



Legatum Perpetuum: The Endless legacy

Conference Handbook



ABOUT ST. XAVIER'S COLLEGIATE SCHOOL, **KOLKATA**

In November 1843, a fire broke out at the Sans Souci Theatre – No. 10 Park Street, Kolkata. This accident forever altered the history of both Park Street as well as the City of Joy. While fire is a destroyer, it is a purifier too, one that eliminates the ‘old’ and paves the way for something new. The fire that burnt down the Sans Souci Theatre kindled another: “The Fire of Education.” Eventually, the burnt-out theatre found life as the site of an institution that would redefine modern education. On the 16th of January, 1860, a small group of Belgian Jesuits, led by Father Henri Depelchin, united at 10, Park Street (now 30, Mother Teresa Sarani), to create what is now known as a symbol of excellence in education throughout the country: St. Xavier’s Collegiate School. 163 years since its inception, St. Xavier’s Collegiate School remains an enduring source of inspiration for all. As an internationally recognized and esteemed institution, it continues to reach new heights of excellence. To become men for others and to keep the fire of passion burning has been a major part of Xaverian culture and it is one that all future generations look to uphold.

Nihil Ultra, Nothing Beyond!

ABOUT X-MUN

X-MUN is a platform for students to come and deliberate upon pressing world issues, to build the skill-set to become future leaders. In our world where political developments seem to become more and more volatile each day, we must train our youth to rise to the occasion and lead us through the tumultuous tides of international relations when their turn comes. X-MUN stands as a bastion of learning, debate, networking and an event that will stop at nothing to provide the best possible experience for all of its delegates.

Legatum Perpetuum: The Endless Legacy



Non-Conference Related Details

Dates:

The Conference will be held on the 13th, 14th and 15th of June, 2025.

Venue:

The venue for X-MUN 2025 is: St. Xavier's Collegiate School - 30 Mother Teresa Sarani, Kolkata-700016.

Orientation:

An orientation session may be held for each committee by its respective Executive Board. The exact timings will be decided by the respective Executive Board. The orientation will be held online via Google Meet.

Dress Code:

Day 1: Western Business Formal

Day 2: Indian Formal

Day 3: Western Business Formal

All delegates must make sure that they dress decently, keeping in mind that they are students attending an educational conference. **The school administration and the Secretariat reserves the right to ask a delegate to leave the conference if found inappropriately dressed.** Should the delegate be unable to wear formal wear, they are permitted to wear their school uniform.



Stationery:

Delegates shall be provided with stationery at the start of the conference, after registration. This includes a folder, a pen, a notepad, chitpad and a placard for each delegate.

Identity Cards:

Delegates as well as faculty advisors will be provided with identity cards at the start of the first day of conference, after registration. They are expected to wear these throughout the conference. In case of loss or misplacement, the Secretariat must be informed immediately, so that a new identity card may be issued immediately.

Age:

All delegates participating in X-MUN'25 must be either from classes 8-12 of the academic year 2025-2026 or between the ages of 13-18. The Faculty Advisors are requested to make sure that these requirements are complied with. The Secretariat has the right to request a delegate to provide a document of proof with regards to his/her age. Please note students of the outgoing batch of class 12 are also allowed to attend this conference.



Restricted Items:

The following items cannot be carried or consumed in the campus at any point of time:

1. Any tobacco products
2. Alcohol
3. Drugs
4. Weapons

Or any other item which the Secretariat deems harmful or dangerous. All acts of theft or vandalism will be reported to the police immediately.

Logistics:

Logistics members are there in each committee to assist delegates with any issues they may face. They are available for the passing of communication chits while the committee is in session so as to facilitate negotiations without disruptions. Any sort of derogatory behaviour towards the logistics members will not be tolerated.

Language:

The official working language of the conference will be English. No derogatory language is to be used towards the Secretariat or Executive Board or fellow delegates. If any delegate is found using such language, the Secretariat reserves the right to prevent him/her from further participating in the Conference.

Statement by the Secretariat:

At any time, any member of the Secretariat may make an oral or written statement or announcement to the committee regarding an update on their topic. Such an announcement is not questionable.



Electronic Devices and Usage of Internet:

Delegates are not permitted to use the internet while in committee. They may have access to the internet during an unmoderated caucus (by discretion of the Executive Board). If a delegate wishes to use the internet during committee, he/she may, with the permission of the Executive Board, step out of committee to use the internet.

Delegates are requested to bring their electronic devices fully charged to the conference, as access to charging outlets is subject to availability.

Communication:

1. The official email ID for the Conference is: xmun2025@gmail.com
2. An official Whatsapp group will be formed by the Secretariat with all of the Head Delegates.
3. Official Whatsapp Groups, with the delegates, are to be created by the Executive Board for their respective committees.
4. Delegates will be penalised for any inappropriate behaviour in the official Whatsapp groups.
5. The Secretariat cannot be held liable for any misbehaviour in any unofficial Whatsapp groups.

Appeals:

Delegates are free to appeal any decision made by the Executive Board. However, it is at the Chairperson's discretion to accept or reject any or all appeals. If the appeal is related to the committee as a whole, the delegates may



appeal to the Secretary-General. The decisions of the Secretary-General on all matters are final.

Quorum:

The Quorum for the conference is set at one-third of the members of the committee. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is not required. In case quorum fails; committee session will be suspended.

General Powers of the Executive Board:

The Chairperson will declare the opening and closing of each meeting and may propose that the committee adopt a certain procedural motion. During debate, the Chairperson shall exercise absolute control over the proceedings. Thus, in effect, he will direct the flow of formal debate, accord the right to speak, rule on points of order, announce decisions and ensure and enforce the observance of these rules. The other members of the Executive Board may advise individual delegates or the committee on the possible course of debate and may perform any of the functions of the chairperson as and when they are delegated to them.



Details of the Conference

Guide to preparation

Preparing for a Model United Nations conference entails research on three levels:

- the procedure and structure of the conference,
- the topic of the committee the delegate belongs to,
- the position of the country/portfolio being represented.

Procedural Research

This Conference Handbook is a guide to the basic procedure that regulates the Model UN. Delegates already acquainted with the style of MUN conferences in the Kolkata circuit should still review the details given below as X-MUN might modify procedure slightly to create a more engaging committee dynamic.

Topic Oriented Research

Each delegate is assigned to a certain committee and represents a certain country/state/individual within it. Each committee has a specific topic that will be deliberated during the course of the conference. Delegates are provided with study guides, and these should be the starting point for their research. Other than published literature, academic papers and reliable news sites on the internet can be valuable guides. While Wikipedia serves as a starting point for most delegates' basic country and topic-oriented research it is not counted as a credible source and should not be quoted in committee.



Position Oriented Research

Committee topics are typically divisive and highly debatable. Delegates, however, are not usually at liberty to form and represent their own opinions. They are assigned nations/individuals, and their statements and actions within the committee must be in line with the foreign policy of the nation they are representing.

The most challenging aspect of a Model UN is adjusting to policy. Delegates are not encouraged to raise caucuses that vary vastly from their topics though slight digressions are allowed to facilitate debate.

Study Guides

The Executive Board of each committee will prepare a document called a study guide. The study guide outlines the scope of the topic. Delegates are expected to know their study guides well. Although the study guide is detailed, additional research is a must.

Delegate Conduct

Delegates shall be courteous and respectful to all staff and other delegates. Furthermore, delegates are expected to play their roles accordingly, including using appropriate diplomatic language, abstaining from inappropriate behaviour, and respecting the privacy and property of others.

The Chair will immediately call to order delegates who do not abide by this rule. Delegates who feel that they are not being treated respectfully are encouraged to discuss their concerns with a member of the Secretariat, for the facilitation of which, feedback sessions will be conducted.

Delegates are expected to be present at the beginning of every scheduled committee session, at which point roll call will be taken. Delegates who will not



be present for part or all of a committee session should inform their Executive Board verbally or by email.

During the committee delegates are expected to exercise certain courtesy when addressing the members of the committee and dais:

- All delegates must be recognized by the EB before speaking.
- All delegates will use respectful parliamentary language when addressing the committee.

Participation of Non-Members

A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Chairperson of that committee.



Proceedings

Roll Call

Every committee session starts with the roll call, without which quorum cannot be established. During the roll call, the country/portfolio names are called out in alphabetical order and the delegate can answer by saying either Present or Present or Voting.

1. Present: This means that the delegate is present in committee. By saying only present, the delegate has the choice to abstain from voting in substantive motions, he/she must however, vote on procedural motions.
2. Present and Voting: This means that the delegate is present in committee. However, the distinction between this and Present is that, a delegate who says Present and Voting will not be able to abstain from voting on substantive motions.

Opening Debate

To begin the committee and pass the agenda, the debate needs to be formally opened for the agenda to then be passed. Only then can committee discussions proceed. The format for raising a motion to open debate is, as follows:

“The delegate of _____ would like to raise the motion to open debate.”

Setting the agenda

After debate has been opened, a delegate must raise a motion to set the agenda for discussion. The format for raising a motion to set the agenda is, as follows:

“The delegate of _____ would like to set the agenda to _____. ”



Debate

Broadly speaking, there are two types of debate in an MUN; formal and informal.

General Speakers List (GSL)

After the agenda for the session has been established, a motion is raised to open the GSL. The format for raising a motion to open the GSL is:

“The delegate of _____ would like to raise the motion to enter into the General Speakers’ List, per speaker time being _____.”

The GSL is continuous and need not be opened after it has been opened initially. Per speaker time can be 60/90/120 seconds. All forms of debate during the conference are started out within the GSL, and this list is open throughout the duration of the discussion on that agenda. To speak in the GSL a delegate must intimate the Executive Board, by raising his/her placard when asked for speakers wishing to speak in the GSL. The countries’ names will be noted in the order in which they will be making their speeches.

After their GSL speech, a Delegate has the option to yield his/her time to a specific Delegate, Points of Information (questions) or to the Executive Board. The types of yields are explained later on.



Special Speakers' List

The Special Speakers' list falls outside the purview of formal debate, however, is not characterised as a caucus. The Special Speakers' List may be initiated in committee whenever there is a crisis introduced, mainly through updates. Special speakers are thus issued to solve the immediate crisis at hand. The speaking time of the Special Speakers' List is always less than that of the GSL and like the GSL, there is no total speaker time in the SSL. The committee reverts back into the GSL once the SSL is over. The format for raising a motion to open the SSL is:

"The delegate of _____ would like to raise the motion to suspend formal debate and move into a Special Speakers' List, per speaker time being _____."

Moderated Caucus

Delegates may raise a motion for a moderated caucus in which the EB of the committee will choose which delegate will speak. The delegate proposing the motion must state its purpose and specify a time limit for the moderated caucus as well as the speaking time per delegate. The motion needs a simple majority vote in order for it to pass. The format for raising a motion for a moderated caucus is:

"The delegate of _____ would like to raise the motion to suspend formal debate and move into a moderated caucus, total time being _____, per speaker time being [time in seconds], discussing [topic]."

Delegates should take this opportunity to propose plans. Only one delegate may speak at a time. The delegate that proposed the caucus must and should speak, and has the option to be either the first or last speaker.



The Executive Board may rule such a motion out of order if it is not worded properly or in case it is out of the scope of the agenda.

A moderated caucus is presided over by the Executive Board, and Delegates wishing to speak must raise their placards when asked, so that they may be recognised immediately after the previous speaker. A Delegate can be recognised multiple times in a moderated caucus, but not immediately after they have just spoken.

Unmoderated Caucus

An unmoderated caucus would mean that Delegates can informally interact with their fellow delegates without moderation by the Executive Board.

“The delegate of _____ would like to raise the motion to suspend formal debate and move into an unmoderated caucus, total time being [time in minutes].”

Only the total time needs to be specified when raising this motion. When it is put to vote, it requires a simple majority to pass.

Open Floor

An Open Floor is another variation of informal debate since it is used to facilitate the spontaneous flow of debate. There is neither a per-speaker time nor a specific agenda for an Open Floor. The format for raising a motion to enter into an Open Floor is:



“The delegate of _____ would like to raise the motion to suspend formal debate and move into an Open Floor; total time being [time in minutes]”

Round Robin

A Round Robin involves the delegates giving speeches on the topic, usually a newly introduced crisis, in alphabetical order. The format for raising a motion to enter into a round robin is:

“The delegate of _____ would like to raise the motion to suspend formal debate and move into a Round Robin, per speaker time being [time in seconds]”

All delegates a part of the committee are included in it, however, a delegate possesses the right to refrain from speaking. A delegate cannot reserve their right to speak. The per speaker time cannot be longer than that of the GSL and there is no total speaker time. Round Robins do not have a specific topic.



Points:

- 1) **Point of Information (POI):** A POI is simply a question asked at the end of a delegate's speech. They are usually asked while the committee is in a GSL session or a SSL session, however it is subject to the discretion of the chair whether they will entertain points during different forms of debate. A POI may be asked verbally if the delegate asking the question is recognized by the chair, or it may be sent via chit if allowed by the chair. Delegates are advised to keep their POI's short and to the point.
- 2) **Point of Order (POO):** A POO is generally used to point out a factual inaccuracy or logical fallacy in a delegate's speech. It may also be used against the Executive Board, should they make a procedural error.
- 3) **Point of Parliamentary Inquiry (POPI):** A POPI may be raised by a delegate who would like to ask something related to procedure being followed in committee.
- 4) **Point of Personal Privilege (POPP):** A POPP may be raised when a delegate is experiencing a personal discomfort or would like to make a personal request to the Executive Board. This point is held in the highest regard and will always be addressed by the Executive Board, however delegates are advised to not abuse this.
- 5) **Right to Reply:** A delegate may request a right to reply if his personal or national integrity has been insulted by another delegate. It is up to the discretion of the Executive Board whether to grant this right or not. If granted, the delegate must state the statement which caused him offence, what offence was caused to national/personal integrity and end it with a demand for apology. It is usually a thirty second speech.



Yields:

- 1) **Yield to Points of Information:** If the delegate yields his/her remaining time to POIs, then the Executive Board will open the floor for questions on the delegate's speech.
 - 2) **Yield to the Chairperson/Executive Board:** If the delegate yields the remainder of his/her time to the chairperson/Executive Board, then the chairperson/Executive Board is at liberty to use the remainder of the time as he/she deems fit.
 - 3) **Yield to another delegate:** If the delegate yields the remainder of his/her time to another delegate, the delegate to whom the time has been yielded may speak for the remainder of the time.
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Paperwork

Committee	Communiqués	Directives	Press Release	Presidential Statement	Working Paper	Draft Resolution
Emergency Special Session of the United Nations General Assembly, 1980 (Flagship)	✓	✓	✓	✓		✓
Futuristic Extraordinary Islamic Summit Conference of the Organisation of Islamic Cooperation, 2028	✓	✓		✓	✓	✓
The Stormont Talks, 1997	✓	✓	✓			
JCC(1): Emergency White House Meeting of the United States of America, 1862	✓	✓				
JCC(2): Emergency White House Meeting of the Confederate States of America, 1862	✓	✓				



Note: *Committee specific paperwork will be elaborated upon in the committee's study guide itself. This is also subject to change at the discretion of the Executive Board.*

Position Paper

Every committee will have position papers which are documents meant to highlight a delegate's understanding of his/her allotments policy regarding a particular agenda.

It consists of three fundamental parts:

1. Statement of the Problem
2. Policy Pertaining to the Agenda
3. Solutions

Sample Position Papers for country based allotments may be accessed [here](#) and for Cabinet allotments may be accessed [here](#).

The deadline for submission of Position Papers is **9th June, 11:59 p.m.**

Communiqué

Communiqués are messages from usually an allotment to another country, organisation, person or group of people. Communiqués can be bilateral (between two countries) or multilateral. They are meant to facilitate dialogue with relevant actors in a crisis so that delegates can take action to resolve the various crises presented to them in committee. A communiqué needs to be well worded, sufficiently detailed and most importantly realistic enough. Delegates are to keep in mind that the Executive Board has absolute discretion with regards to ratifying and reading out any Communiqué submitted by a delegate as an update to the committee. Communiqués can either be either public or private.



A sample Private Communiqué may be accessed [here](#), and a sample Public Communiqué may be accessed [here](#).

Directive

A Directive is a document that mandates an official series of measures. Unlike a Resolution in a typical MUN committee, a Directive is more straightforward, less formal, and intended for use multiple times throughout the conference, not just at the end of discussions.

A thoroughly detailed and well-considered Directive will maximise the impact of your actions, whether positive or negative. Directives must be written in a clear and concise format. These directives are essential for addressing the immediate crises the committee will encounter during the conference.

A sample Private Directive may be accessed [here](#).

Press Release

A press release is a document used to inform the committee aware of a certain incident or an action that has been undertaken. A press release can be single or joint. By its very nature, a press release is always public.

A sample may be found [here](#).



Presidential Statement

A presidential statement works much like a press release, however, unlike press releases, it can only be written by the official head of state of a country. If ratified, a presidential statement becomes a part of the official policy of the country.

A sample Presidential statement may be accessed [here](#).

Working Paper

Delegates may propose working papers for committee consideration. Working Papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format.

Working Papers require the approval of the EB to be copied and distributed. They are concise and an abridged form of the resolution. Working papers represent the first step in the process of resolution writing. The wonderful thing about working papers is that unlike other formal documents in a MUN, they are absolutely informal. They do require signatories but have no absolute format, and can be about anything under your topic area.

A sample working paper may be accessed [here](#).

Resolution Writing

Before it is formally introduced to the committee, a resolution is referred to as a Draft Resolution. The Executive Board of your committee would like drafts to deal with ideas and opinions presented in working papers and existing resolutions, as well as new ideas and innovations. Remember, a final resolution has to present a well thought out, feasible solution that will solve the crisis at hand.



Your draft resolution should present the same logical flow that will be present in the final resolution. A Sample Resolution is presented later in this conference handbook. A draft resolution needs three things before it can be introduced to the floor.

First, it needs the signatures (but not necessarily approval) of at least 2/3rds of the total members to that committee.

A word about signing - being a signatory in no way signifies approval for that resolution, you are not bound to vote for or against a resolution just by being a signatory. Being a signatory merely implies that you feel that this resolution should be introduced to formal debate. You are signing to introduce a resolution to debate - no more, no less.

Secondly, a resolution needs to present a logical, simple and above all feasible solution to the situation at hand. Working papers may contain the most imaginative and creative ideas, but in a resolution these ideas have to stand up against the real world. If your Executive Board feels that the solution presented in the resolution is unworkable, he/she may refuse to introduce it to the committee. We prefer to work on the principle of one final resolution, and so the draft resolution should be extensive enough to cover the entire topic area.

Thirdly, a resolution needs authors, who will actually be sponsors (although are not officially recognized as such), and who are willing to amend and emend resolution until it suits everybody else, without compromising the meaning or original premises of the resolution.

After the Resolution has been introduced, it may be read out by the sponsors of the resolution.

A sample for a Draft Resolution may be accessed [here](#).

Clauses:

Sample clauses that may be used in a Draft Resolution are provided below:



Sample Preambulatory Clauses:

Affirming, Alarmed by, Approving, Aware Of, Bearing in mind, Believing, Confident, Contemplating, Convinced, Declaring, Deeply concerned, Deeply conscious, Deeply convinced, Deeply disturbed, Deeply regretting, Desiring, Emphasising, Expecting, Express Its appreciation, Expressing its satisfaction, Fulfilling, Fully alarmed, Fully Aware, Fully believing, Further deploring, Further recalling, Guided by, Having adopted, Having considered, Having considered further, Having Devoted attention, Having examined, Having heard, Having received, Having studied, Keeping in mind, Noting with regret, Noting with deep concern, Noting with satisfaction, Noting further, Noting with approval, Observing, Reaffirming, Realizing, Recalling, Recognizing, Referring, Seeking, Taking into account, Taking into consideration, Taking note, Viewing with appreciation, Welcoming

Note: All preambulatory clauses must end with a comma (,).

If even one preambulatory clause is scrapped, the entire resolution is scrapped.

Sample Operative Clauses:

Accepts, Affirms, Approves, Authorizes, Calls, Calls upon, Condemns, Confirms, Congratulates, Considers, Declares accordingly, Deplores, Designates, Draws the attention, Emphasizes, Encourages, Endorses, Expresses its appreciation, Expresses its hope, Further invites, Further reminds, Further recommends, Further requests, Further resolves, Notes, Proclaims, Reaffirms, Recommends, Regrets, Reminds, Requests, Solemnly affirms, Strongly condemns, Supports, Takes Note of, Transmits, Trusts

Note:

Operative clauses are numbered and state action to be taken by the committee. These clauses begin with present tense active verbs, which are generally stronger words than those used in the preamble. Each operative clause is



followed by a semicolon (;), except for the last which ends with a period/full stop (.).

Amendments and Emendments

Following the reading, any grammatical and syntax errors may be corrected by raising an amendment. This process of emending must take place before the vote.

Delegates may amend or alter any resolution that has been introduced in committee. An amendment to a draft resolution has to be sent to the Executive Board. The delegate needs to specify in a short note the parts of the draft resolution that he intends to amend and then specify in resolution format the amendment he wishes to apply or add to the draft resolution. The amendment may address one or more than one clause of the draft resolution. The proposed changes are sent by the delegate along with his or her allotment name. However, there cannot be an amendment to an amendment. The amendment can be discussed via a Two-for Two-against motion, or a One-for One- against Motion, or sometimes, a Three for- Three against motion.

Sometimes, due to the simplicity of the amendment, a lack of time, or by discretion of the Executive Board, the amendment may not be discussed at all. After adequate or no discussion on the amendment, the amendment shall be voted upon. If a 2/3 rd majority votes in favour of it, then that particular clause of the draft resolution gets amended. If half or more of the total number of clauses of the draft resolution are amended, then the resolution or may be scrapped.



Voting

Each country will have one vote. Each vote can be a "Yes", "No", "No with Rights", "Abstain" or "Pass". Should a member not be present and voting during a substantive vote, that member shall have not voted (technically equivalent to "Abstain"). All votes on substantive issues will be conducted by roll call. No outside observers may be present during a vote, and the Executive Board shall ensure that the room is sealed before proceeding with the vote. Voting may be interrupted only by Point of Personal Privilege. During a Roll Call Vote, the Moderator will assume control of the committee.

1. During the first round of voting, delegates will vote in alphabetical order, choosing to vote a "Yes", "No", "Yes with Rights", "No with Rights", "Abstain" or "Pass". A delegate, which does not pass, may request the right to explain his/her vote.
2. A delegate that passes in the first sequence must vote during the second sequence. The right to explain that one's vote is suspended in this second round. Member nations who requested the right to explain their votes may do so, with a time limit set by the Executive Board.
3. A third sequence will ensue, where the delegates will not have the option to pass, meaning they must vote "Yes" "No" or "Abstain". The right to explain one's vote is suspended in this round as well.

Note: "Yes with Rights" and "No with Rights" are important powers given to a delegate, in order to clarify his policy/stance in light of a vote. The delegates must use this judiciously and only when necessary.



Plagiarism Policy

X-MUN 2025 has strict guidelines with regard to plagiarism. All the works presented by the delegates, ranging from their Position Papers to the Draft Resolutions, must all be completely original. The limits on plagiarism will be set by the Executive Board of the respective committees. The Executive Board also has the final say on whether a work is plagiarised or not. Kindly remember that plagiarism of any form is not tolerated at X-MUN 2025
