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Table of Contents

Before the Conference	5
Research.....	6
<i>The Topic Synopsis</i>	<i>6</i>
<i>Your Committee</i>	<i>6</i>
<i>Your Country</i>	<i>6</i>
<i>Your Topic</i>	<i>7</i>
<i>Your Country Policy</i>	<i>7</i>
<i>Notebook & Binder</i>	<i>8</i>
<i>Resources</i>	<i>9</i>
Position Paper.....	11
<i>Overview</i>	<i>11</i>
<i>Requirements</i>	<i>12</i>
Position Paper Format	13
<i>AIIB</i>	<i>13</i>
<i>AL</i>	<i>13</i>
<i>BVC</i>	<i>13</i>
<i>CELAC</i>	<i>14</i>
<i>CSC</i>	<i>14</i>
<i>DISEC</i>	<i>14</i>
<i>EU</i>	<i>14</i>
<i>FAO</i>	<i>14</i>
<i>ICJ</i>	<i>14</i>
<i>JCC</i>	<i>15</i>
<i>LEGAL</i>	<i>15</i>
<i>PRESS</i>	<i>15</i>
<i>SC</i>	<i>15</i>
<i>SOCHUM</i>	<i>15</i>
<i>TUDOR</i>	<i>16</i>
<i>UNDP</i>	<i>16</i>
<i>UNHRC</i>	<i>16</i>
<i>WB</i>	<i>16</i>
<i>WHO</i>	<i>16</i>
Speech Preparation	17
<i>Fact Sheet</i>	<i>17</i>
<i>Speech Structure</i>	<i>17</i>
<i>Speech Writing Methods</i>	<i>18</i>
<i>Visual Aids</i>	<i>18</i>
Packing	19
<i>BMUN Dress Code</i>	<i>19</i>
<i>BMUN Electronics Policy</i>	<i>19</i>
<i>For Committee</i>	<i>19</i>
<i>For Your Stay</i>	<i>20</i>
<i>Clothes for Him</i>	<i>20</i>
<i>Clothes for Her</i>	<i>20</i>



During the Conference	21
Committee Fundamentals	22
<i>Integrating Research</i>	22
<i>Double Delegations</i>	22
<i>Policy</i>	23
<i>Diplomacy</i>	23
Committee Structure	24
<i>Basic Organization</i>	24
<i>The Rules</i>	24
Committee Flow	25
Speech Delivery	26
<i>Types of Public Statements</i>	26
<i>Speaking Strategies</i>	27
Caucus	28
<i>Unmoderated (Informal) Caucus</i>	28
<i>Moderated Caucus</i>	29
<i>Formal Caucus</i>	29
Resolutions and Amendments	30
<i>Sponsorship and Signatories</i>	30
<i>Resolutions</i>	30
<i>Sample Resolution</i>	32
<i>Amendments</i>	33
<i>Sample Amendment</i>	34
<i>Resolution Phrases</i>	35
Appendices	39
Appendix A: Committee Rules Summary	39
<i>Section 1: The Committee</i>	39
<i>Section 2: The Chair</i>	39
<i>Section 3: The Delegations</i>	40
Appendix B: Committee Rules	41
<i>Section 1: The Committee</i>	41
<i>Section 2: The Chair</i>	43
<i>Section 3: The Delegations</i>	44
Appendix C: Glossary	46
Appendix D: Acronyms	49



Before the Conference

The real work of MUN starts well before stepping foot into committee; it begins with months of preparation and critical thinking concerning the topics to be discussed. In this section you will develop an understanding of what it takes to get ready by looking at such things as researching, position paper writing, and speech preparation. Overall, your goal should be to learn how to prepare and be successful at our conference.



Research

All of MUN begins with research; a process that is truly impossible to perfect. In fact, almost everything you will do in the future will involve research to some degree or another. In this sense, research might at first seem a vast and overwhelming enterprise, but it is in no way out of reach. By giving yourself enough time and the proper resources, you will be able to formulate a solid understanding of your country, the United Nations, and the issues in question. With many aspects involved, however, it is best to focus upon one at a time. After a bit of research, you will begin to see how each area relates to others within a coherent whole.

The Topic Synopsis

The first step of research for BMUN is usually overlooked: read your committee's Topic Synopsis! Your Chairs have specifically designed the Synopsis to provide a baseline understanding of your topics and to streamline the discussions you will be having in committee. Reading the Topic Synopsis will give you a push in the right direction for the rest of your work. Furthermore, the Questions to Consider section of the Topic Synopsis will indicate other facets of the topics your Chairs find important, yet did not go into depth in the Synopsis.

Your Committee

Especially if you are just beginning as a delegate, it is essential to understand the United Nations itself. Get to know the UN's structure, its major goals, members, areas of involvement, etc. Before you can truly take part in MUN, you must have a firm grasp of the body you will be working within. Once you've developed a cursory understanding of the UN, you can narrow in on your specific committee. It is important that you understand how your committee fits into the UN framework. You should be aware of realistic and unrealistic actions that your specific committee can propose and what is in the jurisdiction of your committee. You should also know the extent of your country's power, including what you can and cannot recommend or reasonably demand within the context of your committee.

Your Country

Once you've read the topic synopsis, proceed by researching your country's history, policies, and statistics. Knowing basic facts—such as population, resources, the capital, leader, Gross National Product (GNP), trade data (imports and exports), ethnic and religious minorities, and type of government—is fundamental to your research. Although past history may seem ancient and unnecessary in resolving today and tomorrow's problems, a country's background and birth is very relative. Be sure to research how exactly your country achieved sovereignty, whether it be peaceful or violent.

Statistics and history, however, do not paint the full picture of your country's stance on issues. Keeping in mind that, as a delegate of a nation, you represent the country's official stance, take some time to research the views of the current government. What



foreign policies does it subscribe to? How does it relate to other nations and how does it treat its citizens? This will give you insight into the types of resolutions your country would and would not support.

But, what if you have trouble finding research on your country? Indeed, sometimes you may be assigned a country, which may not be very politically or economically visible on an international scale. If this describes your assigned country, your best option is to research other countries with similar policies and worldviews—that is, other countries in the same regional bloc. To do this, make use of the classroom globe and find which countries surround your country. Next find which of these neighboring countries share cultural or political perspectives. Voting behaviors of regional organizations of which your nation is a member will also give clarity into the views of your nation. Example regional organizations are the Arab League, the African Union, the European Union, and the Mercado Común del Sur. Such knowledge will also come in handy when resolution signing and voting come into play.

Your Topic

Once a foundation of both your country's and the United Nation's background is established, the next logical step is to examine the topics on the committee agenda. While you may want to jump right into UN documents or newspaper articles, the best place to go is back to the Topic Synopsis. Again, the Topic Synopsis will provide you with perhaps your most valuable tools. Not only will it condense and explain the issue, but it will also furnish you with key references. The sources listed in the topic synopsis should become the cornerstone of your research. In a sense, your Chair has already begun your research for you. In fact, you may also want to keep track of your committee blogs to get more information on current news articles on the topic. Have no fear - you will get to do some researching of your own. The Chair's resources are only the beginning. The next step is to begin checking into recent articles about your topic. Magazines, newspapers, or UN publications will be helpful in providing different perspectives on the issues. It's a good idea to keep a 3x5 index card for each source. It's also helpful to keep a list of important treaties, key events, civil wars, etc. surrounding your topic. In addition to reading up on the current events involving your topic and country, be sure to follow up on past UN resolutions that have been passed dealing with your topic. Resolutions are wonderful quick references to see what has already been accomplished. Remember: chairs like to see original ideas, not ideas copied off of a resolution, therefore it is helpful to find out what has already been put into action and what still needs to be done.

Your Country Policy

Now that you're becoming more familiar with the topics and your country, it's time to start formulating your country's policy. This is where all of your collected information will start to come together into one whole. Start by narrowing your search of articles to those involving only your country's or its bloc's area of interest. Look at national newspapers--online translators should be good enough to give you the gist of the articles--and how your country voted on past resolutions. Try to find connections with the way



your country dealt with past events. At this point articles may become repetitive, a good sign of thorough research. Since you are now a well-versed delegate regarding your assigned area, you should be able to begin brainstorming different solutions your country would propose.

Here are some questions that will help guide you to a better understanding of your country's policy:

- What past actions has your country taken concerning the issue at hand?
- If your country is actively involved, are there any improvements on past actions that your country can implement?
- If your country is not heavily involved, what solutions or ideas does your country have to deal with the issue?
- Has your Head of State, or similar official from your nation, made a public speech or press release about your topic?
- What goals or initiatives does your country want the committee to work towards?
- To what extent do your country's goals conflict with the sovereignty and policy of other states?
- How might these differences be reconciled?
- What compromises can be offered to get others to support your position?
- To what extent are your country's goals realistic- that is, economically or politically feasible? (If it seems that you might have a difficult time establishing the feasibility of your goals, explain in more detail the steps that can be taken to reach the objective.)
- What role does your country propose other states and international actors play in attempting to deal with the issue?
- Which specific international actors, that is countries, transnational corporations, international bodies, NGOs—ought to get involved?
- Will incentives or penalties be needed to encourage their participation?
- How should the UN (or the organ you are working within) respond and what actions should it take?

Notebook & Binder

With an idea of what and how you should be researching, the next question is how you should organize the newspaper articles, book sources, UN documents, etc. that you have compiled through the course of your researching. The easiest thing to do is to get a three ring binder and make a research notebook that is organized into different categories of information: your country, the topic background, past international action, and solutions. Alternatively, you can organize your information by event, argument, or aspect of the topic at hand. Organizing your research in this way will not only prepare you to write your position paper, it will also enable you to carry all of your work to the conference in a neat and tidy binder, just in case you have to prove something in a hurry to a skeptical delegate.



Resources

The following is a brief list of resources that most MUN delegates use as a starting point in their research. As you become a more experienced delegate you will discover many more valuable sources of information.

Websites

- www.un.org

The official site of the United Nations where past UN resolutions, embassy contact info, general information on UN committees, and much more can be found.

- www.scholar.google.com

If you are exceptionally ambitious, read up on your topics on this website. These articles will be peer-reviewed and published by leading scholars, professors, and researchers who have devoted their lives to studying your topic. Their insights will be invaluable to developing expertise around the nuances surrounding your topic.

- www.pinr.com

An excellent source for information on current select international issues. Topics discussed include economics, disarmament, politics, technology, and law from a realistic perspective.

- www.unog.ch

United Nations sister site in Geneva. This site compliments and goes beyond much of the information found on the official UN site.

- www.cia.gov/library/publications/the-world-factbook

An excellence source of information on any country's economic, political, and social constitution.

- <http://www.state.gov/index.htm>

The United States' Department of State website. Here you can find professional background information on virtually every policy issue and every nation-state.

- www.embassy.org

Access to contact information and profiles of all nation-states with a mission in Washington, D. C.

Periodicals

- UN Chronicle
- The Economist
- The Nation
- The Christian Science Monitor
- The Wall Street Journal
- The New York Times
- The Los Angeles Times
- The San Francisco Chronicle
- Heritage Foundation
- Brookings Institute
- CATO Institute
- Online news sources such as:



- www.cnn.com
- news.google.com
- www.aljazeera.com

Books

- “A Global Agenda: Issues Before the UN General Assembly” (Published annually)
- *Dilemmas of World Politics: International Issues in a Changing World*, edited by John Baylis and N.J. Rengger
- *The United Nations and Changing World Politics*, by David P. Forsythe.
- *Conflict After the Cold War*, edited by Richard K. Bettis

Other Resources

- Local University Libraries
- Journals your school subscribes to
- Your Chair via e-mail



Position Paper

Writing a well-researched and substantive Position Paper is the best way to prepare for any Model United Nations conference. Through the position paper your delegation will express its ideas and policies by defining your nation-state's perspective on the issues at hand. Moreover, it is the means by which you bring all of your research together in a logical and succinct form.

Overview

Researching and writing a Position Paper go hand-in-hand. While researching will give you an overwhelming amount of information, it is through the Position Paper that you will be able to narrow in on the mission you have set before yourself. In writing the Position Paper, you will be able to understand the complexity of the situations and issues, as seen from your country's vantage point. To say it simply, you will be condensing the vast amounts of books, magazine articles, newspaper clippings, and websites you've collected down to just a few more comprehensible pages.

After breaking it down, your Position Paper should flow smoothly. In the end it should come to between **4-10 pages per topic**. What you should aim for however is quality not quantity. If you're struggling to reach 4 pages, please don't include your country's national anthem to get that last line stretched onto page 4. This is a sign that you need to go back to the previous section and do more research. Overall, your Position Paper should exhibit the following:

- comprehensive understanding of the situation
- an organized and argumentative structure
- original thinking that follows with the policy of the represented state
- an attitude of seriousness to the issues in question

The Position Paper, ultimately, is your opportunity to develop a deep understanding of the issues presented in the committee, and thus will go a long way in preparing you for direct interaction and debate with other delegates.



Requirements

One Position Paper is due per delegation (country) for each topic on the committee agenda, whether it has been assigned to a single delegate or partnership.

For the most part, Berkeley Model United Nations requires that the format of the Position Paper meet the following specifications (*there may be committee specific exceptions; please check your committee's blog to see if there is an exception*):

- 8.5 inch by 11 inch paper
- no cover page
- 1 inch margins on all sides (top, left, right, and bottom)
- typed
- double spaced
- 12 point Times New Roman font
- 4 page minimum, 10 page maximum length per topic
- proper spelling and grammar
- include title of paper centered, in bold, on first page
- right-aligned header stating country, committee, topic--please do not include your name or school name!
- page # of total # of pages indicated in each page's footer
- all paraphrasing and quotations must be cited in MLA format with in-text citations and a works cited page, which does not count towards the page-count

All Position Papers will be extensively cross-referenced through various sources, both online and in print. If there is any evidence of using the work of others without citations, the position paper will not be eligible for an award and WILL be brought to the attention of the school's advisor. Furthermore, any school that has more than three cases of plagiarism will not be eligible for a School Delegation Award. It is the responsibility of the delegate and the advisor to ensure this does not happen.

Delegates must also remember to correctly cite sources, and papers without any cited sources will not be accepted. For more information on how to use in-text MLA citations, visit [Purdue OWL \(https://owl.english.purdue.edu/owl/resource/747/01/\)](https://owl.english.purdue.edu/owl/resource/747/01/).



Position Paper Format

Berkeley Model UN has a great variety of committees. Therefore, there is no singular Position Paper structure. Below you will find the required format for your Position Paper and how each section will be weighed.

Please note that:

- While the References may not be strictly graded, failing to properly include it will disqualify your delegation from receiving awards.
- For the Questions to Consider section, respond to 1-2 of the Questions from your respective committee's Topic Synopsis.
- If your committee does not have a specified rubric, you may consult the [BMUN 64 Delegate Rubric](https://docs.google.com/spreadsheets/d/1Xnc2JFBDMrjJPc5s2oGYXaKKPmc_8-wvRu_z2wM8iWI/edit?usp=sharing) (https://docs.google.com/spreadsheets/d/1Xnc2JFBDMrjJPc5s2oGYXaKKPmc_8-wvRu_z2wM8iWI/edit?usp=sharing).
- Committees are listed in alphabetical order.

AIIB

1. Country's Position on the Topic (25%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (15%)*

AL

1. Country's Position on the Topic (25%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (15%)*

For more information, visit the [AL Delegate Rubric](https://docs.google.com/spreadsheets/d/11EDSs9Ihn4BIDL3PD8c0FFy2qi-TPAXKj5OeNBGE/edit?usp=sharing) (<https://docs.google.com/spreadsheets/d/11EDSs9Ihn4BIDL3PD8c0FFy2qi-TPAXKj5OeNBGE/edit?usp=sharing>).

BVC

1. Case Study 1 (25%)
2. Case Study 2 (25%)
3. Pitch Deck (50%)
4. References

For more information, visit the [BVC Delegate Rubric](https://docs.google.com/spreadsheets/d/1RRCpdPTNKb1a4ah12sUpGsGMD81vbExTK3zpkmWJOBw/edit?usp=sharing) (<https://docs.google.com/spreadsheets/d/1RRCpdPTNKb1a4ah12sUpGsGMD81vbExTK3zpkmWJOBw/edit?usp=sharing>).



CELAC

1. Leader and Country's Position on the Topic (30%)
2. Proposed Solutions (40%)
3. Response to Questions to Consider (30%)
4. References

For more information, visit the [CELAC Delegate Rubric \(https://docs.google.com/spreadsheets/d/1EFm0RBC5VUAwGOWTgLAIEI_2yZpkndIez8_C6eeI5zc/edit?usp=sharing\)](https://docs.google.com/spreadsheets/d/1EFm0RBC5VUAwGOWTgLAIEI_2yZpkndIez8_C6eeI5zc/edit?usp=sharing).

CSC

1. Country's Position on the Topic (30%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*

DISEC

1. Country's Position on the Topic (30%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*

EU

1. Country's Position on the Topic (30%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*

FAO

1. Country's Position on the Topic (30%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*

ICJ

1. Country's relationship/history with respect to the topic (1-2 pgs)
2. Initial rulings (3-4 pgs)
3. Response to questions to consider (3-4 pgs)



4. References

For more information, visit the [ICJ Position Paper Structure Guidelines](https://docs.google.com/document/d/1ggySta9OtVSY_iYipPHrKS8Qk1OrgjxhaI5RCgKGD_s/edit?usp=sharing) (https://docs.google.com/document/d/1ggySta9OtVSY_iYipPHrKS8Qk1OrgjxhaI5RCgKGD_s/edit?usp=sharing) and the [ICJ Position Paper Rubric](https://docs.google.com/document/d/1jFTPqVCPJdfAB7JrQijCwgrC9VOR6kykDw7Vay_1K5w/edit?usp=sharing) (https://docs.google.com/document/d/1jFTPqVCPJdfAB7JrQijCwgrC9VOR6kykDw7Vay_1K5w/edit?usp=sharing)

JCC

1. Country's Position on the Topic (30%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*

LEGAL

1. Country's Position on the Topic (30%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*

PRESS

1. Syndicate Biography (25%)
2. Example Article (50%)
3. Question to Consider (25%)

For more information, visit the [PRESS Delegate Rubric](https://docs.google.com/spreadsheets/d/1pcFV8JnVmkgggBZm-HzTfh69Ay53n2YaXMXp7IDeJ9y0/edit?usp=sharing) (<https://docs.google.com/spreadsheets/d/1pcFV8JnVmkgggBZm-HzTfh69Ay53n2YaXMXp7IDeJ9y0/edit?usp=sharing>).

SC

1. Country's Position on the Topic (30%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*

SOCHUM

1. Country's Position on the Topic (30%)
2. Proposed Solutions (35%)
3. Response to Questions to Consider (25%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*



TUDOR

1. Biography (20%)
2. Motivation & Goals (15%)
3. Position on Topic I (25%)
4. Position on Topic II (25%)
5. Position on Heir of England (15%)

For more information, visit the [TUDOR Delegate Rubric](https://docs.google.com/spreadsheets/d/1UfpirQUgtuZpKT0VZbV0yo7L94ZuGktbNMEahO-GhZw/edit?usp=sharing) (<https://docs.google.com/spreadsheets/d/1UfpirQUgtuZpKT0VZbV0yo7L94ZuGktbNMEahO-GhZw/edit?usp=sharing>).

UNDP

1. Country's Position on the Topic (30%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*

UNHRC

1. Country's Position on the Topic (30%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*

WB

1. Country's Position on the Topic (30%)
2. Proposed Solutions (30%)
3. Response to Questions to Consider (30%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*

WHO

1. Country's Position on the Topic (40%)
2. Proposed Solutions (25%)
3. Response to Questions to Consider (25%)
4. References
5. *Chair's Discretion of Overall Quality (10%)*



Speech Preparation

With a grasp on the fundamental issues before you, it is now time to think about how you will present your policy in speech. Although some may be great impromptu speakers, the majority of people need a certain degree of preparation before they can address a group publicly. Indeed, most good speeches are not spontaneous. The process of writing a well thought-out and captivating speech begins with the organization of research, and an understanding of structure and form.

Fact Sheet

First, you must assemble all the information you want to convey. This does not mean you should put in all the information you have at your command. Put in what is not only important to the argument you are presenting, but also what is interesting. Your entire speech should move toward making a point that listeners can look forward to and fasten on to. However, making your argument interesting will never hurt. It is usually a good idea to start with a fact sheet.

Once you have your research in order you can begin to work on the speeches themselves.

Speech Structure

All good speeches have a clear and argumentative structure. In general, most speeches should include the following aspects:

1. The Hook

Start with something interesting to capture the listener. Maybe this is an anecdote, maybe a particularly alarming statistic, or maybe a fictional story that demonstrates your point. It just has to be something that immediately warrants attention and, ideally, a certain amount of respect and urgency from everyone in the room.

2. The Facts

Next, integrate the necessary background material and research you think are important. This should basically be the act of verbally gathering evidence for your case--the final point that you will make in the closing of your speech. Don't give a laundry list of statistics or dry facts. You will need to find the balance between giving a report and telling an interesting story with your speech.

3. The Conclusion

A good speech leads the audience from an interesting example, through the accumulated evidence, and arrives finally at a strong point pertaining to your country's policy or plan for action.

At the end of your speech, your audience should remember you and the main point of what you said.

Even if you have to repeat the thesis of your speech at the end, make sure that your stance on the issues at hand is obvious.



Speech Writing Methods

With an understanding of the general structure of a speech, we can now examine the different methods of writing a speech. Some people write out speeches in their entirety, some use only notes, while others formulate the speech in their heads and don't bother writing anything down. It depends on your speaking style. There are benefits and drawbacks to any approach.

A fully written speech can often be clearer and guarantees information will not be left out. But, merely reading your speech might be mundane, uninteresting, and demonstrate a lack of intrinsic understanding of the topic. Using just notes allows you to seem more confident and better in control of the information. But it leaves room for error in delivery. Using no notes signifies ultimate confidence and control, but is dangerous as information can easily be forgotten or left out. Using no notes also risks tripping up in the middle of a speech and turning a great presentation into an awkward experience for all.

Visual Aids

If there is a graph, map, or other visual aid that will help get the point of your speech across more effectively, by all means, feel free use it. Don't, however, use a visual aid for its own sake. Visual aids should compliment and complete a speech; they should not simply be tacked on for no apparent reason.



Packing

A big part of being prepared for the conference in March is knowing what to bring with you to Berkeley. Below is a list of things you ought to consider packing for committee and your trip as well. This is not meant to be a list of required items; it is merely giving you an idea of what you might need.

BMUN Dress Code

Berkeley Model United Nations requires a type of dress known as Western Business Attire for committee participation. For men this entails wearing, at minimum, shirt and tie, slacks, and dress shoes. For women this entails wearing business style dresses or suits with nylons and dress shoes. (See the lists of clothes on this page for more details.) Please use your common sense when deciding what to wear to the conference. Treat your experience here with the utmost professionalism and taste.

Examples of unacceptable attire:

- tennis shoes
- t-shirts
- jeans
- tank tops
- sunglasse
- shorts

The Chair of each committee will have the final say on the interpretation and the enforcement of the dress code. If a delegate is inappropriately dress, he/she will be reported to his/her advisor and asked to change before being able to participate in committee.

BMUN Electronics Policy

To ensure a fair and equitable level of debate in committee, all electronics, including laptops and cell phones, will not be allowed inside the committee room. Delegates may feel free to use their devices outside the committee room in the hallway so as not to distract other delegates. This policy can be modified under the chair's discretion.

If found to be violating the BMUN Electronics Policy, a delegate may have her or his Advisor contacted, and may be ineligible for both individual and delegation awards. The Head Chair reserves the right to use corrective policy.

For Committee

- pens, pencils
- highlighter
- note pad/paper
- USB flash/jump drive



- stapler
- paper clips
- clipboard
- laptop
- brief case/backpack
- candy/mints

For Your Stay

- cell phone/power cord
- umbrella
- toiletries
- camera

Clothes for Him

- suit pants
- dress shirt
- suit jacket (optional)
- tie (required)
- dress shoes and socks
- undergarments
- casual shirts and pants
- socks
- tennis shoes
- cold weather clothing
- casino night clothes

Clothes for Her

- skirt/dress pants
- nylons
- blouse
- suit jacket (optional)
- dress shoes
- undergarments
- casual clothes
- delegate dance clothes
- walking shoes
- socks
- cold weather clothing



During the Conference

Now that you have done a fair amount of research and writing concerning the assigned topics it is essential to think about how you will apply this work during the actual conference. In this section you will be given an overview of how a committee is run and advice on how to excel in speaking, caucusing, and resolution writing. Your goal should be to learn the structure of a committee and your proper role as a delegate in carrying out the work of the United Nations.



Committee Fundamentals

We begin with a short introduction to some of the main themes that you should keep in mind before stepping into a committee.

Integrating Research

Everything that you say or write in committee ought to have some basis in the research you have conducted prior to the conference. Indeed, when giving speeches or caucusing, your words will have much more power if they are derived from facts rather than empty and general statements. So, with this in mind, how does one integrate their research into a committee setting? The process should begin a couple of weeks before the conference with a thorough examination of all of the research you have compiled up to that point.

Specifically, look for shocking, controversial, and important facts that you can utilize in comments or while negotiating with other delegates. Assemble these “special facts” onto a separate sheet of paper for quick reference. During committee, you will find that having this fact sheet will be a resource for you to use at a moments notice. Whether you are loud or a bit more reserved, ultimately, the Chairs and your fellow delegates will be more inclined to listen to you if you have a factual and well-supported position on the issues at hand.

Double Delegations

Having a partner in committee adds another dimension to your delegation in speeches and in caucusing—but only if you know how to work as a team. Obviously, work should be split evenly, and lopsided delegations will be counted against.

Speech - Giving a speech with a partner requires planning and coordination. In order to combine both of your statements into one coherent message, it is essential to be clear of what your partner is going to say prior to the speech. No matter what, don’t contradict or correct each other; it just looks bad. When preparing speeches, be sure to examine what each person is saying and how your arguments logically flow together.

Caucusing - The most important thing that co-delegates can do during caucus is to divide their presence into different discussion groups. You should never be shoulder to shoulder with your partner during caucus because it is a waste of resources. While one person is negotiating on one side of the room, the other ought to be doing something else, somewhere else like write resolutions with another group in order to make efficient use of your manpower. However, in the end, your delegation may only be a sponsor of one resolution; keep this in mind while you are caucusing.



Policy

What you say or do in committee must coincide with the values and the policy of the delegation you are representing. This is the most fundamental quality that Chairs look for in their delegates; the ability to stay within the scope of their country's perspectives. If you are uncertain about particular aspects of your country's policy during the conference, don't be afraid to ask your Chair for help. Your Chair would rather that you ask for assistance than have you say something off policy. But, do your best to learn your policy before the conference with research and critical thinking about the subject matter before you.

Diplomacy

The reason we engage in MUN is to reach mutual understandings of the issues at hand and also of each other as delegates. Whether you are participating in intensive discussion or are listening to a speech, always give your attention and respect to the person who is speaking. Don't interrupt or raise your voice in frustration or anger. Listen to the ideas presented to you, evaluate their validity, and wait for your turn to speak in order to voice your country's opinions. Chairs have a great dislike for delegates who attempt to overpower others and force their views on the committee without regard for common courtesy. Don't be one of those delegates. A truly matured delegate is one who takes time to listen and address the views of other member states.

But diplomacy is more than just having courtesy towards other delegates. Diplomacy is more generally an open-minded approach taken towards problem solving—it is an understanding of the importance of negotiation and compromise. Never walk into a committee thinking that your way of looking things is the only right one.

Although you should not go off policy, be willing to at least meet other delegates half way on their respective positions. Especially when formulating resolutions, you should not have the mind set that everything your delegation wants will be put into the written document.

Resolutions are, on the contrary, the product of a collective group of delegations compromising with each other in order to achieve a common goal.

With these main ideas in mind we can now continue by laying out the basic structure of a committee and how you can effectively play the part of a delegate.



Committee Structure

Formal debate in a Model United Nations committee is structured around an explicit set of rules and procedures. You must know these rules and the general organization of the committee in order to effectively play the part of a delegate. From voting on resolutions to asking questions of the Chair, this structure plays a fundamental role in how order and efficiency are maintained in a committee setting. To start, let's examine the overall setup of a committee.

Basic Organization

Every committee has Chairs and Delegations. There is usually one “Head Chair” who is in charge of the committee as a whole and several Vice-Chairs who assist in the moderation of the proceedings. Chairs are responsible for regulating the use of rules as well as ensuring that committee is moving in an orderly and positive manner. As a delegate, your task is to discuss the topics assigned by the Chair. Ultimately, through speeches, comments, and direct interaction with other delegates your purpose is to come up with resolutions that will hopefully resolve the topic at hand.

The Rules

As of the 50th session the rules of committee have been revised and updated. The goal of this revision has been to improve the clarity and the practicality of the written procedures. The new rules are organized into three sections: (1) The Committee, (2) The Chair, and (3) The Delegations. Under each section you will find a description of who the actor is and what powers she or he possesses. There is no special code or language for you to memorize in order to function as a delegate. (For a complete version of these rules reference Appendix 4.)



Committee Flow

For the most part, each committee goes through three phases per topic.

1. Set the Agenda

The first order of business is always to set the topic that the committee will be discussing. This process might include a short caucus to briefly discuss which topic different delegations wish to begin debate on.

2. Speaker's List & Caucusing

3. Voting Bloc

Once a sufficient amount of debate has taken place on a topic and there are several proposed resolutions on the floor, the next move is to go into Voting Bloc. The committee as a whole will decide to either adopt or reject the proposals that have been submitted as possible solutions to the issues at hand. Prior to voting, however, changes can be made to each resolution by amendments and by other means specified in the rules. After voting has concluded on all resolutions on the floor for that topic, the process starts all over again with substantive debate on the next topic.

Of course if you feel intimidated, please keep in mind that the best way to learn is to attend a MUN conference.



Speech Delivery

With the conference lasting three days, speaking opportunities—anything from formal speeches to impromptu comments—are continually available to you.

Now if the very thought of standing up in front of your committee and delivering a speech brings chills, sweaty palms and a tied tongue, you are not alone. We all have been nervous, but with a few tips and some practice you will be able to captivate your audience.

Types of Public Statements

To begin, here are short descriptions of the different kinds of speaking opportunities you will have in committee.

1. Formal Speeches

Formal speeches are the main avenue of discourse in MUN. This is where explanations of the issues, country policy, and substantive solutions take place. The usual length for formal speeches is about two to three minutes. A light tap of the gavel will signal when your time is nearly up. When you hear the tap, be respectful and finish the sentence you are on. Going over time is not smiled upon by your fellow delegates or Chairs.

2. Short Comments

Short comments usually take the form of compliments or criticisms of the preceding speech only. Any comment upon any other topic aside from the preceding speech will not be heard. It is a good idea to take notes on opposing view points so you can respond to them in your comment. The key word in short comments is short – keep them concise. Length and number of short comments is set by the Chair.

3. Questions

A question pertains to the previous speech and is always directed towards the Chair. Questions are always a good way to show that you have been paying attention to the speeches. Although the delegate does not have to answer the question, it could help to pose a point that other delegates might not have thought about. They receive the same time as short comments.



Speaking Strategies

Now that you know the basic types of speaking opportunities available to you, here are some tips to help make you the most out of your public statements.

- Practice. As cliché as it sounds, practice makes perfect. Whether you practice in front of class or your family, make sure that the conference is not your first time in front of a crowd.
- Know the power you hold in standing in front of a crowd. Speaking in front of an attentive crowd gives you a great amount power, but only if you are assertive in what you say. Use your speeches as opportunities to show how knowledgeable and confident you are as a delegate.
- Know what you are talking about. Don't count on note cards or memorization. You will come across much more convincingly if you actually understand the topic that you're speaking on without reference to aids.
- Act lively yet natural. This is not a dramatization, don't overdo it or annoy the committee or Chairs by yelling or shouting.
- K.I.S.S. Keep It Short, and Simple. Short, sweet, and succinct will best get your point across. Choosing two or three main points will be most effective.
- Repeat your country's name, it will help people remember you and your delegation's points.
- Have good posture. If you stand confidently, you will speak with confidence.
- Pay attention to your hands. Focus on limiting hand gestures. Don't allow your hands to show your nervousness by fidgeting.
- Make impromptu speeches.

Most delegates will only be able to prepare one speech per topic before the conference. The rest of the time, you will have to come up with speeches during the course of the conference. Indeed, once committee begins the subject matter of debate may shift in many directions, and you have to be responsive to these changes in your statements in order to keep pace. Always remember that the simplest speeches are often the most effective. By using the suggested fact sheet mentioned in the section "Preparing Speeches" you will be able to take a few related facts and create one coherent and powerful speech. Giving a good impromptu speech, however, is still something that can only be learned through trial and error and by having an attitude of persistence.



Caucus

Caucusing is a break in official debate.

During the break, delegates confer with one another in a less rigid setting, roll up their sleeves (when applicable), and get down to the real workings of diplomacy: interaction with the other delegates. There are three types of caucuses that can be used at the BMUN conference: informal, formal, and moderated caucus.

Unmoderated (Informal) Caucus

An informal caucus is the least structured of all caucuses. During an informal caucus, delegates are free to move about the committee room, interacting with one another.

1. What should I accomplish?

Informal caucuses are the perfect time to form alliances with other member-states in your bloc, write and rally support for a resolution or amendment, ask questions of other delegates or the Chairs, and in general, exchange ideas and conversation with the other delegates.

2. How should I accomplish it?

To be a successful delegate here, a delegate should be open, conversational, diplomatic and respectful. The Chairs are not only looking to see who is leading a discussion, they are also looking to see who is helping, contributing and respectful when others are speaking. Rudeness garners little support. To prepare for this type of caucus, be ready to discuss the ideas that are on the floor, the different resolutions and who is writing them, and the members of your nation-state's bloc (countries of the same geographic or ideological location that usually vote together). It's good to have something to contribute to the conversation, but do not be afraid to just listen and learn. The keys to being a successful caucuser are to be open, friendly, involved, contributing, and on policy. This is the time to demonstrate your interpersonal skills, absolute necessities for a successful diplomat.



Moderated Caucus

In a moderated caucus, a delegate can bring up any point that pertains to the current topic. This can be a point that was discussed earlier that you think has not had enough emphasis, or it can be something that has not been touched upon at all in committee. The moderated caucus should be faster and will hopefully liven up the committee.

1. What should I accomplish?

A moderated caucus is a good time to move through ideas and debate quickly. Speakers can respond to each other with ease. This form of caucus also provides the opportunity to speak for a short period of time in front of the whole committee without having to wait for a turn on the speakers list.

2. How should I accomplish it?

A moderated caucus comment takes preparation, but not as much as a full speech. It is a good time to demonstrate the ability to speak clearly and concisely, and to make a point to the whole committee without simply repeating what the previous speaker said. The Chairs hope to hear informed, interesting, original comments that help move the discussion forward. The most important key to be successful in a moderated caucus is, first and foremost, to be on policy. Perhaps refer to something spoken earlier, but have an original point to help move the discussion along. Debate in a moderated caucus can make substantial progress if wielded correctly.

Formal Caucus

A formal caucus is a period of time set for sponsors to speak about their resolution by explaining, clarifying, and answering questions about substantive points on their proposal.

1. What should I accomplish?

Formal caucus is really the time to address the concerns of other delegations regarding your resolutions. It should be used to try to convince them your resolution is not only feasible, but also in the best interest of the committee and the international community.

2. How should I accomplish it?

The simple thing to do is answer questions directly, truthfully, and succinctly. Once the sponsors come up to speak they have a fixed amount of time to both present their resolutions and yield to questions—so, don't drag on with responses.

The point of caucusing is, in the end, to exchange information in a different format than formal speeches. Caucusing can also provide many opportunities, which a delegate can seize and utilize to make himself or herself successful. The opportunity to establish blocs, write and garner support for resolutions or amendments, demonstrate interpersonal skills and diplomacy, and show the ability to remain on policy.



Resolutions and Amendments

Ultimately, the goal of any committee is to write and adopt feasible and comprehensive substantive proposals—that is, resolutions and amendments. It is the process of drafting these proposals that unites speaking, caucusing, and diplomacy all into a single expression of the ideas of a group of member-states. In what will follow we will be examining the structure of resolutions and amendments and briefly discuss important strategies that you should know as a delegate in writing these substantive proposals.

Sponsorship and Signatories

Each resolution or amendment has sponsors. Sponsors of resolutions are the member-states who devote time, energy and input to a resolution. They are the creators, writers, and advocates of the substantive ideas presented within the document. Sponsorship can be withdrawn from the resolution up until amendments have been passed altering the resolution. Each resolution or amendment also needs a certain number of signatories in order to be official. The number of signatories needed varies with the size and type of committee and your chair will inform you of this number at the beginning of the conference. Signatories indicate interest in the resolution, but do not indicate any support or opposition for its substantive ideas. Signing a resolution is simply a way of indicating that you consider it worth discussing. Sponsors may not sign their own resolutions, and signatories cannot be withdrawn after the resolution has been submitted.

Resolutions

A resolution is a written proposal that deals with the issues being entertained by the committee. The committee votes on resolutions and those that pass are implemented.

1. Resolution Structure

Resolutions are divided into three parts (1) Header, (2) Pre-ambulatory clauses, and (3) Operative clauses.

(1) Header

The Header provides the basic information mainly for administrative purposes. It lists the topic, the committee and the sponsors at the beginning of the resolution, usually placed in the upper left corner of the document.

(2) Preambulatory clauses (“Preambles”)

These clauses introduce the problem at hand, provide some background information, and in general indicate the attitude of the resolution. Citing important documents or events as background knowledge can be impressive, but don’t overload with perambulatory clauses, as they can crash a good resolution before it gets off the ground. These cannot be changed by amendments. Begin perambulatory clauses with an underlined participle, such as *Reminding*, *Reiterating* or *Emphasizing*, and end each clause with a comma. If pressed for



time, Operatives in a resolution should take priority because the Preambles provide background but do not actually call for any action.

(3) Operative clauses (“Operatives”)

The operative clauses are the meat of the resolution. They outline the ideas and proposed actions of the resolution. They should lay out a specific solution or set of solutions to the problem at hand. Good operative clauses are original, innovative, on policy, and both economically and politically feasible. Cost considerations are also dealt with in the operative clauses. Each operative clause should be numbered. Begin each operative clause with an underlined action word, such as Recommends, Encourages, or Establishes, and end each clause with a semi-colon. The last operative should end with a period.

2. Tips for Writing Resolutions

With the content of your resolution you want to exhibit the following characteristics:

- **Feasibility:** The most fundamental aspect of a resolution is its ability to be implemented and accomplish some goal or serve some function. In order to do this, a resolution must be realistic and in accordance with the policies and the perspectives of the international community. Avoid absurd, outlandish, or overly idealistic proposals that are not likely to ever happen.
- **Originality:** Several resolutions which say the same exact thing or very similar things do not add anything to the quality of debate in committee. Indeed, resolutions ought to contain unique ideas and solutions so that there can be something to debate about. Any resolutions that say the same or similar things should be combined.

3. How to Submit a Resolution

Once the resolution is complete, rise under powers of Delegations to submit a substantive proposal. This can be done at any time except during voting bloc. The chair will then ask the key sponsors to approach for the submission, at which point the resolution will be numbered if it is deemed acceptable by the chair.



Sample Resolution

Header

Use full country name

Title in UPPERCASE and Bold

Organ (not committee) and underline

Preambulatory Clauses (Background)

Use a comma to separate perambulatory clause

Single space between clauses

Indent five spaces on the first line

Operative Clauses (Solutions)

1. Number the operative clauses

Use a semicolon to separate operative clauses

Underline first action word(s)

Use a period to end a resolution.

Topic: Middle East Resolution A2
Committee: SPD
Sponsored By: The United States of America

CRISIS IN KUWAIT

The General Assembly,

Reminding all nations of the obligations they share to maintain and promote international peace and security as detailed in Article 2 of the UN Charter,

Reiterating the fact that visitors within a nation are entitled to fundamental rights, including the right to freely choose when to leave the country, as outlined in the Universal Declaration on Human Rights (G.A. Resolution 217A (III)),

Emphasizing the right of all nations to act in defense of a violation of territorial integrity granted in Article 51 of the UN Charter,

1. Calls for the immediate, complete, and unconditional withdrawal of Iraqi forces from Kuwait;

2. Strongly reaffirms the belief that increased military presence in the region is the most effective means by which to defuse the situation;

3. Recommends a buffer zone extending 10 miles on each side of the effective Iraqi-Saudi border;

4. Expresses the hope that this volatile and potentially explosive situation be speedily and peacefully resolved so as to restore cosmic harmony and eventually lead to Nirvana and the utopia that has been so long sought after.



Amendments

Amendments modify resolutions in the hopes of improving or making acceptable certain substantive points. Amendments can alter any operative clause, add an operative clause, or delete an already existing operative clause. Any combination of those can be used in an amendment, but the amendment must leave at least one operative clause untouched and the general intent of the resolution intact. Amending sub- operatives is not allowed.

1. Structure

Amendments are divided into two parts (1) Header and (2) Operative clauses.

(1) Header:

The header contains basic information about the amendment, namely, the committee name, which resolution the proposals is amending, and the sponsors' names.

(2) Operative clauses:

This is the real meat of amendment because it explicitly lays out what changes are being proposed. There are three ways operative clauses in amendments can start:

1. Amends operative clause xx to read:
2. Deletes operative clause xx.
3. Includes a new operative clause to read:

2. Tips for Writing Amendments

Amendments should not be written for the sake of having another piece of paper with your delegation's name on it. Only write amendments when you feel that it will add something substantive and constructive to the resolution. Also, amendments should not attempt to change the resolution so much that the original intent of the resolution is compromised. For example, if you write an amendment that deletes half of a resolution and changes the content of the remaining operatives, it is better to simply vote against the resolution than to write an amendment. After all, amendments are only supposed to be minor adjustments in the content of a resolution, not radical revisions.

3. How to Submit an Amendment

Before submitting an amendment make sure to ask your Chair if there will be a limit on the amount of amendments accepted per resolution and also if there are any other regulations in effect. Then, simply rise under the powers of Delegations to submit a substantive proposal.



Sample Amendment

Header

Title in UPPERCASE and Bold

Number with capital letters

Uses semi-colons to end

Double space between amendment clauses

End with a period.

Topic: Middle East
Committee: SPD
Amendment to Resolution A2
Amendment Sponsored By: China

AMENDMENT TO RESOLUTION A2

A. Amends operative clause #3 to read:
3. Establishes a buffer zone extending five miles on each side of the Iraqi-Saudi border;

B. Deletes operative clause #7;

C. Renumbers accordingly.



Resolution Phrases

Preambulatory Phrases

Acknowledging
Affirming
Alarmed by
Anxious
Appreciating
Approving
Aware of
Bearing in mind
Believing
Cognizant
Concerned
Conscious
Confident
Considering
Contemplating
Convinced
Declaring
Deeply concerned
 disturbed
 regretting
Deploring
Desiring
Determined
Emphasizing
Encouraged
Endorsing
Expecting
Expressing its
 appreciation
 satisfaction
Fulfilling
Fully alarmed
 aware
 bearing in mind
 believing
Further deploring
Guided by
Having adopted
 approved
considered further
 decided



Having devoted
attention
Having examined
further
Having heard
received
reviewed
studied
Keeping in mind
Mindful
Noting with
approval
grave concern
satisfaction
Observing
Reaffirming
Realizing
Recalling
Recognizing
Referring
Reiterating
Seeking
Stressing
Taking into account
consideration
Taking note
Viewing with
appreciation
apprehension
Welcoming



Operative Phrases

Accepts
Adopts
Affirms
Appeals
Approves
Authorizes
Calls
Calls upon
Commends
Condemns
Confirms
Congratulates
Considers
Decides (accordingly)
Declares (accordingly)
Deplores
Designates
Directs
Draws attention to
Emphasizes
Encourages
Endorses
Expresses its
 appreciation
 belief
 conviction
 hope
 regret
 sympathy
 thanks
Further
 invites
 proclaims
 recommends
 reminds
 requests
 resolves
Instructs
Invites
Notes with
 appreciation
 approval
 interest
 satisfaction



Reaffirms (its belief)
Recognizes
Regrets
Reiterates
Reminds
Renews its appeal
Repeats
Requests
Solemnly affirms
Strongly condemns
Suggests
Supports
Takes note of
Transmits
Trusts
Urges
Welcomes



Appendices

Appendix A: Committee Rules Summary

Section 1: The Committee

Description

1. Definition.
2. Quorum Required.
3. Language.
4. Dialogue.
5. Agenda.
6. Security Council Priority.
7. Rapporteur.

Powers

8. Organizational Changes.
 - (a) Set the Agenda (50%+1)
 - (b) Change Time Allotted for Speeches/Comments: (50%+1)
 - (c) Change Number of Comments (50%+1)
9. Interrupt.
 - (a) Informal Caucus (50%+1)
 - (b) Formal Caucus (50%+1)
 - (c) Moderated Caucus (50%+1)
 - (e) Suspension (50%+1)
 - (f) Moment of silence (Chair Discretion)
 - (g) Adjournment (50%+1)
10. Review.
 - (a) Division of Substantive Proposal (50%+1)
 - (b) Decision on Jurisdiction of the Committee (2/3)
11. Voting Bloc.
 - (a) Move into Voting Bloc (2/3)
 - (b) Ordering of Resolutions (50%+1)
 - (c) Roll Call Vote (Chair Discretion)
 - (d) Adoption/Rejection of a Substantive Proposal (50%+1)
 - (e) Reconsideration of a Resolution (Chair Discretion)

Section 2: The Chair

Description

1. Definition.
2. Duties.
3. Voting Restriction.
4. Precedence.



- (a) Points of Parliamentary Procedure
- (b) Suspension of the meeting
- (c) Postponement of Debate
- (d) Move to Voting Bloc
- (e) Adjournment
- (f) All other motions in the order they are proposed.

Powers

- 5. Rulings.
 - (a) In order:
 - (b) Out of order:
 - (c) Dilatory:
- 6. Substitution.

Section 3: The Delegations

Description

- 1. Definition.
- 2. Conduct.
- 3. Roll Call.
- 4. Voting.
- 5. Observer Nations.

Powers

- 6. Statements.
 - (a) Start/Add to Speakers List
 - (b) Comment
 - (c) Question
 - (d) Yield
 - (e) Right of Reply
- 7. Substantive Proposals.
 - (a) Submission of Substantive Proposal
 - (b) Sponsorship
 - (c) Signatory
 - (d) Withdrawal
- 8. Points of Parliamentary Procedure.
 - (a) Point of Order
 - (b) Point of Information
 - (c) Point of Personal Privilege



Appendix B: Committee Rules

Section 1: The Committee

Description

- 1) Definition. The Committee will be defined as the body consisting of all Delegations present. For clarification, the use of the term “committee” (with a lower case “c”) will be defined as the meeting of Delegations for the work of the annual session.
- 2) Quorum Required. The Committee will only decide questions with a quorum present. A quorum will be defined as one-third of the Delegations on the Committee roll call sheet.
- 3) Language. The Committee will use English as the official working and speaking language. A Delegation using any other language will provide for simultaneous interpretation into the official language.
- 4) Dialogue. The Committee will use two primary modes of dialogue:
 - a. Substantive Proposals: Written statements that will be defined as resolutions and amendments. Each resolution and amendment will require a set number of sponsors and signatories (defined in Sec. 3, 7) as decided upon by the Chair.
 - b. Procedural Motions: Usage of powers by the Committee or a Delegation.
- 5) Agenda. The Committee will discuss and vote upon substantive proposals concerning agenda topics assigned by The Chair. Agenda topics will not be introduced for discussion by the Committee or any Delegation. Agenda topics will be discussed one by one, starting first with the Chair’s selection unless otherwise decided upon by the Committee (as stated in Sec. 1, 8.a).
- 6) Security Council Priority. The Committee will have the ability to discuss, but not to vote upon, substantive matters currently being addressed in the Security Council. The Chair will decide whether the topic on the floor is the same as that which is currently being discussed by the Security Council if there is any ambiguity.
- 7) Rapporteur. The Committee will elect a Rapporteur by secret ballot at the end of each annual session. The Rapporteur will be chosen from the Delegations present in committee. The Rapporteur will present a summary of the activities of the Committee during the closing session

Powers

- 8) Organizational Changes. The Committee may modify certain organizational aspects of debate with the following:
 - a) Set the Agenda: The Committee may switch discussion from the agenda topic currently set for debate to another topic on the agenda. This motion is only in order before any substantive debate or substantive discussion has begun on the previously set agenda topic. (Simple majority required)
 - b) Change Time Allotted for Speeches/Comments: The time allotted for each speech or comment may be changed to suit the needs of the Committee. (Simple majority required)
 - c) Change Number of Comments: The number of comments may be increased or decreased to the suit the needs of the Committee. (Simple majority required)



- 9) Interrupt. The Committee may, if deemed appropriate by the Chair and approved by a specified majority of Delegations, interrupt normal proceedings for any of the following:
 - a) Informal Caucus: An unchaired portion of committee for direct interaction among Delegations. A motion for an informal caucus must specify a duration of time and a purpose. (Simple majority required)
 - b) Formal Caucus: A chaired portion of committee allowing a specified number of sponsors from each resolution on the floor to explain and answer questions concerning the substance of their substantive proposal. A motion for a formal caucus must specify the duration of floor time allotted to each resolution. (Simple majority required).
 - c) Moderated Caucus: A chaired portion of committee interrupting the speakers list and allowing Delegations to be called upon for brief statements. A motion for a moderated caucus must specify the duration of time allotted for each statement and for the entire period. (Simple majority required)
 - d) Suspension: A break in committee as dictated by the official Conference Schedule. A motion for a suspension must specify a time at which the Committee will reconvene. (Simple majority required)
 - e) Moment of silence: An unchaired portion of committee dedicated to prayer or meditation. The Chair will decide if such a motion is appropriate and will allot the proper amount of time. A motion for a moment of silence must specify a purpose. (Chair approval required)
 - f) Adjournment: An end to the committee's annual session. (Simple majority required)
- 10) Review. The Committee will have the ability to review the content of a substantive proposal and its own jurisdiction. If there is a question regarding the jurisdiction of the Committee to discuss a particular substantive proposal, a Delegation may ask to have the substantive proposal tabled. Two speakers for and two against will precede this motion. (Two-thirds majority required)
- 11) Voting Bloc. The Committee will use voting bloc as a means to adopt substantive proposals.
 - a) Move into Voting Bloc: After sufficient substantive discussion on an agenda topic, the Committee may end debate and move into Voting Bloc. Two speakers for and two against must precede this motion. (Two-thirds majority required)
 - b) Ordering of Resolutions: Resolutions will be voted upon in the order that the Chair has numbered them. However, at the onset of Voting Bloc—prior to the execution of any votes or motions effecting the substantive content of resolutions—the Committee may decide to reorder resolutions. The Chair will entertain all proposals for re-ordering on the floor, if any, and then vote on each re-ordering. The first proposed re-ordering to receive a simple majority will be adopted.
 - c) Roll Call Vote: To ensure a precise tally of votes, the Committee may ask that a roll call vote be taken. The roll call vote will be taken in the English alphabetical order of the Delegations. Each Delegation will reply with “yes,” “no,” “no with rights,” “abstention,” or “pass.” After the roll call vote is completed, any



- Delegation responding with “no with rights” will be given the opportunity to make a statement concerning their decision. (Chair Approval Required)
- d) Adoption/Rejection of a Substantive Proposal: Any substantive proposal to receive approval by a simple majority of “present and voting” Delegations will be adopted by the Committee. All substantive proposals receiving approval by less than a simple majority of “presenting and voting” Delegations will be considered rejected.
 - e) Reconsideration of a Resolution: The Committee may re-vote on the question of any resolution. Two speakers for and two against must precede this motion. (Two-thirds majority required)

Section 2: The Chair

Description

- 1) Definition. The Chair will be defined as the individual enforcing proper conduct and the correct use of these rules during committee. Possession of the gavel will identify the Chair as such.
- 2) Duties. The official duties of the Chair will be as follows:
 - a) announcing the opening and closing of each committee session;
 - b) ensuring that a quorum is present (as required by Sec.1, 2);
 - c) regulating the proper and legitimate use of these rules;
 - d) enforcing decorum in committee;
 - e) regulating the submission and approval of substantive proposals;
 - f) putting questions and announcing decisions;
 - g) directing productive discussion by the Committee;
- 3) Voting Restriction. The Chair will not vote upon any questions posed in committee.
- 4) Precedence. The Chair will entertain motions in the following order of precedence:
 - a) Points of Parliamentary Procedure (Sec. 3, 8)
 - b) Caucusing (Sec. 1, 9.a-c)
 - c) Suspension (Sec. 1, 9.e)
 - d) Move to Voting Bloc (Sec. 1, 11.a)
 - e) Adjournment (Sec. 1, 9.g)
 - f) All other motions in the order they are proposed.

Powers

- 5) Rulings. The Chair will decide upon the legitimacy of motions with the following rulings:
 - a) In order: Usage of power is legitimate and the stipulations of said power will be executed.
 - b) Out of order: Usage of power is illegitimate and the stipulations of said power will not be executed or halted in progress. (This ruling cannot be overturned by the Committee or any Delegation.)
 - c) Dilatory: Usage of power seeks to obstruct or thwart the will of the committee as clearly indicated by the existing situation and said power will not be considered by the Chair. (As stated in Sec. 3, 8.a, any Delegation, except for the one that



- proposed the dilatory motion, can appeal the ruling with a point of order and due process.)
- 6) Substitution. In the event that the Chair must leave committee or otherwise wishes to temporarily relinquish control over the committee proceedings, he/she may pass the powers of the Chair over to one of his/her Vice-Chairs. The Chair may also hand over the control of the committee to representatives of the Secretary-General for brief written or oral statements.

Section 3: The Delegations

Description

- 1) Definition. A Delegation will be defined as either:
 - a) a member-state.
 - b) an observer-state.
- 2) Conduct. A Delegation will at all times abide by the stipulations of these rules and the decisions of the Chair.
- 3) Roll Call. A Delegation will answer “present” when called during roll call in order to denote its attendance at each committee session. Responding with the phrase “present and voting” will denote that a Delegation will not abstain from any substantive question. This is non-applicable to observer nations (as stipulated in Sec. 3, 5.a)
- 4) Voting. A Delegation will have one vote to cast on each question regardless of the number of representatives it has present. Representatives will under no circumstances cast votes for Delegations other than their own. Delegations may choose to abstain from voting on substantive proposals, but not on procedural motions. Any vote ending with an equal number of votes affirmative and votes negative will be considered as a failed proposal or motion.
- 5) Observer-States. Delegations whose status is that of an observer-state will be given the full rights of an accredited member state except for:
 - a) the ability to vote on substantive proposals;
 - b) the ability to solely sponsor substantive proposals.

Powers

- 6) Statements. A Delegation will have the ability to make statements with the following:
 - a) Start/Add to Speakers List: A request to start or be placed on the Committee’s speakers list. At any time prior to a Delegation’s turn to speak, the Delegation may withdrawal their name from the Speakers List. Substitutions are not allowed. If a Delegation is not ready to speak when their turn is up, that Delegation’s statement will be forfeited. Lastly, a Delegation may not request a spot on the Speakers List if they are already on it.
 - b) Comment: A brief statement related to the previous speech. Comments not pertaining to the previous speech will be out of order.
 - c) Question: An inquiry to the previous speech giver. A question must be directed towards the Chair. The speech giver may then choose to answer or decline to respond to the question. Each question shall be equivalent in time and allotment to a comment.



- d) **Yield:** A portion of speech time given up by another Delegation. A Delegation wishing to yield must declare to the Chair whom they are yielding to at beginning of their speech, and then once again to the Committee when they are finished with their statement. The Delegation receiving the yield will then have the remaining allotted time in the speech to make a statement of their own. Both the yielder and the yeldee must have similar policies, as determined by the Chair, in order for this motion to be in order.
- e) **Right of Reply:** In the event that a Delegation has its personal and/or national dignity harmed by a statement, said Delegation may ask to be given the right to respond to the Committee concerning the attack. (Chair Approval Required)
- 7) **Substantive Proposals.** A Delegation may submit or support substantive proposals with the following:
 - a) **Submission of Substantive Proposal:** The submission of resolutions and amendments to be placed on the floor. Resolutions and amendments must be approved by the Chair before they can be officially numbered, distributed, or debated.
 - b) **Sponsorship:** A Delegation sponsoring a resolution or amendment will be recognized as an upholder and contributor of the substantive ideas presented in the proposal. After submission and Chair approval of a substantive proposal, sponsors may only be added if all of the current sponsors agree to the addition.
 - c) **Signatory:** A Delegation who is a signatory of a resolution or amendment does not necessarily support the substantive ideas in the proposal, but merely requests that the proposal be discussed on the floor. A Delegation cannot be both a signatory and a sponsor of a substantive proposal.
 - d) **Withdrawal:** At any time a Delegation may withdrawal their sponsorship from a substantive proposal provided that that substantive proposal has not been amended. If all of the sponsors of a substantive proposal withdraw, then the substantive proposal is considered “open.” If no Delegation motions to give sponsorship to an “open” substantive proposal, it shall immediately be tabled.
- 8) **Points of Parliamentary Procedure.** A Delegation will be endowed with the right to exercise the following points of parliamentary procedure:
 - a) **Point of Order:** If the Committee is proceeding in a manner that is contrary to these rules, a Delegation may bring the concern to the attention of the Chair, who will then judge the validity of the claim and reconcile the issue. However, when appealing a dilatory ruling (Sec. 2,5,c.) by the Chair, the point of order will immediately be put to a vote and the Chair’s decision will be overturned if a two-thirds majority of the Committee votes in favor of the appeal.
 - b) **Point of Information:** If there is a question regarding the rules and/or committee proceedings, a Delegation may ask for clarification from the Chair, who will be obligated to reply to the inquiry.
 - c) **Point of Personal Privilege:** If there arises a concern regarding the personal comfort of the Committee or a Delegation, a request may be made to the Chair who will then reconcile the issue.



Appendix C: Glossary

Abstention - An official statement of no opinion.

Agenda Topic - The issues assigned by the Chair for the committee to address during the annual session.

Amendment - Additions, deletions, and changes in a resolution.

Annex - To incorporate into a country the territory of another country.

Armistice - A temporary peace agreement.

Autonomy - Independence; self-government.

Bilateral - Having to do with two parties (versus multilateral having to do with many parties).

Bloc - Common interest groups with similar economic, political, and social perspectives on world issues.

Caucus - A break in committee for the purpose of informal debate.

Chair - Person in charge of a committee; assisted by Vice-Chairs.

Comment - Speech immediately following and pertaining directly to a formal speech;
Official Newsletter of the Berkeley Model United Nations Conference

Credentials - Identification indicating name, country, and committee.

Delegate - A student representative of a member-state.

Delegation - The student representatives of a member-state.

Dilatory - Causing unnecessary delay or thwarting the positive flow of committee action.

Diplomatic immunity - Special privileges accorded to diplomats and their families and staffs by international agreement, including freedom from arrest, search, and taxation.

Extradition - The surrender of a fugitive or prisoner by one state, nation, or legal authority to another.

Formal speech - A speech made by a delegation placed on the Speakers List.



Gavel - Used by the Chair during committee and awarded to the best delegation in the committee.

Gross Domestic Product (GDP) - The total value of the goods and services produced in a nation during a specific period of time.

Operative clause - Policy portion of resolution.

Page - A person in committee who delivers notes.

Peace keeping forces - A force sent to maintain, enforce, or intervene to achieve a cessation of hostilities between opposing armies, countries, or other groups.

Placard - Each delegation is given a placard which is used to receive recognition from the Chair and also for voting.

Preambulatory clause - Justifications for action; found in resolutions.

President - Person in charge of Security Council or an Ad Hoc committee; assisted by Vice- Presidents.

Protectionism - The process of government economic protection for domestic producers through restrictions on foreign competition.

Rapporteur - A representative and honor bestowed on a delegation by the committee to summarize activities in the General Assembly.

Resolution - A formal expression of opinion of a committee on issue confronting the world.

Rules of Procedure - The rules used at a Model UN conference to run committee.

Sanction - An action by nations toward another nation. Includes blockades, restrictions on trade, withholding loans. Intent is to force compliance with international law.

Secretariat - Composed of people who organize and run the Conference. Headed by the Secretary-General and Undersecretaries-General.

Self-determination - The ability for the people of a nation to decide what form of government they shall have without interference.

Sovereignty - Absolute power or authority of a state against external control.

Speakers List - The order in which delegates will speak in formal debate; the list of country names is kept by the Chair.

Substantive - Pertaining to a factual or prescriptive expression of language.



Substantive Debate - Primary portion of debate on an agenda item; discussion focuses on general policy, solutions, resolutions and amendments.

Tariff - A schedule of duties (rates or charges) imposed by a government on imported goods.

Vice-Chairs - Assistants to Chairs during Committee.

Voting Bloc - Portion of committee devoted to voting on resolutions and amendments.

Yield - In a formal speech, time given up by one delegation to another with same policy on the current topic for the purpose of a statement.



Appendix D: Acronyms

AfDB African Development Bank
AIIB Asian Infrastructure Investment Bank
ANC African National Congress
APEC Asia Pacific Economic Cooperation
ASEAN Association of Southeast Asian Nations
AU African Union
COPUOS Committee on the Peaceful Uses of Outer Space
DISC Disarmament and International Security Committee
ECOFIN Economic and Financial, Second Committee of the General Assembly
ECOSOC Economic and Social Council
EU European Union
FAO UN Food and Agriculture Organization
G-20 Group of 20
GA General Assembly
GATT General Agreement on Tariffs and Trade
GNP Gross National Product
HSC Historical Security Council
IAEA International Atomic Energy Agency
IBRD International Bank for Reconstruction and Development
ICC International Criminal Court
ICJ International Court of Justice
IDA International Development Association
IFAD International Fund for Agriculture Development
IGO Intergovernmental Organization
ILO International Labor Organization
IPCC Intergovernmental Panel on Climate Change
IMF International Monetary Fund
INSTRAW International Research & Training Institute for the Advancement of Women
IPD International Press Delegation
LAS League of Arab States
LOS Law of the Sea
MNC Multinational Corporation
NATO North Atlantic Treaty Organization
NGO Non-Governmental Organization
OAS Organization of American States
OAU Organization of African Unity
OECD Organization for Economic Cooperation
OIC Organization for Islamic Cooperation
OPEC Organization of Petroleum Exporting Countries
OPI Office of Public Information
PAC Pan-African Congress
SC Security Council
SOCHUM Social, Humanitarian, and Cultural Committee



SDR Special Drawing Rights (see Useful Definitions)
SPD Special Political and Decolonization Committee
SWAPO South West African People's Organization
TNC Transnational Corporation
UNASUR Union of South American Nations
UNCTAD United Nations Conference on Trade and Development
UNCSW United Nations Committee on the Status of Women
UNDG United Nations Development Group
UNDP United Nations Development Programme
UNDPI United Nations Department of Public Information
UNDRO Office of the United Nations Disaster Relief Coordination
UNEP United Nations Environment Programme
UNEO United Nations Environmental Organization
UNESCO United Nations Educational, Scientific, and Cultural Organization
UNHCR United Nations High Commissioner for Refugees
UNHRC United Nations Human Rights Council
UNICEF United Nations Children's Fund
UNIDO United Nations Industrial Development Organization
UNIFEM United Nations Development Fund for Women
UNPBC United Nations Peace Building Commission
UNITAR United Nations Institute for Training and Research
UNRWA United Nations Relief & Works Agency for Palestine Refugees in the Near East
WB World Bank
WFP World Food Programme
WHO World Health Organization
WTO World Trade Organization