**Thomas Jefferson High School for Science and Technology:**

**The Guide to Model United Nations (MUN)**



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*Presented by your 2015-16 Arbitrator, Laura Chu*

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**INTRODUCTION**

Dear TJMUN Members,

Welcome to Model United Nations, affectionately known as MUN, and TJHSST’s very own beloved MUN club. Our MUN club is one of the largest, if not THE largest, student organization at TJ. We are always thrilled to see students become interested in MUN and the values MUN builds its foundation upon. TJMUN is not simply a club, but is a family that has brought together TJ students with similar passions and aspirations to achieve wonders beyond the scope of TJ.

This packet is an introduction, guide, and reference for everyone in TJMUN. The information, explanations, and advice in this packet have been passed down from TJMUN’s leaders, year after year, and are condensed into this one booklet. Learning never ends, and while it is nearly impossible to say all there is to say about MUN in one packet, I hope this will help you throughout your MUN journey.

To choose to participate in Model United Nations is a choice to do many things, among which are to: have fun, work hard, meet new people, debate, learn about foreign policy, develop leadership skills, and push beyond your comfort zone. I hope you find TJMUN to be a rewarding and unforgettable experience for you that will carry on beyond high school. TJMUN members will all be there to help make this experience the best it can be for you, and if you have any questions at all, please feel free to ask me or a fellow TJMUN member.

Best wishes,

Laura Chu

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TJMUN Arbitrator 2015-2016



**WHAT IS MUN?**

MUN stands for Model United Nations, but is much more than an acronym and a club. As defined by Best Delegate, the world’s leading expert on MUN, MUN is “an extra-curricular activity in which students typically role-play delegates to the United Nations and simulate UN committees”. To learn about what the United Nations itself is, visit this link:

http://www.un.org/Overview/uninbrief/about.shtml

It may be overwhelming to learn all there is about MUN, but below is a list of the prominent aspects of MUN and things that are taught within it.

You will get to…

* Meet new people at TJ and from around the world
* Make lifetime friends
* Explore passions in and learn about:
  + Foreign policy/international relations
  + Politics/government
  + History/culture/religion
* Develop your:
  + Public speaking skills
  + Leadership ability
  + Diplomacy
  + Writing ability
  + Teamwork and collaboration skills
  + Research skills
  + Creative and logical thinking

MUN takes place in conferences—if you do debate, conferences are a bit like WACFL’s. They take place throughout the year, but can often be longer than a day or two. Conferences can be on a local or national scale, and are open to middle school, high school, and college students around the world.

Best Delegate is a very useful resource to keep updated on MUN news around the world and can serve as a supplement in your journey—the tips and explanations written on the site are written by very distinguished MUN delegates.

You can visit it at bestdelegate.com

**WHAT IS TJMUN?**

TJ’s Model UN club (TJMUN) is TJHSST’s own MUN club. Middle schools, high schools, and colleges around the world have their own MUN clubs as well. Our team is one of the top MUN teams in Virginia, as well as one of the best in the nation. TJMUN members are hardworking, collaborative, caring, and dedicated, and we believe that everyone can be a part of TJMUN. Although MUN is a competition, we value having fun and relaxing together as a family through social events and activities. Above all the competition and learning, it is our club’s ultimate goal for you to build relationships and have experiences that you will remember long beyond high school.

For example, at ILMUNC, TJMUN has an event called No Talent Talent Show (aka NTTS), where individuals/groups can put on a performance displaying their talent (or lack thereof). Prior to ILMUNC, more information regarding NTTS will be released, but it is a special event to look forward to!



**Structure of TJMUN**

To maintain organization and proper functioning within our large team, we have an administrative body as detailed below.

**The Secretariat**

Every spring, the club elects five members to make up the Secretariat, which serves as a governing body for the club. The Secretariat is composed of: the Secretary-General (SG), the two Undersecretary Generals (USG), the Senator, and the Arbitrator.

The Secretary-General is equivalent to the President or Captain of a club. The SG runs officer meetings and, with the exception of our sponsor(s), has the final say on all MUN decisions. The SG is in charge of making sure that everything is done in accordance to proper regulations.

Supporting the SG are the two Undersecretary-Generals, who are equivalent to the Vice Presidents of the club. The USGs are involved in organizing club functions and assisting the SG in ensuring that things are done in accordance to proper regulations.

The Senator is like a communications officer, and communicates to the whole club to keep everyone informed about the goings of TJMUN. The senator also helps in the administration of the club. The senator is a prime person to contact with questions about upcoming events.

The Arbitrator, in conjunction with the General Meetings Coordinator, organizes the general meetings. The arbitrator’s main job, however, is to make the new members feel welcome and teach them the art of MUN. The Arbitrator is also in charge of mock conferences, which the club hosts in order to give new members experience.

Our Secretariat for the 2015-2016 year is:

Secretary-General: Will Frank (Class of 2016)

Undersecretary-Generals: Abhi Chadha (Class of 2016), Cheryl Mensah (Class of 2016)

Senator: Will Ryu (Class of 2016)

Arbitrator: Laura Chu (Class of 2017)

*The Officer Corps*

Each year, the Secretariat appoints about 15 members to create an officer corps. Officers work alongside the Secretariat in club administrations and specialize in specific jobs, such as Treasurer, Activities Coordinator(s), and Fundraising Coordinator(s).

After the first few months of every school year, in order to give freshmen a voice in the Officer Corps, a freshman representative is traditionally elected by the freshman class.

*Our Sponsor*

Our sponsor, Sra. Pou, is an indispensable resource. While she leaves much of the club administration to the officers, she always keeps us on track, resolves disputes, and keeps the club moving forward. Without Sra. Pou, TJMUN would cease to exist as we know it.

*Volunteers*

Volunteers are essential in helping TJMUN be the club it is. Throughout the year, we need club members to volunteer at events like fundraisers, sponge wars, JDay, and especially at TechMUN, our own conference.

**TJMUN’s central location for form turn-in, officer meetings, and where our sponsor is located, is Trailer 16. General meetings are during Friday A blocks.**

TJMUN Website: http://activities.tjhsst.edu/mun /index.php

TJMUN contact points: [tjmodelun@gmail.com](mailto:tjmodelun@gmail.com), [tjmunpositionpapers@gmail.com](mailto:tjmunpositionpapers@gmail.com)

[tjmodelun@gmail.com](mailto:tjmodelun@gmail.com) is the email to contact with any questions about MUN, and is run by the Secretariat. All MUN information will be relayed out to all members through this email.

[tjmunpositionpapers@gmail.com](mailto:tjmunpositionpapers@gmail.com) is the email to use when submitting position papers—if you don’t know what that is yet, don’t worry! We’ll get to that later ☺

**2015-2016 Schedule**

Our schedule for the following year is below. It is a very, VERY busy schedule. The purpose of attending so many conferences is to allow as many people as possible to participate in MUN. We do NOT expect anyone to try to attend all the conferences, but to attend 1) enough to maintain participation and improve, but 2) not feel stressed or overwhelmed by the schedule. Note that mock conferences are short conferences, without awards, held by our own Secretariat—they are used to train novices and get practice before large conferences.

September Novice welcoming

October 30-31 McMUNC (McLean HS)

Oct 30 Mock Conference

November 20-22 WMHSMUN (William and Mary College, national)

December (date TBD) Mock Conference

January 8-9 CHMUN (Chantilly HS)

January 28-31 ILMUNC (Ivy League @ University of Pennsylvania, national)

February 11-14 NAIMUN (North American Invitational @ Georgetown, national)

March VIMUNC (Langley, local)

April TechMUN (our own conference!)

May Secretariat Elections

June J-Day, Senior night/farewell



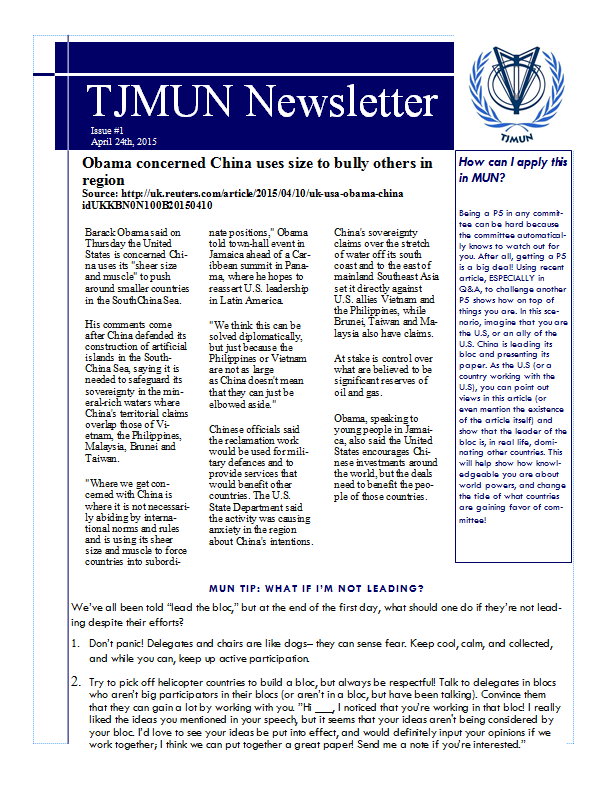
**MUNtor/MUNtee System**

With only one meeting per week with limited space, it is difficult to go into depth when teaching novices (those in their first year of TJMUN, regardless of whether or not they did MUN in middle school). To give novices one on one training and guidance, the MUNtor/MUNtee system is kept in place. MUNtors are experienced members, often officers, who provide guidance and advice for MUNtees (novices). It is the MUNtor’s responsibility to maintain contact with their MUNtee(s) throughout the year and serve as a point of reference for questions.

We work to maintain a constant list of novices throughout the year and assign MUNtors to novices. A MUNtor may have multiple MUNtees. MUNtor/MUNtees will be assigned around October/November. **If you ever wish to have a MUNtor after the year starts or feel that your current MUNtor would not serve you as well as another TJMUN member, please contact me at laurachu00@gmail.com.**

**TJMUN Newsletters**

This year, I’m going to be releasing biweekly TJMUN Newsletters—it’s the first year to do anything of the sort, so this year will act as a trial year for newsletters. The newsletters are to be composed of: a recent news event, analysis of what that news can teach is in MUN/how we can use it, a new MUN tip, and updates on upcoming TJMUN events. Then, at general meetings, time will be allotted to discuss and debate the piece of news. While meetings will also be focused on skills like speaking, bloc leading, writing (all to be expanded on later), I hope the newsletters will help further expand knowledge on foreign affairs and international relations. Below is a picture of a newsletter.



**GUIDE TO MUN**

**Conferences**

TJMUN attends local and national conferences—local conferences are at schools like Chantilly, whereas national conferences take place at colleges. Locals are hosted by local teams and usually only have three sessions on a Friday evening and Saturday. Nationals have delegates from around the nation or the world, and are more difficult in terms of competition. For national conferences, TJMUN travels to the school and stays at a hotel for three to four days.

A typical local conference schedule looks like this (extended for national conferences):

Friday

04:30 PM - 5:30 PM Registration

05:30 PM - 6:30 PM Opening Ceremony (The Secretary-General of the hosting club will usually introduce the staff and the committee chairs, will make announcements if necessary, and will officially begin the conference. Sometimes there will also be a speaker. Don’t deliberately skip Opening Ceremonies, but don’t panic if you are running late. )

06:45 PM - 9:00 PM Committee Session I (Committee sessions are where the competition takes place, and all that you will learn throughout MUN will be applied during these times.)

Saturday

09:00 AM - 11:00 AM Committee Session II

11:00 AM - 12:30 PM Lunch (Staggered by Committee)

12:30 PM - 03:00 PM Committee Session III

03:00 PM - 3:30 PM Break

3:30 PM - 04:30 PM Closing Ceremony (The Secretary-General of the hosting club will conclude the conference. Awards will be announced for individual committees and for overall school awards)

\*\*At nationals, after the last committee session, there is a *delegate dance*, also known as a *delegate fest*. Delegate dances are generally hype and a fun way to de-stress after committee officially ends. TJMUN does not require that you attend or refrain from attending delegate dances.

**Committees**

At each conference there are many different committees, and delegates are placed into one committee for the conference. They include different bodies of the UN, regional organizations, cabinets, and specialized committees. There are three different types of committees: General Assembly, Specialized, and Crisis, which will all be explained later in this booklet.

*General Assembly*: The GA is the primary body of the UN. In it, all countries have one vote and all countries in the UN are represented. The GA can only pass non-binding, suggesting resolutions. GA’s are the most common type of committee and the one frequented the most by new members. There are six main committees of the GA in the real UN, but the three most usually simulated in MUN include: Disarmament and International Security (DISEC), Social, Cultural, and Humanitarian (SOCHUM), and Special Political and Decolonization (SPECPOL). DISEC is also known as the the First Committee, while SOCHUM would be the Third Committee, and SPECPOL the Fourth. Because GAs are the primary type of committee for new members, this packet will focus on them. More info on GA’s here: http://www.un.org/en/ga/maincommittees/

*Economic and Social Council (ECOSOC):* ECOSOCs are another one of the principal bodies of the UN. ECOSOC committees simulate specific commissions within the ECOSOC such as the UN Commission for Social Development, Commission on Sustainable Development, and UN Forum on Forests. These committees usually focus on economic, social, and environmental issues and formulate resolutions accordingly.

*Specialized Committees:* At each conference there are specialized committees which simulate commissions or agencies inside the UN with a special purpose. Examples include the International Criminal Court, the UN High Commission on Refugees, or the World Health Organization. The memberships of these committees depend upon the charter of the organization. They have specific purposes, and while their resolutions are not binding, they often carry more weight than GA resolutions because of their specialized nature.

*Regional bodies* are non-UN organizations of countries such as the European Union (EU), North Atlantic Treaty Organization (NATO), and Organization of American States (OAS). Some global organizations such as the World Trade Organization (WTO) also fit this category for MUN purposes. Regional bodies have unique charters and purposes and, when representing a country in one, you should be familiar with how the organization works and what it does. You should also be familiar with your country’s role within the organization. A country may be a leader in its regional body even if it is not a leader on the world stage.

*Cabinets* are the bodies which comprise the leadership of a nation. For example, the United States National Security Council would include the president; vice president; national security advisor; and secretaries of state, defense, interior, etc. On cabinets, you do not represent countries, but individual members of a government. You assume the individual’s powers and responsibilities, and attempt to influence the cabinet to adopt positions that your character would endorse. It is important to know what your character thinks about a specific issue and to largely stay within his/her stated viewpoints.

*Crisis Committees:* Most committees have set topics for debate. Crisis committees however, face crises that arise. For example, there may be a war or a terrorist attack. The goal of a crisis committee is to resolve the crisis as well as possible. At conferences, there are crisis staff members who update the crisis as it develops. Cabinets and the Security Council are almost always crisis committees, and regional bodies often may be as well.

*Security Council (UNSC)* is the only body able to make binding resolutions—as such, it is considered the most powerful body in the UN. It consists of five permanent members, otherwise known as the P5: the US, France, China, Russia, and the UK. Each of the P5 have the power of absolute veto, meaning that any one of them can stop resolutions from being passed. There are ten other rotating members on the UNSC, representing different regions of the world, so there are 15 members at any given time. The main duties of the UNSC are to impose sanctions, authorize military action, admit new members, and pass binding resolutions (a resolution with which a member state must comply). Resolutions in the UNSC must be passed with nine votes, and not be vetoed by any of the P5. The Security Council is also the only UN body which may use certain words in resolutions, such as “demands” and “condemns.”

**Terminology**

**MUN**: Short name for “Model United Nations” or “Model UN,” pronounced “mun” (not “em-you-en”)

**Delegates**: At conferences, participants (that’s you) become known as *delegates* because you will be representing another person, nation, body, or character. Single delegation means you are working alone; double delegation means that you have a partner. Committees can be either single or double delegation, so either everyone in that committee is partner-less or everyone has a partner.

**Chair/Dais/Pages**: The chair (or co-chairs) is the person in charge of committee, and the combination of the chair(s) and their pages (pages are assistants to the chair) make up the dias. They run committee, maintain parliamentary procedure, and are the ones who judge delegate performance and decide who will win awards (although it is important to note that awards are not the primary focus of TJMUN). Chairs also have the ability to bend parliamentary procedure to make committee run more smoothly, something known as “chair’s discretion.”

**Local Conference/Local**: A conference hosted by a local high school. These are typically 2 day events with a committee session Friday evening, one Saturday morning, and one Saturday afternoon.

**National Conference/National:** These conferences typically last 3-4 days and are held at a college—they are more difficult in terms of competition compared to a local conference. At the end of national conferences, there is a *delegate dance,* a tradition of MUN where delegates can relax and have fun together.

**Non-Governmental Organization (NGO):** An organization not directly related to any government, e.g. the Red Cross or Amnesty International.

**Novice**: Someone in their first year of TJMUN. This includes all freshmen, regardless of whether or not he/she has done MUN in the past, and anyone at TJ who is in their first year of MUN.

**Parliamentary Procedure (aka parlipro)**: The rules of procedure governing a committee. These rules are often suspended for cabinets to smooth the flow of debate. These are explained in detail in the “During a Conference” section.

**Position Paper**: A written report of: your country’s policies towards each of the topics of debate, a background of the topic from your country’s perspective, and solutions which your nation would endorse in committee resolutions. Position papers are mandatory for nationals and encouraged for locals. You turn them into your committee dias before committee sessions begin, and they are often factored into award decisions. More detail on writing position papers is in the “Before the Conference” section below.

**Idea Paper:** A paper written by a delegation to outline their ideas for solutions, but NOT a pre-written resolution—it does not contain any preambulatory or operative phrases and is simply a rough framework of one’s ideas to help them prepare for the conference.

**TechMUN:** This is TJ’s own conference, hosted in late March or early April every year.

**Before the Conference**

***Country/Room Assignments***

Room assignments are only for national conferences. Because we will be staying at hotels, you will share your room with 2-3 other people. There will be a form sent out via email and FB for this. Sharing a room with your partner (if you are the same gender) is highly recommended.

The first step in going to a conference is getting a country assignment. Before any conference, country assignment forms will be sent out to the TJMUN email list.

Filling out the Country Assignment Form: Forms will ask for your name, email address, and whether or not you need a ride (for local conferences, we form carpools—for national’s, we all ride commercial buses together), whether or not you need a partner, and how many people you can take if you are providing a ride. The price for the conference will also be listed. Locals typically cost $20; nationals range from $250-$300 because we have to pay for hotel rooms and buses. Be sure to always turn in the money with the form, as you will not be given a country assignment without payment. Checks should be made payable to TJHSST and your name should be on the memo line. If you are paying by cash, it is best to place it in an envelope with your name written on the envelope and attach that to the form so that there is no confusion about your payment. Paper clipped forms, rather than loose or stapled forms, are preferred.

After filling out the information at the top of the form, there will then be a list of all the countries and positions that we have been given by the conference. You will have the choice of selecting which ones you want, as well as detailing the exact order of your preferences.

If you are filling out the form with a partner, you only need to submit one form complete with the personal information of both members of the partnership. Both members of the partnership must pay the conference fee.

Tips for Choosing Countries: Though you’re free to choose countries as you like, we suggest that you choose with the goal of getting a position you will enjoy, not necessarily one you consider prestigious. You should make sure you will enjoy debating the topics on the committee to which your choice country belongs and not make the choice simply because you want the country. Also, consider how much the topics pertain to the country options. For example, it may be better to choose Sudan in a committee about Agricultural issues rather than Germany. Even though Germany may have more say in international affairs in general, Sudan would have much more to say about the particular topic.

How Country Assignments are Determined: After all the forms are collected, the Secretariat decides country assignments. Several factors come into play in the decision: **commitment** to the club (attendance/assistance at meetings/events, etc.), level of **experience**, and past conference **performance**. For local conferences, more novices may be taken so they can get experience. For highly competitive national conferences, higher-level and more experienced delegates may receive priority for powerful country assignments. Our main goal, however, is to allow for as many people as possible to attend conferences. We aim to give you country assignments that we feel will maximize your talents and give you the most enriching experience. All country assignments receive approval from the sponsor(s). If you aren’t 100% happy upon getting your assignment, give it a chance—you may be surprised at how much you enjoy the topic. After all, country assignments are not what will make you excel—your ability to perform with your assignment will. Especially as a novice, remember that your assignments may get better with the years, so stick with it!

***Research + Solutions***

Extra sources:

<http://bestdelegate.com/how-to-win-best-delegate-research-your-topic/>

<http://bestdelegate.com/how-to-win-best-delegate-research-your-country/>

**General research:**

1. Don’t just dive into the topic as soon as you get your country assignment! Read the background guide (provided on the conference site, under the committee). This will give you an idea of how/where the chair wants your focus on the topic to be.
   1. Use the questions at the end of each topic guide to focus your research. Some people bullet point the entire background guide so that they have a summarized background guide in their research folder/binder.
   2. **Remember to keep track of ALL sources of information outside of the background guide—we have a ZERO tolerance policy for plagiarism.**
2. Get a grasp of your country’s economic/social/political position.
   1. What other countries does it align with?
      1. Try to understand who you could ally with in committee; who has very different/similar country policies from your country?
   2. What political system does it operate in?
   3. Who are its major trade partners and major leaders related to your topic?
   4. Any major historical events in regard to your topic?
   5. CIA World Factbook is excellent for a lot of general information about your country.
3. Once you have some background knowledge on your country, start Googling up for articles on NYTimes, CNN, Washington Post, Time, BBC, etc. for background info and recent news on your topic.
   1. Using articles, rather than official documents, may help you understand the topic more quickly, and they are reliable sources. While you're doing this, save any editorials you find, because that can help you when you’re thinking of solutions.
   2. CNN.com also has a nice feature that allows you to set up an “alert,” so that if an article contains certain key words (for instance, “land mine” or “Iraq”) you will be e-mailed about it.
   3. Another set of sources which can be helpful, but tend to be underutilized, are the databases that the TJ Library subscribes to, which can be accessed from home as a TJ student.
      1. E.g. Grolier Encyclopedia, LexisNexis, other periodical databases
         1. Grolier is a good general reference source
         2. LexisNexis is a great place to find statistics and government documents
      2. Article databases, such as ProQuest and SIRS, can also be good sources. They include articles from around the world which can not only give you good background information on the topic, but also give you information about your country’s policy. You may be able to find opinion pieces written by your country’s leaders about the national policy.
4. Look for UN specific action or country specific action on the topic.
   1. Have there been past UN resolutions passed by your committee or the UNSC in relation to the topic?
      1. [www.un.org](http://www.un.org) has a database of resolutions! It’s not the most easily navigable, so it may be easier to refine Google searches to include only results from the UN site.
   2. Find the website of your country’s mission to the UN, which can be found through the UN website at <http://www.un.int/index-en/webs.html>.
      1. try to find the website of your nation’s foreign ministry, which often has a link from the UN Mission website
   3. Some national websites will be helpful and professionally done (the US State Department, for instance, has a fantastic webpage, which may be worth checking out even if you are not the US). Others may not be as helpful. In either case, the website may not explicitly state your country’s policy on the issue.
   4. Get a general sense of your country’s policies and apply them to the topic at hand in order to create a comprehensive policy. For example, if you are Russia but cannot find out Russia’s opinion on an independence movement in Spain, look at Russia’s policy on Chechnya and consider what resolutions Russia would want to see passed as a precedent
      1. Examining the policies of nations that are politically similar to yours may help you shape a policy for yourself
5. When researching your country, start with "\_\_\_\_\_\_ action in "topic"". Sometimes you'll get a lot of stuff, and other times you won’t get anything at all. This is especially in the case of a small country. This is where understanding a country's political alignment comes into play, because you can search up other larger countries that are similar in political nature that have more impact, and you'll be able to transfer their views to your own country.
6. Research formatting is up to you. Some ways to format research so that it is easily navigable include:
   1. Sort by sources, so all the info from one source will be together.
      1. Easy for making Works Cited page
   2. Sort by subtopic
      1. For example, for the topic of illicit arms, you can split research by the subtopics of: country policy on illicit arms, past resolutions/policies on illicit arms, production of illicit arms, distribution of arms, government leakage of arms, etc.
   3. Sort by position paper topic
      1. This is expanded upon below—a way of organizing is by: introduction/background, body (which can be further divided by: main issues, country policy, solutions), and conclusion

**Researching Solutions: How to research and come up with solutions**

Solutions may be the hardest part of the preparation part. While it’s true that you should NEVER prewrite resolutions and clauses, you have to go in with a good idea of what solutions you want to promote. In order to be leader of the bloc, your idea has to be the focus and center piece, from which the ideas of your bloc members can sprout from. This way, when you're writing the paper, your clauses comes first, and no one’s ideas are left out, but rather integrated into yours, which is what you want. Good solutions can help you become a better leader! In your position paper, you should come up with a few general solutions and write them down, but in committee, push one as your own, as you'll notice that many people will have similar solutions as you. Make sure to have thorough research on your solution—people will ask questions like: funding, national sovereignty, who/how it will be implemented, amongst harder questions to try to poke holes in your solution!

Researching for solutions:

* Look at which countries, UN body, regional bodies, etc. have been successful at fixing whatever issue you are trying to tackle, or a similar/relevant issue.
  + E.g. The topic is fighting terrorism in Africa; research what the European Union did to fight terrorism in the Middle East. Look at what the countries did, and then try to put it in the context of your country and the UN body you are part of.
  + If you have come up with or found a solution that was implemented by a developed country, but you are a developing country, propose a coalition of sorts.
  + Use history! Look up defense pacts that exist and etc., and this will give you a good idea of what sorts of alliances are possible. You can also catch people off guard (in a good way) if you're like "hey \_\_\_\_\_\_, the pact of 1979 was a beneficial partnership, we could definitely work together on this"
* Overarching solutions = solutions into which other solutions can be integrated
  + E.g. For a human rights committee, the topic is spread of malaria. So you and your partner could push mobile stations which would be able to distribute all the different vaccines and things that other delegations were promoting.
  + E.g. The topic is climate change; you could push for a fund which developing and developed nations contribute to in order to aid installment of clear energy technologies in developing nations, in exchange for preferential trade agreements. Other delegations promoted specific technologies and specific plans for recovery. Your bloc members could push geothermal energy, how to separate economies based on their major export (oil vs. non-oil) and a disaster recovery plan, which could ALL be funded and sourced from this major fund.
* Funding!!!
  + Funding can be the easiest way for your idea to get bashed as unattainable; while it’s fine to use NGOs as a source of funding, never rely on them as a primary source of funding. Think joint funds which countries contribute to every year in a set percentage, etc.
* Some slightly overused and very common solutions or structures include:
  + The 3 pronged plan (3 main points to a solution) or a 5 star plan (5 main points)
  + Education program/promoting awareness—of course it’s ok to include this, but it shouldn’t be your primary solution
  + Creating a new body or committee to oversee something. It’s fine to make something new, but make sure it’s purpose is completely unique to the many existing bodies already out there! The purpose of it shouldn’t be something that any old organization already does or could easily start doing. An effective strategy here is to take older bodies and redisgn their missions to make them more effective in your particular plan.

Having a broader solution into which other ideas can be absorbed will make sure that your overall solution is the most important, and, it will not make you seem like a gavel hunter (which none of you are—things just don’t always come across the right way) in a number of ways:

* You actually came up with your own idea and wrote a major clause to contribute
* You're letting the other members of your team put in their ideas, and they're getting credit for their ideas, which they can expand on in their own solutions.
* Everyone's ideas are being presented and heard, but yours is the one that ties it all together!

Being creative and practiced in coming up with solutions is crucial! You need to have one that will define you in the committee, one that is overarching and will be able to accept other ideas well. This will also be very beneficial when it comes to merging papers (explained much later in this book), because if you push your major idea, then all your bloc members ideas are put into this already, and it becomes a matter of just adding a few of the ideas from the other paper into yours. You will seem like a fair and equal leader, which is what you should be!

***Position Papers***

After conducting enough research so that you feel very comfortable with your topic and country policy, you will need to write your position paper. TJMUN requires position papers for all conferences, even if the conference doesn’t require them. There may be exceptions for select crisis committees. Writing a position paper allows you to condense your ideas and can serve as a quick reference in committee. The chair will take you more seriously if you present him/her with a well written paper, and the paper may be taken into consideration for awards. The depth of research required to write a good paper simply cannot be completed in the span of one evening, so PLEASE do not procrastinate in getting your research and position paper done! You can also write your position paper throughout your research process.

The object of the Position Paper is:

1. to demonstrate an understanding of the topic and thorough research
2. to explain your country’s policy
3. to begin explaining solutions you’ve considered for future implementation.

If you have a partner, a commonly used strategy is to divide the research and writing so that each of you takes one topic, researches it, and writes the position paper section for that topic.

Secretariat will set deadlines for position papers before all conferences, and position papers can be turned in to [tjmunpositionpapers@gmail.com](mailto:tjmunpositionpapers@gmail.com). A Secretariat/officer member will then review your paper a return it with suggested edits, advice, additions, etc. Please turn in your position paper with a link for a shared (allowed to edit) Google doc.

For sample Position Papers, see “**Appendix A: Sample Position Papers**.” It will be easier to understand the following paragraphs while looking at the examples. There are many examples, because there are many ways to write the paper! Stick to a style that you prefer.

**The Cover Page:** TJ has a uniform standard for cover pages. At the top should be your country’s name, below that a picture of your country’s flag, and at the bottom your name and school. You may also want to include the name of the committee, the name of the conference, and the conference dates. Try to make the cover as aesthetically pleasing as possible, but not too fancy—it should be easy to look at.

**Style:** Your writing style should be formal, and you should try to write so as to sound professional. Do not use personal pronouns such as “we” or “I.” Instead, refer to your country by its full name (e.g. “The Federal Republic of Germany has long supported…”), a shorter common name (e.g. “Germany has long supported…”), or, to vary your style, you can use the name of your capital (e.g. “Berlin has long supported…”). This rule for not using personal pronouns also applies when speaking in committee (e.g. “The delegation from Germany would like to draw the committee’s attention to…” or “During the unmoderated caucus, the delegation from Germany worked on…”).

If you have the time and inclination to put in a little extra work, some formatting can make your position paper look very professional, and adds credibility to it. For instance, separating it into two columns is a common formatting style, as well as having headers or footers. Formatting won’t make a poorly written paper more high-quality, but never underestimate the power of appearance!

**The Body of the Paper:**

You should separate your position paper into your separate sections—some prefer to label the sections, and some prefer not to. It is up to you whether to include an introductory section and a conclusion, but in all position papers, you must write about your topics.

The two topics should be separated—write about one topic first, and then write about the second topic—the two topics should not be integrated into the same paragraphs.

For each topic, start by providing the background to the topic from your country’s perspective. The purpose of this section is to demonstrate your knowledge of the topic, and also to set yourself up for giving your position. Do not simply repeat information from the background guide—this is the place to show that you have done outside research. Be sure to highlight the major problems as your country sees them so that you can align your solution with it. Aim to show that your country has a major stake in the issue and provide a background of what your country has done in the past to deal with the topic. After providing background, you then need to give your nation’s position. You can start by giving the general aims of your country’s policy, in light of what you feel the major problems that need to be solved are. Though this section is important, it should not occupy the majority of space in the document.

The bulk of your paper should be focused on introducing specific plans to solve the problems previously presented. Some overused solutions include peacekeeping, incentive plans, and oversight committees; using generalized and common plans can result in under-elaboration and can make the paper less interesting. Try to come up with original ones based on your national policy to help you, your paper, and your working paper (which is discussed later in the packet) stand out more. You should describe the things you feel that resolutions in committee should have and also explain why your country opposes the solutions that other countries will likely propose. When stating your position, be sure to include some support for each of your points, giving a reason for why you think your position is the best to solve the problem.

Finish each topic section with a conclusion that summarizes your country’s position and make a case for why this issue needs to be solved. Leave the reader thinking deeply about your solutions

Length wise, some conferences do have page limits, so make sure to see if there is a limit on the conference website before writing your paper. In general, if there isn’t a set limit, papers should be around two pages, double-spaced, per topic.

**Citing Sources:**

No matter what the conference rules are, TJMUN requires you to cite all sources on your position paper. Failure to acknowledge where you got your information constitutes plagiarism, regardless of your intent, and can result in disqualification from awards consideration at conferences. In addition to your individual disqualification, TJMUN as a whole may face consequences. The last thing we want is for all your hard work to be revoked because sources weren’t cited. Simply putting URL’s at the end of the paper is not a correctly formatted MLA works cited page.

At the end of your position paper, have a page called “Works Cited” with MLA citations for all sources where you extracted and used information from. Throughout your paper, use in-text citations for any place where you extracted information.

Tools to help you cite all sources in MLA format: <http://www.noodletools.com/>, <http://www.easybib.com/>, <http://www.citationmachine.net/>

***Final Preparation:***

Finishing the required pieces (like your position paper) should take priority, but you should also aim to:

1. Make an outline of your position for each topic. Especially if you have a partner and you have divided your research and writing responsibilities, having an outline of the Dos and Don’ts of your country’s policy will help you to be consistent during committee. Include your basic aims, the specific plans you support, as well as those you oppose.
   1. Some recommend writing an Idea Paper. An idea paper is NOT a pre-written resolution (which is against the rules and will result in your immediate removal from the TJMUN club). It is a formatted document with solution ideas—see “**Appendix B: Sample Idea Papers**.” for an example.
2. Teach your partner. If you have divided research responsibility, teach each other to make sure you both understand the committee topics. Strong partnership is crucial in double delegation committees.
3. Have a plan of action for committee. Know which topics you would prefer to debate. You should probably aim to debate topics on which you have the most to say, or for which your country is the most important. Talk this through with your partner, if you have one, so you are both on the same page.

Time management is VERY important! Start research as soon as you get your country assignment, and get started on your position paper well before the conference. You’re not finished after writing the position paper, as shown by the 3 points above.

Transportation: For local conferences, make sure that you have transportation settled. We carpool to local conferences from TJ after school gets out. You should have arranged your ride beforehand, and the only thing you should need to do day-of is a final confirmation. For nationals: We all meet at TJ in the morning, so if you normally ride a bus to school, you should be able to take it. If your bus is normally late, please considering finding a ride to school!

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***Packing/Materials:***

Keep ALL your research & papers well organized! One binder per topic is suggested. Keep your research sorted, multiple copies of your research paper (1 for dias, enough for you/your partner, and extras still!), copies of your idea paper (if you have one), articles with useful facts, loose leaf lined paper/a notebook, etc. Bring plenty of pens/pencils, and bring a flash drive. Also bring a laptop & charger—different conferences have different policies about technology in committee, but bring it just in case!

At conferences, you will typically receive a folder with a small notepad/pen, but it’s better to be safe than sorry!

***Dress for Success***

<http://bestdelegate.com/a-beginners-guide-to-model-un-fashion/>

Your appearance matters a lot in MUN! Dressing well will make you look more confident and older - don't let people push you around because you are a freshman! MUN is classy ☺

Both Genders: You want to use your most striking tie/dress/outfit on the first committee sessions. It helps people remember you.

Boys:

* Dress Pants; dress khakis can function on more casual Sunday sessions
* Tucked-in dress shirt (no wild colors or patterns)
* Dress shoes- no sneakers!
* Long socks
* Bow ties or regular ties
  + Here is really where you can differential yourself from everyone else. Make your ties are classy and different from the standard blue or black solid tie. Even so, don’t go into committee wearing an extremely strange tie

Girls:

* Dress (not casual or party dresses)
* Skirts/top
  + formal work style blouses
  + formal work style skirts (pencil, A-line)
  + Pant-suits
* Blazer (optional, but recommended)
* Stockings (for the winter, also optional)
  + No fishnets
* Dress shoes
  + Suggestions: patent pumps, dress-shoe flats
  + Something you’re comfortable wearing for hours and walking in
* Tips:
  + If you would wear it to a party, you shouldn’t wear it to MUN
  + Stay classy: don’t wear inappropriately revealing clothing (necklines, dress lengths)
  + The fingertip length dress/skirt rule is one to abide by
  + You want people to respect you; look nice, not inappropriate or showy.

**During the Conference**

***Parliamentary Procedure***

Parliamentary procedure (parli-pro for short) is the term given to describe the formal language used in committee session. It may sound weird at first, but you’ll get used to it. For novice committees, the chair will likely do a quick review of parli-pro before the first committee session begins, and will be very understanding for those getting used to parli-pro.

The following information is from: http://www.ilmunc.com/pdf/rules2014.pdf

**Motions:**

A motion is used in committee when a delegate wants to have an action passed that affects the entire committee. Like the name suggests, “motion,” as in “moving,” means that you are “moving” towards an action (this may help you remember).

*Motion to Open the Speakers List (< that is what you would say)*

* Context: This motion is used when a delegate wants to start a new speakers list; the chair will then call on delegates who want to be added to the list.
* When: This is used at the beginning of the conference when a speakers list has to be opened to set the agenda; it is also used to create a new speakers list after the agenda has been set (and for every new topic up for discussion thereafter).

*Motion to Set the Agenda*

* Context: This is used to set the order in which the topics will be debated; there will be two speakers for and two speakers against the motion.
* When: The motion is used after there has been sufficient debate upon which of the topics on the agenda is more important and will be entertained at the discretion of the chair.

*Motion for a Moderated Caucus*

* Context: This motion is employed when one wants to start a moderated caucus.
* When: Can be called for anytime during organized debate (when the chair asks if there are any points/motions on the floor), or after a previous caucus is finished.
* Comment: Delegate must specify the length of the caucus and each speaking time, and the purpose of the caucus; e.g. “motion for a 10 minute moderated caucus with a 30 second speaking time to discuss education within the field of child labor.”
* Best used for: A moderated caucus is best used for relatively fast paced discussions about a specific sub-topic. It is sometimes used to hear the opinions of many nations in order to focus what the committee will talk about.

*Motion for an Unmoderated Caucus*

* Context: This motion is utilized when one wants to start an unmoderated caucus.
* When: An unmoderated caucus can be called for anytime during organized debate (when the chair asks if there are any points or motions on the floor), or after a previous caucus is finished.
* Comment: When a delegate calls for an unmoderated caucus, they also must specify the length of the caucus.
* Best used for: An unmoderated caucus is best used for informal debate. If a delegate wishes to have a discussion with another delegate, or if a delegate wishes to collaborate with others in writing a resolution, then an unmoderated caucus would be appropriate.
  + (TJMUN comment) This is where many of the coalition/bloc meetings occur, as well as much of the paper writing.

*Motion for a Right of Reply*

* Context: If a member of the committee makes a personal attack on another delegate, then the offended delegate is permitted to reply to the delegate. However, if an attack is made on a delegate’s position, the delegate does not receive a right of reply, meaning “Country A is stupid…” would deserve a right of reply, while, “Country B’s idea of satellites is idiotic…” does not deserve a right of reply.
* When: A right of reply is requested directly after the personal attack is made
* Comment: The chair makes the ultimate ruling as to whether or not the delegate in question deserves a right of reply.
* Comment: At ILMUNC, all rights of reply must be submitted to the chair in writing.

*Motion to Introduce Working Paper/Resolution/Amendment*

* Context: This motion is used when a delegate wants to introduce (meaning read it to the committee and make it an official document) a working paper/ resolution/amendment.
* When: This motion is used after the dais staff has handed out the working paper/resolution/ amendment to the committee.
* Comment: When you move to introduce the document, you also must specify the number (ex: motion to introduce resolution 2.3).

*Motion to Table the Topic*

* Context: This motion is used if a delegate wishes to immediately end debate on a topic and move to the next item on the agenda; if this motion is employed, then there will be no vote on the topic or any resolutions introduced on the topic; there will be two speakers for and two speakers against this motion.
* When: The motion can be used any time.

*Motion to Close the Speakers List*

* Context: Closing the speakers list means that no more countries will be added to the speakers list; when all the names on the speakers list have been exhausted, then the committee immediately moves into voting procedure.
* When: This motion can be used any time during formal debate.
* Motion to Close Debate and Move into Voting Procedure
* Context: This motion is used if a delegate wants to end debate on a topic and move into voting procedure; there will be two speakers against this motion.
* When: This motion can be used any time (but it will not be taken seriously unless an ample amount of debate on the issue has occurred).

*Motion for a Roll Call Vote*

* Context: During voting procedure, as oppose to raising one’s placard to vote, a delegate can motion for a roll call vote, which means that each country will be called on individually to cast its vote.
* When: The motion is used during voting procedure and automatically adopted, with the chair’s approval.
* Comment: The ways one can vote during a roll call vote are yes, no, yes with rights, no with rights, abstain, and pass. If a delegate votes yes, it means he/she is in favor of the resolution. If a delegate votes no, it means the delegate is against the resolution. If a delegate abstains, it means he/she does not wish to cast a vote on the resolution. If a delegate votes yes/no with rights, it means the delegate wishes to explain his/her vote. The delegate, upon completion of the roll call vote, will receive a thirty second speech. If a delegate votes yes/no with rights it usually means that the delegate would like to explain why he/she is voting against their country’s position or against what the country was arguing for during debate. If a delegate passes, it means that the delegate is unsure of how to vote, and will be called upon at the end of the roll call vote. Please note that if a delegate passes, he/she cannot vote with rights.

*Motion to Divide the Question*

* Context: This motion is used if a delegate wishes to divide out a portion (certain clauses) of a resolution; each portion of the resolution will then be voted on separately. This requires two speakers for and two speakers against the motion to divide, not the individual divisions.
* When: This motion is used during voting procedure.
* Comment: A delegate would use this motion if the he/she agrees with the majority of a resolution but cannot or will not vote for it because of a certain clause.

*Motion to Recess*

* Context: This motion is used to suspend debate at the end of each committee session.
* When: At the end of each committee session, once the chair says that he/she would take a motion to Recess.

*Motion to Adjourn*

* Context: This motion is used to end the last committee session, ending the conference.
* When: The motion is used at the end of the last committee session, once the chair says that he/she would take a motion to adjourn.

*Motion to Question the Competence of the Committee to Discuss…*

* Context: This motion is used if a delegate believes that a topic either in a resolution or discussed in committee is out of the jurisdiction of charter of that committee. For example, if a resolution on the Commission on the Status of Women had a clause which discussed Iraq’s nuclear disarmament, that would merit a motion to question the competence because CSW does not have the ability to disarm Iraq. When someone uses this motion, there will be two speakers for and two speakers against the topic/clauses at hand followed by a vote; if the vote passes, then the topic at hand will be removed from the resolution/discussion.
* When: The motion can be used any time during formal debate.
* Comment: This motion is a very serious motion that drastically changes the course of debate. Accordingly, it should only be used if you and your fellow delegates believe there is a serious problem and the topic of discussion is fully outside the scope of the committee.

*Motion to Question the Competence of the Chair*

* Context: This motion is used if a delegate believes that the chair of the committee is not versed in ILMUNC conduct or procedure or if a delegate believes that the chair is doing a poor job in running the committee. If this motion is brought to the floor, the vice chair will determine whether or not the motion is in order; if the vice chair finds the motion in order, he/she will continue the procedural process of questioning the competence of the chair.
* When: The motion can be used any time during formal debate.
* Comment: This motion is very serious and should be considered very carefully before use.

**Points:**

In general, points are a way to ask a question in committee, or bring something of non-substantive importance to the committee’s attention.

*Point of Parliamentary Inquiry*

* Context: This point is used when a delegate is unsure of or wants a clarification of a rule or committee procedure; it can also be used if a delegate has a non-substantive question (such as “point of parliamentary inquiry, would it be in order to start handing in working papers at this time?”).
* When: This point can be used any time when the chair is taking points from the floor.

*Point of Personal Privilege*

* Context: This point is used when a delegate’s ability to participate in committee is impaired. For example, one could use this point if it is difficult to hear the speaker or it is very cold in the room.
* When: This point can be used anytime, even during another delegates’ speech.
* Comment: Using too many points of personal privilege can be unproductive to the committee, so use them very sparingly and only if the issue is truly impairing your ability to delegate, not just if it is a touch hot.

*Point of Clarification*

* Context: This is used when a delegate wants to clarify a non-substantive point (meaning grammatical, spelling, word choice, awkward phrases) in a resolution or amendment.
* When: Use while or directly after a resolution or amendment has been introduced.
* Comment: This point is only used during the introduction of a resolution or amendment.

*Point of Information*

* Context: This is used when a delegate has a substantive question for a speaker during formal debate.
* When: This point can be used any time the chair says that questions are in order.

*Point of Order*

* Context: A delegate can raise a point of order when there is a violation of the rules of procedure. The chair will decide whether there is a violation immediately, and if there is, then the violation is corrected or stopped.
* When: This point can be used anytime, including during another delegates’ speech
* Comment: A point of order is a very serious procedural matter, especially since it has the power to interrupt other committee proceedings. It should only be used if a delegate is sure a rule is broken. If a delegate is not sure if a rule is broken, or if the possibly broken rule does not affect the committee proceedings, it could be prudent for the delegate to rephrase the question at a more appropriate moment in the form of a point of parliamentary inquiry. Chairs have the ability to adopt rules of debate at their discretion.

**Yields and Comments:**

*Yield to the Chair*

* Context: After the completion of a speakers list speech, a delegate may yield to the chair. This means that the chair will absorb the time remaining in the speech (meaning nothing will happen with any time remaining).
* When: After a speech on the speakers list.

*Yield to Questions*

* Context: After the completion of a speakers list speech, a delegate may yield to questions. With the remaining time, the chair will call upon other delegates to ask the delegate giving the speech questions that must pertain to the speech that was just given.
* When: After a speech on the speakers list.
* Comment: The time taken for a delegate to ask the question will not be counted towards the time remaining in the speech.

*Yield to Another Delegate*

* Context: After the completion of a speakers list speech, a delegate may yield to another delegate. This means that with the time remaining in the speech, another delegate will be able to elaborate on the ideas that the first delegate presented; the second speaker may not talk about a topic the first speaker did not mention. Please note that only one yield may be made per speaker on the speakers list.
* When: A delegate yields to another delegate after a speech on the speakers list.
* Comment: If the speaker intends on yielding to another delegate, he/she should be sure that the delegate yielded to will support his/her ideas.

*Yield to Comments*

* Context: After the completion of a speakers list speech, a delegate m ay yield to comments. This means that 2 thirty-second speeches can be made by any delegate (the chair will call on two delegates who wish to make comments). Note that the comment must pertain to the original speech.
* When: A delegate yields to comments after a speech on the speakers list.

*Comments (No Yield Required)*

* Context: If a delegate fails to yield after a speakers list speech, then 2 30-second comments are in order. If a speaker fails to yield, a delegate can motion to comment. These comments can be made by any delegate in the committee (the chair will choose 2 delegates who wish to speak). The comment must pertain to the original speech.
* When: Comments are warranted after a speech on the speakers list.

***Beginning of Committee + Flow of Debate***

NOTE: This timeline is for a local conference, so the pacing will stretch out for national conferences. Even among locals, the pacing will vary.

*A Note on Confidence:*

*Hello! This is your USG, Abhi Chadha, speaking! I wanted to talk a bit about confidence in MUN. Very often, you will be nervous when you enter that committee room; maybe it’s nerves about your first time in MUN, or it’s that you don’t feel very comfortable, etc. If there’s anything that I’ve learned over the last 3 years, it’s to walk into that room with confidence. You have to walk in there like you OWN IT and that you WILL do well no matter what. You have to act like you are the leading delegate from the very start, and think in that same way. It doesn’t matter how experienced you are; even if it’s your first committee, go in with the mindset that you are a leader and things will fall into place. Do whatever you have to-think it to yourself, say it to yourself, whatever works-and it’ll make this journey great.*

*With Best Wishes,*

*Abhi Chadha*

*\_\_\_\_\_\_\_\_\_*

Many of the events and things listed above may seem confusing at first, but they are explained in detail in the following sections.

The time before committee officially starts is very important:

1. The early bird gets the worm! The best delegates will show up early (at least 25 or so min) - so should you! As soon as the opening ceremony ends, find your committee room so you can find a good spot. Don’t stress about exactly where, but you will hear that 2-3 row, towards the aisle is best.
2. As delegates are filtering into the room, introduce yourself to them—do it like you would when just making a new friend. Getting to know the other delegates not only makes it easier to work with them and improve your chances of success, but it will also make your MUN experience much better. Some tips for this include a good, firm handshake, a smile, and eye contact. Ask questions about the other person, focus on things that interests him/her and show a genuine interest in him/her.
   1. Make sure you know the other TJ delegates in the committee. Be wary, but not overly conscious, of working together because:
      1. You should be trying to get to know new people!
      2. TJ delegates learn the same things, often from the same people—clashing with the same strategies might not work
      3. As a family, it is our responsibility to act like one—we help each other out and do our best to uphold TJMUN’s name. Introduce yourself to experienced TJ delegates in your committee, and they will go out of their way to make sure you have a good experience.
   2. You can ask which topic people are interested in. The more confident you are about which topic you want to push, the more people think that that is the topic everyone wants to choose—you can get the topic you want to be more popular before committee even begins. This does NOT mean that you should only prepare for one topic. Be more prepared for the topic you are more confident people will choose, but have a solid background in all of them.
   3. You may also discuss /convince people to merge, because it is even less formal than an unmoderated caucus. It will prevent your future team from making decisions without you—not that they can’t make decisions! Just not without you and your input; as the leader you should have a large voice in decisions.
   4. If someone's dress or outfit catches your eye, let them know. Make yourself open and friendly, it will really help people to gravitate towards you.
3. Introducing yourself to the chair/dias is fine, but don’t overdo it for sake of looking like you are “sucking up”, even though you may not be! Chairs can be really interesting people, and getting to know them in a sincere way will be worthwhile. You can also get to know your chair/dias after the last committee session if there’s time—it’ll avoid looking like sucking up to others, and you will still get to know them.

**Flow of Debate:**

<http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/flow-of-debate>

In a nutshell:

1. Motion to Open Debate
2. Motion to Open Speakers List to decide on which topic to discuss
3. Motion to set the Agenda to Topic \_\_\_\_\_\_
4. Series of Moderated and Unmoderated Caucuses
   * Two Types
     + Moderated Caucusing- the forum to discuss ideas
       - Focus on presentation and substance
         * Confident body language, projection, gesture
       - Focus on 1-2 things
       - Push debate forward
       - Frame and bullet your speeches
       - Keep an eye out for ideas of others/other blocs
     + Unmoderated
       - Bloc building- lead the bloc!
       - Working Paper writing
       - Negotiation
       - Frame your ideas in an easy to grasp manner
       - Divide the attention/delegate work
5. Motion for \_\_\_ minute Q&A session
6. More moderated and unmoderated as you try to merge, answer lingering questions
7. Motion to Close Debate and move into voting procedures
8. Motion for Recess

**The First Session:**

Keep in mind that this guide is meant to describe General Assembly-type committees at local conferences—crisis committees are detailed in a later section. Things may be slightly different for national conference GAs or for certain specialized committees, though, in general, they will follow the same pattern. Cabinets, however, will have very different procedures. Also, understand that different chairs may do things in slightly different ways. Unless it is an egregious violation of parliamentary procedure, you should simply follow the chair’s discretion.

1. Attendance
   1. The first thing the chair will do is take attendance and hand out country name placards as names are called. You typically hand in position papers at this point, when your country is called. When your delegation is called you may either say “present” or “present and voting.” The latter means that you cannot abstain when voting on resolutions, but must vote yay or nay. TIP: Never be present and voting; there’s really no reason to be so. People may use “present and voting” to try to make themselves sound a certain way (whether it be more prepared, experienced, etc.), but it has little real meaning, and you might regret it.
2. Setting the Topic
   1. The chair will then ask if there are any points or motions. Since there are usually multiple topics your committee could discuss, the committee must choose one before getting into debate. Before committee can continue, somebody must raise their placard, be recognized, and say “motion to open a speakers list to discuss setting the agenda.” The speaking time and the number of questions can be specified in the motion to open a speakers list, or can be specified by a separate “motion to set speaking time” after the speakers list is open. For the speakers list, when discussing what to set the topic to, the aim is to get as many speakers to give their opinion as possible, so the time is typically short (30 sec). After a speakers list has been opened, the chair will ask that all nations wishing to speak raise their placards and he/she will then call on nations in the order that they should be placed on the speakers list.
   2. After this, unless there are any other points or motions, the chair will begin recognizing nations to speak in the order that they appear on the speakers list. After several have spoken, usually after two or three in a row have spoken in favor of one topic, then someone may “motion to set the topic to” whatever topic they wish to discuss. Strict parli-pro requires that there be speakers for and against, but many chairs will simply move straight to a vote. You must either vote in favor or against. If you wish to debate another topic, you must vote against and then separately motion to set the topic to what you wish to debate.
   3. During the speakers list, you may yield any remaining time to questions, another delegate, or the chair. Because speakers list speeches tend to be basic and blocs haven’t yet formed, the first two options aren’t used frequently. It’s customary to simply say “I yield my time to the chair” once you are done speaking.
3. The First Stages of Debate
   1. Once the new topic is set, the chair will open the floor to new motions. People will raise their placards in order to motion for moderated caucuses of various lengths and subjects. The committee will generally pass one of the motions out of the first round, and then debate begins in earnest. The first part of committee consists of making arguments in favor of your position and identifying others who share your beliefs. At the beginning, the chair may limit debate to moderated caucuses.
   2. After many opinions have been heard, the chair will entertain a motion for an unmoderated caucus. At this point, you should start talking with those nations that agree with you, and establishing coalitions and making plans for writing working papers (a working paper is a resolution before it is formally introduced).
   3. NOTES: You may not get to speak in the first moderated caucus, particularly in large GA’s, so you should be sending notes to other delegates who you thought had good ideas to ensure you have a coalition/bloc. Send notes to those delegates who you agree with, but ensure that you aren’t sending notes to delegates who may attempt to take away power or something of the sort.
4. The Remainder of First Session
   1. You session will continue debate through moderated caucuses and unmoderated caucuses. By the end, working papers will probably have been submitted to the chair to become resolutions, but it is infrequent that they can be copied for distribution to the committee before the session ends. This committee session is spent primarily jockeying for position and trying to form strong coalitions.

**The Second Session:**

Second session is the prime working time, when resolutions will likely be voted on. While first session sets you up, second session will make or break your success in committee. Debate will continue through caucuses, but it will be interrupted by some important events.

1. Introducing Working Papers
   1. In order for a working paper to be introduced, it must have a certain number of signatories and sponsors. This is generally some fraction of the size of the committee (e.g. 1/5), determined by the chair. When the paper is formally introduced, it will be given a number to identify it later. For instance, the second resolution of the first topic would be numbered 1.2. The sponsors of the resolution will go to the head of the committee and read the paper aloud.
   2. After the resolution has been read, the chair may entertain non-substantive questions (questions solely for non-substantive matters such as wording clarification or to point out grammatical and formatting mistakes).
2. Question and Answer:
   1. After non-substantive questions have been heard, there is typically a motion for a “Question and Answer Session,” usually about five minutes long. During this time, the sponsors remain at the front of the room to answer substantive questions, which are questions that either attempt to probe into the true meaning of the resolution or aggressively try to attack the resolution. When asking a question, make sure it is actually a question, and not simply a statement followed by saying, “Right?” or, “How would you respond to that?”. Try to ask questions that point out new flaws in the way clauses are written, not ones that simply rehash issues discussed in the moderated caucuses.
3. Voting Procedures
   1. After all the working papers have been introduced and debate has been exhausted, the chair will usually entertain a motion to “Close Debate.” This requires two speakers against, which means that two countries against the motion will be given time to give reasons why the motion should fail and debate should be continued. If the motion passes, then debate is closed, and the committee moves into voting procedures.
   2. Once the committee enters voting procedures, nobody will be allowed to talk with other delegates, and nobody is allowed to enter or exit the room.
   3. In voting procedures, individual working papers are considered one at a time. For each one, there may be divisions of the question before the actual vote.
   4. After all resolutions have been considered and voted on, the committee leaves voting procedures and is back where it started. A new topic must be set.

**Third Session:**

The awards may have been decided by this point, and it is unlikely the committee will be able to settle another topic unless it has already made substantial progress. Definitely do not start to lose decorum if the chair wants you to remain serious, but if he/she is ok with it, and the rest of the committee is also relaxing, enjoy yourself! Go into FUN MUN!

***Public Speaking***

Helpful links:

<http://bestdelegate.com/how-to-win-best-delegate-framing/>

<http://bestdelegate.com/public-speaking-first-aid-how-to-overcome-nervousness-intimidation-and-perfectionism/> (overcoming nervousness!)

This is the one of the most important skills! In MUN, the two key parts of speaking come down to the WAY you speak (style) and WHAT you say (content)

**Style:**

Standing in front of a large audience can be super scary and intimidating—we’ve all had that feeling, even the most experienced of MUN delegates. Don't be scared of messing up—it’s really all about your state of mind. You can psyche yourself out of it if you keep telling yourself you’re nervous, so be confident and self-assured!

* *Eye contact*
  + Maintain eye contact with the audience (not at the floor!), but don’t stare at one person for the whole time or move your eyes around too much. Keep your eyes moving slowly, from person to person. If looking a person in the eye is very hard at first, try looking towards the back of the room, or look at the space between people’s eyes instead of directly into their eye.
  + Keep eye contact gentle; don’t try to stare down/intimidate with your eyes
* *Body movement*
  + Don’t shuffle back and forth. If you want to move, move a couple times during the speech with very direct movements; a step to the right and then a step to the left.
  + Stand straight, big, and powerful. People will naturally gravitate towards you.
  + Use your hands to gesture, but keep the gesturing natural. Enforce points with hand motions, and be passionate with your hand motions, so it doesn’t look like your hands are flimsily waving around!
* *Poise:*
  + Be composed and self-assured, speak loudly and proudly. Not arrogantly, but as if you know what you're talking about. Even if you have no idea what you’re talking about, but you sound like you do, you will be very convincing!
  + FAKE IT TILL YOU MAKE IT. Go up there and fake your confidence until you feel like you’ve gained real confidence. Everyone has their fair share of bad speeches, so don’t stress if you go up there and mess up a little; it happens to everyone. No one is judging you as hard as you might think they are.
* *Nerves*:
  + Generally, people will usually tell you to try to calm down, take deep breathes, and give yourself prep talks. That’s all great advice, but the key to forever overcoming nerves is to EMBRACE being nervous. If you have that pent up energy, why not use it to make your speech better? Take the adrenaline and pour it out when you talk, adding passion to your speech. Afterwards, the feeling of relief is all worth it. This doesn’t necessarily mean you should go ham with your speech—just control the nerves while letting them shine.
* *Partnership:*
  + You and your bloc can mutually encourage each other—when another member is speaking, smile at them, give them a thumbs up, and say good job when they come back. Don’t do it for the public eye either—genuinely try to help your bloc, and they will help you. It will improve relations, and you'll not only be a leader, but a supportive leader.
  + If you are in a double delegation and feel more comfortable looking at your partner (or another friend in the room) than other delegates, use them as a focal point. If you get nervous, look at them and they can give you a reassuring gesture. If you choose to work out an agreement like this, make sure the other person doesn’t smile or laugh while you are speaking, so it won’t cause you to laugh.
* *Balance:*
  + Kind and understanding but also powerful. It’s important to speak with authority, but not as a dictator—the compassion and care you put into your speech will prevent a powerful speech from seeming to arrogant or demanding.
    - The speech tone should be like, “This is vital and important so everyone must pay attention”

**Content:**

* *#1 RULE OF MUN SPEAKING: DO NOT PREWRITE SPEECHES!*
  + There simply isn’t enough time, and while you are busy pre-writing, you won’t be able to listen to what others are saying. Pre-writing in unmods waste time that should be used to connect with fellow delegates and plan/write resolutions.
  + This is so important to remember because it comes naturally for novices to write out all speeches. The most you should do is write down bullet points into a frame with key facts and ideas to refer to. Start with longer bullet points, then just single words, and eventually you should move to not having any notes. This will help you with your speaking style, and really sets apart a good speaker!
    - It doesn’t matter if you make a grammatical error, tweaked a word, etc.; public speaking revolves around the idea you are trying to convey.
* General content of a speech:
  + Thank the chair (don’t need to do every time—generally just the first time)
  + Move into 2-3 key points in your speech (urging a view or presenting a new idea)
    - Believe what you have to say. If you don’t believe it, others won’t.
    - Try to move the debate forward and control the flow of debate—bring up a point that everyone following you will start to address!
    - Don’t go up and churn out a super technical informative speeches—it should be informative, but also interesting
      * E.g stuffing the speech with too many statistics can overwhelm and confuse people.
    - Too many speeches are spent stating views, but the best speeches explain why those views are right—speeches should be persuasive
    - If your bloc has already been working on a resolution, give an update on it
  + Conclusion/Ask for notes/Say you’d be happy to meet up in an unmod
* If something has been repeatedly by other delegates, like “I urge the committee to discuss mergers,” no need to say it again—it can get the committee annoyed
* If you give one of the first speeches, it wouldn’t be a bad idea to start with some statistic that relates to the topic to establish some sort of urgency, and then build off that.
* When you talk, you need to MOVE THE COMMITTEE FORWARD. There will be plenty of times where the committee gets stuck in the same discussion. You must be able to show “That’s all fine, but here’s where we need to focus now.”

You MUST practice – practice in front of the mirror, in the shower, while you’re doing your hair, etc, on random topics so you can work on your improvisation and speaking skills.

***Building a Bloc***

Building a bloc is VERY important and unique to MUN. It’s a huge demonstration of your ability to be a leader. Walking in confident and giving a solid first speech will help you gather people to work with, and people will already be looking to you as a confident leader. Keep a running (and private) list of people who are supporting the same topic as you, and after that, delegations that seem to have the same background and/or position as you. Notes should start off like:

"Hey \_\_\_\_\_\_, As an island country, I'm sure we'd have similar thoughts and ideas for solutions. Let’s talk during the unmod at \_\_\_\_\_\_"

Or later, 2/3 moderated caucuses in, when people have begun to discuss broad general solutions,

"Hey \_\_\_\_\_\_\_, I really like your idea about \_\_\_\_\_\_. My main idea is \_\_\_\_\_\_ and I think our ideas would work very well together. Let’s talk during the unmod at \_\_\_\_\_\_\_"

Send these sort of notes to as many countries as you can and as fast as you can. Eventually, someone will motion for an unmod (or you, as everyone you'd been communicating with will probably vote for it as well) and you can gather a huge group together and talk!

Try to be a good leader from the start by doing the following or keeping in mind:

* Ask everyone to quiet down, and go around to give a 10-15 second summary of ideas
  + When going around the circle-clump, make sure everyone gets a chance to talk
  + Gather ideas from your bloc as to how to make the idea better, and give suggestions for everyone else's as well. You will build trust and cooperation within your bloc by without seeming or being overpowering/dominating.
  + Let your ideas be known! Still speak confidently, speak like you are addressing the bloc as a whole (look around to everyone). If things are loud, raising your voice is ok, but NEVER shout.
* Position wise, some people find the “circle trick” helpful—if people are standing in a semicircle around you while you are sitting, it simply gives the appearance of leadership. This also happens if you’re leaning up against a wall and the bloc is in a semicircle around you. Take this with a grain of salt though, and don’t let it be your main concern—what you say and do is much more important than where you’re physically standing.
* Some people will join and some will leave—don’t panic when people break off!
  + If you’re double del, one thing you can do is have one person stay in the bloc circle the whole time, and the other go around the room checking out other blocs
* It will take at least 2/3 total unmods for blocs to solidify. Then, start asking for clauses.
  + Don’t write preambulatory clauses (detailed in the “Working Paper” section)—you want to be the one writing major operative clauses. Ask someone in the bloc and who is willing to work, but not trying to take charge, to write preambs.
  + Start writing out clauses with your bloc.
  + Try to make sure that as many of your ideas as possible are included in the paper, and that your solutions/big ideas are the primary or first clause.
* Never, EVER be in multiple blocs! Especially if you are in a double delegation, make sure that both you and your partner are 100% on the same page in regards to what bloc you’re in. Make sure that you are not a sponsor of multiple papers, and that you nobody who is a sponsor of your paper is also a sponsor of another paper.

In summary: Send notes, calmly and confidently gather a group to exchange ideas, ask for clauses, establish yourself as leader

***Working Papers + Amendments***

Helpful sources:

* <http://bestdelegate.com/the-wimun-guide-to-writing-an-awesome-resolution/>
* <http://www.ilmunc.com/pdf/wp2014.pdf>

See “**Appendix C: Sample Working Papers.**”

**Sponsors and Signatories:**

Sponsors are delegates who have actively taken part in writing the resolution and who actively support the resolution. Being a signatory, on the other hand, means that you wish to see the resolution debated, but you do not necessarily intend to vote for it. If someone asks you to be a signatory, don’t hesitate to say yes! It won’t affect you in any way. In order for a resolution to be introduced, it must have a certain number of signatories and sponsors. This is generally some fraction of the size of the committee (e.g. 1/5), determined by the chair.

**Formatting:**

Resolutions have some very strict formatting requirements, which are enumerated below in the order they ought to appear on the resolution.

When formatting your paper, remember that it’s essentially one giant sentence: The UN body, emphasizing this, recalling that, concerned by something else, recommends people do this; encourages nations to do that; supports the implementation of something else…and so on and so forth.

* 1. The number of the resolution should be at the very top. The number is the number of the topic being discussed, followed by a period, followed by the number of the resolution. For example, the third resolution being introduced for the second topic being debated would be “Resolution 2.3.” Generally, the chair will add this number when the resolution is being sent off to be typed.
  2. List the sponsors of the resolution. For example, below the resolution number write “Sponsors: Argentina, Burkina Faso, Russian Federation”. Some people order these by level of contribution to the paper, but it generally saves a lot of arguing if you just do it in alphabetical order.
  3. List the signatories. For example, below the sponsors list would be “Signatories: Cambodia, Laos, New Zealand.”
  4. Write the name of your committee. GA Committees should write “The UN General Assembly.”
  5. Write the preambulatory clauses. These clauses start with “-ing” verbs, which should be underlined or italicized. Preambulatory clauses should end with a comma. They are not operative and so do not make strong statements. Rather, they provide background information, cite previous UN resolutions, or express the feelings of the committee. Preambulatory clauses may NOT be amended. An example of a “preamb” would be “Recognizing that terrorism is a crime against humanity as a whole,”
  6. Operative clauses are next listed. They should be numbered. Subclauses are assigned letters, and sub-subclauses are given small Roman numerals. The verbs should be active verbs describing the measures that your committee is taking and should be underlined or italicized. Except for the last one, which ends with a period, operative clauses should end with a semicolon. Some of the stronger

**Details on clauses:**

Working papers start with preambulatory, which are supposed to highlight the problems your bloc is addressing; 4 or 5 is good enough—they have little importance, especially compared to operative clauses. Again, don’t write them! Have someone else write them, and focus on the main operative clauses.

Then come the operative clauses. They should be formal and in third person. Make sure your idea, which should be the central idea, is the first clause, and that you are writing it yourself. You can be the person collecting the papers and putting it together, or you could have someone else do it - but make sure everything is being run by you first! Ask people to send it to you, but designate someone else to organize, write, etc. so that others can take part and you won’t seem like you’re hogging power. It will also make sure that you're not wasting time swimming in papers, and you'll get to speak and still be totally informed as to what is going into the paper and what is not.

Who turns in the paper is sometimes made out to be a big deal, but really, good chairs won't take that detail into account. Surely be absolutely aware who is turning it in, and be there watching if you're not the one who is turning it in; establish the authority. 2 essential things:

* All the points should tie together and make sense
* Let people put in their ideas

Below is a list of common verbs used in resolutions, though you are not necessarily limited to those included. Conferences often include a list of these phrases in conference packets that are handed out. Keeping a list of these verbs in your MUN materials will be handy when writing resolutions!

Preambulatory Clauses:

Affirming, Alarmed by, Approving of, Aware of, Bearing in mind, Believing, Confident that, Conscious of, Contemplating, Convinced that, Declaring, Deploring, Desiring, Disturbed by, Emphasizing, Expecting, Guided by, Having adopted, Having concluded, Having considered, Having examined, Having studied, Having received, Noting, Observing, Realizing, Recalling, Recognizing, Regretting, Seeking, Taking into account, Welcoming

Operative Clauses:

Accepts, Affirms, Appreciates, Approves, Authorizes, Calls upon, Condemns\*, Confirms, Congratulates, Considers, Desires, Demands\*, Deplores\*, Designates, Draws the attention, Emphasizes, Encourages, Endorses, Expresses its hope, Invites, Notes, Proclaims, Reaffirms, Recommends, Regrets, Reminds, Requests, Resolves, Supports, Transmits, Urges

\*only to be used in the UN Security Council

**Working Papers vs. Resolutions : The Distinction**

A working paper does not become a resolution paper till it has been passed; just lingo to remember. On the topic of that, you can't yield your time to the chair in a moderated caucus (random, but helpful).

As a technical matter, keep in mind that resolutions that have not been formally introduced are known as “working papers”. ILMUNC has unique procedures regarding working papers and resolutions—working papers are introduced, then mergers occur, then draft resolutions are introduced, and then the papers are voted on. The specifics of that will be explained by your ILMUNC chair, as it’s different from any other conference we attend.

**Tips/Advice for Writing Working Papers:**

The purpose of a resolution is that it provides a comprehensive solution to the problem at hand. Though certain resolutions may focus on certain aspects of the topic being debated, the resolution should thoroughly deal with whatever it purports to solve.

Writing a resolution is in many ways a balancing act. It should be long enough to address most major facets of an issue (TIP: the word comprehensive is pretty meaningless when used without context, so describing your resolution as “the most comprehensive” will both not tell your audience anything, and will probably annoy them because it’s so overused), but not so long that people lose track of its meaning and it ends up repeating itself. It should provide specifics about how you plan to accomplish your goals, but should not be so specific as to micromanage all of the programs you are setting up. In many ways, it will simply take experience in order to master the resolution balancing act.

The most common objection to resolutions is that they violate “national sovereignty,” the right of a nation to govern itself. Only the Security Council has the right to violate national sovereignty, so GA resolutions should be careful to avoid infringing upon nations’ right of self-governance. Thus, lots of clauses begin with “suggests” or “encourages” rather than any operatives that indicate requirement.

**Amendments:**

(http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/resolutions/friendly-and-unfriendly-amendments)

Amendments are additions, deletions, changes to an operative clause in a resolution. Amendments should be formally written down in the format of a resolution and is and submitted to the chair. There are 2 types:

* Friendly Amendments:
  + They are friendly because they are accepted by all of the sponsors of the resolution. After the amendment is signed by all the draft resolution’s sponsors and is approved by the chair, it will automatically be incorporated into the resolution.
* Unfriendly Amendments
  + Unfriendly amendments are unfriendly because they are opposed by at least one of the sponsors, thus they must be voted on by the committee. They are voted on separately during voting procedures right before the resolution is voted on. The author(s) of the amendment must get a certain number of signatories in order to introduce it (usually 1/5 the committee size). If the amendment passes committee, then the full resolution is voted for with the unfriendly amendment included. If the amendment fails, then the resolution is voted for in its original form.

***Q&A + Mergers + Voting***

**Q&A** is very important because it:

* distinguishes the bloc leaders from other delegates
* shows the quality of your solutions and how well versed you are in the paper
* allows you to defend your solutions, as well as question/challenge other bloc’s solutions and show why yours is better

The chair will specify how many people they want in Q&A (general 5-6), and usually only one person per delegation is allowed. First, your bloc presents the paper in front of the committee—usually you go down the line of people presenting the paper and each read a clause or two. Then, committee members are free to ask the bloc any questions pertaining to the solution, and the bloc will reply to each question. Remember that there is NO back and forth allowed!

**Answering:**

While you do want to answer questions, you need to be diplomatic with your team as well. Agree that each of you will take a question relating to the specific clauses you wrote. If your clause is the main one, more questions will be directed to your personal clause, which is good! Try to stand in the center of the line of delegates. If someone asks a question you know is specific to someone else in your group, give them the chance to talk! Be like, yeah, you want to take this? You should answer many questions, but also redirect questions when they relate to someone else’s specific idea. Allow them to answer, and if you feel necessary, follow up by tying it all back together to the main point. People will give you the deference when you do want to speak, and you’ll gain a lot of respect from your team and the chairs.

Q&As will sometimes (or quite often) become cat fights during locals. If you’re presenting your paper in Q&A and someone is taking over too much, try to quiet things down and tell them to refrain from dominating everything and allow others to answer. Better yet, if you find the time, sort out with your bloc beforehand that no one should be dominating, to be fair with each other. It will not only demonstrate diplomacy and leadership, but will stop an uncomfortable cat fight from taking place in front of the whole committee.

**Questioning:**

When asking questions, remember to stand up and ask confidently. Look the bloc members in the eye, especially the one who wrote the clause (if you happen to know). Start off by complimenting/commending the bloc on their paper, and then delve into it. If referencing a specific clause, make sure to note the number or letter that denotes that clause. Don’t ask questions about miniscule details, and never correct a typo in the paper—ask questions that will challenge the logical reasoning and comprehensibility of the solutions. Don’t ask the overused questions about funding or national sovereignty! Ask a question that could not be asked in any context for any solution—it should be specific to that very paper.

**Merging:**

Once all the papers have been presented, chairs may ask for mergers, especially at nationals. Many chairs look highly upon mergers because it shows that the leaders of the blocs are capable of massive cooperation and efficient condensing of work within a short amount of time. Mergers can be quite difficult, chaotic, and stressful, but being able to handle mergers will help you very much!

Compare the papers of the blocs trying to merge, point by point. Since the papers will likely be similar, make sure to let the other blocs know that they’ll be adding their clauses to your paper, before the merging of papers gets into motion. They are unlikely to go "no way you're adding yours to OURS", but even so, be nice to about it. “There were some points that were awesome in your paper and would fit in perfectly into our paper!” During merging, maintaining leadership is key—your bloc must emerge as the primary bloc, and as the bloc leader, you the primary leader. The working paper should be primarily your stuff with the other bloc’s points added.

If the other blocs really want something to go from your paper, consult with your bloc, but know that you MUST compromise in order to merge. Make sure that no clauses contradict, and that there is mutual consent over the final paper. In the next moderated caucus, highlight which clauses were added to your paper and how it might have changed—praise, commend, etc. about the benefits of the merge. There is no harm in highlighting the other bloc’s portion; it shows that you can work well together, which then supports the credibility of your paper and solutions.

**Voting:**

Voting is the last part. You can use the back of the room trick. People who sit in the back of the room the whole time mainly come to hang out and go to the delegate dance—their votes, however, still matter! Meet them, make small talk, etc., and they'll be more likely to remember you when voting. Knowing you more than the other bloc leaders will help you get their vote.

For papers that are very similar but didn't merge, have both blocs assure each other's support, and vote for each other. This is called ***voting in conjunction***. **NEVER** tell someone you'll vote for them and then not fulfill promise. It is not only a dirty tactic, but a bad reflection of your character and credibility. At TJMUN, we want you to succeed, but only through fair ways.

Above all, in the simplest terms: act smart, not dirty.

Special occurrences/things you may do:

**Dividing the Question:** (http://www.nmun.org/downloads/prep\_guide\_pdfs/Rules%20of%20Procedure.pdf)

You can use the motion to divide the question to vote on an entire operative clause or group of clauses (preambs cannot be divided) separately from the rest of a resolution. You may want to do this if you feel that a specific clause or group of clauses is causing unnecessary controversy over the paper, and that more people would agree on the paper if that clause/causes was gone.

Motions to divide apply only to complete operative clauses; words or phrases in clauses must be amended. Immediately before a resolution comes to a vote, a delegate may move to divide the question and indicate which clause(s) it would like to consider separately (e.g. “I move to divide out clauses 1 and 2.”). If there are calls for multiple divisions, they will be voted on in order of the most radical division to the least. This order is at the sole discretion of the chair.

First vote: The first vote on a division of the question is a procedural vote. In other words, the committee votes on whether or not to consider the clause(s) separately: this requires a simple majority. The chair may accept two speakers in favor of the motion and two speakers against. However, these speakers are required to limit their comments to procedural issues and cannot speak on the substance of any clause(s) in question. If the procedural motion passes, the clause(s) are separated from the resolution and put to a separate substantive vote. No motions except points of order will be taken in between these two votes. If the procedural vote fails, the resolution remains intact, clauses are not divided out and the committee moves on.

Second vote: The second, substantive vote is to decide whether or not to include and highlight the clause(s) separated by the procedural motion. If it passes, the clause(s) become an annex to the original resolution (which no longer contains the clause(s) in question). In the event that the original resolution (from which the clauses were separated) fails, the annex is still considered accepted by the committee and assumes the code number of the original resolution. If the substantive vote fails, the separated clauses are permanently discarded. Note that if all operative clauses are divided out and discarded, the resolution fails. After the committee votes on all divisions, it votes on what is left of the original resolution.

Remember that the purpose of the motion is to highlight operative clauses, not to have them deleted from a draft resolution. While this a legitimate interest as such, the correct way to do it, would be by proposing an amendment.

Motion to Divide the Question- consider cause(s) separately from the rest of a resolution

Procedural Vote- requires simple majority

Fail

Pass

Clause(s) are not separated and the committee moves on to the next motion for division.

Clause(s) are separated out and the committee moves on to a substantive vote on the division. The resolution is now divided into 2 pieces.

Substantive Vote- requires simple majority

Clause(s) are approved by the committee and become an annex to the original resolution.

Pass

Clause(s) are discarded and are no longer any part of the resolution.

Fail

**Omnibus:** If the sponsors of two resolutions feel that their resolutions are inextricably linked (but the two blocs haven’t merged), they may make both of them an omnibus. This means that they are voted on together, as if they were one resolution. This is different from voting in conjunction in that voting in conjunction still requires a vote on each resolution, whereas in omnibus, the two papers are treated as one. This is very uncommon, but it is good to know.

**Precedence:** If resolutions with conflicting clauses are both passed by a committee, then whichever one is passed later takes precedence.

In summary…

* Q&A: Establish yourself as the leader and most knowledgeable without being rude! Don’t dominate/take over.
* Mergers: Keep your calm, be diplomatic, maintain leadership
* Voting: Appeal to all voters, not just those who have been most involved

***Guide to Crisis***

\*\*This is for non-novices! Novices, you will not do crisis in your first year of MUN ☺

**Presented to you by your 2015-2016 Crisis Czars: Shohini Gupta, Rushi Shah, and Spencer Weiss**

**General laydown of crisis:**

* Small group, more experienced delegates, dynamic; on your feet
* Issues of contingency constantly change throughout committee
* MUN is FUN
* Parliamentary procedure is pretty much the same but check with your chairs; more relaxed and things go more quickly; don’t get bogged down in formalities!
* Debate is more of a discussion rather than formal speeches, can speak multiple times even in a moderated caucus
* In most cases (with the exception of UNSC, EU, etc.), you represent a person and not a country
* Start with a general topic; most likely to generally stick to issues in background guide; crisis will stem from these base issues, at least initially
* They come in with a crisis that you have to solve
* Short term goal: bring committee together to address the immediate issue
  + You want to be the leader!
  + “Writing directives with one hand, raising placard to speak with the other”
  + Write DETAILED action plans to address the issues at hand

**Explanation of Committee Documents:**

Three Types (each can be personal or committee)

1. Directive: these can be thought of us an abbreviated resolution papers; there are no preambulatory clauses, and operatives are used to detail out action plans
   1. All plans must be fleshed out in order to convince crisis staff to go with your plans (especially important w/ personal directives)
      1. Put numbers and specific steps. Don’t say “Build a secret steel factory to produce arms for our illicit drug trade.” Say “”Build a high capacity (produces 1000 guns a day) factory on the river bank hidden behind a forest using the funds from this particular drug trade.”
   2. Signatories and sponsors are determined by chair/committee size
   3. Committee directives are introduced and then voted upon before being passed on to Crisis, but personal directives are immediately sent to Crisis (they are private, no one else has to see your personal directives)
   4. Personal Directives must draw upon personal portfolio powers. They can be co-sponsored as well, to take advantage of multiple sets of powers. (These terms are further explained later)
2. Communique: in the form of a letter to a person or group
   1. Can be used to request information, set up in-person meetings, communicate with delegates in opposite JCCs and broker deals. It’s not an action plan but rather a communications device.
3. Press Release: used to divulge information to the “public”
   1. Used to influence constituents’ opinions, stock market outcomes, manipulate public information
   2. Note: some chairs like them and some chairs hate them; figure out which early on
   3. Remember, to get anything DONE, you need to do pass directives
      1. ex. campaign or business committees will require directives which imply press releases

* What happens with these directives? They go to Crisis Staff.
  + Crisis staff is the team behind the scenes: they simulate the real world. They play the characters and determine the outcomes of every action that is taken by committee members
    - Ex. as a committee you decide to go to war; crisis staff decide whether or not you win the war, and will therefore shape the direction in which your committee will go
    - Staffers play any characters that may come in to speak to the committee
  + Personal directives and passed committee directives are sent to Crisis Staff, at which point they are reviewed and an action is taken.
    - For personal directives, crisis will usually send a note back to you explaining the result, unless the result is ground-breaking or controversial, in which case information may be leaked to the committee.
    - The results of committee directives are given to delegates in the form of crisis updates, news releases or in-person acting.
  + Crisis is more likely to react with an outcome favorable to you or the committee the more detailed, realistic and creative the directive is.

**Differences in Parliamentary Procedure:**

* (Henceforth, “directive” will be used, as it often is, as an umbrella term for directives, press releases and communiques.)
* Rolling/Perpetual Moderated Caucuses (sometimes used):
  + The chair calls on delegates to speak without having to motion for a new caucus every ten minutes.  There is no topic for the agenda and debate moves quickly.  You can motion to change the speaking time or for a round robin (where every delegate speaks for a set amount of time) intermittently.  With that said, however, most chairs have their own preferences so check with them.
  + Don’t motion to enter the rolling moderated caucus! (Except possibly at the very beginning of committee). It is the default option and the committee will enter one if no other motions are passed.
* Introducing and Voting on Committee Directives
  + Once several directives are on the floor, delegates can motion to “Introduce the directives on the floor,” at which point either the chair reads each directive out loud or the sponsor of each directive reads each out loud, depending on handwriting ability.
  + Subsequently, the committee can return to the rolling moderated caucus to debate the directives, enter an unmod to merge or hectically debate the directives, enter a two-for-two-against for each directive followed by voting on each, or move directly into voting procedure. Each of those has to be motioned for except the rolling mod, and the one used depends on how controversial the directives are, how much they overlap and the number of directives on the floor.
* Sponsors and Signatories
  + Most committee directives have one sponsor, but occasionally collaborations result in more than one.
  + Personal directives are also usually one, unless your grand plan requires the portfolio powers of another delegate, in which case, they are co-sponsored.
  + Some chairs require signatories on committee directives if a large amount are submitted, but this is mostly a hassle, so it doesn’t happen often and the chair should always let you know.
* Is there an overall goal for the committee? Is this like a GA where we try to save the world every time?
  + Depends on the type of committee. Boards of Directors may not have an overall goal, but war committees will.
    - General Terms:
      * JCC: Joint-Crisis-Committees. Two committees/bodies which will interact with each other, so directives passed in one can affect the outcome of the other. (two candidates campaigning, two parties at war)
      * Historic: set in a previous time period. Important to note what resources and historical figures are available (ex. don’t send emails in a WWII committee)
    - War Committees
      * The committee has a common goal (victory!), but delegates often feud for power amongst themselves.
    - Board of Directors
      * Most often delegates represent business executives of a famous company
      * Actions are often more unified and committee directives are more common
      * The committee grapples with less tangible entities in addition to people (ie the stock market, public opinion, mass media)
    - Diplomatic Bodies
      * Examples: UN Security Council, US National Security Council
      * Topics are related to diplomatic issues (war, food shortages, etc. )
    - Fantasy/TV Shows
      * Depends on how far from reality the fantasy universe is, but issues and directives tend to be less concrete but also allow more room for creativity.

**Research tips:**

* Background guides are much more broad and detailed
* Look at each subtopic as is related to your character or country so you can best understand how to use your portfolio powers in possible crisis committees
* Portfolio powers and actions the committee must take are usually provided in detail
  + Portfolio powers: what your character/county has the ability to do
    - ex. Finance ministers have control over the money but don’t have control of the Army
    - Depends on the chair, but powers are usually flexible, so you can use your given powers to create new ones (i.e. if you are the Minister of Energy and have a discretionary fund, you can hire a private army!)

**Why would you need a private army? Your personal crisis plan.**

* While flying by the seat of your pants may work in some situations, think like an Eagle Scout and Be Prepared!
* A good delegate has a personal mission; generally it involves gaining more power for themselves (ex. becoming the president, the leader, the richest person in the committee, etc.)
  + You should know how you want the committee to proceed and how you plan to influence it with your personal mission
  + You should have a detailed action plan as to how you will achieve your personal mission, which should be flexible to adjust to the unpredictable committee dynamics
  + Come prepared with detailed information with which to craft directives, but DON’T PRE-WRITE THEM!
* Thebest delegates (haha), however, know when to stick to their crisis plan and when to amend or retool it.
  + Inevitably, committee won’t go exactly as according to plan (you get assassinated, crisis didn’t like your central idea, aliens invade, etc.), so you should be prepared to adapt to the present situation
  + In this case, you may not have everything planned to the letter, but make sure to keep your directives detailed and use breaks or nights to research for the new situation. (This may also be a good time collaborate with other delegates or to go rogue, depending on your style.)
* Crisis likes plans should be fleshed out early on in committee; if you tell Crisis early on what your ultimate goal is, they’re much more likely to help you because they will know how to time your plan to their plans for the committee. Don’t send vague notes - even if you know what you want, they don’t, and they won’t do the things you’re asking for in the hope that you’ll pull through
  + A subtle way to send a message like that might be through a communique to a “partner” rather than telling crisis directly that you want to be the President
  + Maintain a balance between submitting a twenty-page directive with your entire plan in it (no one wants to read that) and submitting twenty directives that are each a sentence long (choppy and uninteresting). In a way, it operates like a novel: hook crisis staff initially and reel them in with your creativity and detail. It depends on the magnitude of what you are trying to do, but a reasonable number of directives is usually best.
* If crisis is telling you that your plan got “hijacked” for some reason, it’s their way of telling you that they don’t like your plan and that it won’t match with what they’re looking for in the committee. Go for something radically different, and try to gauge the direction of the committee. Don’t bug crisis by continuing to send in directives on a subject they don’t like!
  + Some crisis staffs are more flexible with their crisis plans than others (yes, they have plans too! (or at least they should)). Some will adapt to the flow of committee and the ideas of the delegates quickly.  Others, however, will only consider directives that fit with their personal visions, and if this is the case, don’t get discouraged, just change tactics.

**Tips:**

* Getting pulled out of committee or singled out for something “bad” is almost always a good thing. You WANT to be pulled out for meetings, or get arrested, or get put on trial, or even get assassinated. (You can also engineer these things to happen to yourself) Why? Because the attention is all on you and everyone realizes you have things going on under the table. And then they’ll spend hours just talking about you!
  + If that happens to someone else though, it can also be an opportunity for you to unify committee opinion against them! Broker a deal, vote them off the board, assassinate them, shame them in mass media, or anything else, just make the most of the situation from either side.
* It’s good to have a “protection” system of spies or something set up - a good line of defense!!
* Make partners in the committee - you want to be able to have them co-sponsor personal directives and use their powers.
* War Strategy?
  + No one actually knows what they’re doing in a war committee, so confidence is key (no matter if they say they’re going to a military academy or not)
  + BRING A MAP!!! USE IT!!!
  + Its more than just where you move your troops! First, use more detail: exact numbers of troops, different types like cavalry and infantry, exact locations. Also, get into how you are training and equipping your troops and if crisis lets you, a weapons research program can pay off later (developing tanks, for example, can be quite an advantage, though PLEASE don’t be the person who tries to develop a nuke in the Civil War).
  + Style of war will depend on whether or not you’re a formal army vs. a rebel or terrorist group
  + If you aren’t a general, a president or in charge of an intelligence agency, don’t be discouraged! You can still both lead in committee and direct your sphere of influence.  Also, gaining some political or military power is always an option, because you should always be expanding your portfolio powers!
* REMEMBER!
  + This is still MUN! You still have to lead in committee, speak well and confidently and write in detail. Don’t get so absorbed in directive-writing that you forget to speak or lead, but also don’t neglect your personal and committee directive pursuits while in a lengthy argument. To reiterate, you should always have “one hand holding your placard in the air ready to speak and the other hand writing your next directive.”
    - Some conferences emphasize committee over crisis, and some are the opposite. To avoid the guess work, be the best at both!!
    - But, ILMUNC is 60% committee and 40% crisis, WAMUNC is 50-50, although it depends on the chairs and crisis directors. From experience, WMHSMUN is more committee-focused as well.
  + Learn to speak without notes - if you want to speak often, you wont have enough time to write anything down about your speech.
  + Crisis moves quickly - don’t fill your speeches with jargon. Get to the point and be reasonable; there is a shocking lack of people who actually get things moving and suggest realistic options. Be the “voice of reason.”
  + Find a balance between fully resolving each crisis and dwelling too long on a few while letting others fester.
* Good luck, have fun and remember to lead graciously and deceive cunningly!

**After the Conference**

If you do get an award, we congratulate you on your success! Getting an award helps you take a step towards more difficult committees and roles, and can show improvement in your MUN performance. Even so, no matter what the award results are, keep in mind that going to a conference can be a unique experience and privilege for everyone. TJMUN does not value awards as a measure of your character or ability as club member; we highly value the ability to persist even when situations aren’t ideal or award results aren’t what you thought they would be. We value the ability to keep your head high, and we hope to see all members learn the value of humility. You’re going to have your ups and downs with conferences, but it’s the learning process that matters.

***Feedback:***

Aside from reflecting upon your own performance, it is very important to get feedback from others. It is highly recommended that you do as many of these as you can:

1. Keep record of qualities/skills you admired in other delegates; you want to imitate all the things you like, and keep in mind to not do the other things you don't like as much.
2. After the last committee session, find your chair and ask them for feedback on how you did throughout the conference. A truly good chair should have notes about you. If they say that you are lacking in something, ask them how you can improve!
3. If there were other TJ delegates in your committee, ask them how they think you did.
   1. Was I leading? And if so, was I a fair, diplomatic, and effective leader? If not, how can I work to be one?
   2. Did I follow country policy well?
   3. Was my solution well written? How can it be improved?
4. If you are in a double delegation, talk to your partner and reflect on how the partnership was.
   1. Did you both feel that you worked together well? If so, would you partner again?
      1. Was one person better at one thing, and the other better at something else? How can you work to balance things out?
5. Talk to your MUNtor (if you have one), the Arbitrator (Laura Chu), or another Secretariat member or officer.
   1. We are all open to helping you in any way we can! Tell us how you felt the experience was, ask any questions you have, and we will do our best to share any advice or personal experiences we have.

Your Secretariat doesn’t want feedback to only be one way. If you have feedback for us on your conference experience, let us know! Message us on Facebook or send an email at [tjmodelun@gmail.com](mailto:tjmodelun@gmail.com). Things we’d like to hear about include:

* Did you find you were prepared well for the conference?
* How did you think organization while at the conference was?
* Did you have fun with your peers?
* What would you want to happen differently for future conferences?

Keep in mind that there are some things that Secretariat has no power over, including: conference awards (that’s up to your committee dais), the conference organization itself (e.g. the conference schedule, meals at the conference, etc.), who your dais is composed of, other delegates in your committee, food at the conference, etc.

***How to improve:***

After getting feedback, it is important to keep in mind what others have said and what you reflected upon yourself. To improve, we highly recommend that you:

1. Write down the advice others gave you and surprising/thought provoking things that happened at the conference.
2. Make a list of things you want to improve on (e.g. speaking, being a good bloc leader, Q&A)
3. Come to general meetings and lunch meetings. Your Secretariat and officers will be doing conference reflections in the meetings following conferences, and we’d be open to planning out future meetings based on what you think you and your peers need to improve on.

Last, but certainly not least: RELAX! Conferences can be very tiring, so make sure you relax and get recharged. Don’t stress too much if you didn’t get an award or feel that you were lacking in some department; improvement comes with time and patience. Even though MUN is a competition, it is also a club to have fun and build relationships.

**YOU MADE IT!!!**

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**TJMUN Chairing Guide**

*Courtesy of Cheryl Mensah (2016), adapted from the CCWA MUN Chairing Manual*

Contains:

* Golden Rule of Chairing
* Awards Policy
* Tips for Chairing
* Committee Script/ Parliamentary Procedure
* Points and Motions (votes needed to pass)
* How to format Resolutions / Amendments

**Golden Rule of Chairing**

ALWAYS BE PROFESSIONAL

The NOVA MUN circuit is pretty small—you WILL know someone in your committee.

It doesn’t matter if he or she is your sister, your cousin, your best friend, your worst enemy; you need to treat everyone like you have never heard of them in your entire life.

You may have been in committee with them before, or heard some big drama, it does not matter, leave it outside of committee.

That being said, do not be SO unbiased that you are in effect becoming biased AGAINST a delegate. That means to not second guess awards or decisions because of any previous relationships you may have with someone.

“Hey, I won’t give Robert the gavel I don’t want people to think I’m being biased”.

That’s the kind of thinking, you want to avoid. As a chair you must always remain neutral, and that means always maintaining the chair/delegate relationship. This is not the time to gossip with Bahrain about some juicy news you heard, or to take selfies with China.

If someone deserves an award, give it to them.

**Awards Policy**

While committees and delegates may differ, the following qualities should be evident and as a chair, you should ask yourself these questions when determining the “best delegate”

* Is this delegate an active leader and participant in committee and does he or she moving debate forward or do they simply repeat what others say, but louder/more creatively?
* Is this delegate a key member or leader of his or her own bloc or does he or she just seem to go along and follow someone else without contributing much?
* Is there evidence that this delegate has researched appropriately and is using his or her research to provide unique solutions and add to his or her arguments?
* Has this delegate gained the respect of his fellow delegates or do they refuse to listen or compromise with anyone in committee and generally act in an overly malicious or “power delegate” manner? (Basically do they work well with others?) Bear in mind that talking a lot during committee sessions does not automatically equate to being a power delegate, as long as he or she is being fair to everyone in committee and listens to other delegates that is fine.
* How effectively is this delegate able to phrase their arguments and command attention while speaking?
* How effective is this delegate at resolving conflict and being flexible to changes when they arise?
* Are they able to compose a quality working paper?

**Tips for Chairing**

As Chairs, you are responsible for making or breaking the TechMUN experience for these delegates (make sure you make it).

Students come to TechMUN with high expectations and they put in a lot of work to come and win and we need to work hard to make sure they have the best debate experience and fairest chance possible.

If you have an issue with your committee (especially you middle school chairs) tell me IMMEDIATELY so I can handle it and it does not become a problem later, if the problem escalates I will contact Sra, but contact me first so I can diffuse it before it gets that far. Here are some bullets going over some important things to keep in mind while chairing.

* Take pictures of your room and set-up beforehand
* You and your co-chairs are EQUALS and should respect each other
* Every now and then ask only delegates who have not gotten a chance to speak to raise their placards • Don’t rule everything dilatory and be tyrannical (Don’t expect complete silence)
* Be confident and not wishy-washy, if you say something, say it and move on
* Speak LOUDLY and CLEARLY, articulate (But don’t yell)!
* If necessary, repeat important statements to make sure everybody gets it
* DON’T TAKE TOO MANY MOTIONS AT ONCE
* “The Chair stands corrected”
* REMEMBER THE DELEGATES ARE ALWAYS WATCHING YOU
* Do NOT look bored/uninterested (no eating, talking loudly to chair, playing on cell phone, etc.)
* Make sure delegates are treating each other with respect

**Committee Script/Parliamentary Procedure**

***Getting Started:***

Before delegates have the opportunity to speak and debate, there are a few customs and formalities to go through. The first committee sessions can be intimidating for inexperienced delegates but a relaxing start can ease much of the tension. Each section begins with roll call for an attendance check.

*Introduction:*

It is customary that members of the dais, another name for the conference staff in the committee, introduce themselves at the beginning of every conference.

*Roll Call:*

1. Roll Call is the process of taking attendance of the delegates.
2. The Chair states: “Delegations must raise their placards and state ‘Present’ or ‘Present and Voting’ after their country’s name is called.”
   1. “Present” is self-explanatory but “Present and Voting” means that delegates MUST vote on ALL resolutions.
   2. The Chair must be sure to mark which nations state “Present and Voting” as it will be important during formal voting procedure.
3. The Chair reads off the nations in alphabetical order while recording the results on the attendance list provided.
4. If the Chair believes that a nation is present and did not respond during roll call, the Chair should repeat the nation’s name once or twice.
5. After roll call is complete, the Chair requests, “Any delegations which did not hear their names called please raise your placards now.”
   1. The Chair then records those nations as Present.
6. The Chair furthers, “Any nation that arrives hereafter must send a note up to the dais stating their arrival.”
7. The Co-Chair writes on the board while the Chair states aloud,
   1. The number of votes required for a simple majority (1/2).
   2. The number of votes required for a 2/3 vote.
   3. These numbers are always rounded up.
8. If more nations arrive, the Co-Chair must recalculate the required numbers of votes.

***Choosing Which Topic to Discuss***

The committee cannot just dive straight into a topic and begin discussing possible solutions. Instead, the committee needs to discuss and decide as a whole which topic they wish to debate first. This process isn’t long but is vital for maintaining the democratic way of the United Nations.

*Formal Debate (the speakers list):*

1. The Chair states: “We will now move into formal debate. The Chair will look favorably upon a motion to open the speakers list.”
2. Once the motion is made, the Chair should refer to the section titled: *Voting on Procedural Matters.*
3. Once approved (it should never fail a vote) the Chair requests, “All nations wishing to be added to the speakers list please raise your placards now.”
4. The Co-Chair should write down the list of nations so it is viewable by the delegates as the Chair calls off nations’ names.
   1. Each nation may only appear once on the speakers list at any given time.
5. When all delegations with their placards raised have all been called on or until the speakers list becomes rather full, the Chair states: “All nations wishing to be added to the list please send a note up to the dais.”
6. The Chair asks for a motion to set the speaking time if it has not already been motioned for.
7. As a rule of thumb, the time limit allowed should be between one minute and three and a half minutes. Otherwise the Chair should rule the motion “dilatory” (out of order).
8. The Chair should refer to the section titled: *Voting on Procedural Matters.*
9. When a delegation has finished a speech during formal debate, it should yield which means that it wishes to transfer the ability to speak to another person.
   1. Yields include:
      1. To the Chair.
      2. To another delegation (for the remainder of the allotted time).
      3. To questions (for the remainder of the allotted time).
      4. To comments (two 30-second comments chosen by the Chair).
   2. If a delegate does not yield, the floor is automatically open to two 30-second comments.
   3. There can never be a second yield after an initial yield.
10. Between speeches during formal debate, it is appropriate for the Chair to ask: “Are there any points or motions on the floor at this time?”
    1. If there are any, the Chair proceeds with the Voting on Procedural Matters section. Otherwise the Chair states, “Seeing none, (next country on the speakers list) you are recognized to speak.”
11. If at any time during formal debate after a topic has been selected and the number of speakers on the list has significantly decreased, the Chair may instruct the delegates: “If the speakers list runs out, we will be forced to move into an immediate vote on any resolutions on the floor. If no resolutions exist, then we will move into the next topic.”
    1. It would be appropriate at this time for the Chair to interrupt the flow of debate and have delegates raise their placards to be added to the speakers list.

*Voting on Procedural Matters*

1. When a motion is made, the Chair restates the motion, saying: “There is a motion on the floor to \_\_\_\_\_\_.”
2. The Chair asks: “Are there any seconds?”
   1. If there are, the Chair proceeds to the next Step; otherwise the motion immediately fails, and the committee moves onto the next matter.
3. The Chair asks: “Is there any opposition?”
   1. If none exists, then the motion immediately passes; otherwise a Procedural Vote must be done.
4. The Chair reminds delegates that, “All nations must vote on procedural matters which require a simple majority to pass.”
5. Now the Chair requests: “All those in favor, please raise your placards now.” “All those opposed, please raise your placards now.”
   1. The Co-Chair counts the numbers of placards raised each time.
6. If not all nations vote in a procedural matter, the vote must be taken again by repeating Steps 4 and 5.
7. If all nations have voted, the Chair determines if a majority was or was not achieved, and then informs the committee of the results by telling them that the motion either “Passed” or “Failed.”

*Moving to Set the Agenda*

1. A delegation may motion to “Set the Agenda” to a topic A or B by raising its placard and being recognized by the Chair.
2. If there is no opposition, then the Chair should refer to the Procedural Voting section.
3. If there is any opposition toward setting the agenda to that topic, there are to be two speakers “for” and two speakers “against” the topic.
   1. Each speaker is given 30-seconds to give their opinion.
   2. The order should be: First “for”; First “against”; Second “for”; Second “against.”
   3. The Chair should refer to the Procedural Voting section.

***Discussing the Topic***

There are three ways to discuss the topic. Each topic should begin with Formal Debate. As time progresses, Moderated Caucuses are appropriate as a looser form of discussion. As resolutions become more numerous, unmoderated caucuses allow free movement around the room and easy vocalization.

*Moving to the New Topic:*

1. Once the committee has chosen a topic to discuss, there must be a new speakers list by referring to the Formal Debate section.
2. This is a very good time for some productive formal debate

*Moving into a Moderated Caucus:*

1. A delegate may motion for a Moderated Caucus.
   1. If there has been enough time during formal debate for several countries to speak, the Chair should rule in favor.
   2. The delegate making the motion must state a time and purpose for the caucus.
   3. As a rule of thumb, times should be no less than 5 minutes and no more than 15 minutes.
   4. It is at the Chair’s discretion whether or not there should be a speaking time limit during Moderated Caucus.
2. Upon his/her approval of the motion, the Chair should refer to the Procedural Voting section.
3. Once in a Moderated Caucus, the chair calls on delegates to speak.
   1. There are no yields during a Moderated Caucus.
   2. The final speaker should only be given the remaining time of the caucus, not the extent of the speaking time limit.
   3. If at some point no nation is willing to speak, the Moderated Caucus ends early.

*Extending a Caucus*

1. Depending on the situation, debate may be very productive and delegates may wish to lengthen the discussion period of a Moderated or Un-Moderated Caucus.
2. Delegates may motion to “Extend the Caucus” once, for a time period shorter than that of the initial Caucus.
3. Upon his/her approval of the motion, the Chair should refer to the Procedural Voting section.

*Moving into an Un-moderated Caucus*

1. A delegate may motion for an Un-Moderated Caucus.
   1. An Un-Moderated Caucus would be advisable if it appears that resolutions are being written or delegates are getting restless from sitting for too long.
   2. The delegate making the motion must state a time and purpose for the caucus.
   3. As a rule of thumb, times should be no less than 5 minutes and no more than 15 minutes.
   4. The Chair should remind delegates that, “If debate is nonproductive, we will reconvene early from the Un-Moderated Caucus and continue with the speakers list.”
2. Upon his/her approval of the motion, the Chair should refer to the Procedural Voting section.
3. Although delegates are free to roam around the room to discuss ideas, the chair must be able to control the volume level so as not to disturb nearby committees.
4. The Chair may walk around the room during an Un-Moderated Caucus in order to observe, but should not advise or give an opinion to delegates.
5. A Chair, however, is able to answer questions about formatting a resolution.
6. At the conclusion of the Un-Moderated caucus, the Chair taps the gavel to call delegates back to order.

***Developing a Solution***

Once the committee has discussed the topic long enough to develop at least the beginnings of a solution, delegates will begin to write their own proposed solutions in documents called Resolutions.

There are three named stages of every resolution. Each resolution begins as a Collaboration of Ideas meaning that the resolution is still being written and has not been submitted to or approved of by the Chair.

The second stage is when the Collaboration of Ideas has been submitted to and approved of by the Chair. Once the Chair accepts this document, it is labeled as a Working Paper. It is then copied and handed out to all of the delegates to read. Changes can be made to the Working Paper without the vote of the committee.

The third and final stage occurs when the Working Paper is introduced as a Resolution in which case it is renamed, and changes must be made in the form of amendments. It is in this form only that a Resolution can be voted on.

*The Birth of a Resolution*

1. Before a written document has been submitted to and approved of by the Chair, it should be referred to as a “Collaboration of Ideas.”
2. A delegate must then submit a legibly written document and the Chair must verify that it meets the format shown in the supplemental sheet: Proofreading a Resolution.
   1. If a Collaboration of Ideas has only minor issues (punctuation, underlining, etc.) then the Chair can make the revisions.
   2. If a Collaboration of Ideas has major syntax issues and is difficult to follow (grammar, poorly written, etc.) then the Chair should request that the delegate who submitted it fixes the problem(s).
3. Once the Collaboration of Ideas is approved of, the Co-Chair (although the Chair may opt to) either types up or makes copies of the written document.
4. When there are enough copies made to hand out to the entire committee and dais, the document is passed out.
   1. The Chair should remind delegates that it is now to be called a Working Paper.
   2. The Chair designates a name, usually a sequence of topic letter and order of submission (i.e. Working Paper B/3 which would be the third one submitted on topic B).
5. In order to discuss the Working Paper more freely, a SPONSOR (one of the main writers of a resolution) should motion to introduce it as a Resolution, provided that the paper has at least 1/5 of the body signed on.
   1. There is NO vote on this motion. It automatically passes.
   2. If no nation moves to introduce the Working Paper as a resolution, the Chair should encourage them to do so, stating, “The Chair would entertain a motion to introduce Working Paper [ ] as a resolution.”
6. Once introduced as a Resolution, a Working Paper will be renamed in order of introduction.
   1. i.e. if Working Paper B3 is the first one introduced as a resolution then Working Paper B3 → Resolution B1.
7. The Chair should give the committee a brief reading period.
8. It is at the Chair’s discretion to have a question-answer session in which there is a motion for a timed period for the sponsors of the resolution to answer questions from delegates that they call on.
9. Once the period has expired, the Chair informs the committee that: “We will now return to the speakers list unless there are any other motions on the floor.”

*Introducing an Amendment*

1. There are two types of amendments: Friendly and Unfriendly.
2. A Friendly amendment is one of which all sponsors and signatories of the amended resolution have also signed the amendment as sponsors or signatories.
   1. If the amendment is written in the proper format, and has all of the required signatures, it is automatically added to the resolution.
3. An Unfriendly amendment is not approved of by all of the sponsors and signatories of the amended resolution. Once in formal voting procedure, an amendment must be voted on before a vote on the resolution occurs.

***Making a Decision***

Once the delegates have developed their resolutions and have thoroughly discussed them, they must then vote on them. Model UN voting procedure is complicated for both the delegates as well as the Chair. This is a time of major politicking as delegates often forget that they may vote for more than one resolution.

*Tabling a Topic*

1. If debate on a specific topic has continually been nonproductive and/or no resolutions appear to be imminent, it would be appropriate to table topic.
2. Tabling a topic allows all current resolutions for a topic on the floor to be put aside. This creates the opportunity to move onto another topic without having to vote prematurely on current resolutions while maintaining the ability to go back and reconsider the topic.
3. There should be two speakers “for” and two speakers “against.”
   1. Each speaker is given 30-seconds to give their opinion.
   2. The order should be First “for”; First “against”; Second “for”; Second “against.”

A simple majority in a Procedural Vote is required.

*Closing Debate*

1. Once productive debate has occurred on all resolutions on the floor, it would be appropriate to move into formal voting procedure. A delegate may motion for:
   1. Previous Question.
   2. Closing debate.
2. The Chair should state:
   1. “I need two speakers against closing debate on topic \_\_\_. It is a reminder that if we close debate, then all resolutions currently on the floor will be voted on and no further changes may be made or further resolutions added.”
3. Speakers “against” the closure of debate are asked to raise their placards. The Chair picks two.
   1. Occasionally there will not be two speakers but the Chair is to continue anyway with one or none.
4. The order of speeches is the order that the delegates were called upon.
5. After they have each given 30-second speeches, the committee moves into an immediate Procedural Vote.
6. If the motion passes, the Chair should continue onto the section: *Voting on a Resolution*. Otherwise the committee will move back into formal debate.

*Voting on a Resolution*

1. Once the committee has voted to close debate, the Chair must inform delegates that, “We are moving into formal voting procedure and all doors must be closed, there is to be absolutely no talking and no passing of notes at this time.”
   1. It is excessive but appropriate for the Chair to send an extra dais member to stand in front of the doors making sure nobody comes in.
   2. The Chair should remind the committee that, “All those nations which responded to roll call with ‘Present and Voting’ may NOT abstain on any resolution. It is also to be a reminder that you may vote in favor of MORE THAN ONE resolution.”
2. Now the committee votes on the resolutions in the order that they were introduced. If there are any sections divided out of resolutions or any Unfriendly Amendments, they are to be voted on before their respective resolutions following the voting procedure in Step 6. If a delegate motions for a Roll Call Vote or Division of the Question on an amendment, it is advised that the Chair rules the motion dilatory and proceeds.
3. Grounds for the automatic failure of a resolution:
   1. In the Security Council ONLY, if at least one of the five veto powers (China, France, Russian Federation, United Kingdom, or United States) votes down a resolution, voting procedure is done completely, but regardless of votes in favor, the resolution fails.
   2. If a sponsor of a resolution votes it down, voting procedure is completed, but regardless of votes in favor, the resolution fails.
4. A delegate may motion for a specific type of voting procedure. Each motion must be made before individual resolutions, not for the voting process as a whole. They may motion for:
   1. Division of the Question: Allows the committee to vote on specific lines in a resolution separately from the whole (needs two speakers “for” and two speakers “against” as well as a simple majority in a Procedural Vote).
   2. Roll Call Vote: Works much like the initial Roll Call.
   3. If neither motion is made, the Chair is to proceed to Step 7.
5. A motion for a Division of the Question must state which parts of the resolution are to be pulled out and voted on separately. If such a motion made, there should be two speakers “for” and two speakers 14 “against” voting on specific parts of the pending resolution separately.
   1. Each speaker is given 30-seconds to give their opinion.
   2. The order should be First “for”; First “against”; Second “for”; Second “against.”
   3. A simple majority in a Procedural Vote is required to divide the question.
   4. If passed, the committee votes on the divided out section first, then on the resolution as a whole including or excluding the divided out section depending on the previous vote.
   5. The Chair should refer to Step 8 for declaring the results of the vote.
6. If a Roll Call Vote is motioned for by the committee, it is the Chair’s decision to approve or not. If the motion is approved and passes a Procedural Vote, the Chair should inform the committee that,
   1. Each nation’s name will be called in alphabetical order and the choices for response are as follows:
      1. Yes
      2. Yes with Rights (if the delegation makes a vote that is unexpected/seemingly contrary to their policy)
      3. No
      4. No with Rights (if the delegation makes a vote that is unexpected/seemingly contrary to their policy)
      5. Pass (The vote will come back to them after all other nations have voted, and they MUST vote the second time around)
      6. Abstain (only to be used by those nations who did NOT answer “Present and Voting” during Roll call)
   2. Each nation’s response is recorded on a provided list.
7. If there are no motions for a Roll Call Vote, then the Chair should proceed with normal voting procedure which is very similar to how the committee would vote on procedural matters.
   1. For each vote, all members of the dais should count and record the number of placards raised. If there are any discrepancies, the vote should be taken again.
   2. To vote, the Chair instructs the committee:
      1. “All nations in favor of Resolution [ ] please raise your placards now.”
      2. “All nations opposed to Resolution [\_ \_] please raise your placards now.”
      3. “All nations abstaining from voting on Resolution [\_\_ ] please raise your placards now.”
   3. If not all members have voted, the Chair must remind the committee that: “All nations MUST vote. If you don’t want to vote in favor or against a resolution, then you should abstain.”
   4. The Chair should refer to Step 7 for declaring the results of the vote.
   5. Nations which responded with “Present and Voting” to Roll Call may not abstain.
8. The number of votes “for”, “against”, and “abstaining” are added up.
   1. If there is a 2/3 majority, the Chair states: “By a vote of (for) to (against) to (abstentions), this resolution passes.”
   2. If there is no 2/3 majority, the Chair states: “By a vote of (for) to (against) to (abstentions), this resolution fails.”
   3. In the Security Council, a negative vote by any one of the five veto powers means the resolution automatically fails.
   4. If this is a Roll Call Vote, then those nations voting “With Rights” are allowed to give 30-second speeches clarifying their votes.
   5. When a resolution is passed, it is often customary for the committee to applaud in approval and for the Chair to congratulate the committee.
9. Once all resolutions have been voted on, it is time to consider a new topic. To do this, the process begins over again in the section titled Moving to Set the Agenda

*Moving to Reconsider a Resolution/Topic*

If no resolution passes or the committee has previously tabled a topic, it is acceptable to reconsider either. For such a motion to pass, there should be two speakers “against” and a 2/3 majority in a Procedural Vote.

***Finishing a Session***

By the end of a committee session, delegates are not just free to leave when they wish. There are votes that must be taken to approve of suspending or adjourning a meeting.

*Moving to Recess*

At the conclusion of a committee session (not the last) there should be a motion to Recess which allows a committee session to end for a scheduled break. It requires a simple majority vote.

*Moving to Adjourn*

At the conclusion of the last committee session, there should be a motion to Adjourn which allows the committee sessions to end for the entire conference. It requires a simple majority vote.

**Points and Motions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rule** | **Speakers** | **Vote** | **Appeal** | **Comments** |
| **Rules in Order of Precedence** | | | | |
| Point of Personal Privilege | N/A | N/A | N/A | In order at any time; used when a delegate is unable to participate in committee business |
| Point of Order | N/A | N/A | N/A | In order at any time, but only able to interrupt a speaker when speech itself is out of order |
| Point of Parliamentary Inquiry | N/A | N/A | N/A | In order when floor is open. Questions about Parliamentary Procedure to Chair. |
| Right of Reply | N/A | N/A | No | No Right of Reply to Right of Reply |
| Un-Moderated Caucusing | None | ½ | No | Motion requires purpose and time limit for caucus: max time 20 min |
| Moderated Caucusing | None | ½ | No |
| Suspension of Meeting | None | ½ | No | Acceptable only at end of a committee session |
| Adjournment of Meeting | None | 1/2 | No | Acceptable only at end of last committee session |
| Tabling of Debate | 2+/2- | 2/3 | Yes | Automatically switches to other topic |
| Closure of Debate | 0+/2- | 2/3 | Yes | If passed, all resolutions on the floor go to a vote |
| Competence | 1+/1- | ½ | N/A | Only in order immediately after the introduction of an amendment or resolution |
| Division of the Question | 2+/2- | ½ | N/A | Proposals for division are voted on first, and then the divisions are voted on substantially |
| Introduce Resolutions | N/A | ½ | N/A | Questions asked of the resolution or amendment when it is introduced may only be orthographic |
| Introduce Amendments | N/A | ½ | N/A |
| Time Limit on Speeches | N/A | ½ | Yes | Change or set speaking time; min is 10 seconds |
| **Rules not arranged in order of precedence** | | | | |
| Appeal | Chair | ½ | N/A | Chair defends ruling. “For” means decision is upheld. “Against” means overturned |
| Quorum | N/A | N/A | Yes | Assumed present unless challenged. ¼ for debate, ½ for substantive vote. |
| Agenda | ∞+/∞- | ½ | N/A | If motion fails, proceed to other topic. |
| Yields | N/A | N/A | N/A | No multiple yields. Yield to another delegate, questions, Chair |
| Roll Call Vote | N/A | ½ | No | Only in order on substantive matters |

**How to format Resolutions / Amendments**

*Formatting a Resolution*

A resolution is written in the form of a long sentence. The following numbers correspond with sections of the Sample Resolution on the next page.

1. The resolution’s name will be assigned by the Chair and is determined by the topic and the order in which it was introduced to the committee. For example, if the committee is on topic B and the resolution is the third to be submitted, it receives the appellation: Resolution B/3.
2. The committee name, sponsors, signatories, and topic should be written against the top, left margin in that order.
   1. Sponsors are those who were the lead writers of the resolution.
   2. Signatories are those who want to see the resolution debated on the floor and do not necessarily favor or oppose the resolution.
   3. A resolution needs at least 1/5 of the committee signed on as either a sponsor or signatory.
3. Preamble clauses begin with an underlined word and end with a comma.
   1. These clauses address the problem being discussed, recall past actions taken, explain the purpose of the resolution, and offer support for the operative clauses.
4. Operative clauses begin with a number and an underlined word and end with a semicolon.
   1. These clauses develop the solution to the problem recognized in the Preamble clauses.
   2. Words including Condemn and Demand may be used ONLY in the Security Council.
5. The last line of the resolution should end in a period.
6. Before a working paper can be submitted as a resolution, it must have at least 1/5 of the committee as either sponsors or signatories.

*Formatting an Amendment*

An amendment is an addition to a resolution. An amendment also needs to be written in the format of a resolution. Each added preamble and operative clause must be written the same as if they were submitted in a resolution. All amendments need at least 1/5 of the committee signed as sponsors or signatories. Friendly amendments require that all sponsors and signatories of the amended resolution sign as sponsors and signatories of the amendment. Unfriendly amendments need any 1/5 of the committee to sign and are voted on during formal voting procedure.

**APPENDIX**

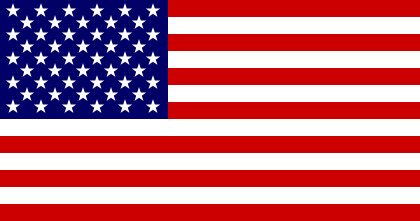
**Appendix A: Sample Position Papers.**

***Sample Cover Page***

The United States of America

ILMUNC 30

January 30 – February 2, 2014

World Health Organization

Shohini Gupta

Thomas Jefferson High School for Science and Technology

***Sample Bullet-Style Body*-** (from Shohini Gupta’s ILMUNC Position Paper, 2014)

**Topic One: Bioethics – In Vitro Fertilization**

*Introduction and Background*

The procedure of in vitro fertilization as a solution to infertility has been one of international contention. Ten percent of women worldwide are affected by infertility, with 186 million women of reproductive age infertile in developing nations (UN Population Division). In vitro fertilization, whose average cost is $12,400 USD, produced a 30% success rate. This leads to implantation of multiple embryos in the female in order to save costs, increasing risk of multiple births. Not only does this cause health and safety concerns, but also leads to moral and ethical issues relating to frozen embryos and standardization of IVF practices. A major industry has become fertility tourism, countries such as India, Spain, Kuwait, and others receiving over 10,000 patients per year in order to receive cheaper, less stringent IVF treatment. To ensure that human rights and safety is preserved, countries must adopt a plan which standardizes IVF practices and establishes international safety codes. The main problems to address in this topic are:

* The need for research to explore less expensive methods of in vitro fertilization.
* The absence of international procedural and safety regulations concerning IVF.
* The establishment of a definition differentiating embryo choosing and genetic engineering.

*The United States and In Vitro Fertilization*

The United States has had a long history with IVF. Beginning in 1979, when the Ethics Advisory Board approved federal funding for IVF research, the United States has become the leader in IVF technology and research. However, very little federal law exists concerning assistive reproductive technology, and is considered under the jurisdiction of the state. Some states mandate full or partial coverage of ARTs, while others have additional legislation regarding human cloning and surrogacy. The singular federal legislation passed pertaining to ARTs was passed in 1992 and established reporting of pregnancy success rates to the Centers for Disease Control and Prevention for Publication. In recent years, there has been frequent debate concerning the ethical dilemmas surrounding the definition of human life, relating to the freezing of embryos, there has been greater support for pro-choice policy. Although there has not been much previous action in the United Nations regarding this topic, the United States looks favorably on solutions which enable a family to take part in IVF, regardless of socioeconomic status.

*Possible Solutions*

The United States recognizes the need for standardization of international procedures regarding IVF in order to increase safety standards for patients, as well as construct plans which do not bar those who choose to participate in IVF from making this decision due to religious practices of the country in question. In order to meet these goals, the United States recommends the following solutions:

* Internationally standardized requirements for surgeons in terms of safety requirements.
* Government programs which evaluate infertility aid on a case by case basis.
* Allowance of amnesty for patients who wish to go abroad for fertility treatment in those countries which, due to religious practices, oppose ART and IVF.
* Work in accordance with UN bodies for Social Development and Human Rights council to combine resources and carry out goals which affect the social status of women and human rights safety concerns.

*Conclusion*

The United States of America recognizes the health concern posed by inconsistency of regulation of in vitro fertilization procedures, leading to IVF tourism. In an upcoming industry, this has caused worldwide medical malpractice, as well as underfunding of implementation research in developing nations for cheaper and more affordable procedures. The United States looks forward to working on a resolution which will address these issues and encompass the views and concerns of every nation.

**Topic Two: Organ Trafficking**

*Introduction and Background*

The multifaceted issue of organ trafficking is both a health and a human rights concern. Organ trade, banned in all WHO member states except Iran, has proved to be a difficult black market industry to combat, as there is a severe shortage of voluntary organ donors. This has led to exploitation of the poor, who see organ donation as an opportunity to make money for their families. Commercial living donors are thought to supply 10% of the world’s kidneys according to WHO, at an estimated price of $1,700 - $2700 USD in Egypt, identified as a major center of organ trafficking. Not only is most of this money never rewarded to the illicit donor, there are few survivor support services available. WHO has estimated that nearly four in five illicit donors face worsening health after transplant, and the money earned is gone within five months (Saleh, 2009). To ensure that this brutal and inhumane trafficking is eradicated, countries must adopt a plan which not only eliminates the source of illicit organs but the demand as well. The main problems to address in this topic are:

* The need for alternative development programs to allow the poor and vulnerable viable methods of income.
* The lack of legal organ donations, both live and post mortem.
* The necessity of holding doctors accountable for information they have about illicit organ trade, as part of increased regulation on the black market industry.

*The United States and Organ Trafficking*

The United States has had a growing problem with organ trafficking. With 3 times the amount of people on the waitlist for organs than donors, it has promoted the black market trade. Currently, there are 120,000 waitlist candidates and only 10,500 donors in 2013 (UNOS). The 2009 arrest of 44 people in northern New Jersey, including mayors, legislators, and rabbis, brought attention to the prevalence of organ trafficking not only in impoverished nations but developed nations as well (NPR, 2009). The United Network for Organ Sharing is a private non-profit which organizes the national transplant waiting list. However, the government has actively pursued the goal of increasing organ donations. The Organ Donation and Recovery Improvement Act of 2004 introduced a grant program to provide reimbursement of travel and subsistence expenses for living organ donors, in an attempt to increase the number of live donors (organdonor.gov). These values are upheld by other organizations across the country, notably Organs Watch. The United States recognizes the role it plays as a source of demand for illicit organ trade but has worked extensively to eliminate this gap between supply and demand of legal organs.

*Possible Solutions*

The United States recognizes the ethical dilemma in incentivizing and monetizing body parts, and staunchly opposes resolutions which propose such solutions. In order to combat both the supply and demand for illicit organs, the United States recommends the following solutions:

* Reduce supply of illicit organs by creation of alternative development programs to provide safe, legal, and reliable sources of monetary income for the poor.
* Reduce demand for illicit organs by increasing legal donation through a variety of means, including post-mortem donation, post-donation health services, and education programs.
* Greater regulation of the organ trafficking market by holding doctors accountable.

*Conclusion*

The United States of America recognizes the urgent threat that organ trafficking presents on human rights, and understands the escalating circumstances. The United States of America looks forward to working on a resolution which will cater to the needs of every country, as this is a problem which affects every nation equally.

***Sample Paragraph-Style Body*-** (from Laura Chu and Prathik Naidu’s CHMUN Position Paper, 2015)

**Topic I: Recruitment for the Islamic State of Iraq and the Levant**

*Background on the Islamic State of Iraq and the Levant*

With over 13,000 square miles of control and nearly 50,000 active militants, the Islamic State of Iraq and the Levant, commonly known as ISIL, is currently one of the most dangerous terrorist organizations that threatens the security of both individuals and nations alike.[10] The origins of the ISIL group began as a branch of the al Qaeda terrorist organization; however, both ISIL and al Qaeda each had different motives for their own actions, and thus split apart. While al Qaeda remained active in the Afghanistan and Pakistan regions, ISIL, led by Abu Musab al-Zarqawi, began to take control over cities in Iraq.[3] Al-Zarqawi led this insurgent group to establish an overarching rule across the Iraqi and Syrian borders originally as part of the Sunni-Shiite political civil war. However, over time, the ISIL beliefs focused on abiding by a radical interpretation of the Quran. As part of their inherent goal in following these scriptures, the ISIL organization desires the creation of an Islamic caliphate in the Iraqi-Syrian region.[4]

*ISIL and Social Media*

Since the advent of the Internet, social media has become one of the primary mediums for communicating with others on a global scale. With nearly one third of the world’s population connected to some form of social media, sites like Facebook and Twitter are hotspots for communication. ISIL has a goal of creating an Islamic caliphate and cannot do so without a substantial militant base. Thus, ISIL takes advantage of these social media platforms using the latest internet technologies to create massive campaigns for communication and recruitment. For example, during the World Cup this past summer, ISIL linked their own propaganda with #WorldCup on Twitter.[4] This resulted in millions of users seeing their media and tweets because at the time #WorldCup was very popular among Twitter users around the world. Both the web pages and the print media emphasize the spread of ISIL information to Western societies and are translated in over 10 languages, including English, French, and Russian.[4] ISIL’s extensive use of social media platforms has become a dangerous threat, particularly to its two target audiences: the domestic and international communities. For the domestic audience, ISIL primarily uses videos and pictures to promote the high quality lifestyle in the organization and persuade recruits to join its fight. On the other hand, ISIL targets its international audience with the goal of frightening their enemies to prevent counterattacks and promoting the organization itself to convert westerners to the ISIL mindset.[6] With these social media strategies, ISIL has been able to increase its number of recruitments to nearly 20% and is seen as a worldwide terrorist threat. [5]

*Spain and ISIL*

Although Spain has not taken part in the ISIL war with respect to its own military, the country has been a hotspot for ISIL regimes, particularly when members of the organization threatened to take control over regions in Spain. The news of this threat was released in July, 2014, through a video of two men claiming to be militants from ISIL and saying that Spain is and land they are prepared to die for in order to take over. These two men plan on spreading ISIL’s caliphate across the globe and threatened to begin their rampage in Spain itself. In response to this, Spain began to invest its assets into identifying individuals affiliated with ISIL. With the help of the Moroccan government, Spain was able to dismantle a cross-border sleeper cell in a Spanish enclave that was recruiting jihadis to fight for ISIL. Because of this event, Spain has taken further precautions to prevent any other uprise of the ISIL group by strengthening its police force and central intelligence while further advocating for preventing ISIL recruitment.[9]

*Main Problems to Address*

The basis for the recruitment of new ISIL members is centralized around the organization’s commitment towards fulfilling their goal of establishing an Islamic caliphate. ISIL takes advantage of their expertise in managing social media to promote their organization and convert potential members to abide by their own ideals.[8] It is clear that the main problem with ISIL recruitment is their extensive use of social media on a global scale. Due to the growing use of social media platforms and the potential impact of ISIL in acquiring more militants, it is imperative to address the prevention of future posts on social media sites.[5] At the same time, another major problem is that citizens, from countries beyond the location of the ISIL organization, are being falsely converted to the ISIL beliefs without realizing their true actions. These problems must be addressed on a global scale in order to effectively tackle ISIL.[8]

*Proposed Solutions*

In order to successfully combat the growing rate of ISIL recruitment on a global scale, Spain would like to see the creation of an ISIL Recruitment Prevention Task Force (IRPT), which would be a consolidation of member states that are affected by ISIL plans and countries that are working to combat the organization itself. The task force itself would be a specialized body that oversees the operation with respect to dealing with future prevention of recruitment and current social media issues. Specifically under the jurisdiction of this task force is the implementation of public-private partnerships (PPP’s) between the government, counterterrorism units, and the respective social media platforms. Within this PPP, Spain urges the creation of a database monitoring system that implements tracking and monitoring technologies for extremist related activity. This methodology would be developed by the task force based on certain networking differences around the globe, and would be implemented by the social media platforms to establish a first-layer screening to prevent any posts, tweets, or emails from being sent. If extremist information is posted, the screening system would place the credentials and networking information of the individual trying to post in the database, which could be used by counterterrorism units to manage ISIS recruitment. This would be a global cooperative database where information about potential ISIS members could be accessed to prevent future extremist activity. The task force would manage the database system and subsequent policies relevant to it in order to prevent both international and domestic recruitment

In addition, on a regionalized level, Spain promotes the development of a joint strategy education program that would work with Islamic leaders to denounce ISIL beliefs in their communities. This would go alongside the creation of social media campaigns that focus on elucidating the horrors and violence promoted by ISIL as opposed to spreading their propaganda. The task force mentioned above would work extensively to create educational programs on these topics and disseminate the information via radio, television, and social media to member states on a global scale. While the media campaigns would be freely spread to all individuals, the education programs can be focused primarily at Muslim communities identified by the task force because these are the locations that ISIL focuses its attention on for more recruits.

**Topic II: Genetically Modified Humans**

*Background on Genetically Modified Humans*

Genetic engineering has emerged as as a global method to solve problems in medicine, agriculture, and industry, and has brought about solutions to issues on national and global scales, such as food shortages. Gene manipulation began in the 1980’s and has since roused controversy.[7] For example, a letter signed in 1983 by 58 religious leaders stated, “Genetic engineering of the human germline represents a fundamental threat to the preservation of the human species as we know it, and should be opposed with the same courage and conviction as we now oppose the threat of nuclear extinction.".[7]  There are currently policies and systems in effect in developed countries that prohibit germline engineering and cloning in France and Germany.[7]  The Council of Europe is currently working to ban such genetic engineering in all 41 member states, and Canada is expected to implement similar bans within a year.[7]  Documents issued by the United Nations in the past have also expressed disapproval of germline engineering. Article 24 of the Universal Declaration on the Human Genome and Human states that, “The International Bioethics Committee of UNESCO should [...] give advice concerning the follow-up of this Declaration, in particular regarding the identification of practices that could be contrary to human dignity, such as germ-line interventions.”.[9]

The procedure by which genetically modified humans are created is known by a multitude of names, such as but not limited to: human germline modification, inheritable genetic modification (IGM), three person IVF, and mitochondrial donation, replacement, or transfer.[2] It allows women who have a mutated mitochondria, which can lead to disorders in their children, to conceive children that inherit another woman’s healthy mitochondrial DNA, but who inherits her own nuclear DNA.[2] 1 in every 5,000 to 10,000 people with mtDNA mutations are currently at risk of contracting blindness, diabetes, dementia, epilepsy, and Leigh Syndrome.[5] A genetically modified child would inherit roughly 0.1% of a child’s total DNA.[5] Human germline modification combines the mtDNA from a donor with the nucleus of the mother’s egg, and has been considered a method that allows newborn to be free from mitochondrial mutations.[5]

*Spain and Genetically Modified Humans*

Spain has not yet advanced its technology to begin in-depth research or testing of human germline modification; however Spain’s characteristics and past policies with genetic engineering render it as a nation with the potential to cultivate genetically modified humans, but sees it to be unnecessary. With a population growth rate of 0.81%, Spain’s population is growing at a steady and healthy rate.[8] Spain’s average life expectancy ranks 18th in the world at 81 years and the fertility rate of women in Spain is an average of 1.48 children.[8]  With regards to genetic engineering, Spain is the top grower of genetically modified foods in the European Union and uses a biomonitoring process to ensure safety and efficiency in growing GMO’s.[6] In the past, Spain also worked with the United States to persuade the European Union to strengthen biotechnology laws.[6]  Despite Spain’s substantial growth of genetically modified foods, Spain’s law mandates labeling of nearly all genetically modified foods and has a labeling threshold of 0.9-1% of genetically engineered content of all foods.[1]

*Main Problems to Address*

Germline modification poses multiple threats from social, political, economic, and scientific perspectives. The safety of germline modification does not prove to be medically necessary, as there are safety risks in both the short and long term for a mother and her child. Pregnancy and childbirth are already risky in women with mitochondrial disorders, and children may suffer from risks such as epigenetic harm, disruption of biological functions, and mitochondrial disease that could result from preferential replication.[4] Artificially separating mtDNA from a nucleus could also short circuit levels of communication of genetic communication.[5] If one country were to openly test germline modification and make human genetic modification lawful, a domino effect, similar to a peer pressure type situation, could occur amongst countries.[4]  Such an effect could lead to a race between major countries to develop the greatest or the most “superhumans”, similar to an arms race. Genetic modification of a child would also be expensive and few women would be candidates.[3] With the rich able to modify their kids into superhumans, and the poor unable to afford medication and care for their diseases, a greater divide between social classes may emerge within nations.

*Proposed Solutions*

Policies that limit countries’ use of human genetic technology, as well as greater research and awareness about human genetic modification, are needed to ensure the safety and efficacy of germline modification. The United Kingdom’s “Human Fertilization and Embryology Authority” licenses all research and commercial enterprises that involve the use of human eggs, sperm, and embryos, and serves as a fine example for other nations that have begun germline modification testing.[7]  In addition, raising awareness of the possibilities of germline modification will allow society to respond to their countries’ governments about their opinions.[7]  Advocacy organizations and  research and media centers, should be established on national, provincial, and municipal levels[7], and can be funded by NGO’s such as Wikimedia Foundation and GENET.  Safer methods to allow women to have healthy children that are currently accepted by society should also be researched in further depth to search for ways to make them cheaper and more accessible to society, such as pre-implantation screening techniques.[7]  Because mitochondrial diseases, as well as other fertility diseases, cannot yet be cured, a first step for all nations should be to research and develop cures for diseases before attempting to create super humans. Greater research for germline modification and heavily monitored testing on non-human subjects would be appropriate given the status quo of the global society, but efforts to create a new generation of super humans is both unnecessary and potentially unsustainable.

***Sample Works Cited Page*-** (from Shohini Gupta’s ILMUNC Position Paper, 2014.)

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**Appendix B: Sample Idea Paper.**

Suzie Bae and Laura Chu

United Nations Commission for Sustainable Development, WMHSMUN XXVIII

Idea Paper #1: Global Population and Consumption Patterns

* Population control is the first step towards reducing consumer demand, controlling the economy, and being able to reach sustainable development
  + There is little knowledge of trends on national, provincial and municipal scales that differ between countries, gender, ethnicity, etc., which are essential to creating specific solutions
    - Greater research is needed to predict how the population will shift in the long term.
      * Multilateral teams from leading research universities in any country willing to participate
        + Each country is independent in supporting their researches, and gains specific benefits by focusing on their own population
    - National, provincial, and municipal organizations to take annual census and monitor population trends including size, structure, and distribution.
    - Fertility impacts population in the long term
      * Fertility decreases and longer lives are aging the world, so people can’t be in the workforce; fertility must increase at a steady rate in countries where large families are common (they currently have declines in fertility); decreasing family size is essential
    - Overall increase in population will be in developing countries and high fertility countries (Africa, India, Indonesia, Pakistan, Philippines, U.S.A) and are priorities to be addressed.
  + Improve status of women, for their ability to control their own lives links directly to population control.
    - Efforts made to train and hire more female teachers and females in the STEM department.
    - Efforts for underdeveloped countries to promote education of young girls.
    - Greater implementation of the Convention for the Elimination of all Forms of Discrimination Against Women and Girls and the United Nations Treaty on Human Rights.
    - Gain celebrity and influential leader support
  + Give people full access to voluntary reproductive health services
    - Integrate family planning with health care and education.
    - Gain funding for family planning by donors and developing countries.
      * Global population assistance should exceed 1.2 billion USD per year.
    - Gain support from influential groups at global, national, local level.
  + Mass media campaigns to raise awareness for benefits of small families including:
    - Health
    - Economically
    - Emotionally/socially
  + Research for wider range of safe, effective contraceptive methods
    - Make more accessible in health facilities
    - Market these through safe facilities such as schools (to teens with sex education)
  + Sufficient and consistent funding is needed to provide global access to contraception and information
    - Population Welfare/Family Planning NGO’s and other funders
      * Pathfinder International
      * Johnson and Johnson
      * Doctors Without Borders
      * PATH
      * Management Sciences for Health
      * Abbott
    - *International Family Planning Coalition- be wary of family privacy and nations that wish not to do this!*
      * Put forth as a suggestion and availability for those who wish to use family planning, but not enforced on countries whose sovereignty would not allow for this
    - Population Research Institute-- COMMON MISTAKE TO MAKE! THE POPULATION RESEARCH INSTITUTE IS HEAVILY PROMOTING THAT POPULATION GROWTH IS A MYTH AND WE DO NOT NEED TO CONTROL THE POPULATION
    - Population Council
  + Sex education must emphasize the harms of unintended pregnancies and should be taught globally to high school/secondary school/upper aged homeschooled students
    - Educate men on male methods of contraception and male parental responsibilities
* Consumer demand will decrease along with a decline in population growth, however the technological revolution (specifically in the Western World) has raised living standards and growing at an unsustainable pace- governments must take more active parts in overseeing free markets
  + Shift from neo-liberalism economics to economies with greater Keynesian economics ideologies.
    - The demand from households and businesses are truly becoming the driving forces in the economy, and government intervention through public policies can help increase implementation of environmentally friendly policies.
  + Prioritizing the need to decrease cost of living in the Western world
  + Energy demand- active participation by the demand side in energy markets is needed to ensure consumer benefit and limit overuse of energy (reduce carbon emissions)
    - Residential Sector
    - Commercial Sector
    - Industrial Sector
  + Production
    - To reduce harmful effects of production on the environment, emerging environmental technologies to produce products must remain a priority for scientists to produce and marketers to use, such as:
      * Solar powered panels- both solar cells and solar thermal collectors
        + The challenge lies in that employing solar power requires motivation and incentives from the government, and solar powered panels are discouraged by aesthetical appeal; national governments are encouraged to advertise to manufacturers the economic benefits of creating solar power panels to sell, or using solar power themselves in making products.
      * Wave and tide energy, harnessed through turbines that convert mechanical power to electrical
        + The problem lies in that waves are sometimes too small to generate enough power, however, if energy can be stored when enough mechanical power is generated, waves and tides can power industries along coastlines.
  + Processing
    - In processing raw materials to produce products for distribution, carbon emissions and heat release hurt the environment. The following environmental technologies must be promoted in industries to raise awareness of their potential, as well as help industries weigh opportunities to convert to clean energy that would be beneficial for both them and the technology manufacturers given their economic status.
      * Plants on roofs- simple concept in which plants on roofs help absorb heat, reduce carbon dioxide whilst giving off oxygen, absorb storm water, reduce summer air conditioning usage,and lessen the heat effect in urban centers.
      * Desalination- removing salt and minerals out of seawater to get salt for industries and provide clean water to countries.
      * Thermo-depolymerization- carbon based waste is put under heat and pressure to convert into oil. This is similar to nature’s way of oil production.
      * Use of plants and microbes to decontaminate the environment, specifically in bodies of water near urban centers.
        + Use of phytoremediation, in which microbes and plants are used to uptake arsenic from contaminated soil, and in turn clean up nitrates in contaminated water
  + Distribution
    - To reduce the energy consumption in transportation, transportation systems on national, provincial, and municipal scales must be reformed
      * Urban transportation system reform to encourage integration of public transit with non-motorized modes (walk, bike)
      * New vehicle technology research and clean transportation modes
        + Hydrogen fuel celled cars
        + Encourage faster retirement of old vehicles that are not energy efficient
      * Need for stricter vehicle regulations and clean fuel standards
      * Encourage ratification of environmental agreements:
        + Law of the Sea
        + Ship Pollution
        + Regulation of Whaling
  + Marketing
    - Get government involvement in the free market to advertise more environmentally friendly products and limit possibilities of fads
    - Allowing the free market to be the driving force of the economy promotes monopolies and rapid consumer demand growth- governments should attempt shifts to more Keynesian economy ideologies through intervention through public policies, and allow households/businesses/government to be the economy’s driving force
  + In order to fund for the research, production, promotion, and implementation of new and emerging environmental technologies, the following NGO’s and organizations can provide aid. The not only focus on improving the environment, but specialize in helping companies reach sustainable performance by manufacturing goods and systems more efficiently.
    - Carbon Trust
    - Ceres
    - Clinton Climate Initiative
    - EarthShare
    - Environmental Defense Fund
    - GreenBlue
    - Climate Action Network International: Center for Energy Conservation and Environmental Technology
* While reducing population and consumer demand growth will help the world move towards more sustainable development, all three pillars towards improving the environment must be addressed simultaneously. Further from the focus of targeting the global population and markets, these steps can be taken to promote sustainable development as a whole:
  + Redirect attention to the 2 themes addressed in the Rio +20 UN Conference on Sustainable Development:
    - A green economy in the context of sustainable development poverty eradication
    - Institutional framework for sustainable development
  + Greater use of the Marrakech Process
  + More focus on national governments to use the National Sustainable Development Strategies
  + Greater implementation of the Johannesburg Plan of Implementation Call for Action (JPOI)
  + Plan for long term sustainable development by education youth about the importance of the environment, using the framework of the Higher Education Sustainability Initiative

Idea Paper #2: Food Security, Nutrition, and Sustainable Agriculture in Latin America and the Caribbean

* Need to end the cycle of farmers producing the most profitable crops rather than subsistence farming
* Food Security Continuum
  + Emergency/Short-term relief strategies
  + Capacity building strategies
  + Systems change strategies
* 3 Aspects of Food Security:
  + Production:
  + Consumption:
  + Procession/Distribution/Market:
    - Procession of food to distribute
* Need to make it known that food is a NECESSITY- not an economical source
* Overseeing, effective body within areas of uncertain outcomes/unexpected shocks
* Distribution of food
* General outreach
  + Initial set of policy and research recommendations that will address the current and future needs of Latino farmers in sustainable agriculture and the increase of the body of knowledge about Latino farmers and ranchers
  + Committee or taskforce to develop a strategic plan to include Latino farmers into USDA and Extension programs
    - Carry out the Comprehensive Framework for Action (CFA) that holds a comprehensive approach towards food security
  + Adjust (or develop new) USDA and Extension programs to better respond to the sustainable agriculture needs of Latino farmers
    - Overseeing system that keeps check on the progress of Latino farmers
  + Partnerships with land grant universities to increase research on, and outreach to, Latino farmers in the S. A. field
  + Seek partnerships with Latino farmer organizations and other organizations serving Latino and immigrant farmers to provide S. A. opportunities
  + Regional conferences on Latino farms and their needs
  + An information and clearing house center on, and a network of service providers of, Latino-minority-immigrant farmers
  + Long term efforts and initiatives to serve Latino farmers will be more efficient and turn into positive impacts than short term projects
* Poverty
  + Poor families produce less food than they consume
  + Using import tariffs to protect domestic food production = BAD: puts poor at risk
    - Intensify efforts to accelerate growth, through adjustment assistance, policy reform, and productive investment
    - Increase attention given to poverty alleviation
    - Design short/long term cost-effective programs to alleviate chronic hunger and prevent famines, while paying MORE ATTENTION to young since malnutrition causes irreversible damage
      * Endorse Ban Ki-Moon’s Zero Hunger Challenge
    - Help countries coordinate food aid w/ other forms of economic assistance
  + Income-augmenting interventions: governments implement policies/programs, such as food subsidies, to augment incomes of disadvantaged peoples in population
    - Public works programs: raise purchasing power of those whose food supplies are insecure
      * Income through employment payments is better b/c it generates physical infrastructure and can be self-targeting
        + WAGES FOR PUBLIC EMPLOYMENT < market wages
* Prices
  + Minimum price contracts (GRAIN)- allow the grain seller to lock in minimum price & still have opportunity to take advantage of higher prices that may occur later
    - Sellers choose strike price, where grain dealers charge a fee, and +/- basis for delivery month to determine the minimum price sales offered
* Funding for projects/actions
* Climate change/extreme weather
* Land and water availability
* Managing food waste
* Awareness
  + World Soil Day-
* Availability and use of technology for ALL
  + Upgrade existing acreage, rather than removing and starting over; improves PRODUCTIVITY in limited arable land
    - Precision agriculture
      * Farming management concept based on observing, measuring, and responding to inter/intra-field variability in crops
      * Decision Support System (DSS)- computer based information system that supports organizational decision making activities
    - Biotechnological approaches
      * GMO’s (Genetically Modified Organisms)
        + Resistance to pests, resistance to herbicides, increased nutritional value, production of valuable goods
        + Cost-efficient, safe to eat, reduce soil-damaging tillage, reduce carbon emissions, reduce insecticide use, reduce use of toxic herbicides

C4 Photosynthesis

50% more food per acre; i.e. C4 rice, C4 wheat

Self-fertilizing crops

Boost yields for poor farmers who can’t afford additional fertilizer, cut down on nitrogen runoff

* + - * + Any controversy statements:

No greater risk than conventional food

No reports of ill effects have been reported due to GMO’s

Opponents of GMO’s aren’t official at all

* + - * Integrated pest management (IPM)
        + Reduces application of pesticides by using current info on life cycles of pest and their interaction w/ environment → no risk to people
        + Prevents pest damage by economical means and LEAST hazard to people/environment

Finds a solution that is the least harmful, while encouraging natural pest control mechanisms

I.e. Sterile insect technique: sterile males trick females into unsuccessful breeding encounters→ less production

**Appendix C: Sample Working Paper.**

Taken from: <http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/resolutions/sample-resolution>

Resolution GA/3/1.1

**General Assembly Third Committee**

Sponsors: United States, Austria and Italy  
Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon  
Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"  
  
The General Assembly,  
Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens,**[use commas to separate preambulatory clauses]**  
  
Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,  
  
Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,  
  
Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**
2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[end resolutions with a period]**

**CONCLUSION**

I hope that this booklet has inspired and guided you to begin and build on your MUN career.

It is quite impossible to say everything there is to say about MUN in a packet, but I hope that this will help you lay a foundation of knowledge about MUN. The best way to get involved and truly understand MUN is to participate in a conference, and I encourage all of you to to do so!

Please remember that, while MUN is a serious competition, it is also a life-changing experience that can become integral in your time at TJ. The relationships you build, things you learn, and skills you develop can carry on with you beyond TJ, and it is our ultimate goal to ensure that you can have a great time in TJMUN while growing as a person.

If you have questions/comments/concerns regarding this booklet, please feel free to message me on Facebook or email me at [laurachu00@gmail.com](mailto:laurachu00@gmail.com). I wish you the best in all your endeavors, and can’t wait to see all that you’ll do and experience. Here’s to the best year yet!

Your Arbitrator,

Laura Chu