



The Hague International
Model United Nations

Student Officer Manual

Summary

Introduction & Overview of Student Officers

- **Role & Responsibility:** Student Officers manage the day-to-day operation of the THIMUN conference, chairing debates and supervising delegate conduct.
- **Structure:** The team includes the Secretary-General, Executive Committee, Presidents, Chairs, and Deputies.
- **Selection Process:** Appointed well in advance from applicants with extensive MUN experience who usually start as delegates and deputy chairs before applying for senior roles.

Qualifications & Pre-Conference Preparation

Key Personal Traits

- Clear speaking voice, confidence, poise, authority without being authoritarian, and humour without sarcasm.
- Fairness, impartiality, patience, tact, diplomacy, and friendliness.

Pre-Conference Preparation

- Build team spirit and consensual understanding of rules and conference ethos.
- Establish early communication through social media or email.
- Conduct research and write Research Reports on agenda items, comprising:
 - an introduction and overview of the issue
 - the definition of key terms
 - major parties involved
 - timeline of events
 - UN involvement
 - official documents and treaties about the issue
 - previous attempts to resolve the issue
 - suggestions on how to resolve the issue
 - bibliography.

Qualifications & Pre-Conference Preparation

- Participate in online or in-person briefing sessions/workshops.

Conference Responsibilities

Lobbying

- Stimulate, guide, and track the lobbying process.
- Act as intermediaries and facilitators, bringing groups together to merge draft resolutions.
- Know how many resolutions are being circulated and liaise with main submitters.
- Review and authorise merged draft resolutions prior to official registration.

Formal Debate

- Maintain focus on debate substance, apply rules impartially, encourage broad delegate participation, and direct procedural matters.
- Call house to order, conduct roll call, answer Points, entertain Motions, calculate time for / against, count votes, announce results, submit approved resolutions.
- Enforce parliamentary language, report behaviour concerns to THIMUN Board, maintain tally sheet, plan breaks.

Specific Leadership Roles

Secretary-General

- Serves as Chief Executive and final arbiter for disputes between delegations.
- Requires organizational talent, UN Charter knowledge, energy, patience, and diplomacy to deal with VIPs and organizers.

President of the General Assembly

Specific Leadership Roles

- Opens and closes the conference, introduces guest speakers/VIPs, and supervises Committee Chairs.

Presidents of Main Forums (Security Council, ECOSOC, ICJ)

- Security Council: Must thoroughly understand voting/veto rights, UN Charter provisions, and current affairs; facilitates consensus in a less rigid setting.
- ECOSOC: Guides diverse nations to consensus while incorporating input from NGOs and UN Agencies.
- ICJ President: Acts as administrator whose opinions count toward the Court's final judgment.

Committee Chairs

- Assist delegates during lobbying to merge resolutions and establish consensus so the committee as a whole supports final resolutions.

End-Conference & Post-Conference Duties

- Presidents / Chairs present oral reports summarising activities during the Closing Ceremony.
- Complete a written evaluation report detailing conference work and recommendations while memories are fresh.

Opening & Set-Up

Opening a Session: Call the house to order ("May the house please come to order?") and proceed directly to roll call.

Opening Speeches:

Opening & Set-Up

- State the **1-minute limit** per speech and note that time limits will be enforced.
- Call delegates in **batches of 7** to save time.
- Note that **no Right to Reply** is permitted and **clapping is strictly out of order** until all 7 delegates in a batch have finished.
- Check if delegates have any clarifying questions before beginning.

Debate Procedures

- **Initiating Debate:** Call the house to order, introduce the resolution topic, and invite the main submitter to the floor. Instruct them to read 3 main operative clauses (excluding sub-clauses) to save time.
- **Managing Debate:** Formally set the debate time, open the floor, and recognize speakers by country name and delegate number ("**[Country + number]**, you have the floor").
- **Maintaining Order:** Promptly address unparliamentary language or personal insults, correct mistakes gracefully ("**The chairs stand corrected**"), and rule on Points of Order ("**Point is [not] well taken**").
- **Amendments (Closed Debate):** Introduce the country/number proposing the amendment, read the text, set set debate times (for/against), and move directly to voting on the amendment before resuming resolution debate.

Points of Information (POIs) & Floor Control

- **Asking POIs:** Invite POIs when a speaker opens the floor, ensuring delegates state points as single questions without entering direct dialogue with the speaker.

Points of Information (POIs) & Floor Control

- **Managing Time & Yielding:** Ask delegates to rephrase/repeat if unclear, and politely cut off POIs or ask the speaker to yield the floor when debate time elapses.

Voting & Adjournment

- **Voting Procedure:** Announce the end of debate time, transition into voting mode, and tally votes for *in favor*, *against*, and *abstentions*.
- **Announcements:** State the final numerical vote split and announce whether the resolution/amendment passes or fails.
- **Clapping Rules:** Clapping is **ONLY** in order when a resolution as a whole passes (not for amendments, failed resolutions, or individual speeches).
- **Handover:** Formally yield duties to the co-chair ("The Chair now yields chairing duties to co-chair [Name]").

