LUSAKA OAKTREE SCHOOL MODEL UNITED NATIONS

# Chair Training

## LOTSMUN 2026

*Architects of Accountability: Redefining Power, Peace and Progress*

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# Why this session matters

1

## Tone sets the day

The first ten minutes shape how every delegate behaves.

2

## Many first-timers

From Primary to Upper Secondary. Some will be nervous.

3

## You are accountable

For fairness, for pace and for every delegate's experience.

**By the end: you will know how the day runs, how to run your room, how to handle problems and how to judge awards fairly.**

# Today’s plan: about 75 minutes

| | | |
|---|---|---|
| 1 | Welcome and purpose | 5 min |
| 2 | The role of a chair | 7 min |
| 3 | The conference day | 10 min |
| 4 | Running the committee | 15 min |
| 5 | Procedure and role-play | 12 min |
| 6 | Drafting and the Writing Guide | 8 min |
| 7 | People and problems | 8 min |
| 8 | Safeguarding | 4 min |
| 9 | Awards and fair judging | 12 min |
| 10 | Logistics, questions, close | 5 min |

# What does a chair do?

Opens and closes sessions · recognises speakers · rules on points and motions · keeps time · makes sure the committee makes progress

## Allow

things to happen

## Make

things happen

## Stop

things from happening

## Guide

the committee

**At LOTSMUN you are also the delegates' guide and teacher. Your committee may be someone's very first.**

# Five qualities of a good chair

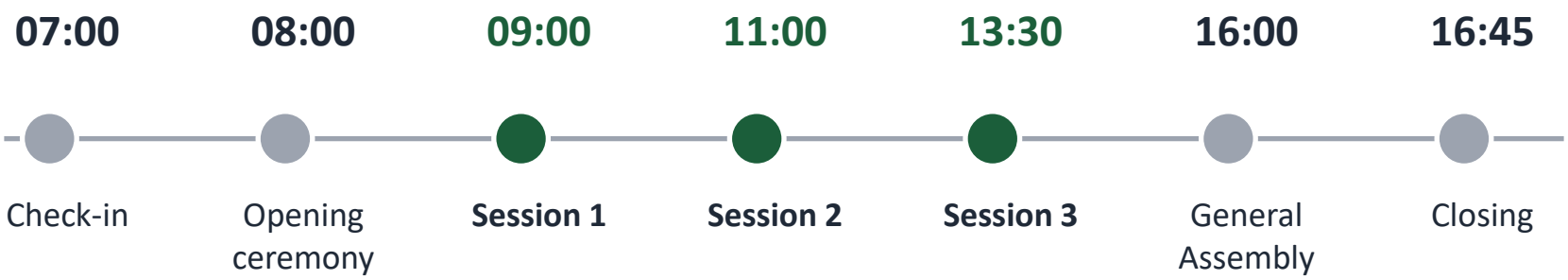
| | | |
|---|---|---|
| 1 | **Know your material** | Understand the topic better than any delegate. |
| 2 | **Rule with respect** | Authority comes from knowledge and manner, not the gavel. Say “The Chair stands corrected.” |
| 3 | **Be approachable** | Walk around during caucuses. Invite questions. |
| 4 | **Be fair** | Track who has spoken. Rotate recognition. |
| 5 | **Keep the energy up** | Eat and drink water between sessions. |

# Your dais team

| | |
|---|---|
| **Chair** | Presides, rules on procedure, sets the pace |
| **Vice-Chair or co-chair** | Shares the gavel, keeps speakers' list and time, watches for awards |
| **Rapporteur or secretary (if any)** | Records attendance, motions and votes, passes messages |
| **Everyone on the dais** | Circulates in caucuses, answers questions, scores delegates, supports each other in public |

*Meet before day one. Agree roles, signals and who scores.*

# Saturday 10 October, minute by minute




**Chairs:** arrive for 07:00 check-in. Be in your room by 08:45 with placards, attendance sheet and speakers' list ready. Write award notes after every session.

# 330 minutes of committee time

**90**

**minutes · Session 1**

Roll call and agenda (about 10 min), opening speeches, start debate

**90**

**minutes · Session 2**

Moderated and unmoderated caucuses, blocs, working papers started

**150**

**minutes · Session 3**

Drafts in the first hour, then amendments and voting (keep 30+ min)

**Use the breaks: write award notes and hold a two-minute dais debrief.**

# Seven stages of every committee

**1**

## Roll call

Say “present”

**2**

## Agenda

Read the topic

**3**

## Opening speeches

1 min 20 s each

**4**

## Debate

Caucuses

**5**

## Drafting

Check format

**6**

## Amend and vote

Explain first

**7**

## Closing

Thank and review

*Know where you are on this map and you never feel lost.*

# Opening speeches: 1 minute 20 seconds

**1:20**

80 seconds per delegate, plus about 10 seconds between speakers

**Hand at 1:00 · gavel tap at 1:20**

| | |
|---|---|
| **15 delegates** | about 23 min |
| **20 delegates** | about 30 min |
| **30 delegates** | about 45 min · add a short break |
| **40 delegates** | about 60 min · plan with the Secretariat |

**Let a delegate finish the sentence. Note one or two key points from every speech: they are where awards start.**

# Fair recognition and caucuses

## Speakers' list

- Keep a written list and a tally
- Rotate: do not always take the first placard
- Give quieter delegates and every bloc a turn

## Moderated

- One sub-topic, total time, speaking time
- Use for focus
- Every voice in short speeches

## Unmoderated

- Delegates leave seats to negotiate and write
- Use for blocs and drafting
- Reset the objective afterwards

**After each caucus: sum up the state of play in 1 to 2 sentences, name one disagreement and call a new voice.**

# Points and motions

## Four points

- **Personal privilege** comfort, e.g. noise: fix at once
- **Order** a rule was broken: rule quickly
- **Parliamentary inquiry** a question on the rules
- **Information** a question to a speaker

## Motions: most to least disruptive

1. Adjourn or suspend
2. Unmoderated caucus
3. Moderated caucus
4. Extend debate or caucus
5. Introduce draft or amendment
6. Close debate

*Prefer motions that move the committee forward.*
*Rule repetitive or delaying motions out of order.*

# Phrases every chair should know

**Open**

*“The committee will now come to order. Welcome to [committee] at LOTSMUN 2026.”*

**Recognise**

*“The Chair recognises the delegate of [country], who has one minute and twenty seconds.”*

**Warn**

*“Delegate, you have twenty seconds remaining.”*

**Rule**

*“The point is well taken.” or “The point is not in order.”*

**Correct**

*“The Chair stands corrected.”*

**End caucus**

*“The caucus is over. The committee returns to formal debate.”*

**Role-play: one chair presides for 3 minutes while others raise a Point of Order, an unmoderated-caucus motion and a Point of Personal Privilege.**

# Drafting and the Writing Guide

## Preambulatory clauses

- The reasons
- Start with a phrase like “Alarmed by”
- Not numbered; end with a comma

## Operative clauses

- The actions
- Numbered; start with a strong verb such as “Establishes” or “Urges”
- Semicolons; the last ends with a full stop

**Check three things in every draft:** the format, a clear “who does what” in each clause, and realistic funding and dates. Give specific feedback, return it, do not rewrite it.

**Take amendments in order: big policy changes before small wording changes.**

# Common problems, calm responses

| | |
|---|---|
| **One delegate dominates** | “Thank you. I would like to hear from other delegations.” |
| **A silent delegate or bloc** | Call kindly in a moderated caucus. Ask a simple question from their position. |
| **Personal clash** | Pause. “Let’s return to the policy.” Ask for a written proposal. |
| **Disruption** | Correct privately first, neutral tone. Public ruling only if it continues. |
| **Work written by someone else** | Ask them to explain the idea in their own words. |

**Scenario: two delegates keep interrupting each other. What do you do?**

# Adjust to the level

## Primary

Simple words. Show each step. Be very encouraging. Keep caucuses short.

## Lower Secondary

Explain rules quickly. Expect more independent drafting. Push for country-specific arguments.

## Upper Secondary

Expect fluent procedure and evidence. Ask hard questions on funding, enforcement and who checks.

# Safeguarding: non-negotiable

## Respect everyone

No teasing, sarcasm or comments on appearance, accent, background or country.

## Keep contact public

Committee room or open areas. No private one-to-one meetings or personal contact details.

## Watch for distress

Give a short break. Tell the Secretariat or the delegate’s teacher.

## Report concerns at once

Tell the Secretary General or the staff member in charge. Follow school procedures.

# The four LOTSMUN awards

## Best Delegate

The best overall job in the committee

## Honourable Mention

Excellent and close to the best

## Best Dressed

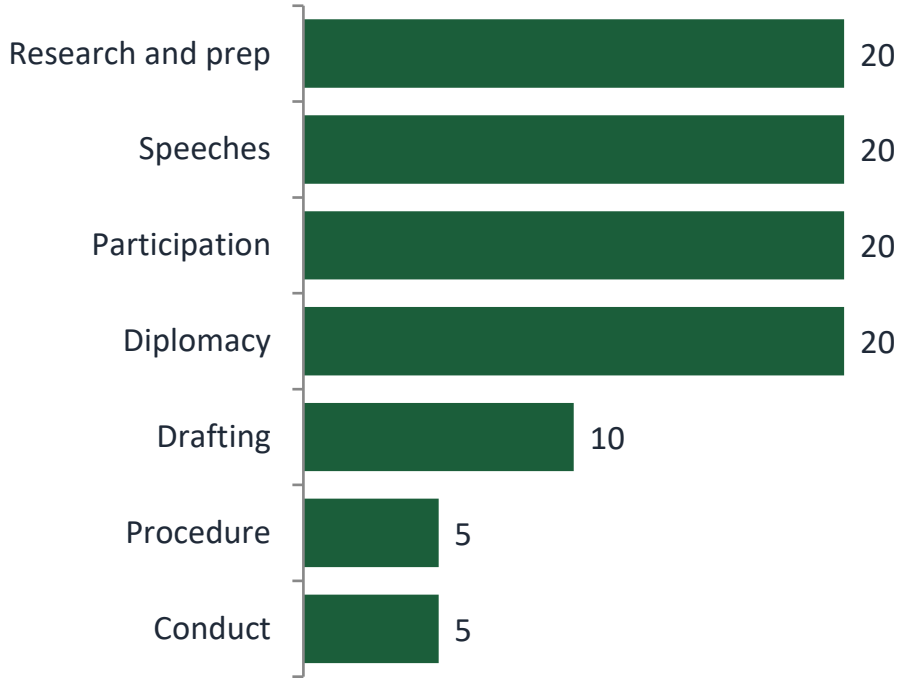
Best met the dress code with neatness and care, including traditional or national dress

## Most Promising

Often new to MUN; greatest potential or growth

**You recommend. The Secretariat confirms.**

# Scoring: out of 100




**Use for Best Delegate and Honourable Mention.**

- Best Dressed and Most Promising are judged separately
- Score every session
- Use the Appendix C scorecard

# Five rules for fair judging

1. Agree standards before committee starts
2. Write evidence, not impressions
3. Score every session, so the last one does not count extra
4. Reward substance, not volume. Give one strength and one next step
5. Declare conflicts of interest: a friend, relative or schoolmate

**Calibration exercise:** score the sample speech out of 20 privately, then compare. Notice how far apart we were.

# Before Saturday

| | |
|---|---|
| **Read** | your study guide start to finish and do extra research |
| **Make** | a one-page cheat sheet: rules, time limits, plan |
| **Meet** | your dais: roles and signals |
| **Pack** | gavel, timer, placards, attendance sheet, speakers' list, scorecards, water |
| **Save** | my number and the Secretariat's contact |

**Delegate check-in starts at 07:00. Chairs arrive by [time to be confirmed].**

# Questions?

## Be warm. Be fair. Be prepared.

If something unexpected happens, use your judgement and ask the Secretariat.

Thank you. I look forward to seeing the debates you guide.