

Delegate Guide

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What is an MUN conference?

- Model United Nations (MUN) simulations are popular exercises for those interested in learning more about the UN. Model UN helps students to develop public speaking, writing and research skills.
- In addition, they often provide the first entry point into international affairs and introduce students to the wide range of peace and security, human rights, development and the rule of law issues that are on the UN agenda. The basic focus is for students to research political positions of nations and global areas of conflict to gain a better understanding of the world through it.
- It ultimately aims to develop the art of peaceful negotiation among potential national and international leaders. MUN is a forum where students act as representatives of their appointed country and are pioneers of their country's stand.
- It gives the students an opportunity to showcase their unique talents, which include the gift of the gab, having a quick wit, being able to formulate plans of action under pressure, to being able to come to a workable compromise. In conclusion a MUN conference promises to be one of the most interesting, educational and memorable experiences of your life.

Glossary

Abstention

An option for Member States during substantive votes. Member States may abstain only if they are “Present” during formal roll call. To abstain means a State is formally counted, but does not vote in favour of or against a substantive motion. Abstentions do not affect the result of voting, as the final total only considers votes for and against the motion.

Adjournment of Debate

Ends debate on a topic, and on all draft resolutions for that topic, without voting on any further proposed draft resolutions. A motion for reconsideration can reopen debate on this topic.

Agenda

It is the question at hand that dictates the matter of debate and discussion of the committee. The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

Amendment

A change to a draft resolution on the floor. It proposes to add, strike or edit the operative components of the draft resolution.

Appeal of the Chair

A motion to challenge the decision of the Chair

Caucus

A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus

Chair

Person who is in charge of leading the committee’s formal debate in accordance with the Rules of Procedure.

Decorum

Overall respect for the formal committee process and speakers.

Dilatory

A motion is dilatory if it may obstruct or delay the will of the committee (e.g. motions to suspend the meeting proposed immediately after several previous suspension motions failed).

Draft Resolution

A working paper that has been accepted by the Dais and is discussed and voted on by the body.

Explanation of Vote

Allows a sponsor of a draft resolution to explain why they voted against the draft resolution, after it had been amended or changed by a division of the question.

Functional Commissions

Functional commissions are established pursuant to Article 68 of the Charter of the United Nations and report to the Economic and Social Council. They are also considered a subsidiary organ/body. Examples include the Commission on the Status of Women (CSW) and the Commission on Narcotic Drugs (CND).

Friendly Amendments

Amendments proposed by all the sponsors of a draft resolution. Once approved by the Dais, these amendments are automatically incorporated.

General Assembly

The main deliberative organ of the UN system, comprised of all Member States of the UN.

Inter-Agency Coordination Mechanisms

On thematic issues that cut across the work of many UN programs, funds, and agencies, an inter-agency coordination mechanism will often be established. These mechanisms are an essential source for information on these thematic issues, as they represent the work of the entire UN system. Examples include UN-Water and the Intergovernmental Panel on Climate Change.

Majority Vote

A threshold at which many motions pass. A motion passed with a simple majority vote if more people vote yes than vote no (in the case of substantive votes, ignoring abstentions). Tie votes fail.

Member State

A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and the Security Council. Currently, there are 191 member states.

Motion

A request to do something during formal debate; motions are voted on by the body. Procedural motions: all Member States and Observers of the committee vote. Substantive motions: only Member States vote.

Non-governmental organization (NGO)

NGOs, also known as civil society organizations or CSOs, are non-profit groups independent from governments. Normally organized around specific issues, NGOs deliver a variety of public and humanitarian services.

Observer

A state, national organization, regional organization, or non-governmental organization that is not a member of the UN but participates in its debates. Observers can vote on procedural matters but not substantive matters. Observers may not sponsor resolutions or vote on substantive matters, but they may act as a signatory and must vote on procedural matters. An example is the Holy See.

On the floor

At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Director and introduced by the committee, it is put "on the floor" and may be discussed.

Operative Clause

Information is given about what action the body believes should be taken.

Point

A request raised by a delegate for information or for an action relating to that delegate.

Position paper

A summary of a country's position on a topic, written by a delegate before a Model UN conference.

Preambulatory Clause

Sets up the historical context and cites relevant international law or policies for a resolution, which justifies future action. It begins with a participle or adjective

(noting, concerned, regretting, aware of, recalling, etc).

Present

Attendance status that establishes a delegation as present in the committee, with the opportunity to abstain during substantive votes.

Present and Voting

Attendance status that establishes a delegation as present in the committee without the opportunity to abstain during substantive votes; delegations must vote “yes” or “no.”

Principal Organs

Principal organs are established pursuant to the Charter of the United Nations. There are six principal organs of the UN: The General Assembly (Art. 9), the Security Council (Art.23), the Economic and Social Council (Art. 61), the Trusteeship Council (Art. 86), the International Court of Justice (Art. 92), and the Secretariat (Art. 97). Each organ maintains its own area of responsibility from international peace and security (Security Council) to human rights and economic affairs (ECOSOC). The only organ that is currently inactive is the Trusteeship Council.

Procedural Vote

A vote that takes place on a motion before the body; all delegations present must vote.

Programmes and Funds

Programmes and Funds are established pursuant to Article 22 of the Charter of the United Nations in order to meet needs not envisaged in the founding of the UN, such as addressing the needs of Palestinian refugees, development assistance, food aid, or the environment. They are subordinate to the UN, immediately controlled by distinct intergovernmental bodies, and financed through voluntary contributions rather than assessed contributions.

Proposal

“Proposal” means any working paper, draft resolution, an amendment thereto, or a portion of a draft resolution divided out by motion.

Quorum

A minimum of one-third of the members of the body, based on the total number of Member States attending the first session

Rapporteur/ Admin Staff/ Logistic Staff

Person responsible for maintaining the speakers list, order of the resolutions on the floor, verifying vote counts, and other administrative matters.

Reconsideration

Reopens debate on a topic that was previously adjourned (ended without a substantive vote), including any draft resolutions segments on the floor for that topic.

Regional Commissions

Regional commissions are established pursuant to Article 68 of the Charter of the United Nations and report to the Economic and Social Council. They are also considered a subsidiary organ/body. Examples include the Economic and Social Commission for Asia and the Pacific (ESCAP) and the Economic Commission for Africa (ECA).

Related Organizations

Related organizations are not officially part of the UN, but their support and cooperation are outlined by special arrangement. Related organizations all have their own separate members, governing bodies, executive heads, and secretariats.

Research and Training Institutes

The various research and training institutes were established by the General Assembly to perform independent research and training. The UN Institute for Disarmament Research (UNIDIR) is an example of this type of entity.

Resolution

A document that has been passed by an organ of the UN that aims to address a particular problem or issue. The UN equivalent of a law.

Right of Reply

Response to comments that have disparaged the sovereign integrity of a delegate's state.

Roll Call

The first order of business in a Model UN committee, during which the Rapporteur or chair reads aloud the names of each member state in the committee. When a delegate's country's name is called, he or she may respond "present" or "present and voting."

Second

To agree with a motion being proposed. Many motions must be seconded before they can be brought to a vote.

Secretariat

The Directors, Assistant Directors, Assistant Secretaries-General and Under Secretaries-General are designates and agents of the Secretary-General and Deputy Secretary-General, and they are collectively referred to as the "Secretariat."

Security Council

The Security Council is the primary organ of the UN mandated to maintain international peace and security.

Signatories

A country that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish this. A signatory need not support a resolution; it only wants it to be discussed. Usually, Model UN conferences require some minimum number of sponsors and signatories for a draft resolution to be approved.

Simple majority

50% plus one of the number of delegates in a committee. The amount needed to pass most votes.

Speakers' List

A list that determines the order in which delegates will speak. Whenever a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by sending a note to the dais.

Specialized Agencies

Specialized agencies are established pursuant to Articles 57 and 63 of the Charter of the United Nations. There are currently more than 14 specialized agencies that

have an agreement with the UN that work under the auspices of ECOSOC. Each agency has a separate function it carries out on behalf of the UN; they have their own principles, goals, and rules. In addition, they control their own budgets and have their own governance structure.

Sponsors

Member States who created the content of a working paper and will be most responsible for ensuring that it will be voted on as a draft resolution.

Subsidiary Organs

Subsidiary organs (or bodies) are established pursuant to Articles 22 and 29 of the Charter of the United Nations. A subsidiary body falls under the purview of the principal UN organ it reports to and was created by (the General Assembly, the Economic and Social Council, or the Security Council).

Substantive

Having to do with the discussion of the Agenda

Substantive Vote

Votes taken during voting procedure to accept a draft resolution, an unfriendly amendment, and/or the annex to a draft resolution (division of the question)

Suspension of the Meeting

Informal debate/recess for a brief period of time. Delegates do not need to state a purpose for suspending the meeting.

United Nations (UN)

An intergovernmental organization established in 1945, designed to promote international cooperation.

Working Paper

A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently the precursor to a draft resolution.

Veto

The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.

Voting procedure

The period of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the room during voting bloc. It can be done in any of the two following ways: show of hands and roll call.

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, and position of the country being represented.

Procedural Research

This Conference Handbook is a guide to the basic procedure that regulates the Model UN. This can be divided into rules regarding speech and rules regarding writing. All rules of procedure followed in this conference are detailed further in this handbook.

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 given Background Guides, but the Background Guide should be viewed only as a starting point to begin research. Other than the guides, published literature, academic papers and news sites on the Internet can be a valuable guide. Reuters, and CNN are considered credible news sources but we would also suggest the Congressional Research Service, the Social Science Research Network and the Woodrow Wilson Centre database for scholarly papers. While Wikipedia serves as a starting point for most people's basic country and topic research it is not counted as a credible source and may not be quoted in committee.

It is imperative that a delegate research the mandate, structure, and function of their allocated committee for their better understanding. Thorough preparation must begin with an understanding of the UN itself, specifically in regard to the history, structure, and operations of the organization. Having a strong grasp on the various types of bodies within the UN system, the types of documents that can provide information on your topic, and the core international instruments within each topic area are essential to ensure the ideas you put forth in committee are realistic.

There are several questions and items you should try to answer to help you understand the basic functioning of the UN system:

- What are the various types of entities within the UN system?
- How do the various organs of the UN system work together, and what are their topic specialties?
- What are the most significant achievements of the UN in terms of norms and important legal frameworks?

Other questions that can help you attain a better grasp of the status quo of the agenda in question include but are not limited to:

- When considering each topic, what essential questions are being raised?
- In your opinion as a diplomat, why are these issues important?
- Give specific reasons why you believe these issues remain unresolved.
- What important documents are essential to your research?
- What actions have various international bodies taken in the past regarding these issues?
- What actions are they currently taking, or what committees exist to address them?

Position Oriented Research

Committee topics are typically divisive and highly debatable. Delegates, however, are not at liberty to form and represent their own opinions. They are assigned nations, and their statements and actions within 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 allowed to raise caucuses that vary vastly from their topics though slight digressions are allowed to facilitate debate.

In your research, look for resources that share what your Member State or Observer has already done in relation to the topic, what it proposes to be done on the topic, and/or its national policies on issues related to the topic. Understanding the allocated countries internal and regional policies and actions in terms of bilateral and multilateral association also play an integral role in the formation of its international stance.

If there is not a lot of information available, you may need to infer how your Member State or Observer would approach a given topic based on what you have learned about your Member State generally.

Researching your Member or Observer State Generally:

If you have been assigned a Member State or an Observer State, you may wish to begin by researching its political structure, economic conditions, religion(s), history, and culture. Since all of these factors shape a state's foreign policy, familiarity with these areas will assist you in forming a consistent foreign policy. The following are additional categories to research as you become familiar with your Member State:

- Population and demographics;
- Geography;
- Ethnic and religious minorities;
- Development;
- Healthcare;
- Educational access;
- Division of wealth and poverty;
- Environmental policies;
- Freedom of the press;
- Key domestic policies;
- Key foreign policies;
- Your state's allies and Member States it may not regularly work with (for various reasons)

Rules of Procedure for Speeches and Discussion

Lobbying

Lobbying is the informal process before a debate, in which you interact with other delegates in your committee. This opportunity is to be used wisely. Gather support for your resolution if you have one. If you don't, seek out existing or potential allies and work with them to amend a pre-existing resolution, or draft an entirely new one.

Introduction to Points

Points is a question a delegate may have in regards to the discussion at hand or even the proceedings of the committee and conference at its entirety. A delegate can rise to any Point by raising their placard after which, when recognized by the Chairperson, they are allowed to state to what point they rise.

Points of Information

A point of information is a question on the matter of debate to a delegate who has just spoken, regarding the speech he/she just made. Delegates may only rise to a Point of Information when a speaker yields his/her time to the same. The admissal of a Point of Information is on the discretion of the chair.

The speaker also has the right to specify the number Points of Information they wish to answer when time constraints permit so. If the delegate has no preference for a number, they may open themselves to any and all questions.

Only the speaker's answer to the Point of Information will be considered. If the delegate questioning finds the considered answer unsatisfactory pertaining to the question and/or the matter of debate or when it raises further questions, he/she may raise a Plea to Follow Up.

A Plea to Follow Up: The delegate can request for a plea to follow on and question the speaker further on the same matter to clarify or supplement their previous admitted answer. It is considered only on the discretion of the Chairperson, and is not subject to appeal.

Points of Personal Privilege

Whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request that the discomfort be corrected.

A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible. Otherwise, the delegate rising on a Point of Personal Privilege must always wait till the end of the speech to raise the Point.

Points of Order

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chairperson in accordance with the rules of procedure.

A Point of Order can also be raised to shed light on a factual inaccuracy in another delegate's speech. Such a conflict is resolved by presenting reliable sources for the facts in conflict. It is the Chairperson's discretion to consider the Point of Order.

The Chairperson may rule out of order these points which are dilatory or improper; such a decision is not appealable. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not

interrupt a speaker during the speech. The delegate who rises to a point of order must wait till the end of the speech. Additionally, the Chairperson has the right to address a delegate if proper parliamentary procedure is not being followed.

Points of Parliamentary Inquiry

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chairperson a question regarding the rules of procedure.

A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point but should rather approach the Committee staff during caucus or send a note to the dais.

Introduction to Motions

A motion is a suggestion of some sort by a delegate to the house and requires a “second” as support from another delegate. A motion provides the basis for facilitating the discussion and debate of the committee in accordance to the wishes of the house while doing its best to avoid wastage of time.

Motions can be put forward by raising the delegate’s placard when the Committee staff asks if there are any motions on the floor. And once recognized, stating which motion they rise to.

The Chair may, at his/her discretion, decide to vote upon the motion, or to adopt/overrule it without a vote in the interest of debate. The Chairs’ decisions on these matters not subject to appeal.

Motions are not limited to those stated below. A delegate if necessary, may propose their own motion. If the proposed motion is not in violation of the procedural rules then and is dignified, then under the discretion of the Chairperson, it may be voted upon.

Examples of Motions

Motion to Establish a General Speaker's List

The General Speaker's List is open throughout the discussion of the topic area.

Motions to open any other medium of debate will not close the General Speaker's List, but will only overlap it. Hence, if your country is in queue to speak on it and another medium of debate is opened, your country will remain that position once the General Speaker's List is returned to. The General Speaker's List may never be elapse.

To get your country on the list, simply pass a note to the Committee staff or raise your placard when the Chairperson asks for speakers interested in the GSL. The Speaker's List is ordered on a first come first serve basis provided that their name is not already on the list. Anything within the scope of the topic area may be discussed.

Motion to Establish a Moderated Caucus

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 Director will suspend the Speaker's List, and call on delegates to speak at his/her discretion. A moderated caucus is also opened for a specified purpose and a specified time. In a moderated Caucus, try to be precise and to the point. As far as possible, refrain from going off the immediate, specific, subtopic. Please do not over-step your time limit.

Motion to Establish an Unmoderated Caucus

This is essentially an informal discussion amongst delegates and has no 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.

Motion to Suspend a Session

When the floor is open, a delegate may move to suspend or adjourn the meeting. This motion is used to temporarily suspend the debate. If such a motion is in order, it requires a majority to pass.

Motion for the Postponement or Resumption of Debate

When the floor is open, a delegate may move to postpone debate on particular resolution or amendment currently on the floor.

Motion for Reconsideration (to Divide the House)

A motion to reconsider is in order when an amendment or resolution has been adopted or rejected and must be made by a member who voted with the majority. The Chairperson will recognize two speakers against this motion, after which it is put to an immediate vote. A two-thirds majority of the members present and voting is required for reconsideration. This motion is often overruled by the Chairs in the interest of debate, and should be avoided.

Right of Reply

A delegate whose personal or national integrity has been affronted by that of another delegate, within the scope of formal debate, may request the Committee Staff for the Right to Reply. Delegates are requested to employ the Right of Reply with the utmost discretion.

Motion to Open a Question & Answer Session

Upon the introduction a Draft Resolution/Draft Directive, the sponsors of the paper can be asked to come up and answer as many questions they can, within the time period specified by committee. The Committee Staff will decide which delegate may ask a question to the authors and co-authors.

Motion to Move into Time Against

This motion can be used to move the debate directly into time against the amendment. Delegates may not motion to move back into time “for” once the Chairs have announced that the time “for” has elapsed.

Motion to Move the Previous Question (to Move to Voting Procedure)

This motion can be used by a delegate, if entertained by the chair, to end debate and move straight into the process of voting for the resolution or amendment in question.

Motion to Extend Debate Time

A delegate can use this motion if they wish to extend the debate time in favour of, or against, once the set time for either has ended.

Motion to Extend Points of Information

This motion may be called if, and only if, the Chairs have restricted the number of points of information to be entertained by the delegate who has the floor. The House may appeal, through this motion, to allow more points of information to be entertained. The motion requires that the delegate with the floor agrees, and is at the Chairs’ discretion.

Precedence of Points and Motions:

Motions are voted upon in order of disruptiveness, and not in order of introduction. The

following is a list of motions, in descending order of disruptiveness as followed in this conference are:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Right to Reply
5. Point of Information/ Plea to Follow up
6. Motion to Extend Points of Information
7. Right to Comment
8. Motion to Move to the Previous Question
9. Motion to Establish a Speaker's List
10. Motion to Establish an Unmoderated Caucus
11. Extension of a Moderated Caucus
12. Introduction of a Moderated Caucus
13. Introduction of a Question & Answer Session
14. Introduction of a Working Paper
15. Introduction of a Resolution/Directive
16. Motion for Division of Question
17. Introduction of an Amendment to a Resolution/Directive
18. Motion for Vote by Roll Call
19. Motion to Divide the House
20. Motion to Adjourn Debate
21. Motion for Postponement of Debate
22. Motion for Resumption of Debate
23. Motion for Closure of Debate

Rules of Procedure for Written Documents

Position Paper

Delegates have to prepare a Position Paper, which summarizes their country's stand on the issue being discussed.

Delegates are expected to use their sources to form their own ideas and suggestions, which should be in line with their assigned Member State's policy and framed in their own words.

The information in the position paper must pertain to the topic at hand, and follow a logical order. It is advisable that a position paper includes brief background knowledge of the roots of the problem. However, it is more important that it includes the relevance of the topic to the country, the country's policies regarding the topic, and any possible solutions that the country is proposing.

Within the introduction of your position paper, you will provide a very simple overall introduction to the topics that your committee is discussing and your Member State's or Observer's interest in discussing those topics at the upcoming conference. The delegate only needs give a concise history of the agenda and the history of the represented country with respect to the topic in question.

Once done with the introduction, the delegate can tell us what the current global situation is in relation to your topic. Questions along the line of the following should supplement your understanding.

- What is the “problem” in relation to the topic that needs to be addressed?
- What is the current state of this topic globally, regionally, and/or locally?
- Consider providing statistics on the topic, listing some of the real issues that global citizens face in relation to the topic, and telling the reader why it is important to address it. This will help your reader understand why the topic is significant and will provide good context for the rest of your discussion on it.

After the above has been established, then tell us about the international and national precedents in relation to each topic. In Model UN, “precedents” constitute what has been done before to discuss a topic. For better understanding, answer questions such as:

- How has the international community addressed this topic thus far? What are key international documents, conferences, conventions, resolutions, treaties, etc. that the UN, regional organizations, and/or your committee have created on the topic, and what are key efforts previously undertaken to address this topic internationally?
- In addition, what has your Member State or Observer done to address this topic?
- You can also provide specific examples of programs, documents, laws, civil society and NGO work, and other efforts that your specific Member State or Observer has made in relation to this issue

While each aspect of your position paper is important, proposing solutions to the topic is perhaps the most significant, as it allows you to show that your delegation has researched the topics and can offer thoughtful and creative solutions to address the topic going forward.

In this section of your topic, the solutions that you propose can be both general and

specific. Some solutions may be more general to encourage overall directions where additional action can occur in line with your Member State's or Observer's positions and/or to point out larger areas that need to be further addressed. In many solutions, however, look to provide specific details by describing the who, what, where, when, and why to make it something that could feasibly be put into action. You can look at what has been successful in your own Member State or region, or in another Member State or region, and use those ideas to spark thoughts on solutions to propose going forward.

As you propose solutions, focus on solutions within the committee's mandate which are also realistic for the committee to carry out in the near future. The mandate specifies what your committee has the power to do and not do, whom it can tell what to do and whom it cannot, what it can discuss, and in what ways it can work.

When proposing solutions, also consider where there are existing entities that you can work with rather than creating a new committee or organization for each recommendation – whenever creating something new, you have to consider how it will be created, who will oversee it, how it will be financed, etc. Through research, you can often find an existing committee or organization that you can propose to work with for your new campaign, fund, and so on, rather than creating a new entity.

Parameters for formatting the position paper

- Maximum of one A4 size page
- Single Spacing
- Paragraph form
- Font Size: 11 or 12
- Font Style: Times New Roman
- 1-inch margin on all sides.
- Justify the text of your paragraphs so both the right and left sides have straight edges.
- Do not include maps, graphs, drawings, etc.

Plagiarism in Official Conference Documents

Plagiarism will not be tolerated in any work prepared and submitted by delegates either before or during the conference. Plagiarism is the use of original work (including language, structure, and ideas) without an appropriate citation in material submitted as the author's own.

Plagiarism can be considered valid in Position Papers, Speeches, and clauses or resolutions. Please follow the guidelines below to avoid accidental plagiarism which will result in severe consequences:

- Closely sourced clauses, statistics in clauses, and ideas highly similar to the original clauses passed in the UN, must be stated to chairs prior to using them in speech, debate, or written work (resolutions), to avoid situations of delegate accusation and or otherwise.
- Always cite statistics, or particular explanations used during debate. It adds more authenticity to those listening and prevents plagiarism.
- Avoid chunks taken from other sources (books, websites) in written work such as but not limited to Position Papers.
- Always use other delegate's clause ideas with their consent and otherwise avoid using them. Also always ensure that if a particular delegate has submitted clauses, you acknowledge them for this through adding them as

sponsors and yielding the floor to them in matters with relation to the clause.

Working Papers

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. 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 require no signatories, have no absolute format, and can be about anything under your topic area.

Resolutions

Resolutions are the tools with which the United Nations aims to solve problems. They are statements from the international community expressing the desire and need to change a certain situation and the ways in which it can be done. At the United Nations, a country drafts a resolution, and lobbies it with other diplomats. In order for a resolution to pass, more diplomats have to vote in favour of the resolution than against it. Resolutions at Model United Nations conferences show how a country feels about a certain issue. It is a pretext for lobbying and forming alliances. Resolutions at conferences need to go into the specifics of a given topic.

Before it is formally introduced to the committee, a resolution is referred to as a Draft Resolution. The Director of your committee would like all 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 agenda at hand. Your draft resolution should present the same logical flow that will be present in the final resolution.

The draft needs the signatures (but not approval) of at least 1/5th 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.

A resolution also needs authors, who will actually be sponsors, and who are willing to amend the resolution until it suits everybody else, without compromising the meaning or original premises of the resolution. The sponsors are also required to answer questions arising in their introduction draft if asked to do so.

Amendments

Amending a resolution is just like writing the resolution itself. Your amendment has to be presented in resolution format, and along with it you should specify which parts of the resolution you wish to amend.

Amendments are to be made through notes written addressed towards the Committee Staff. Amendments can be used for the purpose to: edit, add, or delete specific clauses of the resolution

Once an Amendment in order is proposed, the Chairperson asks the representative sponsors to exercise their right to declare the amendment as friendly or unfriendly.

- Friendly Amendment - An amendment that the sponsors believe support the

cause of the draft while respecting its ideals and not violating or compromising the basic idea of what the resolution stands for as seen by the sponsors.

- Unfriendly Amendment - An amendment that the sponsor see as to be either against the goals of the original draft or as to be producing a paradoxical effect when implemented with the rest of the resolution.

If over 40% of a resolution is amended in an unfriendly manner, the draft is automatically considered null and void.

Voting Procedures

Each member state will have one vote. Each vote can be a "Yes", "No", "Yes with Rights", "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 Director shall ensure that the room is sealed before proceeding with the vote.

During the first round of voting, delegates may vote for their member nations in alphabetical order, choosing to vote a "Yes", "No", "Yes with Rights", "No with Rights", "Abstain".

Format of a resolution

Headings

The heading of a resolution needs to contain three things: the committee the resolution is being debated in (e.g. Security Council, ECOSOC, Human Rights Council, etc.), the topic or question the resolution addresses (e.g. The Exploitation of African countries through industrialized and industrializing nations), and the sponsors (authors) of the resolution – it has to be the full name of your delegation (e.g. The Kingdom of Belgium).

Preambulatory Clauses

The first half of the resolution consists of preambulatory clauses. These clauses define the issue, recognize its importance, state any previous resolutions or action addressing the issue or mention important statistics. Basically, they acknowledge and describe the problem. Each preamble must need the following:

- Preambulatory phrase must be italicized
- The first word must be capitalized
- Each preamble ends with a comma
- Skip a line between each clause
- Preamble cannot have sub-clauses
- Abbreviations must be written out in full the first time they appear and can be shortened thereafter.
- Examples of preambulatory phrases are including but not limited to such:

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

Operative Clauses

Operative clauses are the second and most important half of the resolution. They are the clauses that are focused on during debate. Operative clauses indicate what action a resolution calls for. Each clause must address only one point or issue. Operative clauses can contain sub- points as well as sub-sub-points in order to be elaborate. The operative clauses, which are the final component of the draft resolutions, must meet the following:

- Operative phrase must be underlined
- The first word must be capitalized
- Operative phrases must be numbered
- Each operative clause ends with a semicolon
- May have sub-clauses, sub-sub-clauses and further
- Sub-clauses must be indented and listed next to letters (i.e. a), b), c))
- Sub-sub-clauses must be indented one further and listed next to numberings (i.e. i), ii), iii))
- Abbreviations must be written out in full the first time they appear, and can be shortened thereafter
- The operative phrases include but are not limited to:

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