MODEL UNITED NATIONS

A COMPLETE GUIDE

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A Complete Guide to Model United Nations

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Dedicated to

All enthusiasts of Model United Nations

And newcomers to the MUN Culture.

Preface

Actually this is not a book. It's just a guide. I noticed there was no complete detailed guide corresponding to the MUN Culture in Bangladesh. I was having quite difficulties while Explaining MUN to the boys and girls going to join MUN for the first time. So, this book is for helping them learn properly the rules and all other facts about MUN. This guide is prepared like a book in order to make it more accessible to you. It contains hyperlinks which will help you jump to a part of the book which has relevant content to the one you are reading. **Click on the blue texts to jump to the desired content.** You might need to use **Adobe Reader** or **Pocketbook** application instead of Drive PDF viewer to use navigation features. I hope this guide helps you in every way possible. Happy Munning!

Rakin.

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N.B. Click on the blue bold texts to jump to the desired content.

Introduction to Model United Nations

Model United Nations (MUN) typically pronounced as mʌn or mʊn or simply M U N is a simulation of the United Nations. In parliamentary debates in our country, we try to simulate our national parliament. Similarly in this case, we try to simulate the United Nations. The Plenary represents the General assembly while other committees represent the original ones of UN like UNICEF, WHO, FAO, UNSC, UNDP, UNEP, UNHRC and some organizations like IAEA, OPCW etc. The MUN is a great platform for public speaking. The only language of MUN in our country is English except for the committee SCBA, where the only language is Bengali to prioritize Bangladesh as there is no such body of United Nations in reality. That's just the introduction. While reading this guide, you will learn the rest.

Rules of Procedure

Everything has a rule, right? In debate, you follow a rule, in public speaking, you follow a rule. Similarly, here, you have to follow some rules. MUN follows these rules for its procedures. Such procedural rules together is called **ROP.** The interesting thing is that, for MUN, different ROPs are followed based on the decision of organizers. The most accepted one is by the United Nations Association of United States of America known as (UNA-USA ROP). Except from this, there are some others like UNA-Indiana, Provisional, UN4MUN ROP and so on.

First let me provide some basic rules and rest would be hyperlinked to ROP (Extension) section where I provided the official UNA-USA ROP.

1. No use of Personal Pronoun (You can only use 'we' and 'you' as pronouns, rest of them like 'I', 'He' etc. are not allowed. Because you're gonna represent your whole country and there are some other delegates of your country in UN, you cannot make yourself singular)
2. No breaching of your country policy (Country Policy will be explained in Research Section)
3. No insulting others
4. No breaching of sovereignty
5. No falsification
6. No use of Internet
7. No use of electronic device before taking permission of EB
8. No invalid info can be given
9. Wikipedia cannot be referred as a valid source
   And so on which you will learn eventually from the guide.

Plenary

Plenary is the partial simulation of General Assembly in Model United Nations. Usually, a country sends delegate to different committees of UN and all of them gather at the General Assembly before and after committee sessions. Similar is the case in MUN.

Plenary is of two segments:

1. Opening Plenary: It takes place before committee session. It mainly introduces the committees. At the end, delegates go to their allocated committees for committee session. There is no marks upon this plenary session. Before going to committee, delegates have to suspend the plenary. To suspend the Plenary, one has to raise a motion. The motion is described in the Motion Section. (The Motion to suspend opening plenary)

2. Closing Plenary: It takes place on the last day of MUN after respective committee sessions are finished. The Draft Resolutions made from different committees are displayed to all the delegates and EBs. A voting is also simulated on the Resolutions. Only respective committee delegates vote their own resolution. The P5 Countries of UNSC can provide veto and their resolution will be failed immediately. Some delegates walk out to create a dramatic situation. Finally, delegates have to adjourn the closing plenary through a motion. (Motion to adjourn Closing Plenary). You will learn about EBs in Committee Session Section and Draft Resolution, Voting and Veto in their respective sections of the guide.

Committee Session

After suspension of opening plenary, delegates are taken to their respective committee rooms by the room coordinators. Throughout the committee session, for any help and information, you can go to the room conveners (same as coordinator). The committee is usually led by a Chairperson (called Chair) followed by Vice-Chair and Director. They constitute the EB (Executive Board). The EBs inside the committee are termed as 'dais.' The delegates are given seat with placards. To say anything at all or do anything, one must use his placard. The placard should be held in such a way, so that EB members and others can see the Flag and Country name properly. No one can mention name or anything. One must respect others as Sir/Mam/Honorable Delegate of 'Country.' The marks are given based on the committee session. After a day is finished, a delegate has to raise a motion to suspend the committee till next day. (The Motion to suspend committee). Next day, one must resume GSL by a specific motion to be explained later. On the last day, the committee has to be adjourned by a delegate. He has to raise a motion for it. (The Motion to adjourn committee). One third of total delegates must be present to start the committee (Coram).

Speaker Lists

MUN is all about talking. Talking about problems, solutions and so on. But if everyone talks at a moment, will it be fruitful? So there are lists to speak. Primarily there are three types of Speaker Lists:

1. **GSL (General Speakers' List):** It's the list that never ends. Just after the committee is started, there will be an attendance which will be discussed in the voting section. Then a delegate has to raise a motion to start GSL. (Motion for GSL) Without GSL, committee cannot go on. Here delegates talk based on the agenda for a specific time. If one finishes speech before time, he can **yield** the rest of the time to dais, or another delegate (next one in GSL) or answer others' questions (POI). All points are entertained in this segment after each speech. Points and POI are described in Points section of the guide. The EB asks which delegates want to speak and the interested delegates raise their placards. Repeatedly, one can take part in the GSL by sending a chit to the EB through Room Convo (Convener) for re-adding himself in GSL. Before Caucuses, one has to suspend GSL through a motion and after, resume GSL with a motion. Caucuses will be discussed in next content. (*Motions for Suspense and Resuming GSL are associated with caucus motions*). The GSL must always continue or else committee will be stopped. Remember, the more precisely you speak, the better marks you get.

2. **FSL (Forced Speakers' List):** If some delegate is never talking or never participating, EBs can decide to force him/her to speak. This is called FSL.

3. **SSL (Special Speakers' List):** This will be explained later in crisis section.

Caucuses (Moderated and Unmoderated)

Alongside GSL, there are two forms of debate, Formal and Informal.

1. **Moderated Caucus (Mod):** It's the formal debate. It has a specific total time and each speech has a specific time limit. Unlike GSL, here is no chance of yielding. It might be a list like GSL for who wants to speak or every time delegates willing would raise a placard and EB will select every time. There is no POI (explained later) at the end of a speech. But one can obviously send chits. Here a specific portion of agenda is the topic and one cannot speak out of that. *The starting and closing motion of caucus is associated with the motion of suspending GSL and Resuming GSL consecutively.* ([Related Motions](#))

2. **Unmoderated Caucus (Unmod):** Unmod is the informal session. Here all can roam around or do whatsoever. Usually, delegates need to show a reason to take unmod. Unmod can be extended for some reasons by rising another motion by 50% of previous allocated unmod time. *The starting and closing motion of caucus is associated with the motion of suspending GSL and Resuming GSL consecutively.* ([Related Motions](#))

Motions

Whatever activity the whole committee is going to do, when proposed by you, like a suggestion is motion. Suppose, the whole committee wants to eat snacks. So, any delegate, after holding his placard, has to raise a motion to start an unmoderated caucus for having snacks. Raising motion is good to show you precedence over the committee. If multiple delegates raise different motions at a time, the motion involving more persons gets priority first for voting.

1. **Motion to Suspend Opening Plenary:** The delegate of 'country' would like to raise a motion to suspend the plenary session till the closing plenary.
2. **Motion to Start GSL:** The delegate of 'country' would like to raise a motion to start the General Speakers list where each delegate will get 45/60/90 seconds.
3. **Motion to Start MOD:** The delegate of 'country' would like to raise a motion to suspend the GSL and start a moderated caucus on the topic "xxx" for "xx (from 15-30)" minutes where each delegate will get "45/60/90" seconds.
4. **Motion to resume GSL after Mod or Unmod or no 2ⁿᵈ day:** The delegate of 'country' would like to raise a motion to resume the GSL.
5. **Motion to Start UNMOD:** The Delegate of 'country' would like to raise a motion to suspend the GSL and go to Unmoderated Caucus for "xx" minutes for "xx" reasons. **For extension, motion is** the delegate of 'country would

like to raise a motion to extend the unmoderated caucus for 'xx' minutes.

6. **Motion to suspend committee at the end of a day:** The delegate of 'country' would like to raise a motion to suspend the committee session till tomorrow.

7. **Motion to adjourn committee session on the final day:** The delegate of 'country' would like to raise a motion to adjourn the committee session till the next 'same mun next year, example, ABCMUN 2023'.

8. **Motion to adjourn closing plenary:** The delegate of 'country' would like to raise a motion to adjourn the closing plenary till the next 'same mun next year, example, ABCMUN 2023'.

Points

1. **Point Of Information (POI):** All questions fall under this point. After first speech in GSL, the speaker is asked if he would accept POIs. If he accepts, after each speech, some POIs from other delegates are taken. Sometimes, the EB also asks POI. If your POI isn't taken, you can send a chit to the speaker through chit via dais. POI can't be raised in MOD. POI has two extensions:

   1.1. **Plea to Reply:** After somebody questions you, before you can reply, you have to raise your placard and say Plea to Reply. If Dais permits, then answer. If you can't answer at that moment, say that you'll reply via chit but it's discouraged.

   1.2. **Plea to Follow-up:** If you aren't satisfied by the answer to your question, you can plea to follow up to provide your statement regarding his failure to reply.

2. **Point of Personal Privilege:** Hearing problem, seat change, viewing problem, going to wash room are under Point of Personal Privilege. Can be sent through chits as well.

3. **Point of Order:** It's divided in two types. Mainly it is raised for any breaking of rules, dishonoring and so on :

   3.1. **Procedural Error:** If some delegate breaks some rule or ROP, it's procedural error and can't be raised against reply or follow up. It can be raised against dais as well. When somebody dishonors you, or uses personal pronoun or uses electronic device, you can raise a point of order against him for procedural error.

3.2. Factual Error: If someone gives a wrong information. Can be raised against everyone. For example, someone said Donald Trump is the president of Japan or Bangladesh is a province of USA, you should raise a point of order against him for factual error.

4. **Point of Parliamentary Enquiry:** If you have any doubts or forget any rule, feel free to raise this point and ask the chair.

5. **Right to Reply:** If any delegate says something that insults you badly or harms your sovereignty, you can use right to reply to give your statement regarding that.

Crisis

In 2020, USA attacked Syria, right? Suppose the UNSC committee was going on and suddenly this happened. Then the President of UNSC would call for a crisis as it's a crisis situation. Similar cases are simulated or made up in MUN committees like UNSC, OPCW and IAEA etc. As there is wildfire being in Australia, crisis may be conducted in UNEP too. Sometimes two committees are brought together for crisis session. So first the chair suddenly states that they have a crisis. They address it to all. Then begins SSL.

SSL: Remember I wanted to say about SSL earlier? So here is the explanation. Here the talking criteria is same like mod and points are similar like GSL. But here you can make up things with your imagination but must be possible things. You are the one deciding what steps you will take. Even highly experienced delegates face trouble in this session.

Updates: With an interval, the EB gives updates about the crisis and delegates have to use the latest update as basis of their speech and activities.

Actions: You can do these things in crisis alongside speaking

1. **Presidential Statement:** You can give the committee a statement of your president. As Crisis in MUN is not reality, you can make your president say anything. Presidential Statement is sent to Dais by chit.
2. **Public Communicate:** If you want to inform mass people of the world your decision or anything, this is used. You can send it to Dais through chit.

3. Press Release: If you want the International Press to publish anything, send chit to Dais with Press Release as heading.

4. Directives: The solutions you suggest to stop the crisis. Has to be given through chit. If the directives are voted yes by two third majority, then the directives will be passed and crisis will be finished or else the crisis session will continue.

You will learn the rest by participation and for your betterment, here is an example of crisis:

Committee: *International Atomic Energy Agency*

Crisis: *Canada provided site to Russian Federation for dumping Nuclear Wastes. So, Russia was transporting the wastes through a ship. Suddenly, in the Pacific Ocean, the ship lost all connections with Canada and Russia.*

Summary of SSL (So, different delegates started giving speech. Some blamed IS. Indonesia in his speech said that their naval forces saw ships of North Korea.)

Update: *The ship has been captured by US Seventh Fleet. The US defense demanded that there were nuclear weapons in that ship.*

Summary of SSL (So, delegate of USA started to defend their cause. He called Canada a traitor. Meanwhile, Canada and Russia denied. DPRK (North Korea) also blamed USA. USA and Russia demanded their ships back.)

Update: *Donald Trump tweeted, "Those Russian bull dogs don't deserve their ship back. Indonesia and Israel searched the ship and found Russian Nuclear Weapons.*

In this manner the crisis continues till there is a solution. Some delegates may die (imagine) and they would be called ghost delegates, so they won't be allowed to participate in the committee anymore. It's not a problem if you die, because before that, you can do things great to win even the Best Del.

Press Conference and Interviews

Till now, what we've discussed is for the main committees. Now, let me introduce you to the International Press (IP). It's an extra ordinary committee in MUN from all other committees. Because here participants are called correspondents rather than delegates. Yes, you have guessed it correct. They are simulating journalism. They are sent to different committees to report from there. In Unmods, in lunch breaks, before and after committee session, they can take **interviews** of the delegates. They are permitted to use internet and electronic devices. They have to send a newsletter after the day containing summary of events of different committee.

So, that's enough knowledge about IP. Now,

Interview: I have already said about it. If some correspondent wants to take your interview, you can provide, it's highly appreciated.

Press Conference: The whole committee of IP visits the committee or the delegates go there for press conference. The Head of IP leads the session. Mainly IP correspondents ask different sorts of POIs to the delegates and EBs. It's appreciated to speak in favor of your committee. If someone fails to answer, you better answer on behalf of him. In this case, you all should show as if it's the best committee.

Position Paper

Before even participating in a MUN, you might have to submit a paper through email. Later in the committee, the printed paper is to be submitted. This paper is known as Position Paper (PP). It basically contains the position of your country. You should mention the position of your country in the committee, situation of agenda and what your country have done regarding it and finally the solutions you want to give. You will understand the rest from the sample position paper given in PP Extension section.

Conditions of a PP:

1. Should contain Committee Logo and Country Flag
2. Computer Composed with Font Times New Roman, size 12 and margin at least 1 inches.
3. Must have valid reference, plagiarism is punishable. No reference from Wikipedia would be accepted and mediocre newspapers would be accepted.
4. Soft Copy to be submitted in PDF format.

Working Paper (WP)

In the middle of the conference, the delegates get divided in several groups depending on country policy, relations, position based on agenda and sometimes personal relations. Each group is called blocks. Remember that Russia and USA can be in the same block if their position regarding agenda is similar. For example, as USA, I had block with China and Russia and won best delegate award. Each blocks consist several countries. They together simply point out their combined solutions in an electronic paper. This simple thing is called working paper. And the block members are called authors. You will get a clear concept by seeing the sample. But for taking time to prepare working paper, Unmod has to be taken for about 15 minutes. Then a motion has to be raised for Presenting Working Paper 'X.X' and after presentation, motion for starting POI session has to be raised. All can raise POIs and any of the authors can answer.

(Sample Working Paper in the WP Extension)

Draft Resolution (DR)

The resolution is the main result of the work of your committee, and is meant to do exactly what the name implies: "resolve" the problem that your committee is focused on. Resolutions are the documents the UN uses to make decisions, and are written by groups of Member States collaborating on their ideas. Resolutions have two main functions: to determine what the United Nations will do about the issue, and to recommend or request that individual Member States undertake actions to help solve the issue.

Basically it's the final and formal representation of the working paper. Solution never discussed in the committee cannot be given here. Some working papers may merge to create one draft or else they can make drafts individually. The whole draft resolution is a single compound sentence so the only full stop can be at the end of the draft resolution. So, solution and everything are separate clauses or sub clauses. DR must answer QARMA (Questions and Answers a Resolution Must Contain) demanded by the EBs if given.

Draft contains 3 parts:

1. Header: Header is the top part of the Draft Resolution. It contains:
    1.1. Committee
    1.2. Agenda
    1.3. Sponsors (The countries that support every clauses)
    1.4. Signatories (Supports some of the clauses but not all)

2. Preamble Clauses: These are used to support or cancel or take any action regarding previous original UN resolutions or agreements. The preamble clauses must begin with some specific clauses like:

Acknowledging	Expressing concern	Noting
Affirming	Expressing its appreciation	Reaffirming
Alarmed by	Fully aware	Recalling
Bearing in mind	Guided by	Recognizing
Deploring	Having considered	Regretting
Emphasizing	Mindful of	Taking into consideration

3. Operative Clauses: The solutions are given in operative clauses. Operative Clauses should begin with some specific words like:

Acknowledges	Recommends	Confirms	Insists that
Adopts	Reminds	Decides	Instructs
Affirms	Requests	Demands	Invites
Approves	Resolves	Determines that	Notes that
Authorizes	Suggests that	Emphasizes	Demands
Believes that	Supports	Endorses the Declaration	Determines that
Calls attention to	Takes note	Establishes	Realizes
Calls upon Member	Urges	Expresses its appreciation	Recalls
States	Welcomes	Expresses its concern	Recognizes
Condemns	Further Recommends	Further Confirms	Further Insists that

Notes: The DR of UNSC addresses 'The Security Council' as subject instead of 'The General Assembly' and in UNSC, the last operative clause shall be: "*Decides* to remain actively seized of the matter."

The Presentation of DR is done the same way like WP. A motion has to be raised. But in DR, there is no POI but there is amendment (check dictionary). Amendments are raised by other delegates except sponsors. Three types of amendments are possible:

1. Addition: To add a new clause or Sub clause
2. Deletion: To delete a clause or sub clause
3. Modification: To modify Anything

When amendments are raised, the sponsors can accept it and call friendly. Too much friendly amendments deduct marks of sponsors. If the sponsors call unfriendly, then votes are done for the amendment. If 70% of the DR is amended by unfriendly amendments, the DR will fail.

You will understand rest things in MUN and from sample.

(Sample Draft Resolution in DR Extension)

Voting and Voting Status

Before every GSL or after Unmods or before voting of Draft Resolution, attendance is taken where voting status is given. The options are:

1. Present and Voting
2. Present

Here, in all operations, both are same. You all have to vote for motions, either in favor, or against. But before that, if somebody raised the motion you wanted to raise, you will raise placard when asked ***seconding the motion.*** When asked ***opposing the motion,*** if you don't want the motion to be voted, raise your placard. And then when asked ***for the motion,*** if your vote is yes, raise your placard. But if your vote is no, raise your placard when asked ***against the motion.***

But when the attendance is done before voting of Draft Resolution, the options have different value:

1. Present: You can either vote the DR or abstain from voting
2. Present and Voting: You must vote for or against the DR

Then occurs the voting of Draft Resolution, the voting options are:

1. Yes
2. Yes with rights (You need to explain why you voted yes)
3. No
4. No with rights (You need to explain why you voted no)
5. Abstain (Vote neither for yes, nor for no) {Can't be used if voting status is Present and Voting)

Two third majority is required to pass any motion or Draft Resolution.

Veto

The permanent members of UNSC can veto the draft resolution or any crucial activity. Immediately, the DR will be failed. This power is given to the delegates of:

1. USA
2. UK
3. France
4. Russia
5. China
   Of UNSC

The Veto is usually provided on the closing plenary after the UNSC Resolution is displayed.

ROP EXTENSION

UNA-USA MUN: Rules of Procedure Long Form

I. INTRODUCTORY REMARKS

Rule 1. Official and working languages
English shall be the official and working language of all committees during formal and informal debate.

Rule 2. Decorum

Delegates are to obey instruction given by UNA-USA MUN staff. Those who do not obey directions will be dismissed from the conference.

II. SECRETARIAT

Rule 3. Statements by the Secretariat
The Secretary-General or his representative may make oral as well as written statements to any committee concerning any issue.

Rule 4. General Functions of the Secretariat
The Chairperson shall declare the opening and closing of each meeting and may propose the adoption of any procedural motions to which there is no significant objection. The Chair, subject to these rules, shall have complete control of the proceedings at any meeting and shall moderate discussion, announce decisions, rule on points or motions, and ensure and enforce the observance of these rules. The Chair may temporarily transfer his or her duties to another member of the committee staff. *All procedural matters in committee are subject to the discretion of the Chair.* The Chair may undertake any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate at the conference.

III. AGENDA

Rule 5. Agenda
The Secretary-General or his/her representative shall communicate the agenda to the delegates before the conference.

Rule 6. Revision of the Agenda
Additional items of an important and urgent nature may be placed on the agenda during a regular session by the Secretary-General who may add additional topics to the agenda at his/her discretion.

Rule 7. Adoption of the Agenda

The first order of business for the committee shall be the adoption of the agenda. The only motion in order at this time will be in the form of "The nation of [country name] moves that [topic area x] be placed first on the agenda."

- ⌘ The motion requires a second and is debatable;
- ⌘ A provisional speakers list shall be established with three people speaking for and three people speaking against the motion (speaking time for these remarks shall be one minute);
- ⌘ After the provisional speakers list is exhausted the committee shall move into an immediate vote: a simple majority is required for the motion to pass;
- ⌘ A motion to proceed to the second topic area is in order only after the committee has adopted or rejected a resolution on the first topic area or debate has been adjourned;
- ⌘ In the event of a crisis or emergency, the Secretary-General or Director-General may call upon a committee to table debate on the current topic area so that the more urgent matter may be addressed. After a resolution has been addressed and voted upon, the committee will return to debate the tabled topic. If a resolution on the crisis topic fails, the committee may return to debate on tabled topic area only at the discretion of the Secretary-General or Director-General.

lV. CONDUCT OF BUSINESS

Rule 8. Speakers List
The Chair shall open the speakers list for each topic to be discussed at the request of a delegate. Any delegate wishing to be added to the speakers list shall indicate so when asked by the Chair or shall submit such a request in writing to the dais.

Rule 9. Limitation of Speaking Time
The Chair may limit the time allotted to each speaker. However, delegates can motion to increase or decrease the speaking time, which will be voted upon by the committee or council. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order without delay.

Rule 10. Speeches
No delegate may address the body without the previously obtained permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion. The Chair shall enforce the time limit as described by Rule 9.

Rule 11. Yielding Time
The delegate, who has been recognized by the Chair to address the body on a substantive issue, may yield any time following their remarks after their speech. Yields may be made in three ways: to another delegate, to points of information (questions), or to the Chair.

- ⌘ *Yield to another delegate*. His/her remaining time shall be given to another delegate.
- ⌘ *Yield to questions*. Delegates shall be selected by the Chair to ask one question per speech. The Chair has the right to call order to any delegate whose question is, in the opinion of the Chair, not designed to elicit information. Answers to questions are limited to the time remaining in a delegate's speech. ⌘ *Yield to the Chair*. Such a yield should be made if the delegate does not wish his/her speech to be subject to comments. The Chair shall then move on to the next speaker.

Once a delegate yields his/her time, the second delegate (the one who has been yielded to) may not yield any remaining time.

Rule 12. Right Of Reply

The Chair may recognize the Right of Reply only in instances of a grave personal insult. Rights of Reply must be submitted in writing to the Chair, and may only be granted after a speech is completed. The Chair shall inform the Secretary-General of the circumstances surrounding the Right of Reply. No ruling on this matter is subject to appeal.

Rule 13. Appeal to the Chair's Decision

An appeal is made when a delegate feels that the Chair has made an incorrect ruling. The delegate formally challenges the Chair in writing by sending a note to the dais, moving to appeal the Chair's decision. The appeal will be taken to the Deputy-Secretary General who will decide if the appeal will be considered. Once the motion is acknowledged, the Deputy-Secretary General will hear from both the delegate and the Chair before making a decision.

V. POINTS

Rule 14. Point Of Personal Privilege

During the discussion of any matter, a delegate may raise a Point of Personal Privilege, and the Chair shall immediately address the point. A Point of Personal Privilege must refer to a matter of personal comfort, safety and/or wellbeing of the members of the committee. The Chair may refuse to recognize a Point of Personal Privilege if the delegate has not shown proper restraint and decorum, or if the point is dilatory in nature.

Rule 15. Point Of Order

During the discussion of any matter, a delegate may raise a Point of Order and the Chair shall immediately consider the request. A Point of Order must relate to the observance of the rules of the committee or to the way the Chair is exercising his or her power. A delegate raising a Point of Order may not speak on the substance of the matter under discussion. The Chair may refuse to recognize a Point of Order if the delegate has not shown proper restraint and decorum governing the use of such a right, or if the point is dilatory in nature.

Rule 16. Point Of Information (question to other delegates)

After a delegate gives a speech, and if the delegate yields their time to Points of Information, one Point of Information (a question) can be raised by delegates from the floor. The speaker will be allotted the remainder of his or her speaking time to address Points of Information. Points of Information are directed to the speaker and allow other delegations to ask questions in relation to speeches and resolutions.

Rule 17. Point Of Inquiry

If there is no discussion on the floor, a delegate may raise a Point of Inquiry to request clarification of the present procedural status of a meeting. A Point of Inquiry may never interrupt a speaker.

VI. MOTIONS

Rule 18. Suspend Debate (Motion to Caucus)

Upon the recommendation of the Chair or any delegate, the committee may consider a motion to Suspend Debate for the purpose of a moderated or un-moderated caucus. This motion requires a majority vote.

⌘ *Moderated Caucus*: The recommendation for a moderated caucus must include a time limit for delegate remarks and a time limit for the entire caucus (e.g. "The nation of [country name] moves for a five minute moderated caucus with a 30 second speaking time."). During moderated caucus, the chair shall recognize delegates for remarks without the use of a speakers list and yields shall be out of order.

⌘ *Un-moderated Caucus*: The recommendation for an un-moderated caucus requires a time limit to be made (e.g. "The nation of [country name] moves for a ten minute un-moderated caucus."). Unmoderated caucuses allow delegates to have informal discussions.

Rule 19. Motion to Table Debate

During the discussion of any matter, the committee may consider a motion to table debate on the item under discussion at the recommendation of the Chair or any delegate. If the motion is seconded, two Representatives may speak in favor of and two against the motion. Then, the motion shall immediately be put to a vote. A two-thirds majority is required for passage. If a motion to table debate is passed, the topic is considered tabled and no further actions or votes will be taken on it. A topic may be reintroduced to the committee so that debate can resume through the same process. The motion to resume debate on a tabled topic shall also require a two-thirds majority for passage.

Rule 20. Closure of Debate

A delegate may at any time move for the closure of debate on the item under discussion, after which debate will end and all draft resolutions and amendments will be put to an immediate vote. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to a vote. This motion requires a two-thirds majority decision. Upon passage of this motion the Chair shall declare the closure of debate and immediately move into voting procedure on the substantive proposals introduced and pending before the committee. The committee shall also close debate and move into voting procedure when the speakers list has been exhausted.

Rule 21. Adjournment of the Meeting

During the discussion of any matter, a delegate may move for the adjournment of the meeting. Such a motion shall not be debated but shall be immediately put to a vote. After adjournment, the committee shall reconvene at its next regularly scheduled meeting time; adjournment of the final meeting shall adjourn the session.

Rule 22. Order of Procedural Motions
The motions below shall have precedence in the following order over all other proposals or motions before the committee:

a. Point of Personal Privilege
b. Point of Order
c. Point of Inquiry
d. Point of Information
e. Introduction of a Draft Resolution
f. Motion to Suspend Debate
g. Motion to Table Debate

      h.   Motion for Closure of Debate
      i.   Motion to Adjourn the Meeting

VII. RESOLUTIONS

Rule 23. Submission of Working Papers, Draft Resolutions, and Amendments

Working papers, draft resolutions, and amendments shall be submitted to the Director typed and with the proper number of signatures. (See [Resolutions Submission Process](#).) The Chair may permit discussion and consideration of proposals and amendments once approved, even if the documents have not been circulated through the committee.

Rule 24. Introducing Draft Resolutions

Once a draft resolution has been approved by the Director and has been copied and distributed, a delegate may raise a motion to introduce the draft resolution, which is automatically approved and does not require a vote. The content of the introduction shall be limited to summarizing the operative clauses of the draft resolution. Such an introduction shall be considered procedural in nature, hence yields and comments are out of order. Additional questions and comments regarding the resolution are encouraged to be raised through the speakers list and yields.

Rule 25. Amendments

Both friendly and unfriendly amendments require the approval of the Chair. An amendment is considered friendly if all of the sponsors of the initial draft resolution are signatories of the amendment. Such an amendment is adopted automatically. Unfriendly amendments are a decision of the Committee. An unfriendly amendment must have the approval of the Director and the signatures by 20% of the committee. *Amendments to amendments are out of order.*

VIII. VOTING

Rule 26. Methods of Decision

All procedural decisions, except for the closure and adjournment of debate, shall be made by a simple majority of the delegations present. Delegations physically present in the committee may <u>not</u> abstain on procedural motions. Decisions on draft resolutions and amendments shall require a simple majority in favor. However, the passage of all resolutions and amendments in the Security Council requires nine affirmative votes and an affirmative vote or an abstention on the part of all permanent members (People's Republic of China, France, Russian Federation, United States of America and United Kingdom).

Rule 27. Voting Rights

Each present delegation shall have one vote. Observing nations and non-governmental organizations (NGOs) cannot vote on substantive matters. Each vote may be a Yes, No, or Abstain. On procedural motions, members may not abstain. *Members "present and voting" shall be defined as members casting an affirmative or negative vote (no abstentions) on all substantive votes.*

Rule 28. Conduct While In Voting Procedure

After the Chair has announced the beginning of voting, no representative may enter or leave the room, nor shall any representative interrupt the voting except on a Point of Personal Privilege, Point of Inquiry, or a Point of Order in connection with the actual conduct of the voting. Communication between delegates is strictly forbidden. A member of the staff shall secure the doors during voting procedure.

Rule 29. Method of Voting

Delegations may vote in favor of or against a proposal or may abstain from voting. The committee shall normally vote by show of placards, but any delegate may request a roll call vote on substantive matters. The roll call vote shall be taken in alphabetical order of the English names of the countries present.

During a roll call vote, delegations may answer with an affirmative vote, a negative vote, an abstention (when appropriate) or may pass. Delegations passing in the first round of voting will be called upon alphabetically in a second round, at which time they may only answer with an affirmative or negative vote. Delegations that appear to be voting out of policy, while casting an affirmative or negative vote, may reserve the right to explain their vote by Voting with Rights. Delegations must announce that they are voting with Rights at the time they cast their vote. The Chair may permit delegations voting with Rights to explain their votes after voting has concluded but before the decision has been announced.

Rule 30. Order of Draft Resolutions
If two or more draft resolutions relate to the same question, the committee shall vote on the resolutions in the order in which they have been submitted.

Rule 31. Voting On Unfriendly Amendments
During the voting procedure on a substantive proposal, unfriendly amendments to a resolution shall be voted on first. When two or more amendments are proposed to a resolution concurrently, the committee shall first vote on the amendment that creates the greatest change to the draft resolution, as deemed by the Chair, and then the amendment that creates the second greatest change to the resolution. This process continues until all amendments are voted upon. Where, however, the adoption of the amendment necessarily implies the rejection of another amendment (as decided by the Chair), the latter amendment shall not be put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. Amendment voting is a substantive procedure and adoption requires the simple majority consent of the delegations present.

Rule 32. Passage of Resolutions
If a vote does not result in a simple majority* in favor, the resolution shall be regarded as rejected. A simple majority requires fifty percent of the members present during the last roll call, plus one. Example: 99 members present requires 49.5 (50%) + 1= 50.5=51 affirmative votes.

Exceptions: The United Nations Security Council requires nine affirmative votes for the passage of resolutions and amendments. In addition to the nine affirmative votes, an affirmative vote or an abstention on the part of all permanent members (People's Republic of China, France, Russian Federation, United States of America and United Kingdom) is required for the passage of all resolutions and amendments.

IX. SUSPENSION OF THE RULES

Rule 33. Suspension of the Rules
These rules may only be suspended following a majority vote. Any motion to suspend the rules is subject to the Chair's discretion.

PP Extension

Committee: United Nations Framework Convention on Climate Change.

Agenda   : Implementing Sustainable Agricultural Practices for mitigating the effect of Climate change.

Country   : The United States of America.

The **United States of America (USA),** commonly known as the United States was a founding member of the United Nations from October 24, 1945. USA has signed UNFCCC on June 12, 1992.

The United States have been always in support of making agricultural practices sustainable and friendly toward ecosystem and climate. US ensures sustainable agriculture procedures in all of her provinces. US has decreased 35% per hectare use of energy in soybean production, reduced GHG by 38% and decreased soil erosion by 47% per hectare cultivable land with its sustainable agriculture system. In fact, water resources, fishery, and aerial biodiversity is protected by the US Clean Air Act and Clean Water Act. Even the American Hardwoods are derived from sustainably managed forests in the US. Thus, the United States tries to mitigate climate change issues caused by the conventional agricultural procedure. The conventional agricultural usually alters the natural environment, deteriorates the soil quality, and eliminates biodiversity. These procedures are old, uneconomic, inefficient and harmful for the climate. These procedures are adopted by farmers mostly without enough biological and technical knowledge. These are on one hand, consuming time, providing less productivity as well as on a mammoth scale, changing the climate.

On the other hand, USA suggests Sustainable Agriculture procedures. These are already implemented across the country and proven very much productive and climate friendly at the same time. These procedures ensure the satisfaction of human food and fiber needs, enhance environment quality and the natural resource base, make the efficient use of renewable and on-farm resources, sustain the viability of farm operations and enhance quality of people's living and climate conditions as a whole. This process would include suitable cultivation based on land variation, Integrated Pest Management, Rotational Grazing, Water Quality testing, cover crops and ensure proper nutrition management, agroforestry, and alternative marketing. But first, the farmers and instructors are to be properly trained and taught about the impacts of agricultural activities on the climate. We have already noticed success through implementation of sustainable agriculture in Kentucky, Oregon, Austin and Seattle. Through this procedure, we can fulfill people's demand, ensure profit and most of all, and ensure the safety of the environment.

At this position of the world's climate and also considering the economic advancement, sustainable agriculture system by the United States National Institute of Food and Agriculture is the ideal solution. Especially the majorly agro based countries require such system. One of the main reasons of climate change is the conventional, harmful agricultural systems in the least developed countries and developing countries. Some of the developed countries of the world are also indifferent towards the impact of their agricultural system. So, the United States of America would propose the UNFCCC the following actions:

1. Application of Water Boarding method in the tropical countries for sustainable production.
2. Introduction of Integrated Pest Management, Rotating Grazing and Agro forestry in all the countries and ensuring soil conservation, cover crops, water quality through observation and support by the UNFCCC. USA would provide technical, technological and monetary support if required.
3. Farmers all over the world have to be made conscious about the climate matters and give enough training to adapt with sustainable agricultural techniques. The government of respective countries must ensure the total transformation from conventional agriculture to Sustainable Agriculture.
4. The selling of ecologically harmful agricultural accessories and pesticides have to be controlled. Each country must ensure the stoppage of eco-harming agricultural techniques.
5. Satellite Surveillance has to be introduced to observe, analyze and timely support on the new Sustainable Agricultural Procedures.

Thus, USA believe that the global climate crisis can be reduced to some extent as then agriculture being a primary economic sector would be more efficient and climate friendly and will make the convention perfect.

Reference(s):

1. www.nifa.usda.gov/program/sustainable-agriculture-program
2. www.thesustainabilityalliance.us
3. www.epa.gov/agriculture/agriculture-and-sustainability
4. U.S. Code Title 7, Section 3103
5. www.fao.org/sustainability/en/

(Back to PP Explanation)

WP Extension

Working Paper 1.2

Committee: United Nations Framework Convention On Climate Change (UNFCCC)

Agenda: Pollution Free Planet: delivering a deal to detoxify the world.

Authors: Federation of Malaysia, Kingdom of Belgium, French Republic, the Kingdom of Saudi Arabia, Kingdom of Denmark, Republic of Singapore, Republic of the Philippines, Kingdom of Norway.

1. Decreasing environmental taxes and increasing the taxes on plastic product,

2. Contributing those capital for investment on bio degradable products research, environment friendly business.

3. Depending on renewable energy rather than fossil fuel.

4. Encouraging the world wide campaigning.

5. enhancing the mass transit which is electric and hybrid vehicles,

6. Recycling the wooden products as much as possible and supporting green oriented company.

7. Raising the awareness to fight against for saving the environment between decision-maker, public sector, re-sources users and most importantly publics.

8. Increasing the building energy requirement and reduction in the pollutant emissions.

DR Extension

Draft Resolution 2.0

Committee: United Nations Framework Convention on Climate Change

Agenda: Implementing Sustainable Agricultural Practices for mitigating the effects of climate change

Sponsors: French Republic, United Kingdom of Great Britain and Northern Ireland, Swiss Federation

Signatories: People's Republic of Bangladesh, The Republic of Indonesia, United States of America, People's Republic of China, Republic of Austria ,Kingdom of Belgium, Canada, Kingdom of Denmark, Republic of Finland, Italian Republic, Kingdom of Japan, Malaysia, Republic of the Union of Myanmar , Federal Democratic Republic of Nepal, Kingdom of Norway, Islamic Republic of Pakistan, Russian Federation, The Kingdom of Saudi Arabia, Kingdom of Spain, Kingdom of Sweden, Republic of Turkey, Republic Of India, Federal Republic of Germany

The General Assembly,

Reaffirming FAO III Resolution 1/97,

Recalling the Milan Declaration on Enhancing security and climate change adaptation in small Island Developing States in the framework of the SAMOA pathway,

Readdressing A/RES/62/190- Agriculture technology for Development,

1. ***Authorizes*** the global use of floating agricultural system called water boarding created by CTCN and approved by UN Environment-DHI center for the countries with a lot of water bodies and in countries closer to the sea level as productions are harmed for water logging in the conventional agricultural system;
2. ***Recommends*** the introduction of Integrated Pest Management, Rotating Grazing, Crop Rotation and Agro forestry in all the countries and ensuring soil conservation, Enhancing posture based livestock management; cover crops, water quality through observation and support by the UNFCCC where developed countries would provide technical, technological and monetary support if required; Farmers and ranchers can install fence along streams to block access from animals to help restore stream banks and prevent excess nutrients from entering the water for agroforestry;

3. *Decides* introducing policies and action to create and promote natural process for breeding fishes in water bodies with supervision from central government and UNFCCC,
   a) Depending on the species of fishes the breeding season fishing will be ban;
   b) Conservation of the water bodies is to be ensured by the UN bodies;
4. *Calls upon Member States* to make the farmers conscious and convinced about the climate matters and give enough training to adapt with sustainable agricultural techniques and the government of respective countries must ensure the total transformation from conventional agriculture to Sustainable Agriculture; FFS (Farmer Field School from government and NGOs;
5. *Believes* that the selling of ecologically harmful agricultural accessories and pesticides should be stopped, as each country must ensure the stoppage of eco-harming agricultural techniques through,
   (a) Proper certification after thorough research and investigation by food ministry;
   (b) Regular investigation in real time field and completely restricting their production and marketing as each country must ensure the stoppage of eco-harming agricultural techniques;
6. *Encourages* implementing Climate Smart Agriculture by India in similar countries which will identify production system, taking best respond to the impact of climate change and adopt the systems suit local government which is quiet affordable
7. *Welcomes* the increase of production, meeting up of food demand, better than conventional strategies, along with the protection of environment as the seeds are to be more productive and there should be implantation of fertilizers which are less harmful as like as those used in the sustainable practices of United States of America, China and other advanced countries as they would like to export their ecofriendly, productive fertilizers;
8. *Urges* reducing Agricultural runoff : Preventing pollution of lakes and rivers, saving water, naturally maintain soil fertility and enhancing carbon sequestration by soils and perennial vegetation where,
   (a) soil measurement will be held every 6 months;
   (b) enhancing bio char related project in every country which will convert soil carbon into ecofriendly fertilizer;
   (c) will be funded by FAO and UNEP;
9. *Requests* managing whole systems and landscapes to create sustainable farms to treat uncultivated or less intensely cultivated areas through the funding of FAO and governed by UN bodies;
10. *Authorizes* Japan's Digital Farming Technology to improve agricultural productivity even in areas with limited access to water;
11. *Expresses its appreciation* investing in vertical farming which was boosted in late 20th century which decrease need of land and increase yield;
12. *Calls attention to* ensure higher standard research on suitability and modification of seed variety in every country and the research team has to be well qualified and based on the findings, analysis and reports, there has to be modification in practices due to geo tropic variations and if any country has educative, technical or monetary crisis, developed countries

like USA and China would provide those support; Using genetic engineering to enhance the production and quality in agriculture, which should be salinity, pests and drought resistant;

13. ***Encourages*** the farmers to plant trees, shrubs and grasses along the edges of fields which is important for border of the water bodies; Planted buffers can help preventing nutrient loss from fields by absorbing or filtering out nutrients before they reach water bodies.

Researching

Research is an important part of MUN. There are several things that you need to research about before attending MUN:

1. Your Agenda
2. Steps taken previously regarding that
3. Mandates of your Committee
4. Allocated Country and relation with others
5. Role of your country in the agenda
6. Recent events related to country or agenda
7. Potential problems and solutions
8. Culprit Countries for problem (In one of my MUN conferences, I read a 112 pages' report just to blame Indonesia)

The places you can take help to research:

1. Study Guide***(By organizers)
2. BGS Book
3. Wikipedia (But never give reference)
4. Country Profiles if available searching on Google
5. World Wild Life Fund website
6. Different related websites of UN

Useful Links

Here are some useful links for MUN preparation:

1. Diplomat Guide ***- https://drive.google.com/file/d/1Zq9qrLCVS29228YYvZm zqOjJMdTeK0h8/view?usp=drivesdk
2. www.muninstitute.com
3. www.bestdelegate.com
4. www.un.org
5. 10 Minutes School***- YouTube and Website
6. www.munual.org

GRATITUDE

(First of all, all the gratitude be to Allah, the ever Merciful)

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4. Arman Afridi Arnob
5. Saadat Bin Zami
6. Arnob Pandey

Bibliograpy:

1. UNA-USA ROP Long Form
2. Best Delegate Diplomat Guide
3. www.munual.org
4. 10 Minutes School

Revisions:

Revised Release:

- Different Typing Mistakes
- The Guide is no more password protected from this release
- Added newly introduced concepts to MUN culture

THE END