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# IIT KHARAGPUR MODEL UNITED NATIONS CONFERENCE

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21-23 JANUARY 2012

DELEGATE HANDBOOK





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# Foreword

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Model United Nations provides participants with an opportunity to gain insight into global relations through a challenging and constructive three-day program. The focus of IIT Kharagpur Model United Nations Conference (IIT KGP MUN) is to provide student participants with the experience of representing a country's viewpoint on global issues and engaging in resolutions through compromise and cooperation.

This handbook will serve as a point of reference and be of help irrespective of whether the delegate is a veteran MUNer who has seen it all, or a nervous first timer still grappling with the multitude of rules of procedure. The purpose of this handbook is not only to explain the rules of procedure in a concise manner, but also to help one go about his research. Of course, to win the "Best Delegate" award, the delegate will also have to abide by many council-specific and conference-specific rules. The next few pages will not only serve one throughout their delegation experience at IIT-KGP MUN, but for all many more interesting MUNs that they attends later.

# Member Countries at IIT KGP MUN 2012

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## United Nations' Security Council

**Agenda:** The conflict in the South China Sea

### Members:

#### Permanent Members

- ♦ United States of America
- ♦ Russian Federation
- ♦ China (People's Republic of)
- ♦ France
- ♦ United Kingdom of Great Britain and Northern Ireland

#### ♦ South Africa

- ♦ Australia
- ♦ India
- ♦ Japan
- ♦ Republic of Korea
- ♦ Venezuela

#### Non-Permanent Members

- ♦ Viet Nam
- ♦ Philippines
- ♦ Iran (Islamic Republic of)
- ♦ Brazil

#### Observers

- ♦ Singapore
- ♦ Indonesia
- ♦ Malaysia
- ♦ Thailand
- ♦ Brunei

## Historic General Assembly

**Agenda:** The future of Palestine

### Members:

- ♦ United States of America
- ♦ Russian Federation
- ♦ China (People's Republic of)
- ♦ France
- ♦ United Kingdom of Great Britain and Northern Ireland
- ♦ Afghanistan
- ♦ Argentina
- ♦ Australia
- ♦ Belgium
- ♦ Bolivia
- ♦ Brazil
- ♦ Byelorussian SSR
- ♦ Canada
- ♦ Chile
- ♦ Colombia
- ♦ Costa Rica
- ♦ Cuba

- ♦ Czechoslovakia
- ♦ Denmark
- ♦ Dominican Republic
- ♦ Ecuador
- ♦ Egypt
- ♦ El Salvador
- ♦ Ethiopia
- ♦ Greece
- ♦ Guatemala
- ♦ Haiti
- ♦ Honduras
- ♦ Iceland
- ♦ India
- ♦ Iran
- ♦ Iraq
- ♦ Lebanon
- ♦ Liberia
- ♦ Luxembourg
- ♦ Mexico
- ♦ Netherlands
- ♦ New Zealand

- ♦ Nicaragua
- ♦ Norway
- ♦ Pakistan
- ♦ Panama
- ♦ Paraguay
- ♦ Peru
- ♦ Philippines
- ♦ Poland
- ♦ Saudi Arabia
- ♦ South Africa
- ♦ Sweden
- ♦ Syria
- ♦ Thailand
- ♦ Turkey
- ♦ Ukrainian SSR
- ♦ Uruguay
- ♦ Venezuela
- ♦ Yemen
- ♦ Yugoslavia

**Observer Organizations:** Jewish Agency; Palestine Arab Higher Committee



**PREPARATION GUIDE**

# How to go about Your Research

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In any MUN Conference, more than half the delegate's battle is won if he researches well. Agendas are generally spelled out days in advance giving one ample time to stock up on quality research material. But a little method to madness and a delegate can save hours of research from being aimless

**Piece of advice:** This guide is of course just one possibility to do the research. The delegate does not have to stick to it and there are various other ways and resources. It's the best if he tries to find other sources and ways too.

In order to begin one's research, he can start with the basic knowledge and information about his agenda, country or committee that he has been allotted on Wikipedia (<http://wikipedia.org>)

A general idea about the country's policies and activities must be gathered: Politics, Type of Government, People, Economy, Recent History, Current Affairs, and Foreign Relations etc. In case of an organization, Mission Statement, Reports on the issue at hand, Relations with nations, recent news and on-going activities must be read up.

- ❖ Then the delegate must start by checking out the UN Website at <http://un.org>. It provides ready information about the United Nations, recent problems of international politics and recent issues in the foreign affairs. Also information about problems in the world like hunger, poverty, natural catastrophes and civil wars are published. It is always worth a view.
- ❖ A reading of the UN Charter will be helpful to know the basis on which the UN works. It points out what rights every delegation has. The charter can be found here: <http://www.un.org/en/documents/charter/index.shtml>
- ❖ Also the office of the Secretary General writes a report every year about current issues of the UN problems in the world. From there one may find interesting facts, questions, answers and quotes. One can also find the Annual Report of the Secretary-General here: <http://www.un.org/documents/secretariat.htm>
- ❖ United Nations Bibliographic Information System: <http://unbisnet.un.org> is one of the most basic and useful sources. Apart from including landmark UN documents, resolutions of UN bodies, meeting and voting records, and press releases, it provides a research guide to get acquainted with the UN documentation system; it allows delegates to research by organ or by main issues. In short, the delegate can explore the work of the United Nations, the agenda items and individual Member States' role in committee.

Research can be broadly divided into three categories:

1. Research upon the Country
2. Research upon the Agenda
3. Research upon the Country's stance on the Agenda

# Researching Upon the Country

The delegate must know his country well. Some primary questions that he should be able to answer even when woken up in the middle of the night are:

- ♦ **Basics:** What is the full name of the country? What is the capital and languages of the country?
- ♦ **Population and demographics:** What is the population of the country? What are the dominant ethnic and religious groups? What is the infant mortality rate, literacy rate, and life expectancy? The HDI (Human Development Index) of country must be found.
- ♦ **History:** When was the country founded? What other nations has his country had ties with (e.g. colonial legacies)? Have there been any significant revolutions, wars, or conflicts that have had long lasting impacts?
- ♦ **Politics:** What style of government is found in his country? Is the government democratically elected? Is corruption an issue? Who are the allies of his country? Which blocs does the country belong to and how are the relations with other bloc members?
- ♦ **Economy:** What is the GDP per capita? Identify the key sectors and industries that his country's economy relies on (e.g. agriculture, technology, tourism). Does his country have trade agreements with certain nations? Is his country relatively rich or poor?

To sum it all up the delegate should be able to answer these following aspects:

*Several of these questions and aspects can be easily answered by the CIA World Fact book. It is an online and offline accessible directory containing information about every official state. The delegate may download the fact book here: <https://www.cia.gov/library/publications/download/>*

*Or access it online here: <https://www.cia.gov/library/publications/the-worldfactbook/index.html>*

*One may also refer to the country profiles here at BBC: [http://news.bbc.co.uk/2/hi/country\\_profiles/default.stm](http://news.bbc.co.uk/2/hi/country_profiles/default.stm)*

*The Permanent Mission of the delegate's country to the UN website, is a portal to take him/her to his/her own country's independent website on their mission at the UN: <http://www.un.org/en/members/>*

<b>Political Structure</b>	<b>View on World</b>	
Name and Demonym of the country	<b>Problems</b>	consideration
Capital of Country	Role and Influence in the World	
Official Language	Membership of blocs and Geo-political grouping	
Origin of Political Structures	Country's major opposition & main allies	
Constitution and Government	Date of joining of UN	
Stability and Policy of present Government	Role in UN committees	
Parties		
Recent events in the national politics (e.g. elections)	<b>Cultural Factors</b>	
Affiliation to political organizations	Ethnic Groups	
	Literacy Rate	
	Poverty Rate	
	Religions	
	Cultural History	
	Minorities	
	Population	
	Gender and age structure	
	HDI Factor	
<b>Natural Resources</b>		
Raw Materials	<b>History</b>	
Trade Agreements	General	
Degree of self sufficiency	Last 50 years	
Alternative Energy	Recent History	
Resources		
Affiliation with environmental organizations	<b>Geography</b>	
	Bordering Countries	
	Topography	
	Geo-political	

# Researching the Agenda

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The delegate will be provided with a comprehensive study-guide days before the session commences. Study-guides are generally exhaustive when it comes to enumerating the significant events pertaining to an agenda, but may leave out the crucial in-depth analysis of those events. So, in addition to going through the study guide word by word, the delegate should also make sure he/she analyses the events in detail and forms an opinion about them before coming to the conference.

At the end of this sub-part of his research, the delegate should be at ease with these set of questions, popularly referred to as "The Five W's":

- ♦ **Who:** Which countries, religious and ethnic groups, and organizations does this issue involve? The key actors involved must be identified.
- ♦ **What:** What is the issue at hand? What are the sources of conflict? What has already been done to solve the conflict?
- ♦ **Where:** Is the issue confined to a specific geographic area?
- ♦ **When:** When did the issue first originate? Is it urgent and time sensitive?
- ♦ **Why:** What are the motives behind each of the key players? Why is this issue significant?

It is always best to start the research with the oldest information one finds and work his way to the recent information; as that will help him to understand the issue better.

1. Council on Foreign Policy Relations: [www.cfr.org](http://www.cfr.org)
2. Foreign Policy: <http://www.foreignpolicy.com/>
3. Global Policy Forum: <http://www.globalpolicy.org>
4. Geopolitical Monitor: <http://www.geopoliticalmonitor.com/>
5. UN News Centre: <http://www.un.org/News/>
6. Reuters: <http://www.reuters.com/>
7. The Economist: <http://www.economist.com/>
8. CNN International: [www.cnn.com/](http://www.cnn.com/)
9. BBC News: <http://www.bbc.co.uk>

But it must be borne in mind, that during the conference, the only accepted form of substantiation for an argument is in the form of UN documents or documents of that council and Reuters news reports.

## **How to go about?**

- ♦ A general description of the issue on Wikipedia can be read.
- ♦ Key words of an issue must be highlighted and defined.
- ♦ Relevant documents on the issue must be found.
- ♦ Relevant organizations, conventions and conferences related to the issue must be researched.
- ♦ Information through news must be found out, they not only provide facts, statistics and reports, but also give different opinions of reporters
- ♦ Figures, statistics, and information about current events related to the issue must be collected
- ♦ Previous treaties signed, agreements and deals made, conferences attended and past or current involvement of countries in the issue must be researched.

# Researching the Agenda - Country Specific

This, in essence, decides how good a delegate is. Research involving his/her country's stance on a particular agenda requires him/her to be well rehearsed upon two things:

- ❖ **Foreign Policy:** The delegate must be very well aware of the country's foreign policy, the treaties it has signed in the past, the declarations it has agreed to. A good place to start would be the country's official foreign policy website, as well as relevant United Nations documents.
- ❖ **Implicit position:** The delegate must critically analyse what outcome of the agenda would be favourable to his/her country, and strategize how he/she will go about it during the conference. Many a times, the delegate may not be in a position to explicitly state the reason for his/her country supporting another on a particular issue- here is where backdoor lobbying comes into the picture. He/She must know the treaties and documents that his/her country is a part of.

Only after knowing his/her country's stand on the issue will the delegate be able to frame out a resolution. Thus, he/she must prepare well about his/her country's foreign policy and signed documents pertaining to the agenda.

## **UN-specific news sources**

- ❖ The Interdependent : <http://www.theinterdependent.com/>
- ❖ UN Dispatch: <http://www.undispatch.com/>
- ❖ UN Wire (email): [https://www.smartbrief.com/un\\_wire/index.jsp](https://www.smartbrief.com/un_wire/index.jsp)
- ❖ What's In Blue (Security Council news): <http://www.whatsinblue.org>
- ❖ UN Chronicle: <http://www.un.org/wcm/content/site/chronicle/>

## **Few more tips:**

- ❖ Wikipedia as a source of 'research' is always frowned upon.
- ❖ Good research sources include research papers and think-tanks. These not only contain the relevant facts but also help the delegates form an opinion about all the issues.
- ❖ When it comes to news reports, the delegates are advised to rely only on authentic news sources such as Reuters. A good news report would always present facts in an unbiased manner. Then again, going through editorials of such high quality news agencies will be helpful.
- ❖ The sources while researching must be noted down. Being able to quote these sources during a speech will certainly fetch the delegate brownie points. Also, a fellow delegate or a member of the Executive Board may demand access to the sources of research.
- ❖ Proper use of accessories like highlighter, stick notes and coloured pens is advised.
- ❖ The hard copies of the most important research documents must be kept in a folder for easy reference. Not every document of his research must be printed, rather the most important ones must be chosen.
- ❖ At least two copies of the position paper must be printed. The position paper forms an essential part of the first speech in the General Speakers List.

# Making the Position Paper

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A position paper, as the name suggests, is a written summary explaining the position the delegate's country places itself in the council on the concerned agenda. The delegate's position paper should include a brief introduction followed by a comprehensive breakdown of his country's stance on the topics that are being discussed by the committee. A good position paper will not only provide facts but also make proposals for resolutions.

Position papers are usually one page in length and written from the point of view of the delegate's country and not the delegate as an individual. This means the delegate isn't expected to use personal pronouns, such as I, we, and you. It is a formal piece of writing, which means the delegate should not use contractions. He/She should type in a basic font.

Considering that the position paper is the chair's first opportunity to evaluate a delegate, the delegate should attempt to write a decent and effective position paper. Writing a position paper might appear to be a daunting task, especially for new delegates. But with enough research, one will find that writing a position paper will not only become easy but also instrumental in further research.

## **A good position paper will include:**

- ♦ A brief introduction to the delegate's country and its history concerning the topic and committee.
- ♦ How the issue affects the country.
- ♦ The country's policies with respect to the issue and the country's justification for these policies.
- ♦ Quotes from the country's leaders about the issue.
- ♦ Statistics to back the country's position on the issue.
- ♦ Actions taken by the government of that country with regard to the issue.
- ♦ Conventions and resolutions that the country has signed or ratified.
- ♦ What the stance of the country is with regard to the issue.
- ♦ What the country would like to accomplish in the committee's resolution.
- ♦ How the positions of other countries affect the country's position.

## **Tips for writing a good position paper:**

- ♦ **Simplicity:** To communicate strongly and effectively, the delegates are advised to avoid flowery language and stick to uncomplicated language and sentence structure.
- ♦ **Official Manner:** The delegate may use the seal of his country or create an "official" letterhead for his position paper. The more realistic the letterhead looks, the more others will want to read its content.
- ♦ **Organization:** It is preferable to mention each separate idea or proposal in a separate paragraph and make sure each paragraph starts with a topic sentence.
- ♦ **Citation of sources:** Mention of factual and statistical sources in the form of footnotes or endnotes is highly appreciated.
- ♦ **Reading and rereading:** The delegate is expected to take enough care to proofread and edit his/her position paper, and be on the lookout for spelling or grammatical errors.
- ♦ **Speech! Speech!:** A good position paper makes a great introductory speech, which is of great importance to the delegate in the conference. During debate, a good position paper will also help him to stick to his country's policies.
- ♦ **Let the bullets fly:** The delegate is advised to take care that his/her proposals don't get lost in a sea of information. It is always advantageous to have a bulleted list of relevant facts and statistics at hand.

***A sample Position Paper can be found in the Appendix section of this handbook.***



**IN-CONFERENCE GUIDE**

# Speech Making

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Preparing and delivering speeches is an important aspect of MUNs. It is essential that the delegates come to conference well prepared: meaning that they have completed their prior research, know their country's position and have an objective for their country's resolution.

**Piece of advice:** It should be borne in mind that resolutions, policy statements or opening speeches should not offend any country/delegate directly.

- ❖ The delegate should begin by thanking the presiding official by saying, "Thank you Mr./ Madame/ Honorable Chair/ President..."
- ❖ Next, the delegate may start by providing a brief history on the issue as it relates to his/her country.
- ❖ Information as to how the issue is currently affecting his/her country must be provided.
- ❖ The position of the member country on the issue must be explained. An explanation for the country's stance, such as economic or security concerns or political or religious ideology is usually expected.
- ❖ The delegate may include an explanation on his/her country's position relating to the positions of other member states such as the major powers or countries in the regional bloc.
- ❖ Some of the past actions taken by the UN, member states and NGOs may be discussed to address the issue.
- ❖ Ideas for a resolution are to be presented, stressing upon your country's objectives for the resolution.
- ❖ The role NGOs or regional organizations play in addressing the issue must not be neglected.
- ❖ The delegate is expected to inform the committee members whether or not his/her country is willing to negotiate.
- ❖ During a debate, collaboration among member states must be encouraged by a delegate by proposing ways in which the country would be willing to work with other member states.
- ❖ By referencing what other delegates have said, the delegate can show support for his/her allies or indicate which proposals his/her country does not favour.
- ❖ The delegate may choose to present ideas for draft resolutions and explain why his/her country does not support other draft resolutions.

There are no set guidelines addressing how delegates should execute their speeches; delegates are free to decide how they feel comfortable delivering their speeches. Awareness of the audience and their diversity is a must. The speech must be created to meet the level of the audience (dignitaries, high school, college, etc.) The speech must pertain to audience interests.

The system of the six C's to improve ability in researching, writing and delivering the speech may be adopted in order to deliver an effective speech:

- ❖ **Confidence:** The delegate is expected to possess profound knowledge of the issue at hand.
- ❖ **Clear:** The onus lies on the delegate to make sure that his/her case is audible to the audience.
- ❖ **Concise:** Ideas are to be presented in a clear-cut fashion.
- ❖ **Constructive:** A good speech consists of a solid foundation, introduction, body and conclusion.
- ❖ **Compassion:** The delegate may make emotional speeches with the aim of capturing the attention of the audience.
- ❖ **Critique:** Any given day, critiquing is better than criticizing in a diplomatic conference.

***A sample Opening Speech can be found in the Appendix section of this handbook.***

# Caucusing

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Caucusing provides a perfect opportunity for member nation delegates to collaborate, negotiate and formulate draft resolutions.

There are two types of caucuses – **moderated** and **un-moderated**.

When a motion for a moderated caucus is passed, the Chair instructs the delegates, as they raise their placards, to address the committee for a specific amount of time. Here, speakers are usually able to convey one or two key points to the entire committee or share new ideas that have developed through the course of debate.

During an un-moderated caucus, the committee breaks for a temporary recess from formal proceedings so that the delegates can work together in small groups. During this time delegates can informally meet with each other and the committee staff to discuss draft resolutions and other issues. Many delegates feel this is the easiest way for them to collaborate and start to formulate draft resolutions.

## Tips for effective caucusing

- ❖ **Entry into the caucus with a plan in mind:** The delegate must have an idea of what the delegate's country intends to do about an issue and what negotiations are underway or is willing to carry out.
- ❖ **No interruptions:** Other delegates must be allowed to finish what they're speaking. Interruption displays un-professionalism. Instead, what one intends to speak must be noted down, and only after the other speaker has finished speaking should one begin.
- ❖ **Recording of ideas:** Instead of waiting for the entire resolution to flow in at once, the delegate might find it easy to keep noting down ideas as they'll construct a more comprehensive resolution later.
- ❖ **Resourcefulness:** By helping the fellow delegates and providing help to them, a delegate will not only prove himself/herself to be valuable to the group, but will additionally gain their support.
- ❖ **Finding delegates in one's regional bloc:** One of the easiest ways to seek allies is to find delegates in one's regional bloc. However, if one is unable to, one may choose to switch groups.
- ❖ **Effective utilisation of time:** Wasting time indulging in discussion of ideas that would not serve any purpose in the draft resolution is always frowned upon. Instead, time must be utilised to discuss all the key areas to be addressed.
- ❖ **Respect:** The delegate must be courteous and respectful to each and every other fellow delegates.
- ❖ **Constructive critique:** Instead of negatively criticizing ideas, delegates are expected to try to offer alternative ideas. Ideas must be critiqued, not people.
- ❖ **Ideas:** The delegate must keep in mind what his/her country is trying to achieve. If the delegate feels some part of idea is against his/her policy, he/she need not hesitate in expressing/opposing the same.
- ❖ **Negotiation:** It is often necessary to give up few things in order to achieve others. But a delegate must make sure not to concede something very important.
- ❖ **Listening:** One can grow and think on ideas of other people only by listening to them. Listening also shows respect for each delegate in the group.
- ❖ **One-on-one conversations:** Speaking with an individual or in a small group is the best way to find out a delegate's position on an issue. Larger groups are better suited to brainstorming.
- ❖ **Staying calm:** Staying calm will not only help the group in being more effective, but will also be noticed by the conference staff. Voice should be kept at a normal level. If one is becoming upset or raising his voice, the delegate must excuse himself from the group for a few minutes.
- ❖ **Connections with other delegates:** Although it can be tempting to call a fellow delegate "Pakistan," "Brazil" or "Sweden", one can form a better connection with a delegate by learning his name and where he comes from. The delegates should be asked about their ideas and impressions of the debate. Showing interest in fellow delegates at the beginning of the conference will help in gaining more support later on and can help in forming lasting friendships.

# Crisis Scenarios

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All the delegates of the conference prepare to address to the agenda of their relevant councils. However, the economic, political and social spheres of the world are way too dynamic to be predictable, and myriad situations develop every moment. Thus when such an urgent issue requiring significant attention arises, the concerned council is alerted. Faced with such a sudden crisis, the entire council must direct the flow of debate towards a solution or an understanding on the issue. The delegates must work together to address such unexpected happenings. Inaction always leads to disaster.

Crises are a perfect opportunity for the delegates to demonstrate their research, knowledge of worldly affairs, spontaneity and decisiveness. Crises are a glimpse into how our next generation of policymakers think. It's a time for you to offer a major contribution to the council. Knowing the foreign policy of your country throughout will help you respond quickly and appropriately during a crisis.

Delegates face unanticipated issues, armed only with their knowledge of their country's policies, their creativity, and their ability to diplomatically solve problems. Crises are the times when the council can actually distinguish between an ordinary MUNer and an extraordinary one.

## **Who frames it?**

The Director of the Council, with assistance from the crisis team, frames a crisis. The crisis maybe an actual event happening in the world or a pre-planned one that concerns the foreign policies of member states in the Council. In some cases, a crisis may germinate from the proceedings of the Council as several new critical issues begin to take form.

## **How is it introduced?**

A crisis is a real-time simulation of an emergency situation, and is usually rendered in the form of a news report and/or presentations. However, crises will come up unexpectedly and delegates will have to re-evaluate and re-construct the solutions with every new update they receive. Updates may consist of a news report, a security brief, an attack, an eyewitness account, or anything else that has happened because of the actions or inactions of the committee. Crisis updates keep the delegates in action in the committee.

## **How to go about preparing for a crisis?**

Many delegates would underestimate the need for pre-conference research for a crisis saying they don't know what's coming. But one can have an edge over others and make the best out of a crisis situation if he/she is prepared. Crisis situations are intensively interactive and thus require one to be extensively prepared.

## **Few tips to get you going in a crisis situation:**

- ♦ **Homework:** The committee and one's role must be researched by the delegate. The delegate must familiarize himself with the foreign policy of his country. Only a profound knowledge of his country's policy will allow him to be conversant when new conflicts arise. And the delegate will be aware of his/her position and what the committee can or cannot do. The

# Crisis Scenarios

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background guide for the committee must be read; the Chair is invaluable for a delegate to know where to direct his research. The delegate must know the stance of his/her nation on the issue, political allies, group blocs, and regional alliances. A delegate will feel much more comfortable and engaged into the conference, if he prepares beforehand. Knowledge is power.

- ♦ **Activeness in the discussion:** If the delegate remains a spectator, nothing will be accomplished. When unexpected situations arise, the delegate must group his ideas, collaborate, and continue seeking new information, then combine it with what is happening and create a solution. In his/her hands lies the mighty power for a solution to an international problem.
- ♦ **Knowledge of the rules of the Council:** Knowing the council specific rules will help the delegate know about the voting process and the style of debating.
- ♦ **No fear of talking:** Crisis situations are times of dynamic activity. The delegate must speak as much as he/she can, provided he/she has something to add to the debate.
- ♦ **Critical and well balanced thinking:** As much important as presenting ideas, is figuring out if the ideas will work. The delegate's argumentative skills are vital and if he/she thinks a proposal is likely to end badly, the delegate must not wait to tell the committee why.
- ♦ **Sticking to your policy:** Delegates are supposed to be creative in their solution, but they should by no means abandon their country's position, especially to benefit themselves. It may so happen that swerving from foreign policies and alliances end the chances of a reward for a delegate.
- ♦ **Excitement:** A delegate has the opportunity to experience the dynamic challenges and ever-changing pressures of an international organization.

# Working Paper

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Technically, anything that is written down on paper that relates to the delegate's topic is a working paper. Also, a resolution that has not been approved by the dais is also a working paper. The main motive of having a working paper is to highlight the key points of discussion. It serves as a point of reference for debate in committee by putting abstract ideas into a concrete, written form.

A working paper doesn't necessarily comply with any format and the content is more important than the format itself. Though delegates usually write the working paper in resolution format, working papers are also acceptable in the form of point-by-point notes, diagrams, flow charts or even poems! The purpose of the working paper is to clearly communicate the interests of one or more countries. To facilitate the process, working papers should include:

1. Committee name
2. Agenda topic
3. A list of countries working on the paper

Also, the Chair must approve the working paper.



# Framing a Resolution

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Resolutions are the primary tools for action at the United Nations. Debate at the UN focuses on solving, at least in part, the many problems facing the world community. After months of debate and behind-the-scene discussion on a topic, the Member States come to an agreement on how their countries should proceed on the issue. This agreement is then codified in the form of a "draft resolution." This document should sum up the key ideas and recommendations discussed in the working paper and by the committee. Draft resolutions must be written in proper resolution format. When a draft resolution is brought to the floor, it may also be formally discussed, amended, rejected or adopted as circumstances dictate.

A draft resolution is not referred to during debate until it has been formally acknowledged and approved by the Chair. To approve the draft resolution, a certain number of sponsors and signatories are necessary. Sponsors are those member states who have taken an active role in writing and drafting the document. Signatories are delegates of those countries who support the bringing of the document into debate by the committee - they may not necessarily agree with all the opinions and ideas contained within it and are not bound to support the passing of the document in a roll call vote.

For example, following an act of war by a particular nation, a resolution may be passed condemning the aggressor nation, calling on the world to place diplomatic pressures on both sides to prevent the conflict from accelerating followed by a statement that the committee will be monitoring the situation and remain actively seized of the matter.

This means that representatives should be especially careful in preparing their draft resolutions. A poorly written draft resolution will not be automatically rejected and may be available for the study and critique of all delegations in the Committee/Council. The converse is also true though: a well written draft resolution, accurately asserting the country's viewpoint and allowing for the viewpoints of others, can be a very positive statement about the delegation.

Basic terms relating to different components of resolutions are:

- ♦ **Clause:** It is one section of a resolution, containing one argument or action for the issue.
- ♦ **Phrase:** Phrases are the first words of a clause. They give an introduction to the clause and define the nature of its recommendations. The delegates can refer below for a sample list of operative and preambulatory phrases.
- ♦ **Preambulatory Clauses:** The preambulatory clause (also called a preamble) of a draft resolution states the reasons for which the committee is addressing the topic. The preamble highlights past international action on the issue. Each clause begins with a preambulatory phrase and ends with a comma.
- ♦ **Operative Clauses:** Actions or recommendations made in a resolution are identified through operative clauses. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses are usually numbered and are organized in a logical progression with each containing a single idea or proposal. If further explanation to any clause is required, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period. Refer below for a list of operative phrases.
- ♦ **Amendment:** An amendment is a change that any delegate of a participating member State would like to introduce once a resolution has been submitted to a chair.

# Framing a Resolution

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## **Resolution Format:**

Basically, a resolution should be written as one continuous sentence. A resolution is a highly professional document. And thus strict formatting rules must be followed while constructing a resolution. Good formatting is the basic backbone of a good resolution. And good resolutions enable a committee to communicate its ideas clearly, concisely and completely.

All resolutions must comply with this format:

Committee Name:

Resolution Number:

Topic:

Sponsors:

Signatories:

The (Committee Name),

Preambulatory Phrase (Preambulatory clause),

...,

- Operative Phrase (operative clause),
- Operative Phrase (operative clause):
  - ▲ (Sub-clause),
  - ▲ (Sub-clause),
  - ▲ (Sub-clause):
    - ♦ (Sub-sub-clause),
    - ♦ (Sub-sub-clause);

...;

## **Notes on writing a resolution:**

### **Preambulatory Clauses**

Each preamble begins with a preambulatory phrase. The clause must meet the following criteria:

- The preambulatory phrase must be italicized.
- The first word of the clause must be capitalized.
- Preambles are not numbered.
- Each Preamble ends with a comma.
- A line between each clause is skipped. All lines of each clause after the first line are indented.
- Preambles cannot have sub-clauses.
- Acronyms and abbreviations should be written out completely when they first appear in the resolution. Thereafter, they can be abbreviated.

# Framing a Resolution

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## Operative Clauses

Each preamble begins with an operative phrase. The clause must meet the following criteria:

- ❖ The operative phrase must be underlined.
- ❖ The first word of the clause must be capitalized.
- ❖ Operative phrases are numbered.
- ❖ Each operative clause ends with a semi-colon. The last operative clause ends with a period.
- ❖ A line between each clause is skipped. All lines of each clause after the first line are indented.
- ❖ Operative clauses may have sub-clauses. Sub-clauses should be indented, and listed next to letterings a., b., etc. Sub-sub-clauses should be indented once more beyond sub-clauses, and listed next to numberings i., ii., etc.
- ❖ Acronyms and abbreviations should be written out the first time they appear in the resolution. Thereafter they can be abbreviated.

# Framing a Resolution

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## Sample Preambulatory Phrases

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

## Sample Operative Phrases

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

*A sample Resolution can be found in the Appendix section of this handbook.*

## Making an Amendment

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After the resolution has been formally introduced to the floor of the committee, amendments can be introduced by delegates to add and/or strike words, phrases or full clauses of the operative clauses of the resolution. Pre-ambulatory clauses, however, cannot be changed in any manner (except to correct spelling, punctuation or grammar). All amendments are presented before the committee and must be approved prior to voting procedure, to cause change in the resolution. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended.

There are two types of amendments:

- ♦ *Friendly*: A friendly amendment is typically used to clarify a point. Upon agreement of all the original sponsors, the change is incorporated into the resolution without a vote of the committee, as all sponsors must concur for an amendment to be friendly.
- ♦ *Unfriendly*: An unfriendly amendment is a modification proposed by a member State that is not supported by one or more sponsors. An unfriendly amendment requires formal submission of signatures of one-fifth of the delegates present to the Director. Voting is done on all unfriendly amendments to a resolution immediately prior to the vote on the entire resolution in the order of submission. The unfriendly amendments are treated as individual entities and require two-third votes to become included in the resolution.

*A sample Amendment can be found in the Appendix section of this handbook.*

# Sample Transcript

**Council:** United Nations Council on India and Pakistan (UNCIP)

**Agenda:** To resolve the Kashmir dispute

**Pointers-**

- The committee is set in 1948.
- The observer countries are India and Pakistan. Remember they have a vote in Procedural voting but not in substantive voting.

**Dais:** Everybody please take your seats. We will be calling this session to order momentarily.

**Chair:** Thank you everybody. Welcome everybody to the United Nations Council on India and Pakistan. We will be beginning straight-away with the roll-call.

**Dais:** Delegate of Afghanistan

**Delegate of Afghanistan:** Present

**Dais:** Delegate of China

**Delegate of China:** Present and Voting

...

...

**Dais:** Delegate of United States of America

**Delegate of United States of America:** Present

**Chair:** Right, with that out of the way, the General Speakers' List is now declared open. You all would do well to remember that if the GSL is exhausted, the conference is over. The dais would also be entertaining a motion to set the speaker's time for this GSL. Delegates wishing to be added to the GSL, please raise your placards.

*Delegates raise their placards.*

**Chair:** Delegate of France, to what point or motion do you rise?

**Delegate of France:** Motion to set the speaker's time to one-hundred twenty seconds.

**Chair:** That motion is completely in order. Since quorum was established at eleven, we need at least eleven votes for this motion to pass. Delegates wishing to pass the motion raised by the delegate of France, please raise your placards.

*Assuming the motion is passed,*

**Chair:** Delegate of India, you are recognized for a period of one hundred and twenty seconds.

**Delegate of India:**

Dear fellow delegates, we all know that Kashmir has been an integral part of India for centuries. The importance of Kashmir to India and vice-versa cannot be overestimated. At the same time we do understand the crisis the state of Kashmir is in right now. The need of the hour is not for the two states of India and Pakistan to crib about minor issues but rather to solve the situation that the people of

# Sample Transcript

Kashmir find themselves in.

**Delegate of China:**

China, ladies and gentlemen, is of great strategic importance in the region. It is important to note that China shares borders with all three, Kashmir, India and Pakistan. That peace is established in the region is of utmost importance right now. Therefore, our first step must be to control the Pashtun tribes that have created havoc in the region.

**Dais:** Delegate of China, you spoke for eighty seconds. How would you like to yield your time?

**Delegate of China:** I would like to yield the remainder of my time to the Delegate of Pakistan.

*(And the General Speakers' List progresses till the time chair feels sufficient)*

*(After listening to a few speeches)*

**Chair:** Are there any points or motions on the floor?

**Delegate of Iraq:**

The delegate of Iraq would like to raise a motion to suspend debate and move into a moderated caucus for a period of fifteen minutes allocating individual speaker's time of sixty seconds on the issue of the validity of the Instrument of Accession signed by Maharaja Hari Singh.

**Chair:** That motion is in order. Are there any other motions on the floor?

**Delegate of Afghanistan:**

The delegate of Afghanistan would like to raise a motion to suspend debate and move into a moderated caucus for a period of ten minutes allocating individual speaker's time of sixty seconds on the issue of the measures taken by the Indian Government to tackle the Pashtun tribes.

**Chair:** That motion is in order. Are there any other motions on the floor?

**Chair:** Seeing none, we move into voting procedures in increasing order of disturbance. Delegates seconding the motion raised by the Delegate of Iraq, please raise your placards.

**Chair:** Delegates opposing the motion raised by the Delegate of Iraq, please raise your placards.

*(Assuming there is opposition)*

**Chair:** Seeing opposition, we will vote upon this particular motion. Delegates in favour of passing the motion raised by the delegate of Iraq, please raise your placards

*(Assuming the motion is passed)*

**Chair:** The Delegate of Iraq, you are recognized for a period of sixty seconds.

**Delegate of Iraq:**

# Sample Transcript

Thank you chair. It is very important to analyse the timing....

*(Delegate of USSR raises her placard)*

**Chair:** Yes, delegate of USSR?

**Delegate of USSR:** Point of Personal Privilege, could the delegate of Iraq please be louder?

**Delegate of Iraq:**

Yes. It is very important to analyse the timing as well as the circumstances that led to the Maharaja signing the Instrument of Accession (IOA). First and foremost, The Maharaja was not even present in Kashmir at the time of the signing of the IOA. The Maharaja was also in a great conundrum as Kashmir was under attack by the Pashtun tribes. The Maharaja could not have made an informed choice and hence turned to the only source of military help that was available: The Indian Government. Hence it is reasonable to conclude that the Instrument of Accession is not a valid document.

**Chair:** Thank you Delegate of Iraq. Delegates wishing to speak?

*(Delegates raise their placards)*

**Chair:** Delegate of Egypt.

**Delegate of Egypt:**

Thank you chair. Egypt understands the concerns raised by the delegate of Iraq. However it is important to understand the importance of the Instrument of Accession. IOA is the only official document that the committee is in possession of when it comes to Kashmir. That it has been signed by the official ruler of Kashmir should be enough for this committee to accept its validity without any ado.

**Chair:** Thank you delegate of Egypt. Delegates wishing to speak?

..

*(After fifteen minutes)*

**Chair:** Are there any points or motions on the floor?

*(This process of moderated caucuses continues generally till some exhaustive debate has taken place and the dais feels it is time for some lobbying or for writing of the working paper)*



## GENERAL RULES

# General Rules

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## **Quorum:**

The Director may declare a Committee open and permit debate to proceed when at least one quarter of the members of the Committee (as declared at the beginning of the first session) are present. A member of the Committee is a representative who is officially registered with the conference. The presence of a majority of the members will be required for the vote on any substantive motion. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum.

## **General Speakers List:**

The Main Speakers List is the list that determines the order in which delegates will address the committee. The dais will call on delegates to speak according to the order of the list for a set speaking time (usually one to two minutes). When the General Speakers List is first opened, the delegate may add himself to the list by raising his placard. During debate, he may add himself by sending a note up to the dais. Each country may only appear on the Main Speakers List once. The committee will always revert back to the General Speakers List if there are no other points or motions. If it ever runs out, the committee session must end.

## **Yields:**

A delegate granted the right to speak on a substantive issue may yield in one of three ways: to another delegate, to questions, or to the Chair. Only one yield is allowed; a speaker who is yielded to may not yield at all. Yields are in order only on substantive speeches, and a delegate must declare any yields by the conclusion of his speech. Yields are not in order during moderated caucus.

- ❖ **Yield to another delegate:** The delegate's remaining time will be given to that delegate, who may not, however, then yield back to the original delegate. In the case of a two-person delegation representing a country on a committee, to turn the floor over to a co-delegate is not considered a yield.
- ❖ **Yield to questions:** Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical and leading and not designed to elicit information. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
- ❖ **Yield to the chair:** Such a yield should be made if the delegate does not wish his speech to be subject to comments. The Chair will then move to the next speaker. A yield to the chair is in order, but not automatic, when a speaker's time has elapsed.

Yields may only be used when the debate is from the General Speakers List. Unused speaking time during moderated caucuses is automatically forfeited.

In between speakers, the dais will ask the committee if there are any points or motions on the floor.

Points and motions give delegates the opportunity to ask questions, refine the debate, or introduce resolutions. To raise a point or motion, a delegate should simply raise his/her placard and wait for the dais to acknowledge him/her. Here is a rundown of the most common points and motions, in order of precedence.

# General Rules

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## **Motions:**

Procedural motions that are not debatable:

- ❖ Motion for Suspension of the Meeting: While the discussion on a particular topic is going on, a delegate may wish to suspend the meeting for purposes like lunch or snacks. A delegate does so by raising a motion for suspension of the meeting specifying the time of suspension. Suspending a meeting recesses it for the time specified in the motion
  - ▲ The motion is not debatable,
  - ▲ The Chair/President may ask for modifications in the time of suspension.
  - ▲ If the motion passes, the Council, when it reconvenes, will continue its business from the point at which suspension was moved, unless otherwise stated.
- ❖ Motion for Adjournment of Meeting: This motion is raised to end the committee session for the remainder of the conference. The motion of adjournment means that all business of the Council has been completed, and that the Council will not reconvene until the next annual session.
  - ▲ A motion to adjourn is not debatable,
  - ▲ The Chair/President may refuse to recognize a motion to adjourn the meeting if the Council still has business before it,
  - ▲ This decision is not appealable.
- ❖ Motion for an Unmoderated Caucus: This motion is raised to allow the committee to break for a temporary recess from formal proceedings so that delegates can discuss and voice their opinions freely without any restrictions. The delegate raising the motion must mention the topic and the duration for the caucus.
- ❖ Motion for a Moderated Caucus: When the committee feels that a particular aspect or topic of an issue needs to be discussed and debated elaborately, a motion to put the general speaker's list on hold and start a moderated caucus on that specific topic is raised. While raising the motion, a delegate needs to mention along with the topic, the duration of the caucus and individual speaker's speaking time.
- ❖ Motion to change the speaking time: When the speaker's list is opened, the speaking time is automatically set to one minute. The delegates may raise a motion to change the speaking time at any point when the floor is open to points and motions.

## **Moderated Caucus:**

A type of caucus in which delegates remain seated and the Chair/President calls on them one at a time to speak for a short period of time. A delegate shall raise his placard to signal that he would like to speak.

A moderated caucus is generally recommended when the debate seems to be focusing on a particular aspect of an issue.

In a moderated caucus, the delegates may convey one or two key points to the entire committee or share new ideas that have developed through the course of debate.

A moderated caucus differs from a Main Speakers List debate in several ways :

- ❖ There is no list to determine the order of the speakers.
- ❖ The speaking time is generally shorter.
- ❖ While speaking in moderated caucus a delegate must not deviate or speak off the topic.

## **Points:**

- ❖ **Point of Personal Privilege:** A delegate may rise to a point of personal privilege to address a concern over the committee environment that is severely impeding his /her ability to participate. For example, this may include technical issues, inability to hear the speaker, and physical discomfort. A

# General Rules

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point to personal privilege may interrupt a speaker, however, a delegate should avoid interrupting other delegates as it is considered rude and frowned upon unless for really urgent circumstances.

- ❖ **Point of Order:** This point should be raised to complain of improper parliamentary procedure from the dais or another delegate. This may also be used to point out any factual error made by either of the two. A point of order may interrupt a speaker only when the speech itself is not following proper parliamentary procedure.
- ❖ **Right to Reply:** A delegate may ask for right to reply if a speech by another delegate contains unusual or extraordinary language clearly insulting to personal or national dignity,
  - ▲ Requests for a right to reply should be made in writing to the Chair/President.
  - ▲ Requests should contain specific language which was found to be insulting to personal or national dignity.
  - ▲ The decision of the Chair/President is not subject to appeal.
  - ▲ There shall be no reply to reply.
  - ▲ The Chair/President may limit the time for reply.
- ❖ **Point of Parliamentary Inquiry:** When the floor is open the delegates may rise to a point of parliamentary inquiry wherein, they may ask questions regarding the rules of procedure. As already mentioned, this should not interrupt a speaker.

## **Unmoderated Caucus:**

A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote. A majority of members is required for passage. The Chair may rule the motion out of order and his/her decision is not subject to appeal. In this Caucus, delegates are free to hold individual or group collaborations on any issue pertinent to the committee's functioning. Many delegates may use this time to put together the working papers, draft resolutions, and amendments.



# COUNCIL SPECIFIC RULES AND PROCEDURES

# Security Council

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## **Composition:**

- ♦ To facilitate and ease debate, the UN Security Council of IIT-KGP MUN 2012 shall consist of twenty Members of the United Nations. The People's Republic of China, France, The Russian Federation, The United Kingdom of Great Britain and Northern Ireland, and The United States of America shall be Permanent Members of the Security Council.
- ♦ Ten other Members of the United Nations shall be elected Non-Permanent Members of the Security Council by the General Assembly.
- ♦ Under Article 31, Chapter V of the Charter of the United Nations, "Any member of the United Nations which is not a member of the Security Council may participate, without vote, in the discussion of any question brought before the Security Council, whenever the latter considers that the interests of that member are specially affected." In accordance with the above article, there shall be five Observer Nations in the Security Council of IIT-KGP MUN 2012.

## **Mandate:**

- ♦ Under Article 34, Chapter VI of the Charter of the United Nations, "The Security Council may investigate any dispute, or any situation which might lead to international friction or give rise to a dispute, in order to determine whether the continuance of the dispute or situation is likely to endanger the maintenance of international peace and security."
- ♦ The Security Council may, at any stage of a dispute whose continuance is likely to endanger the maintenance of international peace and security, recommend appropriate procedures or methods of adjustment.

## **Quorum:**

- ♦ A quorum shall be made up of two thirds of the members of the Security Council. Hence, a quorum will consist of fourteen members in the Security Council.
- ♦ The Council may neither begin with the code of business nor vote on any substantive matter without a quorum present. In other words for the Council to be in session the presence of quorum is necessary.

## **Voting:**

### **Voting Rights**

- ♦ Each delegate of the Security Council is accorded one vote.
- ♦ No delegate may cast a vote on behalf of another nation.

### **Procedural Matters:**

A Procedural matter is a:

- Motion for Closure of Debate.
- Motion for Suspending or Adjourning the Meeting.
- Motion for a Moderated Caucus.
- Motion to change the speaking time.
- Motion for an Unmoderated Caucus.
- Motion for Introduction of a draft resolution.
- Motion for Introduction of amendments.

Decisions of the Security Council on procedural matters shall be made by an affirmative vote of twelve Members. Abstention is not in order. A vote shall only be conducted if there are objections to the motion in question.

# Security Council

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## **Substantive Matters:**

A substantive matter is:

- ▲ Voting on amendments
- ▲ Voting on a final resolution.

Decisions of the Security Council on a substantive matter shall be made by an affirmative vote of nine members including the concurring votes of all five Permanent Members. Abstention is in order.

## **Votes Required for Passage**

Unless otherwise specified in these rules, decisions in the Council require **twelve** affirmative votes for passage.

## **Adoption by Consensus**

- ♦ The adoption of amendments and draft resolutions by consensus is desirable when it contributes to the effective and lasting settlement of differences, thus strengthening the authority of the United Nations
- ♦ Any delegate may request the adoption of an amendment or draft resolution by consensus at any time after Closure of Debate has passed,
- ♦ The President shall ask whether there is any objection to a consensus.
  - ▲ If there is no objection, the proposal is approved by consensus.
  - ▲ If any Representative objects to consensus, voting shall occur as otherwise stated in these rules.

## **Method of Voting**

The Council shall normally vote on motions by a show of raised placards

- ♦ The votes of Council members on all substantive matters shall be officially recorded, and all substantive matters are subject to the Consent of the Permanent Members, regardless of the means by which they are voted upon.
- ♦ Any nation may request a roll call vote on substantive matters, unless adopted by consensus; this request shall then automatically be granted by the President.
- ♦ When applicable, roll shall be called in English alphabetical order beginning with a nation selected at random by the Vice President.
- ♦ Delegates shall reply "yes," "no," "abstain" or "abstain from the order of voting."
- ♦ A nation may abstain from the order of voting once during a roll call; a second abstention from the order of voting will be recorded as an abstention.

## **Conduct during Voting**

Before the voting starts the President shall explain the proposal to be voted upon and also the consequences of a "yes" or a "no" vote. Voting shall begin upon the President's declaration "we are in voting procedure," and end when the results of the vote are announced.

- ♦ Once in voting procedure, no delegate shall interrupt the voting except on a Point of Order or Information concerning the actual conduct of the vote.
- ♦ Following Closure of Debate, and prior to entering voting procedure, the President shall pause briefly to allow delegations the opportunity to make any relevant motions.
- ♦ Relevant motions prior to a vote include: Suspension of the Meeting, Adjournment of the Meeting, Enter Consultative Session, and Division of the Question or Adoption by Consensus.

# Security Council

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## **Changes of Votes**

At the end of roll-call, but before rights of explanation and the subsequent announcement of the vote, the Vice President will ask for any vote changes. Any delegation that desires to change its recorded vote may do so at that time.

## **Rights of Explanation**

Rights of explanation are permitted on all substantive votes after voting. Rights of explanation may be limited in time by the President.

## **Consent of the Five Permanent Members (Veto Power):**

As established in the Charter of the United Nations, each of the five Permanent Members - China, France, Russian Federation, the United Kingdom and the United States - shall have the right to veto any substantive matter which comes to a vote before the Security Council. A "no" vote by any Permanent Member, along with twelve affirmative votes by other Council members, shall constitute a veto and cause the motion to fail.

# Security Council

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## Order of Precedence of Rules

Rule	Debatable	Vote Required	Description
Point of order	No	None	Used to point out a misuse of the rules
Point of Information	No	None	Any question to the President can be asked, or a clarification can be gained
Point of Inquiry	No	None	A question can be asked to a speaker at the end of his speech, prior to speaker's yielding the floor
Suspension of the Meeting	No	Majority	The meeting is recessed for a specific period of time
Adjournment of the Meeting	No	Majority	The meeting is ended for the day
Adjournment of Debate	Yes	Majority	Any substantive issue open to debate is removed from consideration <i>without</i> a vote on the content of that issue
Closure of Debate on an Agenda Topic	Yes	Majority	Debate on an agenda topic is removed, bringing all draft resolutions and/or amendments on the floor to an immediate vote
Closure of Debate	Yes	Majority	Debate on any issue open to debate is ended and brought to an immediate vote
Appeal over the Decision of the President	Yes	Majority	A ruling made by the President is challenged
Entry into a Consultative Session	Yes	Majority	Rules are suspended and an informal debate session follows
Addition of an Agenda Topic	Yes	Majority	An agenda topic is added to the working agenda
Change in the Order of Consideration of the Working Agenda	Yes	Majority	The order in which agenda items are set on the agenda are changed
Setting of Working Agenda	Yes	Majority	The daily order for the Working Agenda is set
Limits on Debate	Yes	Majority	A limit on the length of debate is imposed or repealed
Division of the Question	Yes	Majority	A draft resolution or amendment into two or more clauses is divided, each to be voted on separately after Closure of Debate
Consideration of Draft Resolutions	No	None	A draft resolution to the floor for discussion is brought
Consideration of Amendments	No	None	An amendment to the floor for discussion is brought
Party to the Dispute	Yes	Majority	It is requested that a non-Security Council member be invited to the session

# Historic General Assembly

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## **Composition:**

- ♦ The Historic General Assembly simulated at IIT KGP MUN 2012 shall consist of all the members of the United Nations registered before the freeze date of the Council, i.e. November 29, 1947.
- ♦ Each Member Nation shall be represented by one delegate in the Historic General Assembly.

## **Mandate:**

- ♦ Under Article 11 of Chapter IV of the Charter of the United Nations, the General Assembly may consider the general principles of co-operation in the maintenance of international peace and security, including the principles governing disarmament and the regulation of armaments, and may make recommendations with regard to such principles to the Members or to the Security Council or to both.
- ♦ The General Assembly may discuss any questions relating to the maintenance of international peace and security brought before it by any Member of the United Nations.
- ♦ The General Assembly shall make recommendations for the purpose of:
  - ▲ Promoting international co-operation in the political field and encouraging the progressive development of international law and its codifications.
  - ▲ Promoting international co-operation in economic, social, cultural, educational, and health fields, assistance in the realizations of human rights and fundamental freedoms for all without distinction as to race, sex, language, or religion.
- ♦ The General Assembly may recommend measures for the peaceful adjustment of any situation, regardless of origin, which it deems is likely to impair the general welfare or friendly relations among nations.

## **Quorum:**

- ♦ A quorum shall consist of thirty members in the Historic General Assembly.
- ♦ The Council may neither begin with the code of business nor vote on any substantive matter without a quorum present. In other words for the Council to be in session the presence of quorum is necessary.

## **Voting:**

### **Voting Rights.**

- ♦ Each member state shall have one vote in the Council.
- ♦ No delegate may cast a vote on behalf of another state.

### **Simple Majority:**

- ♦ Unless otherwise specified in these rules, decisions in the Council shall be made by a majority vote of those nations present and voting. If there is an equal division between yes and no votes, the motion fails.
- ♦ The phrase "nations present and voting" refers only to members casting affirmative or negative votes. Members who cast a final abstention are not voting.

# Historic General Assembly

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## Adoption by Consensus

The adoption of amendments and draft resolutions by consensus is desirable when it contributes to the effective and lasting settlement of differences, thus strengthening the authority of the United Nations.

- ♦ Any delegate may request the adoption of an amendment or draft resolution by consensus at any time after Closure of Debate has passed.
- ♦ The Chair shall ask whether there is any objection to a consensus, and shall ask if any member states wish to abstain from consensus,
  - ▲ If there is no objection, the proposal is approved by consensus.
  - ▲ If any Representative objects to consensus, voting shall occur as otherwise stated in these rules.

## Method of Voting

The Council shall normally vote by a show of raised placards

- ♦ The Chair may grant a request by a delegation for a roll call vote on any substantive matter, and the Chair's decision on such a request is not subject to appeal.
- ♦ When applicable, roll shall be called in English alphabetical order beginning with a nation selected at random by the Vice Chair.
- ♦ Representatives shall reply "yes," "no," "abstain" or "abstain from the order of voting."
- ♦ A nation may abstain from the order of voting once during a roll call; a second abstention from the order of voting will be recorded as an abstention.

## Conduct During Voting

- ♦ Immediately prior to a vote, the Chair shall describe to the Council the proposal to be voted up on and shall explain the consequences of a "yes" or a "no" vote. Voting shall begin upon the Chair's declaration "we are in voting procedure," and end when the results of the vote are announced.
- ♦ Once in voting procedure, no Representative shall interrupt the voting except on a Point of Order or Point of Information concerning the actual conduct of the vote.
- ♦ Following Closure of Debate, and prior to entering voting procedure, the Chair shall pause briefly to allow delegations the opportunity to make any relevant motions.
- ♦ Relevant motions prior to a vote include: Adoption by Consensus, Suspension of the meeting, Adjournment of the Meeting, Decision of No Action, Decision of Competence, Division of the Question, or Important Question.

## Changes of Votes

At the end of roll-call, but before rights of explanation and the subsequent announcement of the vote, the Vice Chair will ask for any vote changes. Any delegation that desires to change its recorded vote may do so at that time.

## Rights of Explanation

Rights of explanation are permitted on all substantive votes after voting. The Chair may limit time for rights of explanation.

# Historic General Assembly

## Order or Precedence of Rules

Rule	Seconds	Debatable	Vote Required	Description
Point of Order	No	No	None	Used to point out a misuse of the rules
Point of Information	No	No	None	Any questions to the Chair can be asked, or a clarification can be gained
Point of Inquiry	No	No	None	A question to a speaker can be asked at the end of their speech, prior to speaker's yielding the floor
Suspension of the meeting	Yes	No	Simple Majority	The meeting is recessed for a specific period of time – often for caucusing
Adjournment of the meeting	Yes	No	Simple Majority	The meeting is ended for the day
Adjournment of Debate	Yes	2 Pro, 2 Con	Simple Majority	The effect of removing from consideration any issue open to debate <i>without</i> a vote on the content of that issue is had
Closure of Debate	Yes	2 Con	Simple Majority	Debate on any issue open to debate is ended and brought to an immediate vote
Appeal over the decision of the Chair	Yes	2 Pro, 2 Con	Simple Majority	A ruling made by the Chair is challenged
Decision of Competence	Yes	2 Pro, 2 Con	Simple Majority	It is questioned whether the UN body is competent to act on a certain issue within the Charter and international law
Consideration of Agenda Topics	Yes	No	Simple Majority	The order in which agenda items are discussed is changed
Limits on Debate	Yes	2 Pro, 2 Con	Simple Majority	A limit on the length of any form of debate is imposed or repealed
Division of the Question	Yes	2 Pro, 2 Con	Simple Majority	A draft resolution or amendment into two or more clauses is divided, each to be voted on separately after Closure of Debate
Reconsideration of Proposals	Yes	2 Con	2/3 Majority	An item on which debate has been adjourned or upon which a vote has been taken is reconsidered
Consideration of Draft Resolutions	Yes	No	Simple Majority	A draft resolution that has the requisite number of signatures is brought to the floor for discussion
Consideration of Amendments	No	No	None	An amendment is brought to the floor for discussion



# CONFERENCE CODE OF CONDUCT

# Conference Code of Conduct

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It is hoped that all delegates will enjoy their experience at IIT KGP MUN. Within the framework of the Conference Code of Conduct, it must be kept in mind that the limit to a delegate's freedom is the individual freedom of the other delegates.

## **Conference Attire**

MUN conferences require some degree of formal clothing in a manner suitable for the delegates' role as diplomats. Apart from practicing diplomacy, this includes dressing appropriately for both men and women (business attire).

## **Decorum**

It is expected that the delegates will maintain decorum in the corridors and meeting rooms. They are also expected to demonstrate diplomatic courtesy to other people at the conference.

## **Absenteeism**

Delegates must participate in all the scheduled meetings and be present at all the opening roll-calls. Absenteeism will automatically disqualify one from being considered for an award.

## **Laptop & Accessories**

Delegates are allowed to bring laptops and accessories with them to the conference. However, the safety of belongings is their sole responsibility. Usage of laptops will be decided by the chairpersons of the respective committees.

## **Pens, Paper, & Folder**

Though IIT-KGP MUN will provide delegates with conference material; they can bring their own notes and resources. Also they must organize them in a folder or binder. That way, on inquiry upon the sources behind his data, the delegate can immediately locate whichever source it is from.

## **Handbooks**

The MUN conference will provide its own handbooks to delegates with overviews of the different committees, rules and expectations, and other conference-specific information. It is important to keep this handy to be prepared before and during the conference.

## **Placards**

In case a delegate removes or stores his own placard between sessions, he must remember to bring and place it in front of him. This will ease the roll calling and overall debate processes. Delegates must leave their placards behind at the end of each day's session.

## **Name tags**

Name tags are distributed during registration and should be worn at all times. This will allow delegates and staff members to recognize the delegate and the position he holds.

# Conference Code of Conduct

## Noise

The delegates must be considerate towards other people at the conference, especially when they are using electronic media. Mobile phones must be switched off.

## Smoking & Alcohol

Alcohol or cigarettes are not permitted within the premises. Anyone found smoking or consuming alcohol will be asked to leave the premises immediately. The Organizing Committee reserves the right to confiscate alcohol found on the premises.

## Commencement of Session

Delegates are expected to stay in their committee until dismissed by the Chair at the end of each session.

## Weapons

It is prohibited to bring weapons of any kind into the conference. The Organizing Committee reserves the right to restrict the entry of a delegate on these grounds.

## Illicit Drugs

Illicit drugs of any kind will not be allowed or tolerated in the conference. Anyone found in possession of such items will be expelled from the conference.

## Food

Food may only be eaten in the designated areas. And food should not be taken within the committee.

## Internet Access

If the delegates decide to access any Internet content, they do this entirely at their own risk and are responsible for ensuring that any accessed material does not infringe the laws governing, but not exhaustively covering, copyright, trademarks, or any other material which is slanderous, defamatory or might cause offence in any other way. Internet access during the session will be decided upon by the Chairperson.

## Theft or Loss

IIT-KGP MUN is not responsible for any bodily harm, theft, loss or damage to any personal effects.





## APPENDICES

# Appendix A - Sample Position Paper

**Committee:** Disarmament and International Security.

**Topic:** Nuclear Test Ban.

**Country:** The Republic of Sierra Leone.

**School:** High School Academy.

*[Section A should discuss history/background of the issue]*

The nuclear test ban issue has been the first item on the agenda of the Conference on Disarmament since 1978 with good reason. In 1963, the United States, the United Kingdom, and the USSR entered into the Partial Test Ban Treaty (PTBT), which prohibited testing in the atmosphere and underwater. In 1974, the United States and the USSR entered into the Threshold Test Ban Treaty (TTBT) which placed an upper limit of 150 kilotons on nuclear tests.

The next logical step, a comprehensive test ban treaty (CTBT), has been long overdue. Nuclear weapon testing allows the arms race to continue and even escalate. The implementation of a test ban would slow down the development of new nuclear weapons and thereby slow down the arms race. Furthermore, a CTBT would not, as some states have claimed, threaten the stability of the policy of nuclear deterrence, on which both superpowers rely. In fact, a CTBT would maintain stability by preventing innovations and developments which could potentially give one nuclear state unilateral advantage. Moreover, the increasing use of super-computers has essentially eliminated the need for actual testing.

*[Section B should discuss the country's position/history on topic]*

The Republic of Sierra Leone believes disarmament to be crucial for the maintenance of worldwide security and considers a nuclear test ban to be an important step in the process of reaching that goal. Sierra Leone is not a nuclear power nor does it aid other countries in producing nuclear weapons. Our policy in the past has been to work diligently toward a Comprehensive Test Ban Treaty. We wish to accomplish this goal through negotiation in the Conference on Disarmament. In accordance with this policy, the Resolution 485 banning nuclear testing in Africa and Resolution 781 banning nuclear testing in Southeast Asia received wholehearted support from Sierra Leone. Furthermore, our government received glowing reports from the international press for our stance on the issue. The African Journal wrote that "To maintain the fundamental principles of Africa, the UN needs more nations like Sierra Leone" (Volume 48, 1993, pp. 12).

*[Section C should outline ideas and policy proposals]*

The Republic of Sierra Leone supports the following proposals for a nuclear test ban treaty:

## Appendix A - Sample Position Paper

The treaty must be a comprehensive and permanent one. Although Japan's proposal to have a progressive lowering of the threshold limit until it reached zero is an interesting idea, not only does this legitimize nuclear weapon testing, it also delays a true resolution of the problem. In addition, it gives the nuclear states a greater opportunity to escape their obligations through inevitable loopholes in the treaty.

Although peaceful nuclear explosions could potentially bring about beneficial results, the nearly insurmountable difficulty in differentiating between nuclear tests for weapons and nuclear tests for peaceful purposes makes such a distinction infeasible. The proposal that a state must provide the Secretary-General with all relevant data about the planned explosion is laudable, yet proper assurance of the peaceful nature of a test would require a degree of monitoring to which most nuclear states would not agree.

States can rely not only on all national means of verification which are consistent with international law, but also an international verification system. Current seismic monitoring systems, such as the Norwegian Seismic Array (NORSAR), are sufficiently advanced to determine whether states are complying with a CTBT. In addition, the 1984 experiment involving the World Meteorological Organization/Global Telecommunications System (WMO/GTS) illustrates the viability of an international seismic network. As per the Ad Hoc Group's Report, Sierra Leone is in favour of an international network of seismic monitoring stations which would send their data to International Data Centres (IDCs) for analysis. These IDCs would automatically give out type I data (basic information) with type II data (data subjected to more advanced analysis) available upon request. Of course, even after the conclusion of a CTBT, there should be further research into the development of even more sensitive and accurate seismic monitoring equipment and analysis techniques. If the test ban treaty involved the gradual reduction of the threshold limit, then that limit should reflect current seismic monitoring technology. In addition, on-site inspections should be allowed.

Regarding compliance, a test ban treaty is of such paramount importance that violators should be punished. Yet the fact remains that embargoes would most likely have little if any effect on most nuclear states. Perhaps compliance measures will eventually rely on first convincing the superpowers, and any other nuclear states, to enter into a CTBT and then getting the superpowers themselves to ensure that their allies abide by the treaty.

## Appendix B - Sample Opening Speech

Thank You Mr. President,

Honourable delegates,

No nation will seriously deny the globally rising problems due to the economic and financial crisis concerning all of us. Admittedly, the confrontation and solution of these problems will be a major challenge for every human being, which could trigger a storm of angry protests, whereas the proposal to sort out these difficulties all together would diminish the trouble. In addition to that, it should not go unmentioned that all nations mustn't adhere rigidly to the past as well as the causations for our current situation. Instead, we should work towards times of prosperity and still waters of peace all together in all respect.

Therefore, as a country being at the forefront of international collaboration, the United Kingdom of Great Britain and Northern Ireland will play a major role in the process of improving the global conditions by acting as a mediator between the western world and the developing countries.

Thankyou,

I yield the floor back to the President (every ambassador has to yield the floor back to enable the President to call the next ambassador to the podium)

# Appendix C - Sample Resolution

**Economic and Social Council (ECOSOC)**  
**Resolution 1.1**

**Topic:** Eliminating gender disparities in education by 2015

**Sponsors:** Saudi Arabia, Iran

**Signatories:** Jordan, Syria, Oman, Qatar, Venezuela, Cuba, Russian Fed.

The Economic and Social Council,

*Alarmed* by the lack of enforcement of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), [use commas to separate preambulatory clauses]

*Cognizant* of the importance of gender-neutral education standards by 2015 as a component of the Millennium Development Goals (MDGs),

*Noting* with approval those initiatives recently undertaken in Iraq and Afghanistan to ensure increased levels of education for future generations of women in the Middle East,

1. Suggests gender segregation remain in primary and secondary education where this structure is already in place; [use semicolons to separate operative clauses]
2. Reaffirms that select nations do not segregate schools by gender, and is not proposing to divide said school systems;
3. Proposes additional specialization be provided in schools to:
  - a. Further acknowledge and utilize the differences between genders,
  - . b. Alter secondary school curriculums to contain more concentrated courses including:
    - i. Female philosophy or psychiatric classes which would prove useful in raising a family,
    - ii. Improved male physical education and literate or scientific classes;
  - . c. Help administer knowledge that will be useful in the everyday lives of both genders;
4. Recommends all school systems exercising gender segregation be kept balanced concerning materials and resources;

## Appendix C - Sample Resolution

5. Further recommends a new observational system be set in place:
  - a. By the United Nations,
  - b. Made available to all nations already segregated by gender or wishing to do so,
  - c. To monitor the equal distribution of supplies, materials, teachers, and resources administered to all public male and female schools;
6. Accepts that each nation will have its own cultural differences and opinions on this matter. [end resolutions with a period]

## Appendix D - Sample Amendment

*\*Note: Amendment sheets will be provided for delegates to follow when drafting them during sessions.*

**Committee:** Security Council

**Amendment Letter:** \_\_\_\_

**Assigned by Rapporteur**

**Topic:** Strengthening UN Coordination of Humanitarian Assistance Resolution

**Number:** 005

**Sponsors:** France, Romania, and Poland

**Signatories:** Togo, Australia, Fiji, Brazil, St. Lucia, Viet Nam, New Zealand, Pakistan, Kuwait and Argentina

**Amendment submitted by:**

ADD operative clause 7

Requests the expansion of preventive actions and assurance of post conflict assistance through reconstruction and development.

**This document is subject to change.**

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please contact a member of the Secretariat.