



Delegate's Handbook

FRAMEWORKS FOR FREEDOM

CONFERENCE : 7TH FEB-8TH FEB 2015

THE UNIQUENESS



Delegates suited up, nervous, determined and ready as ever to deliberate, the Executive Board all buckled up to probe them, and the Organizing Committee all on their feet to organize the best MUN conference the world has ever seen. There is something in the environment of an MUN which makes it so special. MUN offers opportunities for anyone who wants to learn about the processes of international diplomacy. To succeed the delegation, there will have to be followers as well as leaders, researchers to determine a national policy, writers to convey the country's position and speakers to present and support that position to the body. MUN is an exercise in research, public speaking, leadership skills and teamwork.

AGENDAS AND COMMITTEES



 **AGENDA**

UNITED NATIONS COMMISSION ON
SCIENCE AND TECHNOLOGY
FOR DEVELOPMENT

Science, Technology and Innovation for
sustainable cities and peri-urban communities.

Digital Media Partner:
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 **AGENDA**

UNITED NATIONS
HUMAN RIGHTS COUNCIL

Human Rights concerns on the development of new and
proposed automatised weaponry including 'killer robots'.

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AGENDA

INTERNATIONAL ATOMIC ENERGY AGENCY

International peace and security with
special emphasis on nuclear programs.

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AGENDA

UNITED NATIONS GENERAL ASSEMBLY

Establishment of a Nuclear-weapon-free
zone in the region of the middle east.

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THE INSTITUTE



THE RULE BOOK



ATTIRE

All participants of the conference are required to wear **WESTERN FORMAL ATTIRE** for the duration of the conference, or the national attire of the country they are representing.

GENERAL POWERS OF THE COMMITTEE STAFF

- The Executive Board will be responsible to the Secretary General at all points during the conference.
- The Chairperson will declare the opening and closing of each meeting and may propose the adoption of any procedural motion at his or her discretion. During Debate or Moderated Caucus, the Chairperson has absolute control over the proceedings.
- The Chairperson will direct the flow of formal debate, accord the right to speak, announce decisions, rule on all points and motions and enforce the observance of these rules.
- The Committee Staff is responsible to the Secretariat at all times. The Press Corps are free to publish any material that lies within the scope of this conference. It is advised to refrain from the publication of offensive and derogatory material, especially if targeted at a select group of persons.
- Delegates are free to appeal any decision made by the Chairperson. To raise such a motion to appeal against the Chairperson's decision requires 20% support to be voted upon. It then requires 2/3rds majority to pass. If it passes, the Chairperson will repeal his decision. Should the appeal not be related to immediate committee proceedings but the committee as a whole the delegates can approach the Secretariat.

DECORUM

An MUN is meant to be a simulation of the real United Nations. As such, the delegates are expected to act with utmost respect toward each other, as would any actual member of the diplomatic arena. Delegates are to note that during Council proceedings, they are to speak in third

person and the usage of personal pronouns such as Me, I, My, etc. is prohibited. Another thing for a delegate to keep in mind is Diplomatic Courtesy. As a representative of a nation, any statement made formally or informally is taken as a statement of that nation itself, if taken on public record. At this point of time, no delegate can afford making any statement which might be misinterpreted as offensive to another delegate or council member. Utmost respect is extended to the executive board, mutual respect extended to all the delegates and the International Press members, and appreciation for the administration (Secretariat) of the Model United Nations.

ROLL CALL

Every committee session starts with the roll call without which quorum cannot be established and thus, no debate can ensue. A delegate may change his/her roll call in the next session. For example, if the delegate had answered in Present in the first session he can answer in a present and voting in the next session when the roll call takes place.

During the roll call, the country names are called out in alphabetic order and the delegate can answer by saying either 'Present' or 'Present and voting'.

Present - When the delegate answers in a present, he can say Yes, No or Abstain during voting for a resolution (or in case of any other substantive vote).

Present and Voting - When a delegate answers the roll call in a Present and voting, he has to vote decisively on a resolution (or in case of any other substantive vote) and has the option of only saying a Yes or a No to the resolution (or in case of any other substantive vote) during voting. He cannot abstain.

Abstention: When in doubt, or if a country supports a few points in the resolution and is against the other points, but believes that the passing of the resolution (or in case of any other substantive vote) will not as

such harm the world even though it might not be highly specific or exemplary, in such a case, a delegate who has voted in Present during his/her roll call, can Abstain from voting, which counts as neither yes nor no and his vote is not counted during the total tally of votes, thus making Abstention a very used policy in the real United Nations to not obstruct the passing of resolutions (or in case of any other substantive vote) and still not compromising on your foreign policy, this is the middle way out and in no way counts against you while being marked for the awards.

QUORUM

Quorum (also known as the minimum number of members of a committee required for the committee proceedings to commence) for the conference, is set at one third of the members of the committee. A quorum will be assumed to be present, unless specifically challenged and shown to be absent during the roll call. In case quorum fails, committee session will be suspended at the discretion of the Chairperson. In the Security Council, the quorum is 9 members present with the compulsory presence of the five permanent members, unless otherwise established by the Secretary General.

POINTS (IN ORDER OF DISRUPTION)

1. ***Point of Personal Privilege*** – Whenever a delegate experiences any inconvenience which could affect his/her involvement in the proceedings, he/she may rise to a Point of Personal Privilege, so that the discomfort may be corrected. Such a point may interrupt a speaker and so should be used with the utmost discretion.

2. ***Point of Order*** – A point of Order is used to point out factual or a procedural error. The final decision regarding a point of order rests with the Chairperson. A point of Order can interrupt the speaker.
3. ***Point of Parliamentary Inquiry*** – When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chairperson a question regarding the rules of procedure. This however, should never interrupt a speaker.
4. ***Point of Information*** – A delegate may ask a question to another delegate on the agenda topic of discussion through the executive board, when the speaker has yielded the floor to Points of Information. This also should never interrupt a speaker.

MOTIONS

ORDER OF AGENDA

- “The Delegate of Country wishes to raise a motion to change the order of the agenda from 1:2 to 2:1 (read as: 1 is to 2 to 2 is to 1)”
- In the beginning of Council, even before entering into substantive debate, a motion can be raised to set the order of the agenda (only in case there is more than one agenda in the Council). Ex.:
 1. Human Rights Situation in the PRC.
 2. Human Rights Situation in the Middle East.

- In case the motion for setting the order of agenda is raised, a Provisional Speakers' List is opened and 2-3 speakers are chosen to speak both for and against the motion for changing the order (it being a debatable motion).
- If the council then passes the motion upon voting, the order in which the agendas will be discussed changes from the one given above to:
- 1. Human Rights Situation in the Middle East;
 2. Human Rights Situation in the PRC.

GENERAL SPEAKER'S LIST

- "The Delegate of Country wishes to raise a motion to Open the General Speakers' List"
- To increase or reduce the speaker's time in the General Speakers' list, a motion can be raised to change the Speaker's Time: "The delegate of Country wishes to raise a motion to change the default speaker's time for the General Speakers' List from 90 seconds to Proposed Time (in seconds)". The speaker's time, if not specified, is set at 90 seconds. Note: the speaker time in a General Speakers' List can be anywhere within the range of 60 – 120 seconds.
- After the agenda for the session has been established, a motion is raised to open the General Speakers List. All debate during the conference is carried out through the General Speakers List, and this list is open throughout the duration of the conference.
- To speak on the General Speaker's List a delegate must intimate the Chairperson, through method established by the Chairperson, provided the delegation is not already

scheduled to speak. The delegations' name will appear in the order in which they are to speak.

- The speaking time on the general speakers list is established when the motion the open the general speakers list is called for and can be changed at any time by motioning for it.
- After any substantive speech on the General Speaker's List, a delegate has the option to yield his time to one of the following:
 1. Yield to Another Delegate;
 2. Yield to Points of Information (questions); or
 3. Yield to the Chairperson/Executive Board.

PROVISIONAL SPEAKER'S LIST

- "The Delegate of Country wishes to raise a motion to Open a Provisional Speakers' List"
- Special Speakers' List is established for procedural motions only.
- Speakers' speak for and against alternately on the motion at hand.
- The no. of speakers for and against is decided by the Chairperson.
- The time for each speaker is also specified by the Chairperson.
- During the Special Speakers' List speech, a delegate attempts to convince the committee citing reasons and arguments why as to support or not support a motion.

YIELDS

On conclusion of any speech in the General Speaker's List a delegate may choose to yield in any one of the following ways:-

1. ***Yield to Another Delegate:*** In case a delegate has some time left to speak and does not wish to utilize it then he/she may choose to yield his/her remaining time to another delegate with the prior assent of the other delegate. A delegate who has been yielded time

by another delegate may use it to make a substantive speech but cannot further yield the time.

2. ***Yield to Points of Information:*** A delegate may also choose to yield to Points of Information, in which case the Chairperson will recognize a certain number of delegates wishing to ask that delegate a question. When asked a question a delegate may either choose to or refuse to answer the question.
3. ***Yield to the Chairperson/Executive Board:*** Should a delegate yield to the Chairperson/executive board, any leftover time is considered null and the moderator will move on to the next speaker in the speaker's list.

**The General Speakers List is a part of the formal debate wherein all rules of procedures are followed as per the committee mandate. Contrary to this are the moderated and unmoderated caucuses that form the informal debate wherein rules of procedures are suspended except the point of personal privilege.*

MODERATED CAUCUS

- “The Delegate of Country would like to suspend debate and raise a motion for a moderated caucus on the Topic, for the time period of Total Time and each speaker speaking for Time Period (in seconds)”.
- A motion for moderated caucus would be in order at any time when the floor is open. It would entail the Chairperson calling on delegates to speak on a particular issue on the topic being debated upon.
- The delegate proposing the motion must state its purpose and specify a time limit for the moderated caucus as well as the speaking time per delegate. Example – Agenda: Terrorism. Sub topics: Causes; Regional Terrorism; Solutions.

- The motion would then be put to a vote with a simple majority needed for passage. However, the Chairperson may rule such a motion out of order.
- As the issue to be debated in each council can be quite discrete in parts, delegates are urged to use moderated caucuses to focus debate and discussion for greater results.
- A moderated caucus is presided over by the Chairperson, and delegates wishing to speak must raise their placards so that they may be selected by the Chairperson to speak.
- Another motion is for the extension of a moderated caucus. It may be called for if any delegate wishes to further discuss the issue at hand. This motion is then put to vote and requires a simple majority to pass.
- ***Motion for Extension of a Caucus:*** This motion is used when the Council feels that the sub topic has not been discussed fully, or that discussions and negotiations in the unmoderated caucus need more time to finish. This can be used both for a moderated and an unmoderated caucus. This motion has to be raised between the time the caucus ends and the next speaker on the GSL starts speaking.

**The motion for extension cannot exceed the total time of the original motion for the caucus. There can be only one motion for extension per caucus.*

UN-MODERATED CAUCUS

- “The Delegate of Country would like to suspend debate and move into a Un- moderated Caucus for a Total Time of Time minutes”. A motion for an un-moderated caucus would be in order at any time when the floor is open, but is upon the discretion of the Chairperson.

- When it is motioned for, a delegate must state its duration after which it is put to vote and requires a simple majority to pass.
- An un-moderated caucus would entail delegates freely moving around committee and discussing the issue within their blocs or it can be used to frame draft resolutions, working papers or amendments.

RESOLUTION PROCESS

WORKING PAPER

- *A Working Paper* may be introduced on the floor at any point of time after viable solutions have emerged, which is a rough draft of the solutions that the council members wish to provide for the agenda. It has no format as such. However, a Working paper in Draft Resolution Format minus the Roman numbering can help the delegates format the working paper into a draft resolution at a later point of time. A working paper does not have a formal format. More than 1 Working Paper can be made in a council. A working paper has only signatories, not sponsors. Discussion of the Working Papers is done through a Moderated Caucus. Working Papers are ideally desired to be merged, so that all the ideas that the various members of the council have can be consolidated into a Draft Resolution. After discussion of the Working paper through a moderated caucus, an Unmoderated Caucus ensues to finalize the mergers and make draft resolutions.
- *A draft resolution* may be introduced when it has the required number of signatories as well as the approval of the committee Director. A Draft Resolution requires 20% of support from the council to be introduced. The maximum number of Sponsors

shall be intimated to the Council by their respective Executive Board. When the Draft Resolutions are submitted, they will be numbered according to the order in which they are received/approved as 1.0 and 2.0, etc. Discussions take place on the Draft Resolution when two sponsors read out all the operative clauses of their draft resolutions and then answer Points of Information on them. The sponsors on the podium can yield to other sponsors to answer a specific Point of Information, but only one sponsor may answer a question entirely. Other questions that cannot be asked through Points of Information can be sent as chits via the EB to other sponsors.

SPONSORS: Countries having read ALL the points of the draft resolution, agreeing to it completely. Sponsors have to vote a YES to the draft resolution when it goes to voting. They cannot vote a 'no' or 'abstain' from voting.

SIGNATORIES: All countries who wish to merely hear the draft resolution being discussed. They have no obligation regarding voting, they can vote yes, no or abstain as they wish and according to their roll call.

AMENDMENT PROCEDURE (IN ORDER OF DISRUPTION)

Amendments are either Friendly (when submitted with full support from all the sponsors) or Unfriendly (when support is not given by all the sponsors).

As soon as the discussions of Draft Resolutions start, amendments will be accepted in all councils of DMUNC. An amendment is a change in the Draft Resolution. There are basically three kinds of Amendments – Every amendment has a certain format and has to be categorized into *Addition/Deletion/Modification amendments*. There cannot be an amendment to an amended clause.

Addition Amendment: This is to add a clause to the proposed Draft Resolution. The clause, if added, becomes the last point of the original resolution.

Deletion Amendment: This amendment is to remove/delete a clause from the Original Resolution

Modification Amendment: This is to allow for changes of any kind in the Original Clauses. In this, the complete original clause has to be written first, followed by the fully amended Clause.

The procedure followed in amendments is that Amendments will be categorized by the Executive Board as Friendly/Unfriendly. All friendly amendments will be added to the Draft Resolution without voting. 20% support is required for an unfriendly amendment to be voted upon, and a 2/3rd majority is required for passing an unfriendly amendment. A delegate can answer in either Yes, No or Abstain. This is a substantive PLACARD vote

DIVISION OF QUESTION:

There exists a motion for Division of Question, wherein the entire Resolution is divided into parts and each bloc is voted upon one by one. In order for this motion to be passed, it requires a 2/3rd majority. After the motion is raised, the Chairperson might ask for Seconds. He/she may also open a Provisional Speakers' List for the motion. Once passed, the entire resolution is divided into as many parts as the committee requires. However, it is to be kept in mind that the flow of the blocs remains in the order present in the resolution. Example: with total clauses being 7, clauses 1-3, 4, 5-7 are three blocs that may be made. The flow cannot be 1-3, 5-7, 4. Once the blocs are made, voting is done for each bloc one by one and, it being substantive voting, 2/3rd majority is required to pass each bloc. All the blocs passed by the Council form the Final Resolution, whereas the failed blocs form the Annexure to the Final Resolution

DRAFT RESOLUTION AND VOTING:

A draft resolution needs three things before it can be introduced to the floor.

- **First**, it needs the signatures (but not approval) of at least 1/5th of the total members. Being a signatory in no way necessitates implicit approval for the resolution. Being a signatory merely implies that the Representative feels that the resolution should be introduced to formal debate.
- **Secondly**, a resolution needs to present a logical, simple and above all feasible solution to the situation at hand. Working papers may contain the most imaginative and creative ideas, but in a resolution these ideas have to stand up against the real world. If the Chairperson feels that the solution presented in the resolution is unworkable, he/she will refuse to introduce it to committee. The draft resolution has to be extensive enough to cover the entire topic area.
- **Thirdly**, a resolution needs authors, who will actually be sponsors (although they are not officially recognized as such), and who are willing to amend and emend the resolution until it suits everybody else, without compromising the meaning or original premises of the resolution. The amendment has to be presented in resolution format.
- The delegate of Country wishes to raise a motion to close debate and move into the voting procedure." To close debate on an agenda and move into voting process. No further discussion takes place until a vote has been conducted for the draft resolutions with the Director.
- There is only one final resolution. If a resolution passes, all other competing resolutions will have failed automatically. Each country will have one vote.

- Each vote may be either one of the following: “Yes”, “No”, “Abstain”, or “Pass”.
- Voting proceeds in three rounds – in the first of which voting rights can be asked for. The next round proceeds in alphabetical order by roll call.

RESOLUTION WRITING



- Before it is formally introduced to the committee, a resolution is referred to as a Draft Resolution. The Chairperson of the committee would like all drafts to deal with ideas and opinions presented in working papers and existing resolutions, as well as new ideas and innovations. Remember, a final resolution has to present a well thought out, feasible solution that will solve the crisis at hand. Every Representative's draft resolution should present the same logical flow that will be present in the final resolution.

- A delegate, having formed alliances with other delegates, is expected to stick to such alliances or groups based on similar ideology but it is important to note that flouting international laws and going against one's foreign policy while drafting the resolution can easily be held against a delegate by the executive board and fellow delegates alike. However, forming **"strategic alliances"** and making relevant policy changes which in effect will benefit their respective countries in a manner that's also conducive to the working of the council, will be considered crucial for the entire resolution making process
- Time and again it has been noticed that delegates come up with the **formation of new committees/sub commissions in the draft resolution as a means to facilitate the consensus building process. It is not discouraged.** However, it is important for the delegates to clearly define the mandate, structure, functioning and funding of the commission/committee suggested to be formed, also to be taken into account is proper research regarding such committees, which in most cases, exist already. This clearly will be a lot time consuming and thus, delegates have to make an informed choice

FEW IMP. IMAGES FOR DRAFT RESOLUTION

1.Preambulatory phrases:

Sample Preambulatory Phrases

Affirming	Expecting	Having studied
Alarmed by	Expressing its appreciation	Keeping in mind
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Noting further
Confident	Fully believing	Noting with approval
Contemplating	Further deploring	Observing
Convinced	Further recalling	Reaffirming
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking into account
Desiring	Having heard	Taking into consideration
Emphasizing	Having received	Taking note
		Viewing with appreciation
		Welcoming

2.Operative phrases:

OPERATIVE PHRASES			
Accepts	Declares accordingly	Further proclaims	Regrets
Affirms	Deplores	Further reminds	Reminds
Approves	Designates	Further recommends	Requests
Authorizes	Draws the attention	Further requests	Solemnly affirms
Calls	Emphasizes	Further resolves	Strongly condemns
Calls upon	Encourages	Has resolved	Supports
Condemns	Endorses	Notes	Takes note of
Confirms	Expresses its appreciation	Proclaims	Transmits
Congratulates	Expresses its hope	Reaffirms	Trusts
Considers	Further invites	Recommends	

3. The Sample Draft:

Resolution GA/3/1.1

General Assembly Third Committee

Sponsors: United States, Austria and Italy

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

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, **[use commas to separate preambulatory clauses]**

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,

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; **[use semicolons to separate operative clauses]**
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. **[end resolutions with a period]**

***do read the instructions while writing a draft resolution as shown above.**

OTHER MOTIONS

Motion to Suspend Debate - "The delegate of Country wishes to raise a motion to suspend debate for Reason." This is used to adjourn for breaks like tea, lunch, etc. Also to adjourn the session for the day.

Motion to Adjourn Debate – “The delegate of Country wishes to raise a motion to adjourn debate for Reason.” Also to adjourn the meeting at the end of the Conference.

Motion to Table the Agenda - A Motion to Table the Agenda can be raised by a Delegate if he/she feels that there is no scope of discussion left in the current agenda. Once debate is tabled on an agenda, the council cannot return to the agenda until a successful resolution has been passed on the other agenda(s). This motion is substantive in nature and hence requires 2/3rd majority to pass. An agenda is also tabled by default when a crisis situation is introduced, or after debate has ended and the council moves for resolution voting.

Motion to appeal to the Chairperson's Decision - When the delegate feels that a very grave, serious error has been made in a decision by the Chairperson knowingly, this motion is raised to question the decision of the Chairperson. This motion has to be recognized by the Chairperson, at which point of time, the Secretary General has to take over the working of the Chairperson. The Delegate who raised the motion is given 30 Seconds to speak and the Chairperson is given 30 seconds to defend their action, after which Roll Call vote takes place. 2/3rds majority is required to pass the motion. If the motion is passed, the Chairperson has to take back that decision or change it.

CRISIS

A Crisis Situation is introduced in all committees separately on one of the days. It is basically a hypothetical situation given to the Councils to test the delegates on their preparedness and their ability to behave like actual Diplomats and showcase their diplomatic skills utilizing the general research and the rationale

and logic they possess. Their task is to then solve the crisis issue presented to them as quickly as possible, so as to resume normal debate on the agendas. The Foreign Policy Core will not change in a crisis situation, however the accents, or how a foreign policy is applied in the world regarding other nations will change in a crisis.

FLOW OF DEBATE

- ✓ Roll Call
- ✓ Quorum
- ✓ Setting the Order of the Agenda
- ✓ Provisional Speakers List
- ✓ Opening Of The General Speakers List
- ✓ Points
- ✓ Speech
- ✓ Yields
- ✓ Moderated Caucus – Topic, Total Time, Speaker Time
- ✓ Unmoderated Caucus
- ✓ Resolution Process
- ✓ Discussion and Mergers
- ✓ Amendment Procedure
- ✓ Tabling Debate
- ✓ Voting Substantive
- ✓ Passing or Failure of Draft Resolution

SOME IMPORTANT POINTS:

Research

Researching the topic on debate is the most important thing you can do before any conference. Knowing and understanding your nation's policy, laws and beliefs allow you to negotiate, speak on the issue, convince others that your position is correct and hopefully result in your (re)solution to the issue being chosen.

Negotiation, Cooperation and Compromise

Negotiating is the most basic skill of the diplomat, and you, as a delegate must practice this at all times during your MUN conference. You will come to know, and promote your nation's policy and become able to explain in plain terms how your nation's position is the solution. It doesn't matter whether you or some other delegate wrote the resolution you are debating, just be clear about what you want, and present it well.

Public Speaking

Closely related to the first point, the skill of public speaking is a second that you will improve upon by partaking in MUN. Though, if you are an excellent negotiator, you might not have to speak in public at all, as other nations will put forth your views for you, but don't count on it!

Argumentation

Closely related to public speaking, the ability to construct a coherent argument is fundamental to any good delegate. This is why research is so important. You need to be able to justify your country's position, supporting it with different types of evidence.

Other perks

And of course, one cannot forget the social bit: going to a conference is a lot of fun! You meet people your own age, from all over the world who are interested in world issues. Inside conference hours there is always opportunity to socialise, but there are also always social events connected with the conferences, so you can let go of that stiff diplomat mask for a while.



THANK YOU DELEGATES

SEE YOU AT THE CONFERENCE...GOOD LUCK 😊