**WRITING CHITS IN A MUN**

In large committees, it is often felt by the delegates that the amount of recognition is quite less to cover all the points that they want to bring up in the committee. It has been observed that many delegates, generally, have certain issues with the chit system and its working and therefore, they tend to lose marks in this aspect. This document shall aim to clear your doubts and give you a better understanding of the chit system. There are three types of chits –

1. To Executive Board Chits  
2. To Delegate and From Delegate Chits  
3. To Delegate Chits via Executive Board

It is important for you to know about the chits that contribute to the committee and the chits that are usually concerned with a delegate’s personal wishes. Therefore, for your understanding these chits are divided into Procedural Chits and Substantive Chits.

Procedural Chits are concerned with Points of Personal Privilege such as if the delegate wants to be excused, if a delegate wants his/her name to be added to the GSL, or questions pertaining to points of parliamentary enquiry such as what is a GSL. These chits are not marked by the Executive Board.  
Substantive Chits are the chits that contribute to the debate. They are related to the agenda and can be addressed to the Executive Board or another delegate via Executive Board or both.

**To Executive Board Chits:**

To Executive Board Chits, as the name suggests, are addressed to the Executive Board. In these chits, delegates convey their content directly to the members of the Executive Board for evaluation. These chits when sent should portray a proper analysis and should be related to the agenda to be called substantive. We request you to highlight the points to make it easy for us to see your main points in the chits.

In chits you can straight away go to your point. There’s no need for you to write any introductory line such as the delegate of so and so would like to say… and so on. Try explaining your point as adequately as possible as you have ample time to write a chit.

It is difficult to speak all the points in the stipulated time of the moderated caucus, or GSL, or PSL. In such a situation, if you have more points to add but could not mention them in your speech, then you can send them in a chit to the Executive Board. Irrespective of whether you have sent the chit to us or not, we expect you to convey your points to the committee as well, whenever you get time. In the end you are here to debate with the delegates and not with the Executive Board. We are just mere facilitators.

In our experience we have often observed that delegates copy text from the background guide or from some other sources and send us in a chit. In such a case where you find that a particular point requires attention, you need to paraphrase it in a way that it looks like it needs to be discussed in the committee. For that you can tell us in a chit why that point is important for us. For instance, if you came across the point in the background guide about rural-urban migration of displaced people; then send a chit which addresses the questions – why is it important to discuss in the committee, a brief introduction to the issue, how is it relevant to the agenda being discussed and if possible your country’s stance on that issue. Please ensure that you are paraphrasing. Any person can copy the entire background guide and send us in different chits. This is not what we want. We want you to understand it and then explain it to us in your words. Also, one should try to raise issues or points that guides the debate further.

A few delegates write in chits that they want recognition. We understand your concerns but at the same time where you write you want recognition, tell us why you want the recognition and what point you wish to raise. Even if we fail to give you recognition, we can make note of your point. But this does not mean you would not speak those points in the committee which you have sent to us. You should make sure you share those points with your fellow delegates as well.

Try elaborating your points while writing chits. Just don’t mention facts or figure or what you wish to discuss. It is very important for us to know why you think it is relevant to inform us about the point. We have seen that they would say, for instance that they wish to discuss a particular topic but fail to tell us how they have conceptualised that topic. Some of them give facts and figures but fail to give analysis of the same. For example, do not just mention that 1 lac people were displaced from a country. Tell us, what exactly happened, how discussing that country is important to the debate, and so on. Understand this, it becomes difficult for us to assess your chits, if you are not communicating each point to us. As an Executive Board member we are not allowed to use our knowledge to draw links for you; it would become unfair for the committee.

Some of the delegates send different parts of the same point in different chits. You can send them all in one chit only. Executive Board does not mark according to the number of chits you are sending but how much sense you make in that chit. So a delegate who sends 5 chits and makes only 1 sensible point is equal to a delegate who sends 1 chit and makes 1 sensible point. Also at times, if you have written a chit well and analysed it from multiple perspectives then you can fetch quite a lot of marks from that single chit.  
There are delegates who try to predict future scenarios with the help of their research and analytical skills. They write their conclusions in the chits. In case you feel there is a need for you to do this, you should explain how you derived that conclusion instead of just writing the conclusion.

**To Delegate and From Delegate Chits:**

To delegate and from delegate chits only involve the delegates concerned, without the involvement of the Executive Board. They help you in lobbying, which is convincing others or building consensus. Exchange your ideas and points by writing chits to other delegates during the committee. Seek for clarifications, if you have any, from the delegates you think did not explain their point adequately. Try convincing others about your points. These are the chits which can bring committees to a consensus if used effectively.  
Do not ignore these chits. We have seen that these are the chits that delegate hardly answer. These chits might not get marked but in the end seeing the committee we can actually make out how effectively you used these chits and there we can see your lobbying skills and diplomacy. So for the betterment of the committee use these chits properly.

**To Delegate Chits via Executive Board:**

These are chits which are addressed to another delegate but are first received and read by the Executive Board and then forwarded to the mentioned delegate. They may consist of a question that the delegate has or an answer/reply to a question or if a delegate wants an explanation regarding a point spoken. These chits are sent to the Executive Board for them to be recognised and marked accordingly.

Use these chits when you have points of information from the other delegate. At times, delegates engage into a discussion in these chits on an issue which is not relevant to the agenda. We appreciate your knowledge but we want you to discuss only those themes that are considered to be a part of the agenda.  
It is important, in these chits, to make a demarcation where exactly you need to involve the Executive Board Members. When you need clarification regarding a point that some other delegate spoke, instead of sending via EB chits, send a chit to that delegate directly. Try involving Executive Board only when you think that your discussion with the other delegate will guide the debate further or when you feel the point that you have raised to the other delegate needs to be acknowledged by the Executive Board Members.