



مدارس الظهران الأهلية  
Dhahran Ahliyya Schools



# Chair Guide

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## Message from PGA

Engaging in Model United Nations provides us with a valuable platform to practice and embrace international tolerance, diplomacy, and mutual respect. It grants us the opportunity to express our perspectives and share them with global leaders, as we strive to shape the leaders of tomorrow. This experience is not limited to just ourselves; we have the privilege of sharing it with fellow students and inspiring newer delegates to step into the world of politics, diversity, and the future we collectively create.

As the chair, you hold a remarkable position to drive lobbying efforts, coordinate meaningful debates, and propose relevant initiatives. However, it is important to recognize the significant responsibilities that come with this role. You represent the conference to the delegates, as well as the entire Student Officer team and Executive Staff. The tone you set throughout the weekend will greatly influence the atmosphere. You serve as a role model for the delegates, encouraging young individuals to excel in diplomatic discussions.

Hence, it is crucial to consistently act responsibly, be well-prepared, and uphold a professional demeanor. The quality of resolutions and discussions will be shaped by the Research Reports you provide. Drawing from your own experience as a delegate, remember that approachable chairs are the ones who inspire and instill confidence in speakers. Lastly, your aim should be to ignite excitement and motivation rather than intimidate or discourage.

This chair's guide will aid you in organizing a great conference for all guests. Please keep in mind that you were given this position because it is believed that you are capable of flourishing in it.

Best of Luck!

*President of GA-Noor Aljandan*

## Defining a Chair

A Chair is an essential part of any MUN conference. Each committee will have two Chairs, who serve as the committee's leaders. The Chairs are responsible for maintaining the flow of the

debate and ensuring that all rules are followed by the delegates. A good chair should be aware of their surroundings and well-versed in both the subject matter and parliamentary procedure. During the conference, Chairs must make committee delegates, especially first- time MUN delegates, feel welcome and confident in their participation. The Chairs must track which delegates have spoken and which have not, and encourage those who have not to participate in some way.

As chairs, you represent Dhahran Ahliyya and our mission, and this conference enables you to communicate our vision to others. The following are some considerations for all attendees of the conference.

1. Always be respectful in both spoken and written language.
2. Be respectful toward Student Officers, advisors, and those who assist with the program.
3. Respect the participant dress code and project professionalism, as is customary in diplomatic contexts.
4. Cooperate with other delegates.
5. Make an attempt to guarantee that students have a positive and professional attitude during the conference, and assist them in comprehending the actual talents of diplomacy.
6. Must be accessible during conference hours to supervise their students and serve as their advisor.

## Order of Events

1. Roll call

Roll call must be taken at the start of the conference on both days after the house comes to order and after every break. Delegates may say if they are present or voting and present.

NOTE: Some new delegates may not know the difference between present and present and voting, so make sure to elaborate.

- Present: A state that is present has indicated its presence to the chairs and may participate in formal debate and votes.
- Present and voting: A state that is present and voting has fulfilled its obligation to vote on the current issue. States that are present and voting during substantive votes may not abstain.

## 2. Lobbying and merging

During lobbying and merging, the chairing panel must ensure all delegates have a bloc to work with that coincides with their topical allies. In addition, chairs should keep track of the time allotted to each resolution's preparation in order to ensure and double-check resolutions for format, number of clauses, and wording. As a chair you are accountable for collecting resolutions and reporting them to the approval panel.

## 3. Yields

When a delegate has remaining time during their address on the General Speakers List, Model United Nations require them to yield it. Delegates may give their remaining time to another member delegate, allowing them to speak, or to the chair, forfeiting their remaining time.

NOTE: If a delegate is confused on how to yield the floor, you may tell them that they can end their speech and yield the floor to the chairs.

## 4. Moderated and Unmoderated Caucus

Moderated: Form of informal debate moderated by the chair with limited time allotted to each speaker. Members are granted the floor upon recognition. There may be only one speaker at a time.

Unmoderated: Type of informal debate that permits committee members and observers to move freely and speak directly to one another.

## 5. Voting Procedures/ Closing Debate

Depending on time restrictions, the chair has the authority to initiate the voting procedure at any point during the debate. Some chairs may also block moves to go to voting procedures that request additional speakers for or against the entire resolution. Everyone votes substantively, with the exception of those who indicated "Present and voting." Each individual present at Roll Call may vote "Yes," "No," or "Abstain".

When a proposal is approved, it becomes the committee's resolution, and the council goes on to the following subject. If it fails, the next resolution is put to a vote. After all items have been approved or voted on, the next topic is debated.

## Chair Reports

The drafting of research reports designed to prepare delegates for the conference is one of the key responsibilities that help define the role of a Chair. A research report is a document that provides your delegates with all the pertinent information, which they can then use as a basis for drafting their resolutions.

Each topic/issue must have one chair report that must include all of the following:

## 1. Introduction

Your objective is to simply explain the topic, focusing on the significance of the issue at hand in the contemporary world, its origin, and what the issue entails. You might also provide the reader with a preview of what to expect from the research report.

NOTE: If you wish to emphasize certain parts, words, or phrases, use italic and for highlighting titles and/or subtitles use bold.

## 2. Definition of Key Terms

Simply define a handful of phrases that may be difficult to comprehend for some delegates and require further explanation, or are of significant relevance to the problem and will be referenced throughout the report; hence, a clear definition would aid in the comprehension of the report. These phrases may be exclusive to your committee and topics at hand. These also may be the basic terms and phrases that first-time delegates are unfamiliar with.

## 3. General Overview

This is frequently the largest piece of the research report, seeing as it offers the reader with thorough information highlighting the following:

- What the issue is essentially about (in greater detail than was mentioned in the introduction)
- The origin and background of the problem
- The current situation, including: What has been done thus far? Is the situation growing worse or better? In which regions, if one or the other, is the issue still prevalent?
- Other types of representation (to support the facts highlighted in the report) may include: Graphical or tabular representations of statistics; Diagrams, etc.

## 4. Major Parties Involved

In this section, you should emphasize the "parties" that play a major role in the issue. These may include nations, corporations, or non-governmental organizations (NGOs). Each entity's perspective should be articulated and elaborated upon. Describe any actions done by the parties in relation to the situation. Focus on the main and most significant parties / organizations involved to help delegates put into perspective important roles.

## 5. Timeline of Events

This part should be brief and straightforward, highlighting only those events that define the existence and progress of the issue at hand. This section should be given in a clear and consistent manner, preferably in "column form" with only the date and event's title. The table below is the preferred style to write this information in:

Date	Event

## 6. Previous Attempts to Solve the Issue

You should highlight any efforts made to resolve the problem, as well as who made these efforts. You should evaluate their success and comment on any follow-up these efforts got. Mention the impact they had and if these measures will be implemented in the future.

NOTE: It is strongly recommended that you make reference to any relevant treaties or resolutions that address the topic at hand. Evaluate these documents in terms of the reasons for their success or failure, as this may improve the delegates' productivity.

## 7. Possible Solutions

In this area, you simply provide a list of potential solutions to the problem. This section should only lay the basis for the delegates (no perambulatory or operative clauses). Do not forget to include in the appendix any treaties or resolutions that provide potential answers that you have found during your research.

## 8. Appendices

In this section you must include any of the following to guide delegates in their research:

- Treaties/resolutions pertaining to the topic
- Documents/valuable articles addressing the topic
- Relevant books and websites, or other valuable resources

## 9. Bibliography (MLA format)

This section is a crucial component of your research paper. You should reference all the sources that you used to write the report. All quotations require citations. The bibliography will be formatted according to MLA7 format.



Sample Chair Reports:

- [DISEC Chair Report](#)
- [ECOFIN Chair Report](#)
- [WHO Chair Report](#)

# Chairing Tips

## 1. Chairing

As the forum's chair, you should be ethical and objective, and you should not be partial or subjective toward any delegate. In addition, you should create a forum that is both structured and exciting, accommodating both experienced and inexperienced delegates. To retain delegate interest, you should also be able to maintain balance over the duration of the conference. You should look nonjudgmental and approachable for delegates to feel comfortable enough to seek your assistance, which is crucial to creating a successful and enjoyable experience for everybody.

## 2. Break the Ice

It could be a good idea to have icebreakers at the beginning of the conference before the debate begins. This will ensure that your delegates are more comfortable in their committees and can engage without problems. Consider introducing yourself to the committee to demonstrate your availability for any needs they may have throughout the conference. Make sure that you appear open and approachable in order for delegates to feel comfortable in seeking your help.

## 3. Dealing with Delegates

At some point, the committee may become frustrated and tired with the discussion. Therefore, you may provide a brief forum break for your delegates (an indoor caucus). You may even entertain some harmless games like allowing a delegate to sing or share a joke. Avoid improper jokes and delegates who are insulting each other. Additionally, you might experiment with various debating techniques, such as informal debate, which will serve as a respite. Ensure that you strike the ideal balance between fun and seriousness in your committee. However, if you will do this, please be aware of the time and the agenda to avoid shortening the debate due to time constraints.

- First time delegates: First-time delegates probably don't know all MUN protocol and style. Ask delegates to raise their hands if it's their first time. This helps you and your co-chair predict committee debate. Make sure they're comfortable by talking to them during breaks. Pay attention to first-timers while allowing experienced delegates to excel.

# Chair Script

## 1. Roll Call and Introductions

Chairs introduce themselves-

‘The house will now come to order. Good morning delegates. Welcome to our annual DASMUN conference. We Will begin this session with roll call. Please raise your placard when you hear your country’s name and respond with “present” or “present and voting”.’

Roll call is taken in alphabetical order. If there is no response, call the country once more, if there is still no response, move on. Roll call must be taken after every break.

‘May any delegates who did not hear their name raise their placards now. Any delegate that arrives hereafter must send a note to the Chair stating their arrival, and will be marked late.’

## 2. Ice Breakers

Depending on the amount of time allotted, the chairs are free to choose an icebreaker they believe would make the delegates feel welcome and at ease.

## 3. Opening Speeches

‘We will now proceed with opening speeches. Delegates will be called upon (*In alphabetical order*), to present their stance towards the issue. The Chair reminds the delegates to refrain from using personal pronouns and to yield the floor back to the Chair at the end of their speech.’

‘Delegate of (*delegation*) you now have the floor.’  
(gives opening speech)

Unmoderated Caucus (lobbying & merging)

‘We will now proceed with the unmoderated caucus. The chair fixes a total of (the number of hours assigned until a certain time). You will now split yourself into blocs. There you must agree on a resolution your country wishes to propose. You may refer to the resolution you previously wrote prior to the conference. Debating and voting on the

resolutions will begin after the break. [take a pause] We will be sharing a Google Doc for you to work on. Please remember that editing access will be denied after lobbying time elapses. Do you have any questions?’

‘We will now proceed with open debate. We have a set reading time of 5 minutes for this resolution. Please use this time wisely to begin forming points of information, writing speeches, and amendments. Reading time starts now.’

(After allotted reading time has passed)

‘Will the main submitter of this clause please take the floor to read it and deliver their speech?’

(Main submitter speech)

‘Thank you delegate. Is the delegate open to any points of information?’

### *If yes*

‘The delegate of (delegation) has opened herself up to # of / any and all points of information. Are there any such points on the floor?’

(If there are points on the floor, call upon the delegates)

- “The delegates of (delegations) have been recognized in that order.”
- “Are there any further points on the floor?”

### *If no*

‘Seeing as the delegate is not open to POIs, how does the delegate wish to yield? Back to the floor or to another delegate?’ ... ‘That is in order’

### *To another delegate*

‘The delegate has yielded his/her time to the delegate of ... The chair calls upon the delegate of ... to take the floor. Does the delegate of ... accept?’

(A delegate cannot yield twice)

‘The floor is now open. Are there any delegates wishing to speak for this resolution?’

‘Delegate of ... you have been recognized in that order. You now have the floor.’

‘Time "for" this resolution has elapsed, we will be moving into time "against", are there any delegates wishing to take floor against this resolution...’

#### 4. Amendments

*Only choose significant ones and show them to the house on the resolution (strike, change, or amend). Don't debate friendly amendments, only announce that the change have been implemented.*

‘The delegate of (delegation) has submitted an amendment to the clause. The amendment reads out ... (*type out amendment*). The chair sets a closed debate time of ... minutes "for" and ... minutes "against" the amendment. Delegate (*submitter*), you now have the floor.’

‘Delegates wishing to speak “for” this amendment, please raise your placards.’ ‘Delegate of... you have the floor.’

‘The floor is now open. Are there any delegates wishing to speak for this amendment?’ ‘Delegate of ... you have been recognized in that order. You now have the floor for --- mins.’

‘Time "for" this resolution has elapsed, we will be moving into time "against", are there any delegates wishing to take floor against this resolution...’

#### *Amendments to the second degree*

Amendments to the second degree can only be entertained during time against the amendment. It is up to the chairs discretion if they wish to entertain them or not. (If the amendment fails, the house must vote on the amendment to the first degree as well. If the amendment passes, the house no longer votes on the amendment to the first degree.)

‘We will now resume debate on the resolution as a whole with ... minutes left’

#### 5. Voting Procedures

‘Time allocated for debate on this clause as a whole has elapsed. We will now be moving directly into voting procedures. Note passing is suspended. All delegates voting for this resolution please raise your placards now. All delegates wishing to vote against please raise your placards now. All delegates wishing to abstain from the vote please raise your placards up now.’ (In the case where the numbers do not add up, Chairs must call for another roll call vote or re-vote.)

## 6. Announcing Voting Results

'The results of the vote are as follows: ... votes for ... votes against ... abstentions. With a vote of ... for, ... against, and ... abstentions, this resolution has passed/ failed. Clapping is/not in order.'

'The next resolution to be debated will be on the question of (second topic).'

## Key Terms and Phrases

### General Keywords

Term	Definition
The chair	The person / people conducting the debate and maintaining order of the delegates in the respective committee.
The House	All members of the forum excluding the chair.
The submitter	Main delegation who proposes the motion in the form of a draft resolution for debate.
The co-submitter(s)	Co-delegation(s) who proposes the motion in the form of a draft resolution for debate.
Motion	A proposal for debate which will be voted upon.
Motion to move to previous question	Requests the house to move to the next stage of debate. example: when discussing an amendment in time in favor for the amendment, this motion moves the house to time against the amendment. if the debate is in time against the debate, it will move the house directly to voting procedure.
Motion to extend ...debate time ...time for points of information ....time in favor/against	Requests for extension of debate time. delegate must specify the part of debate is extended. example: a delegate may ask “time against the amendments” to be extended.
Point of Information (POI)	A question/inquiry for the speaker who has the floor or the chairmen by a delegate who has been recognized by the chair.

Follow up	A request to ask a second question after having already asked one as a point of information.
Point of Order	A question directed to the chairman by a delegate of the House who feels that a mistake has been made in the order of debate or who requires clarification of the rules of procedure.
Point of personal privilege	A question directed to the chairman by a delegate who refers to the comfort of the house.
Point of Parliamentary Inquiry	A question about the rules of procedure.
To have the floor	To have been given the right to speak in debate.
To yield the floor	To give up one's right to the floor either finally or temporarily.
Opening Statements	According to the alphabetical sequence of the States present, each delegate will give an introductory speech outlining their position on the topic at hand.
Draft Resolution	A document that proposes a solution to the situation at hand and is intended to represent the perspectives and agendas of people who have written and signed it. It must have a minimum number of sponsors who support it and will vote for it following the conclusion of deliberations.

## Conference Phrases

Phrase	When used
“Refrain from using personal pronouns”	When a delegate has the floor / is asking a POI and speaks using personal pronouns (I, he, she) and not third person (the delegation,



“May the house please come to order”	When the chair calls for delegates to come to order and prepare for debate.
“Does the delegate yield the floor back to the chair?”	When the delegate is finished with their speech / POI and hasn't given.
We shall begin with roll call, when your delegation is named, please rise and state whether you are present or present and voting”	This is said immediately after the house comes to order to call for attendance and status.  <b>Present</b> means you're there but you hold the privilege to abstain during voting.  <b>Present and voting</b> means you must vote for or against resolutions/amendments. You give up the privilege to abstain.
“The delegate of ..... You have been recognized”	To call upon a delegate and give them permission to speak.
“The delegate of .... Followed by .... Followed by.... You have been recognized in that order”	To call upon a delegate and give them permission to speak.
“Will the delegate please come to their closing remarks”	To call upon several delegates in an order and give them permission to speak (e.g. POIs).
“Will all those in favor / opposed of the resolution/the	This is said when asking delegations for their stance on a resolution, clause, or amendment.



amendment, please raise their placards”	
With x votes in favor, y votes against and z votes abstaining, the motion/the resolution/the amendment has passed/failed”	XYZ represents the number of delegations for each respective motion. After determining the majority, choose if the resolution passes or fails.

**Security Council Terminology**

Term	Definition
P5	The five members of the Security Council who never rotate their seat (China, France, Russia, The United Kingdom and the United States).



Veto	When a P5 nation votes against a resolution or motion draft. If P5 votes against it, it automatically fails.
Procedural Voting	Voting on something that does not impact the world outside.
Substantive Voting	When the vote has real-world consequences. Such as the vote on the resolution proposal.
Binding	A UN resolution that nations are legally obligated to adhere with. Only decisions voted by the Security Council are legally binding, but resolutions made by other UN organizations are not. Voting on something that does not impact the world outside.

## Security council procedure

### 1) Roll Call

This is the first order to every committee in the United Nations conducted by the chairs. The President or Chair will call out the nations in alphabetical order and the delegation must respond with “present” or “present and voting”. Be aware that a delegation who has responded with “present and voting” may not abstain during a vote.

If a delegation does not respond when their nation is called out or is late to the debate, it is understood that the nation will not be present to vote. The delegation must send a note to the chairing staff in order to regain voting rights.

### 2) Introduction

Once the committee is in order, the chairs will conduct an introductory session to which they will introduce themselves, explain the procedures of Security Council, the veto powers of the Permanent 5 nations, and will entertain questions from delegates.

### 3) Opening Speeches

The Security Council only consists of 15 delegates, all of which are required to have written an opening speech before the start of the conference which will be presented at the podium.

### 4) Resolution and Lobbying

Delegates are required to draft a resolution before the start of the conference as it ensures the quality of the whole debate. Keep in mind, the Security Council does not debate by resolution, but by clause. During the time of lobbying and merging, delegates may combine their clauses with those written by other delegates as well as look for co-submitters and signatories, depending on the requirements of the conference. The chairs may assist and interact with the delegates. At this stage, clauses, and resolutions that are alike or have similar meaning should be removed if they are merged.

### The Debate

- Clause by clause will be called out by the chairs, and the main submitter is required to give a speech to which the time duration varies depending on the conference.
- Afterward, the delegate may choose to yield the floor to points of information or to another delegate present in the committee. This is in order only if it is approved by the chair and in most conferences, can only be done once. For example:
  - Delegate of Germany: (comes to closing remarks)
  - President: Thank you, delegate. Is the delegate open to any points of information?
  - Delegate of Germany: The delegate would like to yield the floor to the delegate of the Netherlands.
  - President: Does the delegate of the Netherlands accept the yield?
  - Delegate of Netherlands: The delegate accepts the yield.
  - President: That will be in order. Delegate of Netherlands, you have the floor
- It is the delegate at the podium who may choose whether or not to entertain points of information. However, it is highly recommended to entertain as many as possible as other delegations will have questions on the submitted clause or amendment. The delegate may choose to answer “any at all” points of information or a specific amount. The chair may adjust the amount due to time constraints if needed.
- The chair will then move into time in favor of the clause. The chair will set debate time or the number of speakers who can speak in favor of the clause.
- The chair will then move into time against the clause. The chair will set debate time or the number of speakers who can speak against of the clause.
- The chair will then move into open debate. During this time, delegates are free to speak either in favor or against and may submit amendments to the clause. Amendments to the 2nd degree are in order depending on the chairing staff.
- After amendments are entertained along with speakers for and against, voting procedures require a simple majority for the amendment to pass.

- After the clause is thoroughly debated, the house moves into voting procedures. Since the Security Council is legally binding, votes require a supermajority, meaning there must be at least 9 votes in favor and no more than 6 votes against/abstaining in order for the clause to pass, though the numbers vary depending on the conference.
- In some conferences, the Permanent 5 (P5) nations have the right to call for a meeting amongst them before voting procedures of a clause. This could be because a nation is thinking of vetoing and would like to hear the opinions of the other four nations, or a nation might want to persuade the other four nations to vote in favor, etc. Keep in mind that this ability to call for a meeting should not be abused and should only be called on if absolutely necessary, otherwise it may ruin the flow of the debate. How can a P5 nation call on a meeting?

→ President: Time for open debate has elapsed. We will now be moving onto voting procedures for this clause –

→ Delegate of France: The delegate of France would like to call for a moderated caucus amongst the other Permanent 5 members. President: That will be in order. The Permanent 5 6 members may proceed with their meeting with a time set of

- VETO POWER: P5 nations should be aware that a veto happens very rarely and is highly encouraged not to be done if it is not necessary. These nations must not abuse the right to veto as that is considered a very serious threat.
- How does a P5 nation veto? When in voting procedures and a P5 nation raises their placard against a clause, the President asks the nation if it is a veto. If the nation agrees, the delegates have the right to an explanation that the nation will have to give, and the veto will be in order. If the nation objects when the President asks, then it will only be considered as a regular vote against. Delegates must keep in mind that a single veto means the whole clause cannot pass.

## ICJ Terminology

Term	Definition
A.Procedural:	
Oath	A declaration made according to law, before a competent tribunal or officer, to tell the truth; or it is the act of one who, when lawfully required to tell the truth, takes God to witness that what he says is true.
Burden of proof	The standard that the applicant party attempting to prove a fact in court must meet. It just means that the party must persuade the judges that its

	position is correct, and a simple majority of 51% must be convinced. The party that meets this standard typically “wins” the case. For example, the applicant party must meet the burden of proof in order to prove that the opposing party is guilty.
Hard evidence	Evidence, or proof of a certain matter, that comes from a reliable source. Hard evidence may take the form of written articles, documents, books, internet sources, etc.
Prayer	The request for a specific judgement; what the party hopes to gain from a case.
Resting the case	A party is resting the case when it indicates that it has submitted all evidence available at that stage, and submits the case finally or before rebuttal evidence is presented.
Testimony	A form of evidence obtained from a witness who makes an honest statement of factual significance. The testimony may be oral or written.
Verdict	The final resolution, or conclusion of the ICJ. The verdict contains the final judgments decided by the Court based on the evidence provided and the witnesses’ testimonies, with respect to the judgements requested by the parties during the final deliberation.
Weight of the evidence	The level of importance judges will give during the writing of the verdict, based on the credibility of the source and its importance to the case.
<b>B. Questions:</b>	
Clarification	As the name indicates, a clarification is a type of question. During the witness examination, the judge may or may not ask two questions after the direct examination, and two after the cross-examination. The questions are asked of the witnesses and must pertain to what the witnesses said.
Hearsay	a question asking a witness about an out-of-court statement act allegedly made by someone other than the witness in question.
Leading questions	A question that hints at or attempts to bring a specific answer. Typically, yes/no questions count as leading questions. Leading questions can only be objected to during a direct examination.

# ICJ Roles

## A. President/Vice President



**Purpose:** The purpose of a president is to moderate the flow of the trial. He/she decides the designated time for each part of the trial.

**Role:** The president acts as the chair of the committee. He/ she is in charge of writing a court guide as well as moderating the flow of events and implementing the Rules of Procedure. His role also consists of maintaining decorum in the courtroom. He/she is allowed to ask questions to witnesses during the witness examination.

## **B. Judges**

**Purpose:** Judges decide the final verdict of the case; thus, their purpose is to lead the debate toward a productive presentation. Each judge has one vote in the voting procedure. Prior to the trial, each judge must read the documents submitted by both parties and be sworn in by declaring: “I, Judge [name, surname]”, solemnly declare that I will perform my duties and exercise my powers as a Judge honorably, faithfully, impartially, and conscientiously.” The judge must remain objective and unbiased; failure to meet this criterion will result in the judge receiving an official warning from the President of the Court.

**Role:** Unlike other MUN committees, students representing judges in the International Court of Justice do not represent a country, delegation, or organization, making their responsibilities as judges very different. As judges, they are responsible for evaluating the case at hand and asking important questions that will help them reach a final verdict on the case. Unlike advocates, who have to obey their countries’ policies, judges obey international laws, whatever the outcome. As there are no juries in ICJ, the judges need to take on the roles of both juries and judges and are responsible for familiarizing themselves with legal documents related to the case at hand as well as the basic facts regarding the case. While judges are not required to do extensive investigations on the case, they are required to independently read about the context of the case. During the trial, the judges ask the advocates and witnesses questions at designated times. 4 Q Questions can be asked after both the applicant and respondent parties present their opening statements, after the parties present their evidence, after the direct and cross-examination of witnesses, as well as after the rebuttal and surrebuttal.

## **C. Advocates**

**Purpose and Role:** The role of advocates in an ICJ courtroom can’t be emphasized enough. They’re the major players in the case and have the biggest impact on the judges. Skilled and well-prepared advocates can persuade the judges of their stance in the case and convince them to agree on their Prayer of Relief. Advocates in ICJ either present the Applicant Party or the Respondent Party.

### **Applicant Party**

The prosecution or applicant party is the party that submits a complaint to the ICJ in order to institute a case between itself and another nation. It is the job of the applicant party to bring forth evidence and witnesses showing that their case is legally strong. They have precedence in aspects such as opening statements and the presentation of evidence. They need to convey their statements in order to convince the panel that the opposing party is infringing on their jurisdiction. Similar to other Model UN committees, the applicant party represents a state, nation, or delegation.

### **Respondent Party**

The defense, or respondent party, is the party who responds to the accusations set forth by the applicant party to the court. This party agrees to be part of the dispute submitted by the applicant party, which is heard by the Court. This has set the respondent party to be subject to responding to any accusations brought by the applicant party. Just like the applicant party, the respondent party represents a state, nation, or delegation.

### **D. Witnesses**

**Purpose:** In the ICJ, witnesses serve a vital and major role in the hearing of a court case. Most, but not all, MUN conferences host witnesses in their ICJ committees and procedures. And yet, witnesses are crucial to each and every single ICJ court case, even when they aren't actually present. For this reason, it helps to learn about them and their roles, regardless of whether or not they will be included in a conference. As an ICJ participant, assignment to the role of a witness means you will be representing a specific individual involved in the trial that is to be discussed. You must completely take over the role of the individual, and every statement you make on trial must apply to him/her. It is imperative that you, as a witness, know exactly what you are doing.

**Role:** Before a trial, advocates choose the witnesses they would wish to present as part of their evidence. The witness is presented with a fully detailed report of the individual/party. Even though their preparation is almost entirely in the hands of the prosecuting and defending advocates because they provide good evidence to both sides, witnesses should still fulfill their respective roles. An expert and skilled witness studies the aforementioned report given to them extensively and conducts supplementary research about the party and the trial and court case in general as well. Witnesses can be asked about absolutely anything regarding the individual they represent. An additional fact to keep in mind is that a witness's weight in the case is determined by their relevance and the level of involvement they have in the case. Therefore, if you represent an individual who is directly involved in the case, or if you are the direct individual the case is discussing, your words will hold more value to the judges and jury than other witnesses' statements. A witness is under oath during the trial. Anything he or she may say can be used against them later on in any court of law. A witness is aware of the consequences of perjury. Before the witness takes the stand, he or she must recite a sworn testimony initiated by a member



of the panel, notably the registrar: “Do you swear to tell the truth, the whole truth and nothing but the truth?”

## ICJ procedure

### A. Opening Statements

Opening statements are brief speeches presented by both applicants and advocates at the commencement of a court case. They are extremely important, as they set the stage for the rest of the trial and serve as a **first impression**. Designed to reaffirm the position of the applicant/advocate parties and to reiterate the convictions stated in their respective memoranda, opening statements also provide the judges and jury with a brief and strong introduction of the case **from the point of view of the party**. It typically includes:

- a. a general introduction of the issue from the point of view of the party
- b. the judgment requested (what the party wishes for the judges to rule on this case)
- c. some vague snapshots of the pieces of evidence that will be presented further on in the case (optional).

The time allotted for opening statements is pre-determined by the president but is usually between 5-10 minutes. The applicant's opening statement will commence first, followed by the respondent/advocate party's opening statement. Opening statements are prepared before the commencement of a court case.

### B. Presentation of Evidence

The presentation of evidence is the most important and decisive part of the ICJ forum, as it is the time when each party presents all of their arguments and points through the evidence they submit. Pieces of evidence are essentially the sources from where you derive your points and can take on any form: a page from a book, a website, UN sources, etc. After the opening statements, before the case commences, the advocates present their evidence to the rest of the committee. Judges will evaluate the evidence based on the following criteria: **Reliability**,

**Accuracy, Bias, Date of Publication, and Relevance.** If judges determine that the evidence does not meet the criteria or determine that it's not substantial enough to support the party's arguments, they will eliminate the evidence, and you will not be able to use the evidence to support your arguments.

When presenting the evidence to the court, the advocates will have to provide the following information: **Name/Title of Document, Source, Date of Publication, and Author.** For all documents, advocates are expected to highlight the important information relevant to the topic, particularly in large documents that are several pages long. However, if the document is several pages long (tens/hundreds of pages), then the advocates will have to only provide the parts deemed relevant to the argument. The 12 evidence must also be printed from the original page and not copied onto a Word document, as evidence whose original format has been edited or tampered with will not be accepted by the ICJ.

### **C. Witness Examination**

Witness Examination is the time when the witnesses of the case are questioned by both parties as well as judges, this examination is important as it provides human "evidence" in the case. There are two types of witnesses: regular witness and Expert witness. An Expert Witness is a witness who is a qualified expert in the field their testimony is addressing. The only difference between them and regular witnesses is that they might be asked questions about their field by the advocate parties as well as judges. Witness examination consists of four parts: witness testimony, direct examination, cross-examination, and judge examination. We will examine each of these parts in detail. Usually, the first witness called is one from the applicant party, followed by a witness from the respondent party, and so on.

#### **Witness Testimony**

After the witness has administered an oath, they will have around 1-3 minutes to talk about their role in the case and mention key evidence/facts to which they would like the house to pay attention. During testimony, they should try to be as accurate as possible as the opposing counsel may draw attention to the faults in witnesses' testimony during cross-examination.

#### **Direct Examination**

Direct examination is the examination of a witness by the party who has introduced the witness. Usually, the introducing party prepares the witness for the set of questions that will be asked before the hearing. During direct examination, leading questions cannot be asked

unless the witness is an expert witness. The party should use this time to establish the credibility of the witness as well as help add evidence and facts to their side.

### **Cross-Examination**

Following Direct Examination, the witness is examined by the other party in the case. This is called cross-examination. During this time, the advocates examining the witness aim to make the witness uncredible and create a dispute over the witness' statements. It is advised that the advocates use the tool of leading questions to the fullest in this part of the examination. The advocates however can only question the witness on his statements during testimony and direct examination. The advocates cannot ask the witness about events outside of that context, breaking this rule can result in an objection from an advocate of the witness' party and/or the judge overruling the question.

### **Judge Examination**

After Direct/Cross Examination, the judges are free to ask any questions to the witnesses in order to gather information relevant to the case. Unlike advocates, judges are not limited to the testimony of the witness or their statements during examinations and can ask the witnesses any questions that are relevant to determine the credibility of the witness. Judges are allowed to ask leading questions during this period.

## **D. Closing Statements**

Closing statements are brief speeches presented by both applicants and advocates before the adjourning of a court case. They are perhaps the most important speeches to be said during the entire trial. A closing statement should be a powerful, persuasive summary of the case from the point of view of the party. Each party should take this allotted time as a crucial opportunity to sum up its arguments, reiterate its convictions, and solidify its evidence with firm points. A closing statement typically includes: a. The issue, how it should be answered, what the overall decision should be, b. the argument/conviction of the party on the matter, c. a "prayer", i.e. what the party hopes the judgment is, d. the amount to be paid as damages or to help close the case (OPTIONAL). It is crucial to remember that the Court has the ultimate authority when it comes to the actual judgment on the above matters.

The time allotted for closing statements is pre-determined by the president but is usually between 20-30 minutes. It is advised that only one applicant/advocate make the closing statement, to emphasize strength and avoid confusion. The applicants will speak first, followed by the respondent. If the applicant party does not use all of its allotted time, it is possible for the respondent or advocate party to use this time in addition to their own allotted time.

Advocates have an additional advantage in that they have the opportunity to include rebuttals for the applicant's closing statement in their closing statement.

### **E. Deliberation**

After both parties conclude their opening speeches, the advocates are required to exit the room, and the court enters a closed session which we call deliberation, with only the judges and president present. It is also mandatory for deliberation to reoccur after both parties finish their evidence presentation and witness examinations. During these deliberations, the judges discuss the aspect of the case that has been presented just before the deliberation in court: either the opening statements of both parties, the evidence provided by both parties, or both parties' witness examinations. Thus, there are 3 deliberation sessions with each session taking around 5-10 minutes. The President and Vice President may call on an extra deliberation session in order to ensure that all the Judges are on the right track and have a clear view of the trial. This will only occur if there is a presentation overload of info or if there is too much confusion within the session. (Deliberation can only start after the currently discussed section is over) Once the final deliberation is over, each judge announces their decision on the case as a whole. Note that the solution with the majority is deemed as the Majority Opinion, and the judges with separate views form Dissenting Opinions based on their views.

### **F. Reading of Verdict**

The reading of the verdict is arguably the most anticipated part of the ICJ. While delegates in other committees know about the passing of a resolution while the committee is in session, the final verdict is not known until the closing ceremony of the conference. During the closing ceremony, the verdict will be delivered by one of the members of the Presidency (President/Vice president).