

DELEGATE HANDBOOK

V  F M U N

WELCOME TO VOFMUN I 2026

Dear Delegates,

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

We look forward to seeing your ideas, 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



EXPECTATIONS

Voices of the Future Model United Nations 2026 (VOFMUN 2026) is designed to be a rigorous academic conference that prioritises research, diplomacy, and procedural accuracy.

Delegates are expected to approach this conference with preparation and commitment that clearly reflect human effort and understanding of the Rules of Procedure (ROP) rather than plagiarism or AI usage.

At VOFMUN 2026, delegates must:

- Represent their assigned country's foreign policy accurately, even when it conflicts with personal views.
- Maintain strict courtesy and decorum, respecting the authority and neutrality of the Dais, Admin Staff, and Secretariat Team.
- Demonstrate preparation through well-researched position papers, substantive speeches, and constructive drafting of documents.
- Not use artificial intelligence or plagiarise in position papers, draft resolutions, speeches, or other work before or during committee.

Failure to meet these expectations can affect awards consideration and, in serious cases, a delegate's ability to continue in committee at the discretion of the Secretariat.



COURTESY, DECORUM & CONDUCT

Courtesy and Decorum

- Delegates must use parliamentary, third-person language and address all remarks to the Chair.
- Insulting, derogatory, or inappropriate language towards states, delegates, staff, or any identity group is strictly prohibited.
- The Dais and Administrative Staff may impose disciplinary actions (warnings, suspension from a session, or referral to the Secretariat) for misconduct, in line with the conference Code of Conduct.

Persistent misconduct, disruption of debate, harassment, or refusal to follow instructions may lead to removal from the committee and disqualification from awards.

Academic Integrity

- Delegates must not plagiarize position papers, draft resolutions, or speeches.
- AI-generated content that is copied without understanding or adaptation, or that demonstrates clear ignorance of VOFMUN's ROP or agenda, may be treated as academic dishonesty at the Secretariat's discretion.
- All statistical claims, quotations, or legal references should be drawn from credible sources and, when questioned, be explainable by the delegate.

Please refer to the official Code of Conduct for VOFMUN I 2026 for further details.



POSITION PAPERS

Requirements for regular committees

- **Proper formatting**
 - Maximum 1 page per agenda
 - Times New Roman, size 11
 - Single-spaced, minimum 2cm margins on all sides
 - Citations in any format (MLA, APA, Chicago, or others)
- Position papers must follow the official VOFMUN Position Paper Guide, which specifies citation style and basic structure.
- Submission by the given deadline is mandatory for awards consideration; late submissions will not be considered.

Delegates who fail to submit a position paper for every agenda will not be considered for awards and may be at a substantial disadvantage in committee.

Recommended Structure:

1. Global overview and background of the agenda.
2. Country policy and national interest; how the issue affects your delegation.
3. Past national and international actions and an analysis of their effectiveness.
4. Detailed, feasible proposed solutions, including mechanisms, timelines, and possible partners.

Position papers should clearly demonstrate individual understanding and not plagiarism. Use of AI and/or plagiarism is not tolerated in any form and will lead to negative marking, or complete disqualification from awards eligibility.



COMMITTEE STRUCTURE & ROLES

- **Dais:** Consists of the Head Chair and 1-2 Deputy Chairs that enforce the ROP, maintain decorum, and guide debate. They are the final procedural authority in committee, subject only to the Secretariat.
- **Admin Staff:** Neutral staff in committee who manage attendance, timing, committee logistics, and voting materials. They do not answer questions regarding ROP or intervene in debate unless instructed by the Dais.

Delegates must follow instructions from both the Dais and Admin Staff regarding logistics, timing, and room procedures. The authority of all Dais and Admin Staff members is to be respected throughout the conference.

QUORUM AND ATTENDANCE

- Debate may begin when quorum - at least 51% of the committee's members / - is present.
- Substantive voting requires a simple majority (51%) of members present at the time voting begins.
- Delegates are expected to be inside the committee room at the time sessions begin; those arriving any more than five minutes late may be marked absent and may not be counted toward quorum at the Dais' discretion.
- Frequent unpunctuality or absence will negatively affect awards consideration.



FLOW OF DEBATE

Roll Call

- At the start of each session, the Dais must conduct roll call.
- Delegates respond either:
- “Present” – may vote Yes, No, or Abstain on substantive matters.
- “Present and Voting” – must vote Yes or No; abstentions on substantive matters are not allowed.
- Delegates that are more than 5 minutes late to committee session will be marked “Absent” at the Chair’s discretion.

Agenda Setting

- After roll call in the first session, delegates may motion to set a specific agenda first.
- If multiple motions to set different agendas arise, they are voted on in the order raised until one passes by simple majority.
- If no motion is raised, the first agenda listed will be selected as the first agenda to be debated upon.

General Speakers’ List (GSL)

- Once an agenda is set, debate opens and delegates may raise motions. At this time, a motion to introduce a GSL on that agenda is most encouraged.
- Once the motion for a GSL is passed, delegates can request to be added to the list and deliver speeches within the time limit set by the Dais.
- From the floor, delegates may raise appropriate points and motions, subject to precedence.



DRAFT RESOLUTIONS AND AMENDMENTS

- Delegates collaborate in blocs to produce draft resolutions that propose concrete, implementable solutions.
- Once a draft resolution meets signatory and formatting requirements and is approved by the Dais, it can be introduced to the floor and debated.

VOTING PROCEDURE

- When debate is exhausted on the matter at hand and all motions & points have been completed/failed, the committee moves into voting procedure following the order of precedence.
- During voting, the doors are closed and messaging (through the web app) will be restricted as directed by the Dais; delegates must remain silent and seated.
- The committee admin will ensure doors remain barred throughout voting procedures and will count votes.



POINTS

Point of Personal Privilege

- Used when a delegate cannot participate properly due to personal discomfort (e.g., audibility, temperature).
- May interrupt a speaker only for audibility; other issues are raised when no one has the floor.

Point of Order

- Raised when the ROP is believed to have been violated.
- May not relate to the content of a speech and cannot interrupt a speaker.

Point of Information (POI)

- To the Speaker: A direct question after a speech if the speaker has yielded time to POIs.
- To the Dais: A factual or procedural question, or to highlight a clear factual inaccuracy.

Point of Parliamentary Inquiry

- Directed to the Chair to clarify how the rules apply in a specific situation.
- Misuse of points (for example, using them as extra speeches) may be ruled dilatory.



MOTIONS

Delegates may move the following, subject to the order of precedence defined in the ROP and at the Chair's discretion:

- Motion for a Moderated Caucus (topic, total duration, speaking time, simple majority).
- Motion for an Unmoderated Caucus (duration, simple majority).
- Motion to Extend a Moderated/Unmoderated Caucus (if time permits, simple majority).
- Motion to Move to the Previous Question (close debate on the item at hand and enter voting; simple majority).
- Motion to Table the Topic (irreversibly suspend debate on the topic; simple majority).
- Motion to Suspend Debate (temporary pause; resumes at Chair's discretion; simple majority).
- Motion to Adjourn Debate (end debate on the topic and move into final voting; simple majority).
- Motion to Divide the House (during voting when abstentions are problematic; forces Yes/No; simple majority or Chair's decision).
- Motion to Challenge (structured 1v1/2v2/3v3 debate with specified topic, preparation time, and timing; strictly limited per topic).



DRAFT RESOLUTIONS AND AMENDMENTS

Draft Resolutions

- Require a minimum of 7 signatories or 20% of the committee, whichever is higher.

Must identify:

- 1 Main Submitter
- 1 to 2 Co-Submitters

Become official only when accepted by the Dais after procedural and basic content review.

- The Main Submitter introduces the draft resolution in an opening speech; Co-Submitters may join at the Main Submitter's discretion however the time allocated for the opening speech shall not be extended in any case regardless of the number of speakers at the podium.

Amendments

- Friendly amendments will not be entertained excepting special cases, such as minor grammatical errors.
- Unfriendly amendments: Debated and voted on before voting on the main draft resolution.
- Amendments to the resolution by the Dais and/or Approval Panel may be made without prior notice to the delegates in certain cases.



RIGHTS OF REPLY

- A Right of Reply may be requested when a delegate believes the national sovereignty of their state has been insulted.
- Requests must be written; the Chair may grant or deny them at discretion.
- Granted Rights of Reply are strictly timed (1–3 minutes) and must remain factual and non-inflammatory; they cannot themselves insult another state.
- No delegate may raise a Right of Reply in response to a Right of Reply from another delegate, unless the Chair rules that direct insult to national sovereignty occurred.

VOTING

- Only delegates “Present and Voting” may not abstain, unless a Motion to Divide the House is in effect.

Substantive voting order of precedence:

- Relevant motions.
- Unfriendly amendments.
- Draft resolutions.

Roll Call Vote

- If regular voting procedure, even after a Motion to Divide the House, does not yield a result, the Dais may take a Roll Call vote.
- In a Roll Call vote, the Chair calls each delegation as per the order on Roll Call. Valid responses from delegates may be one of:
 - In Favour
 - Against
 - Abstain
 - In Favour with Rights.
 - Against with Rights.
- Rights speeches, if allowed, are time-limited and may affect awards if misused for grandstanding.



AWARDS

Awards at VOFMUN recognize preparation, diplomacy, and constructive contribution—not domination or theatrics.

Considerations include:

- Depth and originality of research and position papers.
- Quality, clarity, and relevance of speeches and POIs.
- Contribution to drafting and negotiating draft resolutions and amendments.
- Professionalism, teamwork, and respect for rules and peers.

Awards Offered

- Best Delegate.
- Best Research & Position Paper.
- Outstanding Delegate.
- Distinguished Delegate (one across the entire conference, nominated by each Dais and chosen by the Secretariat with recommendations, potentially including a letter).
- Delegates may receive only one award (with the exception of Distinguished Delegate). Decisions on awards are final and may not be contested.

DRESS CODE

Delegates must wear formal Western business attire for the entire conference, aligned with UN simulations and UAE norms.

