

APEEJAY STYÁ UNIVERSITY

presents

Model United Nations-2017

Rules of Procedure

GUIDELINES

Like real UN bodies, Model UN committees have lengthy agendas and many delegates who want to convey their country's positions. To help maintain order, Model UN conferences adopt rules of procedure to establish when a delegate may speak and what he or she may address. Some conferences adopt a few simple rules, while others use lengthy and complex rules of procedure. Because each conference is independent – there is no governing body for Model UN – rules of procedure vary. A few conferences adapt their rules of procedure directly from the United Nations rules while most use variations of the Roberts Rules of Order. It is essential to familiarize yourself with the rules of each specific conference you plan to attend.

At a Model UN conference, there is formal debate as well as informal debate, called caucusing.

POINTS:

- 1. Point of Order** - During the discussion of any matter, a delegate may raise a point of order with regard to the conduct of business. A point of order may interrupt a speaker. There is no debate on a point of order, so the Chair should immediately issue a ruling pertaining to the point of order according to the rules.
- 2. Point of Information** - A delegate may raise a point of information to make inquiries to or request clarification from the Chair/speaker who is at the dias concerning parliamentary procedure or any other relevant questions pertaining to the business of the committee. A point of information cannot interrupt a speaker.
- 3. Point of Personal Privilege** - A delegate may raise a point of personal privilege concerning a personal matter or the conduct of another delegate. The Chair should respond appropriately to the matter. A point of personal privilege cannot interrupt a speaker.

FORMAL DEBATE – During formal debate, the staff maintains a speakers list and delegates speak in the order they are listed. At this time, delegates have an opportunity to share their views with the entire committee. Delegates make speeches, answer questions, and introduce and debate resolutions and amendments. Formal debate is important to the committee's work. By not knowing the rules of procedure, delegates slow down the debate and hold back their committee's progress.

MODERATED CAUCUS – During a caucus, which is a formal debate, the rules of procedure are suspended. To go to a moderated caucus, a delegate makes a motion to suspend debate and the committee votes. Caucusing helps to facilitate discussion, especially when there is a long speakers list. A moderated caucus is a mixture of both formal and informal debate. Anyone may speak if they raise their placard and are called on by the Chair.

UNMODERATED CAUCUS – In an unmoderated caucus, delegates meet informally with one another and the committee staff to discuss and negotiate draft resolutions, amendments and other issues.

What are the rules and procedures at a Model UN conference? View a chart of basic Model UN points and motions. - See more: <http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/rules-of-procedure>

It is sometimes helpful to think of a Model UN conference as if it were a play in which delegates are the actors and Secretariat members are the directors. The storyline of a stage show is similar to what MUNers call the "flow of debate" – the order in which events proceed during a Model UN conference. Just like scenes in a theatrical performance, debate unfolds in several different parts. The chart below shows the various stages of debate that take place during a Model UN simulation. Being familiar with how the action will proceed, from the first "scene" to the last, is an important way to prepare yourself for a Model UN conference.

ROLL CALL – The Chairperson will announce each country's name. After delegates hear their country, they should answer "present" or "present and voting".

SPEAKER'S LIST – List of nations that signaled to the chair that they want to make a speech. This will be written on the board for all delegates to see.

SETTING THE AGENDA – When Model UN committees have more than one topic available, the body must set the agenda to begin working on one of these issues. At this time a delegate typically makes a motion, stating "The country of [name] moves to place [topic A] first on the agenda, followed by [topic B] and then [topic C]." Once the motion has been made, three delegations must speak in favor of the motion, and three other delegations will speak against it. These speeches should alternate between those in favor and those opposed. Setting the agenda requires a simple majority vote. But we have one topic Terrorism.

Yield: this is when a speaker decides to give up the remaining time in his or her speech. Typically, the three types of yields are:

- 1) **Yield the floor back to the chair** meaning to leave the podium.
Yield my time back to the Chair meaning you give up the rest of your time.
- 2) **Yield to another delegate** meaning you give up the rest of your time to another delegate, or
- 3) **Yield to questions** from other delegates or **Yield to comments** to your speech by other delegates. Questions are also sometimes called Points of Information.

HOW TO MAKE A SPEECH -

First, you should **thank the presiding official** by saying "Thank you Mr./Madame/ Honorable Chair/ President..."

Then begin by **providing a brief history on the issue as it relates to your country**.
 Speak about **how the issue is currently affecting your country**.

Provide your country's position on the issue. Include an explanation for your country's stance, such as economic or security concerns or political or religious ideology.

You may choose to give an explanation of how your **country's position relates to the positions of other member states** such as the major powers or countries in your regional bloc.

You should **discuss some of the past actions** taken by the UN, member states and NGOs to address the issue.

Present **ideas for a resolution**, stressing your country's objectives for the resolution.

Talk about the **role that NGOs or regional organizations have to play in addressing the issue**.

Indicate to the committee members **whether your country is willing to negotiate**.

Do **not use the word 'I' or 'me'** in your speeches.

2017

POSITION PAPERS – Position papers are usually one to one-and-a-half pages in length. Your position paper should include a brief introduction followed by a comprehensive breakdown of your country's position on the topics that are being discussed by the committee. A good position paper will not only provide facts but also make proposals for resolutions. The maximum time limit for speaking will be 90sec but can be reduced as decided in the committee.

A good position paper will include:

- A brief introduction to your country and its history concerning the topic and committee;
- How the issue affects your country;
- Your country's policies with respect to the issue and your country's justification for these policies;
- Quotes from your country's leaders about the issue;
- Statistics to back up your country's position on the issue;
- Actions taken by your government with regard to the issue;
- Conventions and resolutions that your country has signed or ratified;
- UN actions that your country supported or opposed;
- What your country believes should be done to address the issue;
- What your country would like to accomplish in the committee's resolution; and
- How the positions of other countries affect your country's position.

2017

DEBATE

FORMAL DEBATE: Formal debate revolves around a speakers list. The Chair begins by asking all delegates interested in addressing the other members to raise their placards. The Chair then chooses delegates to be placed on the speakers list. A country may only be on the speakers list once, but delegates may add their country to the end of the list after their speech.

1a. When the session begins, speeches focus on stating country positions and offering recommendations for action.

2a. After blocs have met, speeches focus on describing bloc positions to the entire body. 3a. Delegates now make statements describing their draft resolutions to the committee.

3a. Delegates try to garner more support through formal speeches and invite others to offer their ideas

4a. Delegates make statements supporting or disagreeing with specific draft resolutions.

5a. Delegates present any amendments they have created.

INFORMAL DEBATE: Informal debate involves discussion outside of the speakers list. During moderated caucuses, the Chair calls on delegates one-by-one so that each can address the committee in short speeches. During unmoderated caucuses, the committee breaks for a temporary recess so that delegates may meet with each other and discuss ideas.

1b. After several countries state their positions, the committee breaks for caucuses (often in blocs) to develop regional positions.

2b. Writing begins as countries work together to compose draft resolutions.

3b. Countries and groups meet to gather support for specific draft resolutions.

4b. Delegates finalize draft resolutions.

5b. Draft-resolution sponsors build greater support for their resolution and look to incorporate others' ideas through friendly amendments

2017

CLOSURE OF DEBATE – Once the speakers list is exhausted, the committee automatically moves to voting. Also, once a delegate feels that his or her country's position is clear to others and that there are enough draft resolutions on the floor, he or she may make a motion to proceed into voting procedure by moving for the closure of debate.

VOTING PROCEDURES – Once a motion to close debate has been approved, the committee moves into voting procedure. Amendments are voted on first, then resolutions. Once all of the resolutions are voted on, the committee moves to the next topic on the agenda.

RESOLUTION – The final results of discussion, writing and negotiation are resolutions—written suggestions for addressing a specific problem or issue. Resolutions, which are drafted by delegates.

There are three main parts to a resolution: the heading, the preamble and the operative section. The heading shows the committee and topic along with the resolution number. Each draft resolution is one long sentence with sections separated by commas and semicolons. The subject of the sentence is the body making the statement. The preamble and operative sections then describe the current situation and actions that the committee will take.

Delegates will be given 1 min to speak their resolution.

Resolution will also be submitted to the chair in the starting of the committee.

TIPS FOR RESOLUTION WRITING -

- Be sure to **follow the format** for resolutions provided by the conference organizers. Each conference may have a slightly different format.
- Create a **detailed resolution**. For example, if your resolution calls for a new program, think about how it will be funded and what body will manage it.
- Try to **cite facts** whenever possible.
- **Be realistic**. Do not create objectives for your resolution that cannot be met. Make sure your body can take the action suggested. For example, the General Assembly can't sanction another country – only the Security Council can do so.
- Try to find **multiple sponsors**. Your committee will be more likely to approve the resolutions if many delegates contribute ideas.
- **Preambulatory clauses** are historic justifications for action. Use them to cite past resolutions, precedents and statements about the purpose of action.
- **Operative clauses** are policies that the resolution is designed to create. Use them to explain what the committee will do to address the issue.

2017

PREAMBULATORY CLAUSES – The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a perambulatory phrase) and ends with a comma.

OPERATIVE CLAUSES – Operative clauses offer solutions to issues addressed earlier in a resolution through the perambulatory section. These clauses are action oriented and should include both an underlined verb at the beginning of your sentence followed by the proposed solution.

RESEARCH – The first step in preparing for a rewarding Model UN experience is to gather information. Give yourself plenty of time before a conference to research, read and then formulate your arguments. Since most delegates use the Internet for about majority of their research, we have compiled a list of web resources to help you get started. However, you should not overlook the resources available in books and periodicals at your local library. While conducting research, try to keep in mind that your primary goal is to represent your country as realistically as possible. To do so, you will need to research three different areas. Follow these tips for researching:

- **Your country and its positions** - Each country has its own stance on specific topic, to start with, search the topic with your country's name in it for example in this case search "Spreading of ISIS in middle east+ **Your country name**". Almost majority of the countries have their foreign affairs websites, go thru them to see what your country has been saying about the topic around the world not just in UN.
- **The issues to be debated at the conference** - Always break the agenda into parts for a fruitful research and to get topics for debate. After breaking the topic search about each term/phrase you've made and research about that phrase/term. As you'll research you'll find topics/words which are being repeated a lot while researching. Take that word/phrase and make questions out of it which need to be discussed. For the benefit of the committee a few topics are given at end of the Background Guide which are of importance and need to be discussed.

2017

• **The UN system** – Lastly being WHAT CAN BE USED for research? You can use resource for research, expand your horizon as much as you want. But the most important thing your research should be valid and from a trusted source. You can research from anywhere to get knowledge but to present proofs or make allegations only a few resources are allowed. The following is the list of resources you can use as proof:

- Reuters reports
- UN Documents
- Country reports from their government websites;

Reports from news agencies like Times of India, Hindustan Times, The Daily Mail are not valid.

GENERAL POINTS –

- No use of phone during the committee.
- No talk amongst countries during formal session.
- Chits will be used to talk to other countries.
- If a delegate wishes to make a point, the delegate is supposed to raise their placard and state their point. The delegate will then be recognized by the chair, and the delegate will rise and state their point.