

OPORTO BRITISH SCHOOL
MODEL UNITED NATIONS 2024

PROCEDURE GUIDE

FOR MUN PREPARATION

WHAT IS MUN?

Model United Nations (MUN), such as the Oporto British School Model United Nations (OBSMUN), is an educational simulation and academic competition in which students typically role-play as delegates to the United Nations and simulate UN committees. OBSMUN is organised by the students of Oporto British School, with support from the school administration. The event is designed to educate participants about current events, international relations, diplomacy, and the workings of the UN.

In the OBSMUN conference, participants are divided into different committees, which individually focus on a specific issue. Each committee is then further divided into different country delegations to which each participant is assigned. As a delegate, you will be responsible for researching the policies, positions, and interests of your assigned country, and then working with other delegates to negotiate, draft, and pass resolutions on the topics being discussed in your committee.

OBSMUN is a great opportunity for students to develop critical thinking, public speaking, and negotiation skills, as well as to learn about international relations and diplomacy. It is also a great platform for students to network with like-minded individuals and gain a better understanding of the world around them.

BASIC PROCEDURE

Point of Information to the Chair:

A question addressed at the Chair which is relevant to the content of the debate, but not the rules of procedure.

Point of Information to the Speaker:

A question addressed to the speaker after he/she has presented a speech; it requires the speaker's entertainment and the Chair's recognition.

Point of Order:

A question addressed at the Chair which questions his/her actions, remarks upon the conduct undertaken by another delegate or corrects a violation to the rules of procedure.

Point of Parliamentary Enquiry:

A question addressed at the Chair which is relevant to the rules of procedure or specific terms associated thereto.

Point of Personal Privilege:

A point addressed at the Chair which describes a situation of personal discomfort whereby a delegate has been rendered incapable of participating in the debate.

Motion to a Right of Reply:

A request to respond to comments that have disparaged the sovereign integrity of a delegate's state, often being presented subsequent to a response to a Point of Information to the Speaker; the Chair can decide whether or not to entertain.

Motion to extend Points of Information:

A request to extend the number of points of information addressed at a speaker; the Chair can decide whether or not to entertain.

Motion to extend Debate Time:

A request to extend the time provided for debate on a particular clause, often presented at the end of closed debate; the Chair may decide whether or not to entertain.

Motion to table the Clause:

A request to 'table' the clause being debated, which is voted on by the committee's member states as a whole. To 'table' does not prevent its adoption altogether, yet will place a clause at the end of a list and suspend debate time thereupon; therefore, it often implies that the committee will disregard it and never vote on its adoption.

Motion to divide the House:

A request to divide the house; the Chair can decide whether or not to entertain.

Motion to adopt without a Vote:

A request to adopt a clause without passing through voting procedures; it requires a 'second', and there can be no objections.

Motion to skip directly into Voting Procedures:

A request to skip debate time on a clause and move directly into voting procedures; the Chair can decide whether or not to entertain.

Draft Clause

An original working clause, the presentation of which has been recognised by the Chair, which is debated, amended and voted on by the committee as a whole.

Operative Clause

Clauses which begin with an operative verb, and provide a detailed solution to the problem being debated. Only operative clauses will be debated at the OBSMUN 2022 Conference.

Friendly Amendments

Amendments, which change the content and/or structure of a clause, and will automatically pass if they are accepted by ALL the submitters and co- submitters of the original draft clause.

Unfriendly Amendments

Amendments, which change the content and/or structure of a clause, and are not supported by the submitters and co- submitters of the original draft clause, but may pass if a majority of member states votes in favour.

Main Submitter

A member state which is submitting a clause during formal debate.

Co-Submitter

A member state which is co-submitting a particular clause. Co-submitting does not necessarily require support towards the clause, yet implies that a delegate wishes that it be debated by the committee as a whole.

Voting Substantive Vote

Votes taken during voting procedures to adopt an unfriendly amendment, a clause or a resolution; votes are disclosed after counting by the Chair.

Abstention

A vote during the voting process; to abstain is to be considered as voting neither in favour nor against. An abstention may indirectly contribute to the failure of a clause or resolution, since a majority of votes in favour is required for it to pass. Abstentions are not in order when voting on amendments.

Division of the House

A process which may occur subsequent to a close or tied vote or in succession of voting procedures in which the number of abstentions may alter the overall result of the vote. When the house is divided, delegates are addressed individually by the Chair and their respective votes are recorded; thereby, abstentions are not in order. The division of the house often occurs as the outcome of a voluntary motion proposed by a delegate, however, it may also be enforced by the Chair.

PRECEDENCE OF MOTIONS

The following are incidental motions which are dealt with immediately when they arise and thus have no precedence:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry

Motions will be considered in the following order of preference:

4. Adjournment of the Meeting
5. Suspension of the Meeting
6. Unmoderated Caucusing. Moderated Caucusing
8. Introduction of Draft Resolution
9. Introduction of an Amendment
10. Postponement of Debate
11. Resumption of Debate
12. Closure of Debate

At the start of voting procedure, the following points and motions are in order, in the following order of precedence:

1. Reordering Draft Resolutions
2. Division of the Question Motion for a Roll Call Vote

CLAUSE WRITING

Before doing anything at all: Know the subject!

Ensure you are well informed about the main aspects of the agenda topics

- What is the issue?
 - For how long has it persisted?
 - Which countries/ regions does it affect?
 - What social groups does it affect?
 - What is its relevance to your country?
 - What is its global relevance? Impact on other countries
- Ensure you read the topic guides provided by the committee
 - Ensure you read further into the topic from several different sources

IMPORTANT: YOU MUST USE OPERATIVE VERBS

In the OBSMUN committees, only operative clauses are debated; these must commence with an operative verb (Next slide has examples) and propose action to solve a certain problem.

Verbs to use in clauses: Operative Verbs

Urges	Calls Upon	Declares	Supports
Strongly Urges	Requests	Proclaims	Endorses
Encourages	Recommends	Affirms	Authorises
Strongly	Transmits	Emphasises	Congratulates

Good clauses: DOs AND DON'Ts

1. Don't use excessive adjectives and "kind" words. The goal is not for a clause to be long and essay-like. Instead, something short, with RELEVANT information and assertive proposals.
2. Use RELEVANT facts and figures! (In moderation)

EXAMPLE: BAD CLAUSE STATEMENT

BAD:

Taking note, with much appreciation, of the report the extremely competent Secretary-General submitted to the extremely efficient committee of the UN Office on Drugs and Crime (UNODC) on the date of June 20, 2017 calling for the lessening of the extremely harmful and unethical illegal wildlife trafficking which hurts so many poor, sad and abused animals by at least fifteen percent by the year 2021 so that more animals will not be subject to pain torture and humiliation;

BETTER:

Takes note of the 2017 report of the Secretary-General to the UN Office on Drugs and Crime (UNODC) to reduce illegal wildlife trafficking by at least 15% by 2021

There are a FEW problems with the clause shown before.

- It is not concise
- There are unnecessary adjectives
- The language is far from clear.

It does say everything that needs to be said, but also says a lot that it does not need to say, and takes too much space in doing so.

Removing unnecessary words makes a big difference. This operative clause is short and concise, and the reader can quickly get the idea and move onto the next one.

THE GAP FORMULA:

*GENERAL REACTION,
ALLIES AND ENEMIES,
PAST ACTIONS.*

Before Clause Writing, you should Analyse and Research:

1. General reaction of Country to general proposals
2. Allies and "Enemies" of Country
3. Past actions from Country in specific subject

After Clauses and Debate on all Clauses: Resolution

The resolution is a compilation of clauses approved by the committee in response to the agenda topic(s).

It outlines the solution(s) adopted by the committee to address the issue at hand.

WHAT ARE: POINTS OF INFORMATION?

Points of information, commonly referred to as 'POIs', are questions pertinent to the content of debate, and may either be addressed at the speaker (a delegate withholding the floor) or the Chair.

POIs are separated into the two distinctive categories:

- Point of Information to the Speaker, which may only be presented if entertained by the speaking delegate and recognised by the Chair;
- Point of Information to the Chair, which may be presented during committee sessions in efforts to clarify vocabulary, specify terminology or understand the contents of debate.

Upon having taken the floor and spoken, a delegate may be subject to other delegates' questions via point of information (POI) procedure; however, availability to such points is determined at delegates' choice.

So, after the presentation of a clause or amendment or the delivery of a speech, a delegate must yield the floor to another individual. Often, the floor is yielded back to the Chair; but it can be yielded to another delegate. It should, however, be noted that consecutive floor yielding from delegate to delegate will not be in order. Therefore, delegate A may yield the floor to delegate B, yet delegate B must yield the floor to the committee Chair.

CLAUSES FROM ANOTHER PERSPECTIVE!

WHAT ARE AMENDMENTS? WHEN DO I USE THEM? WHY?

Amendments are direct changes to a clause's structure and/ or contents; these must occur during open debate. They can include the addition or removal of sub-clauses, the alteration of structural features or direct changes to the elementary contents of a clause. When presented, an amendment may automatically pass (as a friendly amendment) without requiring voting procedures if no objections are presented by the main or co-submitters; however, should objections be conveyed, the amendment may only pass by an overall approval of >50% during voting procedures.

AMMENDEMENTS: Abstentions

During voting procedures on a particular amendment, abstentions are not in order; therefore, delegates must either vote in favour or against. Amendments which pass under such circumstances are referred to as 'unfriendly amendments', for the submitter or co-submitters of the original draft clause do not concur with its contents.

OPEN DEBATE

Open debate on a clause, occurring directly after its presentation, enables the delivery of speeches pertinent to any perspective and the presentation of amendments. In this moment, delegates can speak in favour of, speak against, or propose an amendment to the original draft clause during open debate.

Moreover, a sub-component of open debate may include debate and voting procedures on a proposed unfriendly amendment. As

such an amendment is proposed, the Chair shall grant time for open debate on the amendment itself; it must be noted that, during the provided time, the same rules of open debate on the clause are applied, yet amendments to the amendment (2nd degree) are not in order.

CLOSED DEBATE

Closed debate restricts the perspectives from which delegates may speak when arguing on behalf of a particular belief or policy. Closed debate is separated into two distinct components:

1. 1. Closed debate in favour;
2. 2. Closed debate against.

Wait, what?

During this element of debate procedures, only the delivery of speeches will be in order; at first, the Chair will enquire whether any delegate wishes to speak in favour of the presented clause, thereafter recognising a delegate, entertaining a speech and selecting POIs to the speaker (if accepted by the delegate withholding the floor²). Subsequently, the same procedure happens during time against the clause. After time against the clause during closed debate against has elapsed, the house¹ moves onto voting procedures.

1. **House:** All members of the meetings except for the chairman

2. **Floor:** The right to speak

VOTING PROCEDURES: The “Options”

Voting procedures happen after the final stages of debate on a particular clause or amendment.

A. Can also happen during the final committee sessions to decide upon the adoption of the resolution.

Three valid voting options may be selected:

1. A vote in favour
2. A vote against
3. An abstention

Voting Procedure: Abstention

Abstaining from voting procedures is when a delegate chooses not to vote, thereby demonstrating neither support nor opposition towards the subject at hand. This action may indirectly evoke the failure of a clause or resolution, as an overall majority is required for effective adoption.

IMPORTANT TO BE AWARE:

Abstaining is not in order when deciding upon the passage of an amendment; moreover, its practice may be banned by the division of the house, a process which may be enacted when a tie or close vote occurs.

WHAT IS DIVISION OF THE HOUSE? WHY USE IT?

A process which may occur subsequent to a close or tied vote or in succession of voting procedures in which the number of abstentions may alter the overall result of the vote. When the

house is divided, delegates are addressed individually by the Chair and their respective votes are recorded; thereby, abstentions are not in order. The division of the house often occurs as the outcome of a voluntary motion proposed by a delegate, however, it may also be enforced by the Chair.

EXAMPLE RESOLUTION (With multiple clauses)

Committee: ECOSOC

Issue: Increasing Renewable Energy's share in Worldwide Energy Consumption

Submitter: Republic of Poland

Co Submitters: Republic of China, Indonesia, Iran, USA, Russia, France, Afghanistan, Japan, Germany, Bangladesh, India, Belarus, Rwanda, Malaysia

Taking into account the redundancies and changes the implementation of renewable energy will cause on labor markets

1. Emphasizes the need to protect workers and companies to promote a gradual transition towards renewable energy. The delegation of Poland:
 1. Encourages new measures for workers affected by the changes that renewable energy can have on the labor market.
 - i. Strongly urges for a provision of better unemployment benefits for workers affected by structural unemployment and redundancies in non-renewable energy sectors, financed by each respective state.

ii. Encourages the creation of a professional training programme that trains unemployed workers from non-renewable energy industries. Each signatory should provide a minimum of 10% of those unemployed by the redundancies in non-renewable energy sections to carry out this programme. , Financiation will be provided by each respective signatory and institutions like the United Nations Development Programme and the World Bank.

2. Encourages fiscal reforms to incentivize the use of renewable energies.

i. Strongly encourages higher corporate tax deductions for companies or firms that can prove a higher usage of renewable energy in their chain of production and/or distribution.

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Committee: ECOSOC

Issue: Renewable energy in fossil-fuel subsistent countries

Submitters: Brazil

Co-Submitter(s): Malaysia, People's Republic of China, Serbia, Argentina, Poland, Saudia Arabia, Iran, Somalia, Indonesia, Belarus, USA, Japan, Rwanda, Bangladesh, Italy, India, Russia, South Korea, Afghanistan, UK

1. The IMF is to create a fund to assist fossil fuel subsistent countries with the transition of fossil fuels to renewable energy, subject to the following conditions:
 1. investment is to be internationally monitored by the IMF and the UN
 2. the amount of money invested shall be proportional to the power consumption of the country.

The type of renewable energy will be dependent on geographic location and climate.

1. The usage of local labour is to be encouraged as to develop regional economic growth.
2. Said renewable energy include nuclear energy recognised as green by the European Union

Committee: ECOSOC

Issue: Increasing Renewable Energy's share in Worldwide Energy Consumption

Submitters: Malaysia, Brazil, Argentina, India, Serbia, North Korea, Indonesia, Somalia, South Korea, Afghanistan, Poland, Italy, USA, DEMOCRATIC OF CONGO, Iran Emphasises the need to increase efforts to establish renewable energy sources in regions, according to greatest potential, which require international and foreign investment, which include:

1. South-East Asia
 1. Financially aiding nations reliant on coal such as China and India in the building of Nuclear Power Stations,
 2. Establishing, where there is not, a Nuclear Power fueled infrastructure capable of providing nations with a large portion of their energy, such as in Vietnam, Malaysia and Indonesia, by providing financial aid in the construction of 15 power plants in these areas over the next 20 years,
2. Africa
 1. Investing and focusing on Hydropower in areas such as Ethiopia
 2. Establishing a more Solar Power centred infrastructure in areas such as the Eastern Sahara and Namibia,

3. Investing in Geothermal power along the East African Rift
3. South and Central America
1. Investing in hydroelectric dams over the next 20 years across the region

Council: ECOSOC

Main Submitter: Serbia

Co-Submitter(s): Poland, Panama, People's Republic of China, Bangladesh, India, North Korea, USA, Russia, Iran, Italy, South Korea, Brazil, Afghanistan, Saudi Arabia

Issue: Increasing renewable energy's share in worldwide energy consumption

1. Emphasizing the role of nuclear power in the transition to renewable energy
2. Recognising nuclear power as a clean form of energy, whose role in the energy transition has to be central
3. Establish a commitment from industrialized nations to provide
 1. Nuclear engineering and maintenance
 2. Monetary support to developing nations
4. Ensuring that, through regulations of IAEA, all nuclear power plants are up-to-date and safe
5. Urges the formation of a committee with the purpose of ensuring and supervising the safe disposal of nuclear waste in all countries.