



**CBIT  
MUN**

***THE SPECIAL SUMMIT ON  
COVID-19***

**SUMMIT  
HANDBOOK**

# LETTER FROM THE SECRETARIAT

Distinguished Heads of States, Observers, and Press,

We the Secretariat are honored to invite you all to *The Special Summit on Covid 19*.

Our societies are being severely tested. Covid-19 has put the lives of billions of people around the globe in turmoil, inflicting grave suffering and destabilizing the global economy. It has exposed the fragility of our societies and economies to shocks, and it has laid bare deep inequalities that threaten the achievement of the Sustainable Development Goals. The only answer is brave, visionary and collaborative leadership. The scale and complexity of this crisis demand a coordinated global response.

With that being said, we believe this Summit has the ability to drive people to create a better world with creative solutions for the people who live in it.

Ending the pandemic everywhere is both a moral imperative and a matter of enlightened self-interest. At this unusual moment, we cannot resort to the usual tools. Extraordinary times demand extraordinary measures. We face a colossal test which demands decisive, coordinated and innovative action from all, for all.

Best Wishes,

**SECRETARIAT  
CBITMUN**



# SECRETARIAT

Anirudh R  
Annanya Vedala  
Anusha Prakash  
Bhavishya Agarwal  
Eswar Chava  
Ilyas Khan  
Madiha Sadaf  
Mir Atif Ali  
Nabeel Khan  
Rupak N  
Satvika Reddy  
Sejal Masade  
Sharon Sam  
Siri Desiraju  
Sohan Kumar  
Varshith BVST



# ITINERARY

**10-10:15 AM: Informal Session**

**10:15-12:30 PM: Session 1**

**12:30-1:30 PM: Lunch/Break**

**1:30-3:15 PM: Session 2**

**3:15-3:30 PM: Break**

**3:30-5:45 PM: Session 3**

**NOTE :** *The above mentioned Schedule is in Indian Standard Time and we expect everyone to be on time.*



# CODE OF CONDUCT

The Chair will declare the opening and closing of each meeting and may propose the adoption of any procedural motion at his or her discretion. During Debate or Moderated Caucus, the Chair has absolute control over the proceedings. The Moderator will direct the flow of formal debate, accord the right to speak, put questions before the committee, announce decisions, rule on points of order and ensure and enforce the observance of these rules. The other members of committee staff may advise individual delegates or the committee on the possible course of the debate. The Committee Staff is responsible to the Secretariat at all times.

The Press Corps is free to publish any material that lies within the scope of this conference.

It is advised to refrain from the publication of offensive and derogatory material, especially if targeted at a select group of persons. The Press enters and observes committee proceedings on the basis that the committee has no significant objections to their presence.

**Dress Code-**We expect all the delegates to dress professionally for the summit.



## DELEGATE DECORUM:

Delegates are expected to act with the utmost respect towards each other, as would any actual members of the diplomatic arena. Delegates are to note that during all modes of formal discussion (Moderated Caucus, speeches, points of information etc.), they are to speak in the third person.

For example: “I would like to propose a solution to the food security problem in your country” is incorrect.

“The delegate of the United States of America would like to propose a solution to the food security problem in the delegate of Zimbabwe’s country” is better.

## RULES OF PROCEDURE:

Each rule is self-sufficient unless altered by the Secretariat. No other procedural rules apply; should such a situation occur that is not addressed by the following rules, the Chair will be the ultimate authority on all procedural matters. Also, note that all rules are subject to the discretion of the Chair.

1. Setting the Agenda: Setting the agenda is the first motion made during the opening session. A motion is to be made by any delegate to state the topic area to be debated. This motion requires a second. Once the motion is made, a provisional speakers list featuring three speakers for the motion and three speakers against the motion will be made. Once this is exhausted, voting shall occur (requiring a simple majority only). Following the setting of the agenda, a motion to proceed to the second topic area will only be entertained once the committee has either adopted or rejected a resolution on the first topic, or after the debate had been adjourned.

Please note that the above motion applies only if a delegate feels that the order of the topics proposed by the chair should be altered, i.e., if the second topic should be debated before the first one.



2. **Speaker's List:** Once the agenda is determined, a continuously open Speaker's List is established, to which delegates can add their names. This list will proceed in the order in which delegates are recognized by the Chair. This order will be followed for all debate on the topic area unless superseded by any procedural motions (example, motions to move into a Moderated Caucus, etc.) or reports. Speakers are allowed to speak on the topic in general and may address any draft.

3. **Speeches:** Delegates cannot address a session without prior permission of the Chair. Off-topic or offensive remarks may result in being called to order by the chair.

4. **Limitation of Speaking Time:** The Chair may limit the time allotted to each speaker at his or her discretion. Delegates may motion to increase or decrease the speaking time, which will then be voted upon by the session. Upon exceeding their time limit, the delegate may be called to order without delay, though the Chair has the discretion be flexible with respect to this.

5. **Yields:** When a speaker delivers a non-controversial speech, two comments are order. If, however, the content of your speech needs further explanation or is highly controversial, you need to make use of yields.

You may yield:

- a. To points of information,
- b. Your time to the chair,
- c. Your time to another delegate.

6. **Right of Reply:** Any delegate whose personal or national integrity has been shown disrespect by that of another delegate, within the scope of formal debate, may request the Chair for the Right of Reply. If approved by the Secretariat, the respective delegate will be severely reprimanded and possibly excluded from further committee proceeding. Delegates are requested to use the Right of Reply with the utmost discretion. Frivolous use of the Right to Reply may lead to disciplinary action on the offending delegate administered by the chair.



7. **Moderated Caucuses:** The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. The approval of such a motion rests entirely in the hands of the committee staff and is not subject to appeal. During a moderated caucus, the Chair will suspend the Speaker's List, and call on delegates to speak at his or her discretion. A moderated caucus is also opened for a specified purpose and a specified time.

8. **Un-moderated Caucuses:** This is essentially an informal discussion amongst delegates and has non procedural rules. Delegates generally use it to formulate working papers or resolutions. It must be motioned for, and it also requires a purpose and a specific time. The Speaker's List is to be followed at all times, except for when it is interrupted by procedural motions, or other such issues. Following the end of such motions, the Speaker's List will be resumed.

## 9. Voting:

A. **Procedural Voting:** All members are required to vote without abstentions. A simple majority is observed where there are more "Yes" votes than "No" votes, while two-thirds majority vote requires twice as many "Yes" votes as "No" votes.

B. **Substantive Voting:** Substantive voting occurs on any matters pertaining directly to the resolution. Each vote may be either "Yes", "No" or "Abstain". Any abstentions are considered as „not-voting“. Unless a roll-call vote is accepted, all matters are voted upon via placards. Only non-observer nations may vote on substantive matters.

C. **Roll Call Voting:** After debate is closed on a resolution, delegates may request a roll call vote (only for substantive votes). During Roll call vote, the Director will call countries in alphabetical order. During the first round of voting, delegates may vote "Yes", "No", "Yes with Rights", "No with Rights", "Abstain" or "Pass".

a. **Yes with Rights/No with Rights** – Delegates who vote in this manner reserve the right to explain his/her vote when voting against the policy of his/her country.

b. **Pass** – Delegates may pass their vote during the first round of voting. However, they will be required to vote either Yes or No (no abstentions) during the second round of voting.

c. Note that Observer Nations may not vote on substantive matters, though they will be required to vote on procedural matters or any other such matters.





## Points and Motions:

1. Point of Personal Privilege: Raised only when a delegate experiences personal discomfort (For example, they cannot hear, are too hot/cold etc.)
2. Point of Order: Raised by a delegate to address the following of a procedural matter. (example, if procedure is not being followed etc.)
3. Point of Inquiry: Raised when a delegate has questions regarding the proceedings and is directed to the Chair.
4. Withdrawal of Draft Resolution: Withdraws a draft resolution that has been submitted (requires the approval of all sponsors).
5. Appeal to Chairs" decision: Made (in writing) when a delegate feels the Chair has made an incorrect decision.
6. Suspend Debate (Moderated/Unmoderated Caucus): Used to move into informal debate. Length of time is to be specified as well.
7. Table Debate: Used to Table topic and move on to the next agenda item Closure of a Debate Used to end debate and move into voting procedure.
8. Adjourn a Meeting: Used to end meeting for the day Resolution Writing. The final results of a discussion, writing and negotiation are resolutions – written suggestions for addressing a specific problem or issue. Resolutions, which are drafted by delegates and voted on by the committee, normally require a simple majority to pass.

