

STFXMUN 101 Handbook

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Roll Call:

- The Chair will start with a roll call. Delegates may state whether their country is “present and voting” or simply “present”. If they say present and voting they cannot abstain from substantial matters (voting).
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Different Debates:

Formal Consideration:

- Right after setting the agenda the Chair will ask you would like to be placed on the Speakers List
- The speakers will share which topic they wish to set first
- At the end of the Speakers List delegates will vote as to which topic they would like to discuss

Moderated Caucus:

- The motion for a Moderated Caucus is motioning for another type of formal debate. Similar to a Speakers List.
- The Chair will call the delegates one by one and they will speak for a certain amount of time. Just like the Speakers List you must raise your placard when asked so you can be put on the list to speak
- Topics submitted must be relevant to the main topic. It could be a subtopic or a topic that can contribute to the debate and the topic under consideration. The delegate who suggested the Moderated Caucus would give a total time limit then time limit for each speaker
 - Common combinations are: 10 min total/1 min each, 9 min total/45 sec each

Unmoderated Caucus:

- Motioning for an informal debate among delegates.
- This is a state where the delegates break into different groups and come up with resolutions drafts which align with their countries foreign policies and interests. This must be voted upon. Following this is a resolution debate.
- Motion must be suggested with the time of Unmoderated Caucus

Round Table Discussion:

- This motion must not be confused with the motion to adjourn the meeting. Tabling debate ends debate on the topic. Delegates can table debate, move onto another topic and return to

the first topic at a later time. Before going to a vote, two delegates must speak in favour of tabling debate and two speak against it.

Motions

Motion to enter debate:

- Setting the Agenda: there is only one topic for this conference, but when there are multiple topics, the Chair will ask if there are any motions on the floor after roll call. One country may be recognized, then motion to set the agenda. They will then set the topic. The topic must be majority voted and that entails the rest of the delegates voting for the topic to be discussed.
- There is another possible motion after roll call and that would be motion to open Speakers List.

Motion to open Speakers List:

- Speakers List - This motion will be introduced by a delegate as a motion to open Speakers List. The Chair will ask who would like to be added to the Speakers List and delegates must raise their placards to be added.
- Delegates are given the opportunity to talk about the topic with regards to their country.
- This can be done after setting the Agenda (see top) or after a topic has been decided.
- Once the Speakers List has been set a delegate may not make a motion to enter the Speakers List but must pass a note to the Chair to be added to the list.

Motion to close Speakers List:

- This will just put the Speakers List on pause if delegates either want to make another motion or move on to the Moderated Caucus.

Motion to close debate:

- Closing debate allows the committee to move into voting procedure. Once a delegate feels that his or her country's position has been made clear, that there are enough draft resolutions on the floor and that all other delegates are ready, they can move for the closure of debate. Two delegates usually speak against the closure of debate. None speak for it.

Motion to vote (Voting Procedure):

- Once the resolutions have been shared a motion to go into voting procedure will be presented. You can vote yes, no or abstain from voting. You can also vote yes or no with rights (decide to vote differently from what your country and explain why).

Motion to suspend debate:

- Suspending the meeting means calling for a moderated or Unmoderated Caucus. When moving to suspend the meeting, delegates should specify the purpose for and length of the suspension. This motion requires an immediate vote.

Motion to adjourn:

- Adjourning the meeting ends the committee session until the next session, which may be held the following year. The motion is most commonly made to end a committee session for the purpose of lunch or dinner. It requires an immediate vote.

Rights and Points:

Point of information:

- After a delegate has given a speech in formal debate, they may yield time to points of information, or questions from other delegates concerning the speech.

Point to follow up:

- This can be set after the delegate has responded to the question if the delegate on the floor has follow-up questions. The follow up question needs to be on the same topic the delegate has already asked.

Right of reply:

- Should your nation be attacked, you may send a right of reply to the rapporteur. If approved you are given a chance to read it out loud.
- If a delegate says something wrong you can raise a right of reply to correct the delegate.
- You cannot right of reply to a right of reply

Point of order:

- Points of order are used when delegates believe the Chair has made an error in the running of the committee. Delegates rising to points of order may not speak on the substance of the matter under discussion. They should only specify the errors they believe were made in the formal committee procedure.

Point of personal privilege:

- When you need to raise a point about your personal comfort. It could be to use the washroom or even to ask the delegate at the podium to speak louder.

Point of parliamentary inquiry:

- Where you have a doubt or question regarding the procedure of the conference. Or if you have a question about what's going to happen next.

Point of clarification:

- If you do not understand, perhaps a resolution due to grammar errors. You can then ask a question for clarification.

After finishing a speech, you can:

- Yield to the Chair - your time is consumed by the Chair
 - Yield to questions - the other delegates may ask you questions about your speech (point of inquiry)
 - Yield to another delegation - another delegate may speak with the rest of your time
 - Yield to comments - If the delegate speaking has not yielded to questions then two 30 second comments will be made. The Chair will ask all delegates if anyone has a comment. The delegate will then share their thoughts after being recognized by the Chair
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Voting Procedure:**How to vote:**

- You can vote for, against or abstain from voting.

Rules of voting:

- During voting no one may leave and there can be no interruptions
- There must be a majority to pass

Clause-by-clause basis:

- Vote based on the clauses. If one clause passes,
- It remains as part of the resolution
- If one doesn't it will have to be amended.

Pages:

- Pages are used to pass notes between delegates during Moderated Caucus
- Pages however should not be used to send inappropriate messages or write about unrelated things
- We won't be having pages but there can be a page at another conference that you could attend.

Position Papers:

Purpose of a position paper:

- The goal of a position paper is to introduce your stance on the issue(s). Your position paper will allow the Chairs to understand what your position is and why your delegation believes this.

Format:

- Unless otherwise specified by the conference organisers, general formatting is:
- One or two pages
 - Title and bibliography separate
- Single-spaced, or if otherwise stated - MLA, Chicago, etc.
- Citations made in either Chicago or MLA
- Separate into multiple sections
 - Major for issues (ISIS and Ukraine situation would have separate pages and headings)
 - Minor for subheadings (like background and possible solutions)
 - Background
 - Possible solutions that appeal to your delegation
 - Possible questions/information to find out.
 - 12 point Arial or Times New Roman

Resources and research:

- United Nations website
- Best Delegate
- **Reputable** news articles
- Books and documentaries
 - Usually for historical context

Tips:

- Your position paper is not a notepad
- Keep a separate page of notes and research
- Draw as many connections as possible
- e.g. Ukraine and Sweden are both members of the EU, so how would the Ukraine situation affect trade relations?
- Your paper is an introduction, not set in stone
- Make sure you know what your conference is expecting
 - Background guides - read them over!

Resolution Drafting:

Purpose of a resolution:

- The final results of discussion, writing and negotiation.
- This will be the solution a country decides for their topic.
- It is the ultimate goal of the session.
- Note: the primary authors of the resolution are often recognized as the leaders and may be recognized for awards afterwards.

Resolution format:

- Heading - shows the committee and topic along with the resolution number. Also lists the drafts sponsors and signatures,
- The preambulatory segment - current situation
- The operative segment - actions that the committee will take

The heading contains four pieces of information:

- Committee name
- Sponsors,
- Signatories
- Topic
- The **sponsors** are the authors of the resolution.
- The **signatories** are other delegates in the committee who do not necessarily agree with the **resolution** but would like to see it debated.

Human Rights Council First Committee Resolution HRC/1/1.1 Sponsors: United States, Austria, Italy Signatories: Canada, Greece, Japan, The Netherlands, Germany Topic: Regulating and using government surveillance
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Preambulatory Clauses:

- The preambulatory clause states all the issues that the committee wants to resolve on this issue.
- It may state reasons why the committee is working on this issue and highlight previous international actions on the issue
- Preambulatory clauses can include:
 - Past UN resolutions, treaties, or conventions related to the topic
 - Past regional, non-governmental, or national efforts in resolving this topic
 - References to the UN Charter or other international frameworks and laws
 - Statements made by the Secretary-General or a relevant UN body or agency
 - General background information or facts about the topic, its significance, and its impact.

How to draft a resolution:

- First, make a statement that you want to write about (perhaps an issue you want to solve or a specific fact from one of the five bullet points above).
- You then take that statement, combine it with an underlined preambulatory phrase, and end it with a comma.

Possible preambulatory phrases:

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

Operative Clauses:

- First, decide on a solution that you want to include in the draft resolution.
- You then take that solution, combine it with an underlined operative phrase.
- end it with a semicolon (the last operative clause ends with a period).
- Operative clauses are also numbered, which is different from the preambulatory clauses.
- Makes the clauses easier to refer to when debating them.

Possible operative phrases:

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

TIPS:

- **More details given makes the resolution stronger and clearer**
 - **Focus on the basics: who, what, when, where, why, and how**
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Amendments

- Any approved resolutions are often altered by amendments which: **adds, deletes, or changes** an operative clause.
- A **friendly amendment** is a change to the draft resolution that all sponsors agree with. After the amendment is signed by all of the draft resolution's sponsors and approved by the committee Chair, it will be automatically incorporated into the resolution.
- An **unfriendly amendment** is a change that some or all of the draft resolution's sponsors do not support and must be voted upon by the committee. The sponsors of the amendment will need to obtain a required number of signatories in order to introduce it. Prior to voting on the draft resolution, the committee votes on all unfriendly amendments

Helpful Sources:

- <http://bestdelegate.com/>
- <http://www.unausa.org/>
- <http://onlinemodelunitednations.org/>
- <https://www.youtube.com/channel/UCPm6FHvmGhNQntFj75kV9xw>