



DELEGATE GUIDE



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INTRODUCTION TO MUN:

The Model United Nations (MUN) conference is an academic simulation where students take on the roles of delegates from different countries to discuss global issues. EngMUN will discuss scientific and engineering topics such as technology, sustainable energy, space, artificial intelligence, and more to promote international cooperation in finding innovative solutions to global challenges in these fields.



CONFERENCE OVERVIEW:

Location: College of Engineering

Theme: Science and Engineering

Committees:

- UNCSW** (United Nations Commission on the Status of Women)
- UNOOSA** (United Nations Office for Outer Space Affairs)
- UNICEF** (United Nations Children's Fund)
- WHO** (World Health Organization)



PREPARATION GUIDE:

Research:

Country Profile: The country's policies, stance, allies/enemies, and any useful background information.

Committee Topic: Research about the topics discussed in your committee

Position Paper(optional): Write a position paper outlining your country's stance on each topic

Resources: UN Website, News Articles, Academic Journals, etc.



RULES OF PROCEDURES:

Debate Format:

Roll Call: Attendance is taken at the beginning of each session.

Speakers' List: Delegates raise their placards to be added to the speakers' list.

Moderated Caucus: Time-limited debate on specific sub-topics.

Unmoderated Caucus: Informal discussion and negotiation.



RULES OF PROCEDURES:

Points: questions raised by a delegate during the conference.

Point of Order: Used to correct a procedural error.

Point of Inquiry: Used to ask questions about the rules of procedure.

Point of Personal Privilege: This Point refers to the comfort and wellbeing of a delegate. It is not related to the content of the speaker's statement and does not need to be seconded by another delegate.
It may interrupt the speaker if it is a Point of Personal Privilege due to audibility.



RULES OF PROCEDURES:

Point of Parliamentary Enquiry: This is a question regarding the rules of procedure. It is unlike a Point of Order, which points out to violations of the rules. It cannot interrupt the speaker.

Point of Inquiry: Used to ask questions about the rules of procedure.



RULES OF PROCEDURES:

Point of Information to the Speaker:

This Point pertains to a speech or proposal presented by another delegate; it cannot interrupt the current speaker. Keep in mind that like all other Points, Points of Information can only be questions! If you would like to deliver a Point of Information that is not necessarily a question, you can do so by rephrasing it as a question: “Is the delegate aware that...” or “Does the delegate agree that...”

NOTE you may not raise any Points of Information unless the chair allows you to.



RULES OF PROCEDURES:

Point of Information to the Chair: This Point of Information is directed to the chair. It can refer to anything that is not related to personal privileges or rules of procedure; it cannot interrupt the current speaker. It can be a question or request for clarification about a certain topic mentioned in the debate. It can also refer to the MUN agenda.

Motions:

Motion to Suspend/Adjourn the Meeting: Used to take a break or end the session.



GENERAL RULES



Dress Code

Formal Attire:

Thobe/suit for boys

Black/Dark colored abayas for girls

No sneakers allowed



Respect everyone

Please

be respectful of every member
during- and out of session

POSITION PAPER

Optional but highly recommended

Structure:

Introduction: Brief introduction to the topic.

Body: Detailed explanation of your country's position.

Conclusion: Summary and proposed solutions.



OPENING SPEECH

Opening speech(mandatory):

Timing: 30s - 1 minute

Function: Introduces your delegation's stance on the issue at hand.

Personal pronouns are not allowed (I, me, my,...)_



OPENING SPEECH

Opening speech sample:

Honorable chair, fellow delegates and distinguished guests,
The United States of America is grateful for the opportunity to be a part of this conference and the chance to find suitable solutions for environmental issues, such as nuclear waste disposal. Nuclear waste disposal is an important issue to the modern world because nuclear power greatly benefits human society, while at the same time potentially resulting in serious consequences. Exposure of radioactive waste in the environment must be eliminated if nuclear power is to be used, and better disposing methods of nuclear waste must be achieved. The United States highly values the environment and its well being. Therefore, it looks forward to discussing this and other issues in the following days. Thank you.



RESOLUTION WRITING

Resolution: the solutions a group of delegates write together.

Structure:

Heading: Includes the committee name, topic, and sponsors.

Preamble: States the issue and previous actions taken.

Operative Clauses: Detailed actions the committee will take.



RESOLUTION

WRITING

Sample :

DRAFT RESOLUTION 1.1

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Committee: General Assembly (Third Committee)

Topic: Strengthening UN coordination of humanitarian assistance in complex emergencies

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality and inalienable rights of all global citizens,

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,



RESOLUTION

WRITING

1. **Encourages** all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts;
2. **Urges** member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. **Requests** that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies; .
4. **Calls** for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. **Stresses** the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. **Calls** upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
7. **Requests** the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development





GLOSSARY

Delegate: Representative of a country or organization (Delegates represent the government of their countries)

Delegation: The delegate's country or organisation.

Floor: The floor is the podium (or designated area), where delegates make speeches and answer questions.

Placard: A piece of paper or cardstock with the delegation's name on it. The delegate raises it to be recognized by the chair in order to make a speech or a point.

The House: The committee is called the house.

“No commotion on the floor” / “Will the house please come to order”: The chair is telling the delegates to sit down and stop talking!



GLOSSARY

Formal Debate: Everyone sitting on their chairs and speaking only when given permission by the Chair. No one speaks out of turn. No one interrupts anyone. No one speaks loudly to anyone else, so as to respect the time of the speaker.

Position Paper: A research paper that acts as a source of reference to the delegates. Each delegate can prepare a position paper for a certain topic regarding their country. This is a requirement in some MUN conferences.

Point: A question raised by a delegate.

Motion: A request made by a delegate.

To Second: To agree with something, usually a motion made or Point raised by another delegate.



GLOSSARY

Resolution : A formal statement of a proposal to a UN Council, Committee or Commission. It consists of one long, but coherent, sentence divided into clauses and sub-clauses. A resolution should not represent the position of one country but rather of a majority of the UN member states. The goal in each committee topic for our debate session is to pass a resolution.

Caucus: Break used to discuss conference issues.

Moderated Caucus: A set time is given which allows member states to discuss the current situation with other countries. The chair is there to moderate the caucus.

Unmoderated Caucus: A set time is given which allows member states (delegates) to openly and freely discuss with other countries. The chair is not there to moderate the caucus (make sure the delegates are speaking about relevant issues).

Amendment: A change made to a certain clause in a resolution.



COMMON PHRASES

1. “Is it in order to...” = Is it allowed to
2. “It is in order to...” = It will be allowed
3. “It is not in order to...” = It will not be allowed
4. “Time Constraints” = Restrictions of time
5. “Request for follow up” = Can I ask another question?
6. “Yield the Floor” = Give the floor to someone else
7. “That will be entertained” = That will be allowed to happen
8. “That will not be entertained” = That will not be allowed to happen



COMMON PHRASES

Managing Debate:

“The floor is open for debate on [Topic/Resolution].”

"Delegate from [Country], you are recognized. You have [number] minutes for your speech."

"Thank you, Delegate. We will now move to the next speaker."

"The delegate's time has expired. Please yield the floor."

Handling points and motions:

“Point of Order: Delegate from [Country], please state your concern.”

"Point of Information: Delegate from [Country], please ask your question to the speaker."

"Point of Personal Privilege: Delegate from [Country], please specify the issue."



COMMON PHRASES

Closing the session:

"We are nearing the end of our session. Please finalize your notes and prepare for the closing."


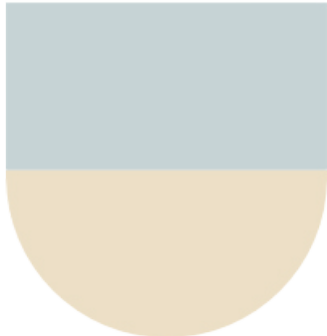
"Are there any final comments or motions before we adjourn?"

"Thank you all for your hard work and participation. This session is now adjourned."

"The committee has accomplished [summary of outcomes]. I appreciate everyone's contributions."



HELPFUL VIDEOS

- <https://youtu.be/BYYwBLJ9q5E?si=1uJntFjIhgSRkzTM>
 - https://youtu.be/nijZhSnDyrg?si=mtu1DghmqOdB7_St
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