IMZMUN 2025

Handbook and Rules of Procedure

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Content

Note: For Rules of Procedure, only the most recently published version is valid. Any previous versions are void. Please assure that you always possess the latest version

Preamble: the history of IMZMUN

The MUN society at Institut Montana Zugerberg (IMZ) was founded 2009 as an extra-curricular activity and simulates the work of the United Nations (UN). The participating students learn about diplomacy and international relations in UN context. The MUN challenges the students' critical thinking, teamwork, and leadership abilities and involves research, public speaking, debating, and writing skills. It is a unique combination of a recreational social activity and an intellectual academic challenge.

The tradition of Montana students participating in political debates goes back to the 1940s and the Montana International Relations Club (or its back-then German name Klub für internationale Verständigung). In articles in the Alumni magazine *Montana Blatt* from the 1940s and 1950s one can read that the Montana International Relations Club intended to improve the tolerance and understanding between students from different cultural backgrounds in the spirit of the newly founded United Nations.

IMZ hosts its own annual MUN conference, the IMZMUN, where students from schools from across the world are invited to a three-day debate in IMZ's 1920's Art Nouveau Aula.

Every year our IMZMUN society also attends renowned conferences across Europe, where the students have the opportunity to meet and debate with other students. Furthermore, these conferences serve to prepare our Chairs and Conference Director for the IMZMUN conferences.

Participating in the IMZMUN society can be counted towards the IB CAS Programme, but especially offers an invaluable experience for the students' personal development, their personal statements for future university applications and their CVs.

In the Spring Mock Debate the IMZMUN society holds its annual mock debate and presents itself to the school community. It gives the society the opportunity to show the rest of the school what the MUN is about, what they have learnt over the year(s) and at the same time encourages other students to join the IMZMUN society the following school year.

I Rules of Procedure IMZMUN 2025

(version 2025.05 - subject to changes)

General

1. The official language of the IMZMUN 2025 is English.

2. (a) Each Member State will be represented by one or two Delegates with in total one vote. A Delegate is not to refer to himself/herself in first person, but in third person as he/she speaks on behalf of a Member State.
   (b) A Delegate *should not* represent the Member State of his/her origin.

3. Decisions of the Chair are final. The Chair has the right to deny any motions. Motions to appeal to the Chair's decision are not in order, points of order are however allowed.

4. Delegates will show respect to the Chair and to other Delegates. Correct terms of address are to be acknowledged and used. Delegates who fail to comply with formal voting procedure after two formal warnings may have their vote disregarded at the discretion of the Chair.

Points & motions

5. Accepted points & motions:
   (a) *Point of personal privilege:* to address personal discomfort. It may only interrupt a speaker if related to auditability.
   (b) *Point of order:* to indicate improper parliamentary procedure.
   (c) *Point of parliamentary enquiry:* to ask the Chair about the parliamentary procedure.
   (d) *Point of information to the Chair:* to ask the Chair about the topic discussed.
   (e) *Point of information:* a question directed to the speaker. Multiple questions in one point of information are not in order.
   (f) *Motion to introduce an amendment:* see "Amendments" below.
   (g) *Split the house:* a vote conducted by roll call. Abstaining remains in order.
   (h) *Motion to move to voting procedure on the amendment / the resolution as a whole.*
   (i) *Motion to move to previous question* means moving back to open debate but is often used to move to the next formal step of the agenda.
   (j) *Motion to debate the resolution as a whole.*
   (k) *Motion for a general remark* during open debate to speak about the draft resolution as a whole or about a part of the draft resolution.
   (l) *Motion to extend points of information* is only in order if a Delegate has opened itself to any and all points of information and if time allows.
   (m) *Motion to Fact-Check* may be raised immediately after a speech to request the Chair's review of incorrectly presented objective facts. It does not apply to Member States' policy positions or subjective matters. The motion must be briefly justified and, if accepted, submitted in writing via email to factcheck@imzmun.ch. The decision to grant a fact-check remains at the Chair's discretion.

Speeches

6. No Delegate may address a session without previously having obtained the permission from the Chair.

7. When speaking on a substantial matter, a Delegate may yield in the following ways after having concluded a speech:
   - Yield to questions (open to points of information). Questioners will be selected by the Chair and each limited to one question. Follow-up questions (rights of reply) are only in order if the sovereignty of a member state has been infringed or a Delegate has been attacked personally. A motion to follow up must be submitted in writing to the Chair.
   - Yield to another Delegate. There will be no points of information to a Delegate, to whom the floor has been yielded. Yields can only be yielded to the Chair.
   - Yield to the Chair, if the Delegate does not wish the speech to be subject to points of information.

8. A speech yielded to questions (points of information) or to another Delegate can only be yielded to the Chair.

9. Speaking time per speech is 3 minutes. At the Chairs discretion, the speaking time can be shortened or extended.

Resolutions

10. A draft resolution must follow the UN standard template and include relevant committee, topic, submitting Member State and Operative Clauses. At least one Preambulatory Clause must be included.

11. Draft resolutions can have only one main submitter but may have several co-submitters and signatories. A co-submitter has written the draft resolution together with the main submitter. Signatories may not support the draft resolution, but support it being debated.

12. For a draft resolution to be introduced, it will need:
    (a) To follow the required resolution format as presenting in Chapters II & III
    (b) In total five co-submitters and/or signatories
    (c) A minimum of five operative clauses
    (d) A maximum of ten operative clauses.

13. A draft resolution must throughout the debate have at least five operative clauses and five co-submitters and/or signatories.

14. The main submitter of a draft resolution will present it to the General Assembly.

Amendments

15. Amendments to operative clauses may be introduced when the floor is open. The Member State introducing the amendment will automatically be put on the speakers list.

16. Amendments cannot be amended before they have been passed (no second-degree amendments).

17. Only one clause can be amended at a time.

18. The following types of amendments are in order:
    - Adding a clause
    - Striking a clause
    - Amending a clause (adding / removing subclauses)
    - Replacing a clause (striking one and replacing it with another clause).

19. If no Delegate speaks against an amendment, the amendment automatically passes.

Voting

20. Procedural votes are any votes which are not on draft resolutions or amendments. Delegates may not abstain such votes. If no objections to procedural matters are risen, a procedural motion will automatically pass.

21. Substantial votes are on amendments or on draft resolutions. Member States must vote "in favour of", "against" or "abstain from voting"

22. A majority of votes "in favour of" are require for a motion to pass. If the votes in favour and against are equally divided votes, the discussed motion fails. Splitting the house (role-call vote) is only possible if there are three or less votes difference between passing and failing. Member States must vote "in favour of", "against" or "abstain from voting"

Debating framework

23. A detailed overview of the debating framework is to be found in Appendix I.

Miscellaneous

24. While questions regarding funding can be debated, no concrete sums should be debated.

25. The IMZMUN 2025 relinquishes from using print outs. Laptops and/or tablets with Wi-Fi access and sufficient battery are required for the IMZMUN 2025. Delegates will be provided with a login for the IMZMUN 2025 network. Mobile phones are not permitted during the sessions and must not be used.

26. Students that attend the full conference will receive the IMZMUN 2025 Certificate of Attendance. In addition, two students will be recognised for their exceptional efforts.

II Clauses

Preambulatory Clauses

➔ describe previous actions taken and reasons for the draft resolution

Examples:

Acknowledging	Deploring	Observing
Affirming	Desiring	Pointing out
Alarmed by	Emphasizing	Reaffirming
Approving	Expecting	Realizing
Aware of	Expressing its satisfaction	Recalling
Bearing in mind	Fulfilling	Recognizing
Believing	Fully alarmed	Referring
Confident	Fully aware	Taking into consideration
Congratulating	Further recalling / etc	Viewing with appreciation
Contemplating	Guided by	Welcoming
Convinced	Keeping in mind	Regrets
Deeply convinced / etc	Noting with appreciation / etc	

➔ Separated with comma (,)

Operative Clauses

➔ describe how the UN will address a problem
➔ are subject to amendments.

Examples (*only for the Security Council and hence NOT to be used at the IMZMUN):

Accepts*	Demands*	Regrets
Advises	Decides*	Reiterates
Affirms	Deplores	Rejects
Also affirms / etc	Designates	Repeats
Approves*	Encourages	Resolves
Asks	Endorses	Sanctions*
Authorizes*	Further endorses / etc	Stresses
Calls for / upon	Hopes	Strongly stresses / etc
Condemns*	Invites	Suggests
Confirms*	Proposes	Supports
Considers	Recommends	Trusts
Commends	Requests*	Urges
		Welcomes

➔ Separated with semi-colon (;)

III Example of a resolution

QUESTION OF: Migration in a globalised world
MAIN SUBMITTER: Denmark
CO-SUBMITTERS: The Netherlands, Switzerland, Poland
SIGNATORIES: Hungary, Czechia, Germany, The United Kingdom of Great Britain and
Northern Ireland

The General Assembly,

Recalling the Charter of the United Nations and the Universal Declaration of Human
Rights adopted on 10 December 1948 by the General Assembly which has affirmed the
principle that human beings shall enjoy fundamental rights and freedoms without
discrimination,
[use commas to separate preambulatory clauses]

Remembering that a refugee is defined as a person with "a well-founded fear of being
persecuted for reasons of race, religion, nationality, membership of a particular social
group, or political opinion, is outside the country of his nationality, and is unable to or,
owing to such fear, is unwilling to avail himself of the protection of that country … "
according to the UN 1951 Refugee Convention.

1. Calls for Member States to work together in recognizing and further working on the
Refugee Crisis;
[use semicolons to separate operative clauses]

2. Urges Member States to provide immediate educational opportunities such as but not
limited to vocational training for refugees in order to:
    a) equip them for being a valuable and contributing member of the host country
    b) develop their skillset for possible future return to their own country;

3. Suggests that through a public-private partnership model, refugees gain specific
employment and as such, release the financial burden of the host country;

4. Further suggests that all immigrants must have probable cause (life or death situation)
before being granted asylum and that any migrant that doesn't meet the requirements be
declined asylum and will be return to their nation of origin;

5. Supports that any crime committed by an immigrant should be punished by
deportation back to their country of origin, as they are not in their own country, they
should respect towards the ones they are willing to take care and help them.
[end resolutions with a period]

IV Preparing an opening speech

Steps

Your opening speech should be presented in maximum one minute. It should focus on the key issues that are most important to your Member State regarding the topic discussed.

Begin with a Formal Greeting, for example: "Honourable Chair, Esteemed Delegates…" and end by thanking Chair and the Delegates. Always keep your Member State's position in mind.

Consider that a good public speaker:
- Makes eye contact with the audience
- Knows his/her speech well
- Shows positive body language – stand straight, appear confident
- Speaks loud and clear
- Uses his/her time wisely
- Remembers that there are several speakers, hence makes sure that s/he get the audience's attention by making a memorable speech.

Sample opening speech

This opening speech was held by the Delegate of Iran at the BalMUN 2017 conference and was written by Hamad Alhtailah and PJ Widen

In the name of Allah, the greatest, most merciful
Distinguished presidents and chairs, honourable delegates and guests,

We, the Islamic Republic of Iran are sanctioned by the European Union, the great Satan of the United States and by occupied Palestine for violating human rights.
Can anyone tell us: why are the sanctions on us, and not on other nations in the region?

This is a question that needs to be answered if we want to deal seriously with human rights, if we don't want human rights to be another tool to defeat political opponents with.

Consider this: if any nation in our vicinity should be under sanctions for human right violations, is it us - or is it the nation bombing the hell out of the people Yemen? Saudi Arabia together with the great Satan have caused a humanitarian catastrophe.

The Islamic Republic of Iran, will use this conference to address the real human right's abuse – which is using human rights as a political instrument and not for the sake of protecting humans.

Thank you!

V Researching a Member State / writing a position paper

It is essential that delegates come prepared to the IMZMUN 2025. The following pages advice delegates on how to research their countries. Delegates are strongly encouraged to prepare a position paper, outlining the standpoint of their Member State.

Consider

- What kind of Member State are you representing?
    o is it a rich, poor, democracy, semi-democratic, etc. country?
    o which continent, neighbours, resources, religion, wealth, sphere of influence, indigenous people
    o are there any relevant historical and / or current events?
    o etc.

- What is the Member State's standpoints regarding the topic discussed?
    o why does it have these standpoints?
    o has the Member State made any clear statements concerning the topic discussed previously (in the UN, by governmental officials, etc…)?

Sample position paper

COMMITTEE: Commission on Human Rights
TOPIC: Violence against Women
MEMBER STATE: Denmark

Denmark believes that in order to end violence against women, nations must look to empower women in all aspects of society. This includes promoting equal gender roles in government, civil society, education and business. However, Denmark also recognizes the need to combat human rights abuses against women as they occur, and no nation is immune to gender violence.

Denmark is confident that this Commission can bring about an end to violence against women without compromising the sovereignty of Nations. Education remains perhaps the most useful tool in protecting victims of gender-based violence. Governments, UN agencies, and nongovernmental organizations (NGOs) can plan a coordinated campaign that educates national populations on the various ways women are violently targeted.
Another way to stop gender violence would be to reproach Nations that consistently violate treaties such as the Convention on Political Rights of Women (1952), the Convention on the Elimination of All Forms of Discrimination against Women (1979), and the Declaration on the Elimination of Violence against Women (1993). Although this Committee cannot impose sanctions, it can pass resolutions verbally condemning states that commit human rights violations.

Appendix I: IMZMUN Debating Framework

1. Opening ceremony with guest speakers and opening speeches

2. The session is opened. Roll call

3. The topic is introduced: caucusing in blocs for draft resolutions.
   - Draft resolutions must follow the UN format stated in the Rules and Procedure of the IMZMUN.
   - Draft resolutions with a minimum of five and maximum of ten operative clauses can be put forward to the Chair. A minimum of five co-submitters and/or signatories are required for a draft resolution to be put forward. At least one preambulatory causes is required.
   - The draft resolutions must be sent to the Chair by email before the deadline set by the Chair.
   - The Chair decides upon which draft resolution to be discussed first, based on the number of signatories and the overall quality. Objections to this are not in order. The main submitter presents the draft resolution and holds a speech in favour of it.

4. The floor is open for motions (open debate):
   - general comments / rhetorical questions regarding the draft resolution or the introduction of clauses or amendments of existing clauses. Amendments must be sent by email to the Chair and the Chair must be informed by a note.
   - If at any time a signatory decides leaves the draft resolution, resulting in less than five co-submitters / signatories, a replacement must be found. Else the draft resolution fails.

5. If amendments are presented: closed debate (time set 2-5min + extensions per in favour and again).
   i. Speeches in favour of amendment & points of information
   ii. Speeches against amendment & points of information
   iii. Substantial vote (abstentions are possible) on the amendment when time has elapsed or upon motion to move to voting procedure (motion to move to previous question).

➔ Loop: return to 4

6. Motions to debate the resolution as a whole: entertained at the discretion of the Chairs.

7. Closed debate on the resolution as a whole
   i. Speeches in favour of resolution as a whole (no points of information).
   ii. Speeches against of resolution as a whole (no points of information).
   iii. Vote on the resolution as a whole. Substantial vote (abstentions are possible).

Appendix II: Summary of formal address

- Honourable Chair, Esteemed Delegates
    - The Delegate of [MEMBER STATE] believes…

- Thank you Chair / Delegate
    - Can the Delegate of [MEMBER STATE] explain…
    - Does the Delegate of [MEMBER STATE] (not) agree that…
    - Is the Delegate (not) aware of…
    - The speaker stated in his speech that…
    - The Delegate of [MEMBER STATE] yields the floor to points of information / the Chair etc.
    - The Delegate of [MEMBER STATE] urges the house to give its support by voting for /against the resolution.

- Thank you Mr. / Madam Chair
    - The Delegate of [MEMBER STATE] wish to have the floor.
    - The Delegate of [MEMBER STATE] rise to a point of information / point of order.
    - The Delegate of [MEMBER STATE] wish to speak in favour / against the resolution.
    - The question of the Delegate of [MEMBER STATE] has already been addressed.