

NBTHSMUNC VII

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Delegate Guide &
Conference Policy

WELCOME LETTER

It is my honor and pleasure to welcome you to the seventh annual North Brunswick Township High School Model United Nations Conference!

NBTHSMUNC VII brings to you a rigorous, insightful, and exhilarating conference, taking place on Saturday, March 21, 2026. For years, our club has been dedicated to honing our students' and delegates' skills in communication, diplomacy, research, debate, and civic awareness. The North Brunswick Model UN Club intertwines debate, international domestic politics, and social issues to prepare students for mock simulations as well as real-world enterprises.

NBTHSMUNC VII hosts delegates across the Tri-State area in four innovative and lively committees. Our conference staff is incredibly excited and dedicated to making NBTHSMUNC VII the best possible experience for all our delegates. We are committed to creating an inclusive and supportive environment where every participant feels empowered to contribute and learn.

We hope this conference will ignite all attendees' curiosity for international affairs through realistic and creative debate and engaging speakers. Comprised of ambitious and dedicated students, NBTHSMUN is excited to delve into the most pressing topics of today and of history at this conference. We look forward to seeing you there!

Sincerely,
Lasya Bejugama
NBTHSMUNC VII Secretary General

SCHEDULE

8:00 AM	Check-In 8:00 AM - 8:55 AM	
9:00 AM	Opening Ceremony 9:00 AM - 9:45 AM	
10:00 AM		
11:00 AM		
12:00 PM	Committee Session I 10:00 AM - 12:30 PM	Chair Feedback 11:30 AM - 12:30 PM
01:00 PM	Lunch 12:30 PM - 1:30 PM	Newsletter Interviews 1:00 PM - 1:30 PM
02:00 PM		
03:00 PM	Committee Session II 1:30 PM - 4:00 PM	FUN MUN 3:00 PM - 4:00 PM
04:00 PM	Closing Ceremony 4:00 PM - 5:00 PM	
05:00 PM		

CONFERENCE MAP

The conference is taking place at 98 Raider Road, North Brunswick, NJ, 08902. Please arrive between 8:00 AM and 8:50 AM, as opening ceremonies begin promptly at 9:00 AM. Below is a map as to how to enter the school. The entrance is located at the Main Entrance, and registration will be located through the doors on the right.



Conference Policy & Guidelines

I. Position Papers

Delegates do not have to submit Position Papers to be eligible for an award.

II. Dress Code

The dress code for NBTHSMUNC VII is Western Business Formal. All delegates are required to be in professional business attire throughout all committee sessions. If there are concerns regarding the ability to access professional attire, please let a member of NBTHSMUNC VII's Secretariat know as soon as possible to ensure appropriate exceptions are made.

III. Awards

The General Assembly Committees (UNHC and SOCHUM) and the Specialized Committee (UNHCR) will have five awards: Best Delegate, Outstanding Delegate, Honorable Mention, Rising Star, and Verbal Commendation. The criteria delegates will be evaluated on is as follows: Content Knowledge, Substantive Participation, Collaboration, and Knowledge of Parliamentary Procedure.

The Crisis Committee will have three awards: Best Delegate, Outstanding Delegate, and Honorable Mention. The criteria delegates will be evaluated on is as follows: Content Knowledge, Substantive Participation, Collaboration, Knowledge of Parliamentary Procedure, Backroom Performance, and Crisis Arc.

Awards will be announced at Closing Ceremonies. Delegates will receive a certificate, and those who are awarded Best Delegate will receive a gavel.

Conference Policy & Guidelines

IV. Technology

The use of artificial intelligence, in any capacity during the duration of NBTHSMUNC VII, is strictly prohibited. Whether to write speeches or working papers, this constitutes **academic dishonesty**. If informed about any violations, the Secretariat will become involved, informing the delegate's faculty advisor. The delegate will be disqualified from winning an award.

Technology can only be used when actively drafting a resolution/directive. Delegates should not be utilizing technology when other delegates are actively speaking. WiFi information will be distributed by chairs at the start of the conference. **NBTHSMUNC VII is primarily a paper-based conference: any notes/research should be handwritten or printed out prior. Delegates are also encouraged to bring post-it notes and/or index cards for note passing.**

Cellular devices are prohibited during committee sessions, unless otherwise specified, and should only be utilized during lunch and breaks.

In the Crisis Committee, delegates will be provided with a notepad for their crisis notes. We will utilize a single-pad system for crisis notes; this will allow both you and backroom staff to see the progression of your notes.

Conference Policy & Guidelines

V. Committee Information

In the Crisis Committee, delegates will participate in both regular crisis situations and timed crises. During timed crisis, notes will not be collected by backroom, and we ask that delegates refrain from writing notes during that period.

The general assemblies (UNHC and SOCHUM) and the Specialized committee (UNHCR) are a mix of double and single delegates. Positions in the Crisis Committee are single delegates only.

VI. Resolutions

Delegates are prohibited from pre-writing substantive resolutions/working papers outside of their committee sessions. All working papers/resolutions drafted in committee will undergo an Approval Panel; the dais will review the document submitted, suggest changes if necessary, and utilize an AI Detection tool. The dais reserves the right to request that the working paper/resolution be revised if it is not substantive or large parts appear to be AI generated.

Parliamentary Procedure

The Flow of Debate

Structure and Procedure: The chair will recognize delegates wishing to speak, and motions will be entertained after the ongoing motion has elapsed. For procedural matters, a simple majority is required and each delegate must vote in favor or against. No pre-set time limits on speeches are established; this determination, as well as any other particulars of procedure, is left to the discretion of the committee or chair, as appropriate. The chair shall have final authority on all procedural questions.

Roll Call: At the beginning of each committee session, the dais will take attendance. Each country/character must state whether they are “Present” or “Present and Voting.” The only major distinction between these responses is that delegates who are “Presenting and Voting” waive their right to abstain in any subsequent votes, while delegates who vote “Present” still maintain that right during voting procedure. For procedural matters (i.e. motions), no abstentions will be entertained.

Speaker’s List: Known as the “default setting” of debate, this is the first form of debate. If there are no motions for debate and all motions have failed, the committee will revert back to the speaker’s list.

Yielding: The practice of allocating any remaining speaking time remaining after a delegate’s speech to an outside party, given the chair’s permission. If a delegate yields to questions, the speaker is offering their speaking time for other delegates in the committee to ask the speaker questions, which will be selected by the dais. If a delegate yields to another delegate, the speaker is giving their remaining speaking time to a specific delegate (the speaker should clarify the name of the person they are offering their time to). If a delegate yields to the chair, the speaker will give their remaining speaking time to the chair/dais. This is only utilized during a moderated caucus or the speaker’s list to indicate that you are finished speaking before your allotted time has elapsed.

Parliamentary Procedure

Motions

Motions: A method for delegates to propose specific actions within the committee, such as setting the agenda or proposing a specific form/topic of debate. Motions control the flow of debate. A delegate may raise a motion when the chair opens the floor for points or motions. Motions require a vote to pass; procedural motions, unless mentioned otherwise, require a simple majority to pass.

Motion to Open Debate: This motion is necessary to start a committee or make any future motions.

Motion to Open the Speaker's List: This allows delegates to be added to the speaker's list, in the order that they are called.

Motion for a Moderated Caucus: Formal, committee-wide debate on a specific topic. It must specify the topic, time per speaker, and the total time for the proposed caucus.

Motion for an Unmoderated Caucus: A suspension of formalized debate. Delegates are able to move freely within the committee to form coalitions or 'blocs' with others, and participate in the lobbying and resolution drafting process. It must specify the duration of the caucus.

Motion to Suspend Debate: Allows for a break within a committee session for a stipulated amount of time.

Motion to Introduce Documents: A successful motion to introduce puts the document on the floor to be debated by the committee. This involves a presentation period and a Q&A period, in which the sponsors of the document will have the floor. If deemed appropriate, the dais may ask Chair questions and/or entertain moderated caucus on the topic.

Parliamentary Procedure

Motions & Points

Motion to Divide the Question: This motion may be moved by a delegate to split a document into its component clauses for the purpose of voting. This may be done when a delegate feels that there is significant support for some clauses of the document, but not for the complete document.

Motion for a Roll Call Vote: A delegate may move to have the vote conducted in alphabetical order.

Motion for Speakers For and Against: If it would help the proceedings of the committee, a delegate may motion for speakers for and against a document. The delegate must specify the speaking time for each speech.

Motion to Adjourn: Ends debate permanently. This is only used in the end of the final committee session.

Point: Any question or remark to conference staff or fellow delegates that does not require voting.

Point of Order: A Point of Order may not interrupt a speaker, and can be raised when the delegate believes the rules of procedure have been violated. The chair will stop the proceedings of the committee and ask the delegate to provide warranted arguments as to which rules of procedure have been violated.

Point of Personal Privilege: May be raised when a delegate's ability to participate in debate is impaired for any physical or logistical reasons (for instance, if the speaker is not audible). This point may interrupt a speech, and the dais will immediately try to resolve the difficulty.

Parliamentary Procedure

Points (cont.)

Point of Parliamentary Inquiry: This point may be raised by a delegate who wishes to clarify any rule of procedure with the Chair. It may not interrupt a speaker, and a delegate rising to this point may not make any substantive statements or arguments.

Point of Information: As the name suggests, this point may be raised by a delegate to bring substantive information to the notice. It may not interrupt a speaker, and must contain only a statement of some new fact that may have relevance to debate. Arguments and analyses may not be made by delegates rising to this point. A point of information may also be used to ask questions of a speaker on the general speakers list.