

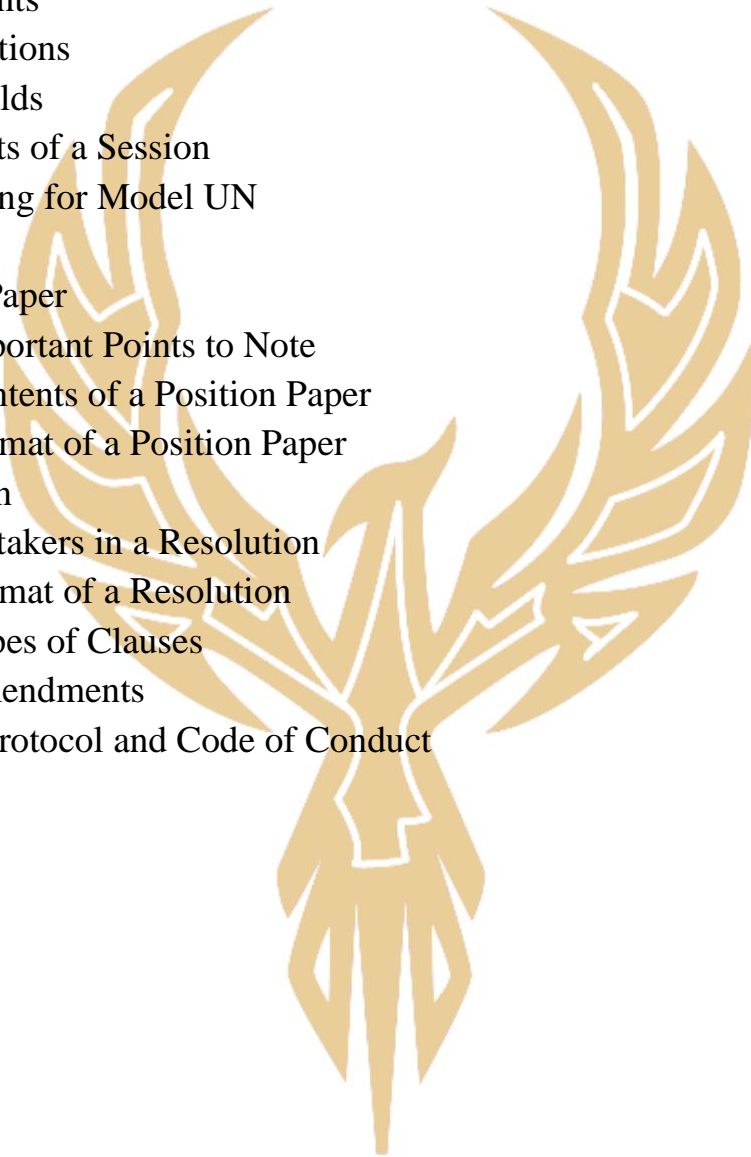


LEGATUS MODEL UNITED NATIONS

# DELEGATE GUIDE

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# Introduction

- MUN is a simulation of the United Nations that is done with the aim of educating participants about world events, diplomacy, and politics, all while training them with effective communication and leadership qualities.
- This document, the Delegate Guide, is meant to help the delegates and should be viewed as a starting point. All the delegations need to do their own research regarding the topic and the position of their country.
- Here, you will find a guide to making your position paper and preparing a resolution when required. The position paper is often considered the first impression put forth to the Dias; so, you will need to make sure you follow the guidelines provided. We have also included tips on how to proceed with research, making speeches and other necessary topics.
- This document also includes the Rules of Procedure. There are three elements to the decision-making process in a Model UN committee: debating, negotiating, and taking action and the RoP plays a crucial role in making sure that debates are carried out in the most efficient way possible. The delegates must follow the rules in the RoP to maintain order and decorum and sustain the flow of the event.
- If you have any questions about the Delegate Guide or any general queries, feel free to drop us an email at [info@legatusmun.com](mailto:info@legatusmun.com). We hope this information is helpful and that, most importantly, you have fun in the conference!





## Secretary General's Address

Dear Delegates,

It gives me immense pleasure to invite you to the maiden conference of the Legatus Model United Nations. In these unparalleled times, the purpose of Model UN has never been clearer. From major pandemics to social and economic dangers, the world faces many threats. Model UN puts students at the forefront of society and asks them to strategically tackle these issues.

We at Legatus have worked tirelessly for months to bring together this vision of ours - one where young leaders from all over the world gather for intensive debate and vibrant exchange. We believe our Model UN would allow delegates to interact with broader global communities through a memorable experience. Delegates truly teach and learn from their fellow colleagues as well as from our enthusiastic staff members who devote themselves into the crafting of committees, background guides, and other preparations.

Given the current situation, it has been decided that the conference will take place online. We will try our best to accommodate different time zones and make the conference as accessible as possible. Application information, along with other important dates and deadlines, can be found on our website. Because we believe that financial status should not interfere with a delegate's ability to learn and grow at our conference, we have decided to make the conference free-of-charge. On behalf of the entire team, we look forward to having you join us this year!

Wishing you the best,

Secretary General at Legatus Model UN



# Rules of Procedure

## Points

### 1. Point of Order

Points of Order are raised when a delegate believes there is a mistake in the implementation of parliamentary procedure or when they find a factual inaccuracy in another delegate's statement. This Point can never interrupt a speaker.

### 2. Right to Reply

Right to Replies can be requested when a delegate's personal or national integrity has been defamed by another. If granted by the Dias, the Reply would be stated in the form of a short speech (with a maximum time of 30 seconds).

### 3. Point of Personal Privilege

Points of Personal Privilege are generally raised when the delegate faces personal discomfort. In terms of online Model UN conferences, this Point is mostly raised to request a speaker to moderate their speaking voice (to raise or reduce voice). This Point can be raised at any time and is the only Point that can interrupt a speaker. However, it is important to note that delegates must maintain utmost discretion to use this Point.

### 4. Point of Information

Points of Information can be used when a delegate wants to ask a speaker a question about the speech they have made. They must wait till after the speech and, if the Dias permits these Points, they may raise a question to the speaker. If a delegate is not satisfied with the answer, they may raise a Plea to Follow Up.

### 5. Point of Parliamentary Inquiry



Points of Parliamentary Inquiry are raised when a delegate may have a question about the rules of procedure, flow of debate, motions, points etc. Chairs usually clarify the question raised in this Point and make sure the delegate's doubts are solved.

## Motions

### 1. Motion to Set the Agenda

Statement: "Motion to set the agenda to [topic]"

When it is used: Used in the very beginning of the debate.

What happens next: It sets the agenda to a certain topic to be discussed.

### 2. Motion to Open the Speaker's List

Statement: "Motion to open the general speaker's list with an individual speaker's time of [time]"

When it is used: After the agenda has been set, it starts the debate formally.

What happens next: The motion is made, and a time for each speaker is set and adhered to, until the speakers list is exhausted, and a new motion is passed.

### 3. Motion to Move to a Moderated Caucus

Statement: "Motion to move to moderated caucus of [time] of [time] speaker time to discuss [topic]"

When it is used: When delegates wish to change the form of the debate to a moderated caucus about a certain topic for a certain time.

What happens next: The topic, overall time and individual time is proposed.

### 4. Motion to Move to an Unmoderated Caucus

Statement: "Motion to move to unmoderated caucus of [time] to discuss [topic]"



When it is used: When delegates wish to change the form of the debate to an unmoderated caucus about a certain topic for a certain time.

What happens next: The topic and overall time is proposed.

## **5. Motion to Move to Voting Procedure**

Statement: “Motion to move to voting procedure on [article]”

When it is used: When delegates wish to move on from the debate and vote on the resolution/amendment that is being discussed.

What happens next: The committee moves to voting procedures and pass/fail the item that is being discussed.

## **6. Motion to Recess the Meeting**

Statement: “Motion to recess the meeting for [time]”

When it is used: Used when the delegates wish to have a break from the debate, usually for lunch break.

What happens next: The motion is voted upon.

## **7. Motion to Adjourn the Meeting**

Statement: “Motion to adjourn the committee”

When it is used: Used when the delegates wish to end the debating session. Usually used at the end of the day.

What happens next: The motion is voted upon.

# **Yields**

Yields are when a speaker decides to give up the remaining time in their speech. Typically, the three types of yields are:

1. **Yield to the Chair**, where you give the rest of your time to the session



2. **Yield to Another Delegate**, meaning you give up the rest of your time to another delegate,
3. **Yield to Points of Information**, where you will be entertaining POIs from other delegates relating to the comments made in your speech. In case of time restraint, the Dias may bar POIs to facilitate the flow of session.

## Parts of a Session

### Roll call

Roll call or attendance is when you acknowledge your presence in the committee. Roll call is given in two ways:

1. **Present**

“Present” would mark the delegate’s attendance but forfeit their right to vote in the event of a substantive vote. Procedural votes must be voted upon by all members **INCLUDING** “Present” members. Non-members of the committee must vote “Present” by default.

2. **Present and Voting**

“Present and Voting” would entail that a delegate cannot abstain during a substantive vote. So, it becomes mandatory for the delegate to participate in both procedural and substantial votes.

### General Speakers List

At the beginning of the committee session, a motion to open a list of speakers should be made. Individual delegates may choose to be added to the speakers’ list. Opening speeches are made to openly discuss the basics of the topic at hand and introduce some action that was taken or can be taken. They also call all delegates to action for them to work together and bring the best solutions forward. An individual speaking time is allocated for each delegate. Delegates must not surpass their allocated times. Chairs may kindly ask delegates to wrap up when their speaking time is almost done. If there remains any time at the end of the delegates’ speeches, they are free to yield their time either to the chair, or to questions from





their fellow delegates. Once the speakers list is exhausted, a call for motions is raised.

## **Moderated Caucus**

Moderated caucuses are a type of session where a topic is set along with total time and individual speaker time. Typically, the delegate that motions for a moderated caucus makes their speech first; they can request that they go last as well. The Dias run up a speakers list where speakers' names can be added at any time. Delegates must not surpass their allocated times. If there remains any time at the end of the delegates' speeches, they may yield their time either to the chair, or to questions from their fellow delegates.

## **Unmoderated Caucus**

Unmoderated caucuses are informal sessions of discussions and debates amongst the delegates where they work together and form alliances to begin drafting full resolutions. Delegates must motion for unmoderated caucuses and must allocate a total time. The time can then be extended if other delegates are also in favor of the motion.



## Researching for Model UN

In a Model UN conference, you will be discussing some of the hundreds of topics available, which can be intimidating! Most research sources talking about these complex global issues are written for scholars and professionals, not students! However, by focusing on the following five main sections of research for Model UN, you can walk into a committee equipped with all the knowledge you need to represent your country and write an incredible resolution.

When researching for Model UN, you must consider five types of research:

1. Country Profile
2. Topic Background
3. Past International Action
4. Country Policy
5. Possible Solutions

### Country Profile

To get started with research, it is very important to understand the country you are representing. You must begin by learning the basic details about your country. You can classify this data by Physical Geography, Census, Politics and Government, Culture, and Economy. Some trusted sources include:

1. the CIA World Factbook Page,
2. Speeches at the UN (multiple web pages accessible via an Internet search),
3. Official Government Website,
4. UN Permanent Mission' statements,
5. Trusted News Sources (by Dias' discretion),
6. IMUNA Country Profile

**DISCLAIMER:** Wikipedia is not considered a trusted source. You must confirm (with the Dias') if a source is trusted to make a proof or fact-based statement.



## Topic Background

The next step is to gain a basic understanding of the topic you will be discussing. Some of the best resources for your topic background will be specific to your topic such as websites about your issue in particular. You must clearly define what the topic is, identify the key terms related to the topic, and answer key questions about the topic (such as who, what, where, why are affected).

## Past International Action

Next, you must educate yourself on what the United Nations and international community has already done about the topic. Past international action can come in the form of UN resolutions, international conventions and treaties, or actions by NGOs and international organizations. Some resources to help you find the past international actions related to your topic are:

1. [Past UN Resolutions](#)
2. [International Conventions and Treaties](#)
3. [Reports of the Secretary General](#)
4. [Reports of the Economic and Social Council](#)

## Country Policy

Once you have a decent understanding of the topic and your country, you take this knowledge together and learn what your Country Policy is on your topic. This is what your country thinks should be done, or not done, about the issue, and how this topic impacts your country. It means determining if your country is in favor of solutions that have been proposed or resolutions that have been passed, or if your country has been advocating at the UN for policies. You must never stray from your Country's Policy for any topic.

## Possible Solutions

The most important part of researching for a Model UN conference is to research Possible Solutions to help resolve the issue your committee is discussing. You



should consider what **YOUR COUNTRY** wants the United Nations to do about the issue worldwide. All resolutions should be realistic and can even build on past solutions the UN has tried.

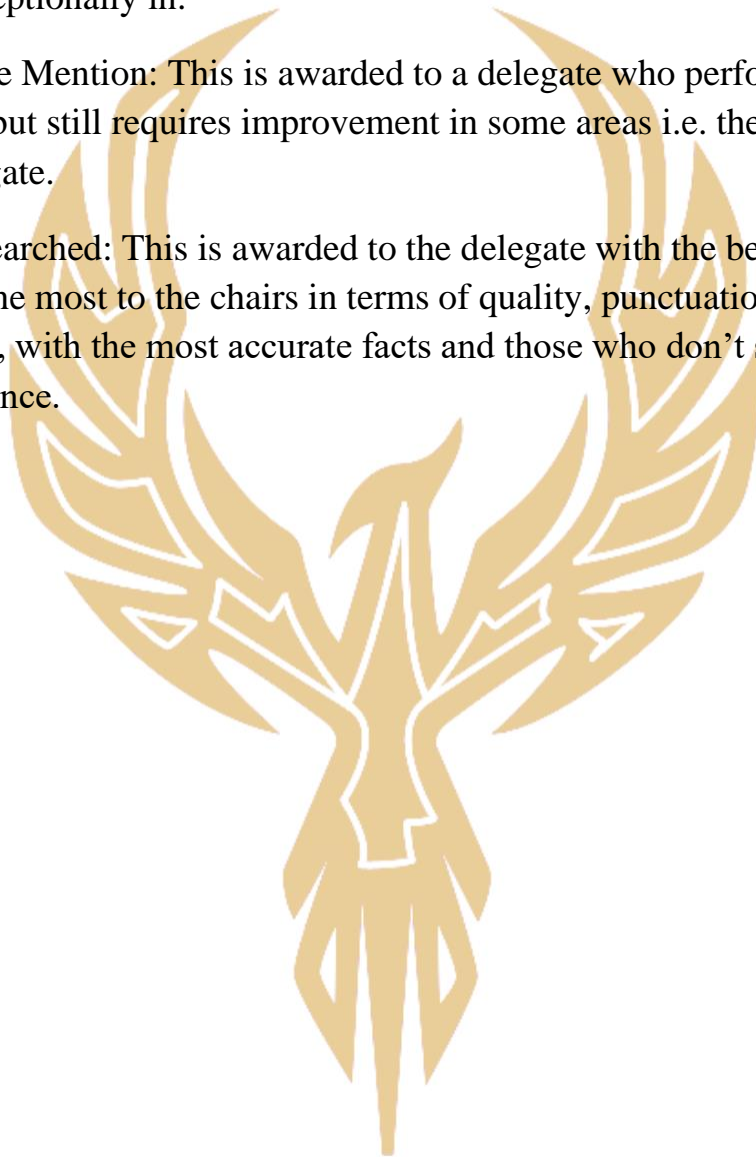






## Awards

- 1x Best Delegate: This is awarded to the delegate that the chairs deem to be the best in their committee. The Dias maintains a criterion that the delegate must perform exceptionally in.
- 2x Honorable Mention: This is awarded to a delegate who performed above expectation but still requires improvement in some areas i.e. the second-best overall delegate.
- 1x Best Researched: This is awarded to the delegate with the best position paper (stands out the most to the chairs in terms of quality, punctuation, accuracy of information), with the most accurate facts and those who don't stray from their country's stance.





# Position Paper

A position paper is a document describing a topic, your country's position, and possible solutions. Reading the Background Guide is considered a basic and standard starting point to write a position paper. From there on, the delegate must undergo their own research. A position paper must present the topic at hand from your country's stance, its history, current situation, and must propose possible solutions that are logically deduced based on the delegate's research.

## Important Points to Note

1. Position Papers are due **before 12PM UTC on Wednesday, July 22, 2020**.
2. Position papers should be **no longer than 1½ pages** (not including Citation).
3. The text in a position paper must be **black 12pt 'Times New Roman'**.
4. Page margins cannot be tampered with and only single spacing can be used.
5. Position papers must be sent to the Dias' email address:
  - a. UNGA1: DISEC - [undisec@legatusmun.com](mailto:undisec@legatusmun.com)
  - b. UNHRC - [unhrc@legatusmun.com](mailto:unhrc@legatusmun.com)
  - c. UNSC - [unsc@legatusmun.com](mailto:unsc@legatusmun.com)
  - d. HCC (SWC) - [swc@legatusmun.com](mailto:swc@legatusmun.com)
6. Plagiarism is highly offensive behavior. It is the usage of other people's words and ideas without clear acknowledgment of the source of that information. **Plagiarism over 10% will reflect badly on the delegate** and will result in the disqualification of the Position Paper. **Legatus Model UN will be using [DupliChecker](#)**, an online Plagiarism Checker, to avoid this offense.

## Contents of a Position Paper

1. A Position Paper can include:
  - a. Background of the Topic
  - b. Gravity of the topic at hand
  - c. Locating the fundamental weaknesses that led to the issue



- d. Country's Position, policies, and previous actions regarding the Issue
  - e. Country's perspective and foresight on the topic and readiness to contribute to its resolution
  - f. An understating of your country's international and regional policies and interactions regarding the issue
  - g. Potential solutions
2. For reasons of simplicity and efficiency, delegates are free to choose any citing style they are familiar with. However, the sources to be used when writing a position paper are strictly restricted to:
- a. The U.N. or a U.N. affiliate
  - b. Published scholarly articles (refer to any University and Scholarly Database)
  - c. Passed resolutions passed by the U.N. (if available and fitting in the context of the committee and topics)
  - d. In a situation where not enough information is available, news from a reliable news agency may also be used.

## **Format of a Position Paper**

A position paper must follow this format:

Committee: (Your Allocated Committee)

Topic: (The Topic the Paper Is About)

Country: (Your Allocated Country)

Paragraph 1: Introduction and Topic Background

Paragraph 2: Past International Action

Paragraph 3: Country Stance, Actions Taken, and Impact

Paragraph 4: Possible Solutions



# Resolution

Resolutions are the formal documentation that explain how the members of the committee plan to tackle the issue being discussed. Towards the end of the committee sessions, delegates spend time collecting signatories and authors for their resolutions. They also spend time drafting complete resolutions that will be discussed, debated, and eventually voted on.

Draft Resolutions can be presented via two methods:

1. **Clause by Clause:** Here, the sponsors first read the clauses of a resolution and then take POIs from other delegates.
2. **Moderated Caucus:** Here, the resolution is considered as a topic for a caucus and is thus discussed. Here, individual speaker's time and total time must be decided.

## Partakers in a Resolution

1. **Sponsors** are the direct authors of the resolution. They must be the ones who have created a major portion of the clauses and must also agree with all the contents of the resolutions. There must be a minimum of 2 Sponsors, and a maximum number of Sponsors as determined by the Dias.
2. **Signatories** are delegates that would like to discuss the resolution. Signatories **DO NOT** necessarily have to agree or disagree with the resolution i.e. being a Signatory simply means that you would like to debate upon the resolution. To be eligible for debate, resolutions must have a minimum number of Signatories as determined by the Dias.

**NOTE:** A Sponsor cannot be Sponsor for more than one draft resolution. However, a Signatory may be Signatory to more than one draft resolution.





## Format of a Resolution

**Committee:** (Your Allocated Committee)

**Topic:** (The Topic Being Debated)

**Sponsors:** (The Main Writers)

**Signatories:** (Delegates that would like to discuss the Draft Resolution)

*Committee Name in Italics,*

### Preambulatory Clauses

- Must not be numbered
- Use appropriate words as defined below
- First word must be in italics and the clause should end with a comma not a full stop
- Minimum 4 pre-ambulatory clauses needed

### Operative Clauses

- Must be numbered
- Use appropriate words as defined below
- The first word should be underlined
- All clauses should end with a semicolon and the last clause must end with a full stop
- Minimum 5 operative clauses are needed

## Types of Clauses

### Preambulatory Clauses

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



## Operative Clauses

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

## Amendments

- Amendments are alterations and changes that delegates propose for a draft resolution. After the resolution in question is presented, the Dias will ask if there are any proposed amendments. Amendments are submitted via note form to the chairs. Once the Dias reads out the amendment, the authors of the resolution can deem the amendment either “friendly” or “unfriendly”.
- If it is deemed “friendly”, then the amendment passes automatically, and the changes are made to the resolution.
- However, if the sponsors deem the amendment “unfriendly”, the committee must then discuss the changes being proposed. That happens by “motioning to speak for and against the amendment.” Chairs pick 2 to 3 delegates to speak for the amendment and another 2 to 3 to speak against it. After the speakers have stated their points, the whole committee collectively votes for the amendment. If it passes, the changes are made permanently. If it fails, the changes do not go through.
- Usually, there are multiple amendments. After they are all discussed and voted for, the committee collectively votes for the final resolution.



## General Protocol and Code of Conduct

The purpose of a MUN conference is to model the best practices of collaboration, cooperation, and constructive debate irrespective of an individual's race, gender, sexual orientation, age, or nationality. To that end, all Legatus MUN must adhere to the following Code of Conduct.

1. Respectful spoken and written language at all times.
2. Courteous behavior towards Legatus MUN's Organizers, Executive Board, and fellow delegates
3. No use of music or other audio recordings during committee sessions
4. No sharing or screen-sharing of media (photos, clip art, drawings) and documents at any time unless approved in advance by a Dias member,
5. No recording sessions or using Legatus MUN-associated publicity materials,
6. It is the responsibility of all participants to know and abide by the laws of the state which govern their internet use and general conduct.

