

- Listen actively & connect ideas to the debate.
- Prepare key points but adapt to the flow.

Content:

- Stick to the topic.
- Clearly state your stance & propose key solutions.
- Use facts & examples to prove points.
- Reference previous speakers to build or refute arguments.

★ ENDING SPEECHES DURING SPEAKERS LIST - YIELDING

Your speech should end in one of 3 ways:

1. **Yielding to another delegate**
Can only with more than 10 seconds of speaking time remaining.
2. **Yielding to Points of Information**
Opens the delegate up to questions from the others.
Can only with more than 10 seconds of speaking time remaining.
NB: If you have less than 30 seconds left, you can ask the chair for an additional 30 seconds to entertain questions.
3. **Yielding to the Chairs**
Speaking time will always end with this, even after yield 1 or 2 has been entertained.

Ways to yield include: "The delegate yields the floor back to the chairs" or "We yield our remaining time to the chairs"

VOTING PROCEDURE

Procedural Voting determines how the debate proceeds & includes decisions on matters like agenda setting, moderated caucuses, or the closure of debate. It requires a simple majority (50% + 1 of the delegates present & voting) & no abstentions are allowed.

Substantive voting is used to decide on draft resolutions, amendments, or final documents. Delegates who are present & voting have to vote, but delegates who are present can abstain. It requires a two-thirds majority.

PRECEDENCE

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Motion to Reorder Draft Resolutions
5. Motion to Divide the Question
6. Motion for a Vote by Acclamation
7. Motion for a Qualified Majority Vote
8. Motion to Divide the House
9. Motion for a Roll Call Vote

Please see the RoP for the full list

AMENDMENTS

Voting on Amendments is substantive; Abstentions are allowed!

TYPES

Friendly Amendments

Changes agreed upon by all sponsors of the draft resolution. They are automatically included in the draft resolution without a vote.

Unfriendly Amendments

Changes not agreed upon by all sponsors. They must be debated & voted for by the committee to pass.

PRESS

Remember to interact with the Press! Don't be afraid to leak information or provide them with statements to sway the debate.

As delegates, you can introduce motions for press releases and entertain Point of Press

MOTIONS

Only be raised when the floor is open, i.e. the chairs ask for them
Generally another delegate to "Second" needed - otherwise fails immediately
Generally passes directly if no "Objection" - otherwise voting procedure

There are many motions, this covers common & major ones that are less straightforward.

MOTION TO CLOSE THE SPEAKERS' LIST OR DEBATE

Ends all discussion on a topic & moves directly to voting on resolutions or amendments. Requires a two-thirds majority.

MOTION TO SUSPEND THE MEETING

Temporarily pauses the session, typically for breaks or the end of day. Requires a simple majority.

MOTION FOR UNMODERATED CAUCUS ★

Used to propose up to 30 minutes of unmoderated, topicless caucus in which delegates can speak freely, discuss ideas, or work on working papers, amendments, & draft resolutions.

NEEDED TO MOTION: Total Time

MOTION FOR MODERATED CAUCUS ★

Used to propose a short moderated debate of max 15 minutes on a subtopic within the agenda & individual speakers' time.

NEEDED TO MOTION: Total Time, Individual speaker's time & Topic

MOTION FOR A CONSULTATION OF THE WHOLE

Used to propose a max 15 minute self-moderated caucus in which delegates can call on each other without chair involvement.

NEEDED TO MOTION: Total Time & Topic

MOTION FOR A TOUR DE TABLE

Used to propose a caucus where every delegate gets to speak for up to 90 seconds on a specific topic in alphabetical order.

NEEDED TO MOTION: Individual speaker's time & Topic

WORKING PAPERS

- Informal docs to guide discussions & develop draft resolutions.
- No strict format: can be revised after the introduction.

Introduced by motion - no objections, no vote required.

DRAFT RESOLUTIONS ★

- Formal documents proposing solutions to the agenda topic.
- Requires specific format: preambulatory clauses (context, past tense) & operative clauses (actions, present tense).
- Needs approval by chairs & sufficient sponsors/signatories for introduction.

Introduced by motion - debate essential for major ideas before voting

WRITING CHECKLIST

- Is the language specific & clear?
- Does it improve or align with the revolution's goals?
- Have you consulted potential allies for support?
- Are you prepared to defend it during debate?

AMENDMENTS

- Proposed changes to draft resolutions (add, remove, or replace). Can be friendly or unfriendly.
- Cannot amend preambulatory clauses or failed amendments.

Introduced by motion - vote required.

PRESS RELEASES

- Public statements from the committee.
- Used for media responses, correcting misinformation, or as alternatives to resolutions.
- No strict format.

Introduced by motion - simple majority vote required for release.

SPONSORS VS SIGNATORIES

Sponsors: Primary authors & supporters of a draft resolution or amendment. Responsible for its content & presentation. Must agree unanimously to withdraw or accept friendly amendments.

Draft resolutions require 2-3 sponsors.

Signatories: Delegates who want the draft resolution or amendment discussed. Not obligated to support the content or vote in favor. Serve to demonstrate interest & ensure the topic reaches debate.

Draft resolutions require a min. of 20% of the committee as signatories, no max. limit.