



*Deutsche Schule Thessaloniki  
Model United Nations*

# Student Officer Manual

2026 Revised version

**TABLE OF CONTENTS**

1. Rules of Procedure
2. Points
3. Motions
4. Amendments
5. Voting
6. Note-Passing
7. Miscellaneous
8. Useful Phrases

## 1. RULES OF PROCEDURE

### 1.1 Quorum

At the start of every committee session the Chairs must conduct the verification of the quorum. If  $\frac{2}{3}$  of the members are present a session may be declared open. Chairs are to keep track of the Roll Call sheet at all times and contact the Secretariat about delegates being absent or coming late to the committee.

### 1.2 Debate Mode

The debate mode by default is open debate, where delegates take the floor and state whether they are going to speak in favor or against the pending issue. Closed debate is the mode used for debating amendments where time in favor and time against is equally allocated by the Chairs.

## 2. POINTS

### Point of Personal Privilege

- Refers to the comfort and well-being of the delegate.
- It may only interrupt a speaker if it refers to audibility.
- It may not refer to the content of a speech.
- It is not debatable.
- A second is not required.

### Point of Order

- It is used when a delegate feels that the Chairs of the committee have made an error.
- It may not interrupt a speaker.
- It is not debatable.
- It can only refer to something that just happened, direct referral. Otherwise call it out of order.
- If the accusation is invalid, explain very briefly and politely to the delegate why,
- otherwise accept it and correct the error.

### Point of Parliamentary Inquiry

- It refers to procedural matters or the Rules of Procedure of the conference.
- It is not debatable.
- A second is not required.
- It may not interrupt a speaker.

### Point of Information to the Speaker

- The delegate asking the Point of Information may only speak if recognized by the Chair.
- Must be formulated in the form of a question. A short introductory statement may precede the question.
- Delegates asking questions should remain standing when the speaker is replying to their Point of Information.
- Only one question comes by the same questioner per Point of Information.

### Point of Information to the Chair

- It is a question directed to the Chair.
- It may not interrupt a speaker
- It is a question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege.

## 3. MOTIONS

### Motion to Divide the House

- Delegates may vote in favor or against but not abstain.
- Not debatable.
- No second required.
- Requires a 2/3 majority to pass.
- It may not interrupt a speaker.
- No Roll-Call Vote takes place. Delegates vote collectively.
- May only be entertained when voting on resolutions.

## DEUTSCHE SCHULE THESSALONIKI MODEL UNITED NATIONS

- Should only be entertained when the number of abstentions is overwhelming and the outcome of the vote could be altered by re-voting.

### Motion to Divide the Question

- Divide resolution to groups of clauses.
- Not debatable.
- Requires a 2/3 majority to pass.
- Second required.
- It may not interrupt a speaker.
- Should only be entertained if deemed beneficial for the work of the committee, e.g. if there is a high chance that many delegates will support a very good resolution in the case that they can vote against specific parts of it.
- It is up to the discretion of the Chair to put this Motion to vote or to rule it out of order.

### Motion to Move to the Previous Question

- Calls for the closure of debate and a vote to be taken on the matter at hand (i.e. pending motion/resolution/amendment).
- When discussing an amendment, in time in favour, this motion means to move to time against the amendment.
- May not interrupt a speaker.
- May be overruled by Chair if time needs to be filled.
- Requires a second.
- The chair needs to ask for objections.
- If an objection is voiced it is voted upon and requires a 2/3 majority to pass.
- It is up to the discretion of the Chairs to either put the Motion to vote, in which case a 2/3 majority vote would be needed for its adoption or entertain it on the condition that there has been a second and no objections.

### Motion to Reconsider a Resolution

- Calls for a re-debate and a re-vote of a resolution that has already been discussed (adopted).

## DEUTSCHE SCHULE THESSALONIKI MODEL UNITED NATIONS

- Done at the end of all other business.
- Only necessary if no other draft resolutions on the issue are present.
- Needs  $\frac{2}{3}$  majority (abstentions are not in order).
- Not debatable.

### Motion to extend Points of Information

- Calls for extending the time/speakers list for Points of Information to a speaker, following a speech by a delegate.
- The Chair must ask the delegate who has the floor (i.e. gave the speech) if they accept the motion and are open to answering further POIs.
- If the delegate accepts the Motion it is still up to the discretion of the Chair to entertain or overrule the Motion based on whether the schedule allows.
- Only entertain this motion when there still are genuine and constructive questions to be answered.
- May not interrupt a speaker.
- Requires a second.
- Not debatable.

### Motion to Follow-up

- Follows a Point of Information and calls for the delegate who raised to ask a follow-up question.
- The Follow-up must be in the form of a question (see Point of Information).
- Only one question is allowed per Follow-up.
- Only one Follow-up is permitted per Point of Information (i.e. Follow-ups to Follow-ups are not permitted).
- It is up to the discretion of the Chair to entertain or overrule the motion.
- Do not make excessive use of this motion. It is preferable to extend POIs later.
- It does not require a second.
- It is not debatable.
- It may not interrupt a speaker.

### Motion to Recess

## DEUTSCHE SCHULE THESSALONIKI MODEL UNITED NATIONS

- Calls for a temporary suspension of the meeting's formal proceedings for the purpose of an internal break, such as for refreshments and personal relief.
- The chair must ask the delegate raising this motion, how long it should last.
- It is up to the discretion of the Chair to entertain or overrule the motion.
- It does require a second.
- It is not debatable.
- It may not interrupt the speaker.
- Chairs are discouraged from entertaining this motion, as it tends to be unproductive and result in the interruption of the committees' proceedings.

## 4. AMENDMENTS

### First Degree Amendments

- An amendment is only in order if it is submitted to the Chair on the official Amendment Sheet.
- Only one amendment (max: one entire clause) per amendment sheet will be in order.
- It must be easily legible.
- If there is a grammatical or spelling mistake the Chair can automatically correct it, in order to speed up the process.
- The amendment will be debated in Closed Debate.
- Delegates can vote in favor, against or abstain.
- The Chairs have to prioritize the amendments and constructive amendments should be debated prior to others.
- When an amendment passes, the Chairs and the delegates have to make the necessary changes to the initial resolution (Remind the delegates of this!)
- The Chairs must keep all passed and debated amendments together!

### Second Degree Amendments

- It can only be entertained in time against the amendment to the first degree.

## DEUTSCHE SCHULE THESSALONIKI MODEL UNITED NATIONS

- The debate time on this amendment does not count as time against the amendment to the first degree.
- The discussion on the initial amendment will be continued, regardless of the result of the voting on the amendment to the second degree.
- Chairs are discouraged from entertaining such amendments, as they cause confusion to the delegates and are very time consuming.

### 5. VOTING

- Only member states of the UN may vote. Non Member Delegations (NGOs, unrecognized states) are not allowed to vote on substantial matters, namely amendments or resolutions.
- Prior to voting, the Chair should remind all guests to exit the room and instruct the members of the Admin Staff to take their voting positions and the Security Staff to seal the doors. Only the members of the Secretariat are allowed to be present during the voting procedure.
- Delegations voting for resolutions or amendments can vote in favour, against or abstain.
- During voting on procedural matters there are no abstentions.
- A resolution passes when the number in favour exceeds the number against, regardless of the number of abstentions.
- Clapping should only be allowed when a resolution passes.

### 6. NOTE-PASSING

- Note-passing is allowed between the delegates and the delegates with the Chairs.

## DEUTSCHE SCHULE THESSALONIKI MODEL UNITED NATIONS

- All notes passing through the House will be read by members of the Administrative Staff. If the contents of a note are irrelevant to the committee work, they should not be delivered but given to the Chairs.
- If the Chair feels that it creates commotion in the House, it is up to their discretion to suspend note-passing for as long they deem appropriate.
- Note-passing between committees is not allowed.

## 7. MISCELLANEOUS

- Mobile phones must be switched off at all times by delegates and Admin Staff alike.
- Always make reference to Less Economically Developed countries as LEDCs and More Economically Developed Countries as MEDCs, not “Poor Countries” or “Third World” and “First World” or “The West” respectively.
- Remind the delegates that they shall send the Chairs a note whenever they wish to exit the room individually and after you grant them permission, the delegates should leave their badge on your desk.
- Delegates must not insult any member of the house, guest, and member of the Admin/Security Staff or Student Officer physically or verbally. The chair should remind the delegates to always be diplomatic.
- Remember to always be polite to the delegates/advisors/admins/press team and respect the work and effort they put into this conference.
- The Secretariat should always be informed not only about any inconvenience that may occur, but also anything regarding the committee progress.
- Student Officers as well as delegates should be reminded that they are to attend a formal conference and that a formal dress code is applied. Anyone without must be reported to the Secretariat.

## 8. USEFUL PHRASES

- Would the house please come to order?
- The next resolution to be debated will be on the question of ...
- Would the main-submitter please take the floor and read out the operative clauses?
- The Chair sets the debate time at 40 minutes of open debate.
- The floor is now open.
- Are there any delegations wishing to take the floor?
- ... you have been recognized.
- ... you have the floor.
- The speaker will refrain from using unparliamentary language.
- The speaker will refrain from insulting other delegates.
- An amendment has been proposed by ... This is in order. The chair will read it out.
- We will now move into voting procedures on the amendment.
- We will now resume debate on the resolution with ... minutes left.
- The speaker has opened themselves to points of information. Are there any points in
- the house?
- Please rise and state your point.
- Please state your point in the form of a question.
- Please refrain from asking several questions in one point.
- Would the delegate please repeat/rephrase the question?
- There will be no dialogue between the delegates.
- I am sorry, but there is no more time for points of information. Could the speaker
- please yield the floor?
- I am sorry, but, in the interest of debate, could the delegate please yield the floor?
- There has been a point of order in the House.
- Your point is well/not well taken.
- The Chairs stand corrected.
- There has been a point of personal privilege in the House.

## DEUTSCHE SCHULE THESSALONIKI MODEL UNITED NATIONS

- Could the house please come to order and show the speaker the respect they deserve?
- Debate time on this resolution has elapsed.
- We will now move into voting procedures on this resolution.
- Security Staff shield the doors an Administrative Staff please take your voting positions.
- All those in favor of this resolution please raise your placards high now. Thank you may lower them.
- All those against ... Thank you.
- All those abstaining ... Thank you.
- By a vote of ... in favor, ... against and with ... abstentions, this resolution/
- amendment passes/fails.
- Clapping is (not) in order
- May the commotion in the house please come to an end?
- The delegates should refrain from using first person.