

McMUN 2015

McGill Model United Nations Assembly

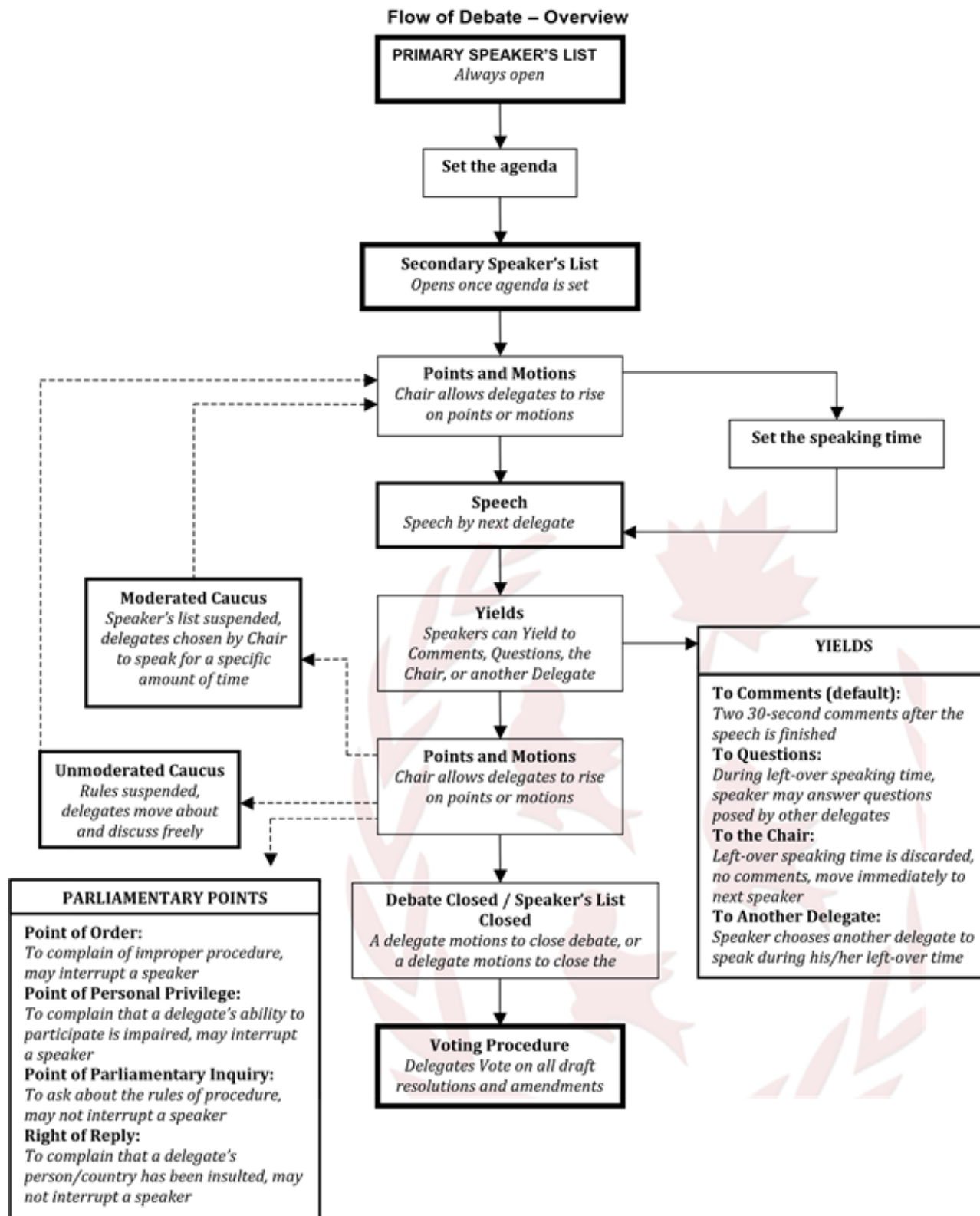
January 22nd-25th

Montréal, Québec

God Folder



FLOW OF DEBATE AT McMUN 2015



HOW TO START COMMITTEE SESSION AT McMUN 2015

1. With several bangs of the gavel, politely ask all delegates to **come to order**.
2. Lots of Chairs like to make a **speech** here welcoming delegates to the committee. If you chose to do so, some things you might want to include are:
 - a. Introducing self and dais (hometown, program, Model UN experience, etc.)
 - b. Asking for a show of hands for people who have attended McMUN/other model UN conferences before—this is a good way to learn about the level of delegate experience so you can know how slowly to take things at first
 - c. Some of you will have a **guest speaker** coming to committee session; this is probably where you are going to want to mention them and when they are coming
3. **Roll call:** Record attendance and voting status. *(If you see delegates enter late, remind them that they must send a note up to the Dais informing the Chair of their voting status before they will be recognized to speak)*
 - a. If appropriate to your committee, explain the differences between present and present and voting
 - i. **Present** – person is present; member states are allowed to abstain from substantive votes; NGOs & observers are **ONLY** ever present
 - ii. **Present & Voting** – person is present; must be a member state; can never abstain from any vote—you can explain to delegates that this is a way for countries who are leaders on a particular topic's global policy to provide a clear up or down opinion on an issue
4. Use your power as the chair to **open the Primary Speakers' List**: “Any delegates wishing to be added to the Primary Speakers' List, please raise your placard now.”
 - a. You may want to use this as an opportunity to explain that the Primary Speakers' List is used to set the agenda only and debates on particular topics (other than the merit of discussing them) cannot be brought up.
 - i. The yield is always to the chair while on the Primary Speakers' List
5. **Take down names** of delegates who raise their placard on sheet provided.
6. Recognize the first delegate.
7. Ask for **points or motions** intermittently between speakers.
8. Relatively quickly, there will be a **motion to set the agenda** to one topic. Ask “Are there any other points or motions on the floor?”
 - a. If they are other motions, accept them.
9. **Vote** on motions in order of precedence (see precedence list in the end of ROPs at the back of this godfolder), or if they are only of the same type (such as to set the agenda), vote on them in the order they were introduced. *Setting the agenda requires a simple majority.*
10. Once one vote passes on choice of topic, **open the Secondary Speakers' List**: “Are there any delegates who would like to be added to the Secondary Speaker's List?”

Once you've moved onto the Secondary Speaker's List...

Ask that delegates wishing to be added to the Secondary Speakers' List to please raise their placards. Call out delegates in a random order, make sure that a Vice-Chair or Director is recording the names in the order you have called. There is a secondary speakers' list sheet in this section, use it to record the names and don't lose it!!

Before/While the Speaker is Speaking: *Listen for a yield.* Delegates may yield at any time during their speech. It is important to remember what they have yielded to – this will determine what actions you take after they finish. If the yield was:

- **To the Chair:** The delegate sits down, the remaining speaking time is ignored, and you move on to the next speaker on the list.
- **To Another Delegate:** Call on the delegate yielded to, and announce the remaining speaking time ("The Chair calls on the delegate from Paraguay, with thirty seconds remaining"). *The second speaker may not yield their time, and no questions or comments are taken afterwards.*
- **To Questions:** The remaining time will be devoted to asking questions. Announce the remaining time, and ask for delegates wishing to question ("The delegate from Paraguay has yielded to questions with thirty seconds remaining. Delegates wishing to question please raise your placard"). *The time taken to ask the question does not count; only count the time taken to answer the questions.*
- **To Comments:** The delegate sits down, and you ask for two delegates wishing to comment. *Each delegate gets thirty seconds to comment on the contents of the preceding speech – if they try and talk about something else, gavel them out of order.*
- **If There Was No Yield:** The default yield is assumed. If delegates have not motioned to set the default yield, it is to two 30 second comments.

After every couple of speakers: *Ask for any points or motion on the floor;* a statement of the form "Are there any points or motions on the floor?" generally does the trick. Delegates will raise their placards. Call on them one-by-one and write down their motions, until all have been recorded. *Don't address any of the motions until you've recorded all of the ones on the floor.*

When there are multiple motions – refer to the precedence list to determine which order to entertain them in. When there are multiple motions of the same type (i.e. a motion for a 15 min moderated caucus and a motion for a 10 min moderated caucus,) vote on them in the order of most destructive to least destructive. In this example, you would vote on the 15 min moderated caucus first.

Common motions you will encounter:

- **Moderated Caucus:** Ensure the delegate states the duration, the speaking time, and the topic. Be sure to write down the topic! Delegates will often ask you to clarify the topic and it is embarrassing to be caught not knowing the purpose of the moderated caucus. Simple majority required to pass.

- Unmoderated Caucus: Ensure the delegate states the duration and topic/purpose. Simple majority required to pass.
- Recess: **Only in order in the last fifteen minutes of a session** – otherwise announce it's out of order and move on. Simple majority to pass.
- Set the Speaking Time: Ensure the delegate states the desired speaking time – if less than thirty seconds, announce it's out of order and move on. It is up to you to decide how long of a speaking time to take into consideration, however more than 1 min is generally ineffective and uneven speaking times (i.e. 45 sec) are harder to keep track of. Simple majority to pass.
- Set the Default Yield: Ensure the delegate states the desired new default yield. 2/3 majority to pass.

Less common motions: For the following, explain what the motion means the first few times it's motioned for, or if you sense delegates are confused.

- Table the Topic: Debate will be stopped without voting on any resolutions and you will return to the Primary Speaker's List. If not much debate has occurred, rule this out of order. Requires two speakers in favour and two against to the motion. Simple majority to pass.
- Closure of the Speakers' List: No more states may be added to the secondary speakers' list. Requires one speaker against the motion. 2/3 majority to pass.
- Closure of Debate: Committee will move directly into voting procedure on all motions and amendments on the floor. Requires two speakers against the motion. 2/3 majority to pass.

Once you've recorded all the motions, use the precedent list on the back page of the ROPs to figure out what order you should be addressing them. In the case of multiple motions for the same thing (two motions for an unmoderated caucus, one is 15 minutes and one is 10, you vote on the most destructive first, so the 15-minute one)

Points and Other Motions

Just like motions, there are several points can be raised by delegates on the primary speakers' list, secondary speakers' list, during voting procedure, and when the Chair asks for points or motions.

Points: The following points are accepted at McMUN 2015. Delegates will raise them with a statement of the form "I rise on a point of <point>" Or "Point of <point>." Note that some delegate may try to rise on a *Point of Information* – if so, remind the delegate that these do not exist at McMUN 2015. You can ask them what they're trying to do (chances are it's a Point of Parliamentary Inquiry because they're wondering about a rule) and direct them towards the right point to make, should you feel especially generous.

- Point of Personal Privilege: When a delegate cannot hear the microphone, etc. If the point is complaining about the room temperature, pretend to note the point and say you'll mention it to the Secretariat, but unless many people make the point (and you agree), don't. **May interrupt a speaker.**

- Point of Order: When a delegate thinks a mistake in the rules has been made. Hear the point, consult the rules, and either correct the mistake/delegate, or explain why the delegate who made the point was wrong. **May interrupt a speaker.**
- Point of Parliamentary Inquiry: When a delegate has a question about the rules. Check the rules, and explain the answer to the committee. If you don't know the answer, don't fake it. Tell the delegate you will get back to them and ask a Deputy USG Committees or the USG Committees. **May not interrupt a speaker.**
- Right of Reply: When a delegate's country has been grievously slandered or a delegate has been personally insulted. Ask the delegate why they feel offended, and if you agree, the delegate may have thirty seconds to reply. Use strong discretion when allowing rights of reply, often delegates are purposefully overreacting and are fishing for a reason to right of reply another delegate. A right of reply to a right of reply is never in order. **May not interrupt a speaker.**

Motions are only in order during the Primary Speakers' List, the Secondary Speakers' List, and during Voting Procedure. For a detailed explanation of the following motions, please consult the Rules of Procedure.

Motions in order *only* during the Primary Speakers' List:

Motion to set the Agenda

Motions in order during the Primary and Secondary Speakers' Lists:

Censure

Moderated Caucus

Tabling of Topic

Closure of the Speakers' List

Recess

Setting the Speaking Time

Introduction of a Draft Resolution

Questioning the Competence of the Body

Verification of Quorum

Unmoderated Caucus

Re-introduction of Tabled Topic

Closure of Debate

Adjournment

Change Default Yield

Question and Answer Period

Motions in order during Voting Procedure – all others are *not* in order:

Roll Call Vote

Division of the Question

Important Question

All of these motions are addressed in the ROPs, and their required speakers and majorities are highlighted on the Quick ROPs reference sheet. As always, if you do not know how to handle a motion, pause and look it up!

Voting Procedure

What is Voting Procedure?

Delegates immediately vote on the draft resolution and amendments on the floor (i.e. that have been introduced prior to voting procedure). During voting procedure, the doors are barred and note passing and informal caucusing is no longer allowed. **No one is allowed in or out** of the committee until voting procedure is over – this includes Faculty Advisors/Head Delegates. Secretariat members are the exception to this rule.

There are three ways to transition from normal debate to voting procedure:*Exhaustion of the Speakers' List*

- If there are no more countries on the Secondary Speakers' list and if none wish to be added, then the Speakers' List is declared exhausted. The committee then immediately goes into voting procedure. This does **not** require a motion.

Closure of the Speakers' List

- If a motion passed (at some point) closing the Secondary Speakers' list for this topic, then the committee moves automatically into voting procedure upon the exhaustion of the Speakers' list – delegate are not given a final chance to add themselves after the passing of the motion.

Closure of Debate

- If a motion to close debate passes (with a 2/3 majority and two speakers against), the committee shall move immediately into voting procedure, disregarding any remaining speakers on the secondary speakers' list.

When you feel like the committee may be moving into voting procedure soon, it's a good idea to request that any delegates who plan on motioning to divide the question or roll-call vote give you a (confidential) heads-up, so that you can better judge the amount of time needed.

If there's time, it's also good to have a five-minute unmoderated caucus before voting procedure, for delegates to go to the bathroom as needed.

It is difficult to estimate how long a committee will need for voting procedure. As a rule, it is highly inadvisable to go into voting procedure with 30 min or less in a committee session. Chairs should allow for at least an hour left in committee session if voting.

WHAT TO DO ONCE IN VOTING PROCEDURE:**1. Vote on Unfriendly Amendments (if any were presented during debate)**

- Say something like: *"We will now consider the amendments to Draft Resolution 1.1."*
- Read the amendment to ensure delegates know what they're voting on – if possible, display it on the screen
- Ask if there are any points or motions
 - The only permissible motion allowed is motion for a Roll Call vote – this will take a while to do, and if you're running short on time, rule it out of order
- Say *"This is a substantive vote; it requires a simple majority to pass. Delegates who have registered Present and Voting may not abstain."*
 - Ask for the votes FOR, AGAINST, and ABSTENTIONS
- Count the votes
 - Remember that if there is a tie, the motion fails, and that there must be more votes for than against for the amendment or resolution to pass
 - Abstentions do NOT factor into a pass or fail
- Repeat procedure until all unfriendly amendments to a single resolution have been considered

2. Vote on the Draft Resolution

- Say something like the following, with the appropriate details changed: *"We will now consider the [amended] Draft Resolution 1.1,[having passed amendments 1.1, 1.4, 1.6]"*

- b. Ask if there are any points or motions
 - i. Only certain motions are in order at this time – any not on the list below should be ruled out of order
 - ii. Ask for (and record) all motions on the floor
 - iii. Process all motions, in the order specified in the Order of Precedence
 - c. Read (or project on the screen if possible) the draft resolution as amended by the amendments – if the draft resolution is too long, ask the committee if they wish it to be read
 - d. Say “*This is a substantive vote, it requires a simple majority to pass. Delegates who have registered Present and Voting may not abstain.*”
 - i. Ask for the votes FOR, AGAINST, and ABSTENTIONS
 - e. Count the votes
 - i. Remember that if there is a tie, the motion fails, and that there must be more votes for than against for the amendment or resolution to pass
3. **Repeat steps 1 and 2** until all draft resolutions and their amendments have been considered

POINTS AND MOTIONS ALLOWED DURING VOTING PROCEDURE

- Point of Personal Privilege
- Point of Order (pertaining to voting procedure)
- Point of Parliamentary Inquiry (pertaining to voting procedure)
- Important Question

This motion is only in order in GA and ECOSOC committees, and only if the draft resolution pertains to one of six specific issues specified in Rule #41. The motion is debatable to the extent of one speaker for and one speaker against, and *requires a simple majority to pass*. If passed, the draft resolution will require a two-thirds majority in order to become a resolution.

- Division of the Question

A delegate who moves for a *Division of the Question* likely disagrees with one or more of the operative clauses of the draft resolution, and therefore wishes to either vote on the operative clauses individually or in groups. *Preambulatory clauses cannot be divided out of the resolution, just as they cannot be amended.*

A delegate moving to *Divide the Question* must specify a *method for dividing the operative clauses* (e.g. each operative clause individually; separate clause 2 from the rest, etc...). If there is more than one proposal to divide the question (e.g. another delegate has made another motion to Divide the Question, but by a different method), the motions shall be voted on *in order of the most destructive to the least destructive* to the spirit of the draft resolution.

The motion is debatable to the extent of two speakers in favour and two opposed. Make sure that the speeches of the delegates pertain to the merits of the division, and not to the merits of the resolution – it is a procedural, not a substantive motion, and so the speech made to favour or oppose it should not be substantive either. A simple majority is required to pass a motion for Division of the Question. If a motion passes, all other pending divisions are ruled out of order.

Once a motion to divide the question has passed, the individual divisions are voted on (e.g. if the motion was to divide each clause individually, then each clause is voted on), with the ones that fail being removed from the draft resolution.

After this round of voting is complete, the resolution *as a whole* is voted on, reflecting the clauses that were removed as part of the division. Note that this process requires three rounds of voting in total – one to select which (if any) proposed divisions to use, one to vote on the individual divisions, and one to vote on the final draft resolution. Should any of your delegates make this motion, it's useful to explain this process; it is different than that used at certain other conferences.

- Roll Call Vote

A motion for a Roll Call vote is only in order on substantive issues (e.g. when dealing with an amendment or a draft resolution), and is *subject to the approval of the Chair* (see Rule #39) – it is not subject to a vote of the committee. During a Roll Call vote, the roll shall be called (of states who are currently listed as *Present* or *Present and Voting*) in alphabetical order starting from a random letter of the alphabet.

Upon being called upon, a state may vote YES, NO, ABSTAIN (if they are not marked *Present and Voting*), YES WITH RIGHTS, NO WITH RIGHTS, or PASS. If a state votes WITH RIGHTS, their vote is noted, and after the vote has been taken – but before the results have been announced – they are invited to make a brief statement (less than thirty seconds) explaining the way they voted. If a state votes PASS, then they are called on to vote (in alphabetical order) after the first cycle though the alphabet is completed. After voting PASS on the first round, states may not ABSTAIN or PASS on the second round through the alphabet. Furthermore, a state may never ABSTAIN WITH RIGHTS.

After you have completed voting procedure...

After you have finished voting procedure, a 5 minute unmoderated caucus is in order to give the dais and the delegates a break. A delegate will generally make this motion, if not, it is advisable that you use your powers of the Chair to suggest such a motion.

Once the committee has reconvened, you should **return to the primary speakers' list**. You must use the primary speakers' list that decided the first topic (this is why you should hang onto it!) and continue where you left off.

The procedure then repeats itself. Call on delegates to speak for 30 seconds or 1 minute (be consistent) until a motion to set the agenda is made and successfully passed.

Questions during committee session

Please do not hesitate to ask the USG Committees or Deputy USGs Committees! We are here to help. If another secretariat member stops by your room and you need assistance, they can radio for a member of Team Committees to come assist you.

QUICK GUIDE FOR ROPS AT McMUN 2015

| Rule | Number in the ROPs | Speakers for / against | Vote majority | Comments |
|----------------------|--------------------|------------------------|---------------|---|
| Censure | 11 | 0 / 1 | 2 / 3 | 1 st censure – removed for current and next session 2 nd censure – removed for remainder of the conference |
| Quorum | 13 | N/A | N/A | 1/3 of committee needed for all events |
| Set Agenda | 16 | 2 / 2 | 1 / 2 | Determines the next topic to be discussed |
| Unmoderated Caucus | 18 | N/A | 1 / 2 | Suspends all rules; delegates informally circulate and discuss |
| Moderated Caucus | 18 | N/A | 1 / 2 | Chair recognizes speakers in random order for a set time |
| Tabling of Topic | 19 | 2 / 2 | 1 / 2 | Puts the current topic aside without voting on resolutions |
| Reintroduce Topic | 19 | 1 / 1 | 2 / 3 | Reintroduces a tabled topic |
| Close Speakers' List | 20 | 0 / 1 | 2 / 3 | No more speakers may be added to the Secondary Speakers' List |
| Close Debate | 21 | 0 / 2 | 2 / 3 | Moves committee immediately into voting procedure |
| Recess | 22 | N/A | 1 / 2 | Suspends meeting until next session; not in order until final 15 minutes of committee session |
| Adjournment | 23 | N/A | 1 / 2 | Adjourns meeting at the end of the conference |
| Speaking Time | 25 | N/A | 1 / 2 | Limits the time for delegates' substantive speeches |
| Yield to the Chair | 26 | N/A | N/A | Balance of speaking time is forfeited; committee moves on |
| Yield to Comments | 26 | N/A | N/A | Two delegates may make 30 second comments |
| Yield to Delegates | 26 | N/A | N/A | Another delegate may speak for the balance of speaking time |
| Yield to Questions | 26 | N/A | N/A | Delegate may answer questions for balance of time; only time spent answering is counted against remaining time |
| Change Default Yield | 26 | N/A | 2/3 | Changes default yield to that suggested by motion |

| | | | | |
|--------------------------------|----|-------|-------|---|
| Right of Reply | 27 | N/A | N/A | Used when a delegate's person/country has been insulted and may not interrupt a speaker; a Right of Reply to a Right of Reply is not in order |
| Point of Personal Privilege | 28 | N/A | N/A | Used when a delegate's ability to participate in proceedings is impaired; may interrupt a speaker |
| Point of Order | 29 | N/A | N/A | Used to inform of improper procedure; may interrupt a speaker |
| Point of Parliamentary Inquiry | 30 | N/A | N/A | Used to seek clarification of Parliamentary procedure; may not interrupt a speaker |
| Introduction | 33 | N/A | N/A | Used by sponsors to introduce a draft resolution; accepted at chair's discretion |
| Q & A Period | 34 | N/A | N/A | Sponsors of a draft resolution may answer questions about it after it is introduced; adopted at Chair's discretion |
| Competence | 35 | 1 / 1 | 2 / 3 | Draft resolution or amendment is immediately discarded |
| Roll Call Vote | 39 | N/A | N/A | Voting is done by roll call; accepted at chair's discretion |
| Division of Question | 40 | 2 / 2 | 1 / 2 | Operative clauses are divided into groupings as specified in motion, and voted on separately |
| Important Question | 41 | 1 / 1 | 1 / 2 | Draft resolutions designated as an important question require a 2/3 majority to pass; may only pertain to certain topics |
| Reconsideration | 42 | 2 / 2 | 2 / 3 | Draft resolution is re-voted upon; only a delegate on the prevailing side of the vote can make this motion |

GUIDE TO DRAFT RESOLUTION WRITING AT McMUN 2015

Collectively, resolutions are one of the most important policy instruments in international law. Resolutions typically represent the opinion of a United Nations body regarding a topic or issue on its agenda, while also detailing its recommended course of action.

STEP 1:

One or more delegates collaborate to write a draft resolution. The authors of a draft, also known as the sponsors, must then obtain one- fifth of present delegates as signatories.

STEP 2:

The sponsors must submit the potential draft resolution to a Committee Director or the Dais, who approves it as a draft resolution only if:

- i. It is properly formatted, does not contain a substantial number of mistakes, and, if hand-written, is legible,
- ii. It carries the required number of sponsors & signatories,
- iii. It is consistent with the country policies of sponsoring states,
- iv. It's subject matter and proposed actions are both relevant and within the power of the respective committee, and;
- v. There are no other draft resolutions circulating which are similar in substance.

STEP 3:

If the conditions outlined above are met, and the Dais approves the document as a draft resolution, it will be assigned a number and readied for distribution to the committee.

STEP 4:

Once copies become available, sponsors may motion to introduce the document as a draft resolution. After the sponsors introduce the draft resolution, the Chair may entertain points for a question & answer period. Sponsors may also respond to questions and further outline their draft resolution using moderated debate or the speakers list.

STEP 5:

Final refinement of the draft resolution in regular debate occurs through the amendment process. An amendment is a clarification or a change to a draft resolution that incorporates additional interests or concerns into a formally submitted resolution.

There are two types of amendments, friendly and unfriendly. An amendment accepted by all of the original sponsors is deemed friendly and accepted without a vote. If an amendment does not receive the approval of all sponsors of the draft resolution, it is considered unfriendly. Un- friendly amendments must be submitted to the dais with the

appropriate number of sponsors
& signatories. The unfriendly amendment will be voted on separately upon closure of debate.

STEP 6:

Upon the closure of debate, and transition into voting procedure, draft resolutions will be voted upon in the order that they were received. At McMUN, a committee may pass more than one draft resolution.



PREAMBULATORY AND OPERATIVE CLAUSES AT McMUN 2015

PREAMBULATORY CLAUSES

These clauses should outline the history of the problem, demonstrate that the topic falls under the authority of the body, and illustrate the need for action, typically by highlighting previous UN resolutions and major international documents. Each preambulatory clause begins with a bolded present participle and ends with a comma

| | | | |
|------------------|-------------------|-----------------|-------------------|
| Affirming | Deeply regretting | Having devoted | Observing |
| Alarmed by | Desiring | Having examined | Reaffirming |
| Approving | Emphasizing | Having received | Realizing |
| Bearing in mind | Expecting | Keeping in mind | Recalling |
| Believing | Expressing | Noting further | Recognizing |
| Cognizant of | Fulfilling | Noting with | Referring Seeking |
| Confident | Fully alarmed | approval Noting | Taking into |
| Contemplating | Fully aware Fully | concern Noting | account |
| Convinced | believing | with regret | Taking note |
| Declaring | Having adopted | Noting with | |
| Deeply concerned | Having considered | satisfaction | |

OPERATIVE CLAUSES

This latter portion of a resolution consists of a series of sequentially numbered operative clauses, each outlining a specific action. Together, these actions should formulate a solution to the committee's topics based on prior research, discussion and country policy. When drafting operative clauses, delegates should always keep the committee's mandate and powers in mind, so as to draft a relevant document that is within the competence of the body. Operative clauses begin with an italicized active, present tense verb and are followed by a semi-colon. A period follows the final clause. Affirms

| | | | |
|---------------|-----------------|-------------------|------------------|
| Approves | Draws attention | Further requests | Resolves |
| Authorizes | Deplores | Further resolves | Solemnly affirms |
| Calls for | Emphasizes | Further proclaims | Strongly |
| Calls upon | Encourages | Has resolved | condemns |
| Condemns | Endorses | Notes | Supports |
| Confirms | appreciation | Proclaims | Takes note of |
| Congratulates | Expresses | Reaffirms | Trusts |
| Declares | Further | Regrets | |
| accordingly | recommends | Reminds | |
| Designates | Further reminds | Requests | |

RESOLUTION CHECKLIST AT McMUN 2015

Sponsors

- There must be **at least 3** sponsors
- Make sure that the countries are list in alphabetical order

Signatories

- At least **1/5** of the Member States present must be signatories – verify this number and announce it at the beginning of each session
- Sponsors count as signatories
- Make sure that the countries are listed in **alphabetical order**

UN Body

- Ensure that the name of the Un body drafting the resolution appears in italics before the preamble (generally *The General Assembly* or *The Economic and Social Council*)
- Make sure that the name is aligned with the perambulatory phrase

Perambulatory Clauses (Preambles)

- Clauses are **not** numbered or lettered
- They begin with expression like “deeply concerned”, “recognizing”, etc. (see page of perambulatory and operative clause)
- Clauses **must not** call for any action
- Ensure that **all sponsors agree** with each perambulatory clause, as these **cannot be altered** by an amendment
- All perambulatory phrases must be **bolded**
- All perambulatory clauses — including the last one — must end with **commas**, not periods

Operative clauses

- Clause must be **numbered**
- Subclauses are to be **lettered**, sub-subclauses must use **roman numerals**
- Operative clauses start with verbs like “requires” or “declares:
- Operative clause must call for action — they cannot simply be statements of fact — otherwise, suggest that they be made into preambles
- All operative phrases must be **italcized**
- All operative clauses must end with a **semicolon**
- The last operative clause must end with a **period**
- Clauses should be **policy-oriented**, not detail-oriented, not detail-oriented
- Budgetary matter (e.g. dealing with the specific **funding** of a program) should not be included
- Remember that only the **Security Council** can authorize any intervention/military, or pass legally-binding resolutions

General Guidelines

- Always check **spelling**
- Make sure that the clauses are clear and understandable — discourage the use of vague words or expressions
- Make sure that resolution do not contain any aggressive or offensive language
- Be aware of proper alignment, numbering and indentation

- Standard font is **Times New Roman, 12 pt**
- Make sure that the actions called for are possible and plausible
- Make sure that the resolution is on-topic
- Abbreviations should be included in parentheses after the full name of the body or of the program – e.g. African Union (AU)
- Each new body, commission, formed etc. should be well-defined (composition, functioning, scope, etc..)



SAMPLE DRAFT RESOLUTION*Note #1: How to Start*

The header or the top of the page should be the Committee Name either spelt fully or in capital letters the abbreviation of the committee name. For this Draft Resolution it should be either the “League of Arab States” or “LAS”. Beneath that should be the number for the Draft Resolution. The first number is for what topic the committee is on, the second number is the number in which the resolution has been introduced to the committee according to the dais receiving the resolution.

LAS
RESOLUTION 1.4

Note #2: Sponsors and Signatories

Sponsors and Signatories are listed next in the document. Sponsors are listed first because they are delegates that have drafted the document. Signatories are either supportive of the resolution or want to see the resolution voted upon. Sponsors, if needed, are the presenters of the Draft Resolution. Sponsors must vote “yes” with the resolution. In addition, sponsors have discretion on whether an amendment made to the Draft Resolution is friendly or unfriendly, if even just one sponsor deems it unfriendly, the amendment become unfriendly. There needs to be three sponsors at minimum. Signatories have no such discretion, but can also vote “no” or “abstain” on the Draft Resolution. A fifth of the committee needs to be signatories for a Draft Resolution to be introduced. For formatting within the Draft Resolution. “Sponsors” and “Signatories” are bolded and the countries are listed in alphabetically order.

Sponsors: Egypt, Kuwait, Morocco, Saudi Arabia

Signatories: Algeria, Comoros, Jordan, Lebanon, Sudan, Syria, Tunisia, Yemen, UAE

Note #3: Titles and Addressing the Committee

Titles for Resolutions are optional, but if included they must be bolded, centered, and underlined. All Resolutions must begin with the name of the committee italicized because the resolution is addressing the committee.

Transitioning to a Stable State

*The Commission for Social Development,**Note #4: Preambulatory Clauses:*

These are clauses that do not contain the action the committee takes and do not need to be read to the committee when introduced. However, they are mandatory for a Draft Resolution because they note the extent of the problem, previous efforts to address the issue, and affirms that the committee has the authority to address the issue. The first word should be bolded and it should be in the present participle or on the list in the “Preambulatory and Operative Clauses at McMUN 2015” document. Each perambulatory clause ends with a comma except the final one that ends in a period.

Mindful of the great upheaval in the Middle East,

Fully aware that in order to guarantee a peaceful settlement within the nation, an effective transitional government must be implemented,

Keeping in mind that every state has their own specific situation and the framework set forth in this resolution is simply a guideline for the states in transition.

Note #5: Operative Clauses –General Information:

The operative clauses are the main purpose of the Draft Resolution and as such they are listed sequentially in order for delegates to refer to each clause specifically. Each clause contains the action that the resolution will take by the committee, unless in the United Nations Security Council, the committee cannot take direct action but rather suggests or encourages efforts that the international community will take to address the problem the committee is trying to address. Each clauses first words begins with italicized active present tense verb or a word included in the list provided by “Preambulatory and Operative Clauses at McMUN 2015”. An operative clause ends with a semicolon except the final one that ends in a period.

1. *Encourages* states that are currently in transition or would be in transition to be guided by the advisory framework set forth in resolution;

Note #6: Operative Clauses –Subclauses:

Operative clauses often contain specific information, therefore, there are often subclauses with more detailed direction for the committee. Subclauses begin with commas or a colon if is a list and are listed alphabetically such as “a” and “b”. Same procedure for sub-subclauses that are more specific information for subclauses, they are listed with roman numerals such as “i” and “ii”.

2. *Reaffirms* its belief that in order for a nation to be politically stable, a strong political foundation must be established:

- a. Recommends the implementation of a representative inclusive government that represents all the factions of society,
 - b. Further appeals to the possibility of hosting free and fair elections that is held under auspices on an nonpartisan regional organization,
 - i. All the parties that are running for office should provide to the public an outline of its plan once it becomes the governing party,
 - ii. All the parties that are running for office should also provide a draft constitution in which they believe that will best benefit the nation;
 - c. Looks favorably upon on the establishment a National Dialogue Conference similar to the model implemented in Yemen where all the factions come into discussion about the establishment and writing of a new constitution:
 - i. The National Dialogue Conference would be the medium by which the draft resolution will be shown to the public and a popular referendum would be in order,
 - ii. The National Dialogue Conference will acquire an advisory status after a political party is placed into power,
 - iii. The National Dialogue Conference could have the potential of becoming a intermediary between the government, the political parties, and its citizens in the discussion of new law, public spending, etc;
3. *Notes with approval* the implementation of economic incentives in order to help the affected nations to achieve self-sustainability and stable domestic economy:
- a. Nations such as the United Arab Emirates, Kuwait, Saudi Arabia, and Morocco will provide economic incentives to nations that have succeeded or actively pursuing the establishment of the political reform clauses,

Note #7: Friendly Amendment

Friendly amendments are added directly to the Draft Resolution if all sponsors deem it friendly and will be voted upon with the rest of the Draft Resolution. Since friendly amendments are added after the resolution has been distributed to the committee, they should be highlighted for reference to ensure delegates are aware of the change to their printed resolutions.

- i. The aid from such nations will come in form of projects and would activate the nation's economy,
 - b. The nations that have received this aid, must stabilize their domestic economy to ensure continued aid from such nations and to encourage foreign direct investments;
4. *Stresses* the need for help from the Arab states and UN organizations for providing relief, support and assistance:

Note #8: Unfriendly Amendment

Unfriendly Amendments are often not included in the Draft Resolution since they are voted upon separate from the Draft Resolution. If it is included it should be highlighted in different colour to ensure the delegates re aware it is in amendment and it is not friendly.

- a. The World Food Program and the Food and Agriculture Organization of the UN would provide food supplies to combat hunger;
 - b. Camps will be open by the Office of the UN High Commissioner for Refugees, for civilians who have been forced to leave their homes,
 - i. Facilities and basic needs will be provided on those camps by the International Organization for Migration,
 - c. Local NGO's will work in partnership with the global NGO's, one of the purposes of the participation of global NGO's is to empower local NGO's;
5. *Recommends* the reformation of civil-military relations:
- a. Depoliticizing military forces.



McMUN 2015 EQUIPMENT SET UP OR WHY WE ARE ALL HORRIBLY UNPREPARED FOR THE 21ST CENTURY

Connect a Laptop to an External Monitor

Before Starting

When setting up the AV equipment make sure that all of it is plugged into a source of power and that the equipment is turned on (Switch on I not O). Also make sure that the lid of the projector is removed from the lens.

Step 1

Check whether your monitor has a DVI (digital) or VGA (analog) port, both of which are generally built in. Contact your vendor if your laptop does not have either. In this case, you can use a special adapter to connect the external monitor. These adapters are model specific and should be bought directly from the vendor.

Step 2

Connect one end of the DVI or VGA cord to the DVI or VGA port of your laptop and the other end to the monitor. Your laptop should automatically identify the external monitor as a new hardware device.

Step 3

Most laptops will show the desktop on both screens by default, which is known as the mirror view. You can use function keys with common combination such as Fn + F5, Fn + F3, Fn + F8 and Fn + F9 to toggle between the two screens. Refer to the laptop's user manual for the right key combination to toggle between the displays.

Alternatively, with many laptops you can also switch to the extended desktop mode. This means your desktop screen will be stretched across both the monitors. Refer to your user manual to switch to this mode.

Additional Notes:

To adjust the size of the image, use the lens wheel closest to the middle of the machine. If you need to fix up the resolution just use the outer wheel of the lens.

To set-up the microphones with the microphone mixers, plug an XLR cable into the PA system of the room (usually behind the dais table). Plug that cable into the single outlet of the mixer. Then use the other outlets (other side of the box) to connect your microphones.

If no one in the room has been able to set up the equipment please ask a secretariat member to contact Patrick our Chief of Operations or send him a text message at 514-967-3022 with the problem and room name. Please note that this number is to be used for emergencies only.

HAVE ISSUES? AT McMUN 2015

Issues with a delegate

If there is ever an issue with a delegate for the committee, **do not engage with the delegate yourself**, to ensure that you are alienating yourself and the committee staff from the delegates which will lead to larger issues for the committee. Any member of the Secretariat *must* handle an issue with a delegate to ensure that committee operate smoothly. The easiest ones to contact would be your respective deputy or USG Committees.

Issues within the committee staff

It is best to handle the issue within the committee staff by following this process. If you have an issue with a fellow committee staffer go to either your Assistant Crisis Director or your Vice-Chair, if you have an issue with your ACD or Vice-Chair, go to your Crisis Director or Chair. Beyond that, if you have an issue with your CD or Chair then you can discuss it with your respective Deputy. If you have an issue with your Deputy, then you can discuss it with your USG Committees. If you have an issue with your USG Committees, then discuss it with your Secretary General.

Issue with a page

If there is any issue with your pages, for example, there are not enough of them or there is an issue with an individual page please contact the page coordinators at their email address pages@mcmun.org or ask a secretariat member to contact them.

Issue with equipment

If there is any issue with your equipment please at first contact your Deputy first. If however you are missing an equipment or there is any equipment you think are missing than please email staff room coordinators at staffroom@mcmun.org. If there is a serious equipment emergency, and only if there is an emergency contact our Chief of Operations at 514-967-3022.

AWARDS AT McMUN 2015

To submit your awards, you will do so through your committees dashboard, the information for which will be sent to your committees email address. If you have any issues please contact a secretariat member or your deputy. They will be due after the final committee session on Saturday.

Each award encapsulates the qualities mentioned in the following award as well as including it's own nuances and extra-requirements

Best Delegate

- They are clearly the most active and significant delegate in committee
- They have an extensive understanding of the issues at hand as well as the position and role their country/character plays
- Their contributions to debate are original, substantive, and significant as to the course of deliberation
- They display a strong ability to employ diplomacy and discourse eloquently whilst staying true to their assigned character/country during moderated and un-moderated debate.
- They are leaders during committee sessions and are central to the generation of ideas.
- They are successful in promoting their nation's/character's interests

Outstanding Delegate

- They are significant contributors to debate
- They have a strong understanding of the issues at hand and the position of their country/character.
- Their contributions are at times original and innovative and have relatively better success in promoting their objectives and position during formal and informal debate
- They display a relative ease and comfort in employing diplomacy and discourse eloquently whilst staying true to their assigned character/country during moderated and un-moderated debate
- They display leadership qualities during committee session

Book Award

- They are noteworthy contributors to debate and are comfortable presenting their position.
- They have an informative and keen interest in the issues at hand, and of the position of their country/character
- They remain true to their character and position throughout the conference
- They are well versed in MUN Rules of Procedure and utilize them effectively
- They go out of their way to bring ideas and people together and are instrumental in the generation of solutions

Honorable Mention

- They display a strong understanding of the topics and issues at hand
- They are active participants in debate
- They have strong oratory skills and are able to present well formulated ideas and opinions
- They remain in line with the role of their character/country throughout the conference
- They are well versed in MUN Rules of Procedure.