

OFFICIAL HANDBOOK



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CHAPTER I: INTRODUCTION

What is MUN?

Model United Nations (MUN) is a student-led simulation of the United Nations, where the participants act as delegates, each representing different countries in debates about real-life global issues, encapsulating their country's political and cultural view of the world. Delegates debate topics such as international security, human rights, and technological development, and form alliances between each other to work on solutions to these problems.

MUN offers a unique opportunity to develop critical skills like public speaking, research, negotiation, and leadership. It is also a platform to better understand the complexities of international relations and collaborate with peers to resolve pressing global challenges.

History and Purpose of MUN

The concept of Model United Nations was inspired by the creation of the United Nations, established after World War II, in the year 1945. The first recorded MUN-style conferences were International Assemblies, the earliest taking place in the University of Oxford in the year 1921, simulating the League of Nations as a precursor to the UN. The first of these conferences officially called a "Model United Nations" was in 1947 at Swarthmore College and since then, it has continued to grow into a worldwide program for students of all backgrounds and cultures.

The purpose of MUN is to encourage critical thinking, collaboration, and diplomacy among young people to create leaders by addressing international challenges. It prepares participants not only for academic success but also for being active leaders and finding solutions in their personal lives.

CHAPTER II: PREPARATION

Position Paper

The position paper is a document that explains a country's stance on the topic being discussed. It provides a detailed explanation of the nation's perspective and proposes solutions or strategies for addressing the issue at hand.

- To learn about the position paper structure, [click here](#).
- To see an example of the position paper, [click here](#).
- To download the official format for the position paper, [click here](#).

Opening Speech

The opening speech is a shortened version of the position paper, in which delegates mainly focus on their country's stance on the topic being discussed and their solutions or strategies for addressing the issue. Unlike the position paper, the opening speech is read during the speaker list, with the purpose of presenting the delegate's solutions and his country's perspective.

- To learn about the opening speech structure, [click here](#).
- To see an example of the opening speech, [click here](#).
- To download the official format for the opening speech, [click here](#).

Tips for First-time Delegates

Preparation

- Research your country's political position and culture. Be ready to defend your solutions with facts and reasoning.
- Learn the Rules of Procedure and practice key terms so that you feel confident during the sessions.

Debating Skills

- Speak with a clear, confident voice and structure your arguments to make them easy to understand.
- Stay calm under pressure, especially when reading your opening speech and answering questions.
- Maintain eye contact and use confident body language to make your arguments more credible.
- Listen attentively to other delegates' arguments to understand their position regarding the topic.
- Ask questions to challenge other ideas and strengthen your own arguments.

Collaboration

- Build alliances with countries that share your perspective, this strengthens your resolution.
- Be flexible - compromise is essential to finding solutions that benefit you and other delegates.

Resolution Paper

- Draft realistic, viable solutions with help from your alliance.
- Ensure your resolution aligns with the [NICMUN structure](#).

CHAPTER III: DEBATE

Understanding Motions and Key Terms

Roll Call

When the chair takes attendance at the beginning of each day. Delegates have the option to respond with “Present” or with “Present and Voting”. When saying “Present”, the delegate can decide to refrain from voting in any motion, and when saying “Present and Voting”, the delegate is forced to vote on all motions.

Motion to Open the Session

Taking place after roll call, it indicates that the session is now open to proceed with the debate.

Motion to Set Agenda

Where the delegate states how many points of information, commentary, and follow up will be allowed, as well as the time per speaker.

Motion to Open the Speaker List

Where the order of the delegates that wish to read their opening speech is determined.

Motion to Start a Moderated Debate

Used to start a moderated debate, in which the delegate that established the motion decides how much time it will last and how much maximum time there will be per speaker. In a moderated debate, delegates must raise their placards and be chosen by the moderator to speak. Delegates must also establish whether their point is to the whole committee or to a specific delegation.

Motion to Start an Unmoderated Debate

Used to start an unmoderated debate, in which the delegate that established the motion decides how much time it will last. In an unmoderated debate, delegates can stand up and move freely throughout the committee to discuss resolutions, typically with their alliance.

Motion to Add to the Register

When a delegate wants to save something said by another delegate. The delegate that made the motion must repeat the phrase said by the other delegation. If correct, the quote will be added to the register, if not, the quoted delegation will need to repeat his quote.

Motion to Take the Floor

Used to improve efficiency and clarity during debate by allowing one delegate to respond to multiple questions without repeatedly yielding the floor back and forth. It is particularly useful when the delegate's intervention has generated significant interest or requires extended clarification.

Right of Reply

Used when a delegation has been directly and explicitly offended by another. The first time, it can be interruptible, but from the second onwards the delegate must send a private message to the chair to solicit his right of reply.

Challenge to Competence

Used when a delegate's country policy has been twisted by another delegate during their interventions. The delegate will be allowed to explain at what moment the accused delegate violated his country's policies. This point is interruptible.

Point of Order

A delegate can claim a point of order if parliamentary procedure is not being followed. This point is interruptible.

Point of Personal Privilege

A delegate can claim a point of personal privilege if his or her ability to debate is being affected. This point is interruptible.

Point of Information

When a delegate wishes to ask another delegate a question. This point is non-interruptible.

Point of Commentary

When a delegate wishes to give an opinion or fact to another delegate, to which he cannot respond to. This point is non-interruptible.

Follow Up

When a delegate wants to make another question or statement following the other delegate's answer. This point can be claimed immediately after another delegate's intervention is finished.

Point of Inquiry

When the delegate has a question on how to proceed a point or how to say something according to parliamentary language.

Can be claimed if a delegate is making a statement that has no relation or relevance to the topic at hand. This point is interruptible.

When a delegate has finished talking on a speaker list before the maximum time, they must:

- Yield the time to the chair: This ends the delegate's speech.
- Yield the time to the committee: This gives the time to the next speaker, in addition to the previously established time limit.

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graph TD; A[Roll Call] --> B[Motion to Open the Session]; B --> C[Motion to Set Agenda]; C --> D[Motion to Open the Speaker List]; D --> E[Delegates Read their Opening Speech]; D --> F[Motion to Start with Opening Speeches]; E --> G[Motion to Start a Moderated Debate]; F --> H[Moderated Debate]; G --> I[Motion to Start an Unmoderated Debate]; H --> I; I --> J[Draft Resolution Paper]; J --> K[Present to the Chair]; K --> L[Approved by Chair]; K -- No --> M[Draft Resolution Paper]; L -- Yes --> N[Present to the Committee]; L -- No --> O[Approved by GA]; N --> P[Approved by Committee]; P -- Yes --> Q[Present Resolution to GA]; P -- No --> M; Q --> O; O -- Yes --> R[Motion to Close the Session]; R --> S[Motion to Close the Session];
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The flowchart illustrates the Model United Nations process, starting with a Roll Call and Motion to Open the Session, leading to a Motion to Set Agenda. It then branches into two paths: one for a Moderated Debate and another for a Motion to Start with Opening Speeches. Both paths lead to a Motion to Start an Unmoderated Debate, which leads to a Draft Resolution Paper. The Draft Resolution Paper is then presented to the Chair. If approved by the Chair, it goes to the Committee. If not approved by the Chair, it goes to the GA. If approved by the GA, it goes to the Committee. If approved by the Committee, it goes to the GA. If not approved by the Committee, it goes back to the Draft Resolution Paper. The process ends with a Motion to Close the Session.

Resolution Paper

A resolution paper is the official document made by each alliance presenting their ideas on how to solve the topic or crisis at hand. After a voting within the committee, the two heads of bloc take the resolution to General Assembly, where they propose their solutions. The delegates at General Assembly will then ask questions and proceed to a voting to decide whether the resolution paper is approved or rejected.

The delegations that form part of a resolution are divided into three groups which are:

1. Heads of Bloc: The countries that lead the resolution paper and had the most impact in the alliance. (Two delegates)
2. Sponsoring countries: The countries that help the Heads of Block to write the resolution. (From five to seven delegates)
3. Signing countries: The countries that support the resolution

The resolution paper must include 10 preambulatory and 12 operative clauses:

Preambulatory Clauses

Affirming	Alarmed of	Approving	Bearing in mind	Believing	Confident
Contemplating	Convinced	Declaring	Deeply Concerned	Deeply Conscious	Deeply Convinced
Deeply Disturbed	Deeply Regretting	Desiring	Emphasizing	Expecting	Expressing its appreciation
Fulfilling	Fully Aware	Further Deploing	Further Recalling	Guided By	Having Adopted
Having Considered	Having Examined	Having Received	Keeping in Mind	Noting with Deep Concern	Noting with Satisfaction
Further noting	Observing	Reaffirming	Realizing	Recalling	Recognizing
Referring	Seeking	Taking into Consideration	Taking Note	Viewing with Appreciation	Welcoming

Operative Clauses

Accepts	Affirms	Approves	Authorizes	Calls	Calls Upon
Condemns	Confirms	Congratulates	Considers	Declares Accordingly	Deplores
Designates	Draws the Attention	Emphasizes	Encourages	Endorses	Expressing its appreciation
Expresses its Hope	Further Invites	Further Proclaims	Further Reminds	Further Recommends	Has Resolved
Notes	Proclaims	Reaffirms	Recommends	Regrets	Reminds
Requests	Solemnly Affirms	Strongly Condemns	Supports	Takes Note of	Transmits
Trusts					

CHAPTER IV: RULES

Dress Code

Each delegate must wear a formal attire to participate in the debate:

Men	Women
<p>Should wear</p> <ul style="list-style-type: none"> • Formal shirt (buttoned) • Tie • Suit • Formal shoes 	<p>Should wear</p> <ul style="list-style-type: none"> • Formal blouse • Formal pants • Coat or Blazer (optional) • Formal shoes

Men	Women
<p>Should not wear</p> <ul style="list-style-type: none"> • T-shirts • Jeans • Sneakers 	<p>Should not wear</p> <ul style="list-style-type: none"> • Cleavage • Transparent blouse • Jeans • Sneakers

Parliamentary Language

During the debate, delegates cannot use personal pronouns and must refer to themselves and others in third person. Otherwise, this will result in a verbal warning, and the delegate will have points subtracted

Allowed Vocabulary	Not Allowed Vocabulary
<ul style="list-style-type: none"> • The Delegation of (<i>name</i>) • The (<i>name</i>) Nation • Our Delegations • Our Committee • Your Delegation 	<ul style="list-style-type: none"> • I • We • You • He • She

Delegate Code of Conduct

During the debate, all delegates are obliged to:

- Make use of the parliamentary language
- Make use of parliamentary procedure
- Be on time in all sessions
- Raise their placard and wait to be chosen by the moderator to speak

If delegates do not comply with these rules, they will receive verbal or global warnings and be subtracted points.

CHAPTER V: AWARDS

Award System

The following awards will be recognized in each committee

1. Best Delegate
2. Outstanding Delegate
3. Honourable Delegate
- Best Position Paper

The delegate who excelled the most out of the entire model will be named “Best Delegate of the Model”

Point System

There are 8 types of interventions where delegates can get points:

- 1. Motions**
Making a motion that passes
- 2. Speaker List**
Reading their opening speech
- 3. Point of Information**
Asking clear and concise questions
- 4. Point of Commentary**
Making comments or opinions that contribute to the debate
- 5. Follow Up**
Asking additional questions and responding to other delegates' interventions
- 6. Answers**
Responding to questions and opinions
- 7. Leadership**
Having initiative and influencing the alliance and committee
- 8. Teamwork**
Helping in the development of the resolution paper by writing or giving ideas

Additionally, delegates will be awarded more (or less) points on each one of these depending on the quality of their intervention and how much it impacts the debate, decided by the committee moderator and chair.

These interventions can be made in different parts of the debate, such as:

- Speaker List
- Moderated Debate
- Unmoderated Debate
- When reading their resolution in General Assembly (GA)