



PINELLAS COUNTY MODEL UN

PCMUN 2023

Conference Handbook

Foundations for Leadership Inc.



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Conference Schedules

PCMUN High School

Friday, March 31, 2023

TIME	EVENT
7:30 – 8:15 AM	Bus Arrival & Check in
8:30 – 12:00 PM	High School Committee Session I
12:00 – 12:30 PM	Lunch
12:30 – 2:45 PM	High School Committee Session II
3:00 – 3:30 PM	High School Closing/Awards

PCMUN Middle School

Friday, March 31, 2023

TIME	EVENT
8:30 – 9:15 AM	Bus Arrival & Check in
9:30 AM – 12:00 PM	Middle School Committee Session I
12:00 – 12:30 PM	Lunch
12:30 – 4:00 PM	Middle School Committee Session II
4:15 – 4:45 PM	Middle School Closing/Awards

Conference Venue

St. Petersburg College – Seminole Campus

[9200 113th St. N., Seminole, FL 33772](https://www.stpetecollege.edu/113th-st-n)

Phone: 727-341-4772

- PCS bus drop off is in front of the Conference Center/Library Buildings (CC, LI)
- **Advisors** will register their entire delegation in the Conference Center (CC)
- Advisors will collect name badges and distribute them to their team.

Seminole Campus

Seminole Campus

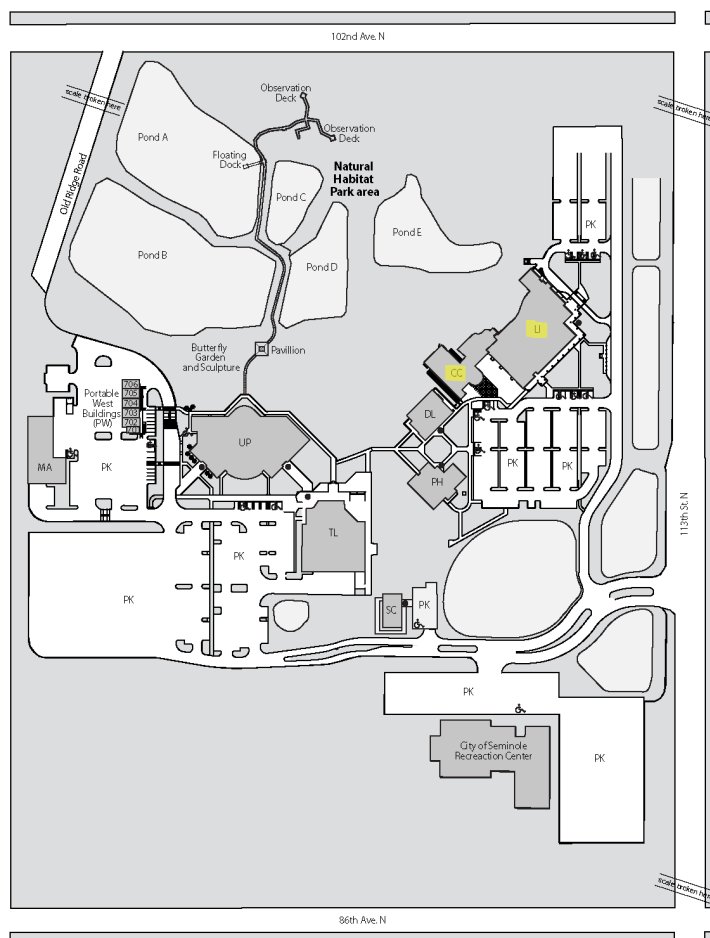
9200 113th St. N.
Seminole



Seminole Campus

Room Codes

CC	- Library Annex - Conference Center
DL	- Dental building
LI	- Dennis L. Jones Community Library at Seminole Campus
MA	- Maintenance
PH	- Pharmacy
PK	- Parking
PW	- Portables West
PW 701	- Restrooms and Drinking fountains
PW 702	- Faculty offices
PW 703	- Classroom
PW 704	- Classroom
PW 705	- Classroom
PW 706	- Classroom
SC	- Lurie Civic Building Seminole Chamber of Commerce
TL	- Technology Learning
UP	- C.W. Bill Young University Partnership Center building Veteran Services



Code of Conduct

Foundations for Leadership and Pinellas County Schools staff reserve the right to dismiss any participant from the conference due to violation of any regulation. The Pinellas County Model UN Conference will enforce the following code of conduct:

Delegation of Authority

Delegates must obey instructions from any faculty advisor or conference staff member, both inside and outside of committee sessions. Delegates who do not obey instructions may be removed from the conference.

Name Badges

Name badges must be kept visible at all times during the conference.

Electronic Devices

Cell phones must be turned off at all times during committee and working sessions.

Delegates are permitted to use laptops and tablets during PCMUN, but only for conference-related work. MP3 players (such as iPods) may not be used during the event; any delegate found using one will have it taken away and given to their faculty advisor until the end of the conference. *Foundations for Leadership, PCS, and St. Pete College are not responsible for lost or stolen property.*

Trash

Delegates are responsible for their own trash. After each committee session, each delegate must clean his/her own area before leaving the room.

Bullying/Harassment

Bullying/harassment is prohibited. The conference defines bullying/harassment as: Conduct that has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive educational and social environment. Also prohibited is conduct that may take the form of inappropriate or suggestive comments, sounds or jokes, and unsolicited touching. Incidents should be immediately reported to a faculty advisor or a conference staff member.

Conference Dress Code

All delegates at the Pinellas County Model UN Conference must adhere to the following dress code. As a general rule, delegates must be dressed in **Western business attire**.

Suits

A suit (with pants or a skirt) always looks professional and is the best option.

Shirts & Tops

Students should wear a collared button-down shirt or blouse with an appropriate neckline.

No T-Shirts.

Pants & Bottoms

Slacks and suit pants are acceptable. Students may wear skirts or dresses that are adequate in length (not shorter than two inches above the knee). *No jeans or shorts.*

Shoes

Dress shoes should be worn. Heels are acceptable but may be uncomfortable after some time. Open-toe shoes must be professional. *No sneakers or flip-flops.*

Hats/Head coverings

Hats and head coverings are permitted only for religious, cultural, or medical reasons.

Guidelines for Performance

All delegates are expected to:

- Prepare for the conference by researching their country and topic in advance;
- Obey the Conference Code of Conduct;
- Obey the Conference Dress Code;
- Listen to any instructions from conference staff;
- Actively participate in the body's debate, including (but not limited to) making speeches, caucusing, proposing resolutions and amendments, and voting; and
- Listen attentively during Opening and Closing Ceremonies.

>> Prewritten resolutions are not allowed and will not be eligible for votes – delegates may bring research material but are expected to collaborate on draft resolutions.

Awards

The Pinellas County Model UN Conference will acknowledge delegations that do a superb job of representing their country. Although we provide awards, this recognition should not be construed as the primary purpose of attending a Model UN conference.

The following awards will be given at Closing Ceremonies:

- **Best Position Paper** - Given to the delegates who compose the best position paper in each committee
- **Honorable Mentions** - Given to delegates in each committee who deserve honorable mention for their performance
- **Outstanding Diplomat** - Given to the delegates who use appropriate tone and demeanor, demonstrate kindness, and have a willingness to negotiate for the benefit of the committee
- **Best Delegation Awards** - Given to delegates in each committee for distinguished performance
- **Secretary-General's Award** - Given to the overall delegation judged to be superior in all areas

For a rubric detailing how award-winners will be determined, see the following page.

Awards will be based on the rubric below:

	<i>Needs Improvement (1)</i>	<i>Average (2)</i>	<i>Above Average (3)</i>	<i>Outstanding (4)</i>
Country Representation	Delegate rarely represents the viewpoints and policies of his/her nation, and speeches and negotiations did not have the best interest of the country in mind	Delegate usually represents the viewpoints and policies of his/her nation, and most speeches and negotiations have the best interest of the country in mind	Delegate always represents the viewpoints and policies of his/her nation, and most speeches and negotiations have the best interest of the country in mind	Delegate always represents the viewpoints and policies of his/her nation, and all speeches and negotiations have the best interest of the country in mind
Knowledge of UN System	Delegate has little or inaccurate knowledge of UN structure and functions and demonstrates this throughout debate	Delegate has some knowledge of UN structure and functions and demonstrates this throughout debate	Delegate has above average knowledge of UN structure and functions and demonstrates this throughout debate	Delegate has exceptional knowledge of UN structure and functions and demonstrates this throughout debate
Knowledge of Topics on Agenda	Delegate has little or inaccurate knowledge of topics	Delegate has basic knowledge of topics based on background guides	Delegate has some knowledge of topics based on additional research outside of background guides	Delegate has outstanding knowledge of topics based on additional research outside of background guides
Knowledge of Rules of Procedure	Delegate rarely follows the Rules of Procedure throughout debate	Delegate usually follows the Rules of Procedure throughout debate	Delegate always follows the Rules of Procedure throughout debate	Delegate always follows the Rules of Procedure throughout debate, and uses them to the country's advantage
Diplomatic Composure	Delegate does not act in a diplomatic manner during speeches, negotiations and committee proceedings	Delegate usually acts in a diplomatic manner during speeches, negotiations and committee proceedings	Delegate always acts in a diplomatic manner during speeches, negotiations and committee proceedings	Delegate always acts in a diplomatic manner during speeches, negotiations and committee proceedings, and uses sophisticated language
Involvement	Delegate is not actively involved in formal and informal debate	Delegate is actively involved in formal and informal debate	Delegate initiates committee proceedings in formal and informal debate and shows willingness and leadership	Delegate always initiates committee proceedings in formal and informal debate and shows exceptional willingness and leadership

Points and Motions Summary

<i>Points and Motions</i>	<i>Description</i>	<i>Vote to Pass</i>
<i>Suspending Debate</i>	Suspending debate means calling for a moderated or unmoderated caucus. Technically, this motion suspends formal debate (the speakers list) in favor of informal debate (a caucus). This motion requires an immediate vote.	Simple majority
<i>Moderated Caucus</i>	A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate. When moving for a moderated caucus, delegates should specify the purpose for and length of the caucus, and a speaking time.	Simple majority
<i>Unmoderated Caucus</i>	A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. When moving for an unmoderated caucus, delegates should specify a length of the caucus.	Simple majority
<i>Adjourn Debate</i>	Adjourning the meeting ends the committee session until the next session, which may be held the following year. The motion is most commonly made to end a committee session for the purpose of lunch or Closing Ceremonies. It requires an immediate vote.	Simple majority
<i>Close Debate</i>	Closing debate allows the committee to move into voting procedure. Once a delegate feels that his or her country's position has been made clear, that there are enough draft resolutions on the floor and that all other delegates are ready, he or she can move for the closure of debate. Two delegates usually speak against the closure of debate, but none speak for it.	Two-thirds majority
<i>Point of Order</i>	Points of order are used when delegates believe the chair has made an error in the running of the committee. Delegates rising to points of order may not speak on the substance of the matter under discussion. They should only specify the errors they believe were made in the formal committee procedure.	No vote
<i>Point of Inquiry</i>	When the floor is open (<i>i.e.</i> no other delegate is speaking), a delegate may rise to a point of inquiry in order to ask the chairperson a question regarding the rules of procedure.	No vote
<i>Point of Personal Privilege</i>	Points of personal privilege are used to inform the chairperson of a physical discomfort a delegate is experiencing, such as the inability to hear another delegate's speech.	No vote
<i>Point of Information</i>	After a delegate has given a speech in formal debate, he or she may yield time to points of information, or questions from other delegates concerning the speech.	No vote

The full PCMUN Rules of Procedure are on the following pages.

Pinellas County Model UN Conference

Rules of Procedure

INTRODUCTORY REMARKS

RULE 1. OFFICIAL AND WORKING LANGUAGE

English shall be the official and working language of all committees during formal and informal debate.

RULE 2. DECORUM

Delegates are to maintain a professional demeanor at all times, and follow instructions from conference staff. Those who do not obey directions will be dismissed from the conference.

II. SECRETARIAT

RULE 3. STATEMENTS BY THE SECRETARIAT

The Secretary-General or his/her representative may make oral as well as written statements to any committee concerning any issue.

RULE 4. GENERAL FUNCTIONS OF THE SECRETARIAT

The Chairperson shall declare the opening and closing of each meeting and may propose the adoption of any procedural motions to which there is no significant objection. The Chair, subject to these rules, shall have complete control of the proceedings at any meeting and shall moderate discussion, announce decisions, rule on points or motions, and ensure and enforce the observance of these rules. The Chair may temporarily transfer his or her duties to another member of the committee staff. All procedural matters in committee are subject to the discretion of the Chair. The Chair may undertake any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate at the conference.

III. AGENDA

RULE 5. AGENDA

The Secretary-General or his/her representative shall communicate the agenda to the delegates before the conference.

RULE 6. REVISION OF THE AGENDA

Additional items of an important and urgent nature may be placed on the agenda during a regular session by the Secretary-General, who may do so at his/her discretion. This is most common in the Security Council.

IV. CONDUCT OF BUSINESS

RULE 7. SPEAKERS LIST

The Chair shall open the speakers list for each topic to be discussed at the request of a delegate. Any delegate wishing to be added to the speakers list shall indicate so when asked by the Chair or shall submit a request in writing to the dais.

RULE 8. LIMITATION OF SPEAKING TIME

The Chair may limit the time allotted to each speaker. However, delegates can move to increase or decrease the speaking time, which will be voted upon by the committee or council. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order without delay.

RULE 9. SPEECHES

No delegate may address the body without permission from the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion. The automatic default time for speaking is 90 seconds.

RULE 10. YIELDING TIME

The delegate, who has been recognized by the Chair to address the body on a substantive issue, may yield any time after his or her speech. Yields may be made in three ways: to another delegate, to points of information (questions) or to the Chair.

Yield to another delegate. His/her remaining time shall be given to another delegate. It is not mandatory for a delegate to announce he will yield his remaining time to another delegate before giving his speech.

Yield to points of information. Delegates shall be selected by the Chair to ask one question per speech. The Chair has the right to call order to any delegate whose question is, in the opinion of the Chair, not designed to elicit information. Answers to questions are limited to the time remaining in a delegate's speech. It is not mandatory for a delegate to announce he will yield to points of information before giving his speech.

Yield to the Chair. Such a yield should be made if the delegate does not wish to yield his/her time to questions or to another delegate. The Chair shall then move on to the next speaker.

Once a delegate yields his/her time, the second delegate (the one who has been yielded to) may not yield any remaining time.

RULE 11. RIGHT OF REPLY

The Chair may recognize a Right of Reply only in instances of a grave personal insult. Rights of Reply must be submitted in writing to the Chair and may only be granted after a speech is finished. While granting Right of Reply is at the sole discretion of the Chair, afterward the Chair shall inform the Secretary-General of the circumstances surrounding the Right of Reply as submitted, regardless of whether it is granted. No ruling on this matter is subject to appeal.

RULE 12. APPEAL THE CHAIR'S DECISION

An appeal is made when a delegate feels that the Chair has made an incorrect ruling. The delegate must send a note to the dais, moving to appeal the Chair's decision. The appeal will be

taken to the Director-General who will decide if the appeal will be considered. Once the motion is acknowledged, the Director-General will hear from both the delegate and the Chair before making a decision.

V. POINTS

RULE 13. POINT OF PERSONAL PRIVILEGE

During the discussion of any matter, a delegate may raise a Point of Personal Privilege and the Chair shall immediately address the point. A Point of Personal Privilege must refer to a matter of personal comfort (i.e. room is too warm/cold) or safety and/or the well-being of the members of the committee. The Chair may refuse to recognize a Point of Personal Privilege if the delegate has not shown proper restraint and decorum, or if the point is dilatory in nature.

RULE 14. POINT OF ORDER

During the discussion of any matter, a delegate may raise a Point of Order and the Chair shall immediately consider the request. A Point of Order must relate to the observance of the rules of the committee or to the way the Chair is exercising his or her power. A delegate raising a Point of Order may not speak on the substance of the matter under discussion. The Chair may refuse to recognize a Point of Order if the delegate has not shown proper restraint and decorum governing the use of such a right, or if the point is dilatory in nature.

RULE 15. POINT OF INFORMATION (QUESTION TO OTHER DELEGATES)

After a delegate gives a speech, and if the delegate yields his or her time to Points of Information, one Point of Information (a question) can be raised by delegates from the floor. The speaker will be allotted the remainder of his or her speaking time to address Points of Information. Points of Information are directed to the speaker and allow other delegations to ask questions in relation to speeches and resolutions.

RULE 16. POINT OF INQUIRY

If there is no discussion on the floor, a delegate may raise a Point of Inquiry to request clarification on procedure. A Point of Inquiry may never interrupt a speaker.

VI. MOTIONS

RULE 17. SUSPEND DEBATE (MOTION TO CAUCUS)

Upon the recommendation of the Chair or any delegate, the committee may consider a motion to Suspend Debate for the purpose of a moderated or unmoderated caucus. This motion requires a majority vote.

Moderated Caucus: The recommendation for a moderated caucus must include a time limit for delegate remarks and a time limit for the entire caucus, as well as an express purpose for the caucus. (e.g., “The country of [country name] moves for a five-minute moderated caucus with a 30-second speaking time, for the purpose of discussing [subtopic].”). During moderated caucuses, the chair shall recognize delegates for remarks without the use of a speakers list and yields shall be out of order.

Unmoderated Caucus: The recommendation for an unmoderated caucus requires a time limit to be made (e.g., “The nation of [country name] moves for a 10-minute unmoderated caucus.”). Unmoderated caucuses allow delegates to have informal discussions.

RULE 18. CLOSURE OF DEBATE

A delegate may at any time move for the closure of debate on the item under discussion, after which debate will end and all draft resolutions and amendments will be put to an immediate vote. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to a vote. This motion requires a two-thirds majority decision. Upon passage of this motion, the Chair shall declare the closure of debate and immediately move into voting procedure on the substantive proposals introduced and pending before the committee. The committee shall also close debate and move into voting procedure when the speakers list has been exhausted, however, the Chair may rule the closure of debate out of order if he/she believes there has not been adequate discussion on the topic.

RULE 19. ADJOURNMENT OF THE MEETING

During the discussion of any matter, a delegate may move to adjourn the meeting. Such a motion shall not be debated but shall be immediately put to a vote. After adjournment, the committee shall reconvene at its next regularly scheduled meeting time; adjournment of the final meeting shall adjourn the session.

RULE 20. ORDER OF PROCEDURAL MOTIONS

The motions below shall have precedence in the following order over all other proposals or motions before the committee:

Point of Personal Privilege

Point of Order

Point of Inquiry

Point of Information

Introduction of a Draft Resolution

Motion to Suspend Debate

Motion for Closure of Debate

Motion to Adjourn the Meeting

VII. RESOLUTIONS

RULE 21. SUBMISSION OF DRAFT RESOLUTIONS AND AMENDMENTS

Draft resolutions and amendments shall be submitted to the Director. All submissions must have the proper number of signatures (20 percent of countries present in committee). The Chair may permit discussion and consideration of proposals and amendments once approved, even if the documents have not been circulated through the committee. Delegates may request and the Chair shall provide the number of countries equal to 20 percent in that committee at any time.

RULE 22. INTRODUCING DRAFT RESOLUTIONS

Once the Director has approved a draft resolution and the draft resolution has been copied and distributed, a delegate may raise a motion to introduce the draft resolution. The motion is

automatically approved and does not require a vote. The content of the introduction shall be limited to reading aloud the operative clauses of the draft resolution. Such an introduction shall be considered procedural in nature, hence yields and comments are out of order. After the draft resolution is introduced, the Chair will move into a five minute moderated caucus. Additional questions and comments regarding the resolution are encouraged to be raised through the speakers list and yields.

RULE 23. AMENDMENTS

Both friendly and unfriendly amendments require the approval of the Chair. An amendment is considered friendly if all sponsors of the initial draft resolution are signatories of the amendment. Such an amendment is adopted automatically. Unfriendly amendments are a decision of the committee. An unfriendly amendment must have the approval of the Director and the signatures of 20 percent of the committee. Amendments to amendments are out of order.

VIII. VOTING

RULE 24. METHODS OF DECISION

All procedural decisions, except for the closure and adjournment of debate, shall be made by a simple majority of the delegations present. Delegations physically present in the committee may not abstain on procedural motions. Decisions on draft resolutions and amendments shall require a simple majority in favor. However, the passage of all resolutions and amendments in the Security Council requires nine affirmative votes and an affirmative vote or an abstention on the part of all five permanent members (People's Republic of China, France, Russian Federation, United States of America and United Kingdom).

RULE 25. VOTING RIGHTS

Each present delegation shall have one vote. Observing nations and nongovernmental organizations (NGOs) cannot vote on substantive matters. Each vote may be a Yes, No or Abstain. On procedural motions, members may not abstain.

This conference does not recognize Voting with Rights.

RULE 26. CONDUCT WHILE IN VOTING PROCEDURE

After the Chair has announced the beginning of voting, only Conference Staff may enter or leave the room, and no representative shall interrupt the voting except on a Point of Personal Privilege, Point of Inquiry or a Point of Order in connection with the actual conduct of the voting. Communication between delegates is strictly forbidden. If a delegate must leave the room during voting, they may not return until voting procedures have concluded. A member of the staff will secure the doors during voting procedure.

RULE 27. METHOD OF VOTING

Delegations may vote in favor of or against a proposal or may abstain from voting. The committee shall normally vote by show of placards, but any delegate may request a roll-call vote on substantive matters. The roll-call vote shall be taken in alphabetical order of the English names of the countries present.

During a roll-call vote, delegations may answer with an affirmative vote, a negative vote or an abstention (when appropriate), or they may pass. Delegations passing in the first round of voting will be called upon alphabetically in a second round, at which time they may only answer with an affirmative or negative vote.

RULE 28. ORDER OF DRAFT RESOLUTIONS

If two or more draft resolutions relate to the same question, the committee shall vote on the resolutions in the order in which they have been submitted.

In the case that two conflicting resolutions are passed, the second one will hold.

RULE 29. VOTING ON UNFRIENDLY AMENDMENTS

During the voting procedure on a substantive proposal, unfriendly amendments to a resolution shall be voted on first. When two or more amendments are proposed to a resolution concurrently, the committee shall first vote on the amendment that creates the greatest change to the draft resolution, as deemed by the Chair, and then the amendment that creates the second greatest change to the resolution. This process continues until all amendments are voted upon. Where, however, the adoption of the amendment necessarily implies the rejection of another amendment (as decided by the Chair), the latter amendment shall not be put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. Amendment voting is a substantive procedure and adoption requires the simple majority consent of the delegations present.

RULE 30. PASSAGE OF RESOLUTIONS

If a vote does not result in a simple majority in favor, the resolution shall be regarded as rejected.

Abstentions do **not** count as votes, and will not be considered in whether or not a resolution's vote passes.

*Exceptions: The Security Council requires nine affirmative votes for the passage of resolutions and amendments. In addition to the nine affirmative votes, an affirmative vote or an abstention on the part of all permanent members (People's Republic of China, France, Russian Federation, United States of America and United Kingdom) is required for the passage of all resolutions and amendments.

This conference does not recognize division of the question.

IX. SUSPENSION OF THE RULES

RULE 33. SUSPENSION OF THE RULES

These rules may only be suspended following a majority vote. Any motion to suspend the rules is subject to the Chair's discretion.