



DELEGATE DOCUMENT PACKET – SWFLMUN 2025

Google Docs instructions

Every delegate needs to have a temporary Google account set up for the competition. Please follow the instructions in this packet and have the account both set up and accessible from the device(s) you plan to use during competition **prior to arriving** on campus Monday.

Delegate Release form

All delegates are required to have [this form](#) signed and returned **before competition begins** on Monday. (Delegates under the age of 18 must also have the form signed by a parent or guardian.)
*** This document isn't attached; please click the link and complete online.**

Amendment form

Committee chairs will have copies of this form available, but you're welcome to print one or two and bring them along if you'd like. Not all delegates will need to use this form.

Campus map

A simplified map is attached. Please park in Garage #1, and avoid spaces that are mark reserved. (You will be ticketed if you park in those spaces!) We start off in Cohen Student Union Monday morning, then you'll move to AB9 (Water School) for committee sessions. Tuesday, you can report directly to your committee room. Garage #1 is conveniently located between those two buildings. Your (included) lunch will be available in AB9 room 138 both days, and Einstein Bros. Bagels is open both days from 8a-3p for purchases. (Bookstore and other dining may also be available.)

Parliamentary Procedure

A quick cheat sheet. (There's also a version of this on the back of the voting placards which will be distributed in committee during the first session.)

❖ MUN Chairing FAQs

For your reference, these are the rules, policies and procedures that the chairs were given. (May vary a bit in crisis committees.)

ATTENTION DELEGATES

You must have created a GOOGLE DOCS USERNAME under your country name and committee prior to editing any documents in committee. If you've not already done so, please follow these instructions prior to the start of the first committee session.

STEP 1

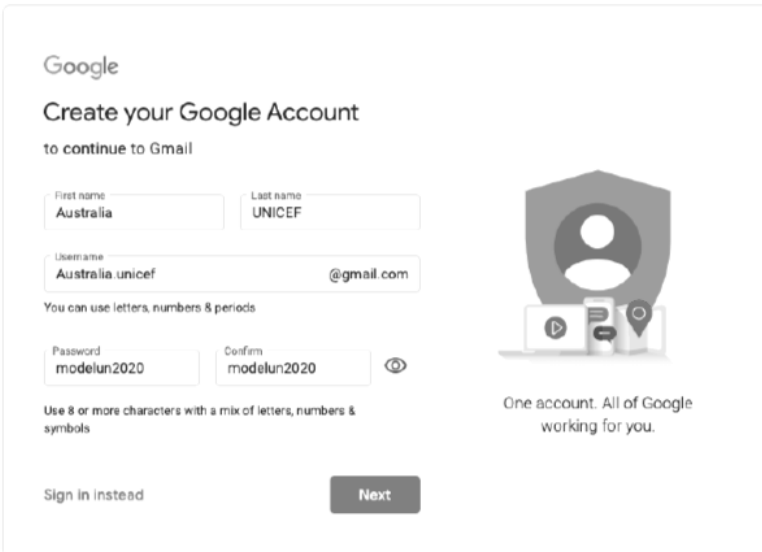
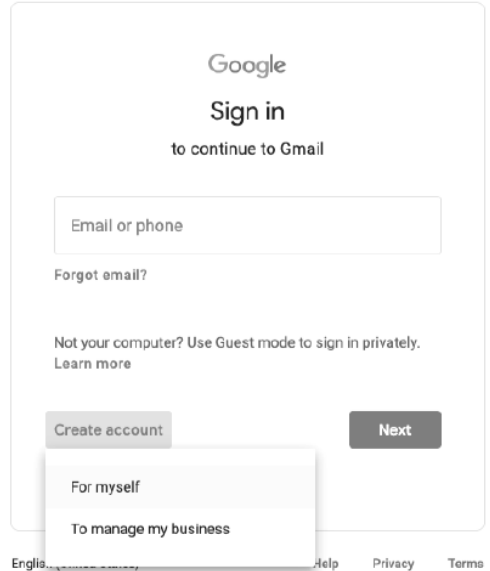
Enter **gmail.com** in the search bar of any browser and then click on “**create account**” and “**For myself.**”

STEP 2

Insert information for the Gmail account. Instead of using your personal first and last name, **use your COUNTRY as your first name and your COMMITTEE as your last name.** Then create a username in a similar format.

EX: **australia.unicef@gmail.com**
or **peru-C34-2023@gmail.com**

You can choose any password you'll remember.



STEP 3

This is an optional step. Gmail lets you designate a **recovery email** to use in the unlikely event that something happens to the new email address you've created. This is highly recommended, but not mandatory.

STEP 4

Review the statement of Privacy and Terms and click "**I agree**"

STEP 5

Congrats! You have created your new Gmail account! You can now access Google Docs with this account and participate in the creation and editing of documents.

Documents will appear on the large screen in your committee room. When you're in a document, everyone (including the judges) will be able to see you're there and to what extent you're collaborating with others and contributing to the creation of the document.

If you've set up your account and username correctly, you'll appear as your country name and committee on the screen.

Please remember that it is not permissible to bring pre-written resolutions, clauses, etc. into competition. Since all editing of these documents is tracked, any attempt to "paste in" a pre-written block of text will be immediately visible to everyone, including the judges.

Southwest Florida Model United Nations does not condone plagiarism in any form. **Always cite your sources!**

Southwest Florida Model United Nations

Amendment Form

Title of Resolution _____

Number of Amendment (to be assigned by committee secretary) _____

Authors of Resolution _____

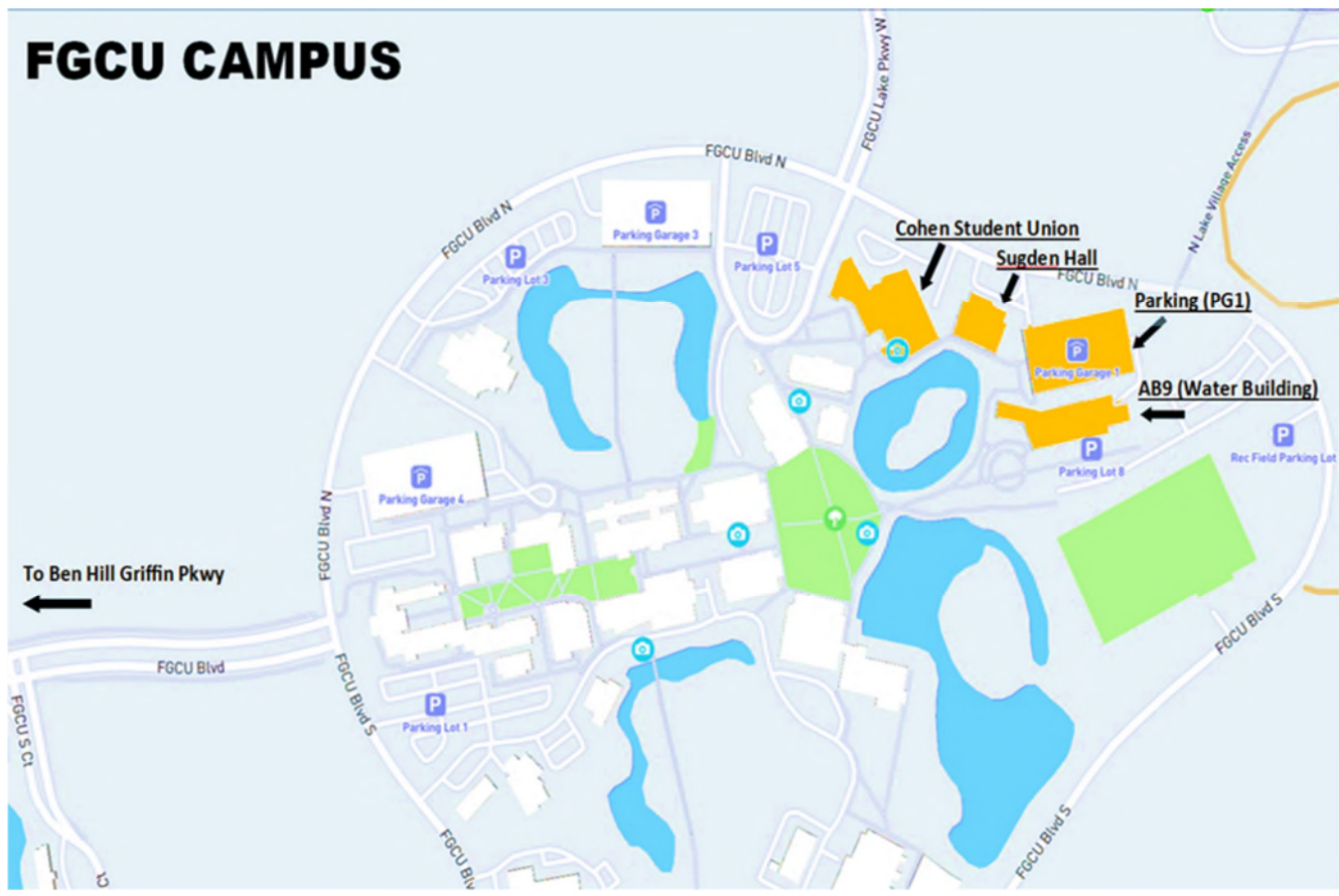
Supporting Delegations (*minimum of 1/3 of all present delegates required*)

Amendment is: Friendly Unfriendly (*circle one*)

Text of Amendment

- You must print clearly.
- Amendment will be accepted by committee secretary only if legible.
- Text must clearly specify the parts of the resolution that are being amended or deleted.
- You must specify what action you are taking with each amended clause
 - Examples: 'Strike Clause #', 'Amend Clause # to Read:', 'Insert Clause # before original Clause #'
 - Example: "Strike Clause 3, 4, and 5." Or "Amend clause 5 to read: 'the new text of clause 5.'"
- If you need additional room, please write on the back of this sheet

FGCU CAMPUS



Parliamentary Procedure

Quick Reference Table

<u>Rule</u>	<u>Interrupt</u>	<u>Debate</u>	<u>Who Debates</u>	<u>Vote</u>	<u>Comment</u>
Suspension	No	No	n/a	Majority (50%+1)	Caucusing
Adjournment	No	No	n/a	Majority (50%+1)	End Session
Adjournment of Debate	No	Yes	2 For + 2Against	Super Majority (2/3)	End Discussion of Topic
Closure of Debate	No	Yes	2Against	Super Majority (2/3)	Move to Voting
Reconsideration	No	Yes	2Against	Super Majority (2/3)	Reconsider a Vote
Division of Proposal	No	Yes	2 For + 2Against	Majority (50%+1)	Division, Inclusion
Request Roll Call Vote	No	No	n/a	Chair's Decision	Check Validity of Abstentions
Right of Reply	No	No	n/a	Chair's Decision	Reply to Accusations

MUN Chairing FAQs

Q: How should I keep the committee moving after the committee has opened debate, and has taken a few speakers from the speaker's list?

A: At this point, you probably want to get into the details of debate to begin moving things forward. Ask for points or motions, and state that you're looking for a motion for a "round robin." Accept that round robin to allow all delegates to express their opinion on the subject.

Q: How should I begin every committee session after debate is opened?

A: Once debate is opened, be sure to take roll call at the beginning of every single session. This is particularly important on the first session of the second day. Go down your country roster list, call each name, and wait for delegates to respond with "present" or "present and voting", and mark them accordingly. *See chairing script*

Q: What happens if a delegate is caught cheating?

A: If any delegate is caught with a pre-written resolution, or if any delegate is caught writing clauses outside the hours of 9:30-4:00pm on March 4, and 9:00am-2:30pm on March 5, they will be disqualified from consideration for an award. This includes if a delegate is caught writing clauses in between sessions on the night of March 4 or early hours of March 5 before 9 a.m. However, delegates will not be penalized for working during lunch.

Q: How many working papers should I accept when delegates are bringing ready to submit papers?

A: With the size of SWFLMUN committees you should accept no more than 3. Make this clear from the start so that delegates are aware. Ask that they share the working paper (written on Google Docs) with you. The judges may also request that they are included to view this document.

Q: Should writing time be limited? When is appropriate for writing and using devices?

A: The bulk of resolution writing should be done during unmoderated caucuses. If delegates write during lunch, this is also acceptable. Delegates should not be writing clauses, or have their devices out during open and moderated debate. If you see delegates on their devices during debate, firmly but politely put a stop to this immediately.

Q: Is more than one resolution allowed to pass at SWFLMUN 2024?

A: Yes, more than one paper can pass.

Q: Are delegates allowed to use their devices during committee?

A: During unmods and lunch delegates should feel encouraged to use devices for writing. During a moderated caucus, delegates should respectfully be listening and engaging with speeches.

Q: Should I abruptly gavel people down when they go over speaking time?

A: The first few times someone goes over speaking time, gently remind the whole committee to be respectful of the clock. Usually there might be one or two repeat offenders who go significantly over time. At that point, gavel those folks down. If someone goes just a few seconds over time, don't gavel them down.

Q: A delegate is asking for a 'right of reply,' what does this mean?

A: A right of reply is reserved for instances where a delegate makes an incendiary remark about another specific delegate. An example would be "The delegate of Iran has a stupid tie." If the delegate from Iran requested a 'right of reply' after this comment was made, they would receive 30 seconds to address the remark made against them. However, delegates are not afforded this reply if their country policy, or their ideas are criticized.

Q: What's the difference between Present and Present and Voting?

A: When a delegate is "present," they may vote Y, N, or Abstain on resolutions when brought to the floor. When a delegate is "present and voting," they forfeit their right to abstain on resolutions during voting.

Q: Can a delegate abstain on procedural issues?

A: No, on procedural issues such as unmods, mods, and entering into voting procedure, all delegates must vote yes or no. In the case that a delegate is out of the room, the chair may proceed by taking a simple majority of those who remain. However, we suggest that chairs remind delegates to spend as little time outside of the room during formal debate as possible.

Q: What's the difference between super and simple majorities? When are they used?

A: Simple majority is 50%+1, super majority is $\frac{2}{3}$. In a committee of 22 delegates, a simple majority would be 12. Super majority would be 15. Simple majority is used to pass procedural issues, and to pass resolutions. Super majority is used to pass unfriendly amendments to resolutions.

Q: What are friendly and unfriendly amendments?

A: Friendly amendments are amendments that all sponsors of the resolution agree with the amendment proposed. Unfriendly amendments are amendments where at least one sponsor doesn't agree. In the case that an unfriendly amendment is introduced, it is put up to a vote by the committee. The committee must vote with a super majority for the amendment to be added to the draft resolution.

Q: When should the chair begin to accept draft resolutions?

A: Begin accepting papers near the end of the first day (session II.) Vocalize this to the committee as early as possible. As there's only roughly 3 hours of committee left on Tuesday, you want to go through the bulk of Q&A (Authors' Panel) during session III Tuesday morning. In order to do so timely, accept papers with this timeline. Time permitting, give each bloc 10 minutes for the Authors' Panel.

Q: Should we cap how long draft resolutions should be?

A: No, length of draft resolutions should be left up to delegates. However, all DRs will have the same length Authors' Panel.

Q: How many signatories should each draft resolution have?

A: Each draft resolution should have $\frac{1}{4}$ the committee as signatories. If there is a committee of 40, the DR should have 10 signatories. For this count, sponsors count as signatories as well. Which means in a hypothetical committee of 40, a DR with 3 sponsors, and 7 signatories, would meet the signatory requirement to be introduced. There is a maximum of 5 sponsors for each DR.

Q: What's the difference between a sponsor and signatory?

A: A sponsor is a delegate who has contributed to the writing of a DR, and who agrees to the paper in its entirety. A signatory is any delegate who wishes to see the paper debated. It is perfectly fine for a delegate who vehemently disagrees with a paper to be a signatory.

Q: Why would a delegate mark themselves as 'present and voting?' Why would a delegate ever forfeit their right to abstain?

A: Usually they wouldn't. However sometimes, in committees where the country represented has a passionately strong view of the topic, a nation may declare themselves as present and voting to express their interest in voting. During the voting procedure, if any delegate is outside of the room, they are not allowed back in the room if the voting procedure has commenced while they are out. As a result, they would be left out of voting. However, in the case that a delegate marked themselves as "present and voting," voting procedure can not begin until that delegate is brought back into committee. For example, during a debate about Iran's nuclear program, Israel and the United States may mark themselves as "present and voting" so that they are not left out of voting under any circumstance. In this scenario, forfeiting their right to abstain may make sense.

Q: Are there any other reasons a delegate may be disqualified from award consideration?

A: We do not anticipate any delegate crossing the line, or having any major disciplinary issues that warrant disqualification. However, in the case that there is a major disciplinary concern, chairs and judges should feel free to escalate the issue up the SWFLMUN chain of command so that a judgment can be made.