

L'ÉCOLE CHEMPAKA INTERNATIONAL



RULES OF PROCEDURE

# INTRODUCTION

An MUN is an opportunity to create wide networks and connections with people all around the world. Welcome to LCIMUN, we have created the Rules of Procedure (ROP) Hand Guide, to ensure the functioning of a more holistic conference and to ensure that all the participants of this conference are well aware of the roles and powers they hold. We strive to be as close a simulation of the actual United Nations as possible and we strongly believe that MUNs play an important role in developing the hearts and minds of the future diplomats and leaders of our world.

This hand guide will give you a detailed explanation of all the procedures you as a delegate must follow during the committee. Understanding the Rules of procedure is a vital part of the functioning of any MUN and understanding that the etiquettes of speaking at the United Nations is unlike that found anywhere else, so we have been as comprehensive as possible and have provided examples for the better understanding of the participants to ensure that the delegates are able to adopt with the intense pressure of following the mandatory UN procedures.

# **PARTICIPANTS**

## **Delegates**

When a student signs up for a MUN conference, he/she usually signs up as a delegate. The delegates are assigned to different countries and a specific committee. The role of a delegate is to act as their assigned delegation's representative within their assigned United Nations council. The delegate will then have to debate the topics of the committee, and to better the situation by the means of writing resolutions, explaining their delegation's position, or by helping debates by writing amendments to amend a resolution that is being debated.

## **Liaison officers**

Liaison officers are placed in each committee. They serve the delegates in providing them with stationary or other needs the delegate may require in order to continue participating efficiently. Also, they are used to facilitate the passing of messages from a delegate to another delegate or chairperson.

## **Executive Board**

### **Chairperson/Director**

(Daniel Abraham Sujith and Sharan Sunil Krishnaa)

The head of every committee and the chief moderator is the chairperson, in the absence of a senior member of the secretariat, their decisions are final. But if their decisions are partial or in violation of rules and against committee satisfaction, the delegates can approach the Secretary General or President of the General Assembly with a two-third majority vote to oust the chairperson.

### **Vice Chairperson/Assistant Director**

(Dario Binu Koshy and Leah Elizabeth, Advika Nair and Farha Nishad)

The vice chairperson assists the chairperson and takes over as chairperson in the absence of the chairperson during the session.

## **Editor-in-chief**

(Pranav Manoj and Avanthika A Nair)

An Editor-in-chief acts as the director of the Press Corps. It is their responsibility to make sure there is an even distribution of work and task sharing going on. The Editor in Chief should also try to appropriate the tasks to the skillset of the journalist

## **Head of Photography**

(Aminath Aisha and Brijesh Preetam)

The Head of Photography will be directing photographers for the MUN. They will work with the editor in chief to head the press corps. They strive to ensure their team of photographers work in harmony with the reporters, providing them with the appropriate photos according to their articles trying to capture some of the intensity of the debate

## **PRESS CORPS**

In our committee, we will have a few seats allotted for the members of the Press Corp. The members of the Press Corps will have journalists and photographers each assigned a specific news agency. The Press will be the liaison of the committee and present the proceedings to the world focusing specifically on the changes in the foreign policy of different nations. The Press is authorised to interview any delegate for his/her article during either the unmoderated caucus or the breaks but it is up to the discretion of the delegate to reply to the queries of the Press. Articles must be professional and resembling the views or priorities and bias of the specific agency the journalist or photographer represents. Every Presidential Declaration or Joint Presidential Statement must be submitted as a separate article by all the members of the press in that specific committee. The press corps is not authorised to speak during the proceedings of the formal session but can receive notes from the delegates or the Executive Board.

# Points and Motions

Points are generally used to clarify, correct, and convenience the intellectual aspect of the conference, motions directly allow delegates an opportunity to implement a minor structural change in the flow of events. Both are fundamentals of any UN conference and are generally exercised often.

## Points

Points are made by individuals for comfort or inquiry about procedures. The points accepted by order of preference in LCIMUN are as follows:

POINTS	REASONS	GUIDELINES
Point of Personal Privilege	For the comfort/well-being of the delegate	May interrupt a speaker of the delegate but only if it is in reference to audibility or clarity of speech. Eg. "Could the AC please be switched off?" "Could the delegate of Cuba please speak louder?"
Point of information	A question asked by a delegate to the speaker.	The delegate can only speak if recognized by the Chairperson. The Point must be formulated in the form of a question. Eg: "Could the Delegate of Russia clarify Article 5 of the delegate's resolution?"
Point of order	This points out any factual error in a delegates speech/can use against a delegate for using personal pronouns/ typically anything out of order.	Could interrupt a speaker. The Point of Order can only deviation be in reference to something that just happened, direct referral, otherwise it is out of order itself.
Point of parliamentary inquiry	Direct to the EB about rules and procedures	Cannot interrupt a speaker. Eg: "Could the chair please explain the format of a presidential address?"

## Proposing a point

Any points during the debate may not interrupt a speaker except for a point of personal privilege which refers to audibility. All other points will not be recognized and dealt with only when there is a debating pause. A delegate may propose a point by raising his/her placard and stating the nature of the point. Points are not voted on but may be overruled by a chairperson should they be deemed destructive or unnecessary.

## Motions

A motion is a formal proposition by a delegate to carry out a certain task within a conference. A motion is only effective if it is passed, and should that be the case, it will implement a small change in the structure of a debate.

## Passing a motion

Once a delegate raises a motion it needs to be voted upon by the committee, the motion requires a simple majority of the committee to pass. In LCIMUN these are the motions we recognize:

### SETTING THE AGENDA AND SPEAKERS TIME

#### 1) *Motion to set the agenda*

This is the motion used to start the debate by setting the agenda for discussion; the chairs will call for a point or motion right after the roll call which is when this motion will be raised. The verbatim for the motion is as follows:

"The delegate of \_\_\_\_\_ motions to set the agenda to \_\_\_\_\_ with a time limit of \_\_\_\_ (max 60 seconds) per speaker."

#### 2) *Motion to extend speaker's time*

Once the speaker's time is set, a delegate can change it if he/she feels that points aren't being effectively brought in due to the very limited time by saying:

"The Delegate of \_\_\_\_\_ motions to extend the speakers time from \_\_\_\_ seconds to \_\_\_\_ seconds (max 60)."



## MODERATED AND UNMODERATED CAUCUSES

### 3) *Motion for Moderated Caucus*

A moderated caucus suspends formal debate, i.e., a break is taken from the General Speakers List and a new list with a few speakers is made to discuss a relevant subtopic of the main agenda. This motion is a substantial part of any MUN as it initiates very specific debate among nations to ensure a better result. The motion is introduced by using the following verbatim:

"The delegate of \_\_\_\_\_ proposes to suspend formal debate and move into a moderated caucus of a total of \_\_\_\_\_ minutes with an individual speakers' time of \_\_\_\_\_ seconds (maximum 60 sec) to discuss about \_\_\_\_\_."

### 4) *Motion for Unmoderated Caucus*

The Unmoderated Caucus is where a major part of the lobbying happens. It is not a part of the session which will not be chaired and the delegates are free to move around. The delegates are supposed to use this opportunity for coming to consensus with the other nations as well as for drafting working papers and resolutions. An unmoderated caucus is proposed in the following manner.

"The delegate of \_\_\_\_\_ proposes to suspend formal debate and move into an unmoderated caucus of \_\_\_\_\_ minutes (max 15 min)."

## PROVISIONARY MOTIONS

### 5) *Motion for Question & Answer Session*

The committee can question a particular delegate for clarification of an issue by using the following motion "Motion to move to a question answer session with the delegate of \_\_\_\_\_, with a total time period of \_\_\_\_\_ (max 10 min) and a total of \_\_\_\_\_ questions (maximum 10)". Two delegates can answer together in crisis situations.

## OTHER MOTIONS

### 6) *Motion to move to introduce draft resolution.*

This motion is used when a delegate would like to introduce his/her draft resolution. A delegate will have to say:

"The delegate of \_\_\_\_\_ would like to suspend and introduce Draft Resolution."

### 7) *Motion to move into voting procedure.*

This motion is used when the Delegates have finished reading and rectifying the draft resolution and would like to move into voting procedure, to vote upon a draft resolution

"The delegate of \_\_\_\_\_ would like to suspend and move into the voting procedure."

### 8) *Motion to adjourn*

Once the delegates feel that the discussion of the day should come to a close, they can motion to adjourn by stating the following:

"The delegate of \_\_\_\_\_ motions to adjourn the debate."



# PROCEDURE

## Roll Call

Once the Rules of Procedures have been explained the Committee Sessions will begin with a roll call in which the names of all the countries will be read out. At this point a delegate can either state that they are Present or Present and Voting.

## Present

If a delegate states present, then during the final voting procedure he/she will get an option to vote yes, no or even abstain from voting. A delegate usually opts present when he/she is unsure of the outcome of the committee and the influence they have.

## Present and Voting

When a delegate states that he/she is present and voting, the delegate is confined to only two votes in the final round of voting – yes or no; abstention is not an option for a delegate who has opted the status of present and voting. Once the roll call completes the Quorum is set.

## General Speakers List (GSL)

After the roll call the chair opens the floor to points and motions, and the agenda will be set. Once that is done, the chair then asks for the countries that wish to speak to raise their placards. The country's names will be added to the General Speakers List (GSL) and will be called upon to speak in the order that the names are written. A delegate may enter his country in the GSL even after this by sending a note to the Executive Boards asking for the same or waiting for the Chair to ask for more speakers. Though it is imperative that all delegates are aware that as soon as the GSL is exhausted, the debate is over. A delegate can re-enter his/her country name immediately after speaking once. After a delegate completes his/her speech in the GSL, and still has more than 10 seconds remaining, he/she may yield their time four different ways:

### *1) Yield to point of information*

A delegate who opts this yield will be expected to answer a minimum of two questions based on his/her speech

### *2) Yield to comments*

This option will open the floor to comments on the delegates speech, the delegate is not expected to reply or rebut when the yield to comments option is selected.

### *3) Yield to another delegate*

By using this yield the remaining time (only if there is a min of 30 sec) can be passed to another delegate who shares the same policies or any others.

### *4) Yield back to the chair*

If the remaining time is yielded back to the chair, it is forfeited and no questions or comments can be posed to the delegate

## **Working Papers and Draft Resolutions**

Once the major part of the discussion is over, the delegates start to formulate their solutions which will be presented in the following two stages:

### **WORKING PAPER**

The working paper is the initial compilation of the points of solutions. Each bloc or group of nations need to submit their own resolution to be ratified by the Executive Board. It has no format and does not require signatories. Once ratified by the chairs, the working paper can be introduced to the committee, after which an informal vote will be taken. If there are more than one Working Papers submitted, it is up to the discretion of the chair to determine the order in which the papers will be voted on. It is compulsory that the draft resolution of a passed working paper should include the points specified in the working paper.

## DRAFT RESOLUTION

The most important part of any MUN conference is drafting the solutions to agenda or the crisis. A draft resolution requires a minimum of one author and three signatories irrespective of the committee size, to be introduced. Resolutions can have multiple purposes; they can either simply register an opinion or recommend actions to be taken by an UN organ or related agency. The following points are to be kept in mind when drafting a resolution:

- A resolution is a UN body's "answer" to a current problem that falls into its competence.
- Once a resolution is passed, it accounts as an official policy of the body that passed it.
- While most resolutions are a statement of policy, some may include an entire treaty, declaration, or convention.
- Resolutions can be either general statements or directives to specific organisations, UN bodies, or States.
- Resolutions can condemn actions of states, call for collective actions, or as is the case of the Security Council, require economic or military sanctions.

The goal of formal debate and caucusing is to persuade enough countries to support a particular solution regarding the topic under discussion. Resolutions formally state the agreed-upon solution by outlining the relevant precedents and describing the proposed actions. The committees are not limited to one resolution per topic; often the committees will pass multiple resolutions dealing with different aspects of a topic.

# Everything you need to know about a draft Resolution

## Basics of a Resolution

### **Who:**

Who writes a resolution? Any delegate in the committee can write a solution (although in rare instances an observer state is not allowed to directly write a resolution). The author of a resolution is called a sponsor. Most resolutions have multiple sponsors because it takes a group of countries to share good ideas and come to a consensus. Some conferences allow delegates to sponsor multiple resolutions for each topic while others only allow delegates to sponsor one per topic.

### **What:**

What is a resolution? A resolution is a document that contains all the issues that the committee wants to solve and the proposed solutions to that issue. It's called a resolution because that's what the United Nations calls the documents they produce (here are some real 2011 Security Council resolutions). Technically, the resolution should be called a draft resolution before it is voted upon and then called a resolution after it is successfully passed during the voting bloc.

### **When/Where:**

When and where are resolutions written? Most conferences require students to write resolutions during the conference. Specifically, resolutions are usually written during unmoderated caucus (sometimes called informal caucus) where delegates are free to roam around the committee to collaborate on ideas with each other. Resolution-writing becomes more focused during the latter sessions of committee when different country policies are clear and different ideas have been mentioned already.

### **Why:**

The ultimate purpose of a committee session is to pass a resolution. All the speeches, debate, negotiation, and teamwork is supposed to lead up to a solution which contains all the proposed solutions to the issue. The resolution(s) that the majority of the committee agrees upon will be passed during the voting bloc and the sponsors will be informally commended for building consensus on good ideas. Most conferences allow multiple resolutions to pass as long as they do not contradict each other, but a few conferences allow only one resolution to pass.



# How to write a resolution

## SAMPLE DRAFT RESOLUTION

### DRAFT RESOLUTION 003

**Committee:** United Nations Human Rights Council

**Agenda:** Regulation of Photojournalism of Crime, Abuse and Human

**Suffering Submitted by:** Russian Federation

**Co-Submitted by:** Republic of Cuba, People's Republic of China, New Zealand, Hellenic Republic (Greece)

*Deploing the fact that a total 50 journalists have been killed, 195 journalists imprisoned, in the last eleven months, taking the figure to a total of 600 journalists killed during the last decade, however the majority of victims were not war correspondents but local reporters covering illegal activities such as drug trafficking or illegal logging,*

*Noting further in Syria alone a total of 26 journalists have been killed, 33 journalists have been imprisoned since the beginning of the uprising in March 2011,*

*Alarmed by the fact that two French journalists were taken as hostages in the middle of the day in a town in Mali which was patrolled by both UN and French soldiers and killed later,*

*Deeply concerned at the frequency of acts of violence in many parts of the world against journalists, media professionals and associated personnel in armed conflict, in particular deliberate attacks in violation of international humanitarian law,*

1. **Request** each sovereign nation to provide a note on prevailing regulations and standard practice on photojournalism in their countries;
2. **Recommends** UN agencies to form a task force of countries to compile and put forward their final draft on Code of Ethics (CoE) for photojournalism to be implemented in all member countries;
3. **Requests** each nation to provide their views and suggestions on draft and possible deadline for the implementation of the above;
4. **Hopes** all countries will consider it as a top priority to be implemented mainly in the most effected countries;
5. **Trusts** that Code of Ethics would enable all countries to regulate photojournalism of crime, abuse and human suffering;
6. **Calls upon** UN and the member states to implement laws inflicting capital punishment for the human rights violators especially the ones murdering photojournalists;
7. **Further recommends** UN and member states to implement necessary laws to end impunity and thus stops the crimes against journalist going unpunished;
8. **Suggests** the United Nations to establish a new body "United Nations Organisation for Photojournalists (UNOP)" with its own regulations for journalists and associated staff;
  - a) Every Member Nation should have a division of UNOP to regulate, monitor, free and fair operations of international and national journalists inside the Member State;
  - b) Asks foreign journalists to have prior permission of UNOP of the concerned State before entering a Member State identifying clearly their intentions and the area of coverage for publishing;
9. **Suggests** that Member State governing body should have the right to reject access and right to sensor data that would diminish the countries status internationally.

A resolution is actually really simple to write. It has three main parts: the heading, the pre-ambulatory clauses, and the operative clauses. We'll break down the example above into these three parts below.

## **1. Heading**

The heading contains four pieces of information: the committee name, the sponsors, the signatories, and the topic (not necessarily in that order depending on each individual conference's rules). E.g.

***Committee: General Assembly***

*Sponsors: United States, Austria and Italy*

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

*Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"*

The committee name and topic should be self-explanatory. The sponsors are the authors of the resolution. The signatories are other delegates in the committee who do not necessarily agree with the resolution but would like to see it debated. Most conferences require a minimum number or percentage of sponsors and signatories (or a combination of both) before a resolution can be presented, this encourages consensus-building.

## **2. Perambulatory**

### **Clause**

Perambulatory clauses are basically an introduction to the resolution and contains the details and current statistics of the agenda. They are typed in points which end with a comma (,); only the last point will only end with a full stop. The Perambulatory clauses should be typed in italics and should start only with the selected perambulatory words given below.

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



Preambulatory clauses can include:

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

*Reminding all nations of the celebration of the 50th anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, [use commas to separate preambulatory clauses]*

*Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,*

*Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,*

*Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,*

It's very simple to write a preambulatory clause. First, take a statement that you want to write about (perhaps an issue you want to solve or a specific fact from one of the five bullet points above). You then take that statement, combine it with an underlined preambulatory phrase, and end it with a comma.

### Sample Perambulatory Phrases

Affirming	Expecting	Noting with deep concern
Alarmed by	Emphasizing	Nothing with satisfaction
Approving	Expecting	Noting further
Bearing in mind	Expressing it's appreciation	Observing
Believing	Fulfilling	Reaffirming
Confident	Fully aware	Realizing
Contemplating	Further deploring	Recalling
Convinced	Further recalling	Recognizing
Declaring	Guided by	Referring
Deeply concerned	Having adopted	Seeking
Deeply conscious	Having considered	Taking into consideration
Deeply convinced	Having examined	Taking note
Deeply Disturbed		Viewing with appreciation
Deeply Regretting	Having received	Welcoming
Desiring	Keeping in mind	
Emphasizing		

For example, my country wants to address the issue of how HIV/AIDS has spread rapidly in sub-Saharan Africa. I pick a preambulatory phrase from above — I'll use "Alarmed by" — and then I combine it to say:

*Alarmed by the 17% increase in HIV/AIDS contraction among sub-Saharan African countries in the past five years,*

*Strategy Tip: In general, you want fewer pre-ambulatory clauses than operative clauses. More operative clauses convey that you have more solutions than you have problems.*

### **Operative Clause**

Operative clauses state the solutions that the sponsors of the resolution propose to resolve the issues. The operative clauses should address the issues specifically mentioned in the pre-ambulatory clauses above it. The operative clauses are the actual directives of the committee containing the solutions to the agenda. Each operative clause must be written as a numbered point which ends with a semicolon (;) except for the last point which will end in a full stop (.). The first word of the

operative clause must be from the selected list given below and highlighted in bold. Operative Clauses can have subclauses and they are not required to start with the accepted operative command terms.

*1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]***

*2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;*

*3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;*

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

*5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;*

*6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance;*

*And*

*7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[end resolutions with a period]***

It's very simple to write an operative clause. First, take a solution that you want to include in the draft resolution. You then take that solution, combine it with an underlined operative phrase, and end it with a semicolon (the last operative clause ends with a period). Operative clauses are also numbered. This differentiates them from pre-ambulatory clauses, helps show logical progression in the resolution, and makes the operative clauses easy to refer to in speeches and comments.

For example, a first solution to distribute low-cost medicines for HIV/AIDS to sub-Saharan African countries. I pick an operative phrase

from below— I'll use "Calls upon" — and then I combine it and number it to say:

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

Strategy Tip: Usually more details in an operative clause will make it stronger or at least make the idea clearer to other delegates. A simple way to strengthen each operative clause is to answer the "who, what, when, where, why, and how" of each resolution. These details can actually be broken down into sub-operative clauses underneath the main operative clause.

### Sample Operative Phrases

Accepts  
Affirms  
Approves

Authorizes  
Calls  
Calls upon

Condemns

Confirms  
Congratulates  
Considers  
Declares  
accordingly  
Deplores  
Designates  
Draws the attention  
Emphasizes

Encourages  
Endorses  
Expresses its  
appreciation  
Expresses its hope  
Further invites  
Further proclaims

Further reminds

Further recommends  
Further requests  
Further resolves  
Has resolved

Notes  
Proclaims

Reaffirms  
Recommends  
Regrets

Reminds  
Requests  
Solemnly  
affirms  
Strongly  
condemns  
Supports  
Takes note of  
Transmits  
Trusts



# POSITION PAPER

The position paper is literally your bible throughout the conference. Essentially, the paper forces you to write out your country's viewpoints in paragraph form. It's also the first important mode of evaluation for the committee chair, we require you to submit your position paper by 15 August 2023, Monday as a soft copy (by email.)

At the onset of this discussion on the position paper it is particularly significant to stress that it must be written from your country's perspective. Again, as this document will be your guideline for action throughout the entire conference, it's in your best interests to give an accurate portrayal of your country's stance on the issues at hand. Simply put, the position paper is meant to give delegates an opportunity to organise their research into an organised policy statement. It is very important to ensure that you are addressing all sides of the issue and presenting it in a manner that is easy for your audience to understand. Your job is to take one side of the argument and persuade your audience that you have well-founded knowledge of the topic being presented. It is important to support your argument with evidence to ensure the validity of your claims, as well as to refute the counterclaims to show that you are well informed about both sides. Below is the format we expect you to follow for LCIMUN.

## **1. INTRODUCTION**

Start with

Topic: \_\_\_\_\_

Country: \_\_\_\_\_

Committee: \_\_\_\_\_

In the introductory section of your position paper, you will give a brief overview of the topic and why it is important. you should provide a brief introduction to your country's position on the topic in question. You should provide the other delegates with an insight into the general

principles on which you will build your arguments: are you interventionist or not, do you support UN-driven policy actions or state-driven policy actions, and so on. Knowing the definition to the topic you're writing about is essential, and it is a good way to start your research. After you know the short, general definition of your topic, you should try to gather details about the issue. Read articles, reports, background guides, and other sources to get a comprehensive view of the topic. Ask yourself "Who, What, Where, When, Why, and How?" This can help identify important terms and help you come up with questions for your research and also help to find sub-issues that will narrow down the topic and make it easier to write the topic background.

## **2. Describe your country (*Outline of previous actions committed by your country*)**

In this section you can provide a detailed listing of previous initiatives undertaken by your country in regards to the topic. You will need to be very specific here. These initiatives may have been unilateral, multilateral, organised within a bloc or organised by the UN. For each initiative, you could follow the STAR format:

**S** – Situation. Briefly outline the global or local situation which drove the policy action. Include statistics from reputable sources, such as the World Bank Database, or your country's Bureau of Statistics. This should be one to two sentences.

**T** – Task. Now, provide a brief outline of the process through which you adopted the policy. Be specific about whether this was a unilateral policy or if your country cooperated with others to develop it. Keep this brief at around one to two sentences.

**A** – Action. You can use this part to outline the specific actions mandated by the policy. Include details of the action, the timeline and the actors involved in implementing it. This should be the longest and most detailed part of the paragraph.

**R** – Result. Finally, close with the result of this policy. Even if it is not yet completed, providing details of how it is tracking. Include statistics where you can.



### ***3. Key issues identified by your country.***

This section should be used to highlight the key issues your country would like to see discussed in debate. You should treat this section as preparation for Moderated Caucuses. Structure this section as follows: Firstly, provide a brief description of the issue – who, what, where, when, why. Include statistics where you can. Secondly, present your country's position on the issue. You are highlighting these issues because action is not currently being taken to resolve them, or because the action currently being undertaken is inadequate or inappropriate in some way. Therefore, you are treading on new territory here so make sure you review your country's position on the topic as outlined in the first section.

### ***3. Potential solutions which will be presented by your country.***

In this section you should clearly and concisely present the policies you will be working to include in the final draft resolution. These policies should be informed by the previous sections of your Position Paper, with special emphasis on the general principles outlined in your introduction and on your country or bloc's previous actions. Be innovative here! – creativity is encouraged during LCIMUN, in saying that, it is important to be realistic; you need to work within your mandate and to refrain from proposing a policy your country would not, or could not, support.

In terms of structure, you should give each policy its own sub-section. Firstly, you should provide a brief outline of the policy; who, what, where, when, why. Secondly, outline the benefits of the policy. Thirdly, point out some of the more contentious points. This shows the Directors that you understand the complexity of solution-building and gives you an opportunity to think about how you will respond to opposing points during debate. Finally, end on a good note. Your final sentence should reiterate the general benefit of your policy.

# ALWAYS REMEMBER...

- Know your country's foreign policy before you walk in.
- Address the chair while speaking. Always always RESPECT the chair.
- Whenever you want to speak, raise the placard and wait until the chair recognizes you. Until then you are not allowed to cross talk or shout out anything.
- When you make your speech, e.g. before you start the GSL speech, Start with, "honourable chair and fellow delegates ..... "
- And during a mod, you could start off by "Thank you chair for recognition...".
- While making a speech, do not make eye contact with another delegate. Always address the EB.
- Do not use personal pronouns such as I, you etc. You are representing your nation therefore use of personal pronouns are prohibited.
- Stick to the usage of the country's formal names, e.g. People's Republic of China instead of just China.
- Try to get recognized. Involve yourselves in debates; bring out
- your country's viewpoint. Don't just sit quietly.
- The GSL should never exhaust. Keep adding your name to GSL. You will grab points from other delegates throughout the MUN. Use them in your speech.
- Stick to your country's foreign policy. Do not make your enemies your allies. Respect your country's policies.
- Do not insult any delegates.
- If a press corps member approaches you, be grateful and honourable. Answer their questions with respect. Do not give out false information or details that you are unsure about. Press corps hold great power.

- Avoid irrelevant chits. We are here to find solutions for global issues, thus use the time wisely.
- The unmoderated caucuses are for lobbying and forming blocs. Do not waste time wandering around or talking about irrelevant things. Use it wisely to write resolutions.
- Be observant. Listen while other delegates speak. You can even point out their mistakes if you have done your research well.
- No cross talks.
- Keep communicating to the EB using chits if you want anything important to be noted.

We hope this guide has clarified all your doubts and questions. We hope all the delegates earn a great experience in LCIMUN. Remember, it's not what you say; it's how you say it. If any more of your questions are not answered here in this guide, don't hesitate to approach the EB members or the Press Corps leaders: Daniel Abraham Sujith, Sharan Sunil Krishnaa, Dario Binu Koshy, Leah Elizabeth, Advika Nair, and Farha Nishad. We are always willing to help you out!

Here are the contact details for the LCIMUN 2023:

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## **UNGA: SOCHUM EXECUTIVE BOARD MEMBERS**

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