Delegate Handbook

**Model United Nations Conference
Sotogrande International School
20th - 23rd September 2018**

Contents

Acknowlegement of Intellectual Property

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 Conference Managers to 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 country or an NGO in a committee. A delegate is supposed to be aware of the issues debated in his or her 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. Every country has one delegate in each forum in which it participates.

During the conference, the delegates should first lobby with the other delegates in his/her committee in order to exchange countries' views and opinions. While lobbying, you can find out which countries agree with your own country's views. At this point resolutions can be improved, co-submitted (which means that the co-submitting delegate wants the subject to be discussed) or merged (which is combining two or more resolutions into a better one). After lobbying, formal debate will start, where the resolutions will be officially discussed.

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 which need research. The first is the delegate's country or NGO, and the second are the issues the delegate is going to debate.

1a. Country Policy:
- General information:
    - Is it a LEDC (lesser economically developed country) or an MEDC (more economically developed country)?
        - example: What percentage of the population lives below the poverty line?
        - example: What is the literacy rate?
    - What type of government does it have?
        - example: Democracy?
        - example: Dictatorship?
    - Which nations are my allies?
        - example: Which nation is my main trade partner?
    - What are the greatest difficulties my nation faces?
        - example: Rebels?
        - example: Trans-national disputes?

- Geographical information:
    - Location:
        - example: Continent?
        - example: Landlocked?
        - example: Neighbours?
    - Natural resources?
        - 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?
    - example: The problem concerns one of your allies?
    - example: Does your economy indirectly suffer from it?
    - example: Negotiation nation?
    - example: Peacekeeper nation?
    - 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?
    - example: Amnesty International - compliance with Human Rights
    - example: UNICEF – children's rights and welfare
  - How does it attempt to achieve this?
  - How is the system organized?
    - 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?
    - example: NGOs, UNOs
    - example: Countries
    - example: Unions, etc
  - What has been done to solve the issue?
    - example: Conventions
    - example: Agreements
    - example: Resolutions
  - Has anything been effective? Yes/no
  - Why has or hasn't it been effective?

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	www.cia.gov/cia/publications/factbook
BBC - country profiles	http://news.bbc.co.uk/2/hi/country_profiles/default.stm
United Nations (UN):	www.un.org/
Official UN documents:	http://documents.un.org/
Amnesty International:	www.amnesty.org/

Greenpeace:	www.greenpeace.org/international/
Human Rights Watch (HRW):	www.hrw.org/
European Union:	http://europa.eu/index_en.htm
CNN	www.cnn.com
BBC News	http://www.bbc.com/news/world

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 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.

Each delegate should write a brief (normally less than one page), yet coherent policy statement for each issue on his or her committee's agenda. Statement should include a references list of sources (just the URL is fine).

This serves three important purposes:

1. Writing a policy statement generally allows the delegate the opportunity to think out his or her policy 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 easier to be able to refer to your policy statement.

An excellent MUN policy statement would include:

- Definition of the question and explanations of key terms as they appear on the committee agenda
- A summary of recent international events related to action on the question.
- Some reference to key documents relating to the issue
- A general statement of your country's position on the issue
- Specific suggestions for a solution to the question (to serve as the first draft for the operative clauses of a resolution).

4.1 Example of a policy statement
(SIS student, BIGMUN 2017 conference)

DISEC - Republic of Korea Position Paper

Regulating the use of military drones.

Unmanned aerial vehicles (UAVS), also known as drones, are aircraft either controlled by 'pilots' from the ground or increasingly, autonomously following a pre-

programmed mission. They can be divided in two groups: those that are used for reconnaissance and surveillance purposes and those that are armed with missiles and bombs. The use of drones has grown quickly in recent years because unlike manned aircraft they can stay aloft for many hours.

South Korea is developing a weapon against North Korean drones, which will remove them from the system by means of an electromagnetic pulse (EMP), reports Yonhap news agency. Development Agency of Defense of South Korea (ADD) is developing ways of dealing with small drones. In the nuclear charge there is an electromagnetic pulse that can disrupt the electromagnetic field and destroy the majority of electrical appliances, including drones, said the agency. On 13th January 2016 Seoul officially reported that the South Korean military fired at the DPRK unmanned aerial vehicles, which have flown to South Korean territory. After the vehicles of DPRK turned back.

In general, The Republic of Korea is committed to the use of unmanned aerial vehicles (UAVs) and is formulating operational requirements for them. South Korea is considering is whether UAVs should operate purely within South Korea or over the whole Korean Peninsula, and whether it is necessary to purchase UAVs from the United States. The South Korean Ministry of National Defense (MND) recognizes the value of UAVs as reliable, affordable, flexible, and effective, with strategic, operational, and tactical utility. However, MND is debating whether UAVs should be limited to intelligence, surveillance, and reconnaissance (ISR) missions for land warfare, naval operations, and civil security.

https://dronewars.net/aboutdrone/

https://ria.ru/world/20161127/1482261187.html

http://en.koreaportal.com/articles/3252/20151030/south-korea-unmanned-drones.htm

https://www.gazeta.ru/army/2016/01/13/8019047.shtml

http://drones.cnas.org/reports/a-perspective-on-south-korea/

5. Writing a Resolution
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 your country thinks about a topic. It reflects your 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 by addressing the forum (which is the beginning of the sentence)

At this conference resolutions can only be debated if they have four submitters (one main submitter and three co-submitters). NGO's are also allowed to be a main submitter or co-submitter, though they are not allowed to vote. If there is more than one resolution for an issue, the resolution with 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 perambulatory clauses. You can also add words like 'deeply', 'firmly', 'fully', 'further', etc. to these words.

Examples of Preambulatory clause starters:

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

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 asterix (*) are only allowed in the Security Council.

Examples of operative clause starters:

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

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) are usually much shorter and less detailed.

Delegates should try to write a resolution for at least one of their issues before coming to the conference, and also think about some ideas for appropriate operative clauses for the others.

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 that 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. <u>Encourages</u> 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. <u>Recommends</u> reduced preferential taxation on all forms of clean transport systems;

5. <u>Endorses</u> 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. <u>Draws attention to</u> the importance of motivating, engaging and informing the citizens to use clean energy;

7. <u>Approves</u> the periodic revision of nuclear reactors and the reduction of their usage to contribute to the transition towards renewable energy production;

8. <u>Requests</u> the implementation of echologs (terminals for displaying and monitoring electricity, heat, and water consumption) because of their contribution to a higher energy efficiency;

9. <u>Encourages</u> 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. <u>Encourages</u> governments to set up Clean Energy Equity Fund(s) (CEEF), possibly together with state run firms, for renewable energy companies to tap into.

6. How the conference works

Details of Opening & Closing Ceremonies, the Party, etc. can be seen 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 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 to show them your resolution, but remember that all the other delegates are in the same position.

During lobbying time, which is during the committee session before the formal debate, you should discuss resolutions 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 (often 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 improve resolutions in an informal atmosphere, it will be helpful for you to bring a printed copy of your resolution and you should also have it on a Google doc, which will make merging resolutions 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 and answering questions
7. Voting on the resolution
8. Closing by the chair

<u>Debate procedure:</u>

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 up 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 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.

Amendments to the amendment (a change to the change suggested) can also be made and follow the same procedure, usually with 1 minute in favour and 1 minute against. If amendments to the amendment pass, the whole amendment automatically passes. If it fails, debate on the amendment continues.

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

7. General Assembly
Even though SotoMUN is only having one GA committee, all our committees will still come together on the 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 or amendments. It is simply a way to discuss the resolutions as they currently stand and take a final decision on whether they pass or fail.

8. 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 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 the speaker by asking to clarify 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 adding '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 (to ask the speaker to speak louder or more clearly).

3. Point of order
This point relates to procedural matters and it 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 when the delegate is confused about the procedure for example.

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.

9. MUN Language
Referring to yourself in the first person is not allowed. You can start your speeches with your country's name or with "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 2nd person pronoun "you", particularly when asking or answering a POI; instead referring to the other person as "the delegate of…" For example, " Does the delegate of USA agree 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:

Abstention	a vote neither in favour nor against (only on a whole resolution)
Ad hoc	something that happens or is added on (unplanned) at a particular time or for a particular purpose
Against	a vote opposed to a resolution or amendment
Amendment	alteration, change, to a resolution
Clauses	the parts into which a resolution is divided, each concerning one particular aspect of an issue
Closed debate	debate where time in favour and against is separated
Committee	forum debating specific topics, preparing resolutions to be taken to a general assembly
Co-submitter	co-author or co-signer of a resolutio

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