



PANAMUN XXXIII
***Echoes of the Past: Breaking Cycles,
Building Lasting Solutions***

**High School
Delegate Handbook**

The International School of Panama
October 22 - 24, 2025

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I. PRIOR TO THE CONFERENCE

The quality of the conference greatly depends on the preparation of both the delegates and chairs participating. There are many factors that are of great importance to take into consideration while preparing for PANAMUN and other similar conferences. One of them is the extensive background research that must be done in regards to the country, committee, and issue the delegate has been assigned to.

Research

The first step to be taken is understanding one's country and its stance on the issues being debated. This can only be done through research. In the same way a conference is only as good as its delegates, a delegate is only as good as their research.

The Committee

It is of great importance to research the powers and the purpose of the committee in which the delegate will be participating during the conference. There are different committees, each with distinct purposes. Some committees possess capabilities that others do not. A delegate must keep in mind the powers that their committee has when developing their resolutions, as they need to ensure that their operative clauses are plausible. There are some operative phrases that are solely reserved for the UN Security Council, seeing as it is the only committee whose decisions are binding.

The Country

Throughout the course of the conference, delegates should represent the values and policies of the country they were assigned. For this to happen, the individual needs to fully understand the country they are representing through researching and completing a [Country Profile](#): a document that asks basic factual questions regarding a country's geographic, historical, economic, political, social, and cultural background.

Because they are based on facts, Country Profiles are fairly simple to complete. What is of more difficulty is concluding a country's stance on an issue based on the Country Profile. As delegates, it is important to further research your

country's opinion and actions on a specific issue through press releases, reliable articles of opinion, the country's official webpage (action section), and the country's actions in events of similar magnitude. The history of the country, its current status, and its international relations — all of these are elements that should be taken into consideration while understanding a country's stance on an issue.

These are a selection of the questions to use as a reference when making your Country Profile:

- What type of economy does the country possess?
- What is the country's government structure?
- What are the religions and ideologies most present in the country?
- Does your country have any allies? If so, has it worked collaboratively with them to solve a global issue?
- What are the countries that are the most similar to mine? (in terms of culture, society, economy, history, etc.)
- Currently, are there any problems of great impact within the nation?

For the full version of the Country Profile document, please visit the PANAMUN website (panamun.org); section for Delegate Resources and Help. https://docs.wixstatic.com/ugd/37231c_81202f26232c486990ef8750c71e53b1.pdf

In regard to where one can find the answer to said questions, we recommend the appropriate use of reliable sources on the internet, books, encyclopedias, newspapers, articles, and studies. Remember to cite your sources as plagiarism is a violation of the Code of Conduct.

The following are the most helpful websites used to create a Country Profile:

1. CIA World Fact Book
2. World Almanac
3. Encyclopedias (ex., Encyclopedia Britannica)
4. BBC News, The New York Times, and other reliable news outlets
5. Official webpages for NGOs and UN references, as well as government sources.

The Issue

In PANAMUN, each committee debates two issues throughout the conference and crafts resolutions that address them separately. Research begins in the Issue Bulletins (IBs) or Background Guides, which are documents of investigation that Chairs create for each issue. Delegates need to read these, as the Chair

provides an overview of several aspects of the topic that should be discussed during the conference.

Each IB is formatted in the same way, providing an introduction to the topic, defining key terms that will be used throughout the debate, stating the main parties involved and their positions, and outlining the UN's participation in solving the issue. The document also has a detailed MLA bibliography, in addition to an Appendix, in which Chairs address some of the most helpful resources they used in order to understand the topic.

Although most IBs offer the essential information that delegates should know in regards to the issue, delegates still need to further research the issues on their own. Their research can be approached from several angles: investigating how the issue affects their country specifically, reading about methods to solve each issue implemented in other countries, and understanding the issue's implications in the future if it is not solved. Other elements that are of great importance are the country's laws, regulations, international treaties, etc.

These are a few questions that may be used as guides during the research process of the issue:

- What are the central ideas of the issue?
- What are some of the most recent events related to the issue?
- What aspects of the issue have the potential of becoming key factors for the debate?
- What is the issue's effect on the country's economic, cultural, social, and political aspects?
- Has your country engaged in the creation of laws, regulations, campaigns, or treaties to solve the issue? Have these been successful? Explain.

To have a deeper understanding of their country's policies and involvement concerning the issues at hand, delegates are encouraged to complete a [SPEAR](#) worksheet. This acronym stands for:

- **Speech:** Research any speeches your country's leaders have given on the topic.
- **Plans/Programs:** Search for plans, programs, strategies, or frameworks your country took part in regarding the topic.
- **Events:** Identify major events on the topic, such as conferences, GA meetings, etc, that your country took part in or even hosted.

- **Agreements:** Identify major agreements on the topic. Does your country support these agreements?
- **Reports:** Search for a report describing how the topic impacts your country.

Research Binder

Many delegates choose to print their research, organize it inside a binder, and bring it with them to the conference. This practice is extremely recommended, since the conference's policy prohibits the use of electronic devices, except for the first day of the conference, when lobbying takes place

What you might want to include in your "Research Binder":

- Committee description, purpose, and powers
- Country profile
- UN charter, main points that relate to issues
- Issue Bulletin notes
- Think Tanks
- Resolutions
- Articles or press releases
- SPEAR document.

Position Papers

Position Papers are one-page documents made before the conference that state the position of a nation in regards to a specific issue. After completing the research, composing this document should be simple as the delegate has all of the tools they need in order to understand their country's stance on the issues at hand. Delegates are required to submit position papers for both of their committee issues to be eligible for awards (see "Awards Policy" for further information).

Each issue should have its own Position Paper. In terms of submission, most Chairs would highly recommend that delegates email their position papers prior to the conference or submit a printed version of them during the first day of the conference. Delegates can find their chairs' emails on the PANAMUN website of their committees.

Writing Position Papers:

Based on the Best Delegate Position Papers Workshop

Format: The format of the Position Paper must adhere to the following specifications:

- Arial, 10 pt
- Spacing: 1.5
- Paragraphs should be left-aligned and not indented
- Titles should be centered
- Length: Maximum of two pages per issue

Header: Headers should be in **bold** and located in the top-left corner of the document. Each page should have its own header. The header should include (in this order):

- Issue Number and Title
- Country
- Committee
- Delegate Name, Last Name, and School
- Delegate Email

Example:

Issue 12-34: Measures to address climate change

Qatar

United Nations Environmental Programme

Name, Last name, International School of Panama

xxxxxxx@gmail.com

Outline: There are five main parts to a proficient Position Paper:

1. Topic Background
2. Past International Actions
3. Country Policy
4. Possible Solutions
5. Sources

Content of Position Papers

1. Topic Background

The topic background defines the topic and any important key terms associated with it. To have a general idea of the key terms related to the delegate's issue, delegates may reference Issue Bulletins, which are found on the PANAMUN website of their committees.

In this section, the delegate must also identify the reasons that make this topic a global issue, and the consequences that this matter can imply on people and countries.

Sample 'Topic Background':

Climate change is defined as "a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods."

In recent years, a trend of industrialization in developing countries has seen the rise of climate change, largely attributed to human causes and its subsequent greenhouse effects, or the warming of the Earth's surface and lower atmosphere caused by water vapor, carbon dioxide, and other trace gases in the atmosphere. This increase in climate change has also increased the total carbon footprint of the world, or the total amount of greenhouse gases that are emitted into the atmosphere each year by people and industries.

The effects of increasing global warming on the world's populace are truly frightening. Climate change has increasingly been linked to the melting of the polar ice caps, powerful hurricanes, and drought. In particular, small island developing states (SIDS) are home to 63 million people and may disappear because of climate change-induced rises in sea levels.

***Sample from Best Delegate*

2. Past International Actions

In this section, delegates must research past actions done by the United Nations or any relevant institutions or organizations. They can do this by following the acronym SPEAR (speech, programs, events, agreements, and reports) and applying it to the organizations previously mentioned.

- **Speeches:** What has the UN said about the topic?
- **Programs:** Does the UN have any programs that address the topic?
- **Events:** Has the UN hosted any major events related to the topic?
- **Agreements:** What are the major international agreements on the topic?
- **Reports:** Has the UN produced any major reports on the topic?

Sample 'Past International Actions':

In 1992, 154 nations signed the United Nations Framework Convention on Climate Change (UNFCCC), which marked the beginning of global efforts to mitigate climate change. The UNFCCC impelled signatory governments to reduce greenhouse gas emissions to "prevent dangerous anthropogenic interference with Earth's climate system."

In 1998, the Kyoto Protocol treaty was negotiated by several nations and pledged both binding and non-binding targets for greenhouse gas emission reductions by 2010. The lifetime of the Kyoto Protocol was extended in 2012 at the UN Doha Climate Change Conference to 2020.

In 2015, the Millennium Development Goals were replaced with the Sustainable Development Goals (SDGs), including SDG 13 on Climate Action. Later that year, France hosted the UNFCCC Conference of the Parties (COP21) in Paris, which led to landmark agreements on carbon emission reductions and Intended Nationally Determined Contributions (INDCs)

***Sample from Best Delegate*

3. Country Policy

This is the essence of a delegate's Position Paper: their country's stance on the issue. This is where most of the writing time should be spent. Delegates can start

by writing a one or two-sentence summary stating their country's perspective on the topic. Afterward, they may proceed to apply SPEAR to their country.

Sample 'Country Policy':

Climate change has a significant impact on Qatar. The country is a desert that lacks drinkable water, a local food supply, and annual rainfall. As a peninsula, Qatar is particularly vulnerable to rising sea levels. According to its 2015 Intended Nationally Determined Contributions (INDCs) Report, "Qatar is extremely vulnerable to sea level rise as it is liable to inland flooding of 18.2% of its land area, at less than 5m rise in sea level, along with the associated adverse impacts on the population as 96% are living on the coastal areas." Although the country has oil and gas wealth to help overcome these challenges, Qatar realizes its oil and gas industries are contributing to climate change.

Qatar has signed and participated in all major agreements and events on climate change. Qatar is a party to the UNFCCC and the Kyoto Protocol. In 2012, Qatar hosted the Conference of the Parties 18th session in Doha. Qatar participated in the Post-2015 Development Agenda discussions and fully supports the Sustainable Development Goals, especially Goal 13 on Climate Action. Most recently, Qatar attended COP21 in Paris and signed the Paris Agreement.

***Sample from Best Delegate*

4. Possible Solutions

In this section, delegates should talk about the actions that their delegation proposes to solve the issue. It is highly recommended to explain at least three solutions, and that the delegation identifies key issues within the topic, and develops solutions to those as well.

Sample 'Possible Solutions':

A key initiative that is helping Qatar achieve its dual goals of Economic Diversification and Environmental Adaptation is the Global Dryland Alliance (GDA), whose goal is "to make dryland countries food secure and contribute to stability and peace in the world." This includes addressing the challenges of climate change specific to dryland nations, which are mainly developing countries that include more than 2 billion people. The GDA is particularly focused on developing the food security technology industry, which supports Qatar's goals by providing an alternative investment to the oil and gas sector (Economic Diversification) and improving sustainability (Environmental Adaptation).

To encourage the development of food security technology, Qatar plans to recommend the creation of an international program, the Food Security Accelerator, which revolves around "pitch competitions" at the annual UNFCCC Conference of the Parties. Food security companies will have a chance to win funding from countries and development banks. The GDA will help winning companies develop their technology, implement it in GDA countries, and conduct monitoring and evaluation (M&E) to determine their success.

***Sample from Best Delegate*

5. Citations

Delegates must cite their sources at the end of the document. Citations may be done on a different page. PANAMUN requires all delegates to use the MLA 9 format for their citations. Please do not cite the background guide or unreliable sources such as Wikipedia or Answers.com. Chairs have been trained to evaluate position papers and citations; make sure to include all sources used in the making of the document.

In addition, the use of in-text citations is essential for giving immediate credit to the sources of information, statistics, or ideas incorporated into the position paper. Following MLA 9th edition guidelines, these citations appear in parentheses directly after the referenced material and correspond to the full bibliographic entry in the Works Cited page. Proper citation not only enhances the credibility and reliability of the document but also enables Chairs to efficiently verify the accuracy of the evidence presented. As per PANAMUN's academic integrity standards, plagiarism in any form is strictly prohibited.

Below, you'll find a selection of reliable resources that can help delegates understand and correctly apply in-text citations in accordance with MLA 9th edition guidelines:

1. MLA Style Center – In-Text Citations Overview
<https://style.mla.org/in-text-citations/>
2. Purdue Online Writing Lab (OWL) – MLA In-Text Citations: The Basics
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_in_text_citations_the_basics.html
3. Scribbr – MLA In-Text Citation Guide
<https://www.scribbr.com/mla/in-text-citations/>
4. EasyBib – MLA In-Text Citation Examples
<https://www.easybib.com/guides/citation-guides/mla-format/in-text-citation/>

TIPS FOR EXCELLENCE - All of these will contribute to the making of an exemplary Position Paper:

- Double-check for spelling and grammatical errors. Grammar is of great importance; it reflects quality and professionalism.
- Refrain from using first-person pronouns; instead, use phrases such as “the delegation of...” or “this delegation believes...”
- Do not use contractions (don't, can't, should've, etc.).
- Write from a compilation of research—examine different sources containing different perspectives.
- Include statistics, quotations, and other facts to increase the credibility and overall quality of your position paper.
- Vocabulary matters. Use diplomatic and professional language, use a thesaurus, and read.

ADDITIONAL RESOURCES: Below are some links that can be of good use for delegates:

- <http://bestdelegate.com/a-formula-for-the-perfect-position-paper-solution-oriented-research/>
- <http://bestdelegate.com/how-to-write-a-winning-position-paper-with-limits-best/>
- <http://bestdelegate.com/preparing-proficient-position-papers/>

RUBRIC FOR EVALUATION OF POSITION PAPERS

Format and Language	1	2	3
Paper contains a header and four sections (50%+ on Policy and Solutions)			
Grammar and punctuation are used correctly			
Tone sounds professional and diplomatic			
Works are cited and include mostly primary and credible sources			
Topic Background	1	2	3
The topic is clearly defined and includes Who, What, When, and Where			
Relevant statistics and facts are used			
Root causes of the topic are explained (Why)			
Sub-issues to the main topic that need to be addressed are framed			
Past International Action	1	2	3
Explains key UN resolution, treaty, or convention on this topic			
UN programs and funds are mentioned for their implementation efforts			
UN reports or other official reports are mentioned for progress on actions			
Other international actors, like regional groups or NGOs, are mentioned			
Country Policy	1	2	3
Explains how the topic has impacted the country or how it is/can be relevant			
Explains the country policy clearly (what the country wants to do about the topic)			
Includes supporting sources such as UN resolutions adopted, events attended, voting records, speeches made, etc.			
Explain the actions the country has taken internationally or domestically			
Possible Solutions	1	2	3
Addresses different sub-issues of the topic			
Explains the strengths and weaknesses of the proposed solutions			
Frames major thematic or political/regional group tensions			
Solutions are consistent with the country's policy			

Opening Speeches

Without a doubt, a delegate's Opening Speech is his or her first impression of the committee. They set the mood for debate and allow delegates to know with whom they might be working during the lobbying process.

Opening Speeches should be written before the conference and will be presented during the first day of the conference after roll call. These speeches have a length of approximately a minute (1 minute). Due to time constraints, Chairs keep track of this minute very carefully. The speech must cover the most essential points to a delegation's policy on both issues. The following is the formula recommended to create a strong Opening Speech:

Greeting - Greeting the chairs, advisors, and delegates in the room is a formality that must be done in order to maintain a respectful environment. Usually, delegates say, "Good morning, honorable Chairs and fellow delegates..." or "Distinguished chairs, faculty members, and fellow delegates, it is an honor to..."

Hook/Attention Grabber - A delegate's Opening Speech should demonstrate to other delegates in the room that there is a reason why pay attention to what they have to say. A hook or attention grabber ensures the attention of the delegates present and may even impress the chairs. There are different ways in which one may hook the audience:

- **Sight:** Have a clear and audible tone of voice and a confident posture; this demonstrates presence and dominance of the room. Try to have your feet shoulder-width apart and not move them.
- **Interesting fact/statistic:** it can be about the committee, the issues, or the delegate's country.
- **Quote:** Famous or not, the quote should connect to one or both of the issues at hand. They also allow the delegates in the room to ponder and think more critically of your speech.
- **Rhetorical question:** A good and relevant question may hook delegates immediately.

Argument Concretely and Positively - Once the delegate has the room's attention, they should now focus on answering the following questions using statistics, facts, or any sort of argument:

- What is it that the delegate is trying to solve?

- How do the problem(s) affect the delegation's country specifically?
- How does the issue affect the international community?
- What is the plan of action to solve the issue? (Briefly mention the key ideas instead of a step-by-step guide)

Call to Action - Explicitly invite other delegations to join you and your proposed plan of action.

Resolutions

What is a resolution?

A resolution can be defined as a document that contains a plan of action to solve an issue. Each resolution can evaluate an issue in multiple ways, such as at a national, regional, international, and global scale. Allowing delegates to use their creativity and critical problem-solving skills to craft realistic and effective solutions. In PANAMUN, delegates are expected to write resolutions during the first day of the conference, whilst lobbying, or before the conference itself. These resolutions, once approved by the chairs and the Approval Panel, will become the subject matter during the debate. There should be multiple resolutions in one single committee, individually tackling a specific issue in order to foster a fruitful debate.

Who writes resolutions?

All delegates are encouraged to take part in the drafting process of resolutions, whether it is before or during the first day of the conference. The delegate who is considered to be the main author is called the main submitter. All other delegations that accompany this delegate during the composition process would be considered as co-submitters. The number of co-submitters allowed per resolution depends on the number of people in your committee and should be clarified by the chairs during the first day of the conference. Despite this organizational structure, resolutions are the product of collective discussion and should by no means be regarded as the work of a delegate in isolation. This collaborative nature of resolutions is key to achieving the goals of the United Nations.

Resolutions: Format and Structure

PANAMUN resolutions follow a specific format and structure, similar to that of THIMUN resolutions. Resolutions consist of three main parts: the heading, the pre-ambulatory clauses, and the operative clauses.

Heading: Located on the top right corner of the document. The heading contains the forum (committee), the issue (question of), the main submitter, and the co-submitters.

Example:

FORUM: World Health Organization

QUESTION OF: Issue #12-32 Measures to control the Zika outbreak and other mass epidemics

MAIN SUBMITTER: The United States of America

CO-SUBMITTERS: Brazil, Argentina, United Kingdom.

Pre-ambulatory Clauses: Pre-ambulatory clauses state what the committee wants to resolve and why. It also describes past actions made by nation-states or by the United Nations, in order to resolve the issue at hand. Pre-ambulatory clauses start with pre-ambulatory phrases, which are words or phrases such as "Deeply concerned," or "Alarmed by," and end with commas. There should be a minimum of three pre-ambulatory clauses for the resolution to be approved.

Example:

Alarmed by the increasing number of cases of microcephaly in babies linked to the Zika virus in South America,

Having adopted the Protocol for Mass Epidemics expressed by the World Health Organization,

Welcoming international support to successfully fulfill the research and development of a Zika vaccine,

Operative Clauses - Operative clauses state the plan of action to solve an issue in numerical order. When arranging this plan, the delegate should answer the what, when, where, who, and how. What is the first step, second, third, etc.? When would the plan start? For how long would it be implemented? Clauses can be broken down to better answer these questions. These, too, begin with special phrases called operative phrases, and end with commas (except the last one that ends in a period). Not all committees are allowed to use the entirety of this list of phrases. It is key to point out that, in PANAMUN, we work under the assumption of unlimited funding. Therefore, you do not have to go into the specifics of how your proposals will be funded.

There is no rule regarding the number of operative clauses that a resolution should have; let us manifest the common phrase "Quality is better than quantity."

Example:

1. Encourages all nations to initiate campaigns to educate their population on the transmission and contraction of the Zika virus;
 - a) said campaigns would be displayed on national cable television channels, radio stations, newspapers, and billboards;

Approval Panel Checklist

Once the resolution is finished, the delegate submits it to the chair for them to revise it. The chair then approves the resolution based on content and format and sends the delegate to the Approval Panel, a panel that edits only formatting in the resolution. The A.P. then approves the resolution, which is ready for debate.

To avoid formatting errors and better the flow of resolutions in the Approval Panel, please go through this checklist thoroughly before having a Chair revise your resolution:

- ☐ Resolution is typed in Times New Roman, size 12, single-spaced.
- ☐ Heading follows the appropriate order and format, having the words forum, question of, main submitter, and co-submitter, all capitalized

- ☐ Co-submitter guidelines stated by the chair have been followed (minimum and maximum number of co-submitters)
- ☐ The resolution has page numbers on the top right-hand corner
- ☐ Pre-ambulatory clauses are written following these guidelines:
 - Two lines of space between the first clause and the heading
 - Contain *italicized* and appropriate pre-ambulatory phrases in the beginning
 - Separated by a comma at the end of each clause
 - There is a minimum of three pre-ambulatory clauses
 - Two lines of space in between each clause
- ☐ Operative clauses are written following these guidelines:
 - Indented from pre-ambulatory clauses
 - Contain an appropriate and underlined operative phrase
 - Numbered in sequence (1, 2, 3...)
 - Subclauses are lettered alphabetically [a) b) c) ...]. Please note the use of the parentheses in the alphabetical list. First words of subclauses are not capitalized.
 - Sub-sub clauses are in roman numerals (i, ii, iii...), and their first words are not capitalized.
 - Separated by semicolons [;] with the last clause ending with a period

Pre-ambulatory & Operative Phrases

PRE-AMBULATORY PHRASES

Affirming Alarmed by Approving Bearing in mind Believing Confident Contemplating Convinced Declaring Deeply concerned Deeply conscious Deeply convinced Deeply Disturbed Deeply Regretting Desiring Emphasizing	Expecting Emphasizing Expecting Expressing its appreciation Fulfilling Fully aware Emphasizing Expecting Expressing its appreciation Fulfilling Fully aware Further deploring Further recalling Guided by Having adopted Having considered	Having examined Having received Keeping in mind Noting with deep concern Nothing with satisfaction Noting further Observing Reaffirming Realizing Recalling Recognizing Referring Seeking Taking into consideration Taking note Viewing with appreciation Welcoming
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Note: Clause starters can be reused by adding "further" or "deeply." For instance, "Noting" could be reused as "Further noting" and "Concerned" could be reused as "Deeply concerned".

OPERATIVE PHRASES

Accepts Affirms Approves Authorizes Calls Calls upon Condemns* Confirms Congratulates Considers Declares accordingly* Demands* Designates Decides* Draws the attention Emphasizes	Encourages Endorses Expresses its appreciation Expresses its hope Further invites Deplores Designates Draws the attention Emphasizes Encourages Endorses Expresses its appreciation Expresses its hope Further invites Further proclaims Further reminds	Further recommends Further requests Further resolves Has resolved Notes Proclaims* Reaffirms Recommends Regrets Reminds Requests Solemnly affirms Strongly condemns Supports Takes note of Transmits Trusts
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Note: All clauses that are marked with an asterisk (*) can only be used by the Security Council.

II. DURING THE CONFERENCE

Roll Call

After arriving at the committee at the time stipulated in the conference's official schedule, after the Chairs ask the house to come back to order, they will Roll Call the delegations present. This Roll Call will be documented by the chairs and sent to the Secretariat after each session. It is important for delegates to arrive promptly to their committees to demonstrate respect towards the Chairs and the debate itself. Roll Call will happen in the beginning of each session (after breaks and lunch as well).

Opening Speeches

Each delegate needs to give an Opening Speech (minimum length: 30 seconds, Maximum length: 1 minute). All speeches must be done on the podium, following the protocol and behavior addressed in the delegate manual (wearing the appropriate clothing, using the appropriate language, etc.). Opening speeches must be printed or memorized.

As Chairs will be keeping track of time, they will tap the gavel lightly when the delegate's speech reaches the 45-second mark, and tap it twice after the delegate has exceeded the minute mark.

Lobbying

The Lobbying period begins on the first day of the conference and may extend to the second day of the conference. During this period of time, delegates are free to share and discuss resolutions, create blocs, and merge clauses. This is the only time of the conference in which the use of electronic devices is permitted.

Approval Panel

As previously mentioned, the Approval Panel is a panel that takes care of minor formatting errors in resolutions. Delegates should ensure that this Panel has little to no work when reformatting their resolutions.

Points and Motions

The following are the points and motions that are part of the THIMUN parliamentary procedure and should be used throughout the conference, PANAMUN:

Points

POINT	FUNCTION	WHEN IS IT USED?	DOES IT INTERRUPT A SPEAKER?
Point of Order	Calls for debate formality	When a delegate is not following the parliamentary procedure guidelines	No
Point of Personal Privilege	The delegate is experiencing personal discomfort	When the room's temperature is too high or too low, or when a delegate cannot hear the speaker or chair	Yes, only for audibility
Point of Information (to the delegate and/or chairs)	The delegate has a question for the speaker	When a delegate finishes speaking at the podium, and the Chair asks if there are any questions	No
Point of Parliamentary Inquiry	The delegate has a question regarding the procedure	When the Chair asks for points and motions	No

Motions

MOTION	FUNCTION	WHEN IS IT USED?	DOES IT INTERRUPT A SPEAKER?
Motion to Introduce an Amendment	The delegate wants to introduce an amendment that has already been approved by the chair and written in the official amendment paper	When the delegate obtains the floor	No
Motion to Follow Up	The delegate wants to ask a second point of information to the speaker	When the speaker finishes answering said delegate's question	No
Motion to extend points of information	The delegate wants another round of points of information.	After all points have been made.	No
Motion to Move to Previous Question	The delegate wants to go through the voting procedures on the amendment/resolution	When the debate on a resolution or amendment is finalized and nothing else is pending	No

Types of Debate

Open Debate

In PANAMUN, resolutions are discussed during open debate, which means that the floor is open to any delegate who wishes to obtain the podium at the time. Open debates are introduced and closed solely by the Chair and have a specific duration, which is also stated by the Chair based on time limitations, the number of resolutions, and the conference's schedule.

Closed Debate

Chairs indicate to the committee when they will be entering a close debate. This usually happens when there is a motion to move into the previous question (Delegates speak for or against a resolution's passing), or a motion to introduce an amendment (delegates speak for or against an amendment).

The Chairs decide how many speakers will obtain the podium for or against a resolution or amendment. This decision is based on time constraints and the controversy of the resolution/amendment. Delegates who obtain the podium can open themselves to points of information on both occasions; however, motions to follow up are only in order during a closed debate for a resolution. After speakers finish their points, the chairs immediately introduce voting procedures.

Amendments

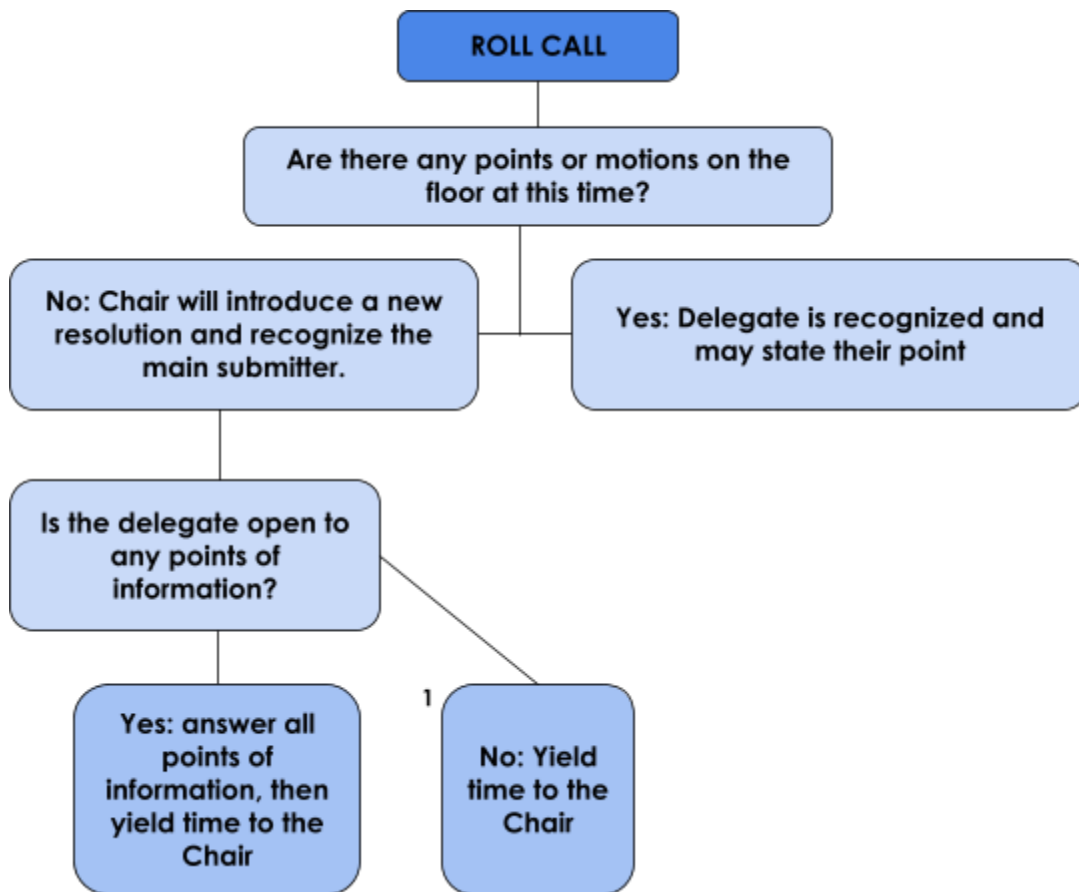
Amendments correct, edit, add, or delete a clause in the resolution being debated. There is a specific procedure that must be completed for an amendment to be approved, debated, and passed:

1. As soon as a resolution is introduced, the chairs make it clear that they will not accept amendments for the first X minutes of debate. After the time has passed, the chairs announce that they will now be accepting amendments
2. The amendment must be written down in the official amendment paper, provided by the committee admins. It must follow the guidelines and format of a resolution (commas, operative phrases, etc.) After writing the amendment, it should be sent to the Chairs through the admins, where it will be read and approved/disapproved. Chairs will then send the amendment back to its author with their signature (approved) or with a note stating why it was not approved.
3. The delegate must obtain the floor to make a motion to introduce an amendment.
4. If the motion is in order, the delegate needs to read the amendment and further explain it. The delegate may open himself to any points of information
5. After the delegate is finished, the Chairs will introduce a closed debate on the amendment, and call speakers for and against its passing.
6. Chairs will then enter voting procedures on the amendment, where delegates may vote for or against.
7. Amendments to the second degree are allowed. These are used when a delegate wishes to make a change to an amendment being made rather than introducing a new one.
8. A Motion to Move to Previous Question is allowed between speakers for the amendments. In this case, it is also necessary that objections and seconds are made

Voting Procedures

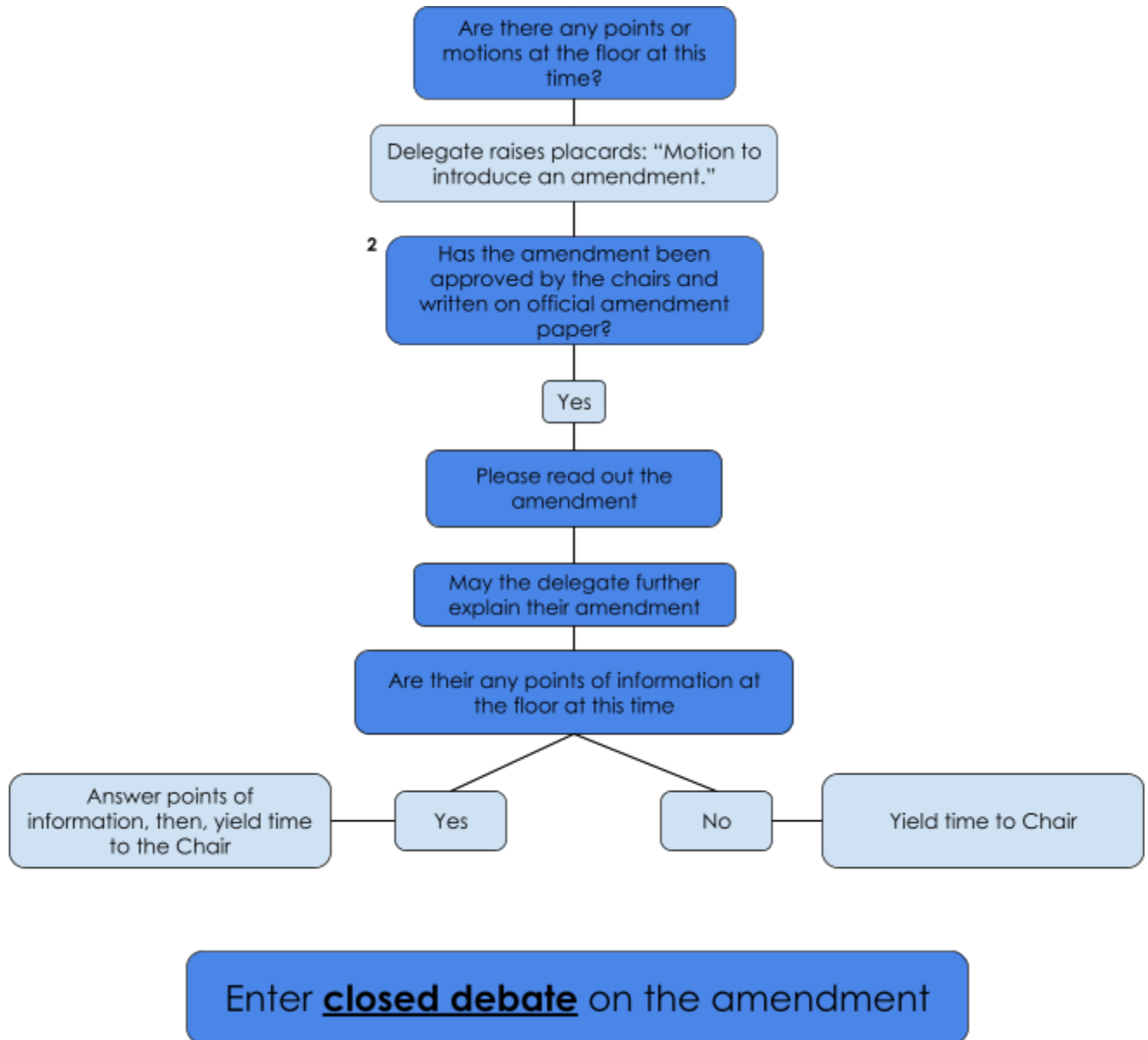
Chairs will enter the voting procedures after a closed debate concludes. The Chairs will command the admins to lock the doors and suspend note passing. When voting for an amendment, delegates can vote for or against. Abstentions are prohibited for amendments. In regard to the voting procedure on a resolution, delegates are able to vote for, against, or abstain from voting. The winning vote fulfills a simple majority ($1/2 + 1$). All delegates should vote as it is an official procedure. Clapping is only in order when a resolution passes.

Flow of Debate



Yielding time₁: After a delegate has used up their time, they must yield it back to the chair to sit back down. At the chair's discretion, a delegate may also choose to yield their time to another delegate to explain further or discuss the point they were previously making.

Introduction of an Amendment



Approved by chairs and written on official paper²: To propose an amendment, a delegate can request special paper from the admins before obtaining the floor. This should then be sent as a note to the chairs for them to approve it before introducing the amendment into the debate.

III. AWARD POLICY

The selection of the PANAMUN awards reflects our conference's values: diplomacy, global citizenship, and collaboration. The three awards are the Diplomacy, Research, and the Best Delegate Award.

Recipients of any award are expected to remain focused, respectful, and involved with the debate during the three days of the conference. To be eligible for any award, delegates must submit two position papers: one for each issue. Only *three* awards will be issued per committee.

Diplomacy Award

The Diplomacy Award will be granted to the delegate who brings the best in others. This delegate will demonstrate leadership within the committee while simultaneously helping other delegates contribute and voice their opinions. The recipient of the diplomacy award will be collaborative and open to ideas from all delegates during the lobbying process, as well as search for consensus during debate. Despite maintaining their country's views, this delegate will embody a diplomatic character and demonstrate respect, formality, and teamwork throughout the conference.

Research Award

The Research Award will recognize delegates who have the ability to utilize their skills and knowledge about the committee, issues, and country to express insightful points during the course of the conference. This delegate should know their country's policy, as well as other stakeholders involved in the issue at hand. The delegate's quality research should be obvious from the content of their position papers, speeches, as well as the resolution and lobbying process. A candidate for this award should remain focused, enthusiastic, and have an in-depth understanding of all aspects of the debate's dynamic.

Best Delegate Award

The Best Delegate of a committee will embody characteristics from both the Diplomacy and Research awards. This delegate will demonstrate strong debating and leadership skills, utilizing their deep understanding of the issue while promoting collaboration. Their presence will have a noticeable, positive, and lasting impression within the committee. The recipient of this award should be motivated, enthusiastic, respectful, and deeply informed of all aspects of the debate. The Best Delegate's character should inspire and motivate other delegates to do their best.