



CHAIR HANDBOOK



V  F M U N

WELCOME TO VOFMUN I 2026

Dear Chairs,

On behalf of the entire Secretariat, we are pleased to welcome you to VOFMUN I 2026.

Model United Nations is a platform for critical thinking, diplomacy, and respectful debate. This conference has been designed to challenge you academically while also helping you grow in confidence, collaboration, and global awareness. Whether this is your first MUN or one of many, we hope VOFMUN provides you with a meaningful and memorable experience.

This Chair Handbook has been prepared to guide you through the conference, including rules of procedure, expectations, and key information you will need to lead effectively. We strongly encourage you to read it carefully and refer back to it throughout the conference.

We look forward to seeing your leadership, research, and diplomacy come to life in committee.

We wish you the very best for the conference and hope you make the most of every opportunity it offers.

Yours sincerely,

Vihaan Shukla & Tala Swaidan

Founders, Director-General & Secretary-General

VOFMUN I 2026



ROLE OF THE CHAIR

Chairs are the academic and procedural authorities of their committees and are held to a higher standard of preparation and conduct than delegates. They must be able to demonstrate, without doubt, that they understand and can apply VOFMUN's Rules of Procedure (ROP) independently.

Core Responsibilities:

- Enforce all ROP sections consistently across the entire conference.
- Maintain decorum and a diplomatic atmosphere.
- Guide debate toward clear, solution-oriented outcomes.
- Evaluate delegates fairly for awards, using clearly defined criteria.

PROFESSIONAL EXPECTATIONS

Chairs must:

- Attend all training and preparation sessions; lack of preparation may result in reassignment or removal.
- Arrive early to every session to coordinate with Admin Staff, prepare attendance sheets, and test timing tools.
- Keep personal opinions, biases, and external politics out of committee decisions.

Repeated procedural errors, visible disagreement with co-chairs, or reliance on AI-generated scripts without deep understanding may lead to demotion or removal by the Secretariat.



WORKING AS A DAIS

- The Dais (Chair + one or two Deputy Chairs) must always appear united and consistent in rulings.
- Internal disagreements are discussed privately, never in front of delegates.
- Deputies may be assigned responsibilities (timing, notes, awards tracking, resolution checking), but the Chair remains procedurally responsible.

Chairs should maintain a running log of:

- Attendance by session.
- Speaking turns, motions proposed, and participation balance.
- Notes on each delegate's performance for awards.

This can be done through the provided VOFMUN One web-app, in conjunction with the official mastersheet matrix given to Chairs.

MASTERY OF ROP

Chairs must know the ROP in detail, including:

- All points, motions, their precedence, and voting thresholds.
- The full structure of the Motion to Challenge and when it is appropriate.
- When and how Rights of Reply are granted and limited.
- If a rule is unclear, the Chair should pause briefly, consult the handbook and co-chairs, and then issue a clear, reasoned ruling.

Chairs can find the Official ROP on our document, and this will also be provided in the VOFMUN Chairs Welcome Packet (shared by email to all selected chairs).



MANAGING SESSIONS

Roll Call and Quorum

- Conduct roll call at the beginning of each session, marking “Present” or “Present and Voting” precisely.
- Report any persistent absences to the Secretariat; this may affect awards.
- Confirm quorum before opening formal debate or entering substantive voting.

Agenda Setting

- Clearly explain to delegates how to make motions to set the agenda.
- If multiple motions are raised, list them and take votes in order until one passes by simple majority.

GSL and Caucuses

- Maintain a written or digital GSL that is visible or easily referenced.
- Use your discretion to encourage appropriate motions when the debate slows or becomes repetitive.

Chairs should make sure that:

- Speaking time is realistic for the committee’s size.
- Caucus lengths fit the work needed (e.g., longer unmoderated caucuses for resolution drafting).



HANDLING POINTS

- Points of Personal Privilege (audibility) must be addressed immediately, even interrupting a speech.

Points of Order require you to:

- Hear the point.
- Explain your ruling with reference to the ROP.
- Move back to the previous speaker or procedure quickly.

Chairs must not allow points to derail debate. Repetitive, frivolous, or strategic points may be ruled dilatory.

HANDLING MOTIONS & PRECEDENCE

- When multiple motions are raised, apply the formal order of precedence as defined in the ROP (from highest urgency like Points and Rights, through Suspend/Adjourn, Previous Question, caucuses, Table, Divide the House, Challenge, Amendments, Draft Resolutions).
- Repeat each motion clearly, including all parameters, before voting.
- Ensure votes are taken correctly (show of placards or roll call, as appropriate).
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For the Motion to Challenge, confirm:

- Format (1v1/2v2/3v3),
- Teams and whether proposed opposition consents,
- Topic (must be a focused sub-issue within the agenda),
- Preparation and speaking times,
- Clarify that the vote at the end is symbolic and does not contribute concretely to any awards.



DRAFT RESOLUTIONS AND AMENDMENTS

Chairs must check every draft resolution for:

- Required number of signatories (7 delegates or 20% minimum, whichever is higher),
- A maximum of one Main Submitter and two Co-Submitters.
- Proper formatting of preambulatory and operative clauses.

Ensure that content is:

- Within the committee's mandate.
- Substantively on-topic.

Friendly amendments:

- Confirm written assent from all sponsors.
- Incorporate them into the text without separate debate, while informing the committee.

Unfriendly amendments:

- Place them in order relative to the relevant draft resolution.
- Allocate limited time for speakers in favor and against before moving to a vote.



VOTING PROCEDURE

Before entering voting:

- Announce clearly that the committee is now in voting procedure.
- Instruct Admin Staff to close doors and restrict movement and note-passing as per the ROP.

During voting:

• Remind delegates that:

- Those “Present and Voting” may not abstain on substantive matters.
- No talking or note-passing is allowed unless specified.

Apply order of precedence:

- Relevant motions (such as Divide the House).
- Unfriendly amendments.
- Draft resolutions, one by one.

Roll Call Votes:

- If requested and granted, call each state and record responses.
- After a “Yes with Rights” or “No with Rights”, allow short, tightly timed explanations if you choose to grant them.

RIGHTS OF REPLY

- Rights of Reply requests can only be made once approved by chairs and must clearly identify the alleged insult to national sovereignty, not personal attacks against the delegate.
- Grant them only when a serious, unjustified insult *to national sovereignty* occurs – not for disagreements, personal attacks and insults, or normal criticism.
- Strictly limit time (ideally 1 minute or less) and terminate *any* Rights of Reply that becomes inflammatory, abusive, or personal.



WORKING WITH ADMIN STAFF

Chairs must:

- Provide Admin Staff with clear instructions regarding:
 - Attendance procedures.
 - Timing for speeches and caucuses.
 - Note-passing rules and restrictions during voting.
- Treat Admin Staff as professional colleagues and protect them from disrespectful delegate behavior.

Any delegate who mistreats Admin Staff should receive a warning and may face disciplinary action.

AWARDS AND EVALUATION

- Chairs are responsible for fair, evidence-based awards decisions:

Use a rubric that considers:

- Research and policy knowledge.
- Quality of spoken contributions and POIs.
- Drafting leadership and collaboration.
- Diplomacy, decorum, and respect for ROP.

The Dais must document reasoning for each award and present clear nominations for Distinguished Delegate to the Secretariat, including a short justification that can be used in a recommendation letter.

