

THANK YOU!

Thank you for downloading the PDF file version of *the MUN Manifesto*! We hope you will find this a helpful and informative guide for your MUN experience. Please note the following terms and conditions of use for the PDF file version. By downloading this file you agree to abide by the following terms and conditions:

1. The copyright to *the MUN Manifesto* is, and remains, property of the Connect Global Youth Association (CGYA). CGYA hereby grants the user a non-exclusive, limited license to the PDF file version of *the MUN Manifesto*. *The MUN Manifesto* is intended for personal and non-commercial use only.
2. *The MUN Manifesto* may only be distributed from the Project Connect website (<http://www.project-connect.ca>). If you would like to share *the MUN Manifesto* with others, please refer them to the Project Connect website. This ensures that the most recent version of the file is used and the authors of the document are properly credited.
3. If your intended use of *the MUN Manifesto* falls outside the boundaries of these terms and conditions please contact wesley@cgya.ca to discuss alternate arrangements.
4. CGYA reserves the right to change these terms and conditions at any time.

THE MUN MANIFESTO


YOUR GUIDE TO MODEL UNITED NATIONS

DOWNLOADED FROM [HTTP://PROJECT-CONNECT.CA](http://project-connect.ca)

A large, stylized graphic of overlapping leaves in shades of light gray and white, positioned on the left side of the page. The leaves are layered, with some appearing in front of others, creating a sense of depth. The overall shape is roughly triangular, pointing towards the bottom right.

THE MUN MANIFESTO

YOUR GUIDE TO MODEL UNITED NATIONS



*For all those with bold ideas to bring hope to a hurting
and warring world: that you may first find your voice,
and then summon the courage to share your ideas.*

Copyright © 2009, 2011 by Connect Global Youth Association.
All rights reserved. No part of this publication may be reproduced
in any form without the written permission of the copyright
owner.

Requests for information should be directed to:
P.O. Box 71051
3552 41st Ave West
Vancouver, BC
Canada V6N 4JN

Find us online at <http://project-connect.ca>

*Typeset in Adobe Caslon Pro
Printed in North America*

TABLE OF CONTENTS

9	Acknowledgements
11	Preface
12	About CGYA and Project Connect
15	About the United Nations and Other International Organizations
23	Preparing for Your First Conference!
39	Welcome to Your First Committee Session
49	Rules and Procedures
61	Debate Strategies
71	Writing a Resolution
	<i>Appendices</i>
80	Sample Position Paper
82	Sample Resolution
84	Full Rules and Procedures
96	Online Resources
98	MUN Glossary
104	Notes

ACKNOWLEDGEMENTS

The MUN Manifesto could not have been possible without the efforts of many individuals. We are grateful to our Manifesto contributors, ConnectMUN 2010 secretariat member Sunny Shen, and the Project Connect Ambassadors Ryan Bae, Amanda Chen, Geneva Nam, Sarah Wang, and Lance Zhou. Their contributions to the MUN Manifesto have been the culmination of many hours of research, collaboration, writing, and of course first-hand experience as Model UN delegates, staff, and secretariat.

Thank you to CGYA Director Firas Moosvi and former ConnectMUN secretariat member Simon Yu for adapting the Harvard Model United Nation's delegate preparation guide to create our Rules of Procedure. Many thanks also to the contributors of the previous MUN Manifesto Jansen Lee, Sahir Moosvi, Taylor Reid, and Eve Rindje.

Last, but certainly not least, thank you to the Directors of the Connect Global Youth Association who oversee Project Connect, May Poon and Wesley Sze. Thank you especially to Wesley Sze who wrote a significant portion of the Manifesto, in addition to serving as its copy editor and graphic designer.

Our collective knowledge in the MUN Manifesto is a testament to the amazing conferences we have been a part of and the remarkable experiences that we have had.

00 PREFACE

Model United Nations (MUN) is a bit like a secret club. Once you attend a conference for the first time and become acquainted with the world of MUN, you become an “insider.” You find yourself attending conference after conference to try to appease your appetite for world politics, resolution passing, and unmoderated caucus. You learn the in’s and out’s of being an expert delegate and start Facebook groups after every conference. Once you’re in, you’re in.

However, to an outsider who has never participated in MUN before, everything may seem intimidating and hopelessly complex. MUN culture has evolved to include its own personality, strategy, and lingo (what does *dilatory* mean again?). It is our hope that this guidebook will help introduce the world of MUN for all students to enjoy. Even if you’re not new to MUN, we have included more advanced topics and content for all skill levels. We have designed it to be clear, concise, and fun to read, all the while being thorough and extensive in its coverage. We like to consider it as the definitive MUN guide.

Feel free to have this book beside you during committee session. Refer to it often. Pass it along and share with your friends. Write in the margins, make notes, and scribble away your own thoughts. Remember: as a MUN participant, this is your book—put it to good use!

So whether you are about to step into the world of MUN for the very first time, or you are already a seasoned and experienced veteran, we hope that you will find this guide indispensable in your MUN journey.



ABOUT CGYA

The Connect Global Youth Association was founded by Nuwan Rajapakse and Firas Moosvi in the summer of 2008. The primary goal of this organization is to foster the leadership potential of secondary school students with innovative initiatives relating to global social, political, and economic issues. Connect Model United Nations, an annual 3-day conference, is the flagship event of CGYA. Find out more at <http://www.cgya.ca>.



ABOUT PROJECT CONNECT

Project Connect is a CGYA initiative established by May Poon and Wesley Sze. Project Connect aims to educate, engage, and empower students in the realm of global issues. This document has been produced by Project Connect to help introduce Model United Nations as an effective way to educate and engage students in the many important issues facing our world today. Find out more at <http://www.project-connect.ca>.



01 ABOUT THE UNITED NATIONS & OTHER INTERNATIONAL ORGANIZATIONS

■ ABOUT THE UNITED NATIONS

Established in 1945 after the end of the Second World War, the United Nations is the largest and most comprehensive international organization in the world. The need for an international organization as a forum for dialogue, maintenance of world peace, and development of social progress became apparent after the devastating consequences of the two World Wars. As of 2010, the United Nations had 192 member states representing the vast majority of the world's population.

The United Nations is led by the Secretary General, who oversees the workings of the entire organization. There are five main principal organs of the United Nations system:

- Security Council
- General Assembly
- Economic and Social Council
- International Court of Justice
- Secretariat

In addition to these organs, there are numerous subsidiary organizations and committees that are focused in specialized areas. The more popular of these include the UN Environment Programme, the UN High Commissioner for Refugees, the World Health Organization, and the World Bank.

Many conferences are modelled after the United Nations system by offering committee choices that mimic those of the actual United Nations structure and framework. This section will give a brief overview of the more popular committee choices.

■ UNITED NATIONS SECURITY COUNCIL (UNSC)

The Security Council is the most powerful body of the United Nations. It has the important responsibility of maintaining international peace and security. The UNSC possesses powers to investigate any dispute or situation which might lead to international conflict and may recommend methods or terms of settlement to alleviate such matters.

DID YOU KNOW?

The Security Council is the only committee allowed to use the operative clause “*condemns*” in a resolution.

The UNSC is made up of fifteen member nations: five permanent veto members, and ten elected members with temporary two-year terms. Any negative vote from a permanent member immediately disqualifies any resolution from passing. In other words, any resolution passed by the UNSC must have the approval of all five permanent members—even just one negative vote from a veto holder will nullify a resolution. This places significant power in the hands of the permanent members. As such, most MUN conferences only assign these positions to the most experienced and advanced delegates.

At the time of publication, the UNSC member states are:

Veto Holding

China
France
Russian Federation
United Kingdom
United States

Non-Permanent

Bosnia & Herzegovina
Brazil
Colombia
Gabon
Germany
India
Lebanon
Nigeria
Portugal
South Africa



The topics discussed by the UNSC vary considerably, depending on particular current events and pressing issues. The UNSC is assigned the most urgent, widespread, and dire situations. Expect the UNSC to be an intense, fast-paced, and challenging committee to be a part of that will certainly give you a memorable MUN experience.

■ GENERAL ASSEMBLY (GA)

The General Assembly serves as the chief deliberative, policymaking and representative organ of the United Nations. In total, the GA consists of all 192 members of the United Nations, providing a suitable environment for intensive discussions of issues on a truly international scale. The GA plays an essential role in the process of standard setting and the codification of international law.

The powers of the GA include the ability to make recommendations on the general principle of maintaining international peace and security. It may discuss any question that is not being discussed by the Security Council and make further

recommendations. When required, it functions to commence studies and make recommendations to promote international political cooperation, human rights and fundamental freedoms, the development of international law and collaboration in economic, social, educational and health sectors.

Each member state in the GA receives one vote. To pass substantive resolutions, the GA requires a two-thirds majority. All other non-substantive questions are decided by simple majority.

Because of the GA's breadth of membership and broad scope, topics discussed by the GA can vary considerably. With 192 seats, a full GA is one of the largest committees to sit in. Participation in a committee of this size will give you a chance to practice your public speaking skills and allow you to interact with a large number of other delegates. Also, with the one member, one vote structure, the GA gives all countries a level ground for participation—even a small island state has just as much voting influence as a large and populous superpower!



■ WORLD HEALTH ORGANIZATION (WHO)

If you ever hear delegates talking about *the WHO* at a conference... no, they are not referring to the English rock band. The World Health Organization (affectionately referred to as the “WHO”) is responsible for health related matters in the United Nations. It functions to provide leadership on global health issues, to shape the health research agenda, to set norms

and standards and to provide technical support to countries regarding health issues.

In a time when outbreaks and fears of infectious diseases dominate the headlines, the WHO is becoming an important forum for dialogue in issues related to international health. As such, it is increasingly common to see the WHO offered as a committee at a conference.

The WHO's key goals include promoting development, fostering health security at the international level, strengthening health systems in poor and underserved areas, and monitoring the evolving global health situation at its rapid changing pace. The WHO often collaborates with other UN agencies and international organizations to implement recommendations and programs within countries.



DID YOU KNOW?

The World Health Organization will not recruit staff who smoke.

The WHO addresses important topics in international health. In the past, the committee has spearheaded discussion in small-pox and polio eradication, family planning, AIDS, and the control of the SARS pandemic. Although several of these topics may be more technical in nature, advanced knowledge in health care science is not required. However, participants in the WHO are recommended to research basic information regarding the

specific topics to be addressed. This makes the committee an excellent choice for delegates with interest in the international health care field.

■ INTERNATIONAL COURT OF JUSTICE (ICJ)

The International Court of Justice (ICJ) is the principle judicial body of the United Nations. Its main role is to settle international legal disputes and to offer advisory opinions on legal questions. This organ of the United Nations is composed of fifteen judges who are elected for nine year terms by the General Assembly and the Security Council.

The ICJ operates differently from most other committees. Instead of the standard Rules and Procedures, it runs much like a court trial, with statements by the defense and prosecution, testimony and cross-examination of witnesses, expert opinions, and deliberation by judges. Delegates may participate as either a judge, on a defense or prosecution team, or as a witness. Because of the nature of the trials, background preparation is extremely important. Delegates are expected to have prepared well thought out statements and accompanying evidence beforehand.

Although not a conventional MUN committee, the ICJ offers participants a unique opportunity to become exposed to the workings of international law and litigation. This makes it an excellent choice for students wishing to pursue a legal career in international law.



02 PREPARING FOR YOUR FIRST CONFERENCE!

So you have finally decided to attend an upcoming conference—congratulations! This section will walk you through on everything you need to do before the conference, from choosing a country assignment to conducting research, to figuring out what to pack in your bags!

■ CHOOSING THE RIGHT COUNTRY

The first thing you will want to do is decide which country and committee assignment you would like to register for. Check your conference’s website for a list of committee choices, along with which countries are offered in each committee (often called a “Country Matrix”). If you have no idea where to begin and are overwhelmed by the choices available, there are two main ways delegates choose their assignments.

One way is to choose a committee first. For example, if you have a strong interest in international finance and trade, you may want to look for a country in the World Bank. If you are pursuing an education and career in international law, the International Court of Justice would be a good pick for you. See Chapter 2, “About the United Nations & Other International Organizations,” for brief descriptions of the most popular committee options.

Once you have narrowed down your committee choice, you will need to find a country within that committee to represent. To do this, you may want to do brief research on the countries that interest you. Some questions to ask yourself:

- Do I want to represent a country with a similar cultural and ethnic background of my own, or different?
- Do I want to choose a country that has policies that I personally support, or do I want to challenge myself by choosing a country that holds views that contradict my own personal opinions?
- Do I want to represent a country that has traditionally been a key player in this committee, or do I want to choose a country that has typically taken more of a backseat role?
- Is there enough research and information available on my country of choice?



Another way of choosing an assignment is to start with a country, then finding a committee that it is represented in. This is an especially popular way to pick if there is a strong interest and affinity with a particular country. For example, many Canadians like to represent Canada, South Koreans to represent South Korea, Americans to represent the United States... you get the idea. Although popular, this method has some disadvantages. Because certain countries tend to be in higher demand than others, you may have difficulty getting your preferred country

assignment. More importantly, however, your MUN experience will likely be less challenging, stimulating, or rewarding as one where you choose a more unfamiliar country. We would

encourage you to select a country that is “out of your comfort zone”; that is, challenge yourself to choose a country you don’t know much about or even whose policies you disagree with! It will certainly make for a debate experience that will sharpen your debate skills.

A quick word on friends in committee session. Understandably, most delegates would prefer to have at least a few fellow classmates or friends in their committee, especially if they are all new to MUN. That is certainly okay, but avoid overloading a certain committee with too many friends. Remember that once committee session gets underway, there is little time for casual chatter. Also, we guarantee that you will meet new people and forge new friendships along the way, whether it be the fellow sponsor of your resolution or fiercely competitive opponent.

■ RESEARCH!

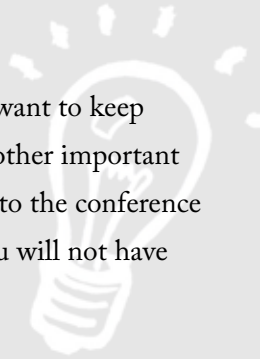
The success of your MUN experience will depend heavily on how much preparation you put in *before* the conference actually begins. Although research may not seem like the most fun or exciting activity leading up to a conference, if you put in the effort it will definitely pay off during the conference. You will be more knowledgeable, more prepared, and more confident to deal with whatever comes your way.

General Research on Your Assigned Country

First and foremost, you should find out the basic facts of your country. You will want to have a general overview of the history, culture, politics, economy, and demography of your assigned country. This will allow you to step into the shoes of someone

TIP

As you perform your research, you may want to keep notes on key facts, figures, policies, and other important information. Bring a copy of your notes to the conference to refer to when needed (especially if you will not have readily available internet access).



actually from your country and make you a far more effective representative. Some basic questions to answer include:

- **Population and demographics:** What is the population of the country? What are the dominant ethnic and religious groups? What is the infant mortality, literacy rate, and life expectancy? Find the HDI (Human Development Index) of your country.
- **History:** When was the country founded? What other nations has your country had ties with (e.g. colonial legacies)? Have there been any significant revolutions, wars, or conflicts that have had long lasting impacts?
- **Politics:** What style of government is found in your country? Is the government democratically elected? Is corruption an issue?
- **Economy:** What is the GDP per capita? Identify the key sectors and industries that your economy relies on (e.g. agriculture, technology, tourism). Does your country have trade agreements with certain nations? Is your country relatively rich or poor?
- **International Relations:** Does your country traditionally have any ally nations? What about enemies? What are the international agreements your country has signed on

to? Does your country have any major trading partners which may influence their stance on international issues? To what extent has your country contributed to and participated in the United Nations community?

Know what your country's national flag looks like—you never know when you may need to identify it!

General Research on Your Committee's Assigned Topics

Most conferences release an overview of each committee's predetermined topics in a document called a "background guide" or "backgrounder." These documents will contain general information on the background of the topics to be discussed, identify potential problems, and give a list of key questions to consider. Read through the backgrounders carefully so you have the basis for a thorough understanding of the topic at hand.

It is highly advisable to engage in further research on your assigned topic. News and media sources may be particularly helpful in giving current and up to date information, as are reference books and internet articles. See Appendix 4 for a list of online resources to get started.

Once you have completed this step of your research make sure you can, at the very least, answer the "Five W's":

- **Who:** Which countries, religious and ethnic groups, and organizations does this issue involve? Identify the key actors involved.
- **What:** What is the issue at hand? What are the sources

of conflict? What has already been done to solve the conflict?

- Where: Is your issue confined to a specific geographic area?
- When: When did the issue first originate? Is it urgent and time sensitive?
- Why: What are the motives behind each of the key players? Why is this issue significant?

Country Specific Research on Your Committee's Assigned Topics

This last area of research is perhaps the most important, but also the most challenging. Try to fully understand the relationship between your assigned country and the issue at hand. How important are the issues from the perspective of your country? Who's side is your country on? What is the most desirable outcome from your country's point of view?

Answering these questions will involve research into your country's foreign policy. These may be found on the country's foreign affairs website or in official government statements. Another source of information will be from United Nations documents. Find which treaties and declarations your country has agreed to.

The greatest difficulty lies in discovering your country's *implicit* position on a particular topic. We refer to it as an implicit position as it may not be plainly written out in any official document or statement, and is instead the culmination of your country's history, culture, international relationships, and economic and political interests (just to name a few!). What influences your implicit position will depend largely on your topic. Perhaps a real world example will help:

Case Study: China and the Situation in Darfur

For several years there has been ongoing civil war conflict in the Darfur Region of Sudan that has resulted in a massive humanitarian crisis. Many people have been killed and millions have been displaced as refugees. The two main players in the conflict are the Sudanese Government and the opposing rebel groups within the country. The situation in Darfur was first brought to the attention of the United Nations in 2004. However, very little progress has been made by the Security Council on this issue. On the outside, China's "official" position on this issue certainly agrees with the rest of the international community



at expressing concern over the humanitarian crisis... but what about its *implicit* position? Why did China abstain (as opposed to voting in favour of or vetoing) from voting on the Security Council's resolution on Darfur?

To understand what's going on, we need to know more about China's interests in the region. Research into the issue would uncover that a large amount of the arms, machinery, and aircraft used by the Sudanese Government are supplied by Chinese manufacturers. Thus, the arms industry in China is certainly benefiting economically from the prolonged conflict.

However, there is more going on. Upon researching Sudan, you would learn there are vast government-controlled oil reserves in the war torn country. Research would also reveal that China is a fast growing country desperately in need of secure sources of oil to fuel its economic growth. Could oil be one of the motivating factors behind China's implicit position? Could this be one of the reasons why China has been supplying arms to the Sudanese government, despite the humanitarian situation? Is China simply "protecting its interests" in Sudan by supporting one of the key players in the conflict?



Ah, you may object that there is no conclusive proof for that accusation—and you would be right! Of course, in any official capacity (that is, *explicit*) China would never acknowledge such a position even if it were true. However, you would have to admit that Sudanese oil is most likely at least one factor that is influencing China's actions when it comes to Sudan. Only careful research and critical thinking would provide this insight.

Thus you should be reminded that discovering your implicit position is one of the key ways to elevate your debate and depth of knowledge to the next level. International relations and politics is a complicated area. Behind every resolution passed is

a host of competing interests (the good, the bad, and the ugly included). To borrow an old adage: all that glitters is not gold.

Here are a few guiding questions to help uncover your country's implicit position:

- How has your country participated in the conflict or situation? Is your country directly involved? How about indirectly?
- Does your country have economic, social, or political ties with the parties involved?
- How has the government of your country responded to the situation?

■ WRITING YOUR POSITION PAPER

A position paper is a brief, written summary on the position your country takes, and has taken, on a particular issue. It is a general overview of the stance you will be presenting to the committee during the conference. The position paper is the Dais' first chance to evaluate you, so naturally you want to make that impression as strong as possible. While there is no formal rubric or marking scheme, as you may be used to in your classes, the position paper is a way for the Dais to assess your knowledge of your country, your committee, and the topics at hand.

The principal characteristic of a position paper is that it is written from the point of view of your country, not yourself. This means you should never use personal pronouns, such as I, we, and you. Position papers tend to be around one page in length. Although you will



not be penalized for it being longer or shorter, this is generally the amount of space it takes to cover all of the necessary points for each topic concisely. It is a formal piece of writing, meaning you should not use contractions. You should type in a basic font and it is advisable to cite your sources. You will not be penalized

for having a long list of works cited, but you will be for plagiarizing. If your committee has been assigned two or three topics, you will be expected write a position paper for each topic.

The first component of your position paper should outline the topic in general and provide insight into the root of the conflict. Again, this should be from the perspective of your country (e.g. Americans may state that the reason for the Iraq War was the possession of nuclear weapons, whereas the Iraqi government may consider it as

a hunt for resources). Emphasize factors that have exacerbated or affected the problem (anything from globalization to nationalism to religious extremism). Be sure to explain why, giving specific references to credible sources when possible. In the first section, you should not directly reference your country's opinion; just discuss the problem as your country sees it.

In the second section, you should introduce your country with a brief history leading up to the issue. Use the research you have done to express why your country relates to the topic, how it has been affected and how it has affected the issue. In this section, do not state any conclusions or opinions. The main goal of this paragraph is to discuss your country's relationship with the topic at hand.

The third component is the most important, as it is where you discuss what your country thinks about the issue and how it is addressed in your foreign policy. Present your country's proposed plan of action and goals. Be sure to emphasize why this is the right action to take, and why it would be beneficial for other countries to resolve to act in the same way.

Always remember to edit your work before submitting it to the dais. You may also find it helpful to bring a printed copy with you to the conference. See Appendix 1 for a sample position paper.

■ WHAT TO BRING: MUN SPECIFIC MATERIALS

Computer & Accessories

It's important to note that not all MUN conferences allow notebook computers. Thus, before packing this, make sure you read conferences rules and guidelines. The difference between having a computer and not having a computer in front of you as you are debating is vast. If you are not allowed a computer inside your session rooms or decide in not bringing one at all, make sure you complete your research beforehand. Print out some of your resources if necessary. If you are allowed to bring a computer, remember its accessories such as a mouse, USB flash drive, charger, etc.

Pens, Paper, & Folder

Even with a computer inside the session rooms, many find it necessary to write down thoughts, pass notes, or mark down key arguments and suggestions. Most conferences will provide more than enough stationery but bring some just in case. Again, for



those who have printed their notes and resources, organize them with a folder or binder. That way, when a delegate demands to know the sources behind your data, you can immediately locate whichever page it is on.

Conference Attire

Remember that most, if not all, MUN conferences require some degree of formal clothing. Guys, that means ties, dress shirts and pants, dress shoes, and a blazer/jacket if necessary. Ladies, that means dress shirts and pants, tasteful dresses and skirts, and dress shoes if necessary. Don't bring your entire closet; even the most exquisite outfit will not excuse you from making logical fallacies.

Cellphone & Charger

It's not very likely that you'll get lost at a conference but in case there are any activities that misplace you from your group, a cell phone can solve a lot of unintentional problems. Remember, however, that all cell phones should be turned off during the sessions and used only when needed.

School Provided Resources

If your school has a MUN team or debate group who is sponsoring your participation and have distributed any of their MUN-related materials, bring them! MUN clubs at school are usually there to help and inform you about such events and can provide some specific information that other sources cannot.



■ WHAT TO BRING: HOTEL SPECIFIC MATERIALS

The Other Clothes

You will not always be in formal clothing and since you should always check weather conditions, remember to dress accordingly. Bring a sweater or jacket if it gets cold. Also, since you will be showering and sleeping, bring a change of innerwear.

Personal Hygiene and Medication

Remember your daily routines and don't depend on the hotel for providing everything. Don't forget toothbrushes and toothpaste, creams, medicines, and deodorant (body odour might temporarily sedate your foes but it has never proven to ameliorate foreign relations in the long run).

Money

Always bring some money just in case of emergencies. Also, debating is one of the most energy consuming activities and with the snacks that the conference provides (if you're lucky), you'll be craving something more filling. Remember that you need to eat and that's what most breaks are for. Who knows, you might just strike up a multilateral agreement over some muffins or a salad.

Cameras & Other Electronics

Bring as little of these as possible. Usually photography is not permitted during sessions but it's always sweet to record some of your best mediating moments. Now, it's understandable that you might want to blast some wrathful Eminem lyrics right after an ally betrays you, but be very cautious in bringing iPods, mp3s, and other trivial electronics. We label them as trivial because it's



not only disrespectful to have these instruments during a session, also, there will be no one but yourself to blame if they get stolen.

Transportation

Even if you live in a hotel, some conferences are located at other venues, and if you cannot secure a ride, you will need to make arrangements for some form of transportation. If you choose to take public transportation, remember your tickets, money, or passes.

■ WHAT TO BRING: CONFERENCE SPECIFIC MATERIALS

Handbooks

Most, if not all, MUN conferences will provide their own handbooks for delegates with overviews of the different committees, rules and expectations, and other conference-specific information. It's important to keep this handy as you might need to refer to the content during or in between sessions.

Placards

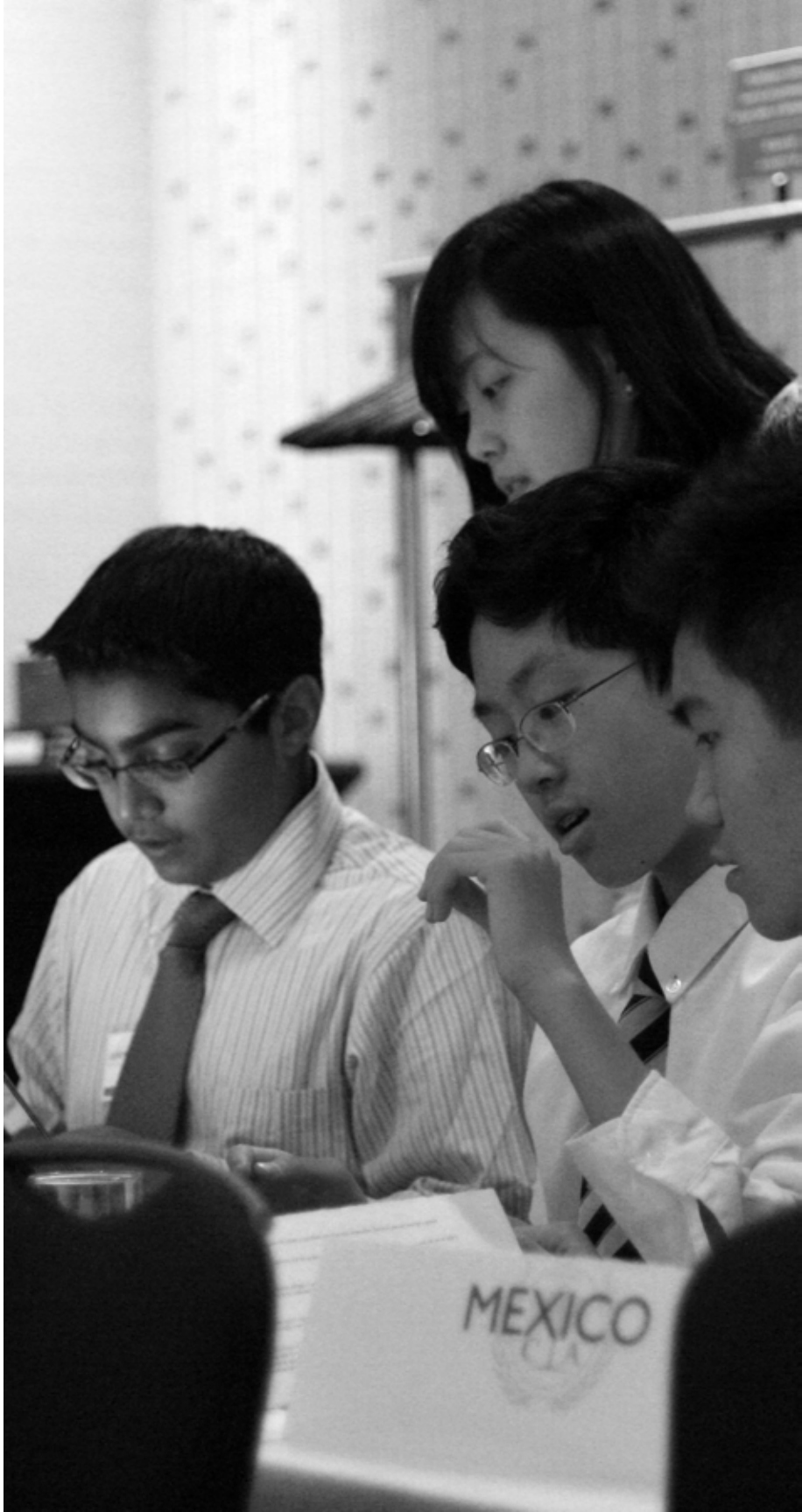
In the case where you are allowed to remove or store your own placard between sessions, remember to bring and place them in front of you. This will ease the roll calling and overall debate processes.

Nametags

Nametags are distributed during registration and should be worn at all times. This will allow delegates and staff members to recognize you and the position you are holding.

The MUN Manifesto!

Last, but certainly not least, we hope you will consider bringing along a copy of *The MUN Manifesto* as a reference guide to use throughout your conference. If you do not have your own copy, a free electronic PDF is available at <http://project-connect.ca>.



03 WELCOME TO YOUR FIRST COMMITTEE SESSION

Well, you've made it this far through the Manifesto, congratulations! Before we get to the rules and procedures that tend to scare off newcomers, it's worthwhile to do a review of how a typical (first) committee session works. This is written informally and anecdotally so it is beginner friendly. Our hope is to have this section capture the spirit of MUN rather than the strict technicalities and formalities associated with MUN style debate. We will explain the rules and procedures in a more concise manner in the next chapter. If you would like to see the definitive word on MUN policies and procedures, please refer to Appendix 3.

FIRST THINGS FIRST

Alright. So you're sitting there in your committee session, behind your placard (that's the piece of cardboard that has your assigned country written on it), awkwardly smiling and nodding at your fellow delegates as they make their way to their seats.

No? You mean you're not at your committee session early? Well, if you're reading this before your first session, it's probably still not too late - get to your committee sessions early! But not too early, you don't want to arrive at your session before the committee moderators (referred to as the "dais")—that just

makes you look like a keener and a brown-noser!

The dais may or may not be chatting informally with the early delegates, establishing a rapport and gauging the experience level of the committee to decide how much support you will need. Don't be shy; this is your chance to make sure your learning curve doesn't start too far up the y-axis. For non-math nerds, this translates to: "Make sure your dais is aware of the fact that you're a beginner, otherwise they will assume you know things that you actually won't." Every good dais member should do some kind of poll to find out how many (if any) first time MUN-ers are there.

At the dais' discretion, close to the beginning of the scheduled committee session (check your conference handbook!), the session will be called to order. This essentially means that from this moment onwards, formal protocols are in place. Casual conversations should cease, and no delegate may speak unless recognized by the dais. To the uninitiated, this means that unless you raise your placard and the dais calls upon you to speak, you may not address the committee.

A TASTE OF WHAT IS IN STORE

Here is an example of a typical conference dynamic.

Chinese Delegate: "... in conclusion, the People's Republic of China has been extremely generous with its contributions to the international disaster relief effort, but it is simply not enough. We call upon all nations, particularly those in the West to contribute assistance to ensure the well-being of the refugees."

Dais: "Thank you delegate from China. All delegates wishing to speak, please raise your placards now."

Delegates from the United States, United Kingdom, Canada, Spain and Italy all raise their placards.

Dais: "Delegate from the United States, you are recognized for 90 seconds."

American Delegate: "Thank you dais. The delegate from the United States of America appreciates the sentiments brought forward by the honourable delegate from China but questions the combative spirit of their challenge. To single out the Western nations in this manner is not only unfair, but also unreasonable. The United States of America already provides billions of dollars of aid to developing nations and disaster-stricken areas of the world. The intention here is not to deflect..."



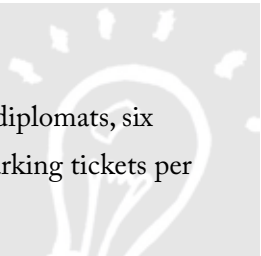
Let's break apart this fictitious situation a little bit and analyze it. The topic that this committee is currently discussing probably has something to do with some sort of disaster relief. The precise details don't really matter, but observe that the Chinese delegate is pushing for other nations to promise additional funding for this relief effort by calling out the Western nations in particular. Let's consider possible reasons why China is so eager to support disaster relief. Well, one reason could be that the country that's affected by this disaster is a valuable trade and export partner. China could rely on the affected nation for economic reasons and

would benefit if they recover from this disaster quickly. Their incentive to draw the Western nations into the foray is an interesting one, and one that could potentially benefit China much more in the long run. International relations can sometimes be guided by public relations and outward appearance; to all of the other delegates in the committee, China has succeeded in steering the committee to perceive the United States as unwilling to contribute to this worthy cause and establishing itself as morally superior. At worst, the United States can dispute this implication and respond by contributing to a nation closely allied to China. At the very best (for China), the United States will refuse to offer support and risk losing favour from allied countries and setting itself up as the bad guy. In both situations, China wins. The delegate from China has woven a nice trap for the Western nations and it is up to them to respond to this challenge with diplomatic finesse.

Has this typical situation piqued your interest about MUN? The above is a fairly routine occurrence in committees in terms of the complexity. Situations can get significantly more complex simply by adding more countries. It is very easy to lose sight of the goal behind these exercises: you should represent your foreign policy as closely as possible. Deviations are allowed of course, but play your cards right and concede only when necessary to implement good solutions.

DID YOU KNOW?

Given the diplomatic immunity of UN diplomats, six countries have an average of over 100 parking tickets per diplomat!



OFF TO THE RACES

If you're still with us, then you've earned the right to learn about how the first committee session actually runs. We left this part till the end deliberately so you could get a taste of how you will be spending most of your time during committee session. The first few procedures of a committee are typically mundane and routine. Fortunately, you'll only have to do this once per conference. It is worth learning about though, because this really sets you up to have interesting, interactive and meaningful discussions about current events and global affairs.



Dais: "Will all delegates please take their seats, we will be calling this session to order momentarily."

Delegates sit.

Dais: "Thank you delegates. This committee session is now in order. Welcome to the UN Security Council and Connect Model UN 2011. My name is Joe and I will be your Chair. My partner Crystal will be the Director of this committee. The Chair typically fields questions about the Rules and Procedures of the committee, whereas the Director wrote the backgrounder and can address more specific questions about your country's foreign policies. Please feel free to write notes using the notepads provided. You can address them to your fellow delegates and to the dais. They can be passed down the table or given to any of the volunteer pages circulating around the room."

Dais: “With that out of the way, we will begin this committee session by establishing quorum. Quorum is a number that represents the minimum number of consenting delegates required for this committee to conduct the business of this group. It is required for protection against totally unrepresentative action in the name of this committee by an unduly small number of persons. For instance, let’s say that in a committee of 10 delegates, 5 allied nations left the room to discuss the next steps on an important issue. Then, the remaining 5 delegates decide they would like to make a motion to discuss a different topic. Because quorum is set at 6 delegates (50% + 1), these 5 delegates cannot make the decision to change topics without at least one more delegate.

Dais: “Okay, so now we will go around the room in alphabetical order. When we call out your country, please indicate if you are “Present and Voting.” If you declare yourself as “Present and Voting,” you may not abstain from any votes. For this first committee session, I would suggest that all delegates vote “Present and Voting.”

Dais goes around the room, recording the status of each delegate.

Dais: “Thank you delegates, the quorum is set at 13 - in order for motions to pass, at least 13 delegates are required to be present and voting in favour.

Dais: “The Director of this committee has written two backgrounders for your reference. We will now open the Main Speakers List so there can be general discussion on which topic this committee should address first. I would strongly suggest that all delegates add themselves to the Speakers List by raising their placards when I ask. If the Main Speakers List is exhausted, the conference will be over. All delegates wishing to be added to the Speakers List, please raise your placard now.”

Delegates should raise their placards to add themselves to the Main Speakers List.

Dais: “The dais will now entertain a motion to set a speaking time for the Main Speakers List. Are there any points or motions on the floor?”

Dais: “Delegate from Panama, on what point or motion do you rise?”

Panama Delegate: “Motion to set the speaking time to 90 seconds.”

Dais: “That motion is in order, are there any other points or motions on the floor?”

Dais: “Seeing none, we will now vote on the motion. Just a reminder, this motion will pass only if there are at least 13 votes in favour. All delegates wishing to set the



speaking time to 90 seconds, please raise your placards now.


Dais: “Thank you delegates, the speaking time is now set to 90 seconds. Delegates need not use the full 90 seconds. Remaining time may be yielded (only on the Speakers List) to other delegates, to questions, or back to the Chair.

Dais: “Alright delegates, let’s begin deliberations, we are on the Main Speakers List and technically the topic of discussion can be anything, but the dais advises you to focus on deciding which topic to debate first. A reminder, Topic A is Security and Stability in the Middle East and Topic B is the Global Economic Crisis.

Dais: “Any delegates wishing to speak, please raise your placard now. *(Pause)* Delegate from China, you are recognized for 90 seconds.”

China Delegate: “The delegation from China would like to remind this body that state sovereignty must be respected and is strongly against discussing Topic B. China feels that enforcing any kind of economic guidelines is beyond the jurisdiction of this body. Furthermore, the issue of security and stability in the Middle East is a far more pressing issue to discuss because of three reasons...”

... AND END SCENE!



The image shows a YouTube video player interface. The video title is "Mock Model United Nations - The Movie" by the channel "ConnectMUN". The video content shows a group of people in a conference room setting, likely a MUN committee session, with a UN logo visible in the background. The video player includes a search bar, a subscribe button, and a progress bar showing 09:59 / 10:41.

NOW PLAYING NEAR YOU!

For another take on what a MUN committee session is like, check out Mock Model United Nations, a short film produced by CGYA. Watch it online at:

<http://project-connect.ca>
http://youtube.com/watch?v=aBh_RaX0gvs



04 RULES AND PROCEDURES

If you are like most delegates, you probably cringe at the thought of having to read the long, complicated, and dry Rules and Procedures section in your delegate handbook, especially for those just starting out with MUN. We have written this section as a more user-friendly and accessible companion to the formal version of the Rules and Procedures. We attempt to familiarize you with MUN-style debate, giving a brief primer of the rules and procedures commonly used at MUN conferences. Of course, you will find that “learning by doing” is by far the best way to get a feel for MUN, but we hope that this text will be useful in laying some of the preliminary groundwork.

Note that there are many intricacies and details of MUN debate that are not covered in this chapter. As you become more experienced and adept at MUN, we hope you will discover for yourself the depth and complexity of MUN-style debate.

Please note that every conference has its own specific set of rules and procedures. The guidelines outlined in this section are only designed to be an overview and introduction. They *do not* pertain to all conferences and committees; check with your conference before to obtain a copy of the rules and procedures you will be working with.

■ THE MAIN SPEAKERS LIST

The Main Speakers List is the list that determines the order in which delegates will address the committee. The dais will call on delegates to speak according to the order of the list for a set speaking time (usually one to two minutes).

When the Main Speakers List is first opened, you may add yourself to the list by raising your placard. During debate, you may add yourself by sending a note up to the dais. Each country may only appear on the Main Speakers List once.

TIP

Always make sure your name is on the Speakers List, even if you have nothing to immediately say. The list can become quite long and may take several minutes before reaching the end—by that time, the topic may have changed and you may have something important to say! Even if you don't have anything to say when it comes your turn, you can always yield your time to an ally to give them an opportunity to speak.

The committee will always revert back to the Main Speakers List if there are no other points or motions. Make sure the Main Speakers List is always populated: if it ever runs out, the committee session *must* end.

■ WHEN IT'S YOUR TURN TO SPEAK...

So it's finally your turn next on the Speakers List. After the dais formally recognizes you, you may begin your speech and address

the committee. A few things to keep in mind:

- Avoid using personal pronouns when making a formal address. Don't say things like "I believe..." or "I urge you...". Instead, you should say "South Africa believes..." or "The Delegation of Lithuania urges that this committee...". Remember, you are here to represent your country's views, not your own. Keep yourself out of it.

- You will have a strict time limit to adhere to. The dais may or may not warn you of when your time is coming to an end. Try to keep track of the limit and pace yourself wisely. When your time is up, expect to be abruptly interrupted by the dais!

- If you finish your speech before your time limit is up, you have the opportunity to yield the remainder of your time in three ways:

Yield to Another Delegate: You may give the remainder of your valuable speaking time to another delegate. This can be useful if you have an ally who is able to back you up, give supporting arguments, or able to strengthen your speech.

Yield to Questions: This will allow time for delegates from the committee to ask questions regarding your speech. This may work for or against you, so use wisely.

Yield to the Chair: You forfeit the remainder of your time "to the Chair." Although you will be graciously thanked for your yield, this serves no strategic purpose.

Note: Yields may only be used when the debate is from the Main Speakers List. Unused speaking time during moderated caucuses are automatically forfeited.



■ POINTS & MOTIONS

In between speakers, the dais will ask the committee if there are any points or motions (no, “points” have nothing to do with keeping score and “motions” have nothing to do with exercise). Points and motions give delegates the opportunity to ask questions, refine the debate, or introduce resolutions. To raise a point or motion, simply raise your placard and wait for the dais to acknowledge you. Here is a rundown of the most common points and motions, in order of precedence:

*Point of Personal Privilege**: You may raise this to address a concern over the committee environment that is severely impeding your ability to participate. For example, this may include technical issues, inability to hear the speaker, and physical discomfort.

*Point of Order**: You may raise this to complain of improper parliamentary procedure from the dais or another delegate.

*Right of Reply**: If you feel your national dignity has been insulted or been personally offended by a speaker’s remark, you may call on this right. If the dais acknowledges your right to a reply, you will immediately be given an opportunity to address the offending remarks.

Point of Parliamentary Inquiry: If you have a question regarding the rules or procedures, or are uncertain of what is going on, you may ask a question for clarification.

Motion for Adjournment of Meeting: This motion may be raised to end the committee session for the remainder of

the entire conference. Do not raise this motion until the end of the last scheduled committee session.

Motion for Suspension of the Meeting: This motion may be raised to end the committee session until the next scheduled meeting. The dais will rule this out of order if this motion is raised prematurely.

Motion for an Unmoderated Caucus: See next section for information on unmoderated caucuses. You must specify the topic and duration for the caucus when raising this motion.

Motion for a Moderated Caucus: See next section for information on moderated caucuses. You must specify the topic, duration, and speaking time for the caucus when raising this motion.

Note: Points marked with an asterisk () may interrupt a speaker. Think twice before interrupting, however, as it is considered rude and frowned upon unless for the most urgent of circumstances.*

COMMON MISTAKE!

There is no such thing as a “*Motion to be Added to the Speakers List.*” Do not raise such a motion! If you wish to be added to the Speakers List, wait until the Chair asks for delegates who wish to be added or send a note up to the dais.

■ CAUCUSES

Some of the most interesting and productive times during a committee session are during caucuses. There are two main types of caucuses, both of which are introduced by a motion from a delegate. Both types have predetermined durations and are assigned a specific topic to address.

Unmoderated Caucus

Imagine a free for all discussion, with no rules or organization. This is an unmoderated caucus, where the formal rules and procedures are put on hold and delegates are free to do whatever they wish. Unmoderated caucuses often get very loud and chaotic, but give an opportunity for rapid discussion and resolution writing. This may also be an ideal time for washroom breaks, a quick snack, or to get up and stretch your legs.

Moderated Caucus

When the debate seems to be centering around a particular aspect of an issue, it may be wise to motion for a moderated caucus to address that specific issue. A moderated caucus is like a fast-paced Main Speakers List. In a moderated caucus, the Main Speakers List is put on hold. Instead, the Chair will call upon delegates from the committee to speak. Once a delegate has finished speaking, the Chair will select another delegate. Raise your placard to signal that you would like to speak.

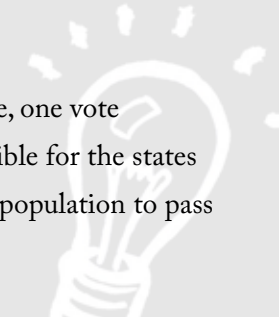
A moderated caucus differs from a Main Speakers List debate in several ways:

- There is no list of speakers to determine the order. It is up to the Chair to call on the next delegate to speak.

- Speaking times are generally shorter during a moderated caucus. Whereas a Main Speakers List may have speaking times of one to two minutes, a moderated caucus typically has speaking times of less than one minute.
- When speaking in a moderated caucus, you must address the specific topic at hand; you may not deviate and speak off topic.

DID YOU KNOW?

With the General Assembly's one state, one vote power structure, it is theoretically possible for the states comprising eight percent of the world population to pass a resolution by a two-thirds vote.



■ RESOLUTIONS

Alas, we reach the main goal of each committee: to successfully pass well-written and useful resolutions. After a topic has been brought up, discussed, and examined extensively, it may be time to work on a resolution to compile the committee's thoughts and suggested courses of action. See Chapter 6, "Writing a Resolution," for more information on how to structure and write a resolution.

Working Papers

Each resolution starts out as a working paper. There is no specific guideline as to how a working paper should be written. Although most delegates write working papers in resolution-format, it is acceptable to produce a working paper in the form of a point-by-

point notes, a diagram, a flow chart, or even a poem!

The idea behind a working paper is to express and summarize key points for discussion. The format is less important than the content. You may want to include general feelings and attitudes of the committee and proposed actions to take to address the issue.

Once you have completed a working paper, you may submit it to the Director for approval. When approved, it will be distributed to all members of the committee for further discussion.



Draft Resolutions

Once a working paper has been introduced to the committee, discussed amongst the delegates, and examined in detail, it's time to write a draft resolution. This document should sum up the key ideas and recommendations discussed in the working paper and by the committee. Draft resolutions must be written in proper resolution format (see the chapter "Writing a Resolution" for more information on how to write in resolution format).

You may not refer to a draft resolution during debate until it has been formally acknowledged and approved by the Chair. In order for the document to be approved, you must gather together a certain number of Sponsors and Signatories. Sponsors are those who have taken an active role in writing and drafting the document. Signatories are delegates who support the bringing of the document into discussion by the committee; they may not

necessarily agree with all the ideas contained within it and are not bound to support the passing of the document in a roll call vote.

Passing a Resolution

After your draft resolution has been approved by the Chair, it needs to be formally introduced to the committee with a motion (usually done by a sponsor). The sponsor is required to read aloud the document to the committee for deliberation.

Chances are not everyone will immediately agree with all the contents of the draft resolution. After it has been introduced, debate will resume on the contents of the resolution. During this stage, changes may be proposed and passed in what are known as amendments. There are two types of amendments:

Friendly: When a proposed change is supported by all the sponsors of the resolution, it is known as a friendly amendment. The change is made without a vote of the committee.

Unfriendly: When a proposed change is not supported by all the sponsors of the resolution, it is known as an unfriendly amendment. These must be submitted in writing to the Chair with the signatures of one-fifth of the delegates present. Unfriendly amendments are voted upon by the entire committee before the vote on the resolution.

Note: Amendments may only change the operative clauses of a resolution. Preambulatory clauses may not be amended.

Once debate on the draft resolution is closed, a delegate may request to enter voting procedures. At this time the doors of the room will be closed and no interruptions will be allowed. Each delegate is given one vote (either “Yes,” “No,” or “Abstain”). Depending on the committee, either a simple majority, two-thirds majority, or consensus is required for the resolution to pass. Other committees, such as the Security Council, also have veto stipulations.

If the resolution passes, give yourself a pat on the back! Your work on the issue has been completed. Sit back, relax, and gear up for the next round of debate!

DID YOU KNOW?

The United Nation’s annual budget only \$1.25 billion, about the same amount as the Pentagon spends in just 32 hours!





05 DEBATE STRATEGIES

Just as an athlete steps onto the field with the proper skills and tactics, a delegate of Model United Nations must also be prepared for the conference and be able to utilize various strategies to not only impress fellow delegates and the dais, but also to elevate the level of debate. Below are strategies for those who are preparing for their first conference, and also for more experienced delegates looking to enhance their Model United Nations experience.

BEGINNER DEBATE STRATEGIES

■ BE PREPARED

Do all of your research before the conference to get a good sense of what the topics are about and what your assigned country's stance on them are. Research for MUN conferences is crucial for the writing of a good position paper and will mean that you can be actively engaged in the debate because you will be knowledgeable on the topic. Without adequate research, three hour committee sessions will feel more like three days, and will not help you reach your potential as a delegate. Knowing your country's foreign policy inside and out will help you stay in character during the debate, and will help you respond appropriately in the event of a crisis as well as challenges and arguments proposed by other delegates. It is also advantageous to be aware of the foreign

policies of other countries in the committee, so you can classify which countries you can form alliances with and which countries you will need to persuade.

■ GET ENGAGED QUICKLY

Normally in the beginning of the first committee session, first-time delegates are nervous and as a result they may choose to wait it out. This is essentially the equivalent to procrastination, and just as we're told by our teachers, this must be stopped. Get into the game early, raise your placard for motions, put your name on the Main Speakers List, set speaking times for caucuses. Not only will these actions benefit you and give you brownie points, but it will also set off a chain reaction and lighten the mood for everybody, and the more people who talk, the better it is for the committee.

■ THINK OF AN OPENING SPEECH

A good way to start off debate is by first giving an overview of the situation at hand, both to assert your country's assessment of the topic and also to clear the air of any misunderstandings regarding said topic. An opening speech is also a good opportunity for you to express your country's goals for the conference, so as to show your fellow delegates what you wish to get out of the debate. By initiating the debate, you will also encourage others to lay out their agendas, which could avoid misconceptions of countries' objectives.

■ LISTEN TO OTHERS

Although it is important to structure your ideas so you can present points coherently, it is more important to be aware of what other delegates in your committee are saying. More often than

not, when you have a speech all written out, the time you took to write that would have provided an opportunity for others to move on to another point of discussion, which would disrupt your train of thought. In addition, listening to the arguments of other delegates will also provide you with opportunities for rebuttal in the event that a delegate makes a questionable point or challenges your policies. By listening, you keep yourself up to date on the situation, and can make judgments accordingly. Keep notes documenting the views of other countries, so you can identify which countries you can write resolutions with, and which ones you may need to challenge.

■ RESPOND TO OTHERS

When you are signalled to speak, address what other countries have spoken (for example, echoing the words of Country A, etc.), and formulate your response based on what other countries have said. In the event that a country openly disagrees with you, respond by laying out the policy differences between you and said country, and use examples to illustrate your point. This is much more effective than simply stating your position, which may make yourself vulnerable to rebuttals and verbal attacks. By responding to an opposing country's point, you can convince the committee that your policies are more effective and can resolve the situation, and that the opposing country has policies that are not as appealing.

■ USE YOUR TIME WISELY

Generally, the dais will, at the beginning of the first moderated caucus, tell all of the delegates in the committee how they will



signal when a delegate's speaking time has ended, or is close to ending (e.g. one gavel tap signalling 10 seconds remaining, etc.). However, many delegates are surprised or intimidated when the dais signals, and cut their speech short when they had much more time than they expected. Similarly, some delegates may be completely unaware of how limited their speaking time is, and try to cram too much material into a short amount of time. Always be aware of how much time you have, and address only one topic every time you stand up to speak. Do not cut your speech short when the dais taps their gavel the first time, as that is usually an indication that you have a few more seconds left to finish your sentence.

■ STAY IN CHARACTER

Remember: you are representing a country which has its own set of foreign policies and ideas. These ideas may not be the same as yours, and often times it will be difficult for you to promote these ideas when there is a conflict. However, to be successful in MUN, you must separate your personal agenda from your country's national agenda, and keep a consistent stance throughout the entire conference. Most importantly, do not let your rivalry with another country prevent you from becoming friends with the other delegate. At the end of the day, you are different from who you represent, so even if you are political enemies during the conference, it is not an excuse to develop a personal hatred for the opposing delegate.

ADVANCED DEBATE STRATEGIES

These strategies are for those who are conscious of and have mastered the above strategies, and may already have experience in MUN-style debate.

■ USE YOUR YIELDS

In most cases, delegates will choose to yield to the Chair after the speech in Speakers List. However, you can yield to questions or to other delegates, such as your allies so they may expand on your point or try to catch opposing countries unawares by yielding to them if you had just made a speech questioning their policies. Yielding to questions will give an opportunity for others to ask for clarification on your points, and not only would it streamline the question-and-answer process, but it would give you more time to promote your policies and also to show your knowledge of the topic and your country's policies.

DID YOU KNOW?

The United Nations Headquarters land and building are considered international territory, not even meeting all of New York City's fire safety and building codes!

■ ASK FOR SPECIFICS

In the event that you are still unsure of a country's position on the matter, do not hesitate to send them a note asking them for clarification on their policies. You can also use notes to ask countries what their objectives are, what they are willing to contribute, and any information that may help you formulate a working paper or draft resolution. Most importantly, you can use this infor-

mation to deduce if you can form an alliance with the country. If they are sidestepping your questions you can also choose to talk to them outside and also to lay out plans for a resolution. Passing notes is also a good way to find out the positions of delegates who have not been contributing as much, and who may be able to play an influential role in a resolution.

■ GET INVOLVED IN THE RESOLUTION WRITING PROCESS

Contribute ideas and play a part in the writing of a resolution, meaning that you should have a hand in making the decisions as to what should be put in the resolution. Make sure that the policies of your country are reflected in the finished product, and that your country's name is on the list of sponsors. Be prepared to defend the contents of the resolution in the event that countries scrutinize the components and attempt to make amendments that might conflict with your policies.



■ USE EXAMPLES

Just as an experiment or essay would not be considered credible if they lacked supporting evidence, an argument needs to have supporting points and examples to be able to come across as being legitimate. Avoid the abstract and focus on how the policies you have proposed have been implemented in the past, if they were successful and if they will be successful under the current conditions. Make sure you explain everything in a logical manner, and do not make assumptions on human behaviour or skip

steps along the way. Your fellow delegates should be able to go through your ideas without bumping into any logical roadblocks.

■ THINK AHEAD!

Put your name on the list before you have anything to say, especially when there are many speakers before you. By the time you get a turn to speak, you may have enough material just from listening to other delegates that you will have something to say. Do not wait until you have something to say before you put your name on the list, as it may take a while before you get a turn. By then there is the chance that what you say might be off-topic.

CRISIS STRATEGIES

A crisis can happen at anytime and could disrupt you and your committee from making progress on the current topic. In some cases, a crisis may even render some of the points on your resolution null and void. Whatever the situation, a crisis can be the perfect opportunity for you to assert your role and make major contributions.

■ DO NOT DAWDLE

A crisis situation often means that lives are at stake, and if a committee is not making serious inroads fast, then it is possible that many lives will be lost. In this situation, there is no time to waste, so the sooner ideas are being discussed and a resolution is put on paper, the better your chance of success. Normally, the committee will go into an unmoderated caucus, which will make the flow of ideas more free than Speakers List or moderated caucus. However, do not take this as an opportunity to relax or

to check Facebook. Treat the situation seriously, and use it to promote your ideas and get involved in the process of resolving the crisis.

■ LEAVE NOTHING TO CHANCE

Do not take anything for granted in the event of a crisis, as there can be secondary or tertiary events that follow the initial crisis and the results are often unexpected and might also negate any progress you may have made. Because of this, you cannot assume that an epidemic will only attack the young and elderly, or that an explosion in a nuclear power plant will not have aftershocks, or that a bank will be sufficient enough for the time being. More often than not, the things you don't expect to happen will happen during a crisis, so make sure that none of the points in your crisis resolution hinges on any assumptions that may prove to be incorrect as time goes on.

■ KEEP YOUR FOCUS

During a crisis situation, this is crucial, as every detail will matter in the end result, and nothing should be discarded as an anomaly or a red herring. This should apply after the crisis as well, when most delegates would be inclined to call for an early end to the committee session or a break. Let your fellow delegates know that although the committee has worked hard to resolve a crisis, there are still topics that also need resolving, and therefore you shouldn't let your foot on the gas pedal until the job has been done. You are only given a few hours per committee session and a handful of committee sessions a day, so make the most out of them and use the rest of your time to engage in non-MUN activities.

Most importantly: don't panic. There is no point in adding stress into an already stressful situation. Panicking will lead to rush and impaired judgment, so keep a level head and make rational decisions.



06 WRITING A RESOLUTION

A resolution is a formal document that reflects the decisions and future directions of topics within a committee. In Model United Nations, good resolutions often convey to the world a clear stance, with concrete action items and a timetable to follow up on its recommendations and rulings. For example, following an act of war by a particular nation, a resolution may be passed condemning the aggressor nation, calling on the world to place diplomatic pressures on both sides to prevent the conflict from accelerating followed by a statement that the committee will be monitoring the situation and remain actively seized of the matter.

As is the case with most professional documents, there are strict formatting rules that must be adhered to when constructing a resolution. At first glance, these rules may appear stringent and confining but once you know the pattern and basic backbone of a resolution, you will find that good resolutions enable a committee to communicate its ideas clearly, concisely and completely. A resolution should always be self-contained and serve as an independent document. This section of the Manifesto will provide you with an overview of how to properly write and format a resolution. We will be detailing each section with an example from a sample resolution. The excerpts from the sample resolution will appear in the outlined boxes and `different font`.

■ THE HEAD

The head appears at the top of every resolution, containing the conference name, committee name, title of the resolution, list of sponsors, and list of signatories.

Note the numbering convention used in the naming of resolutions. The first character is a number associated with the topics addressed, and the second is also a number and serves as a counter for the number of resolutions proposed within that topic. The third character can be a number or a letter and represents the number of drafts that particular resolution has gone through. For example, if the second draft of a resolution is the third proposed resolution on the first topic, it would be titled Resolution 1.3.2 or 1.3B.

Example of the Head

```
World Model United Nations Conference  
Economic and Social Council  
Resolution 1.3.2  
Sponsors: Albania, Jordan, Philippines  
Signatories: Canada, France, Vietnam
```

■ THE PREAMBLE

The preamble follows the head and forms the first part of your resolution. The preamble contains the preambulatory clauses, which can be likened to the preface of a book. These clauses may include some background on the topic, recall previous resolutions on the topic, state the focus of the current resolution, convey general attitudes and feelings of the committee concerning the issue, as well as considerations taken by the committee when

forming the resolution. The preamble should set the tone for the resolution and serve as the rationale for the operative clauses that follow.

In Model United Nations the perambulatory clauses have been deemphasized and that is an attitude we hope to change. The preambulatory clauses are extremely important and at times, can be used to drive policy changes and justify sanctions. Be sure of what you include in the preamble, as these clauses may not be amended or changed once they have been adopted into a draft resolution

Each preambulatory clause begins with a verb in the present continuous tense (i.e. ending in “ing” or “ed”) or an adjective and ends with a comma.

Example of the Preamble

```
The Economic and Social Council,
```

```
Recalling Article 19 of the Universal  
Declaration of Human Rights, “Everyone  
has the right to...receive and impart  
information and ideas through any media  
and regardless of frontiers,”
```

```
Recognizing that the problem of news flow  
imbalance is that two-way information  
among countries of a region is either  
nonexistent or insufficient and information  
exchanged between regions of the world is  
inadequate,
```

```
Realizing the need for all Sovereign  
Nations to maintain their integrity  
and still play an active role in the  
international system:
```

Commonly Used Preambulatory Clauses

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

■ THE OPERATIVE CLAUSES

Operative clauses outline specific recommendations and courses of action being put forth by the committee. Depending on the power and influence of the committee, these operative clauses

may even become international law. Operative clauses should be numbered and begin with a verb in the present tense. This section may include recommendations for action and specific initiatives that will be enacted by particular members. In this way the operative clauses differ significantly from the preamble, which instead gives a general overview of the tone and background to the resolution without giving concrete actions and solutions. Major clauses typically have several sub-clauses and each sub-clause should be indented, enumerated (using a), b), c), etc.), and end with a semicolon.

Here are a couple tips to keep in mind when writing the operative clauses:

- *Be specific* when describing your proposed actions. Use actual numbers, timelines, previous resolutions, and names of key players when appropriate. Does it answer the who, what, where, when, and how of the problem?

Good: “Calls on the international community to redouble their efforts to end terrorist acts”

Better: “Calls on the international community to redouble their efforts to prevent and suppress terrorist acts including by increased cooperation and full implementation of the relevant international anti-terrorist conventions and Security Council resolutions, in particular resolution 1269 (1999) of 19 October 1999”

Notice how the improved version is more specific: it specifies the meaning of “ending” terrorist acts, details how the international community is to end terrorist acts, and even mentions how previously passed resolutions

pertain to the situation. These make for a far more convincing and powerful clause.

- *Be realistic.* It may be tempting to propose unrealistically large numbers and figures as part of the resolution recommendations. However, always keep in mind that lofty and overly ambitious goals will inevitably result in diluted support from both members of your committee as well as the international community at large. It would not make sense for Canada to commit 100,000 soldiers to an area of armed conflict; nor would it be realistic for a small island country such as the Solomon Islands to devote \$100 million in humanitarian aid.

Commonly Used Operative Clauses

Accepts	Expresses its hope
Affirms	Further invites
Approves	Further proclaims
Authorizes	Have resolved
Calls	Notes
Calls for	Proclaims
Condemns	Reaffirms
Congratulates	Recommends
Confirms	Reminds
Considers	Regrets
Declares accordingly	Requests
Deplores	Solemnly affirms
Demands*	Strongly condemns
Designates	Supports
Draws the attention	Trusts
Emphasizes	Takes note of
Encourages	Transmits
Endorses	Urges
Expresses its appreciation	<i>* May only be used by the Security Council</i>

Example of the Operative Clauses

1. Recommends that a three-level information interchange system be established on the National, Regional, and International levels to ameliorate the current problems of news flow imbalance, the three-level system is to operate as follows:

- a) Each region's member nations will report their national information and receive the information of other nations in their region from the regional level of this interchange system;
- b) Nations will decide the character of the news flow media best suited to the need of their sovereign territory, be this printed, audio, or audio-visual;
- c) Regional News Gathering Agencies will serve to gather information from the nations in their region, and these boards will have no editorial discretion and will serve to forward all information to the International Board;
- d) Each regional agency will be composed of representatives from every member nation of the nation of the region;
- e) The primary function of the International Board will be to translate information accumulated from the regional news gathering agencies;
- f) The secondary purpose will be to transmit all information gathered back to the member nations via the regional news gathering agencies;
- g) In order to expedite the transfer of information from the international to regional level the international board will utilize a UN frequency on a European Economic Community satellite;

...

3. Calls for the continued use of funds from the International Program for the Development of Communications, Special Account, UNESCO, the UN Development Program, and other sources of funding including national governments and private donors;

4. Recommends that the distribution of funds be decided by the IPDC.

■ PUTTING IT ALL TOGETHER

Throughout this chapter we have shown you excerpts from a resolution to illustrate each section. Below is the full text of the resolution, adapted from Harvard WorldMUN's *Guide to MUN*. See Appendix 2 for an example of a resolution actually passed by the Security Council.

World Model United Nations Conference
Economic and Social Council
Resolution 4.3
Sponsors: Albania, Jordan, Philippines
Signatories: Canada, France, Vietnam

The Economic and Social Council,

Recalling Article 19 of the Universal Declaration of Human Rights, "Everyone has the right to... receive and impart information and ideas through any media and regardless of frontiers,"

Recognizing that the problem of news flow imbalance is that two-way information among countries of a region is either nonexistent or insufficient and information exchanged between regions of the world is inadequate,

Realizing the need for all Sovereign Nations to maintain their integrity and still play an active role in the international system:

1. Recommends that a three-level information interchange system be established on the National, Regional, and International levels to ameliorate the current problems of news flow imbalance, the three-level system is to operate as follows:
 - a) Each region's member nations will report their national information and receive the information of other nations in their region from the regional level of this interchange system;
 - b) Nations will decide the character of the news flow media best suited to the need of their sovereign territory, be this printed, audio, or audio-visual;

- c) Regional News Gathering Agencies will serve to gather information from the nations in their region, and these boards will have no editorial discretion and will serve to forward all information to the International Board;
 - d) Each regional agency will be composed of representatives from every member nation of the nation of the region;
 - e) The primary function of the International Board will be to translate information accumulated from the regional news gathering agencies;
 - f) The secondary purpose will be to transmit all information gathered back to the member nations via the regional news gathering agencies;
 - g) In order to expedite the transfer of information from the international to regional level the international board will utilize a UN frequency on a European Economic Community satellite;
2. Urges the establishment of the University of International Communications, whose main branch will be in Geneva, Switzerland with additional branches located in each of the aforementioned regions, with the following aims:
 - a) The University and branches will be established with the express purpose of bringing together world views and facilitating the transfer of technology;
 - b) All member nations of the United Nations will be equally represented at the University;
 - c) Incentives will be offered to students of journalism and communications at the University to return to their countries to teach upon completion of instruction;
 - d) The instructors of the regional education centers will be comprised of a multi partisan coalition of educators from throughout the world;
3. Calls for the continued use of funds from the International Program for the Development of Communications, Special Account, UNESCO, the UN Development Program, and other sources of funding including national governments and private donors;
4. Recommends that the distribution of funds be decided by the IPDC.

A1 APPENDIX 1: SAMPLE POSITION PAPER

Committee: United Nations Security Council

Topic: Establishing Military Legitimacy

Country: The French Republic

The French Republic understands that the issue of military legitimacy is one of great importance, especially in today's rapidly evolving world. In both World War One and World War Two, the French Republic has witnessed first hand the horrors and devastation caused by war, and strongly believes that war must be avoided at all costs.

The French Republic realizes the need for a precise and marked definition for illegitimate and legitimate force which all nations can agree upon. France believes the use of offensive or preemptive force, genocide, and inhumane treatment of civilians and combatants to be illegitimate. At the same time, France deems the use of defensive or deterrent force or force intended to defend a nation or protect world security to be legitimate. France also believes the Geneva Conventions to be fundamental cornerstones that all nations must adhere to while engaged in combat. Therefore, France strongly opposes any human rights violations, the use of chemical weapons, and the killing of civilians during times of war. France considers adherence to the Geneva Conventions an essential aspect of legitimate warfare.

The French Republic is greatly concerned with recent events, such as the United States' recent invasion of the Republic of

Iraq, which was carried out without United Nations sanction. Although the necessity for the disarmament of Iraq is apparent, France does not condone the war, and believes it to be illegitimate. In the opinion of France, the United States failed to provide adequate proof of a valid reason for their invasion, and that their attack into the country was invalid and preemptive. Also, the country's human rights violations that have resulted from the war have been clear indicators of illegitimate force.

Terrorism has become the newest, most terrifying enemy to many people. Wars are no longer fought between countries, but between groups or nations that may or may not follow territorial borders. To fight this constantly changing face of war, France believes countries must work transnationally as a single force in order successfully win the war against terrorism. France sees the UNSCR 1373 as a guideline to help eliminate terrorism, and also urges that all countries must not remit from disarming non-governmental militant groups from within their countries. This is especially true of several conflicts in the world today, including Lebanon and Hezbollah, and Sudan and the Janjaweed. France firmly believes that governments must not sponsor any forms of terrorism or illegitimate force.

The issue of military legitimacy is becoming more and more relevant in today's world. The French Republic sees this issue as of extreme importance, and is enthusiastic to work with other nations to come to a clear conclusion that will ensure that force and warfare are carried out in the most desirable means possible.

A2 APPENDIX 2: SAMPLE RESOLUTION

This is an annotated text of an actual resolution passed by the United Nations Security Council on 12 September 2001 in response to the 9/11 Terrorist Attacks in New York City.

A resolution begins with the committee name

Preambulatory clauses end with a comma

The last preambulatory clause ends with a colon to introduce the operative clauses

Each operative clause ends with a semicolon

NOTE

The entire resolution is structured as one long sentence (there is only one period to mark the end of the sentence, which comes at the end of the last operative clause).

All Security Council resolutions, by convention, end with this same operative clause

RESOLUTION 1368 (2001)

The Security Council,

Reaffirming the principles and purposes of the Charter of the United Nations,

Determined to combat by all means threats to international peace and security caused by terrorist acts,

Recognizing the inherent right of individual or collective self-defence in accordance with the Charter:

1. Unequivocally condemns in the strongest terms the horrifying terrorist attacks which took place on 11 September 2001 in New York, Washington, D.C. and Pennsylvania and regards such acts, like any act of international terrorism, as a threat to international peace and security;
2. Expresses its deepest sympathy and condolences to the victims and their families and to the people and Government of the United States of America;
3. Calls on all States to work together urgently to bring to justice the perpetrators, organizers and sponsors of these terrorist attacks and stresses that those responsible for aiding, supporting or harbouring the perpetrators, organizers and sponsors of these acts will be held accountable;
4. Calls also on the international community to redouble their efforts to prevent and suppress terrorist acts including by increased cooperation and full implementation of the relevant international anti-terrorist conventions and Security Council resolutions, in particular resolution 1269 (1999) of 19 October 1999;
5. Expresses its readiness to take all necessary steps to respond to the terrorist attacks of 11 September 2001, and to combat all forms of terrorism, in accordance with its responsibilities under the Charter of the United Nations;
6. Decides to remain seized of the matter.

PREAMBLE

OPERATIVE CLAUSES

A3 APPENDIX 3: FULL RULES & PROCEDURES

Below is the full set of Rules & Procedures adopted from the 2010 Connect Model United Nations Conference in Vancouver, Canada. Specific Rules & Procedures may vary, depending on the particular conference.

GENERAL RULES

1. **SCOPE:** These rules for committee session are self-sufficient, except for modifications provided by the Secretariat, and will be considered adopted in advance of session. No other rules of procedure are applicable.
2. **LANGUAGE:** English will be the official and working language of the conference.
3. **DELEGATIONS:** Each member state will be represented by one or two delegates and one vote on each committee.
4. **CREDENTIALS:** The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary General. Any representative whose admission is objected by a member may provisionally be seated with the same rights as other representatives, pending a decision from the Secretary General.
5. **PARTICIPATION OF NON-MEMBERS:** Representatives of Accredited Observers will have the same rights as those of full members, except that they may not sign or vote on resolutions or amendments. A representative of a state organization which is not a member of the United Nations or an Accredited Observer may address a committee only with the prior approval of the Director.
6. **STATEMENTS BY THE SECRETARIAT:** The Secretary General or a member of the Secretariat designated by him/her

may at any time make either written or oral statements to the committee.

7. **GENERAL POWERS OF THE DAIS:** The Committee Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. The Director, subject to these rules, will have complete control of the proceedings at any meeting. The Chair will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Chair may temporarily transfer his duties to another member of the dais. The dais may also advise delegations on the possible course of debate. In the exercise of these functions, the dais will be at all times subject to these rules and responsible to the Secretary General.

8. **APPEAL:** Any decision of the Chair, with the exception of those matters that are explicitly stated in the Committee Rules of Procedure to be unappealable, may be appealed immediately by a delegate. The Chair may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Chair will stand unless overruled by a two-thirds majority of those members present and voting. The Chair's ruling will stand unless overruled by two-thirds majority of "No" votes. The Director has ultimate discretion on any ruling, whether it is appealed successfully or not.

9. **QUORUM:** The Director may declare a Committee open and permit debate to proceed when at least one quarter of the members of the Committee (as declared at the beginning of the first session) are present. A member of the Committee is a representative who is officially registered with the conference. The presence of a majority of the members will be required for the vote on any substantive motion. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum.

10. **COURTESY:** Delegates will show courtesy and respect to the dais and to other delegates. The Chair will immediately call to order any delegate who fails to comply with this rule.

RULES GOVERNING DEBATE

11. **AGENDA:** The first order of business for the Committee will be the consideration of the agenda.

- A motion should be made to put a topic area first on the agenda. This motion requires a second.
- A Speakers List will be established for and against the motion.
- A motion to close debate will be in order after the Committee has heard two speakers for the motion and two against or all the speakers on one side and at least two on the opposite side. In accordance with the normal procedure described in Rule 15, the Chair will recognize two speakers against the motion to close debate, and a vote of two-thirds majority is required for closure of debate on the agenda.
- When debate is closed, the Committee will move to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other topic area will automatically be placed first on the agenda.
- A motion to proceed to the second topic area is in order only after the Committee has adopted or rejected a resolution on the first topic area. A motion to proceed to the second agenda item after a resolution has failed requires a second and is debatable to the extent of one speaker in favor and one against. This motion requires a vote of two-thirds majority to pass.
- In the event of an international crisis or emergency, the Secretary General or his/her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. After a resolution has been passed on the crisis topic, the committee will return to debate on the tabled topic. If a resolution on the crisis topic fails, the committee may return to debate on the tabled topic area only at the discretion of the Secretary General or his/her representative.

12. **DEBATE:** After the agenda has been determined, one continuously open Speakers List will be established for the purpose of general debate. This Speakers List will be followed

for all debate on the topic area, except when superceded by procedural motions, amendments, or the introduction of a resolution. Speakers may speak generally on the topic area being considered and may address any resolution currently on the floor.

13. **UNMODERATED CAUCUS:** A motion for unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote. A majority of members is required for passage. The Chair may rule the motion out of order and his/her decision is not subject to appeal.

14. **MODERATED CAUCUS:** The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Director may choose to break the committee into smaller groups, each with its own Chair, to be appointed by the Director. The Chair will temporarily depart from the Speakers List and call on delegates to speak at his or her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a speaking time and time limit for the caucus, not to exceed twenty minutes. Once raised, the motion will be voted on immediately with a majority of members required for passage. The Chair may rule the motion out of order and his/her decision is not subject to appeal.

15. **CLOSURE OF DEBATE:** When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members. If the Committee is in favor of closure, the Chair will declare the closure of the debate, and the resolution or amendment will be brought to an immediate vote.

16. **SUSPENSION OR ADJOURNMENT OF THE MEETING:** Whenever the floor is open, a delegate may move

for the suspension of the meeting, to suspend all Committee functions until the next meeting, or for the adjournment of the meeting, to suspend all Committee functions for the duration of the Conference. The Chair may rule such motions out of order; these decisions will not be subject to appeal. When in order, such motions will not be debatable but will be immediately put to the vote and will require a majority to pass. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee.

17. POSTPONEMENT AND RESUMPTION OF

DEBATE: Whenever the floor is open, a delegate may move for the postponement of debate on a resolution or amendment currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds majority to pass and will be debatable to the extent of one speaker in favor and one opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed. A motion to resume debate on an amendment or resolution on which debate has been postponed will require a majority to pass and will be debatable to the extent of one speaker in favor and one opposed. Resumption of debate will cancel the effects of postponement of debate.

18. RECONSIDERATION: A motion to reconsider is in order when a resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. The Chair will recognize two speakers opposing the motion after whom the motion will be immediately put to a vote. A two-thirds majority of the members is required for reconsideration.

RULES GOVERNING SPEECHES

19. SPEAKERS LIST: The Committee will have an open Speakers List for the topic area being discussed. Separate speakers lists will be established as needed for procedural motions and debate on amendments. A nation may add its name to the Speakers list by submitting a request in writing to the Chair, provided that nation is not already on the Speakers List. The names of the next several nations to speak will always be posted for the convenience of the Committee. The Speakers List

for the second topic area will not be open until the Committee has proceeded to that topic. The Main Speakers List of a Topic Area may never be closed.

20. SPEECHES: No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or offensive to committee members or the dais.

21. TIME-LIMIT ON SPEECHES: After the Main Speakers List is opened, the Chair has the option to entertain motions to set the speaking time (minimum thirty seconds) or simply select an appropriate duration depending on the number of delegates. Motions to set the speaking will be voted in the order they were presented and a simple majority is required for passage. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order without delay.

22. YIELDS: A delegate granted the right to speak on a substantive issue may yield in one of three ways: to another delegate, to questions, or to the Chair. Only one yield is allowed; a speaker who is yielded to may not yield at all. Yields are in order only on substantive speeches, and a delegate must declare any yields by the conclusion of his/her speech. Yields are not in order during moderated caucus.

- *Yield to another delegate.* His/her remaining time will be given to that delegate, who may not, however, then yield back to the original delegate. In the case of a two-person delegation representing a country on a committee, to turn the floor over to a co-delegate is not considered a yield.
- *Yield to questions.* Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical and leading and not designed to elicit information. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
- *Yield to the chair.* Such a yield should be made if the delegate does not wish his/her speech to be subject to comments.

The Chair will then move to the next speaker. A yield to the chair is in order, but not automatic, when a speaker's time has elapsed.

23. **COMMENTS:** If a substantive speech involves no yields, the Chair may recognize delegates, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. Commentators may not yield. No comments will be in order during debate on procedural motions.

24. **RIGHT OF REPLY:** A delegate whose personal or national integrity has been egregiously impugned by another delegate may request a Right of Reply. The Chair's decision whether to grant the Right of Reply is unappealable, and a delegate granted a Right of Reply will not address the committee except at the request of the Chair.

POINTS

25. **POINTS OF PERSONAL PRIVILEGE:** Whenever a delegate experiences considerable personal discomfort which impairs his/her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege may interrupt a speaker, delegates should use this power with the utmost discretion.

26. **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 Chair in accordance with these rules of procedure. The Chair may rule out of order those points which are dilatory or improper; such a decision is unappealable. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.

27. **POINTS OF PARLIAMENTARY INQUIRY:** When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair 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 dais during caucus.

RULES GOVERNING SUBSTANTIVE ISSUES

28. **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. Working papers are not official documents, but do require the approval of the Director to be distributed.

29. **RESOLUTIONS:** A resolution may be introduced when it receives the approval of the Director and is signed by one-third of the committee. Signing a resolution need not indicate support of the resolution, and the signer has no further rights or obligations. The Director's decision not to sign a resolution or amendment is never appealable. Resolutions require a simple majority to pass.

30. **INTRODUCING RESOLUTIONS:** Once a resolution has been approved as stipulated above and has been distributed, a delegate may rise to introduce the resolution. The content of such an introduction will be limited to reading the operatives of the resolution. Such an introduction will be considered procedural in nature, and hence, yields and comments are out of order. A motion to introduce a resolution approved by the Director requires only authorization by the Chair; it will not be put to a committee vote. More than one resolution may be on the floor at any one time. The maximum number of resolutions that may be passed per topic area is at the discretion of the Director. A resolution will remain on the floor until debate is postponed or closed or a resolution on that topic area has been passed. Debate on resolutions proceeds according to the topic area Main Speakers List.

31. **COMPETENCE:** A motion to question the competence of the Committee to discuss a resolution or amendment is in order only immediately after the resolution has been introduced. The motion requires a majority to pass and is debatable to the extent of one speaker for and one against.

32. **AMENDMENTS:** Delegates may amend any resolution that has been introduced. Acceptable amendments may add and/or strike words, phrases or full clauses to the operative clauses of a resolution. Preambulatory clauses cannot be changed in any way (except to correct spelling, punctuation or grammar) following formal submission of the resolution to the floor of the committee. Corrections in spelling, punctuation, or grammar in the operative clauses are made automatically as they are brought to the attention of the dais, and do not need to be submitted as official amendments. All amendments must be presented to the dais and approved prior to the onset of voting procedure. The Director will read the amendment to the committee before a vote. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended.

a. There are two types of amendments:

- *Friendly:* A friendly amendment is proposed by any member of the body and accepted by the original sponsors of the resolution. It is typically used to clarify a point. Upon agreement of all the original sponsors, the change is incorporated into the resolution without a vote of the committee, as all sponsors must concur for an amendment to be friendly.
- *Unfriendly:* An unfriendly amendment is a modification that can be proposed by any member of the body, but does not have the support of all of the sponsors. Unfriendly amendments must be formally submitted to the Director in writing with the signatures of one-fifth of the delegates present. A vote will be taken on all unfriendly amendments to a resolution immediately prior to the vote on the entire resolution. It should be noted that the term 'unfriendly' does not mean that such amendments are intended to degrade or contradict the resolution in any way. It merely means that the amendment has not received the support of all of the resolution's sponsors.

b. Further rules governing amendments:

- An approved amendment may be introduced when the floor is open.

- General Debate will be suspended and a Speakers List will be established for and against an unfriendly amendment.
- A motion to close debate will be in order after the Committee has heard two speakers for the unfriendly amendment and two against, or all the speakers on one side and at least two on the other side. Following the normal procedure of Rule 15, the Chair will recognize two speakers against the motion to close debate, and a vote of two-thirds majority is required for closure.
- When debate is closed on the unfriendly amendment, the Committee will move to an immediate vote. A simple majority is required to pass an unfriendly amendment. After the vote, debate will resume according to the General Speakers List.

RULES GOVERNING VOTING

33. **DIVISION OF THE QUESTION:** After debate on any resolution or amendment has been closed, a delegate may move that operative parts of the proposal be voted on separately. Preambulatory clauses and sub-operative clauses may not be removed by division of the question. Delegates should keep in mind that the final document will be put to a substantive vote as a whole requiring a simple majority to pass. If no division passes, the resolution remains intact.

- The Chair will, at that point, take any further motions to divide the question and then arrange them from most severe to least so that the motion splitting the resolution into the greatest number of operative parts is voted on first.
- If an objection is made to a motion to divide the question, that motion will be debated to the extent of two speakers for and two against, to be followed by an immediate procedural vote on that motion.
- If the motion receives the simple majority required to pass, the resolution or amendment will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is included in the final draft.

- Parts of the resolution or amendment which are subsequently passed will be recombined into a final document and will be put to a substantive vote as a whole, requiring a simple majority to pass. If all of the operative parts of the substantive proposal are rejected, the proposal will be considered to have been rejected as a whole.

34. VOTING: Each country will have one vote. Each vote may be a “Yes,” “No,” or “Abstain.” Members “present and voting” will be defined as members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting. All matters will be voted upon by placards, except in the case of a roll call vote. After the Chair has announced the beginning of voting, no delegate will interrupt the voting except on a Point of Personal Privilege or on a Point of Order in connection with the actual conduct of the voting. A simple majority requires “Yes” votes from more than half of the members present and voting; ties fail. A two-thirds vote requires at least twice as many “Yes” votes as “No” votes.

35. ROLL CALL VOTING: After debate is closed on any resolution or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions. Such a motion may be made from the floor and must be seconded by two-thirds of the total members in the committee. All substantive votes are roll call in the Security Council by default. Voting will be at the discretion of the Chair in all other committees.

- In a roll call vote, the Chair will call countries in alphabetical order starting with a randomly selected member.
- In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” or “Pass.” A delegate who does not pass may vote “with rights” to request the right to explain his/her vote.
- A delegate who passes during the first sequence of the roll call must vote during the second sequence. The same delegate may request the right to explain his/her vote.
- All delegates who had requested the right of explanation will be granted time to explain their votes.
- The Chair will then announce the outcome of the vote.

PRECEDENCE OF MOTIONS

36. PRECEDENCE: Motions will be considered in the following order of preference:

- 1) Parliamentary Points
 - a) Points which may interrupt a speaker:
 - i) Points of Personal Privilege (Rule 25)
 - ii) Points of Order (Rule 26)
 - b) Points in order only when the floor is open:
 - i) Points of Parliamentary Inquiry (Rule 27)
- 2) Procedural motions that are not debatable:
 - a) Adjournment of the Meeting (Rule 16)
 - b) Suspension of the Meeting (Rule 16)
 - c) Unmoderated Caucus (Rule 13)
 - d) Moderated Caucusing (Rule 14)
- 3) Procedural motions that are applicable to a resolution or amendment under consideration:
 - a) Closure of Debate (Rule 15)
 - b) Postponement of Debate (Rule 17)
 - c) Competence (Rule 31)
 - d) Division of the Question (Rule 33)
- 4) Substantive motions:
 - a) Amendments (Rule 32)
 - b) Resolution (Rules 29-30)
- 5) Other procedural motions:
 - a) Resumption of Debate (Rule 17)
 - b) Reconsideration (Rule 18)

A4 APPENDIX 4: ONLINE RESOURCES

OTHER GUIDES TO MUN

Battlefield Earth, *Alnawaz Jiwa*

http://www.vmun.com/documents/documents_model_un_guides.html

Guide to WorldMUN, *World Model United Nations*

<http://www.worldmun.org/guide-to-worldmun>

Model United Nations Headquarters, *United Nations Cyberschoolbus*

<http://www.un.org/cyberschoolbus/modelun/index.asp>

Model United Nations Preparation Guide, *UNAUSA*

<http://www.unausa.org/munpreparation>

UNITED NATIONS RESOURCES

Security Council Resolutions Database

Online access to every resolution passed by the United Nations Security Council

<http://www.un.org/documents/scres.htm>

General Assembly Resolutions Database

Online access to every resolution passed by the General Assembly

<http://www.un.org/documents/resga.htm>

United Nations Bibliographic Information System

A wealth of information can be found here, including historical voting records and copies of speeches

<http://unbisnet.un.org/>

United Nations Documentation: Research Guide

Learn how to navigate through the extensive United Nations Documentation database

<http://www.un.org/Depts/dhl/resguide/>

Member States of the United Nations

<http://www.un.org/en/members/index.shtml>

RESEARCH RESOURCES

CIA World Factbook

The bread and butter of country research – start with this site!

<https://www.cia.gov/library/publications/the-world-factbook/>

Country Reports

User friendly and non-technical information on most countries

<http://www.countryreports.org/>

NEWS & MEDIA

Africa News (*Africa*)

<http://www.africanews.com/>

Al-Jazeera (*Middle East*)

<http://english.aljazeera.net/>

Asia News Network (*Asia*)

<http://www.asianewsnet.net/>

Associated Press (*United States*)

<http://www.ap.org/>

BBC News (*Great Britain*)

<http://www.bbc.co.uk/news/>

CBC News (*Canada*)

<http://www.cbc.ca/>

China.org.cn (*Government of China*)

<http://www.china.org.cn/>

CNN News (*United States*)

<http://www.cnn.com/>

Latin American and Mexican News Directory (*Latin America*)

<http://libguides.utsa.edu/latamnews>

Reuters (*United Kingdom*)

<http://www.reuters.com/>

All links current as of publication date

MUNGLOSSARY

Abstain: During voting, a delegate may abstain, meaning that they are not voting for or against the resolution.

Adjourn: All committees sessions end with a motion to adjourn. If majority votes to adjourn, then debate is suspended until the next meeting.

Agenda: Following roll call, the first duty of the committee will be to set the agenda. The agenda is the order in which topics will be discussed.

Amendment: An amendment is a change made to a draft resolution, and can either be “friendly” or “unfriendly.” A friendly amendment pertains to a change supported by the original sponsors, and is passed automatically. An unfriendly amendment is a proposed change to a draft resolution that is not supported by all of the original sponsors, and thus, must be voted on by the whole committee.

Backgrounder (or Background Guide): A background guide is a document written by a committee director about a topic being discussed in a MUN committee

Caucus: A caucus is a break from the formal debate that is the primary and secondary speakers’ lists, in which delegates can more easily address a given topic. A caucus can be moderated or un-moderated.

Censor: If a delegate is behaving irresponsibly, speaking in irrelevant terms, or is halting committee progress, committee members may vote to have said delegate constrained or censored from participating in debate for a given period of time.

Chair: The Chair is a member of the dais that moderates debate, keeps time, regulates points and motions and enforces the rules and procedures. A chair is also known as the moderator.

Committee Session: Committee sessions are the times scheduled during the conference in which delegates formally meet in committees to debate their respective topics.

Dais: Generally consisting of a chair and a director, the dais is the small group of staff in charge of a committee session.

Decorum: Decorum is the order and respect that all delegates must demonstrate when participating in a committee session. The chair will call for decorum if he or she feels that certain committee members or the committee as a whole are being disrespectful or off task.

Dilatory: A member of the dais may rule that a point or motion is dilatory, meaning that it is out of order or inappropriate at a given time.

Delegate: A delegate is one who acts as a representative of a member state or as an observer in a committee at a conference.

Delegation: A delegation is the entire group of individuals representing the same member state/observer group in all committees at a particular conference. Some conferences may refer to the group of delegates from the same school as a delegation.

Director: The director of a committee is a member of the dais that oversees the creation of working papers and draft resolutions, acts as an expert on the topic, ensures that decorum is maintained and that delegates accurately reflect the policy of their countries.

Draft Resolution: A draft resolution is a document that proposes a solution to a given topic, written during a committee session. If passed by the committee, the draft resolution will become a resolution.

Member State: A member state is a country that has ratified the Charter of the United Nations and whose application to join the UN has been accepted by the General Assembly and the Security Council. Currently, there are 192 member states of the United Nations.

Moderated Caucus: A moderated caucus is a type of caucus in which delegates remain seated. The Chair will call upon delegates to speak one at a time for a designated period of time.

Motion: A motion is a request made by a delegate that the committee as a whole to do something. Some motions might involve moving into a moderated or unmoderated caucus, adjourning, or introducing a draft resolution.

Observer: An observer is a state, regional/national 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.

Operative Clause: In a written resolution, operative clauses describe how the UN will address a problem. An operative clause begins with an action verb such as authorizes, condemns and recommends.

Placard: A placard is a card on which a country's name is printed. A delegate may raise their placard during a committee session to signal to the Chair that he or she wishes to speak.

Point: A point may be raised by a delegate requesting information or asking permission to do something during a committee session. Examples may include a point of order, a point of inquiry, and a point of personal privilege.

Position Paper: A position paper is a summary of a country's position on a topic, written by a delegate prior to a Model UN conference.

Preambulatory Clause: Preambulatory clauses describe previous actions taken on the topic and reasons why the resolution is necessary. A preambulatory clause begins with a participle or an adjective such as noting, concerned, regretting, or recalling.

Quorum: Quorum is the minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

Resolution: A resolution is a document that has been passed by an organ of the United Nations that aims to address a particular problem or issue.

Right of Reply: A right of reply is the right to speak in reply to

a previous speaker's comment, usually when a delegate feels personally insulted by another's speech. A right of reply generally requires a written request to the Chair.

Roll Call: The first order of business in a Model UN committee is roll call. When the name of each member state is called by the dais, a delegate may respond "present" or "present and voting." A delegate responding "present and voting" may not abstain on a substantive vote.

Secretariat: The most senior staff of a MUN conference.

Secretary General: The director of a MUN conference, and the head of the Secretariat who oversees the planning and execution of the conference.

Signatory: A signatory is a country that endorses the discussion of a draft resolution. A signatory does not need to support the given resolution, and there must be three signatories in order for a draft resolution to be approved.

Simple Majority: A simple majority is '50% plus one' of the number of delegates in a committee.

Speakers List: The Speakers List is 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.

Sponsor: Sponsors are the writers of a draft resolution. There must be at least two sponsors in order for a draft resolution to be approved. A friendly amendment can be made only if all sponsors agree.

Unmoderated Caucus: An unmoderated caucus is a caucus in which delegates leave their seats to mingle, enabling the free exchange of ideas to an extent not possible in the formal debate of the speakers lists or even in a moderated caucus. An unmoderated caucus is beneficial for delegates to collaborate in writing working papers and draft resolutions.

Working Paper: A working paper is a document proposing a solution to a given issue, written by delegates of a committee. A working paper is usually the precursor to a draft resolution.

Veto: Veto power is the ability of 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. For councils requiring consensus (such as NATO and EU), all member states have 'veto power.'

Vote: Delegates vote to indicate whether they do or do not support a proposed action for the committee. There are two types of votes: procedural and substantive. All present delegates must vote on procedural matters and may not abstain. Procedural matters have to do with the way a committee is run, as opposed to a substantive vote, which concerns action to be taken on the topic being discussed. A delegate may abstain on a substantive vote.

Voting Bloc: A voting bloc is the period during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the room during voting bloc.

Yield: When a delegate concludes their turn on the Speakers List, he or she decides what to do with the remaining time by yielding to another delegate, to questions, or to the Chair. If no yield is specified by a delegate, the remaining time is yielded to comments by default.

IMAGE CREDITS

Cover: Chris Erbach, http://upload.wikimedia.org/wikipedia/commons/1/18/UnitedNations_GeneralAssemblyChamber.jpg, Creative Commons Attribution-Share Alike 3.0 Unported License.

Page 14: Stefano Corso, http://upload.wikimedia.org/wikipedia/commons/d/db/UN_building.jpg, used under copyright permission.

Page 17: Patrick Gruban, <http://flickr.com/photo/19473388@N00/336919373>, Creative Commons Attribution-Share Alike 2.0 Generic License.

Page 18: Shealah Craighead, http://www.whitehouse.gov/news/releases/2006/09/images/20060919-4_p091906sc-0172-515h.html, public domain.

Page 19: United Nations, public domain.

Page 22: Arjun Kartha, used under royalty free image license.

Page 24: Dion Gillard, <http://www.flickr.com/photos/28745163@N00/248190660m>, Creative Commons Attribution 2.0 Generic License.

Page 29: User:addicted, http://upload.wikimedia.org/wikipedia/commons/d/da/Sudan_Darfur_states.png, Creative Commons Attribution-Share Alike 3.0 Unported License.

Page 30: Divulgação Petrobras/Agência Brasil, [http://upload.wikimedia.org/wikipedia/commons/a/ab/Oil_platform_P-51_\(Brazil\).jpg](http://upload.wikimedia.org/wikipedia/commons/a/ab/Oil_platform_P-51_(Brazil).jpg), Creative Commons License Attribution 2.5 Brazil License.

Page 31: United States State Department, <http://www.state.gov/t/pa/ei/pix/2006/59312.htm>, public domain.

Page 32: Anthony Anaxagorou, http://upload.wikimedia.org/wikipedia/commons/c/c5/Writing_Poems.jpeg, public domain.

Page 34: Ferdinand Reus, <http://www.flickr.com/photos/72092071@N00/326435922/>, Creative Commons Attribution-Share Alike 2.0 Generic License

Page 35: User:upsontedmuilo, http://upload.wikimedia.org/wikipedia/commons/2/2c/HK_Shek_Tong_Tsui_%E9%A6%99%E6%B8%AF%E7%9B%9B%E8%B2%BF%E9%A3%AF%E5%BA%97_Traders_Hotel_Hong_Kong_Check-In_service_counter_Aug-2010.JPG, Creative Commons Attribution-Share Alike 3.0 Unported License.

Pages 38, 41, 43, 44, 45: Wesley Sze, used with permission.

Page 48: Jason Morrison, used under royalty free image license.

Page 51, 56, 60, 63, 66: Wesley Sze, used with permission.

Page 70: User:shho, used under royalty free image license.

