



PAK-TURK MAARIF
INTERNATIONAL SCHOOLS & COLLEGES



PTMUN'22

DELEGATE GUIDEBOOK

At PTMUN, we have worked tirelessly to give delegates the best experience of an MUN, but to make this conference truly valuable, delegates will have to prepare by acquainting themselves with the following areas of study:

- The United Nations
- General Background of your Country
- Your committee
- Committee Topics
- Your country's role in your committee

Starting Your Research

While to the point research is crucial for a delegate, we highly recommend that delegates make use of newspaper articles, official documents and websites that are affiliated with the UN. We also advise that delegates visit the official website of UN to get a basic outline.

The United Nations

In order to have a full understanding of the conference, delegates must first have basic knowledge of the UN and its principal organs. By understanding the UN itself, delegates will be able to deal with problems accordingly and provide realistic and logical arguments in their committee session.

These are various points that are to be taken into account while researching on the United Nations:

- What functions does each body play?
- How do various organs work together to make decisions?
- What are its most significant achievements?
- The overviews of the UN Charter

The structure of the UN consists of:

- General Assembly
- Security Council
- Economic and Social Council
- The Trusteeship Council

- The International Court of Justice
- UN Secretariat

The six principal organs were established after the introduction of the UN Charter in 1945, with each playing its individual role in maintaining global peace and tranquility.

General Assembly

It is the main deliberative representative organ of the UN. All the Member States, 193 in number, are given one vote each. It is the only UN body in which each Member State is represented.

Decisions on important questions regarding peace and security are addressed. The General Assembly, each year, elects a General Assembly President to serve as a one term year of office.

The Security Council

The council is charged with the primary responsibility of maintaining global peace and safety with 15 members, 5 of which are permanent. The Security Council takes the lead in determining the existence of a threat to peace.

The Economic and Social Council

The Economic and Social Council is the body responsible for overseeing coordination, policy review, policy dialogue and recommendations on economic, social and environmental issues. It consists of 54 members elected by the General Assembly for a period of three years.

The Trusteeship Council

The Trusteeship Council was established in 1945 to provide international supervision for 11 Trust territories. The Trusteeship Council suspended operation on 1 November 1994.

International Court of Justice

Being the principal judiciary organ, the court's role is to arbitrate international legal disputes in accordance with the international law.

Secretariat

The Secretariat consists of the Secretary General and UN staff members from different nationalities. The Secretary General is the chief administrative officer of the UN. After a renewable interval of five years, the General Assembly appoints the Secretary General.

The Mandate Structure and Function of Your Committee

To be able to participate fully in their committees, each delegate must have a thorough understanding of the body. In order to accomplish this, delegates need to comprehensively study and understand the history, governance, structure and membership; mandate, functions, and power; recent sessions and priorities are also to be researched on.

Role in Your Committee

- Delegates must have a clear image of the mandate of the body so as to accurately simulate the body and to be able to play their roles easily. To achieve this, delegates must have a full understanding of the following
- Foundational documents such as resolutions that formulated the body, its foundational governing document, such as charter or treaty.
- Variations in the mandate over time
- International documents that underpin the committee's mandate

Member States

A specific number of Member States make up each committee. Member states act through their representatives who discuss important matters regarding the agenda of the body. Member States play an important role in determining a delegate's participation in the body, as they form a vital part of the committee and a delegate succeeds by negotiating in a diplomatic way and forming alliances in a correct manner.

Researching Your Country or NGO

Following the research regarding the UN, delegates should acquaint themselves with their assigned country or NGO, to attain maximum ease during the session.

Country

We advise that once you have been assigned your country, you should research on its: history, political structure, history with the UN, alliances, economic conditions, religion(s) and culture. These key factors help define a country's foreign policy and thus prove very crucial in research.

NGO

If you have been assigned an NGO, we advise that you begin your research with its history, mission, structure, funding, values, purposes and goals.

Researching Committee Topics

The most vital part of a delegate's research is the committee topics, as well as your country's position on those topics. While choosing a committee, check to see if your assigned country is a Member State or not.

Each delegate should understand all topics of his or her committee's agenda. Although, study guides are a primary source of information, delegates should also expand their area of research and visit websites that may be directly linked to their topic. Delegates should also listen to speeches or dialogues regarding their committee topics to get an idea of their stance. Newspaper articles are also a reliable source of information for such matters.

Although, a wide scale research may prove beneficial, but we advise that delegates restrict themselves to topics specifically topics discussed only in their committees, as similar topics may have been discussed in other bodies.

Moreover, various topics can be vast and complex, so breaking them down into smaller subtopics would also prove beneficial.

Position Paper

The position paper is also a crucial aspect by which the performance of a delegate is judged. Delegates are required to write a thorough and comprehensive paper with proper formatting and presentation. Formal language is also to be observed.

Working papers

Working papers may be suggested by delegates in order to consider by general assembly. These papers facilitate the assembly in terms of discussion and formulation of the resolution of draft, and not required to write according to the draft resolution format because working papers are not official documents, but need to be signed by the director to be copied and delivered. Once distribution is done, the working papers may be referred through designated numbers by the delegates.

Resolutions

The base of the debate is resolution. Therefore, delegates are advised to write a working paper before a conference takes place. Resolutions are composed of specific pattern and are clearly structured. There must be three sections of resolutions i.e the resolution's head, preamble and the operative clauses. A resolution consists of only one long sentence which is divided in to separate sub- clauses. Each initial of sub clause is proper formal expression which needs to be italicized and underlined as well.

Standard format

- Resolution must single spaced, but double spaced between clauses.
- Perambulatory clauses with commas and operative clauses end with semicolon.
- The final operative clause ends with a period.

Resolution Head

It contains the forum, the question, and the submitter

Operative section

Action is the main feature of operative section, which leads to solve the problem. Keep in view the point of view of other nations in order to have consensus by everyone. Always prefer those issues where further discussion is required, but don't create new working groups. Previous UN resolutions must be considered on the topic. Do referencing of appropriate sources instead of duplicating what other's resolutions have done.

Drafting and negotiation

Delegates work to draft what will eventually become resolutions or reports. There is a

very little substantive difference between resolutions and reports; we have laid out some of the characteristics below.

Sponsor and Signatories

The required number of signatures for a paper to be submitted is equivalent to 20% of the membership in attendance during the first committee session, or five – whichever is greater. This can be combination of sponsors and signatories, with a minimum of one sponsor. When the sponsors feel that working paper is complete, in the correct format and ready to be considered by the entire body, they may submit it to the Dias.



Rules of Procedure

Rule 1:

Scope

This guide is an essential reference for any delegate attending the PTMUN conference and provides an insight to the code of conduct during the conference, in accordance with the general rules applicable at the United Nations itself.

Rule 2:

Language

English shall be established as the official and working language of the conference. Delegates are urged to keep to a formal approach to language and refrain from trivial talk and jesting.

Rule 3:

Delegations

Each delegation shall consist of a minimum number of 4 delegates or a maximum of six. The delegation as a whole shall be allotted a country that is a member state of the United Nations and these allotments shall be rendered at the time of registration of the delegation. Each delegate shall reserve the right to vote.

Rule 4:

Modification of rights

Augmented privileges, rights and/or credentials of any member shall not be instituted without written consent from the secretary general himself.

Rule 5:

Verdict by the secretariat

The secretariat by definition refers to the secretary general, his deputies in their capacity of the director general, under director generals, the president of the general assembly and the chairs of the conference. The secretariat shall enjoy full autonomy in introducing amendments in oral and or written form during the conference sessions concerning the debate or the accredited member delegates.

Rule 6:

General Powers of the Dais

The chair shall announce the opening and closure of each debate session. He shall also scrutinize the direction and quality of debate in the committee, ensure its liveliness and may at any time propose the adoption of any procedural motion to which there is no significant objection. The chair ensures that the general speakers list does not exhaust. The Chair also accords the right to speak, he may pose questions, announce voting results, set the order of motions raised by the delegates and announce verdict on any point of order or right to reply. He also reserves the right to alter the time allotted to each moderated or unmoderated caucuses. The chair is also responsible for overseeing the entire resolution process and approving draft resolutions. He may temporarily transfer his duties to the assistant director.

The assistant director is entrusted the duty of sharing the responsibilities with the chair throughout the conference especially in the resolution process like the resolution formatting, its printing and circulation and entertaining the queries of delegates. He also maintains the general speakers list and takes the roll call. He acts as a link between the delegates and passes on their requests to the chair. The assistant director also assists the chair in selection of the best delegate.

The dais will immediately call to order any delegate that fails to comply with the rules of the committee.

- Opening Session
- Attendance and quorum
- setting the agenda
- Formal Debate
- General Speakers' List
- Speaker's time
- Informal Debate
- moderated caucuses

OPENING SESSION

The first session of the conference is referred to as the opening session. During this session, the Chair will give a brief introduction before formally calling the session to order.

Rule 7:

Attendance & Quorum

1. At the beginning of every session, Chairpersons shall call in English alphabetical order on Member States to state their status of attendance. Member States shall reply "present" or "present and voting"; where Member States state "present and voting", they shall have no right to "abstain" during a substantive vote. Delegates not present during the initial role call shall upon assuming attendance submit a note to the chairperson stating their status.
2. The Chair will then open the speakers' list in order to facilitate delegates' discussion on setting the order of the agenda. Once speakers have been added to the list, the Chair will recognize any points or motions on the floor.

After motions are set to initiate the debate, another motion is raised to set a particular topic to the agenda for discussion.

Rule 8:

Setting the Agenda

1. Setting a topic to be debated requires a “motion to set the agenda”. The motion requires a “second” for it to be considered. If there is no “objection” to the motion it shall be deemed unopposed and thus adopted.
2. In case of an “objection” to the motion, a speakers’ list shall be opened with no more than two speakers speaking in favor and two against the motion.
3. After the Committee has heard all the speakers, debate on the setting of the agenda shall be considered as closed.
4. Upon the closure of debate an immediate vote on the “motion to set the agenda” shall be entertained with a simple majority of Member States “present” or “present and voting” required for the motion on the topic to pass. Should the motion fail, the Committee will move directly to consider the remaining item on the agenda.

Rule 9:

Formal Debate

Formal processes are essential to a successful conference. The main function of formal debate is to vote on draft resolutions negotiated during informal debate; for delegates to share positions and updates regarding work carried out during informal debate; and for the Secretariat to deliver information necessary for a successful conference. The main feature of formal debate is the use of the speakers’ list, which allows individual members and Observers to express their opinions and solutions before the entire body.

Rule 10:

General Speakers’ list (GSL)

A speakers’ list serves as platform for delivering formal speeches so as to get the stance of individual

Delegates recognized. This list should not exhaust and is maintained by the dais. Delegates wishing to speak ought to first get their names on the list and then speak according to the order set by the dais.

When a delegate is recognized, he must speak within the set speaker's time, although he may not utilize it fully and yield the remaining time to the chair, any delegate, or to queries.

At any point in the formal speech where the delegate may have offended a fellow delegate or have questioned him the person may ask for a right to reply, which may or may not be

permitted by the chair. Motions can be made to close the list temporarily at any time, if supported by a simple majority it passes. A separate motion can be brought forth to reopen the list by simple majority.

However, once the general speaker's list exhausts a motion cannot reopen it and debate on the topic will be considered closed.

Rule 11:

Speaker's time

An individual speaker's time is the time allotted to each delegate during the general speaker's list or during the moderated caucuses. It is introduced when a motion is being raised. It cannot be less than 30 seconds and more than 2 minutes.

Rule 12:

Informal Debate/ unmoderated caucus

Under PTMUN Rules of Procedure, delegates are not permitted to engage directly with any other delegates during formal debate; thus, informal debate provides the opportunity to discuss their position with other delegates. Informal debate is the primary vehicle through which delegates discuss, draft, and revise working papers and amend resolutions.

It is important for delegates to engage actively in informal debate in order to:

- Represent your Member State or Observer and show that it is involved in the committee;
- Monitor what working papers are being developed.
- Through discussions, acquaint yourself with the positions and thoughts of other Member States and form blocks with members of like stance for formation of a common working paper.
- Build relationships with other delegates in your committee.

A motion should be raised first for an unmoderated caucus to suspend the debate temporarily. When made, the motion should specify the length of the suspension, and it requires a majority vote to pass. It is necessary to state the purpose for the suspension.

Rule 13:

Moderated caucus

1. Moderated caucus refers to a time specified by the room to discuss a sub topic under main head. The purpose of a moderated caucus is amongst others to entertain a thematic debate on specific aspects of the agenda item and facilitate an agreement on critical

junctures during the discussion. In a moderated caucus, the Chairperson will temporarily depart from the general speakers' list and call on delegates to hold individual thematic speeches on certain aspects of the agenda item.

2. Delegates wishing to entertain the motion should state its purpose (necessity) and suggest a reasonable time-limit of not more than twenty minutes. Also, they shall subsequently suggest a time limit for individual thematic speeches during the caucus. The motion requires a second and shall be considered adopted immediately, unless there is an "objection" by at least one Member State.

3. In case of an "objection", the motion will be immediately put to a vote with a simple majority of Member States "present" or "present and voting" required for it to pass. The Chairperson may rule the motion out and his or her decision is not subject to appeal. He or she may also suggest a different time limit concerning the duration of the caucus or an individual speech in order to facilitate the work of the committee.

4. Should the time not suffice to come to critical agreements during a moderated caucus a subsequent "motion to enter moderated caucus" is in order when the committee has come to order and the floor is again open. The decision to grant the subsequent motion is at the discretion of the Chairperson.

Rule 14- Point of personal privilege

A delegate may mount to point of personal privilege if they face secluded unease, which enervates his/her competency to participate in a debate. Although the point of personal privilege may be approached at anytime and may interrupt a speaker, it should only be done with careful circumspection.

Rule 15 – Points of order

During the discussion of any matter, a representative may rise to a point of order, and the President in accordance with the rules of procedure shall immediately decide the point of order. A representative may appeal against the ruling of the President (referred to as "Appeal of the Chair"). The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion

Rule 16– Point of parliamentary inquiry

The point of parliamentary inquiry permits the delegate to question the Chair regarding the rules of procedure, although only during an open discussion. A point of parliamentary

inquiry may not accredit to any consequential issue under discussion and may not interrupt a speaker. The delegate may approach the chair only during negotiated conference or by sending a note in case of consequential inquiry.

Rule 17– Speeches

No representative may address the Committee without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

Rule 18 – Suspension of the meeting

During the discussion of any matter, a representative may move the suspension of the meeting, specifying a time for reconvening. Such motions shall not be debated but shall be put to a vote immediately, requiring the support of a majority of the members present and voting to pass. Representatives should not state a purpose for the suspension.

Rule 19– Adjournment of the meeting

During the discussion of any matter, a representative may move to the adjournment of the meeting. Such motions shall not be debated but shall be put to the vote immediately, requiring the support of a majority of the members present and voting to pass. After adjournment, the Committee shall reconvene at its next regularly scheduled meeting time.

Rule 20– Adjournment of debate

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. Two representatives may speak in favor of, and two against, the motion, after which the motion shall be immediately put to a roll call vote. The President may limit the time to be allowed to speakers under this rule.

Rule 21– Closure of debate

A representative may at any time move for closure of debate on the item under discussion, whether or not any other representative has signified their wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be put to the vote immediately. Closure of debate shall require

a two-thirds majority of the members present and voting. If the Committee favors the closure of debate, the Committee shall immediately move to vote on all proposals introduced under that agenda item.

Rule 22– Proposals and amendments

Proposals and amendments shall normally be submitted in writing to the Secretariat. Any proposal or amendment that relates to the substance of any matter under discussion shall require the signature of twenty percent of the members of the Committee [sponsors and signatories]. Sponsors of proposals are the primary authors of the proposal; signatories are delegations that wish to debate the proposal.

The Secretariat may, at its discretion, approve the proposal or amendment for circulation among the delegations. As a general rule, no proposal shall be put to the vote at any meeting of the Committee unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of amendments or of motions as to procedure, even though such amendments and motions have not been circulated.

If the sponsors agree to the adoption of a proposed amendment, the proposal shall be modified accordingly and no vote shall be taken on the proposed amendment. A document modified in this manner

shall be considered as the proposal pending before the Committee for all purposes, including subsequent amendments.

Rule 23– Voting rights

Each member of the Committee shall be allowed one vote.

Rule 24– Procedural voting

A vote shall be cast to each delegation; including observers; on procedural passing, even on addendums. There shall be no sanctioning of abjurations on procedural affairs.

Rule 25– Request for a vote

A proposal or motion before the Committee for decision shall be voted upon if any member so requests. Where no member requests a vote, the Committee may adopt proposals or motions without a vote.

Rule 26– Majority required

1. Unless specified otherwise by the Secretariat in the Committee Background Guide, decisions of the Committee shall be made by a majority of the members present and voting.
2. For the purpose of tabulation, the phrase “members present and voting” means members casting an affirmative or negative vote. Members that abstain from voting are considered as not voting.
3. Should the Secretariat inform the Committee that decisions will be made by consensus, this shall apply to matters of substance. If consensus is not attainable when an issue comes up for decision, the President shall make every effort to facilitate achievement of consensus. If the President determines that consensus is not possible, the Committee shall take the decision by a two-thirds majority of the members present and voting.
4. Voting in the Security Council shall be in accordance with the relevant Articles of the Charter and of the Statute of the International Court of Justice.
5. According to Article 27(2) of the Charter, decisions of the Security Council on procedural matters shall be made by an affirmative vote of nine members. Article 27(3) states that all (substantive) decisions shall be made by an affirmative vote of nine members including the concurring votes of the permanent members, which is interpreted as to refer to no vetoes.
6. In the Security Council, the majority required for each type of outcome document is as follows:
 - Resolutions: Affirmative vote of nine members including the concurring votes of the permanent members;
 - Presidential Statement (PRST): Consensus;
 - Press Statements: Consensus.

Rule 27– Method of voting

The Committee shall normally vote by a show of placards, except when a representative requests a roll call during a substantive vote, which shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is randomly selected by the President. The name of each member shall be called in any roll call, and one of its representatives shall reply “yes,” “no,” “abstention,” or “pass.”

Rule 28– Explanations of vote

Following the completion of voting, sponsors of a proposal who voted against their proposal may make a brief statement in explanation of their vote if the proposal has been amended by an unfriendly amendment or changed by a division of the question. Explanations of the vote must be submitted to the Dais before voting procedure begins.

Rule 29– Conduct during voting

After the President has announced the commencement of voting, no representatives shall interrupt the voting except on a point of order in connection with the actual process of voting.

Rule 30– Division of proposals and amendments

Immediately before a proposal comes to a vote, a representative may move that parts of a proposal should be voted on separately. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the President where the most radical division will be voted upon first. The request for division shall be voted upon, requiring the support of a majority of those present and voting to pass. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal that are approved shall then be put to a vote. If all operative parts of the proposal have been rejected, the proposal is considered rejected entirely.

Rule 31– Amendments

An amendment is a proposal that adds to, deletes from, or revises part of another proposal. Friendly amendments are agreed to by all sponsors of a proposal and are automatically incorporated into a proposal. For unfriendly amendments, permission to speak on the amendment shall be given only to two speakers in favor and two speakers against.

Rule 32– Voting on amendments

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed there from, and so on until all the amendments have been put to the vote.

Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on.

Rule 33– Order of voting on proposals

If two or more proposals, other than amendments, relate to the same question, they shall, unless the Committee

decides otherwise, be voted on in the order in which they were submitted.

Glossary



Abstention:

A vote during voting that is neither in favor nor against and may calculatingly lead to taking up of a resolution as only majority of votes in favor are required.

Such as, a draft resolution with more votes in favor than against would pass even if there are a large number of abstentions.

Appeal of the Chair:

The challenging of the decision given by the Chair, as per reference, to a particular rule of PTMUN.

Deferring of debate:

The deferring of debate ends the debate on a particular topic, and motions to end all drafts/resolution on the topic without voting on any report segment.

Deferring of meeting:

Ends the meeting until next conference.

Dilatory:

A dilatory motion is one that may impede the consent of the committee.

Draft resolution:

The operative paper that has been conceded to, and is canvassed and voted upon, by the body.

Friendly emendations:

The emendations/amendments proposed by each and every sponsor of a draft resolution that if approved, are automatically conjoined within the draft resolution.

Majority vote:

A cusp at which many motions may pass. A motion may pass with the majority vote, by comparing yes votes to no votes.

Motion:

A motion is a plea to do something during formal debate and only is voted on by the body.

Motion out of order:

A motion considered invalid or annulled used at an incorrect or inappropriate time during the conference.

Observer:

A non-member state permitted to participate in the colloquy, which may sponsor a draft resolution but are considered as signatories and therefore must vote.

Operative clause:

Information regarding an action the body recommends to be taken.

Perambulatory clause:

Lays the historical context, laws or policies regarding a resolution for future action.

Procedural vote:

A vote taken on a motion before the body, which all present must vote on. —

Proposal:

Part or division of any working paper or draft resolution, given out by motion.

Quorum:

The minimum of the total number of members of the body of Member states, present in the first session, excluding the observers is quorum.

Rapporteur:

The person, who handles the speakers' list, verifies all the vote counts and controls various administrative affairs.

Right of reply:

The defensive reply or response to any comments seeming to disgrace the integrity of a delegates' state.

Roll call vote:

A vote held before the session, which is a must for every delegate present to call on, and verifies the presence of each delegate.

Sponsors:

Member states which create the material content of a working paper or segment of a draft resolution and ensure its' voting as a draft resolution.

Substantial vote:

The vote during a meeting to decide the fate of a draft resolution, an unfriendly amendment or report segment.

Suspension of meeting:

A brief informal debate session.

Note: It is not necessary for delegates to offer a purpose in order to suspend a meeting.

United Nations (UN):

An intergovernmental organization designated in 1945 to promote international cooperation and handle international affairs.

