



VARDHAMAN

COLLEGE OF ENGINEERING



2025

DELEGATE HANDBOOK





VCEMUN 2025 DELEGATE HANDBOOK

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BACKGROUND INFORMATION

(1) What is the United Nations?

The United Nations (UN) is an international organization that unites 193 countries. It was officially founded on 24 October 1945, the date on which the Charter of the United Nations entered into force. Peace, security, development and human rights issues fall within the broad remit of the United Nations.

The United Nations was set up to replace the League of Nations, established after the First World War, which was unable to act effectively enough to maintain international peace and security and to involve national leaders in this work.

Objectives of the United Nations in accordance with the Charter:

- ensuring international peace and security;
- developing friendly relations between countries;
- international cooperation in solving global economic, social, cultural and humanitarian problems; and promoting respect for human rights in the world.

Principles on which the United Nations operates:

- All UN Member States are equal;
- Member States comply with their obligations under the Charter;
- Member States shall settle international disputes by peaceful means;
- Member States shall refrain from threatening or using force against the territorial integrity or political independence of other States;
- Member States shall assist the United Nations in carrying out its activities in accordance with its Charter;
- The United Nations shall ensure that non-member States adhere to these principles to the extent necessary to ensure international peace and security;
- The United Nations shall not interfere in matters of national competence, except in the case of measures taken under Article 7 of the Charter of the United Nations.

The UN has six main bodies (General Assembly, Security Council, Economic and Social Council, International Court of Justice, Secretariat and Board of Trustees), in addition to specialized agencies, funds and programmes.



All UN member states are represented in the General Assembly. The General Assembly meets in an ordinary session each year from mid-September to mid-December, and extraordinary sessions are held as necessary.

The decisions of the General Assembly are not binding, but they have a strong impact on international relations. On important matters (peace and security, acceptance and expulsion of members, budget), decisions of the General Assembly are taken by a two-thirds majority; in other cases, a simple majority suffices.

- More information on the structure and activities of the UN can be found on the website of the Ministry of Foreign Affairs.

(2) What is the Model United Nations?

Model United Nations is an educational role-playing game, the aim of which is to learn about the decision-making process of UN bodies through personal experience. During the Model United Nations, a session of the UN General Assembly, the Security Council or another body is simulated. Each participant in the Model shall represent the United Nations Member State designated to them, whose views and other relevant background information he or she has previously researched.

These are globally organised role-playing games for high school and college students; it is possible to add special features to the traditional format according to the interests and skills of the participants. Model United Nations are diverse in nature, from multi-day international simulations organised by UN associations or educational institutions to short sessions taking place during school lessons. The aim of all Models is to create the most realistic UN experience possible, in which participants remain in their role throughout the session and act within a given framework, seeking realistic and workable solutions to any day-to-day political problem that is threatening international security, stability or adherence to human rights.

The tradition began in 1921 at Oxford University in England, where the first League of Nations role-play was held. In 1923, the first Model League of Nations took place at Harvard University in the United States. After the Second World War, universities continued to organise Model United Nations, and historical role-playing games of the League of Nations are also still held.

Today, Model United Nations are very popular all over the world. This is usually an extracurricular activity, but in some countries Model United Nations is also taught as a separate subject.



The identity of the Delegate in the Model United Nations As part of the preparatory work, each participant should create an identity that matches the profile of the delegate of the represented country. When doing so, the example of top politicians of the represented countries who participate in the work of the United Nations can be followed.

For example, when creating an identity, you can think about:

- *what the delegate's life and education has been like;*
- *what their political career has been like so far;*
- *why and how they became a politician;*
- *what are the issues closest to the delegate's heart;*
- *what are their favourite non-political topics?*

Like the delegates, we recommend that journalists participating in the work of the media team create a journalist identity that matches the profile of their publication. A journalist can also design their clothing and communication style/manner of speech accordingly (however, one should not go too grotesque).

Note: One of the most important conditions for participating in the Model United Nations is to remain in the role throughout the official part of the conference. This may mean that you have to represent and defend opinions and views that you yourself do not agree with. At the same time, all other delegates must be treated with respect, and it must be understood that they also have a role to play. The official part of the Model United Nations also includes talk shows, press conferences and unmoderated debates.

Etiquette

Diplomatic etiquette plays an important role in the Model United Nations. Before attending the conference, we recommend that you watch the video introducing the Code of Conduct for the Model United Nations and keep the following principles in mind during the event.

(video link: <https://youtu.be/tCopY70TDt8?si=E83I0qig2uT42duh>)



COURTESY AND RESPECT

Even if it is the last day of the conference or if sympathy or antipathy has emerged between delegates from different countries outside of the session, formal and polite language must be maintained at the session. Rude, derogatory or overly familiar behaviour is not allowed during or between sessions. Throughout the Model, try to act as a diplomat who respects his/her fellow delegates as well as everyone else they meet during the trip.

SPEECHES

Speeches must be concise, relevant and polite. They are formally addressed to all listeners and presented to the Chair.

A familiar address to a delegation, such as ‘Dear brave Somalis ...’, is not a good tone, but the previous speaker’s argument can be referred to if desired: **‘As the Somali delegation has already emphasised...’**.

It is strictly forbidden to attack any delegation or delegate.

The discussion must take place on the issue raised, without personal hints or implications.

Each speech begins with an honourable address to the Chair and co-delegates: **‘Honourable Chair, honourable delegates.**

CLOTHING

The dress code will reflect professionalism for the two-day VCEMUN event hosted by Vardhaman College of Engineering. Delegates are expected to adhere to the following dress code:

- **Day 1 and 2:** Business Formals

These guidelines ensure delegates maintain decorum and respect throughout the conference.

Business Formals

Delegates should wear formal clothing that aligns with the principles of Western Business Attire. The following rules apply:

- Clothes must be clean and well-kept.
- A shirt, smart sweater, blazer, or blouse is acceptable.
- Avoid T-shirts, sleeveless shirts, sweatshirts, tank tops, overly colourful shirts, or shirts with slogans, and other casual wear.



- Jeans are not permitted. Dress trousers or other trousers with a formal cut are suitable. Sweatpants and leggings are not allowed.
- Skirts or dresses must extend beyond the knee and must not be overly revealing.
- Shoes must be respectable. Footwear should be comfortable to avoid fatigue during prolonged sessions.
- Hair should be clean and combed. Modesty and consistency in hairstyle, makeup, and jewellery selection are encouraged.
A tie can be worn with the suit.
-

General Rules for All Days

- Clothing should be clean and tidy.
- Delegates should avoid any outfit or accessory that could be considered disrespectful, stereotypical, or culturally inappropriate.
- Face coverings are not allowed during UN meetings unless for preventing the spread of infectious diseases.
- Delegates should maintain a professional demeanour through their attire.

By adhering to these guidelines, delegates will ensure a professional and culturally respectful atmosphere at the MUN.

Preparing for a Model United Nations

1. HOW DO I BECOME A DELEGATE IN THE MODEL UNITED NATIONS?

The VCEMUN 2025 includes the following 4 committees:

- (1) DISEC
- (2) UNHRC
- (3) ECOSOC
- (4) International Press

Information about the agendas for VCEMUN 2025 can be found in the committee-wise handbooks shared with you as well as on the website.

2. I HAVE READ THE BACKGROUND INFORMATION AND SUBMITTED THE FORM.

WHAT NEXT?



Keep an eye on your inbox, where we'll send information about the following important things:

1. the country you represent
2. the Committee you will work in during the event
3. Agenda of the conference
4. Committee handbook
5. event plan
6. contacts details of the management team

The first three points are especially important because the preparation, the composition of the organising team and the plan of the event may change during the work, and the exact information will arrive later.

However, if the event is approaching and you have not yet received the necessary information, contact our coordinators yourself. The coordinators numbers and details can be found at the end of the document.

3. I KNOW WHICH COUNTRY I REPRESENT AND WHICH COMMITTEE I PARTICIPATE IN. WHAT NEXT?

All the data and background information about the foreign policy of the country assigned to you as well as knowledge of the domestic policy of the country will be beneficial because one influences the other and vice versa.

4. WHERE AND HOW CAN I FIND INFORMATION ON THE COUNTRY IM REPRESENTING?

You can take help of google or any other search engine as well as ChatGPT (or any other source). However, the credibility of the resources being used should be cross-checked by the participants as all information provided by the delegate during the MUN is subjected to scrutinization and its reliability as a legitimate source.

The use of Wikipedia is prohibited since its information is open to change and being edited by the members. Similarly, any source stating a personal opinion that isn't reliable will be discredited and not taken into consideration.

However, the participants can refer to trusted sources and globally/ internationally recognized news channels and articles as well as UN sources and government websites.

For more detailed information, enter Country name + foreign policy/domestic policy) in your search engine.

For foreign policy, pay particular attention to the following aspects:

1. the general reputation of the country;



2. state participation in international organisations (including the UN);
3. the country's main allies;
4. the countries the State does not have an overly friendly relationship with, and the root causes of any conflict;
5. Major wars and other foreign policy events.

From English-language sources, choose international publications with an objective approach, such as the BBC, the Financial Times, CNN, The Economist, etc. As mentioned earlier, avoid party publications or other 'biased' sources, as the information they provide is not always objective.

Note: If you feel that the preliminary work is too voluminous or otherwise difficult for you, feel free to contact our event coordinators or the committee chair, who will help you screen out the most important topics and sources.

5. I HAVE COLLECTED ENOUGH DATA ABOUT THE COUNTRY I REPRESENT AND HAVE SAVED IMPORTANT INFORMATION FOR FUTURE USE. IS THIS ENOUGH?

You're almost there! There is still one last but very important task to do before appearing for the MUN: writing a position paper.

POSITION PAPER/ POSITION DOCUMENT

A position paper is a short summary of an important topic, problem, controversial issue, etc., from the State's point of view. It is also used in real politics, and the task provides the opportunity to try one's hand in drafting it.

First of all, pay attention to the agenda of your committee. Writing a position paper is important because it helps you understand what you need to say and do at a MUN conference. In the process of writing the position paper, you will need to read through your research, understand it, analyse it, and think critically about your country.

You can take the position paper with you to a MUN conference. It will help guide what to say in your speeches and what you want to achieve in negotiations and resolutions.

You can write a position paper on each of your topics. A typical position paper contains the following sections, each of which should be 1-3 paragraphs long and should answer the following questions:



Topic Background

- What is the definition of the topic?
- Where does the topic take place? Who is involved?
- How many people does it affect? Where, and in what ways?
- When did this topic become an issue?

Past International Action

- What has the UN (e.g., your committee) tried to do on this topic?
- What are the most important resolutions and treaties on this topic?
- What are the two (or more) sides to this topic?

Country Policy

- How has this topic impacted your country?
- What has your country tried to do about this topic?
- What have your political leaders (your President, Prime Minister, or Foreign Minister) said about this topic? (Use quotes) Possible Solutions
- What is a possible solution that your country would support? Consider an existing solution that could be expanded with more support or funding.
- How would this solution be funded?

6. DOES THE POSITION PAPER DOCUMENT AFFECT MY FINAL RESULT AS A PARTICIPANT?

No, it does not. The position paper is for personal reference only and need not be submitted to the chair hence, it will not affect your final result as a participant.

DRAFT RESOLUTIONS

What is a resolution? A resolution is a document containing all the issues the committee wants to solve and the proposed solutions to those issues. Technically, the resolution should be called a draft resolution before it is voted upon and then called a resolution after it is successfully passed.

**An example of a draft resolution can be found on page 13*

HOW TO WRITE A DRAFT RESOLUTION?

A resolution is simple to write. It has three main parts: the heading, pre-ambulatory, and operative clauses.



1. Heading

The heading contains four pieces of information:

Resolution UNHRC/01

- The committee's name,
- The sponsors
- The signatories
- The topic
- The committee's name and topic should be self-explanatory.
- The sponsors are the authors of the resolution.

- The signatories are other delegates in the committee who do not necessarily agree with the resolution but would like to see it debated.
- *The draft resolution with majority of the votes from the delegates will be passed at the VCEMUN Conference.*

You will also notice some numbering (on the top right corner in the example above). The committee chair usually provides this number. It is just a way to number the different resolutions — usually by the order they are received or approved — so that delegates can easily differentiate or reference them.

2. Pre-Ambulatory Clauses

The pre-ambulatory clauses state all the issues that the committee wants to resolve on the discussed agenda. It may state reasons why the committee is working on this issue and highlight previous international actions on the issue.

Pre-ambulatory clauses can include:

- Past UN resolutions, treaties, or conventions related to the topic
- Past regional, non-governmental, or national efforts in resolving this topic
- References to the UN Charter or other international frameworks and laws
- Statements made by the Secretary-General or a relevant UN body or agency
- General background information or facts about the topic, its significance, and its impact.

The 'name of the committee'

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 non-governmental organizations,

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

It's very simple to write pre-ambulatory clauses. First, take a statement that you want to write about (perhaps an issue you want to solve or a specific fact from one of the five bullet points above). You then take that statement, combine it with an underlined pre-ambulatory phrase, and end it with a comma. Note that all pre-ambulatory clauses end with commas. For example, my country wants to address the issue of how HIV/AIDS has spread rapidly in sub-Saharan Africa. I pick a pre-ambulatory phrase — I'll use "**Alarmed by**" — and then I combine it to say: **Alarmed by the 17% increase in HIV/AIDS contraction among sub-Saharan African countries in the past five years**,

Note: The List of Pre-ambulatory Phrases is given at the end of this section.

3. Operative Clauses

Writing the operative clauses includes-

- First, take a solution that you want to include in the draft resolution. You then take that solution and combine it with an underlined operative phrase.
- Always End Operative Clauses with a semicolon except for the last operative clause, which ends with a period.
- Operative clauses are numbered. This numbering differentiates them from pre-ambulatory clauses, helps show logical progression in the resolution, and makes the operative clauses easy to refer to in speeches and comments.

For example, my first solution is to distribute low-cost medicines for HIV/AIDS to sub-Saharan African countries. I pick an operative phrase — "**Calls upon**" — and then I combine it and number it to say:

1. Calls upon the developed countries and major pharmaceutical countries to provide low-cost, generic medicines for HIV/AIDS to sub-Saharan African countries;

*Pro Tips:

- Write fewer pre-ambulatory clauses than operative clauses. More operative clauses convey that you have more solutions than you have problems.
- Add more details in an operative clause to make it stronger or at least make the idea clear to other delegates. A simple way to strengthen each operative clause is to answer the "who, what, when, where, why, and how" of each resolution.



FEW THINGS TO KEEP IN MIND WHILE ADDRESSING THE COMMITTEE

- All remarks to the committee must be made to the chairperson. Delegates will rise to address the committee.
- The chairperson must recognize all delegates before speaking.
- All remarks must remain pertinent to the topic discussed.
- All delegates must refrain from the use of personal pronouns (I, you, he, she, it, me, him, and her).
- Delegates should always refer to themselves in the third person, as they are representing their country and government, not their individual opinions.
- All delegates must remember to treat the chairperson, secretariat, and all fellow delegates with the utmost respect
- All delegates will use diplomatic and respectful language when addressing the committee. The Chair will hold the authority to confiscate a delegate's speaking time if the delegate is being disrespectful or using non-diplomatic language.
- Any Delegate wishing to make a motion must raise their placard and wait until being recognized by the chairperson before speaking.
- Delegates found to be violating proper etiquette when addressing the committee may have their speaking privileges revoked at the discretion of the Chair or the VCEMUN Secretariat.
- Delegates should always refer to themselves in the third person, as they are representing their country and government, not their individual opinions.

An Example of a Draft resolution:

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]**



*Note: Working papers are for personal use only and need not be submitted to the chair. Only draft resolutions are to be submitted during the VCEMUN 2025.

KEY TERMS AND GLOSSARY FOR WRITING DRAFT RESOLUTION

PRE-AMBULATORY PHRASES

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

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

Abstain - During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a state does not support the resolution being voted on, but does not oppose it enough to vote no.

Adjourn - All UN or Model UN sessions end with a vote to adjourn. This means that the debate is suspended until the next meeting. This can be a short time (e.g., overnight) or a long time (until next year's conference).

Agenda - The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda. **Amendment** - A change to a draft resolution on the floor.

Bloc - A group of countries that form a logical combination because of geographical, economic, or cultural similarities (e.g., G8, African bloc, Arab League).

Caucus - A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: **moderated caucus** and **unmoderated caucus**. Usually, some of a committee's most productive work is accomplished during caucuses.

Chair – Also known as a moderator, this is a member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure.

Delegate - A participant acting as a representative of a member state or observer in a Model UN committee.

Delegation - The entire group of people representing a member state or observer in all committees at a particular Model UN conference.

The draft resolution - A Working Paper which has been signed by sponsor countries and approved for debate by the chair. A draft resolution seeks to fix the problems addressed by a Model UN committee and must be submitted in the correct format. If passed by the committee, the draft resolution will become a resolution.

The flow of debate - The order in which events proceed during a Model UN conference.

Foreign aid - Money given by one country to another for humanitarian or developmental purposes. It plays a key role in shaping foreign policy.

Foreign policy - The attitudes and interests of a state towards external issues. Foreign policy can be influenced by a variety of factors such as military strength, trading partners, history, and domestic government.

Formal debate - The "standard" type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speaker's list. They must also formally yield the floor to questions, the chair, or another delegate.

Moderated caucus - A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period, enabling a freer exchange of opinion than would be possible in a formal debate.



Motion - A request made by a delegate that the committee as a whole does something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, to enact a right of reply, or to move into a voting bloc.

Operative clause - The part of a resolution following the Preamble that describes how the UN will address a problem. These numbered clauses set out actual solutions and initiatives for the committee to undertake, and always begin with a verb (such as: decides, establishes, or recommends).

Point - A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege.

Position paper - An informal paper written by a delegate before a Model UN conference summarizing their country's position on a topic, including its track record on the issue, policy targets, and proposed solutions (for personal reference only not to submit to the chair).

USAGE OF CHITS DURING THE CONFERENCE

At any point of time, the delegates can convey their message (point of order or information) with the Chair or with any other Delegate via chair, through a chit.

If the board recognises any time constraint violation, they can ask the delegates to respond via chit instead of doing it directly during the conference.

Any chit that is perceived to be of great importance and relevant to the discussion can be read out by the Chair.

A Chit must normally contain the Country of the delegate who is sending the chit and whom the chit is addressed to (The EB or any other delegate). It must be titled whether it is a point of information or order when being sent to the EB.

Chits will also be taken into consideration for evaluation of the delegates performance in the VCEMUN. Hence, the delegates are requested to write the chit in legible handwriting so as to not cause difficulty during the evaluation.

7. SHOULD ALL SPEECHES AND POSSIBLE ARGUMENTS BE PREPARED IN WRITING?

You could write your opening speech before the event. Opening speeches are scheduled for a separate session of the General Assembly at the beginning of the event, and improvising such an important speech on the spot leaves a rather bad impression, especially if you are not an experienced orator. At the same time, dull reading the whole text from paper is not a good solution. Whenever possible, memorise your opening speech and try to present it as naturally and convincingly as possible. For support and encouragement, you can write on the



paper the most important points and keywords that will help you to follow the content and emphasise the importance

However, it is impossible to write down all speeches. After the first round of speeches, it is very difficult to predict the course of the debate and the views of the speakers, and your arguments often have to be formed on the go.

In your preparation, focus on which countries are in the same Committee as you and what their views are on the subject under discussion. In the course of the work, competing groups and coalitions are formed from the representatives of the countries – you will definitely want to take an active part in them as well.

Example of an opening speech-

Dear Excellencies and distinguished delegates, ladies and gentlemen,

Today we live in an age that is described by some as the age of post-truth. Societies all across the globe now face the issue of worsening media credibility. Nowadays, the factual data presented in media outlets is not as important anymore. What is important, however, are the emotions that it conveys and the strength of the language used by the reporter. It is the harsh reality that we live in, but it also a challenge that we can only overcome through international cooperation and mutual understanding. We have to ensure that the information presented by the media is both accessible and trustworthy. Speaking of media accessibility, it is important to note that in the digital era, nearly every person in the developed world has access to media. However, not every bit of information that is collected and crafted into a report becomes available to the general public. The security of journalists working in dangerous areas should be of utmost importance to all of us. Despite all of this, we have to affirm that not every statement should make it into the global media stage.

The delegation of Pakistan would like to conform to the idea that some views expressed through certain media channels are simply too provocative as their only purpose is to sow hatred and discontent among the general public. This particularly concerns religious issues, as we have witnessed in the case of Charlie Hebdo and similar outrageous acts against our brothers and sisters. We strongly believe that the media should only serve the purpose of providing its end consumer with reliable and up-to-date information and opinions, not perpetuating hate speech and turning a blind eye to the beliefs of millions of people all around the world. This is why the delegation of Pakistan calls upon all other delegations present to cooperate in creating a framework that will allow journalists worldwide to continue their work while ensuring a proper balance between facts and weighted opinions. We express our sincere hope that during this session, we will be able to adopt a resolution that will be the best statement to the ideas expressed by our delegation and shared by many of our brothers and sisters in faith. Thank you.

Author: Andrei Pankratov, 2018



Checklist for the conference

Congratulations, you are almost ready for the conference! To make sure everything is done, use the following Checklist:

- o I know which **country** I represent on the Model United Nations.
 - o I know which **Committee** I am in and what **the topics for discussion are**. (If anything is **unclear**, ask our coordinators or a fellow participant of the Model United Nations for **more information**)
 - o I have gathered enough information about the country represented:
 - o the country's **foreign policy** and **cooperation** with other international organisations
 - o the **position of the State** on the issues to be discussed during the Model
 - o **background** and **reasons for** the country's views (e.g., historical events, religion, etc.)
 - o **readiness of the country to cooperate** with other UN member states
 - o organisation of state **power** and public **order**
 - o the country's biggest **internal problems**
 - o possible **conflicts** of the State with another Member State participating in the Model
 - o I have the necessary clothing ready to take with me (see 'Background information'/'Etiquette'), a laptop or tablet, and the necessary papers with background information.
-



PROCEDURE AND ORDER OF EVENTS DURING THE MUN

FLOW OF CONFERENCE

The flow of debate is the order in which events proceed during a Conference.

- Roll Call
- Set an Agenda
- General Speakers List (GSL)
- Opening Statements – Position Papers
- Motion to Suspend Formal Debate
- Motion for a Moderated Caucus
- Motion for an Unmoderated Caucus (Working Papers)
- Motion to introduce a Draft Resolution
- Vote on Draft Resolutions
- Adjourn the Session

OPENING DEBATE

The first session shall begin with a call to order and a roll call.

ROLL CALL

All delegates shall respond:

- Present- The Delegation is present and has the right to abstain on substantive matters.
- Present and Voting- The delegation is present and will vote on all resolutions; the delegation does not reserve the right to abstain from voting.
- Please note that no delegate is allowed to abstain from voting on procedural matters.

SETTING THE AGENDA

Before the debate ensues, the issue to be discussed (AGENDA) must be decided. The Chair will accept a motion to adopt the agenda from any of the delegates.

("Motion to set the agenda to").

Voting takes place, and a simple majority vote will adopt the agenda.

GENERAL SPEAKERS LIST (GSL)

Upon setting the agenda, the Speaker's List is open- either in the discretion of Chairs or by delegates proposing a Motion to Open Speaker's List. This motion will be automatically adopted without a procedural vote.

"Motion to open the Speakers list"



Any delegates wishing to be on the speakers list may motion to do so at this time. Delegates may be added to the speakers list by:

- Motioning to the chair – (Ex: Motion to add delegate of France to the Speakers List) ·
- Chair says: “Recognised/ Not Recognised” ·
- Sending a note to the chair; requesting to be added

Chairs will have the authority to set other methods for adding delegates to the speakers list. Delegations may only be on the speakers list twice at any given time and may not be listed back-to-back. Each delegation in the committee needs to submit a position paper to the rapporteurs and One delegate in the Speakers list from each delegation of the committee to deliver an opening statement.

Speaking time for the General Speaker’s List is usually set to 60 or 90 seconds. The time limits can be altered by a Motion to Change the Speaker’s Time and if the chair agrees to it.

The Chair calls upon the Countries one after the other in the order of being recognised during the voting

MODERATED CAUCUS

The chair will accept a motion to move into a moderated caucus from any of the delegates. The Speaking time should also be proposed in this motion.

“Motion to move into Moderated Caucus with a speaking time of 2 minutes”

Once the motion is passed after a majority vote, the chair would ask the delegates who wish to speak to raise their placards. The chair recognizes them and the delegates speak one after the other.

A delegate may not yield her or his time, if delegates finish early in moderated caucus, move to the next speaker.

After each speaker finishes, the chair shall ask if they are points and motions on the floor and recognises them accordingly.

UNMODERATED CAUCUS

The chair will accept a motion to move into an unmoderated caucus from any of the delegates. The time should also be proposed in this motion.

“Motion to move into Unmoderated Caucus for 15 minutes”

Voting takes place and the motion is passed by a simple majority vote.

During this time the delegates **write draft resolutions** with the help of their **working papers** and gain support from other delegations as sponsors and signatories.

The delegates can move around the hall during this time.

Unmoderated caucus is used to lobby with the delegates to discuss the flow of the committee.



DRAFT RESOLUTIONS

The chair will accept a motion to introduce draft resolutions from any of the delegates.

"Motion to Introduce Draft Resolutions - with names of sponsors and dignitaries"

Amendments

1. An amendment is a document which modifies, deletes, adds or revises one or more parts of the Draft Resolution.

2. Amendment can be proposed by any delegate on any part or Clause of the Draft Resolution. All amendments shall be submitted in the written form to the Chairpersons.

There are two types of Amendments:

a. **Friendly Amendment**- Amendments accepted and approved by all Sponsors of the Draft Resolution shall be considered Friendly. They shall be implemented in the Draft Resolution without the need to be voted upon.

b. **Unfriendly Amendment**- Amendments not approved by all the Sponsors shall be considered Unfriendly. The required number of Sponsors needed for Unfriendly Amendment shall be set by the Chairpersons according to each Committee. Any Amendments to Unfriendly Amendment are out of order. Unfriendly Amendment can be withdrawn from the Floor by all its Sponsors before being voted upon; such withdrawal shall be submitted in the written form to the Chairpersons.

VOTING PROCEDURE

1. Introduction of Resolution: A delegate presents a draft resolution or working paper related to the topic under discussion. This resolution should have been previously submitted and reviewed by the conference organizers or committee chairs.

2. Debate and Discussion: Delegates engage in a debate and discussion about the resolution. This includes both speeches in favour of and against the resolution, as well as potential amendments to the text.

3. Amendments: Delegates have the opportunity to propose amendments to the resolution. These amendments can be made to specific clauses or sections of the resolution and must be voted upon separately.

4. Voting on Amendments: Each proposed amendment is voted on individually. Delegates typically use a show of hands or raise placards to express their support or opposition to the amendment.

5. Voting on the Resolution: After all amendments have been considered and voted upon, the final version of the resolution is put to a vote. Delegates use the same voting methods to express their support or opposition to the resolution as a whole.

6. Voting Options: Delegates usually have several voting options:

a. In favour (Yes): Delegates who support the resolution.



b. Against (No): Delegates who oppose the resolution.

c. Abstain: Delegates who choose not to vote on the resolution. This indicates neutrality or a decision not to take a stance.

7. Majority Required: The resolution must typically receive a simple majority (more votes in favour than against) to pass. In some cases, a two-thirds majority or a higher threshold may be required, depending on the rules of the conference.

8. **Announcement of Results:** The chair or committee director announces the results of the vote, indicating whether the resolution passed or failed.

9. Point of Order: Delegates can raise a "point of order" if they believe that the voting procedure was not followed correctly or if there are concerns about the fairness of the process. The chair addresses these points as needed.

10. Aftermath: If the resolution passes, it becomes an official decision of the committee. If it fails, the committee may continue to debate other resolutions or proposals on the same topic.

VOTING

PROCEDURAL AND SUBSTANTIVE VOTES

1. Substantive votes shall be considered those referring to resolutions, amendments or their parts. During substantive votes, delegates can vote either in Favor, against or can abstain. Delegates stating "Present and voting" during the Roll Call cannot abstain. Substantive voting is being done by the Member States only, i.e. observers have no right to vote.

2. Procedural vote shall be considered those referring to other voting procedures with the exception of those mentioned above. During procedural vote, no abstentions are allowed. During procedural voting, all observes have the right to vote.

MAJORITIES

1. A Simple Majority requires a majority of $\frac{1}{2} + 1$ of all delegates "Present and voting" to be in Favor.

2. A Qualified Majority requires $\frac{2}{3}$ of all delegates "Present and voting" to be in favor.

3. All procedural and substantive matters shall be passed by a Simple Majority unless stated otherwise.

ADJOURNMENT OF THE MEETING

The Chair will accept a motion to adjourn the meeting from any of the delegates. "Motion to Adjourn the meeting"

Voting takes place, and a simple majority vote passes the Motion—the meeting Ends.



PARLIAMENTARY PROCEDURE

There are three major components of parliamentary procedure: Points, Motions, and Yields. Points allow delegates to suggest that rules have been misused and to ask questions about the rules and of other delegates. All POINTS are not debatable, and no voting is required.

- **Point of Order** - Used to point out misuse or violation of rules
- **Point of Information** - To ask a question of the speaker at the end of their speech
- **Point of Parliamentary Inquiry** - To ask for rules or non-rules-related clarification from the presiding Chair or committee procedure
- **Point of Personal Privilege** - Used when the delegate wishes to leave the conference for personal reasons.

Motions are Proposals that guide the work of the committee. They allow the group to make decisions on which agenda item to discuss, to introduce draft resolutions and amendments, and to decide when to hold a final vote. All Motions need to be voted on, and a majority vote is necessary for a motion to be passed and adopted.

- *Introduce Draft Resolutions* - Bring a draft resolution to the floor for discussion.
- *Introduce an Amendment* - Bring an unfriendly amendment to the floor for discussion.
- *Set the Agenda* - Choose which agenda item will be discussed first (only relevant when there is more than one item on the agenda)
- *Suspension of the Meeting* - Suspends the formal rules of procedure to allow either moderated or unmoderated caucusing. Also used to suspend debate for breaks in the schedule (i.e., for lunch).
- *Adjournment of the Meeting* - Ends the meeting.
- *Open Speakers list* – allows for delegates to be added to the speakers list upon recognition by the Chair.
- *Moderated Caucus* – Opens the house for Moderated Caucusing.
- *Unmoderated Caucus* – Opens the house for writing draft resolutions with the help of working Papers.

Yields relate directly to who speaks. It allows delegates to indicate how the time that is left from a stipulated time given to them can be used. The time left can be yielded to another delegate, the Chair, or to points of information.

Yield to the Chair - The Chair retakes control of the committee.

Yield to another Delegate - Another delegate is allowed to speak until the end of the speaking time (if there are time limits).

Yield to Points of Information - Allows members of the committee to ask questions of the speaker until speaking time has expired.



DIPLOMATIC LANGUAGE TO USE DURING THE MUN

Note: You should always refer to others and yourself in third person.

Referring to everyone in the room when starting to speak	<i>Honorable chair, honorable delegates</i>
Referring to the chair	<i>Mr./Madam Chairman...</i>
Referring to other delegates	<i>Honourable delegate/Fellow delegate... -</i>
Indicating your role in the debate during the Roll Call	<i>Present and Voting -Present</i>
When asking for permission to speak	<i>(The delegate of____) requests the floor...</i>
When beginning a speech	<i>*country* wishes to speak in favor of/against this motion/resolution/amendment because...</i>
When wishing to ask a question	<i>The delegate rises to a point of information/ point of order...</i>
When asking a question	<i>-Is the Chair/the speaker (not) aware that... -Does the speaker (not) agree that.. -The speaker stated in his speech.. -Does the delegate of China (not) realize that...</i>

You are now ready for the VCEMUN 2025!

COORDINATORS CONTACT INFORMATION

For any further queries or information, kindly contact our coordinators at the provided numbers:

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We look forward to hosting all the delegates and having a successful event!