

JUITMUN 2015

MODEL UNITED NATIONS PROCEDURE:

As Model U.N. conferences have lengthy agendas and many students are interested in speaking it is essential that order is maintained by deciding who speaks, on what, and when. Therefore, rules of procedure are utilized by most Model U.N. conferences. Conference procedures are divided amongst two types of discussions: formal and informal debate.

FORMAL DEBATE:

During formal debate, delegates have the opportunity to share their views with the entire committee, while the rules of procedure are being observed. In formal debate, delegates make speeches, answer questions, introduce and debate resolutions and amendments. While formal debate is used to further the work of the committee, delegates can slow down debate by not knowing the rules of procedure.

UNMODERATED CAUCUS:

A delegate may motion for caucus time, which is a temporary recess. Rules of procedure are suspended during caucusing. During this time delegates can meet informally with each other and the committee staff to discuss draft resolutions, amendments and other issues.

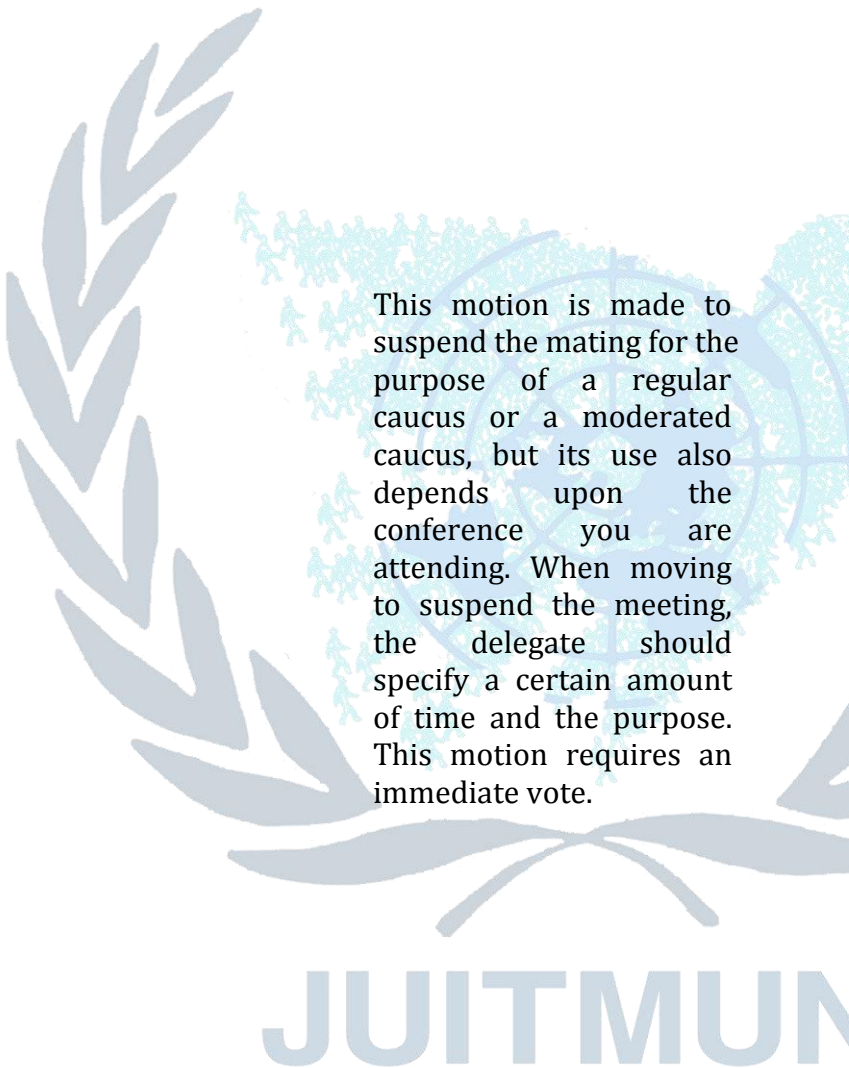
MODERATED CAUCUS:


In order to move into a moderated caucus a delegate must make a motion, which the committee will vote upon. A moderated caucus is a mixture of both formal and informal debate. This form facilitates debate, especially when there is a long speakers list. In this format the rules of procedure are also suspended. When a motion for a moderated caucus is passed, the Chair calls upon delegates as they raise their placards to address the committee for a predetermined amount of time.

Chart of Basic Model U.N. Procedural Rules (Points and Motions):


Motion	Information	To pass, the vote requir es:

Motion to set Speaker's Time	This is a motion to set or change the speaker's time. It is a procedural motion, which requires two (2) delegates speaking for the amount of time motioned for, and two (2) delegates speaking against.	Simple Majority
Motion to Open and Close the speakers list.	At some Model U.N. conferences, once the speakers list is dosed it is closed for the remainder of the session or topic. However, at most Model U.N. conferences the speakers list can be opened and closed multiple times. Once the speakers list is exhausted, it means no one else wishes to speak, debate is over, and the committee then moves into voting procedure. This motion requires an immediate vote.	Simple Majority

<p>Motion Suspend to meeting</p>	 <p>This motion is made to suspend the meeting for the purpose of a regular caucus or a moderated caucus, but its use also depends upon the conference you are attending. When moving to suspend the meeting, the delegate should specify a certain amount of time and the purpose. This motion requires an immediate vote.</p>	<p>Simple Majority</p>
<p>Motion Adjourn to meeting</p>	<p>This motion is made to end the committee session until the next session, which at times is until next year. This motion is most commonly made to end committee session for the purpose of lunch or dinner. This motion requires an immediate vote.</p>	<p>Simple Majority</p>
<p>Motion Adjourn to debate</p>	<p>This motion must not be confused with the motion to adjourn the meeting. Motion to adjourn debate</p>	<p>2/3 Majority</p>

	<p>is a tactic to put all of the work that the committee has completed on the topic in which they are discussing on hold and to table it. At some Model U.N. conferences you could table the topic by adjourning debate, move on to another topic and then return to the first topic at later time. However, at most Model U.N. conferences, once you adjourn debate on a topic, the topic is considered tabled and cannot be discussed any more. This motion requires two (2) delegates speaking for the adjournment of debate and two (2) delegates speaking against the adjournment of debate.</p> 	

<p>Motion to Close debate</p>	<p>This motion is made in order for the committee to move into voting procedure. Once a delegate feels as if they have made their country's position clear, there are enough draft resolutions on the floor, and everyone is ready, a delegate makes a motion to move into voting procedure by moving for the closure of debate. This motion requires only two (2) delegates speaking against the closure of debate and zero (0) delegates for the closure of debate.</p>	<p>2/3 Majority</p>
<p>Point of Order</p>	<p>During the discussion of any matter, a representative may rise to a point of order, and the chairperson in accordance with the rules of procedure shall immediately decide the point of order. A delegate may appeal against the ruling of the chairperson (noted below). The appeal shall be put to a vote, and the chairperson's ruling shall stand unless overruled by a two-thirds majority of the members present and voting. A delegate rising to a point of order may not speak on the substance of the matter under discussion.</p>	

<p>Point of Inquiry</p>	 <p>When the floor is open, a delegate may move for a point of inquiry, in order to ask the chairperson a question regarding the rules of procedure.</p>	
<p>Point of Personal Privilege</p>	<p>A delegate may raise a point of personal privilege in order to inform the chairperson of a physical discomfort s/he is experiencing, such as inability to hear another delegates speech.</p>	
<p>Point of Information</p>	<p>After a delegate has given a speech in formal debate, s/he may choose to yield his or her time to a point of information, a question another delegate raises concerning the speech.</p>	

Appeal to the Chairs Decision	This motion is made when a delegate feels as if the chairperson has made an incorrect decision. The delegate wishes to challenge the chairperson and does so by formally making a motion to appeal the chairperson's decision. This motion may be made verbally or in writing. The opposing delegate speaks and the chairperson defends his or herself before the vote.	2/3 Majority
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(Source: <http://www.unausa.org>.)



THE RESOLUTION PROCESS:

Actions of the United Nations are expressed in resolutions that are submitted in draft form under the sponsorship of one or more delegations. Resolutions may simply register an opinion or may recommend action to be taken by a U.N. organ or related agency. Only the Security Council may make "decisions" that bind Member States to a certain course of action.

When drafting and sponsoring a resolution, delegates should keep in mind that the wording will influence its appeal (or lack thereof). The draft resolution should be clear, concise and specific. The substance should be well researched and reflect the character and interests of the sponsoring nations.

United Nations resolutions follow a common format. Each resolution has three parts: the heading, the preamble and the operative clauses. It is one long sentence with commas and semicolons throughout and a period at the very end. Drafts should be single-spaced with each line following a reference number in the left hand margin. The first word in each clause should be underlined, and each clause in the preamble should end with a comma. All operative clauses end with a semicolon except the final clause, which ends with a period. Drafts of resolutions have been included for your review.

SPONSORS AND SIGNATORIES
Sponsors of a resolution are those countries that have been the principal authors of the document and agree with its substance.
Signatories are countries that may or may not agree with the substance of the resolution, but would like to see it debated on the floor.

THE DRAFT RESOLUTION:

HEADING-

Committee: i.e. the committee or organ in which the resolution is introduced

Topic: the topic of the resolution

Sponsors: list of sponsoring countries

Signatories: list of countries that have signed the draft

PREAMBLE-

The purpose of the preamble is to show that there is a problem that needs to be solved. However, the preamble of a resolution does not propose action or make any substantive statement in the topic at hand. The preamble begins with the name of one of the three

major organs (e.g. "The Commission on Human Rights,"). The preambulatory clauses can include:

- References to the U.N. Charter.
- Citations of past U.N. resolutions or treaties that have been ratified under the topic of discussion;
- Statements made by the Secretary-General or a relevant U.N. body or agency; • Recognition of the work or efforts of regional organizations in dealing with the issue;
- General statements on the topic, its significance, and its effects.

Preambulatory Phrases:



Acknowledging ...	Deeply disturbed...	Guided by...
Affirming...	Desiring...	Having...
Alarmed...	Determinedadopted...
Anxious...	Emphasizing...	...approved...
Approving...	Encouraged...	...considered...
Aware...	Endorsing...	...examined further.
Bearing in mind ...	Expressing...	...received...
Being convinced...	...appreciation...	...reviewed...
Believing...	...deep appreciation...	Keeping in mind...
Cognizant...	Expecting...	Mindful...
Concerned...	Fulfilling...	Noting...
Confident ...	Fully...	...further...
Conscious...	...awarewith approval...
Considering...	...believing...	...with concern...
Contemplatingbearing in mind...
Convinced...		Grieved...
Declaring...		
...with deep concern...		
...with grave concern...		
...with regret..		
...with satisfaction...		
Observing...		
Reaffirming...		
Recalling...		
Recognizing..		
Referring...		
Regretting...		
Reiterating...		
Welcoming..		
Seeking..		

OPERATIVE CLAUSES:

Operative clauses are set out to achieve the committee's main policy goals on the topic. Each operative clause begins with a number and ends with a semicolon (the final clause ends with a period). Operative clauses should be organized in a logical progression, and each clause should contain a single idea or policy proposal. Keep in mind that all resolutions except those passed by the Security Council are non-binding.

Accepts...	Confirms...	Endorses...	Recommends.
Adopts...	Congratulates...	Expressing...	Regrets...
Affirms...	Considers...	Instructs...	Reiterates...
Appeals...	Decides...	Invites...	Repeats...
Appreciates...	...accordingly...	Notes...	Suggests...
Approves...	Declares...	...with appreciation	Strongly...
Authorizes...	Deplores...	...with approval...	Supports...
Calls upon...	Designates...	...with satisfaction...	Takes note of.
Commends...	Directs...	Reaffirms...	Transmits...
Concurs...	Emphasizes...	...its belief...	Urges...
Condemns...	Encourages...	Recognizes...	Welcomes...



JUITMUN

Sample Resolution-

Committee : G.A. Third Committee - Social, Cultural and Humanitarian

Topic : Strengthening U.N. Coordination of Humanitarian Assistance

Sponsors : United States, Austria, Italy, **Signatories** : Greece, Japan, Canada, Mali.

Netherlands. Costa Rica. Belgium,

United Kingdom, India and Gabon

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 & UNDERLINE THE FIRSTWORD OR PHRASES)

Reaffirming resolution 33/19% of 25 July 1996, which encourages governments to work with established U.N. bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant U.N. bodies and Non-Governmental Organizations,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance relief efforts;

(USE SEMICOLONS TO SEPARATE OPERATIVE CLAUSES and Number & Underline the first word or phrase)

2. Urges member states to comply with the goals of the U.N. 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 and humanitarian assistance in complex emergencies;

4. Calls for the development of a United Nations Trust Fund that encourages voluntary donation from the private transnational sector to aid in the funding of rapid deployment forces.

(END RESOLUTION WITH A PERIOD)

Resolution Submission Process:

STEP 1

One or more delegates write a working paper. The authors of a working paper, also known as the sponsors), then obtain a required number of signatures, which equals 10% of the delegations present in the specific committee. After roll call for each meeting, the Chair will notify the delegates of the exact number of signatures needed.

STEP 2

The sponsor(s) take the working paper to the Director, who approves the working paper only if;

- a. It is in proper format, does not contain a substantial number of mistakes, and is legible if handwritten;
- b. It carries the required number of signatures:
- c. It is in character for the sponsor(s); and
- d. Its subject matter and proposed actions are within the power of the respective committee or organ.

If any of those conditions are not met. The Director returns the working paper to the sponsor(s) explaining his or her reasons. Once the working paper has been approved by the Director, it is sent to Conference Services for copying. After the working paper has been copied, it will be given to the sponsors, so they may distribute it in the committee. There is no formal time for introducing working papers. Rather, they are introduced via the speakers list and yields. Only approved working papers can be referred to by the delegates on the floor.

STEP 3

Copies are returned to the sponsors) and the committee. Debate on the ideas contained in the working paper continues. At this stage, as the sponsor(s) are building support for their proposals, two or more working papers are frequently combined and specific clauses are changed, added or deleted.

Once the changes have been incorporated and the working paper is (re)typed, the sponsor(s) obtain the new required number of signatures, which equals 20% of the delegations present in the specific committee. After roll call for each session, the Chair will notify the delegates of the exact number of signatures needed.

STEP 4

Sponsor(s) take the working paper to the Director. If the conditions outlined under step two are met, and there are no other working papers circulating which are similar in substance, the Director approves it. He/she then assigns it a number and a priority, and sends it to Conference Services for final copying. At this point, the working paper can now be referred to as a **draft resolution**.

Note that the Director may, in the interest of time and/or if the committee is nearing the closure of debate on a certain agenda item, proceed directly to Step 4. However, all of the relevant conditions outlined in Steps 1 -3 have to be met by the sponsor(s). STEP 5

Copies are distributed to all delegates. Sponsor(s) are given the floor to introduce the document as a draft resolution. They may also get on the speakers list and/or have time yielded to them in order to answer questions about the draft resolution.

Final refinement of the draft resolution in regular debate occurs through friendly amendments, which are submitted by the sponsor(s) and automatically incorporated into

the text. Should there be significant changes at this time; the Director may decide to proceed again from Step 4.

Amendments: The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections of the resolution. There are two types of amendments: friendly and unfriendly.

- *Friendly amendment.* A friendly amendment is a change to the resolution that all sponsors feel is appropriate. The amendment must be signed by all of the sponsors, and approved by the Director. After this, the amendment is automatically incorporated into the resolution.
- *Unfriendly amendment.* An unfriendly amendment is an amendment that the sponsors of the resolution do not support. In this case, the author/s of the

Sample of an amendment:

Committee: G.A. Third Committee-Social, Cultural and Humanitarian

Subject: Strengthening U.N. Coordination of Humanitarian Assistance Sponsors: Franco, Romania and Poland.

Signatories: Togo, Australia, Fiji, Brazil, St. Lucia, Viet Nam, New Zealand, Pakistan, Kuwait and Argentina

Add as the final operative clause...

Requests the expansion of preventive actions and assurance of post conflict assistance though reconstruction and development.

proposed amendment must obtain the same number of signatures as they would need for a working paper. After the appropriate number of signatures has been obtained, the Director must approve the amendment. Unfriendly amendments are voted on in order of severity (**established at the discretion of the Chair**).

Once the debate is closed and the body moves into formal voting procedure, the draft resolution(s) and unfriendly amendments, if any, are voted upon in the order determined by the Chair.

**Note:* Amendment sheets will be provided for delegates to follow when drafting them during sessions.

Voting

After closure of debate, draft resolutions are voted upon in the order that they were received. At UNA-USA MUN, more than one draft resolution can be passed by a committee.

(Source: <http://www.unausa.org>.)

