

3RD EDITION

# AMPSMUN CHAIRS Handbook



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AMPSMUN 2025

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# Letter from the Director of Chairs

Dear Esteemed Chairs,

Welcome to the third edition of AMPSMUN! It is both a pleasure and an honor to welcome each of you to what promises to be an engaging, impactful, and insightful experience. This conference would not be possible without the dedication, passion, and expertise that each of you brings to your role as a Chair. As we strive to create a memorable and transformative experience for all participants, your leadership is essential in guiding our delegates through critical discussions, collaborative problem-solving, and diplomatic exchange.

As a Chair, you are not only a role model but also an anchor for the delegates. They look to you not only for procedural guidance but also for inspiration, encouragement, and direction. Your role as facilitators of discourse of AMPSMUN's standards and ethos is paramount in creating a space where young minds can express ideas, challenge perspectives, and grow in their understanding of global issues.

This handbook has been carefully crafted to support you in. Inside, you will find guidelines on procedures, and useful insights into fostering constructive debate and maintaining decorum. We understand the significance of your role and aim to provide you with all the resources you need to chair successfully. Whether you are an experienced Chair or new to this role, we trust that this handbook will be a valuable companion throughout the conference.

Please take some time to review its contents and familiarize yourself with the provided materials. If you have any questions, or if there is anything you would like further clarification on, do not hesitate to reach out. I am here to support you every step of the way.

Thank you for your commitment and dedication. Here's to an unforgettable AMPSMUN experience filled with collaboration, diplomacy, and inspiration. We are excited to see the meaningful dialogue, resolution, and impact that your leadership will foster.

With warm regards,  
Khadijah Alshamsi  
Director of Chairs, AMPSMUN

# Letter from the Secretary Generals

Dear Chairs,

I hope this message finds you well. As the Secretary-Generals of this year's MUN Conference, we are honored and thrilled to welcome you as a Chair for AMPSMUN25.

Your role as a Chair is critical to the success of our conference. By providing leadership, facilitating meaningful debates, and ensuring that every delegate's voice is heard, you create a space for diplomacy, collaboration, and the core principles that define our conferences.

We encourage you to keep the committee sessions lively with engaging debates, joyful energy, and, of course, respect above all else. Please remember, you are not alone in this journey.

We, as Secretary-Generals, along with our Secretariat team, are here to support you every step of the way. Whether you need assistance with procedural matters, preparation materials, or anything else that enhances the experience for delegates, we are always here to help.

Thank you for your dedication and enthusiasm in taking on this important role. Your leadership will be instrumental in making this year's MUN conference exceptional. By fostering productive debates and thoughtful diplomacy, you'll empower young leaders to think critically and collaborate effectively. We are excited to work with you and are confident that your guidance will leave a lasting impact on your committees. Together, we will create an inspiring space for delegates to grow, exchange ideas, and drive positive change, making AMPSMUN25 a transformative experience for all.

Warm regards,

Safa Hadad and Nadiem Mahmoud  
Secretary-Generals  
AMPSMUN25

# Roles & Responsibilities of a Chair

As a Chair, you are the central figure guiding the flow and tone of the committee, ensuring a productive, professional, and respectful environment. Written below are a closer look at your key responsibilities.

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## Guiding Debates

**Your primary role is to structure the debate to ensure that discussions remain focused and productive. This involves opening debates, managing moderated and unmoderated caucuses, and facilitating an orderly flow of speaking time.**

**Actively encourage all delegates to participate, balancing contributions so that all voices are heard, particularly from those who may be hesitant.**

## Ensuring Adherence to Rules

**Chairs are responsible for enforcing the Rules of Procedure, which outline how debates are conducted, when motions are raised, and how voting is carried out. Making sure you remember these rules enables you to maintain a fair and consistent debate process.**

**You will facilitate the use of motions (like Motion to Open Debate, Motion for Moderated Caucus) and points (such as Point of Order, Point of Information). It's essential to keep the committee on track by handling these efficiently, recognizing appropriate motions, and dismissing motions that may be unprofessional.**

# Roles & Responsibilities of a Chair

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## Foster Constructive Dialogue

**Ensure that delegates remain respectful in their language, avoiding personal attacks or overly contentious statements. Diplomacy and professionalism are cornerstones of MUN.**

**Provide support for the resolution-writing process, helping delegates frame their ideas within the structure of draft resolutions, and encouraging compromise and consensus-building where possible.**

## Maintaining Decorum

**As a Chair, you are a role model for professionalism, embodying the decorum expected from all participants. Your demeanor, punctuality, and communication set the tone for the committee.**

**If any delegate becomes disruptive or overly aggressive, intervene to deescalate the situation and restore focus. This may involve reminding delegates of the rules or, in extreme cases, imposing consequences for repeated misconduct.**

# Background Guides

## Background Guide Template



## Instructions & Specifications

As part of your responsibilities, you are required to use the provided templates and adhere to the following specifications for all written materials:

**Font and Size:** Times New Roman, size 12

**Line Spacing:** 1.5

**Headlines:** Bold and underlined  
 Word Limit: Minimum 250, maximum 400

**Submission Deadline:** All documents must be completed and submitted by **December 25, 2024.**

# Pre-Conference Preparation

## **\*\*\*Develop Comprehensive Background Guides:**

Create detailed and constructive background guides for each agenda to share with the delegates. These guides should provide context, key issues, major parties involved, and focus questions to help delegates thoroughly understand the topics they will address.

## **\*\*\*Conduct Training Sessions:**

Organize interactive training sessions to introduce the committees and agendas. These sessions should guide delegates on how to prepare position papers and draft resolutions effectively. The logistics team will provide scheduled slots for each committee session, ensuring a structured approach.

## **\*\*\*Establish Communication Channels:**

- **Committee Email:** Create a designated email address for delegates to submit their position papers. Share this email with the Delegates Affairs Department to streamline the process.
- **WhatsApp Groups:** Delegates Affairs will create WhatsApp groups for each committee, which will be shared with the delegates to facilitate easy communication and updates.



# Conference Management

## Managing Speaking Times

**Set Clear Expectations:** At the beginning of the session, communicate the speaking time limits and explain that they will be enforced to allow everyone an opportunity to contribute.

**Use a Timer:** Use a visible timer, if available, or simply announce the remaining time with gentle reminders like, "You have 30 seconds remaining." This helps speakers stay concise and focused.

**Be Consistent with Time Enforcement:** Politely interrupt delegates who exceed their time limit by saying, "Thank you, Delegate; your time has expired." Consistency in time enforcement is essential for fairness.

**Adjust Times as Needed:** If discussion on a particular topic is intense or there are many speakers, you may propose a motion to shorten speaking times, with the committee's approval.

## Encouraging Equal Participation

**Recognize All Delegates:** Make an effort to call on delegates who haven't spoken yet or have been less vocal. Help set an inclusive tone.

**Encourage Participation in Caucuses:** During caucuses, especially unmoderated ones, quieter delegates should be encouraged to join in group discussions. This can be as simple as saying, "Let's make sure everyone has a chance to contribute."

**Use Small Group Work:** For longer sessions, break the committee into smaller groups to discuss subtopics or draft clauses. This approach often empowers delegates who may be less comfortable speaking to the full committee.

**Reassure New Delegates:** If you notice first-time or shy delegates, reassure them that their ideas are valuable and encourage them to share.

# Handling Challenging Situations

## Off-Topic Discussions

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**Gently Redirect the Speaker:** If a delegate veers off-topic, guide them back by saying, "Thank you, Delegate. Could we focus on the current subtopic of...?"

**Summarize to Refocus:** After a series of off-topic points, provide a quick summary of the main topic to bring everyone back on track. This keeps the session focused without singling anyone out.

**Propose a Motion for a Relevant Caucus:** If the topic shift is persistent and relevant to the larger issue, suggest a moderated caucus on that subtopic. This can help steer discussion constructively.

## Disruptive Behavior

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**Use Decorum Reminders:** If delegates interrupt or speak out of turn, calmly say, "Please remember to request the floor before speaking." Remind them of decorum without singling out individuals harshly.

**Pause the Debate if Needed:** If disruptions continue, take a brief pause to address the committee. Reiterate the importance of respecting the Rules of Procedure and each other's speaking time.

**Speak to Disruptive Delegates Privately:** In severe cases, you might consider briefly speaking to the disruptive delegate outside the room, reminding them of their responsibility to maintain decorum.

**Utilize the Presence of Pagers:** If a delegate is persistently disruptive, you may ask the pager or any AMPSMUN staff (Directors, SG's, etc..) on duty to come and handle the situation.

# Frequently Asked Questions

**Q: What should I do if a delegate struggles to participate in the discussion?**

Encourage them by asking direct but manageable questions or allowing them to share their position during moderated caucuses. Offer assistance privately if needed.

**Q: Are we allowed to provide feedback on position papers?**

Yes, chairs can provide constructive feedback to help delegates refine their work. However, ensure the feedback is impartial and aligned with the agenda's scope.

**Q: Who is responsible for sending committee updates or logistical announcements to delegates?**

Chairs should coordinate with the Delegates Affairs Department for announcements. Important updates can be shared via email or WhatsApp groups.

**Q: How should I respond if two delegates strongly disagree and the debate becomes heated?**

Intervene diplomatically to de-escalate tension. Remind delegates to remain respectful and focus on constructive dialogue. If necessary, call for a short suspension to allow them to cool down.

**Q: What if a delegate is absent or unprepared?**

If a delegate is absent, continue with the session as planned and notify the Delegates Affairs Department. For unprepared delegates, offer support and encourage them to participate to the best of their ability.

**Q: Can I extend the time for a moderated or unmoderated caucus?**

Yes, but only if it aligns with the rules of procedure and the majority of the committee agrees. Use extensions judiciously to maintain the session's schedule.

**Q: How do we handle delegates who consistently dominate discussions?**

Politely remind them to give others an opportunity to speak. Enforce speaking time limits during moderated caucuses to ensure fair participation.

**Q: What if there's a tie during voting?**

Refer to the rules of procedure for the specific resolution. Typically, the Chair may call for another vote or use the Secretariat's guidance to resolve the tie.

**Q: What should I do if the committee runs out of time before completing discussions?**

Prioritize key agenda items and allocate remaining time for critical debates. Encourage delegates to draft a resolution that captures the main points discussed.

**Q: Who handles administrative tasks during the sessions?**

Chairs are responsible for overseeing session logistics, but administrative support staff (e.g., pagers) can assist with note-taking, document distribution, and tracking attendance.

# Rubrics

## Position Paper Rubric

### Position Paper Rubric

Conference:  
Committee:  
Country:  
Chairs :  
Topic:

<u>Section</u>	<u>Points possible</u>	<u>Points earned</u>	<u>Comments</u>
<b>Topic Background (should include position)</b>	<b>10:</b> Introduced the topic  <b>5:</b> Defined or explained any relevant information <b>5:</b> Stated country's positions on subtopics		
<b>Past International Action</b>	<b>5:</b> Explained the country's past actions on different aspects of the topic <b>5:</b> Named past UN action (resolutions from GA, committee, any special offices etc.) <b>5:</b> Analyzed if or why those solutions didn't work/how they would build onto or away from.		
<b>Solutions</b>	<b>10:</b> Named at least 1 specific and feasible solution. <b>10:</b> Discussed impacts of the solution including <u>pushback</u> .		
<b>Chair's discretion of quality</b>	<b>5:</b> Correct Formatting <b>5:</b> Good syntax (flow) <b>5:</b> Used relevant jargon, referenced relevant bodies <b>5:</b> Reliable sources		
<b>Plagiarism</b>	<b>25:</b> Doesn't exceed 30% 0-5% (No deduction) 5-10% (- 3 marks) 10-15% (- 6 marks) 15-20% (-15 marks) 30% + (-25 marks)		
<b>Total</b>	100		

# Rubrics

## Delegates Grading Rubric

\*\*\*Version 1

### MUN Conference Rubric

Criteria	Outstanding (4)	Proficient (3)	Developing (2)	Needs Improvement (1)
<b>Position Paper</b>	Thoroughly researched with clear background information, country stance, and proposed solutions; aligns fully with committee mandates.	Well-researched with a clear background and country stance; solutions are relevant but could be expanded.	Basic research; The position is vague, and the proposed solutions lack depth or relevance to the agenda.	Poorly researched or incomplete; country stance and solutions are unclear or missing.
<b>Preparation</b>	Demonstrates extensive knowledge of agenda topics; refers to reliable sources and official policies.	Shows a good understanding of topics; uses general knowledge and some official policies.	Limited understanding of topics; minimal use of reliable sources or policies.	Lacks understanding of topics; unprepared or lacks any reference to official policies.
<b>Speech and Advocacy</b>	Delivers confident, persuasive speeches using parliamentary language; clearly articulates the country's stance and solutions.	Speaks clearly and confidently; presents logical arguments and maintains decorum.	Occasionally unclear or hesitant; arguments lack structure or alignment with the country's stance.	Struggles to articulate ideas; fails to maintain parliamentary language or clarity.
<b>Debate Participation</b>	Actively engages in formal and informal debate; raises substantive points, effectively uses motions, and collaborates diplomatically.	Regularly contributes to debate with relevant points and uses motions appropriately.	Limited participation; contributions are basic or off-topic; misuses motions.	Rarely participates; contributions are irrelevant or disrupt the flow of debate.
<b>Diplomacy &amp; Negotiation</b>	Builds coalitions and collaborates effectively in unmoderated caucuses; demonstrates respect and inclusivity.	Actively negotiates and works collaboratively in caucuses; maintains diplomacy.	Limited collaboration in caucuses; struggles to engage effectively or inclusively.	Fails to collaborate or demonstrates poor diplomacy, negatively affecting progress.
<b>Drafting Resolutions</b>	Proposes innovative, actionable clauses that align with committee mandates; the resolution is well-structured and impactful.	Contributes logical and relevant clauses to resolution drafting; demonstrates understanding of format.	Minimal contribution to drafting; clauses lack feasibility, depth, or relevance.	Do not contribute or submit inappropriate content that fails to meet standards.
<b>Knowledge of Rules of Procedure</b>	Fully understands and applies procedural rules to guide debate effectively; uses motions strategically.	Understands and follows the rules with minor errors; applies basic motions correctly.	Basic understanding of rules; frequent errors or requires guidance.	Limited or no understanding of rules; disrupts or ignores procedural flow.
<b>Engagement in Committee</b>	Fully engaged throughout sessions; listens actively, adapts to discussions, and responds thoughtfully.	Regularly engaged and attentive; responds constructively to developments in the debate.	Inconsistent engagement; occasionally distracted or unresponsive to discussions.	Lacks engagement; frequently inattentive or disconnected from committee proceedings.

### Scoring Guidelines:

**32-28 Points (Outstanding):** Exceptional skills in preparation, diplomacy, and participation; leads committee progress.

**27-22 Points (Proficient):** Strong overall performance; meaningful contributions to debate and collaboration.

**21-15 Points (Developing):** Basic participation; needs improvement in research, debate, or collaboration.

**Below 15 Points (Needs Improvement):** Minimal effort or understanding; limited contribution to the committee.

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# Rubrics

## Delegates Grading Rubric

\*\*\*Version 2

**Delegate Rubric**

Delegates	Country	Times Spoken & Speaking skill(25)	Speaking			Motions Passed (15)	Abiding by parliamentary rules and procedures (10)	Negative Marking(10)	Total (100)
			Factual Accuracy (15)	Attitude towards fellow delegates (10)	Flow (15)				

# Contact Us

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**External Communications and Delegate Affairs:**

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**Logistics:**

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If you need any assistance, please don't hesitate to reach out to any of the departments mentioned above. Thank you so much for your dedication and hard work. Looking forward to the conference. Best of luck Chairs!



