

# **Delegate Handbook**



**Model United Nations Conference  
Sotogrande International School  
26<sup>th</sup> – 29<sup>th</sup> September 2019**

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## **Acknowledgement of Intellectual Property**

SotoMUN organising committee wishes to acknowledge that much of the content in this handbook has been copied from the Beginning Delegate Booklet (2011) provided to delegates at the Lorentz Model United Nations (LMUNA) conference in Arnhem, The Netherlands. LMUNA (and SotoMUN) Rules of Procedure are based on the THIMUN model.

(See [https://www.youtube.com/watch?v=xuimdxl\\_5HA](https://www.youtube.com/watch?v=xuimdxl_5HA) for a detailed overview of THIMUN procedures.)

## **1. Dress Code**

As SotoMUN is a simulation of the United Nations, all participants are expected to dress appropriately. This means smart clothes, such as you might wear if you were working in a formal office environment.

i.e. **No jeans, shorts, sports clothes, tee-shirts or trainers.**

**Girls:** Dress /smart top with smart skirt or smart trousers, smart shoes. Dresses and skirts, should be of a reasonable length, not extremely short. Cardigan or smart jacket/ blazer if needed.

**Boys:** Self-colour smart shirt, tie if wished, smart trousers (use your school trousers if you don't have a suitable pair), smart shoes (again black school shoes, if you don't have others). Smart jacket/ blazer if needed.

Note. In view of the normal September climate here in southern Spain, we believe it is not appropriate to insist on males wearing suits or ties.

## **2. Conference Roles**

To make a Model United Nations successful, there are a number of positions that have to be filled:

### **Secretariat or Staff**

These are the students responsible for organising and coordinating the conference. It is the task of the Secretariat to decide the issues to be debated in each committee make the conference run smoothly.

### **Chair / President**

The Chairs or Presidents of a forum are the ones leading the debate. They have to make sure that the procedure is followed in order to have a good and productive debate. The chair will also decide which amendments will be discussed during the debate. Every committee has a Chair and a Co-Chair.

### **Delegate**

Each delegate represents a specific country or a NGO in a committee. A delegate needs to be aware of the issues debated in their committee and of the country's or NGO's specific attitude towards those issues. The delegates must have conducted research on the country and the issues before coming to the conference.

### **Administration**

It is the task of the administration staff (admins) to make the conference run smoothly by setting up the forums, copying resolutions, passing notes between delegates and assisting with voting procedures. They will also be responsible for provision of refreshments to the committee rooms.

### **Press & Media**

The Press & Media team will be responsible for photography, filming and general reporting which will be made available in various media formats.

### 3. Research

#### 3.1 What to research?

There are two areas that need to be researched. Firstly the delegate's country or NGO, and secondly the issues the delegate is going to debate.

The following guide lists some examples of types of questions you may need to consider in order to determine the likely views on specific issues of the country or NGO you are going to represent.

#### 1a. Country Policy:

**A great source: [CIA World Factbook](#) containing many useful facts**

- General information:
  - Is my country a LEDC (lesser economically developed country), a ranking in between or a MEDC (more economically developed country)?
    - o example: What percentage of the population lives below the poverty line?
    - o example: What is the literacy rate?
  - What type of government does my country have?
    - o Eg: Democracy, Dictatorship, Oligarchy, Theocracy?
  - Which nations are my allies?
    - o example: Which nations are my main trade partners?
  - What are the greatest difficulties my nation faces?
    - o example: Rebels?
    - o example: Trans-national disputes?
- Geographical information:
  - Location:
    - o example: Continent?
    - o example: Landlocked?
    - o example: Neighbours?
  - Natural resources:
    - o example: Oil?
- Economic information:
  - What do we export?
  - Is it a stable economy?
- Cultural information:
  - Which religion is most common?
  - Which ethnic groups live in my country?
  - Are there difficulties in the relations between the different ethnic groups?
- Information concerning the topic:
  - Is my country directly involved in the Issue?
  - Is my country indirectly involved?

- o example: The problem concerns one of my allies?
- o example: Does my economy indirectly suffer from it?
- o example: Negotiation nation?
- o example: Peacekeeper nation?
- o example: Aid workers?
- Has my nation signed any treaties concerning the issue?
- Why/Why not?

### **1b. NGO/UNO Policy:**

- What is the aim of the organization?
  - o example: Amnesty International - compliance with Human Rights
  - o example: UNICEF – children’s rights and welfare
- How does it attempt to achieve this aim?
- How is the system organized?
  - o example: Where does it get its funding from?
- Where does it mainly operate?
- When was it founded?
- Is it affiliated to other organizations?
- Is my organization directly or indirectly involved in the issues?

### **2. The issues:**

- What is the issue?
- What is the background to the issue?
- Is the Issue related to recent events?
- Who is involved in the issue?
  - o example: NGOs, UNOs
  - o example: Countries
  - o example: Unions, etc
- What has been done previously to solve the issue?
  - o example: Conventions
  - o example: Agreements
  - o example: Resolutions
- Have there been any recent developments?
- Has anything been effective? Yes/no
- Why has or hasn’t it been effective?
- What other / new options could be considered and included in a resolution?

### **3.2 Where to research?**

Before the conference, research reports made by the Chairs will be uploaded to the SotoMUN website. Make sure you read the research reports specific to your committee.

The following is a list of websites that you may find useful for your research:

CIA World Factbook  
 BBC - country profiles  
 United Nations (UN):

[www.cia.gov/cia/publications/factbook](http://www.cia.gov/cia/publications/factbook)  
[http://news.bbc.co.uk/2/hi/country\\_profiles/default.stm](http://news.bbc.co.uk/2/hi/country_profiles/default.stm)  
[www.un.org/](http://www.un.org/)

Official UN documents:	<a href="http://documents.un.org/">http://documents.un.org/</a>
Amnesty International:	<a href="http://www.amnesty.org/">www.amnesty.org/</a>
Greenpeace:	<a href="http://www.greenpeace.org/international/">www.greenpeace.org/international/</a>
Human Rights Watch (HRW):	<a href="http://www.hrw.org/">www.hrw.org/</a>
European Union:	<a href="http://europa.eu/index_en.htm">http://europa.eu/index_en.htm</a>
CNN	<a href="http://www.cnn.com">www.cnn.com</a>
BBC News	<a href="http://www.bbc.com/news/world">http://www.bbc.com/news/world</a>

Often you can find useful information reflecting a country's viewpoint on a specific issue by searching in news media originating in that country,

Additionally many countries maintain a special website detailing all their activity at the UN. This can usually be found by searching '*country name* mission to the UN'.

#### **4. Writing a Policy Statement**

A policy statement (aka a Position Statement) is a general statement of what your country thinks and/or is doing with regard to a particular issue.

In order to formulate a policy statement, both in writing and in speaking, delegates must prepare by doing thorough research. It is important for all delegates to be informed about their country, to have specific knowledge of the issues on the agenda, and to be aware of the opinions of the experts.

Delegates should write a brief policy statement covering each issue on his or her committee's agenda. For your own benefit you should also keep a note of your sources (even just the URL) as you may want to refer back to these for statistics etc. to support your position during the debate.

Writing a policy statement serves three important purposes:

1. Generally it allows the delegate the opportunity to think about his or her country's views more thoroughly.
2. Knowing your country's policy will provide an outline for your draft resolution.
3. You may be asked in committee to state what your country thinks or is doing regarding an issue, at which time you may find it helpful to be able to refer back to your policy statement.

##### **4.1 Example of a policy statement**

*(SIS student, BIGMUN 2017 conference)*

#### **The United States of America**

##### **ECOSOC**

##### **Commission on the Status of Women**

The United States of America, being one of the most diverse nations in the world, is constantly striving for equality. This is also true when addressing gender equality. In the year 2016 the US was ranked 45 out of the 144 countries assessed in the World Economic Forum's Global Gender Gap Report, which means that there is still huge room for improvement. The government works towards closing the gender gap further than the 73% that it is at as of right now, by addressing issues such as female employment, sex trafficking and gender discrimination.

### Putting an end to sex trafficking

The United States of America recognizes the huge issue that is sex trafficking in the country and is therefore deeply concerned about this form of modern slavery. The situation is aggravated even further when the victims of sex trafficking are young boys and girls which, unfortunately, is very common. This is why many governmental institutions and NGOs are fighting to end this form of exploitation. One of the ways in which the issue is being addressed is with the help of citizen collaboration. Not only are citizens asked to communicate any suspicions with regards to human trafficking, they are also encouraged to directly help the victims if they have jobs such as attorneys or health care providers. The government is focusing all its efforts into addressing the three Ps: preventing trafficking, protecting the victims and prosecuting the traffickers.

### Ensuring the safety of women in conflict situations

Whenever there is a conflict situation inequality is even more present. Women have historically become attractive targets to violence, rape and sex trafficking when they are in a conflict situation or fleeing from one. This is why the US government not only acknowledges the importance of the protection of women's rights during conflict, but also emphasizes the importance of their involvement in the diplomatic gestures to help end said conflicts. One of the ways the United States of America is trying to promote female participation in peacebuilding and governance in conflict situations is by offering support and training to these women. This is a form of empowerment that will serve them when fighting for peace and equality in conflict.

### Ensuring equal employment opportunities for women in LEDCs

The US is aware of the importance of women towards the development of the economies in LEDCs. This is why the government supports all actions taken towards achieving gender equality in employment in LEDCs. While the US is still working towards achieving employment equality within its own borders, it is still interested in the economic development of other nations through the empowerment of the female workforce and the efforts towards gender equality with respect to paid employment.

### Sources:

<http://www.usglc.org/blog/ending-modern-slavery-how-america-is-working-to-stop-human-trafficking/>

<https://www.forbes.com/sites/rebeccasadwick/2016/01/11/tech-fighting-human-trafficking/#7c3702296cac>

<https://www.themuse.com/advice/whats-being-done-to-stop-human-trafficking>

<https://www.state.gov/j/tip/id/help/>

<http://www.undp.org/content/undp/en/home/ourperspective/ourperspectivearticles/2013/10/18/women-in-conflict-situations-need-justice-roma-bhattacharjea-.html>

<https://www.usaid.gov/sites/default/files/documents/1868/National%20Action%20Plan%20on%20Women%2C%20Peace%2C%20and%20Security.pdf>

<https://www.usaid.gov/what-we-do/gender-equality-and-womens-empowerment>

<https://www.usaid.gov/ending-extreme-poverty/gender>

<http://blogs.worldbank.org/nasikiliza/how-empowering-women-can-help-end-poverty-africa>

<https://www.theguardian.com/global-development-professionals-network/2016/mar/14/gender-equality-women-girls-rights-education-empowerment-politics>

## 5. Resolutions

Resolutions are the foundation on which every UN action is based. They are statements made by the different committees expressing the desire to change a certain situation and prescribing ways by which it can be done. Debating and adopting resolutions is therefore the main activity of UN delegates.

In a MUN conference, a resolution shows how the country that is the Main Submitter of the resolution thinks about a topic. It reflects that country's policy statement with more depth. Resolutions are a base for discussion. They are a tool to achieve an agreement or a compromise between the member states on a certain issue. At a MUN, resolutions should ignore the specifics of financing, as it is assumed that the UN has unlimited funding for the sake of the debate of ideas.

**Resolutions have a strict format, which must be followed.** Resolutions are composed of three main parts: the heading, preambulatory clauses and operative clauses.

Grammatically a resolution is one very long sentence; divided into clauses indicating what the problem is and how to solve or work towards solving it.

### Headings

The heading of a resolution must contain the following four things:

1. The name of the forum where the resolution is debated i.e. the committee name
2. The question the resolution is dealing with
3. The country names of the main submitter and the co-submitters
4. Finally, the resolution starts with the name of the forum (which is the beginning of the sentence)

At this conference resolutions must achieve a minimum of four submitters (one main submitter and three co-submitters) before they can be debated. NGO's are also allowed to be a main submitter or co-submitter, though they are not allowed to vote. When there are multiple resolutions for an issue, the resolution with the most co-submitters will be debated first.

### Preambulatory clauses

Preambulatory clauses are the clauses that start off the resolution and take no action. They will, for example, define the issue, recognize it as important, or take note of previous actions or decisions taken concerning the issue. Basically, they describe what the submitters consider the problem is and mention thoughts or assumptions concerning the problem.

Preambulatory clauses are not numbered, and must start with present or perfect participles (e.g. approving, concerned) or with adjectives (e.g. aware, alarmed). They end with a comma ( , ) and are separated by a blank line (see sample resolution). Usually not much attention is paid to them during the formal debate as they only provide information and do not ask for action to be taken. The list below can be used to start the preambulatory clauses. You can also add words like 'deeply', 'firmly', 'fully', 'further', etc. to these words.



Examples of Preambulatory clause starters:

Acknowledging Affirming Alarmed Approving Aware Bearing in mind Believing Concerned Confident Conscious Contemplating Convinced Declaring Deploring Desiring Disturbed	Emphasizing Expecting Expressing its appreciation Expressing its concern Expressing its hope Expressing its satisfaction Fulfilling Fully alarmed Fully aware Fully believing Guided by Having adopted	Having considered Having considered further Having examined Keeping in mind Noting Noting with alarm Noting with regret Noting with satisfaction Observing Observing with approval Pointing out Praising Reaffirming	Realising Recalling Recognizing Referring Regretting Seeking Stressing Taking into account Taking into consideration Taking note Viewing with concern Welcoming
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### Operative clauses

Operative clauses are the third part of the resolution, on which the debate is focused. The operative clauses ask for the action needed to solve the issue. Each clause addresses a certain aspect of the issue; therefore one clause should not call for a variety of measures but stay focused on one particular aspect. When writing operative clauses, you should make sure to stay concrete and rational. If you call for a certain action, also explain briefly how you think it should be carried out. The final clause is usually a sort of conclusion, reserved for expressing hope that countries will cooperate on the issue, although this is not mandatory.

Operative clauses are numbered, must start with a verb in the third person present tense (e.g. declares, stresses), and end with a semi-colon ( ; ). The last operative clause ends with a full stop ( . ). The clauses are also separated by a blank line and are placed a bit further from the margin than the preambulatory clauses. The following words can be used to start an operative clause. Words with an asterisk ( \* ) are only allowed in the Security Council.

Examples of operative clause starters:

Accepts Affirms Appreciates Approves Asks Authorizes Calls for Calls upon Condemns* Confirms Congratulates Considers	Declares Demands* Deplores* Designates Draws the attention to Emphasizes Encourages Endorses Expresses its concerns Expresses its hopes	Insists* Invites Notes Proclaims Proposes Reaffirms Recognizes Recommends Regrets Reminds Requests Resolves	Solemnly affirms Solemnly condemns* Stresses Supports Takes note of Transmits Trusts Urges
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## 5.1 Example of a Resolution

(SIS student, BIGMUN 2017 conference)

Note this is an example of a resolution in its final state, i.e. after debate and after many additions and amendments. Individual country resolutions in their original state (i.e. pre-lobbying and pre-debate) are usually much shorter and less detailed.

FORUM: Economic and Social Council First Committee: Sustainable Development

QUESTION OF: Promoting the use of clean energy

MAIN SUBMITTER: The Kingdom of Sweden

CO-SUBMITTERS: New Zealand, Mexico, Brazil, Greece, South Africa, Turkey, Republic of Korea, The Republic of India, Canada, Germany, USA, France, Nigeria, Russia, UK

THE ECONOMIC AND SOCIAL COUNCIL,

*Alarmed* at the lack of focus on environmental, economical and sustainable development in the manipulation of natural resources,

*Deeply concerned* that the aim of the Paris Agreement, to limit global temperature rise to less than 2 degrees Celsius above pre-industrial levels, will not be reached if further, more ambitious measures are not taken immediately,

*Believing* that our current society should meet its current needs without compromising the ability of future generations to meet theirs,

*Fully aware* that the major contributors to GHG emissions to the atmosphere are developed countries,

*Confident* that climate change can be tackled effectively with international collaboration,

*Fully alarmed* at the rate of the disappearance of bees,

*Convinced* that global warming concerns all member nations of the United Nations and that every nation should therefore act towards reducing their GHG emissions,

1. Calls for collaboration between developed nations in order to reduce GHG emissions;

2. Invites other nations to encourage bicycle and clean public transport use amongst their citizens by actions such as, but not limited to:
  - a. informing citizens on the positive effects of using clean transport on:
    - i. their health,
    - ii. their community,
    - iii. the environment;
  - b. communicating the disastrous consequences global warming will have if the issue is not addressed immediately;
3. Encourages nations to take measures such as, but not limited to:
  - a. a tax relief policy for businesses collaborating to lower their GHG emissions,
  - b. facilitating licensing for clean energy projects,
  - c. significantly raising the nuclear energy tax to help transfer investments into renewable energy production,
  - d. shifting investment incentives away from conventional energy towards clean energy;
4. Recommends reduced preferential taxation on all forms of clean transport systems;
5. Endorses investments with the financial aid of government-run organisations in areas such as, but not limited to:
  - a. environmental research and development,
  - b. the use of biogas and biofuels,
  - c. charging points for electric vehicles,
  - d. passive buildings,
  - e. bicycle infrastructure,
  - f. solar electricity;
6. Draws attention to the importance of motivating, engaging and informing the citizens to use clean energy;
7. Approves the periodic revision of nuclear reactors and the reduction of their usage to contribute to the transition towards renewable energy production;
8. Requests the implementation of ecologs (terminals for displaying and monitoring electricity, heat, and water consumption) because of their contribution to a higher energy efficiency;

9. Encourages national funding and international cooperation on researching thorium fusion reactors, to act as an extremely low emission and safe bridge towards the renewable energy goals;
10. Encourages governments to set up Clean Energy Equity Fund(s) (CEEF), possibly together with state run firms, for renewable energy companies to tap into.

## **5.2 Writing a Resolution**

At SotoMUN it is intended that writing resolutions should be a collaborative exercise carried out by delegates of different countries working together in small groups during lobbying time in each committee.

Therefore we suggest that before coming to the conference, delegates should write the heading and some preambulatory clauses for at least one of their issues (probably the one they feel most confident about), and should try to prepare one or two operative clauses for each issue.

## **6. How the conference works**

Details of Opening & Closing Ceremonies, the Party, etc. can be found on the Schedule. This section describes what happens when delegates are in committee rooms.

### **6.1 Lobbying**

All forums have what is called lobbying time. At this time there is informal discussion on an issue, without a particular structure. Although initially it may seem like a boring time you would rather spend talking with your friends, lobbying, if done well, makes debate much more productive. It is truly an essential part of the conference. It may seem difficult to approach random people you don't yet know to show them your draft operative clauses, but remember that all the other delegates are in the same position.

During lobbying time, which is before the formal debate begins, you should discuss issues and ideas for solving them with the representatives of other countries, so that you can improve your resolution by rewording, adding their clauses or merging. Merging is to make one resolution out of two or more. Lobby time is very important, as the idea behind the United Nations is to cooperate. Lobbying will also give you an idea of who will support or oppose your resolution during debate, as well as what criticisms will be made. This gives you the opportunity to prepare and therefore be more confident during debate.

When you have completed your resolution (usually by working together in small groups, who will likely be your co-submitters) it then has to be approved by the Approval Panel, which checks the resolution on the format, spelling and general content. Once this is done, you can submit the resolution to your chairs, who will decide when it will be debated.

**As the idea of lobbying is to write and improve resolutions in an informal atmosphere, we suggest you use Google docs, which will make merging clauses much easier by excluding the need for a lot of retyping.**

## 6.2 Formal debate

### Order of debate:

1. Opening by the Chair
2. Roll call
3. Drawing up the agenda
4. Reading out the operative clauses of the resolution by the main submitter
5. Setting debate time and mode
6. Speakers delivering speeches, making amendments and answering questions
7. Voting on the resolution
8. Closing by the chair

### Debate procedure:

1. After lobbying delegates sit in designated position, usually in alphabetical order, and the chair opens the session.
2. Roll call is taken. All delegates should be there on time. Those absent or late will be noted down and may be given a punishment by the chairs.
3. The chair instructs delegates on which resolution they will debate and that resolution will be displayed on the whiteboard/screen.
4. The main submitter takes the floor, which means he/she goes to the front of the forum and has the right to speak. The main submitter reads out the operative clauses of the resolution.
5. The chair then sets debate time, which is the amount of time intended to debate the resolution. Also, the chair decides if the debate is going to be open or closed. Open debate means that delegates may speak either in favour or against at any time, while in closed debate the first half of the debate is restricted to speakers in favour and the second half to people against.
6. Once this is done, the chair asks the main submitter, who has just read out the operative clauses, whether he/she is willing to make a speech. Usually a short speech is given on the resolution, highlighting its key points and explaining why it is a good resolution.  
After the first speaker has delivered their speech, there are three options. First of all, **Points of Information** (questions) may be asked to the main submitter if they are willing to answer them. The chair then chooses which country/ countries will ask their point of information.  
At this point the main submitter may indicate that he/she is **not open to points of information**, and is therefore asked to “**yield the floor to the chair**”, which means give their right to speak back to the chair and go back to their seat. In this case the chair will ask if there are “**any delegations willing to take the floor**”, and then chooses who will be the next speaker to take the floor.

Lastly, the main submitter may also yield the floor to another delegation, which means they choose who the next speaker will be, normally because they know that delegate will speak along the same lines as they did. In this case the chosen delegation takes the floor.

A succession of speakers follows who speak on the resolutions and may then answer points of information. This is the debate.

Speakers explain why they think the resolution is good or bad, highlighting its main strengths or weaknesses, and urging delegates to vote in favour or against. The forum may also amend, which means change, the resolution by making amendments to it (amendments are explained later on), which is usually more constructive than criticising the resolution for things you believe it lacks or vagueness.

7. Once debate time has elapsed and the forum has had a good debate, it “**moves into voting procedure**”. During voting procedure note passing is suspended.

Delegates can vote in favour, against or can abstain, which means they choose not to vote at all. To pass a resolution, a simple majority is needed.

8. After all resolutions have been debated, or at the end of the day, the chair closes the session.

### **6.3 Amendments**

In addition to speaking on the resolution, delegates may submit amendments. An amendment is a change to the resolution, and can only be done on the operative clauses, since preambulatory clauses are not really debated.

Amendments must only concern one clause at a time: they may add a clause, strike (ie remove) a clause or change an already existing clause.

The procedure to amend a resolution is basically like a mini-debate. The delegation with an amendment submits it by sending an amendment note to the chair and sharing their proposed amendment on a Googledoc, which will then be displayed on screen at the front of the room. The delegate then has to introduce their amendment by taking the floor and saying what this amendment does and why they have proposed it.

The chair sets closed debate time, usually 3 minutes in favour and 3 minutes against. This time is added to the time the resolution was set for. The same procedure as with resolutions then follows, but speakers can only talk about the amendment.

Second degree amendments (i.e. a change or addition to the change suggested) can also be made and follow the same procedure, usually with 1 minute in favour and 1 minute against. If an amendment to the amendment passes, the whole amendment automatically passes. If it fails, debate on the original amendment continues.

Once debate time has elapsed, UN member states vote on the amendment, either for or against (abstaining is not in order). If the amendment passes, the resolution is amended and debate continues.

Delegates can also propose what is known as a Friendly Amendment if they spot a minor discrepancy e.g. a spelling or grammar mistake in a clause or amendment. The

chairs then ask the submitter of the resolution or amendment if they accept this change, and if yes, the chairs amend the text accordingly.

## **7. General Assembly**

Even though SotoMUN is only having one GA committee, all our committees, except the Security Council, will still come together during the last session on Saturday and on Sunday morning in a General Assembly. One of the passed resolutions is selected from each committee to be debated in the GA. This debate follows the same procedure as in the committees, but without lobbying. It is simply a way to debate the resolutions in a larger group and take a final decision on whether they should pass or fail.

## **8. The Security Council**

The Security Council procedure is slightly different from that of the other forums. The main difference is that rather than debate on a whole resolution, a resolution is made ad hoc. This means that at the start of debate the resolution does not have anything, and it is built up clause by clause. A clause is then an amendment to the resolution, and so each clause, which delegates submit, is debated and then voted on. If the clause passes it becomes part of the resolution. Once debate time has elapsed or there are enough clauses, the Security Council votes on the whole resolution, which requires a two-thirds majority to pass. Resolutions usually pass since they only consist of clauses voted on and passed. This allows the Security Council to be more productive and to deal with problems in a clause straight away.

The P5 countries, namely China, France, Russia, the UK and the USA, have a considerable influence in the Security Council, due to their veto power. If they vote against an amendment, then they are asked by the chair if this will affect their veto. If it does, it means that if the clause passes, then they might veto the whole resolution, which obviously means that all the work done on the resolution will be for nothing. Therefore cooperation, compromise and negotiation with and between the P5, play a crucial role. Otherwise, the debate procedure, including points and motions, is the same as in the other forums.

## **9. Points and Motions**

Points are questions to the chair or speaker during debate that do not require delegates to take the floor. Delegates simply have to raise their placards and call out “**point of ...**” to be recognized by the chair. The points are explained in the next section.

Motions are suggestions by the delegates for the forum to do something, and require a ‘second’ (another delegate to support the motion too). If there are objections however, motions will be voted on or can be overruled by the chair. The separate motions are also explained in the next section.

## List of Points and Motions

### ***1. Point of information (POI)***

This is a question addressed to the chair or the speaker who has the floor after he/she has spoken, and it concerns the debated item, which is either the resolution or the amendment. After the speaker answers, the one asking the question may **request a follow-up**, which is another question, but this is not always granted. There can never be dialogue on the floor.

Points of information can sometimes be aggressive in order to destabilize the speaker. Always try to answer the question as well as you can. If you need more time to think about it, you can ask the chair to ask the delegate to rephrase his/her question. Another way to gain thinking time is to thank the delegate for his point before answering the question.

If you are the one asking the question, and the delegate did not satisfactorily answer your question, there is nothing you can do about it except to ask for a follow-up. You may also use points of information to support a speaker by asking for clarification of something they said or simply by adding to their speech. However, points of information must always be in the form of a question, which can actually be 'cheated' e.g. by saying something like 'Does the delegate agree with me that ...' before the statement.

### ***2. Point of personal privilege***

This point is to be addressed to the chair referring to the delegate's comfort and well-being. It may concern the temperature of the room or a disturbing open door, etc. It is also the only point that may interrupt a speaker and this only if it refers to audibility (ie to ask the speaker to speak louder or more clearly).

### ***3. Point of order***

This point relates to procedural matters and is addressed to the chair. It is used when the delegate thinks there was a mistake in the order of the debate or wants an explanation on a procedural rule.

### ***4. Point of parliamentary enquiry***

This point, to be addressed to the chair, concerns the rules of procedure, for example when a delegate is confused about the procedure.

## **Motions**

### ***1. Motion to move into open debate***

This motion can be used during closed debate when delegates would like to have an open debate. Similarly a delegate can motion for open debate to move into closed debate.

### ***2. Motion to move into time against***

This motion can be used during closed debate, when delegates want to move into time against. If there are objections, the motion will be voted on and a two-thirds majority is needed for this motion to pass.

### ***3. Motion to move into voting procedure***

This motion can be used anytime during debate, although the chair will normally overrule it if they consider that there is still substance for debate. It simply asks to end debate in order to vote on a resolution or an amendment. Here again, those who object can be asked to take the floor, since they are the ones who apparently want more debate, or the motion will be voted on.

### ***4. Motion to extend debate time***

This motion can be used after debate in favour or against of a resolution or amendment has elapsed in order to continue debating. The chair will overrule it if they consider enough arguments have been heard from both sides, or if time constraints do not allow.



### **5. Motion to divide the house**

This motion can be used after delegates have voted on a resolution and the vote is close (the difference is not that big). The division may simply be a re-vote, or may require from the chair to go delegation by delegation for each to say whether they are in favour or against (in this case, abstaining is not in order).

### **7. Motion to explain vote**

This motion can be used after delegates have voted on a resolution, and feel they require an explanation for why a specific country has voted in the opposite way from expected.

### **8. Motion to Reply**

This motion is utilized by delegates when they feel their nation has been offended by a statement/comment made by another delegate. A formal apology is to be given, if the delegate that made the “offensive” refuses to make the aforementioned comment then the Deputy Secretary General is to be called. DO NOT USE THIS JOKINGLY!

## **10. MUN Language**

Referring to yourself in the first person is not allowed. You should start your speeches with your country’s name or refer to yourself as “The delegation of ...”. For example, if you want to say “I think ...” you have to say “India thinks ...” or “The delegation of India thinks ...”.

You should also avoid the 2<sup>nd</sup> person pronoun “you”, particularly when asking or answering a POI; instead refer to the other person as “the delegate of...” For example, “Is the delegate of USA aware that ...”.

When starting a speech, you always have to address the chair and the house first. Therefore start a speech with something like “Honourable chairs and fellow delegates, ...”

### **Commonly used words and abbreviations:**

<i>Abstention</i>	a vote neither in favour nor against (only on a whole resolution)
<i>Ad hoc</i>	something that happens or is added on (unplanned) at a particular time or for a particular purpose
<i>Against</i>	a vote opposed to a resolution or amendment
<i>Amendment</i>	alteration, change, to a resolution
<i>Clauses</i>	the parts into which a resolution is divided, each concerning one particular aspect of an issue
<i>Closed debate</i>	debate where time in favour and against is separated
<i>Committee</i>	forum debating specific topics, preparing resolutions to be taken to a general assembly
<i>Co-submitter</i>	co-author or co-signer of a resolution
<i>Delegate</i>	representative of a country or organisation
<i>Floor</i>	when a delegate has the floor, he/she has the right to speak in debate

<i>House</i>	the forum, used to indicate the entire assembly (all members of the forum except for the chairpersons)
<i>IGO</i>	Inter-governmental organisation
<i>In favour</i>	a vote supporting a resolution or amendment
<i>In order</i>	if something is in order, it means it is 'allowed'
<i>Lobbying</i>	to discuss issues informally, hoping to influence others' views
<i>Main submitter</i>	Author or main author of the resolution, who officially proposes it to the committee
<i>Merge</i>	to put two or more resolutions together to form one
<i>Motion</i>	a proposal for the forum to do something
<i>NGO</i>	Non Governmental Organisation
<i>NMD</i>	Non Member Delegation
<i>Objection</i>	this is used when a delegate is against a motion
<i>Open debate</i>	debate where delegates may speak in favour or against at any time
<i>Operative clause</i>	these are the numbered clauses, which propose action
<i>Preambulatory clause</i>	these are the non-numbered clauses, which define the issue and outline certain assumptions or references
<i>Placard</i>	card with the country/NGO's name, used to be recognized during the debate
<i>Resolution</i>	proposal suggesting ways to deal with a certain issue
<i>Second</i>	used when a delegate supports a motion
<i>Submit</i>	propose, suggest
<i>UNO</i>	United Nations Organisation
<i>Yield</i>	to give up the right to speak (e.g. to yield the floor to the chair / another delegate)