Delegates Guide

A beginners guide to MUN

Please thoroughly go through the delegates guide before the MUN conference. Familiarize yourself with any terminologies and procedures. In case of any questions, please contact the OISMUN team to address your concerns.
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Introduction to MUN

Model United Nations, also known as Model UN or MUN, is an extra-curricular activity in which students’ role-play delegates of the United Nations to represent their assigned country in a stimulation of the UN conferences. MUNs are usually organized by a high school or a college MUN club.

The key to being successful at MUN is thorough and comprehensive preparation. It is our recommendation that all delegates become familiar with the following five areas of study. For more reliable results when researching, use the search engine ‘Google scholar’. Each area should be addressed in the following order:

1. The United Nations
2. Your Committee
3. Your Delegation
4. Topics on a world-wide scale
5. Nations policies on topics
MUN PROCEDURES

Diplomatic Conduct

Delegates are requested to behave respectfully and treat other Delegates as well as Supervisors with the highest level of acceptance and courtesy. Deliberate provocation or insults during heated debates are by no means acceptable ways of expressing one's views and will not be tolerated. Professionalism in speech, action and appearance during the conference is expected. Any kind of discrimination based on gender, ethnicity, nationality, age, religion or disabilities is prohibited. Please notify a Supervisor if any form of discrimination occurs. Respecting the views of other Delegates is fundamental for the success of any MUN.

Attendance:

Full attendance of all conference events is required. Voting procedures that are missed by a delegate will not be repeated. Thus, absence will damage both political interests as well as a delegate’s reputation.

Make sure to be punctual and to return to committee on time after breaks to ensure a steady flow of committee work and to pass resolutions on time.

Addressing someone:

The need of addressing another Delegate or Chairperson in order to talk to him/her or react to a held speech will frequently occur during the conference.

The correct way to address a Chair is:

»Distinguished Chair«

The correct address of another Delegate is:

»Fellow Delegate«

»Honorable Delegate of …«.

Fellow Delegates are to be addressed by the full name of their country.
TERMINOLOGY

Language:

OISMUN’s official language is English. As a way of not discriminating against Delegates of other native languages than one’s own, we kindly request our participants to communicate in English not only during the times of moderated caucus, but on all other occasions during the conference as well. Helpful vocabulary can be found here – Make sure you understand what these mean and use them:

- **Abstain:** During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a country does not support the resolution being voted on, but does not oppose it enough to vote no.
- **Agenda:** The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.
- **Bloc:** A group of countries in a similar geographical region or with a similar opinion on a particular topic. Blocs typically vote together.
- **Chair:** A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure.
- **Decorum:** The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors.
- **Delegate:** A student acting as a representative of a member state in a Model UN committee.
- **Delegation:** Is the member state assigned to a student to represent.
- **Draft resolution:** A document that seeks to fix the problems addressed by a Model UN committee. If passed by the committee, the draft resolution then be called resolution.
- **Flow of debate:** The order in which events proceed during a Model UN conference. This usually indicates the movement between formal and informal debate and the process of drafting, debating and voting on resolutions.

- **Gavel:** The tool, shaped like a small wooden hammer, which the Chair uses to keep order within a Model UN committee.

- ** Formal debate:** The "standard" type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speakers' list.

- **Member State:** A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. Currently, there are 193 member states.

- **Moderated Caucus:** A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, this is a formal type of debate.

- **Motion:** A request made by a delegate that the committee as a whole does something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into voting procedure.

- **On the floor:** At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the approval panel and introduced by the committee, it is put "on the floor" and may be discussed.

- **Operative clause:** The part of a resolution which describes how the UN should address a problem. It begins with an action verb (decides, establishes, recommends, etc.).

- **Admin:** Student who passes notes from one delegate to another, or from a delegate to the dais, assists the delegates to navigate around the school and accommodate any issues delegate is facing.

- **Placard:** A piece of cardstock with a country's name on it that a delegate raises in the air to signal to the Chair that he or she wishes to speak.

- **Rules of Procedure:** The rules by which a Model UN committee is run.

- **Second:** To agree with a motion being proposed. Many motions must be seconded before they can be brought to a vote.
- **Speakers' List:** A list that determines the order in which delegates will speak. Whenever a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by sending a note to the dais.

- **Veto:** The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.

- **Vote:** A time at which delegates indicate whether they do or do not support a proposed action for the committee. There are two types: procedural and substantive.

- **Voting procedure:** The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the committee at that time and the doors are secured.
COMMITTEE PROCEDURES

Roll Call
The committee will be called into session by the chair. All nations will be called in alphabetical order and each has to state whether it is "present" or "present and voting". This will be counted as attendance. Nations which are "present and voting" must vote “for” or “against” on any resolution or amendment throughout that day. Nations stating “present” may also abstain.

Points and motions
Points and motions may not interrupt the speech of fellow Delegates or Chair. Points and orders will be asked for from the house by the chair after each speech. Points will not be voted ‘for’ or ‘against’ by the house, while voting procedures will be in place for and motions set forward by delegates.

In case a speaker is not audible or a Delegate wishes to express their discomfort (too cold/hot, permission to use the washroom etc.), a Point of Personal Privilege may be raised. A point of personal privilege can interrupt a speaker in case the speaker is inaudible or speaking at a fast rate. It does not have to be voted upon.

A Delegate may raise a Point of Information after a speech to ask a question or address a concern to the speaker. Points of Information must be phrased in the form of a question and be relevant to the speech or resolution being presented. This point can be raised only when the chair asks for points and motions. There will be a minimum of two mandatory points of information after every speech. The speaker will then be given the opportunity to accept or reject any more POIs.

The Right of Reply may be used if a Delegate feels personally offended by a fellow delegate’s statement. If approved by the chair, the Delegate may explain which point he or she considered an offense and then will be granted the chance to reply.
A **Point of Order** can be used by a Delegate to remark a formal error by the chair or another delegate. This point must be stated in a courteous and respectful manner rather than in a taunting way.

**Points of Inquiry** can be raised to ask the chair a question regarding the rules, procedures or topic. This point can be raised without the chair asking for points and motions. It will not be voted upon.

Delegates may raise a **Motion for Unmoderated Caucus** if they want to suspend the rules and have an informal discussion without the speaker’s list. This motion must specify the purpose of the caucus, the amount of time proposed and suggests who should moderate the caucus. Delegates will then be free to have an open discussion back and forth. This motion can be raised only when the chair asks for points and motions.

A **Motion to Extend/Limit points of information** changes the amount of time each Delegate may speak. ‘The Delegation of [...] moves to extend points of information’. If a Motion to close the speakers list for points of information is raised, no more speakers may be put on the list. The speakers still on the list have a right to speak. After the last person has spoken, the House moves immediately into Voting Procedure or entertaining amendments.

During Voting Procedure, Delegates may raise a **Motion for Clause-by Clause voting** if they want to vote on each clause separately. This motion must be raised before voting on this draft resolution has started. The motion requires a two-thirds majority vote.

**Voting**

During the vote, special regulations apply. Talking, note-passing, leaving or entering the room are prohibited. Once the room is secured during the voting procedure, Delegates must stay inside and vote. The vote cannot be interrupted. In case Delegates miss the voting procedure, their vote will not be counted. Voting procedures will not be repeated. Abstaining is a way of expressing neither to object than to vote in favor of the resolution. Delegates who state ‘present and voting’ during role call cannot abstain.
FORMS OF CAUCUS

A **Moderated Caucus** is a form of caucus where the delegates remain seated while the chair calls on them one at a time to speak. Typically, delegates who are interested in speaking will raise up their placards. This form of caucus is more of a formal debate.

**Example:** Italy moves for a 5-minute moderated caucus with 30 second speaking time per delegate for the purpose of discussing solutions to women’s rights.

**Unmoderated Caucus** (also called Informal Caucus or Lobbying Sessions) a debate format in which delegates can leave their seats to go and talk to others freely and informally. Although speaking formally is not required for an unmoderated caucus, limits must be set. In order to move into an unmoderated caucus, the motion must include the overall caucus time and preferably the purpose of the unmoderated caucus. The chair will then select the delegates to speak in the unmoderated caucus. Multiple speakers will be chosen at once to freely debate.

**Example:** Senegal moves for an unmoderated caucus for 10 minutes to discuss clause C.
Opening speech

An opening speech should last 1 minute. During this minute, you should address very clearly to the audience the position of the country you represent on both the topics given. Opening speeches are obligatory in committee. It is strongly urged that all delegates pay attention to the opening speeches being given as they will act as a guide when forming blocs later on. Blocs should be formed on the basis of your delegations allies as well as those delegations that face similar issues or have the same opinion on the topic.

There are few things to keep in mind when preparing for an opening speech:

- During the beginning of the speech it is customary to address the secretary general, Chairs, and delegates present by starting your speech in a similar manner to this, ‘Honorable Secretary General, distinguished chairs and fellow delegates’.

- The main body of your speech should address both the issues to be discussed in your committee. Some delegates think this part of the speech should be funny or entertaining. This is not what the speech is about at all. Keep it diplomatic, concise and straight to the point. The main concern should be to clarify the issues faced in the delegations country.

- The closing remarks should express the delegations willingness to co-operate with the house to find global solutions for the issues being discussed. This should be something along the lines of ‘The delegate looks forward for an efficient debate to help combat the issues at hand’.

Furthermore, when delivering your speech, remember to speak slowly and clearly. Time the speech beforehand when practicing and make sure that it does not exceed the time limit. Speeches should not be read from a paper or a device. If necessary, the secretary general or chair will remind you that your time is almost up by saying ‘Will the delegate please come to their closing remarks’ or by knocking on the table twice.

Summing up, an opening speech consists of an opening, a main body, and a closing.
Committee: UNHRC

Topic: Gender equality in access to primary and secondary education

Country: Morocco

Honorable Secretary General, respected Chairs and fellow Delegates, the delegate is honored to be here today to represent Morocco and its people regarding the issue of equality in education. The delegate of Morocco believes that gender equality in access to primary and secondary education is essential for any developing country. Despite many efforts made by the Moroccan government, women in Morocco usually receive less education than men. Data shows that only 40% of women and 60% of men in Morocco receive a basic education which has a huge impact on society. Morocco has already made considerable efforts to enforce the laws but still has some progress to make. Morocco is looking forward for the support of UN countries beyond the borders for solutions to this International issue.
POSITION PAPERS

Once you have completed your research, you are ready to write your position paper. Delegates are required to submit 2 position papers, one for each topic. These papers should be submitted online. The font should be Times New Roman, Size 12, a minimum of 1 page but no longer than 1.5 pages. Position papers are mandatory and delegates who fail to submit their position papers on time will be exempted from ALL awards.

How to Write a Position Paper

The structuring of the position papers is intended to elicit responses from the delegates that provide a clear picture of a nation’s stance on a particular topic area as well as discuss some new innovative solutions. By providing an outline of a position paper, we hope that delegates will be able to illustrate clear knowledge of their country’s policies and interests. A position paper should include three sections in different paragraphs, outlined below:

A. General background and your understanding of the topic on a worldwide scale, NOT relating to your delegation. Make sure to add details. 5-6 lines.

B. What issues does your assigned country face in relation to the topic, what are the main elements of the problem? What are the roots of those elements? 4-5 lines.

C. Position taken by your delegation. What is your country’s interest in the situation? What are your nation’s policies on the topic? What steps have been taken to deal with the issue? 3-4 lines.

D. Proposed Solutions. What do you believe needs to be done to solve the problem? What do you predict will be the main opposition to your proposals? At least 3-5 new solutions should be given. This should be the bulk of your position paper.

Position papers should roughly adhere to the following form, with the Country, the Committee, the Topic and the delegates name included at the top. Please limit each topic area to one single-spaced typed page. Refer to this sample position paper for the format.
SAMPLE POSITION PAPER

Committee: SOCHUM
Country: Haiti

Topic 1: Children's Rights
Delegate: Layan Ghamloush

"If we cannot begin to agree on the fundamentals, such as the elimination of the most abusive forms of child labor, then we really are not ready to march forward into the future." - Alexis Herman. Yet, child abuse is still common, specifically in undeveloped countries. Child abuse isn’t limited to physical abuse: it can include emotional abuse, sexual abuse and neglect. Many countries have adopted laws to protect children from child abuse. Children's rights were first practiced in France in 1841; although, the UN did not establish a committee for child protection until later on in 1919. The first declaration of the rights of the child was on September 16, 1924. Child rights have become a rising issue for children in Haiti. They are often not granted access to medical care, in fact; only 40% of Haitian children receive medical attention. Many Haitians, specifically children, suffer malnutrition which leads to growth complications both physically and mentally. Haiti is also suffering a poverty crisis with 80% of Haitians classified as living below the poverty line. As a result, parents often send their children to wealthier areas with the hopes that they receive a better quality of life in exchange for preforming household chores, instead the children are sexually or physically abused as well as kept out of school and are denied of their salaries. Many children are sexually abused; rape and sexual abuse are extremely common and around half of the girls are raped before the age of 15. Lastly, education levels in Haitian children are at an all time low.

The Haitian government has considered developing organizations to track child traffickers, but it has not yet been put into action. While laws have been passed against abusing children, there has not been any serious implementation of the laws and thus, they prove to be useless.

Haiti should issue laws that make it mandatory for all children to attend school as well as establishing more public schools. More public schools will increase education rates as well as decrease unemployment rates which in turn will decrease poverty. Teenagers should be encouraged to follow a medical education to increase physicians and professional medical staff to provide higher quality of medical care for citizens to decrease mortality rates. Current physicians should be given higher salaries by the government to discourage emigration to more developed countries. Laws should also be issued with serious consequences for child traffickers, sexual abusers, and rapists. Furthermore, different varieties of food should be made affordable as well as clean filtered water should be provided for the less fortunate.
RESOLUTION

The purpose of formal and informal debates is the production of Draft resolutions. Nations with similar ideas about a topic usually get together to work on a paper, such group is called a bloc. After that they try to convince other nations to support their paper. Frequently, another country will come along and agree to a few points on your paper and suggest adding something or changing one clause or the other, this is called an amendment.

A draft resolution will be submitted to the Chairperson with 1 main submitter and the rest of the delegates in the bloc as co-submitters. Delegates from the bloc will then read the resolution out loud and give a speech explaining it. The speech is usually given by the main-submitter but they may yield the floor to a co-submitter. Only when being voted in favor by the majority of the committee, the writing is called a “resolution”.

RESOLUTION FORMATTING GUIDELINES

Heading:
The heading of the resolution should include the topic being discussed, the main-submitters followed by the co-submitters.

Body:
The body of the resolution is comprised of two sets of clauses

• The first set consists of pre-ambulatory clauses, which describe the problem being addressed, recalls past actions taken, explains the purpose of the resolution, and offers support for the operative clauses that follow. Each clause in the pre-amble begins with an italicized word or phrase and ends with a comma.

• The second set consists of operative clauses, which are numbered and suggests the actions which should be taken by the body. Those are the proposed solutions. Delegates may refer back to their position papers when writing the resolution. These clauses all begin with present tense active verbs, which are generally stronger words than those used to begin pre-ambulatory clauses. These verbs are underlined. All operative clauses, except the last, which ends with a period, are followed by semi-colons.
Sample Preambulatory Phrases

<table>
<thead>
<tr>
<th>Affirming</th>
<th>Expecting</th>
<th>Having studied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarmed by</td>
<td>Expressing its appreciation</td>
<td>Keeping in mind</td>
</tr>
<tr>
<td>Approving</td>
<td>Expressing its satisfaction</td>
<td>Noting with regret</td>
</tr>
<tr>
<td>Aware of</td>
<td>Fulfilling</td>
<td>Noting with deep concern</td>
</tr>
<tr>
<td>Bearing in mind</td>
<td>Fully alarmed</td>
<td>Noting with satisfaction</td>
</tr>
<tr>
<td>Believing</td>
<td>Fully aware</td>
<td>Noting further</td>
</tr>
<tr>
<td>Confident</td>
<td>Fully believing</td>
<td>Noting with approval</td>
</tr>
<tr>
<td>Contemplating</td>
<td>Further deploring</td>
<td>Observing</td>
</tr>
<tr>
<td>Convinced</td>
<td>Further recalling</td>
<td>Reaffirming</td>
</tr>
<tr>
<td>Declaring</td>
<td>Guided by</td>
<td>Realizing</td>
</tr>
<tr>
<td>Deeply concerned</td>
<td>Having adopted</td>
<td>Recalling</td>
</tr>
<tr>
<td>Deeply conscious</td>
<td>Having considered</td>
<td>Recognizing</td>
</tr>
<tr>
<td>Deeply convinced</td>
<td>Having considered further</td>
<td>Referring</td>
</tr>
<tr>
<td>Deeply disturbed</td>
<td>Having devoted attention</td>
<td>Seeking</td>
</tr>
<tr>
<td>Deeply regretting</td>
<td>Having examined</td>
<td>Taking into account</td>
</tr>
<tr>
<td>Desiring</td>
<td>Having heard</td>
<td>Taking into consideration</td>
</tr>
<tr>
<td>Emphasizing</td>
<td>Having received</td>
<td>Taking note</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Viewing with appreciation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welcoming</td>
</tr>
</tbody>
</table>

Sample Operative Phrases

<table>
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<tr>
<th>Accepts</th>
<th>Encourages</th>
<th>Further recommend:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirms</td>
<td>Endorses</td>
<td>Further requests</td>
</tr>
<tr>
<td>Approves</td>
<td>Expresses its appreciation</td>
<td>Further resolves</td>
</tr>
<tr>
<td>Authorizes</td>
<td>Expresses its hope</td>
<td>Has resolved</td>
</tr>
<tr>
<td>Calls</td>
<td>Further invites</td>
<td>Notes</td>
</tr>
<tr>
<td>Calls upon</td>
<td>Deplores</td>
<td>Proclaims</td>
</tr>
<tr>
<td>Condemns</td>
<td>Designates</td>
<td>Reaffirms</td>
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<tr>
<td>Confirms</td>
<td>Draws the attention</td>
<td>Recommends</td>
</tr>
<tr>
<td>Congratulates</td>
<td>Emphasizes</td>
<td>Regrets</td>
</tr>
<tr>
<td>Considers</td>
<td>Encourages</td>
<td>Reminds</td>
</tr>
<tr>
<td>Declares accordingly</td>
<td></td>
<td>Requests</td>
</tr>
<tr>
<td>Deplores</td>
<td>Endorses</td>
<td>Solemnly affirms</td>
</tr>
<tr>
<td>Designates</td>
<td>Expresses its appreciation</td>
<td>Strongly condemns</td>
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<tr>
<td>Draws the attention</td>
<td></td>
<td>Supports</td>
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<tr>
<td>Emphasizes</td>
<td>Further invites</td>
<td>Takes note of</td>
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<td></td>
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<td>Transmits</td>
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<td></td>
<td></td>
<td>Trusts</td>
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SAMPLE DRAFT RESOLUTIONS

Committee: UNHRC
Main Submitter: Spain
Co-Submitters: Russia, Japan, Philippines, Angola
Topic: International News flow Imbalance


Noting further Article 19 of the Universal Declaration of Human Rights, “Everyone has the right to...receive and impart information and ideas through any media and regardless of frontiers,”

Recognizing that the problem of news flow imbalance is that two-way information among countries of a region is either nonexistent or insufficient and information exchanged between regions of the world is inadequate,

Realizing the need for all sovereign nations to maintain their integrity and still play an active role in the international system,

1. Recommends that a three-level information interchange system be established on the National, Regional, and International levels to ameliorate the current problems of news flow imbalance, operating as follows:

   a) Each region’s member nations will report their national information and receive the information of other nations in their region from the regional level of this interchange system;

   b) Nations will decide the character of the newsflow media best suited to the need of their sovereign territory, be this printed, audio, or audio-visual;

   c) Regional News Gathering Agencies will serve to gather information from the nations in their region, and these boards will have no editorial discretion and will serve to forward all information to the International Board;

   d) Each regional agency will be composed of representatives from every member nation of the region;
e) The primary function of the International Board will be to translate information accumulated from the regional news gathering agencies; f) The secondary purpose will be to transmit all information gathered back to the member nations via the regional news gathering agencies;

g) In order to expedite the transfer of information from the international to regional level the International Board will utilize a UN frequency on an EEC (European Economic Community) satellite;

2. **Urges** the establishment of the University of International Communications, with main branch in Geneva, Switzerland, and additional branches located in each of the aforementioned regions, to pursue the following aims:

   a) The University and branches will be established with the express purpose of bringing together world views and facilitating the transfer of technology;

   b) All member nations of the United Nations will be equally represented at the University;

   c) Incentives will be offered to students of journalism and communications at the University to return to their countries to teach upon completion of instruction;

   d) The instructors of the regional education centers will be comprised of a multi-partisan coalition of educators from throughout the world;

3. **Calls for** the continued use of funds from the International Program for the Development of Communications, Special Account, UNESCO, the UNDP, and other sources of funding including national governments and private donors;

4. **Further recommends** that the distribution of funds be decided by the IPDC.
DRESS CODE, RULES AND REGULATIONS

- Mobile phones must be switched off at all times unless permission is taken from chair.
- Delegates must be on time in attending all conference activities.
- Delegates should follow parliamentary procedures during debate.
- Laptops may not be used during motions.
- The attire must be appropriate. Skirts and dresses must fall under the knee. Clothing must be formal.
- Inappropriate attire will not be tolerated during conference and the participant can be asked to leave and will be clipped.
- Sneakers are not allowed during the conference. Formal shoes or heels may be worn. Heels must not be more than 4 inches long.
- All delegates who wear a scarf should wear their hijab on at all times and dress accordingly; pictures will be taken throughout the event.
- Singing, informal jokes, clowning, ripping paper, etc… during committee are out of order, any such incident will be marked, and chair can decide an appropriate punishment.
- Eating and drinking during debate is not in order. Water is an exception.
- Please keep in mind that we have a strict no smoking policy! Failure to adhere to this policy will result in necessary measures being taken, which may affect your involvement in the conference as a whole.
- Delegates should not raise their placards before the chair has asked them to do so.
- Delegates cannot use inappropriate words or insulting words towards anyone.
- Delegates who do not follow the set rules will be clipped. Upon being clipped once, the delegate will be exempted from all awards. Delegates will be asked to leave the conference after the third clip.
AWARDS

Awards will be given to the delegates during the closing ceremony at the end of the second day. Each award will be given to one deserving delegate from each committee. The awards that will be given are as follows.

- Best delegate
- Honorable delegate
- Best position paper
- Best speaker

Informal awards may be given in committee and are decided by the delegates and chairs themselves.

Getting a clip will exempt a delegate from receiving any award.