



# The Complete Guide

for delegates

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# Introduction

It is our great honor to welcome you to the Bratislava Model United Nations Conference. This Guide has been specially designed to help you prepare for the conference effectively. In order to perform well, we highly recommend you to study this document (especially the Rules of Procedure), before starting your research and attending the conference. Besides the complete rules, glossary of MUN terms and guides for writing a resolution and a policy statements, there are several graphs and tables contained (pages: 7, 18, 22) to help you understand the MUN concept faster and easier.

Please visit the conference website ([www.bratmun.sk](http://www.bratmun.sk)) to download a printable simplified version of the basic MUN rules and other information. All information regarding the conference itself (travel info, accommodation, catering, schedule, venues, etc.) will be provided to you in form of a handbook at the beginning of the conference.

In case of any questions, do not hesitate to contact us at [bratmun@bratmun.sk](mailto:bratmun@bratmun.sk), or visit [www.bratmun.sk](http://www.bratmun.sk) to see contacts for the current organization team.

We are going to do everything for you, in order to make your experience as pleasant and as unforgettable as possible. We hope you will spend a great time not only during debates but also outside the conference rooms and we are looking forward to seeing you this year at the BratMUN Conference!

BratMUN 2011 Organization Team

# MUN Terms and Phrases

**General Assembly** – in the real UN, it is the body in which every country of the world is represented. Even though we won't have all the countries present at our Conference, the GA is still our biggest committee that every delegation will attend. Sometimes (in the MUN world) the General Assembly may be also called the Plenary Session.

**Specialized Committee (or Regional Body/Bloc)** – A committee that is smaller than the GA, typically it contains 20-30 delegations. The specialized committees are usually focused on particular geographic area (such as the African Union, or League of Arab States), or on a particular problem

**Debate** – is what goes on in the committee. Formal debate is governed by the Speakers' List and moderated by the Chairperson. Debate is regulated by official Rules of Procedure.

**Chairperson (Chair)** – the person who is responsible for the smooth running of the Committee. He/she writes the study guides, moderates the entire proceedings of the Committee, decides on some matters that are at his/her discretion and generally does everything to keep the debate smooth and productive.

**Speakers' List** – is the order in which delegations will address the Committee. It is the backbone of the proceedings; it gives the Committee a basic structure.

**Caucus** – is a departure from the Speakers' List. There are two kinds:

**Unmoderated Caucus** – delegates are free to discuss without the guidance of the Chairperson or the formal rules.

**Moderated Caucus** – Speakers' List is abandoned; delegates raise their placards to speak and the Chairperson chooses the next speaker.

**Floor** – essentially means the opportunity to speak, or it can denote the subject matter that is currently debated. If someone "has the floor", it means they are allowed speak. If a resolution is "on the floor", it has been formally introduced, it is being debated and it will be voted on.

**Placard** – the sign that has the name of the country you are representing on it. You raise your placard to vote or to propose a point or motion – it is a way for the Chairperson to see you have something to say.

**Gavel** – the little wooden hammer the Chairperson uses to keep the Committee in order. Make sure they don't have to use it too much, banging the gavel does not make a very pleasant sound.

**Dais** – officially, the table upfront behind which the Chairperson is sitting. Practically, the Dais denotes also the Chair and the staff of the Committee. Any concerns related to the proceedings

of the Committee you may have you should address to the Dais. Same goes for notes to the Chairperson, or resolutions/amendments you want approved.

**Assistant Chairs** – people that are there to help the Chairperson – and are ready to hear and answer your questions or concerns. **Procedural** – all points/motions that have something to do with the official procedure of the debate – e.g. motions for caucuses, motion for a roll call, etc...

**Substantive** – all matter that has to do with the *content* of the Committee session – generally related to draft resolutions or amendments.

**Point** – if you want to ask a question, or point the attention of the Chairperson to something, you use a Point. For example, when you cannot hear the speaker, when you think the Chair has made a procedural mistake, or when you do not understand the decision of the Chair and want to clarify the procedure. There are three types of Points (Point of Personal Privilege, Point of Parliamentary Inquiry and Point of Order); for further explanations please see the Rules of Procedure.

**Motion** – motion is essentially a suggestion for action to the Committee. If you want to change the way of debating, introduce a resolution or generally move the proceedings forward, raise your placard and make a motion. There are several types of motions allowed in a Committee – for their list and further explanations, see the Rules of Procedure.

**Second** – whenever a motion is made, it requires a Second – that is, there needs to be another delegation that wants to see the motion implemented. To Second is easy – when you hear a motion you agree with, just raise your placard and say “Second”.

**Yield** – is what you do with the remainder of your speaking time. Yielding essentially means giving the rest of your time to someone. You may yield to other delegation, to questions (if you are willing to answer them), or to the Chairperson (if you have finished speaking or you have no more time anyway). For further info see the Rules of Procedure.

**Roll Call** – when the Chairperson reads the names of all delegations in alphabetical order, to see if they are present (or to hear their vote, in a Roll Call voting).

**Working Paper** – a document that is authored by one or more delegates, distributed to all delegations, and which helps the work of the Committee in some way. It does not have to be in a resolution format, it can be a list of ideas; nevertheless, a good working paper provides a backbone for a resolution.

**Resolution** – is the final product of the Committee. It is a document that says how you want to change the world; what actions you want to take; how you are using your authority as a body. A resolution is created during the Committee sessions and in the end you vote on whether to implement it or not. Resolution has to be in a specific format, it is made of clauses and it has two main parts:

**Preamble / Preambulatory clauses** – the introduction, in which you state upon what principles you are acting (or what values you are upholding with the resolution), what events you are condemning or congratulating, and/or what other documents were used as a basis for this resolution. Preambulatory clauses cannot be amended or divided out of a resolution.

**Operative clauses** – these are the sentences that describe the actions you want to take (or want other organizations to take). You may directly order something to the bodies you have authority over, or urge independent organizations to take some action that is in their power. You may create new bodies, or terminate old ones. In operative clauses, you should also explain the financing mechanisms of your plan, as well as the enforcement mechanism it will use.

For more about resolutions, see the “How to Write a Resolution”, and, of course, the Rules.

**Clause** – a paragraph in a resolution describing one specific guiding principle (preambulatory) or action to be taken (operative).

**Sponsors** – are the delegations that author a resolution, and are committed to supporting it.

**Signatories** – are the delegations that wish to see the draft resolution formally debated during the Committee session. They do not have to agree with the resolution; they just want to see it on the floor.

**Amendment** – is a change to the operative clauses of a draft resolution (after it is introduced but before it gets voted on. There are two types of amendments:

**Friendly** – all the sponsors agree to it and it becomes incorporated into the draft resolution automatically

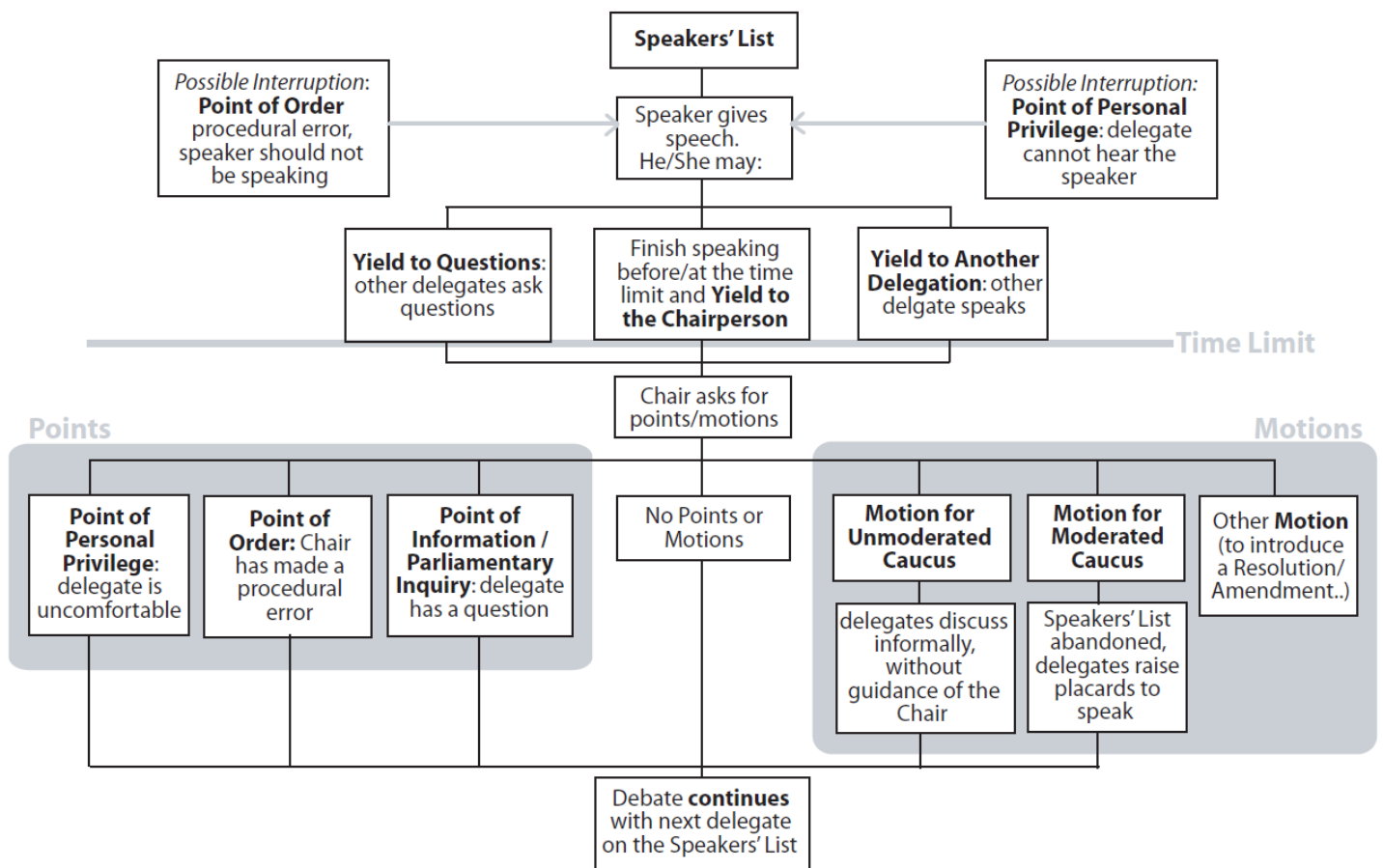
**Unfriendly** – not all the sponsors agree with it; therefore it will get debated and voted upon, before it can be incorporated into the resolution.

**Straw Poll** – a non-binding vote for the purpose of gauging the opinion of the Committee. If you want to see what everyone thinks about your proposal, you may make a motion for a Straw Poll – the Chair will then have the delegates simulate voting on the proposal, but the vote is only for information purposes – it is not binding and the count may, of course, change later.

**To be in order** – if a type of a point or motion is said to be “in order” it means that the rules allow you to make such a point or motion. E.g. “a motion for a roll call is in order only when voting on draft resolutions” means you may only move for a roll call during the final voting procedure, but not when voting on amendments or other motions.

**To rule st. out of order** - when a chairperson rules something out of order, (s)he is basically saying either that the rules do not allow it, or that he believes it would hurt the committee and therefore he will not allow it (the second is sometimes also called “ruling something dilatory”). If a delegate is out of order, it means that the action s(he) has made (offensive speech, incorrect motion) is inappropriate at that time and will not be considered.

# Flow of the Debate



# Rules of Procedure

## General Rules

### *Delegations*

#### **Rule 1**

Each delegation shall consist of two or more representatives and one vote on each committee.

### *Official and working language*

#### **Rule 2**

English shall be both the official and working language of the General Assembly and all Committees. All documentation, records and reports shall be written in this language.

### *Attire*

#### **Rule 3**

All delegates are expected to wear professional Western Business Attire during all General Assembly and committee sessions.

### *Conduct*

#### **Rule 4**

Delegates shall show courtesy and respect to the Conference Staff and to other delegates. This includes respecting staff decisions at all times, waiting to be recognized before addressing the committee, and refraining from the use of undiplomatic language. The Chairperson shall immediately call to order any delegate who fails to comply with this rule.

## The Chairperson

### *General powers of the Chairperson*

#### **Rule 5**

In addition to the powers conferred upon them elsewhere by these Rules, the Chairperson shall:

- a) declare the opening and closing of each General Assembly and committee session; direct the discussions in all General Assembly and committee sessions and during moderated caucus;
- c) act at his own discretion to ensure and enforce observance of these rules;
- d) accord the right to speak in the General Assembly and in the committee sessions;
- e) put subjects to vote and announce the result of that vote;



- f) rule on points of order;
- g) propose the time limitation and the number of times the speakers are allowed to deliver a speech;
- h) propose the adjournment of the debate;
- i) propose closure of the Speakers' List or closure of the debate;
- j) propose the suspension or the adjournment of the meeting.

The Chairperson may temporarily transfer his or her duties to another member of the Conference staff. The Conference staff may also advise delegates on the possible course of debate.

### *Motion to appeal the decisions of the Chairperson*

#### **Rule 6**

Any delegate may move to appeal a discretionary decision of the Chairperson. The delegate must explain the reason for the appeal, and then the Chairperson shall speak in defence of his/her decision. No additional debate is allowed and the motion shall be put to the vote immediately. Two thirds of the committee must vote in favour of this motion to overrule the Chairperson's decision.

## **Rules Governing Debate**

### *Roll call*

#### **Rule 7**

At the beginning of each meeting and on its re-convention (after suspension or adjournment) a roll call shall be conducted, where the Chairperson shall call countries in alphabetical order. Delegations raise their placards and answer "present". There is no difference between delegations "present" or "present and voting" for the purpose of these rules. Delegations arriving late shall send a note to the Chairperson informing him/her of their presence.

## **Conduct of Formal Debate**

### *The Speakers' List*

#### **Rule 8**

a) The Committee shall have an open Speakers' List for the topic being discussed. Separate Speakers' Lists may be opened as needed for procedural motions and debate on amendments. A country may add its name to the Speakers' List by submitting a request in writing to the Chairperson, provided that country is not already on the Speakers' List, and may remove its

name from the Speakers' List by submitting a request in writing to the Chairperson. At any time the Chairperson may call for members that wish to be added to the Speakers' List.

b) During the discussion on an amendment to a resolution, the Speakers' List shall be divided between delegations wishing to speak in favor and delegations wishing to speak in opposition. The Chairperson shall call upon the speakers in alternate manner, starting with a delegation opposed to the amendment.

c) Debate on any topic is automatically closed after the Speakers' List has been exhausted. The committee shall then move to the voting procedure.

### *Speaking time*

#### **Rule 9**

The Chairperson shall either set a speaker's time or entertain motions to set a speaking time. A delegate may move to change the speaking time stating their reasons and specifying a new time limit.

### *Closure of the Speakers' List*

#### **Rule 10**

Any delegate may move to close the current Speakers' List. This motion requires a second and shall be immediately put to a vote. It requires a two-thirds majority to pass. If adopted, no further speakers shall be added to the current list.

### *Addressing the General Assembly*

#### **Rule 11**

No representative may address the General Assembly without having first obtained the permission of the Chairperson. Before a representative addresses his speech, he's obliged to formally recognize Conference Staff and other delegates (e.g. "Honored Chairs, Distinguished Delegates..."). Speakers signify their desire to speak by placing the name of their delegation on the Speakers' List, or in general debate, by raising their placard. The Chairperson may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to committee members or staff.

### *Yields*

#### **Rule 12**

If the speaker has any remaining time left at their disposal, if they are finished speaking, they may:

-yield the floor to another delegate. Their remaining time shall be given to that delegate, who may not make any further yields. To turn the floor over to a co- delegate is not considered a yield.

-yield the floor to questions. After such yield the floor belongs to the Chairperson. A delegation wishing to address the speaker with a question may do so by raising their placard. The Chairperson shall decide upon the sequence of the delegations and shall limit them to one question each. Only the speaker's answers shall be deducted from their remaining time.

-yield the floor to the Chairperson. Such a yield should be made if the delegate does not wish their speech to be subjected to questions. The Chairperson shall then recognize the next speaker.

*A delegate must declare a yield by the conclusion of their speech. Only one yield is allowed. If no yield is announced, a yield to the Chairperson is assumed, but it is always better to express the politeness by formally passing the remaining time to the chairperson (e.g. "Now I yield the floor back to the chairperson."). No comments are in order after a delegate's speech in any case.*

## Points

*Point of information / Point of parliamentary inquiry*

### Rule 13

When the floor is open, a delegate may rise to a point of information in order to ask a question to clarify any pertinent issue. A Point of Information may be directed to the Chair OR to the speaker who has the floor. It must relate to the content of the debate and be phrased as a question. (E.g., "Does the speaker realize that...") This point may not interrupt a speaker.

A delegate may rise to a point of Parliamentary Inquiry in a case when he does not know a rule or has any question about parliamentary procedure. This point is directed to the Chair and it may not interrupt any speech.

*Point of order*

### Rule 14

During the discussion of any matter, a delegate may rise to a point of order when (s)he feels that a delegate is not behaving according to Parliamentary Procedure or basic politeness (if the delegate feels that he has been insulted or another delegate has been rude). Under no circumstances is discussion allowed on a point of order. No further points of order may be introduced until the Chairperson has made a ruling on the previous one. The Chairperson may rule out of order those points, which are unnecessarily impeding the progress of the meeting or improper; such a decision is unappealable. This point may interrupt a speaker only if it relates to his or her speech.

### *Point of personal privilege*

#### **Rule 15**

Whenever a delegate experiences personal discomfort, which impairs their ability to participate in the debate, the delegate may rise to a point of personal privilege in order to request the situation to be remedied. This point may interrupt a speaker only in case a delegate cannot hear the speaker. In other cases delegate must wait until the end of the speech.

### *Right of reply*

#### **Rule 16**

If any of the Member Nations is directly or indirectly mentioned, or if there is any insinuation upon an issue sensitive with regard to the Member Nation in the speech of another representative, the delegation of the respective Member Nation may wish to employ their right of reply. After the speech is delivered, the delegate may call upon a right of reply. Rights of reply shall be accorded at the Chairperson's discretion. If deemed appropriate, the Chairperson shall let the delegate react to the speech. This reply may not interrupt a speaker.

## **Procedural Motions**

### *Suspension or adjournment of the meeting*

#### **Rule 17**

A motion to suspend debate postpones debate until the next scheduled committee session; a motion to adjourn effectively ends the debate on the current topic for the duration of the Conference. The Chairperson has the right to refuse to accept the motion to suspend or adjourn the meeting if he or she considers that it would prevent the Assembly from completing its work. These motions are not debatable and require a simple majority to pass.

### *Closure of the debate*

#### **Rule 18**

A representative may at any time move to close the debate on the current topic or amendment. The Chairperson may refuse to entertain the motion. Up to two speakers against the motion may be recognized, after which the motion shall be immediately put to the vote. The motion requires two-thirds majority to pass. If passed, the committee shall immediately begin voting procedure on the current matter of debate.

### *Unmoderated Caucus*

#### **Rule 19**

Unmoderated caucus is a suspension of official debate for the purpose of informal discussion among delegates. A motion for an unmoderated caucus is in order at any time when the floor is open, and should specify the duration and the purpose of the caucus. Unless ruled

by the Chairperson, it shall be immediately put to vote. The motion requires a simple majority to pass.

### *Moderated Caucus*

#### **Rule 20**

A moderated caucus is a temporary suspension of the Speakers' List during which the Chairperson may call on delegates at his or her discretion. A motion for a moderated caucus is in order at any time when the floor is open, and should specify the duration and the purpose of the caucus, as well as individual speaking time. Unless the Chairperson considers this motion dilatory, it shall be immediately put to the vote. The motion requires a simple majority to pass. If passed, delegates may ask to be recognized to address the committee by raising a placard.

### *Order of procedural motions*

#### **Rule 21**

The following motions shall have precedence over all other proposals in the following order:

1. adjournment of the debate
2. suspension of the meeting
3. closure of the debate
4. unmoderated caucus
5. moderated caucus

### *Seconding of the procedural motions*

#### **Rule 22**

Each procedural motion has to be seconded in order to be considered.

### *Voting on procedural motions*

#### **Rule 23**

Delegates vote on procedural motions by a show of placards. Abstaining from procedural votes is not possible.

## **Resolutions and Amendments**

### *Working papers*

#### **Rule 24**

The purpose of a working paper is to introduce ideas to the committee before putting them into the formal resolution format. Any delegate may submit a working paper for the consideration of the committee. A working paper must be approved by the Chairperson before it shall be distributed to the committee.

## *Introducing Draft Resolutions*

### **Rule 25**

All actions of the General Assembly or Committees take form of resolutions. A draft resolution must be approved by the Chairperson and be signed by one-fifth of all delegations in the General Assembly and one-third of delegations in the regional bodies and specialized committees (as sponsors or signatories) in order to be introduced.

A delegation or delegations that have authored a resolution and/or are committed to support it in the general debate may sponsor a resolution. Delegations that wish to see a resolution discussed may become signatories to a resolution; a signatory has no obligation to support the resolution.

A Chairperson may set a deadline by which all draft resolutions must be submitted for approval in order to be considered, and he or she may also limit the number of resolutions to be introduced.

A draft resolution cannot be debated until it has been verbally introduced. During the general debate any sponsor of a draft resolution may move to introduce it to the General Assembly or to the Committees. The Chairperson may read the operative clauses of the draft resolution, followed by a procedural vote. A simple majority is required for a draft resolution to be introduced. Time permitting, the chairperson may answer any non-substantive questions related to the draft resolution. (such as the use of comas or formatting issues).

More than one draft resolution may be on the floor at any time and debate continues normally.

### *Withdrawal of a draft resolution*

### **Rule 26**

A resolution may be withdrawn by its sponsors at any time before voting on it has commenced. A resolution amended by an unfriendly amendment may not be withdrawn. A resolution which has been withdrawn may still be reintroduced during the Session if all above rules are met.

### *Amendments*

### **Rule 27**

An amendment changes a draft resolution by adding, deleting or replacing a part of it. Preambulatory clauses may not be amended. All amendments must be submitted in writing to the Chairperson for approval before they can be introduced. Only one amendment may be on the floor at any given time.

## *Friendly Amendments*

### **Rule 28**

A friendly amendment is one that all the sponsors of the draft resolution agree to. If all sponsors of a draft resolution agree to an amendment, it shall be considered friendly and shall automatically be incorporated into the draft resolution. Any sponsor of the draft resolution may move to introduce a friendly amendment. This motion requires no vote; the Chairperson shall read the amended clauses.

## *Unfriendly Amendments*

### **Rule 29**

Amendments which are not endorsed by all sponsors of the draft resolution shall be considered unfriendly. An unfriendly amendment requires same amount of sponsors or signatories as a resolution and an approval of the Chairperson in order to be introduced.

A motion to introduce an unfriendly amendment is in order at any time when the floor is open and requires a simple majority to pass. If passed the Chairperson shall read the amendment and open a new Speakers' List for and against the amendment. Motions to amend an amendment are not in order.

Motion to close the debate on the amendment is in order after at least two speakers on each side have been heard. If the Speakers' List on any side has been exhausted, a motion to close the debate is in order after at least two speakers have been heard from the other side (if available).

Motion to close debate follows the procedure outlined in rule 20 and requires a two-thirds majority to pass.

An unfriendly amendment requires a simple majority to pass. If passed, the draft resolution is immediately changed as specified in the amendment. The general debate' Speakers' List is then resumed automatically.

## **Voting**

### *Voting rights*

### **Rule 30**

Each Member Nation of the of General Assembly or Committee shall have one vote. Nations with observer status shall not have vote on resolutions and amendments. However, they may vote on procedural matters.

## *Conduct during Voting Procedure*

### **Rule 31**

Upon the beginning of the voting procedure, the committee chamber shall be sealed. There shall be no walking, no talking, and no passing of notes. All points or motions not directly related to the execution of the voting procedure shall be ruled out of order.

On procedural motions, delegates vote by raising of placards. Resolutions and amendments shall be voted on in the same way, unless there is a motion for a roll call voting. (See Rule 7)

## *Quorum*

### **Rule 32**

The presence of a majority of the Members shall be required for any substantive vote on any draft resolution. Quorum shall be assumed to be present unless directly challenged.

## *Majority*

### **Rule 33**

All substantive votes on any draft resolution or unfriendly amendment require a simple majority to pass. For the purpose of these rules, a simple majority requires more yes than no votes, Members who abstain from voting are considered as non-voting.

## *Roll call voting*

### **Rule 34**

In a roll call vote, the Chairperson shall call Countries in the English alphabetical order, starting with the Member whose name is drawn by lot by the Chairperson. Any delegate may move for a roll call vote on any draft resolution. This motion has to be seconded by at least five other delegations. If seconded, the motion passes automatically.

In the first sequence, delegates may vote “yes”, “no”, “abstain”, or “pass”. Once the first sequence is completed, all delegates that passed will be required to vote again in the same order. Only “yes” or “no” votes are allowed in the second sequence.

## *Order of Voting*

### **Rule 35**

When there are two or more resolutions being considered, the General Assembly shall vote on them in the order in which they were submitted, unless there is a motion to re-order (rule 38).



### *Motion to re-order draft resolutions*

#### **Rule 36**

Immediately after the beginning of the voting procedure, any delegate may move to re- order the draft resolutions. This motion requires a second, shall be put to vote immediately, and requires a simple majority to pass. If successful, the Chairperson shall collect all proposals for a new voting order of the draft resolutions. The proposals shall be voted on in the order they are introduced, until one is passed by a simple majority. If no proposal passes, the default order of draft resolutions shall be used.

### *Division of the Question*

#### **Rule 37**

A delegate may move to divide the question if he or she wishes to consider the operative clauses of a draft resolution separately. (This effectively divides the draft resolution into two or more parts.) Preambulatory clauses and sub-clauses may not be divided.

A motion to divide the question is in order after the voting procedure has started but before the actual vote takes place. The motion requires two speakers in favour and two against, and a simple majority to pass. If passed, the Chairperson shall take proposals describing how and why to divide the operative clauses of the draft resolution. The proposals will be ordered from the most complex to the least complex (fewest) divisions. Once a division is approved by a simple majority, the draft resolution will be divided accordingly. Each part needs to be approved by a simple majority vote. All approved clauses shall constitute a new draft resolution that carries on the original perambulatory clauses and will be put to a final substantive vote.

### *Equally divided votes*

#### **Rule 38**

If a vote on a resolution or an amendment is equally divided, a second vote shall be taken within the time proposed by the Chairperson. If this vote results in equality, the proposal shall be regarded as a rejected one.

# Summary of Points and Motions

Points	Explanation	Interrupt the speaker?	Rule No.
Personal Privilege	Delegate experiences discomfort that prevents him/her to follow the proceedings properly	Yes, if the speaker can't be heard	15
Order	The Chairperson has made a procedural error	Yes, if the speaker shouldn't be speaking	14
Parliamentary Inquiry / Information	Question about the procedure, or question about a substantive issue	No	13

Yields	Procedure	Rule Number
To Another Delegation	Delegate whom the floor was yielded to speaks for the remainder of speaking time, and cannot yield any further.	12
To Questions	Delegates may ask the speaker questions; only time used for answers is deducted from his/her speaking time.	12
To Chairperson	Speaker has finished speaking and the Chair calls upon the next delegation on the Speakers' List.	12
No Yield	If no Yield is made, a Yield to the Chairperson is automatically assumed.	12

Procedural Motions (in order of precedence)	Procedure	Speakers	Majority required	Rule Number
Adjournment of the Debate	Effective closure of all committee proceedings. Not in order before the scheduled end of the Conference.	None.	Simple	17
Suspension of the Meeting	Postpones debate until the next session. Not in order before the scheduled end of the session.	None.	Simple	17
Closure of the Debate	Effectively ends debate on the current matter. If passes, committee moves directly into the voting procedure on the current matter.	2 Against	Two-thirds	18
Unmoderated Caucus	Free discussion, without guidance of the Chair. Motion should state length of the caucus.	None.	Simple	19
Moderated Caucus	Suspension of Speakers' List, Chair chooses a speaker from a show of placards. Motion should state length of caucus, speaking time and/or purpose.	None.	Simple	20
Introduce an unfriendly amendment	Must be approved by Chair; Chair may read operative clauses; Chair may answer non-substantive questions; a new speakers' list is opened and divided for/against; when exhausted or closed amendment is voted on.	None.	Simple	29
Introduce a Draft Resolution	Must be approved by Chair; Chair may read operative clauses; Chair may answer non-substantive questions; general debate continues.	None.	Simple	25
Closure of Speakers' List	If passes, no further members may be added to the Speakers' List. The debate is automatically closed once the Speakers' List has been exhausted.	None.	Two-thirds	10

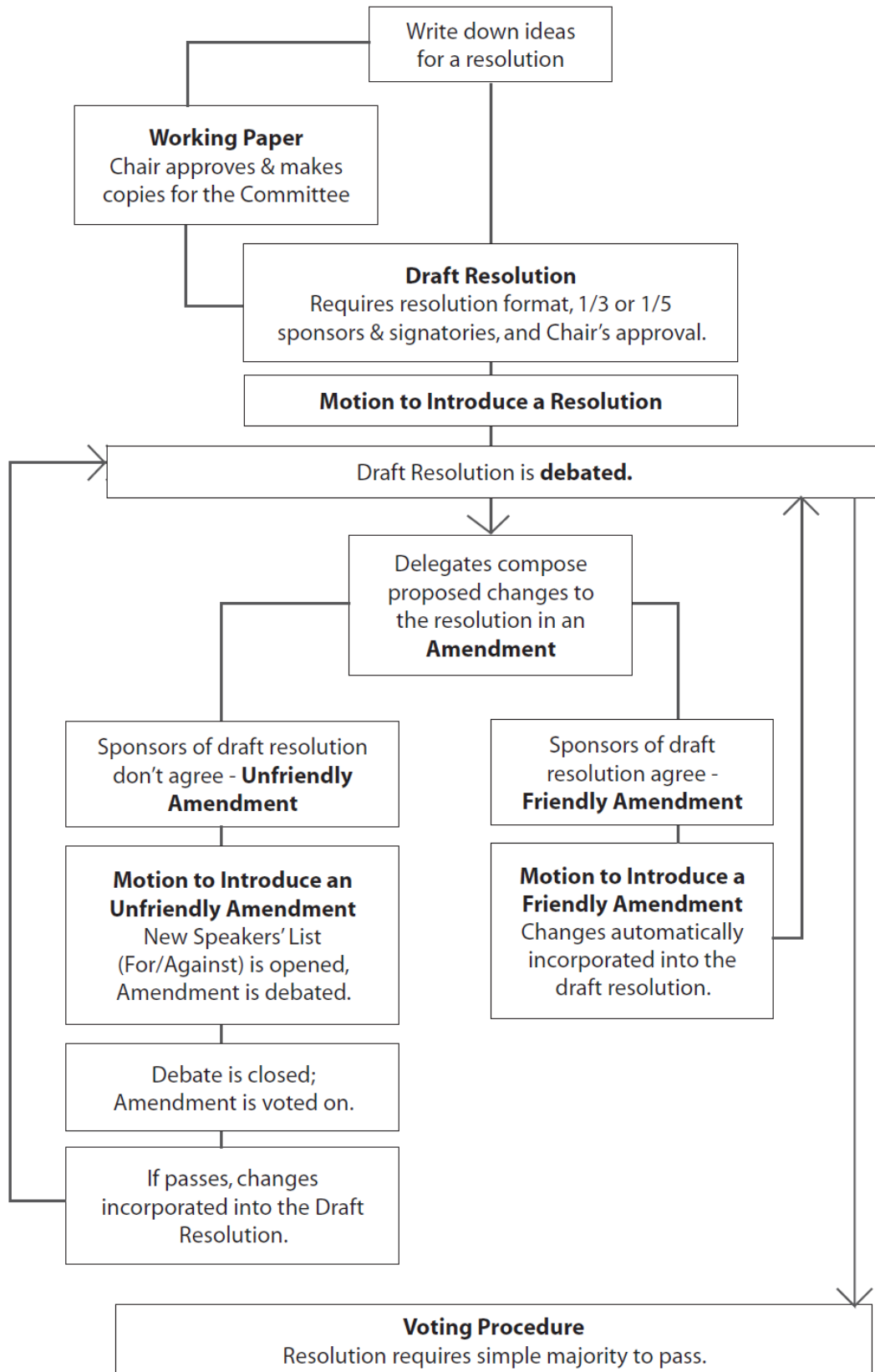
Procedural Motions (voting procedure only)	Procedure	Speakers	Majority required	Rule Number
Re-ordering Draft Resolutions	In order at the beginning of the voting procedure. If passes, Chair then collects proposals for reordering. First one to pass by simple majority will be the new order.	None.	Simple	36
Division of the Question	In order during voting procedure, before actual voting. If passes, Chair collects proposals for the division of operative clauses. First one to pass by simple majority will be used to divide the question.	2 For, 2 Against	Simple	37
Roll Call Vote	If passed, delegates will individually verbally announce their votes instead of voting by a show of placards. In order for draft resolutions only	None	No vote, but 5 seconds required	34

Note: All motions require a Second before they can be put to a vote.

Submission types	Procedure	Rule Number
Working Paper	Only needs an approval of the Chair to be introduced. Resolution format is not required.	24
Draft Resolution	Requires approval of the Chair and signatures (as Signatories or Sponsors) of 1/5 of the General Assembly or 1/3 of a Specialized Committee prior to introduction. Uses resolution format.	25
Friendly Amendment	If all sponsors approve of an Amendment, it is considered Friendly and is automatically incorporated into the Draft Resolution. May only change operative clauses.	28
Unfriendly Amendment	Does not have endorsement of all Sponsors of the Draft Resolution. Requires approval of the Chair and signatures (as Signatories or Sponsors) of 1/5 of the General Assembly or 1/3 of a Specialized Committee prior to introduction. May only change operative clauses. Once introduced, it is immediately debated and voted upon.	29

Voting	Procedure	Majority required	Rule Number
Any Procedural Vote	Any vote on a procedural motion; by show of placards; NO abstentions.	Depends; all members must vote	33
Vote on a Draft Resolution	During the final voting procedure; by show of placards unless motion for a roll call vote	Simple (of the voting members)	33
Vote on Amendment	Directly follows debate about Amendment; if passed, Amendment incorporated to the Draft Resolution directly	Simple (of the voting members)	31
Roll Call Vote	Chair calls upon countries in alphabetical order, possible votes are "Yes", "No", "Abstain" and "Pass". If delegation passes, it cannot abstain.	See motion above	36

# Path to a Resolution



# Resolution Writing

Resolution is the final product of the Committee. It states what actions you want to take and how you are using your authority as a body. Resolution is being produced during the Committee sessions, and at the end, the Committee votes on whether to implement it or not.

One begins a resolution by writing down ideas in a working paper. A working paper is not a formal document; it is not presented to or voted on by the body. Instead, it merely contains a numerous ideas presented in a logical and coherent order. When writing a working paper, it is a good idea to consider the views of other representatives, so that support for the paper can be drawn from many different areas.

One must be able to compromise when writing a resolution without losing sight of a country's position. Effective representatives must in fact be able to sell their point of view or resolutions to other delegates.

The next step in creating a resolution is to formulate a draft resolution. The draft contains the ideas of the working paper, but written in a formal manner. The resolution has to be in a specific format, it is made of clauses and it has 2 main parts:

**Preambulatory clauses** – the introduction which states in what principles are you acting, what events you are condemning / congratulating, or it states what other documents have been used as a basis for this resolution. The Preambulatory clauses cannot be amended.

**Operative clauses** – these are the sentences describing what actions you want to undertake or actions that you expect from other organizations to be undertaken. You may directly order something to the bodies, which your Committee has authority over, or urge other bodies to take some action. You may create new bodies or terminate the old ones. You should also explain the financing mechanisms of your plan.

Once the draft resolution is prepared, it must be approved by the chair of the committee and introduced by a sponsor in a formal session. Draft resolution requires one fifth of all the delegations to be present (sponsors and signatories together) if it wants to be introduced. Once presented to the body, the resolution may be voted on.

A basic resolution format contains name/names of countries, which submit the resolution (sponsors), the names of signatories (the delegations that wish to formally debate about the resolution, but they do not necessarily have to agree with it.), and the name of Committee to which it is submitted.

During the debate delegations may submit amendments to any of the introduced resolutions. Both if the amendment is friendly or unfriendly a delegation has to propose a motion to introduce the amendment.

Amendment is a change to the operative clauses of a draft resolution (after it is introduced but before it gets voted on). There are 2 types of amendments:

**Friendly** – all the sponsors agree to it and it is incorporated into the draft resolution after being presented but without voting about it.

**Unfriendly** – not all the sponsors agree with it. Therefore, it will get debated and voted upon.

## List of clauses:

### **Perambulatory:**

Acknowledging  
Determined  
Instructs  
Affirming  
Emphasizing  
Mindful  
Alarmed  
Encouraged  
Noting  
Anxious  
Endorsing  
Noting further  
Approving  
Expressing Appreciation  
Noting with approval  
Aware  
Expecting  
Noting with concern  
Bearing in mind  
Fulfilling  
Noting with deep concern  
Being convinced  
Fully aware  
Noting with grave concern  
Believing  
Fully believing  
Noting with regret  
Cognizant  
Fully bearing in mind  
Noting satisfaction  
Concerned  
Grieved  
Observing  
Confident  
Guided by  
Reaffirming  
Conscious  
Having adopted  
Realizing

Considering  
Having approved  
Recalling  
Contemplated  
Having considered  
Recognizing  
Convinced  
Having examined further  
Referring  
Declaring  
Having received  
Regretting  
Deeply disturbed  
Having reviewed  
Reiterating  
Desiring  
Keeping in mind  
Seeking  
Designates  
Further resolves  
Stressing  
Directs  
Welcoming

### **Operative:**

Accepts  
Emphasizes  
Notes with appreciation  
Adopts  
Encourages  
Notes with approval  
Affirms  
Endorses  
Notes with interest  
Appeals  
Expressing  
Notes with satisfaction  
Appreciates  
Expressing its appreciation

Reaffirms  
Approves  
Expressing its conviction  
Recognizes  
Authorizes  
Expressing its regrets  
Recommends  
Calls upon  
Expressing its sympathy  
Regrets  
Commends  
Expressing the belief  
Reiterates  
Concurs  
Expressing the hope  
Renews its appeal  
Condemns  
Further concurs  
Repeats  
Confirms  
Further invites  
Suggests  
Congratulates  
Further reminds  
Strongly  
Considers  
Further recommends  
Supports  
Decides  
Further requests  
Takes note of  
Decides accordingly  
Invites  
Transmits  
Declares  
Notes  
Urges  
Deplores  
Welcomes



## Sample resolution:

### Resolution

**Committee:** General Assembly

**Plenary Subject:** Financing for Development

**Sponsors:** Brunei, Darussalam, Cambodia, Afghanistan

**Signatories:** Switzerland, Palau, Malaysia

#### THE GENERAL ASSEMBLY,

*Emphasizing* the importance of General Assembly resolution 41/128 which declares a nation's right to development as a fundamental Human Right,

*Recalling* resolution 57/272 of February 13, 2003 in regards to High-level international and intergovernmental consideration of financing for development,

*Recognizing* the compliance of resolution 57/273 of March 5, 2003 with regards to the insurance of support from the secretariat to follow up on matters pertaining to financing for development,

*Guided* by the principles enshrined in the Monterrey Consensus,

*Believing* that it is vital to establish innovative methods for developmental aid,

*Seeking* to help countries expand into the global trade market,

*Desiring* economic support from the highly developed countries to the developing countries of the world,

*Concerned* about the harmful economic practices used by some of the developed world against the developing world, Fully aware of the quantity of monetary donations by these developed countries,

1. *Encourages* the implementation of the commitment to increase the Official of Development Assistance to 0.7% of GDP from highly developed countries and within the Office of Economic Co-operation and Assistance in the form of financial and monetary aid for instances such as emergency and disaster relief, economic and technological development, and for health care improvement;
2. *Calls* for UNITAR to increase educational development and training programs to boost the value of human capital in lesser developed regions in order to promote strategic forecasting for future success to establish and sustain self-sufficiency;
3. *Extols* successful investment in infrastructure, agriculture, manufacturing, and commercial ventures in poor economic regions such as Asian, African, European, South American, and Central American blocks;

4. *Calls* for the creation of Direct Regional Investment Groups (DRIG) in these regional blocks, which shall:
  - a. Receive monetary donations from member countries of that region.
  - b. Invest these donations in their respective regions for the purpose of both expanding the economies of the region and creating a return on investments for the member countries;
5. *Asks* for each member country to donate a configured and appropriate percentage of their Gross Domestic Product (GDP), which shall be determined by the board of Trustees for that DRIG on a case by case matter, in order to receive direct regional investment;
6. *Allows* for temporary exemptions of contributions from lesser developed countries within the DRIG, to act as a catalyst to economic development, as deemed appropriate by the Board of Trustees;
7. *Calls* for each member country to select one representative of their choice, to ensure transparency, for the regional Board of Trustees in any manner deemed appropriate by that member;
8. *Establishing* one vote per representative from each member country to the DRIG on the Board of Trustees in efforts to ensure equal representation;
9. *Further* calls for the Trustees of the DRIGs be composed of all member countries and a set number of non-voting advisory members thus creating an unbiased atmosphere for long term success;
10. *Requires* that a Board of Trustees agrees to a project before funding is granted for that project and that transparency is guaranteed in all financial matters;
11. *Permits* unrestricted aid to be given directly to the DRIG in order for all regional countries to thus prosper;
12. *Allows* individual countries in the DRIG to make their own deals with outside finance groups such as the World Bank, International Monetary Fund, and the Asian Development Bank as long as financial transparency in all matters involving the DRIG are observed to prevent corruption;
13. *Reminding* the DRIGs that sustained development is a necessity and that economic development should not come at the cost of the natural environment;
14. *Encourages* developing countries to enforce gender equality to the best of their ability as a necessity to achieve economic equality;
15. *Decides* to remain seized of the matter.

# How to Write a Policy Statement

*Please note that every delegate will be expected to have one policy statement for the issue in his committee, and one policy statement as a delegation for General Assembly. These should be mailed to the chairs of the committees as soon as they are completed.*

Good preparation is a key to any delegations' success at the Conference. In order to perform well, you should understand the way the country you represent works and behaves in the international area. With this knowledge you can faithfully defend your country's position on the topics we will be discussing in the committees. In order to be able to propose realistic actions, you will need to understand the basic elements of the UN and its members (your country).

You should start by getting to know the country you will be representing in order to understand its positions towards the topics. It is always good to know the following basic facts of your country:

- history** (wars, peace treaties, changes in size, makeup for example: 1991 USSR broke up, etc)

- political structure** (kind of government, is it monarchy, governed by military, who is the leader, is he democratic, supported by whom, a dictator, how long is (s)he in power, political alliances, allies, partners, enemies etc)

- economic system** (rich/poor country, does it have large debts, black market, major export, import goods, partners, membership in international economic organizations, like EU, WTO, IMF, etc)

- social structure** (any social problems, e.g. homelessness, ethnic conflicts, how many people live in poverty, classes in society, major religions, how do the religions influence the politics, culture)

- perspective on the world problems and global issues** (membership in geo-political groups, view on the selected topics for the conference, see below)

A good place to look for all of the above is the CIA World Factbook, or BBC country profiles. As to the basic functioning of the UN, it would be the best to start with the UN website itself ([www.un.org](http://www.un.org)). There you will find all the bodies and organs of the UN, their roles, scheduled meetings, resolutions that have been recently passed, and current topics that are being discussed in various councils and in the General Assembly. By looking at these information, you will get a better picture of the functioning and role of the UN in the world. That way, you'll get a better image of your role at the Conference.

Now that you have a better grasp of the country you will represent and its role in the international system, you should start preparing the substantive matter for the conference as well.

The Chairpersons prepare Study Guides for each Committee so as to provide you with some basic information on our topics and to give you pointers for future research. Please read and discuss the guides among yourselves to get the most out of them, but remember that the guides are here to get you started and that you should also do research on your own. The suggestions for further research included at the end of Study Guides will help you with that. Remember that the Internet is full of sources, but also bear in mind that not all can be equally valuable and useful, therefore be selective but open while doing research.

You will have two opportunities to present your country's policy to us before you will plunge into the debates and negotiations at the conference:

**-Policy statement** – To help the Chairpersons better prepare the committees for you, they will be asking you all to send them policy statements (1 page, typed) both for the General Assembly topic, and the Committee topics your country will be dealing with.

In a position statement, please briefly describe the situation in your country (if relevant) and then let us know how your country would like to resolve the issues.

Policy statements are an essential part of a delegate's research. They should address each topic on the agenda and present the country's national view on each. This statement should be in the form of a short speech, about a minute long, with the objective of alerting other delegates of the possibilities of working together with you on achieving similar goals. A good policy statement will give a concise but comprehensive view of your country's background on the topics, its current positions, and what it hopes to achieve in relation to the topics. A typical policy statement will consist of three paragraphs: one about the background of the topic in general, one about what your country has had to do with the topic in the past, and one about possible solutions to the problem.

**It is very important that the policy statement you've written truly reflects your country's position.** To make sure that you present the right thing, we encourage you to contact ambassadors of your country. They usually reply to such an e-mails, what's more they are often very eager to help you.

**-Opening speeches** - There will be an opening speech at the beginning of General Assembly and at the beginning of each committee in which you will deliver your policy statement (about 1 minute long speech).

Good luck!

## Sample Policy Statement:

This is just a short example of policy statement, just to give you an idea of what you should be writing.

### **Policy Statement**

**Committee:** General Assembly

**Delegation:** The People's Republic of Lilliput

**Delegate:** John Smith

**The People's Republic of Lilliput concerning the issue: What side of a hard-boiled egg should be cracked?**

The People's Republic of Lilliput have long endorsed the breaking of the wide end of the egg as the one true way to accomplish the cracking and eventual consumption of the egg. We have fought unswervingly against separatist groups who wish to desecrate the sovereignty of the egg and crack it on its narrow side.

The People's Republic of Lilliput is a signatory of the 5th Geneva Convention (concerning perambulatory measures to the devouring of poultry and spawn) and as such, hopes to maintain peace and stability in the region.

The Lilliputians believe that an end to the conflict can be attained through peaceful means. The PRT (People's Republic of Lilliput) plans to hold a peace summit to which all world leaders are invited, in order to resolve the conflict. Nevertheless, the PRT maintains the right to use nuclear weapons if the conference reaches an impasse.

# Conference Staff

The Conference Staff will always be there to make your stay in Bratislava and your attendance at the Conference as pleasant and enjoyable, as possible. At the Conference you will receive a handbook, containing all necessary contacts for the conference staff.

**Secretary-General** - the main representative of the Conference and the head of the Organizing Committee, is responsible for the smooth course of the Conference and its preparation

**Under Secretary-General** - the assistant to the Secretary-General, responsible for the financial matters, conference venues, refreshments, logistics and smooth course of the Conference and its preparation

**Head of Public Relations** - responsible for external communication, media, honorable guests and speakers, closely cooperating with Under Secretary General

**Head of Delegation Services** - responsible for delegation care, i.e. safety and comfort of the participants, supervises the Delegation Guides

**Head of Information Technology** - responsible for coordination of technological support

**Chief of Support Staff** - responsible for coordination and supervision of the work of the General Support Staff (Pages, Journalists)

**Chairperson** - the person who is responsible for the smooth running of the Committee.

**Assistant Chairs** - help the Chairpersons

**Pages** - responsible for communication during the conference (delivering notes, handing out papers, seating)

**Delegation Guides** - a Delegation Guide is assigned to each delegation outside of Bratislava. He/she is responsible for guiding and assisting the delegates with orientation in the city

**Journalists** - either part of BratMUN staff, responsible for documentation of the conference, or journalists from Slovak and/or foreign media

**IT Staff** - responsible for technological support

# Structure of the Conference

BratMUN, being a three-day conference is usually held from Friday to Sunday. Even though slight changes may occur, the conference in the vast majority of cases follows this structure:

## **Thursday**

- Arrival of delegates

## **Friday**

- Opening Ceremony
- Coffee Break
- Committee Meetings 1
- Lunch
- Committee Meetings 2
- Coffee Break
- Committee Meetings 3

## **Saturday**

- Committee Meetings 4
- Coffee Break
- Committee Meetings 5
- Lunch
- General Assembly
- Coffee Break
- General Assembly

## **Sunday**

- General Assembly
- Coffee Break
- General Assembly
- Lunch
- Closing Ceremony
- Banquet
- Delegates Check-out

For more information and current schedule, please refer to the conference website ([www.bratmun.sk](http://www.bratmun.sk)). An exact schedule, will be provided at the conference.



BRATISLAVA MODEL UNITED NATIONS CONFERENCE

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