

# KUNA | COMMITTEE & SUMMIT CHAIR PACKET

---

Thank you for serving as a Co-Chair or Doorkeeper at KUNA! This packet includes everything you'll need to successfully lead and facilitate your Committee or Summit.

## TABLE OF CONTENTS

In this packet, you will find the following scripts & documents:

1. Packet Checklists
2. Chair Welcome Script
3. Parliamentary Procedure
4. Quadrant & Timing Sheet

## CHAIR CHECKLIST

- Arrive 15 min. early
- Be in Professional Attire
- Meet with Doorkeeper and Co-chair/Clerk
- Check that Microphone works (If not, notify Y-Staff)
- You may NOT debate – the Chair must remain impartial
- Plan with your clerk on utilizing the Quadrant/Timing and Precedent Sheets.

## DURING DEBATE

- During debate, remind your delegates to keep noise and conversations to a minimum
- No one should question your decisions as Chair, even Advisors. Let Y-Staff know quickly if you have issues.

## AFTER DEBATE

- Do not adjourn without double-checking with Y-Staff that it is OK to adjourn.
- In Committees, check-off school names on the Precedent Sheet as they submit their Ranking Sheets to ensure you have collected ALL RANKING SHEETS. After all Ranking Sheets are in, announce the winner of your Fabulous Prize. Be sure to ask Clerk for feedback/recommendations on a winner.

## CHAIR MATERIALS

Committee Chairs and Summit Presidents will pick-up their materials at the **Y-Desk**.

- Gavel
- Copies of Docket
- Resolution Book
- Precedent Sheet
- Fabulous Prize (Committees Only)

## CLERK

During Committees, Chairs will alternate clerking every other resolution. During Summits, clerks will be assigned. When you arrive:

- Check in with your chair determine the clerking order (cmts.)
- Plan with chair on utilizing the Quadrant/Timing and Precedent Sheets. (sum.)

## DURING DEBATE

- You will assist the Chair in timing each speech, so be sure to know time limits.
- Be ready to announce how much time Resolution Sponsors use in their Opening, and how much remains for Closing.

## DOORKEEPER CHECKLIST

- Arrive 15 min. early
- Be in Professional Attire
- Meet with Committee Chair(s)
- Move a chair to sit next to the door to your room
- You CAN debate – have a delegate fill-in for you.
- Check nametags as delegates enter (confirm they're in the right room).

## DURING DEBATE

- During debate, only allow people to enter in between speeches, including teachers and traveling bill sponsors.
- Update Door Docket: circle the Res. # being debated, cross it out when finished, then circle the next Res. #.
- In Summit debate, you'll also mark if a resolution is Passed (P) / Defeated (D)
- If your room has two doors, you can ask the Chair(s) to appoint another Doorkeeper to assist you.

# KUNA | CHAIR WELCOME SCRIPT

---

(One BIG Gavel Rap) **Welcome! I'm** \_\_\_\_\_ **from** \_\_\_\_\_,  
(YOUR NAME) (YOUR DELEGATION)  
**and I'll be serving as your** \_\_\_\_\_ **. This is my Co-Chair/Clerk**  
(YOUR POSITION: COMMITTEE CHAIR, SUMMIT PRES., PRES. OF UN GA, ETC.)  
\_\_\_\_\_, **and our Doorkeeper in the back is,** \_\_\_\_\_  
(CO-CHAIR or CLERK NAME) (DOORKEEPER'S NAME)

Committees Again, welcome to KUNA! I hope you've all settled in and have come ready to share your policy ideas and exchange with your fellow Ambassadors.

Summits I hope committees went well this morning, and that you're ready to take things to the next level by voting on the resolutions we're debating today.

**This is** \_\_\_\_\_ **. Please make sure you're in the correct (cmte./summit).**  
(COMMITTEE/SUMMIT/GA)

**You can check this on your nametag or Resolution Book. Let's review a few items before we begin:**

- 1. Absolutely NO food, gum, or drinks (except water) during debate. The Kentucky YMCA has great relationships with all of the facilities we use, and we don't want to jeopardize that.**  
**To make sure everyone can hear those speaking and to ensure that the Chair can read your placards, we need everyone to fill in the seats as far forward and to the center of the room as possible (Give them time to move).**
- 2. You may not be on your cell phone during Committees/Summits. Resolution sponsors have taken the time to prepare and you should give them your full attention. If your phone becomes a distraction, a Y-Staff may ask to hold it for you until the end of the session. If you see Y-Staff or Volunteers on their phones in the back of the room, please know that they are communicating about the logistics of the conference.**
- 3. During this session, we'll be...**

Committees **...debating and ranking** resolutions to determine which resolutions will be on the Countries' Choice ballots for GA. We'll be ranking using 5 criteria:

**Evidence of Research** Do the sponsors have all the info. & understand topic?  
**Feasibility** Are the proposed actions possible? Could the UN implement?  
**Global Impact** Does this issue have a substantial global impact?  
**Presentation** Is there evidence of training and research by the Sponsors?  
**Creativity** Are the proposed ideas, actions, and solutions original?

To rank resolutions, each school will get 1 ranking sheet. Will 1 ambassador from each school please come get their sheet from the Clerk? (Pause).

After every resolution, we'll have a 30 sec. caucus for you to meet with the other members of your school and decide what rankings to give.

For each of the criteria, you can rank from 1 (Poor) to 5 (Excellent). The best score a resolution can get is a 25, and the lowest is a 5. Please keep these ranking criteria in mind while you're listening carefully to debate. **Schools are NOT allowed to rank their own resolutions. If you do, it will not be counted.**

Summits **...debating and voting** to pass or defeat the resolutions on our docket. Resolution Sponsors that pass this Summit will head to the Y-Desk to schedule meetings with the Secretariat and Secretary General.

In Summits, each country gets 1 vote by using one of our voting placards. Will 1 delegate from each country please come get a voting placard from the clerk?

A note about voting: If I am uncertain about whether a resolution passed or was defeated, I will say "The Chair is in doubt," and we'll move to a standing vote.

If I do not say "The Chair is in doubt," but you think that it was close enough to justify a standing vote, you can call "Division" in between the gavel raps.

I may or may not recognize your call for division. Please remember that Division calls that are not made respectfully will be called out of order and not tolerated.

- 4. To be recognized during debate, you must raise your placard in the air. You may notice delegates with Yellow Placards. These are Candidates, who travel between rooms to speak in front of all delegates. Candidates have precedence once per session, which means they'll be called on the first time they raise their placard. After that, they will be treated the same as all other delegates.**

HS Cmte.      Additionally, you will see delegates with Purple Placards. These are members of the Secretariat or NGO program. They do not have speaking rights during debate, but have time to present 1 min. of Testimony each during committees. Time for testimony occurs immediately before and immediately following debate.

**Please raise your placard with your name right side up (demonstrate) so the Chair can read it. When you are recognized to speak, please speak into the microphone so you can be heard.**

Committees      Committees are your best chance to get recognized to speak. We will also be more lenient this morning on procedure – if you do not follow procedure correctly, I will ask you to repeat your action using the correct procedure.

This afternoon, you'll be with more people in a bigger Summit, and recognitions will be harder to come by. Try to give as many speeches as possible this morning - even if you're nervous! The longer you wait, the harder it will get.

As an extra form of encouragement, we've got 1 FABULOUS PRIZE to give out at the end of committee. This prize will be awarded to the ambassador who does the most to enhance the quality of debate. It will be someone who asks thoughtful questions, gives meaningful speeches, and exhibits the Y's 4 core values.

Summits      It can be much harder to get recognized in Summit than it is in Committees, so I would like to encourage everyone to yield as often as possible. That way, we'll get a lot more speakers during debate.

I'll be stricter about procedure than your Committee Chair this morning. Remember to address the Chair and maintain decorum while we're in session.

- 5. Before we begin debate, let's briefly review debate rules and Parliamentary Procedure. Please flip over your placards – on the back, you'll see our KUNA Debate Guide.**

**On the left, you'll see the script for being recognized, as well as info on Non-Debatable Technical Questions and the 2 actions you can take during debate other than speaking:**

**Ask a Question or Series of Questions** (Review briefly).

**Yielding** (No more than 2 actions allowed. Review briefly.)

**On the right side, you'll find the full Parliamentary Procedure script so you can follow along during debate.**

- 6. The Clerk will now read each resolution number on our docket to make sure all of our Resolution Sponsors are present. When the Clerk calls your resolution number, please raise your placards.** (Clerk reads docket. If any sponsors are not present, inform the Adult Volunteer).
- 7. Finally, remember to have FUN! KUNA is about using your voice, and the only way you can ensure your voice is heard is to speak as often as possible. With that, let's start debate.**

# KUNA | PARLIAMENTARY PROCEDURE SCRIPT

---

**INTRO**                    **It is now time for Res. (#). Will the sponsors Res. (#) please come forward?**

Resolution Sponsors approach the Podium and display their placards.

**The Clerk will read the title of the resolution.**

The Clerk reads the Resolution Title.

**OPENING**                **The Resolution Sponsors will have 3 minutes to divide between their opening and closing statements. You may begin when ready.**

Resolution Sponsors give their Opening Statement

Once the Sponsors yield their time, check the time with the Clerk, subtract what was used from 3 min., then announce/write how much remains for their closing.

**Seeing that the sponsors used (time) for their opening statement, they will have (time) for their closing.**

**CAUCUS**                **We will now have a 1-minute caucus.**

This is time to read the resolution, discuss it with fellow Ambassadors, and formulate thoughts for questions and speeches.

**NDTQ**                    **It is now time 2 minutes of for Non-Debatable Technical Questions. Are there any such questions on the floor?**

These are questions that can be answered with "Yes," "No," or a fact-based answer. Take as many as can be asked/answered in 2 minutes.

**The time for Non-Debatable Technical Questions has elapsed.**

If chairing a HS KUNA Committee, ask if there are any members of the *Secretariat/NGO program* who wish to deliver testimony.

For all other sessions, proceed directly to debate.

*TESTIMONY*    *Are there any Secretariat members or NGOs who wish to testify on this resolution?*

Each Secretariat member/NGO has 1 minute to testify. If there is more than one present, call them all up, just like pro/con debate.

*You have 1 minute to deliver your testimony.*

Secretariat member/NGO gives testimony. Repeat as needed.

**DEBATE**                **We will now move on to pro-con debate. Are there speakers wishing to speak in opposition to this resolution?**

The Chair selects 3 speakers\* in opposition from those who raise their placards. They line up to your left in the front of the room.

If there are lots of Ambassadors wishing to speak, encourage yielding.

**Are there speakers wishing to speak in favor of this resolution?**

The Chair selects 2 speakers\* in favor from those who raise their placards. They line up to your right in front of the room.

\*Always select 1 more con than pro to end on con: Con/Pro 3/2, 4/3, 5/4, etc.

If no one volunteers to speak on a side, wait a few seconds and ask again for speakers. Encourage debate a couple of times before moving on.

*Ex: Seeing as there were no voluntary speeches in opposition at this time, we will begin with a speech in favor.*

Each time the side with no speakers comes up, ask again.

**Seeing as the Resolution Sponsors' opening was taken as a speech in favor, it is now time for a speech in opposition.**

The first speaker in opposition has 1 min. to speak.

**Seeing as that was an opposition speech, it is time for a speech in favor.**

The first speaker in favor has 1 min. to speak.

The Chair alternates speeches in opposition/favor, until final opposition speech.

**Seeing as that was our final speech in favor, it is now time for our final opposition speech.**

After the final opposition, the Chair calls previous question.

**Chair calls previous question.**

TESTIMONY

If chairing a HS KUNA Committee, ask again if there are *Secretariat Members/NGOs* who have yet to testify. Use the script from first page. For all other sessions, proceed to the Sponsor's Closing.

CLOSING

**The Sponsors have (time) for their closing. You may begin when ready.**

Resolution Sponsors give their Closing Statement

RANK/VOTE

**It is now time to (rank/vote on) this resolution.**

During Committees, the Chair will call a 30-second caucus for schools to come to a consensus on ranking for the resolution, and then move to the next resolution.

During Summit debate, the Chair will call a 1-minute caucus to give countries a chance to discuss their vote, and then move to the vote on the resolution. Each country receives one vote in Summits (using a color specific voting placard).

**It is time to vote on Res. (#). Doorkeeper, please seal the chamber.**

**All those in favor, please raise your vote placard and say Aye** (Count)

**All opposed, please raise your vote placard and say Nay** (Count)

If the vote is close, announce: *The Chair is in doubt.* Recount using a standing vote.

**It is the decision of the Chair that Res. (#) has been (passed/defeated).**  
(Chair raps gavel once). **And it has.** (Chair raps gavel twice).

# KUNA | QUADRANT& TIMING SHEET

As Ambassadors are recognized to speak during debate, put an **X** in the quadrant of the room where they are seated. When selecting speakers, try to pick from **different quadrants and countries** each time – if possible.

|  |  |
|--|--|
|  |  |
|  |  |

## CHAIR’S DESK & FRONT OF ROOM

Use the chart below to track Timing on each resolution. During debate, adhere to 3 Con / 2 Pro rounds for the first few resolutions. Only add extra rounds if early resolutions go fast. Unless told, don’t go below 3 Con / 2 Pro rounds.

| Res. # | Start Time | End Time | Total Time | Opening | Closing | Debate (Fill-in each) |   |   |   |   | Extra Rounds |   |   |   |
|--------|------------|----------|------------|---------|---------|-----------------------|---|---|---|---|--------------|---|---|---|
|        |            |          |            |         |         | C                     | P | C | P | C | P            | C | P | C |
| Sample | 7:00 PM    | 7:15 PM  | 15 min     | 1:45    | 1:15    | C                     | P | C | P | C | P            | C | P | C |
|        |            |          |            |         |         | C                     | P | C | P | C | P            | C | P | C |
|        |            |          |            |         |         | C                     | P | C | P | C | P            | C | P | C |
|        |            |          |            |         |         | C                     | P | C | P | C | P            | C | P | C |
|        |            |          |            |         |         | C                     | P | C | P | C | P            | C | P | C |
|        |            |          |            |         |         | C                     | P | C | P | C | P            | C | P | C |
|        |            |          |            |         |         | C                     | P | C | P | C | P            | C | P | C |
|        |            |          |            |         |         | C                     | P | C | P | C | P            | C | P | C |
|        |            |          |            |         |         | C                     | P | C | P | C | P            | C | P | C |
|        |            |          |            |         |         | C                     | P | C | P | C | P            | C | P | C |
|        |            |          |            |         |         | C                     | P | C | P | C | P            | C | P | C |