

Dais Checklist

The Dais is the group of people in charge of each committee during a Model UN conference. Typically, the Dais is made up of three members: the Chair, the Co-Chair, and the Rapporteur. While each member of the Dais has his/her own responsibilities, they work together to ensure order and to maintain the flow of debate.

Steps	What To Do	Important Notes:
Start	Roll Call	Delegates either answer “present” or “present and voting” (take note of who says “present” and who says “present and voting”)
1	Chair will open up Speaker’s List to Set the Agenda (with a time limit)	Take names of countries who wish to speak and write them down, in order.
2	First Round of Speakers (setting the Agenda)	If anyone wishes to be added to the Speakers List once the “first round” of speakers is taken, the delegates must pass a note to the Chair via the Pages.
3	Move into Voting on Agenda Order	Once agenda is voted upon, no other agendas will be considered.
4	Open Up Speaker’s List to Debate First Topic (with time limit)	Chair should remember to ask for any points or motions after each speaker. (write down in order received)
5	Once Speaker’s List is open, begin voting on whatever motions were brought up (in order they were received).	<p>Types of Motions:</p> <p>Moderated Caucus: needs time limit, speaker’s time and topic of debate.</p> <p>Unmoderated Caucus: needs time limit and reason for caucus. [can meet with delegates and start working on resolutions.]</p> <p>Change Speaker’s Time: need two “against” and two “for”</p> <p>Close Speaker’s List: allows for no more speakers to be added, but finish the ones on the list.</p> <p>Close Debate: allows you to move directly into voting procedure</p> <p>Adjourn: to end the model until next year</p> <p>Recess: to suspend the model until the next scheduled session (like until the next day or lunch)</p>
6	Move into Debating First Topic (Chair will set speakers time)	Do not allow speakers time to go over 1 minute.

7	Once Speaker's List is Exhausted, Voting Procedure on Any Resolutions for First Topic will go into Effect	During voting, no one can enter or leave the room. Three choices for voting: <ol style="list-style-type: none">1. Vote by Consent2. Roll Call Vote3. Placard Vote
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Note: Repeat steps 4-7 for each topic.