

STUDENT OFFICER GUIDANCE SHEET

Part I: Terminology

Starting a session	“We are now in general/open/closed debate on the topic of X as a whole/resolution X. Are there any delegates wishing to make a speech on this topic/resolution? If so, raise your placards now.”
Calling upon a speaker	“The delegation of X, you have been recognized. Please rise and take the floor.”
Asking for Points of Information	“Thank you, delegate. Are you open to any points of information?” – “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.”
Dismissing speakers	“Thank you, delegate. Please yield the floor back to the Presidency.”
When a delegate raises a motion	“Motion overruled/seconded” or “Are there any seconds in the house?”
When a request is made	“Granted/Denied”
Going into a break	“There will now be a recess of x minutes. Make sure to be back in the committee room on time.”
Moving between parts of debate	“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.”

Part II: Resources

Flow of Debate	General debate on the TOPIC ® lobbying ® introduction of Resolution ® open debate on the RESOLUTION (amendments: Ö) ® closed debate FOR the RESOLUTION (amendments: x) ® closed debate AGAINST the RESOLUTION (amendments: Ö) ® voting on the RESOLUTION
Debating amendments	Introduction of amendment ® open debate on AMENDMENT ® closed debate FOR the AMENDMENT ® closed debate AGAINST the AMENDMENT ® voting on the AMENDMENT

Part III: Tips (for awkward situations)

When no one is speaking	<ul style="list-style-type: none">• general debate: call on someone who has not spoken yet (consult speaker tally list)• open debate: see above OR call on a co-submitter• closed: call on someone who should be for/against (depending on which debate you are in)• force people to take at least one point of information• remind delegates of the necessity of their involvement• in general, try to keep a balance between fun and seriousness so delegates stay focused when needed and don't get bored
When someone challenges your authority	<ul style="list-style-type: none">• stay calm; don't yell or become hysterical• remind them that you are in charge• don't take yourself too seriously
When you have nothing to do	<ul style="list-style-type: none">• at the end of the day: punishments or a game• throughout the day: call a recess• at the end of committee session (Saturday afternoon): awards, etc.• mock debate (if you have finished all resolutions)

Motion to move to previous question: granted or denied, "We will...."