

DELEGATE HANDBOOK



MODEL UNITED NATIONS

IHSMUN'25

OCTOBER 24TH - OCTOBER 26TH

Venue: Indian High School, Oud Metha, Dubai

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WHAT IS AN MUN CONFERENCE?

- Model United Nations (MUN) simulations are popular exercises for those interested in learning more about the UN. Model UN helps students develop public speaking, writing and research skills.
- In addition, they often provide the first entry point into international affairs and introduce students to the wide range of peace and security, human rights, development and the rule of law related issues that are on the UN agenda. The basic focus is for students to research political positions of nations and global areas of conflict to gain a better understanding of the world through it.
- It ultimately aims to develop the art of peaceful negotiation among potential national and international leaders. MUN is a forum where students act as representatives of their appointed country and are pioneers of their country's stand.
- It gives the students an opportunity to showcase their unique talents, which include the gift of the gab, having a quick wit, being able to formulate plans of action under pressure, and being able to come to a workable compromise. In conclusion a MUN conference promises to be one of the most interesting, educational and memorable experiences of your life.

GLOSSARY

Abstention

An option for Member States during substantive votes. Member States may abstain only if they are “Present” during formal roll call. To abstain means a State is formally counted, but does not vote in favor of or against a substantive motion. Abstentions do not affect the result of voting, as the final total only considers votes for and against the motion.

Ad Hoc Committees

Committees that are established for a limited time and to address a specific issue.

Adjournment of Debate

Suspends all Committee functions for the entire duration of the Conference.

Agenda

It is the question at hand that dictates the matter of debate and discussion of the committee. The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

Amendment

A change to a draft resolution on the floor. It proposes to add, strike or edit the operative components of the draft resolution.

Appeal

A motion to challenge the decision of the Chair raised by a delegate, with the exception of those for which the Rules of Procedure explicitly prohibit appeal.

GLOSSARY

Bloc	A group of countries or political parties with common interests who have formed an alliance
Caucus	A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.
Chair	Person who is in charge of leading the committee's formal debate in accordance with the Rules of Procedure.
Closure of Debate	Ends debate on a topic, and on all draft resolutions for that topic, without voting on any further proposed draft resolutions. A motion for reconsideration can reopen debate on this topic.
Courtesy	Delegates need to show courtesy and respect to the members of the Executive Board, Secretariat and other delegates. Any delegate which fails to comply with the same will face appropriate repercussions as called upon by the Committee Staff or Secretariat.
Dais	A raised platform or table at the front of the room where the Director and Assistant Director, as well as the Chair and/or Rapporteur(s), are seated. Often, the term "the Dais" is also utilized to refer to these individuals collectively.

GLOSSARY

Decorum	Overall respect for the formal committee process and speakers.
Delegation	Each member state is represented by one or two delegates as allocated, and shall have one vote in each committee.
Dilatory	A motion is dilatory if it may obstruct or delay the will of the committee (e.g.motions to suspend the meeting proposed immediately after several previous suspension motions failed).
Draft Resolution	A working paper that has been accepted by the Dais and is discussed and voted on by the body.
Economic and Social council (ECOSOC)	The principal organ of the UN responsible for the economic and social work of the organization.
Explanation of Vote	Allows a sponsor of a draft resolution to explain why they voted against the draft resolution, after it had been amended or changed by a division of the question.
Friendly Amendments	Amendments proposed by all the sponsors of a draft resolution. Once approved by the Dais, these amendments are automatically incorporated.

GLOSSARY

Functional Commissions

Functional commissions are established pursuant to Article 68 of the Charter of the United Nations and report to the Economic and Social Council. They are also considered a subsidiary organ/body. Examples include the Commission on the Status of Women (CSW) and the Commission on Narcotic Drugs (CND)

General Assembly

Each member state is represented by one or two delegates as allocated, and shall have one vote in each committee.

General Speaker's List

A motion is dilatory if it may obstruct or delay the will of the committee (e.g. motions to suspend the meeting proposed immediately after several previous suspension motions failed).

Inter-Agency Coordination Mechanisms

On thematic issues that cut across the work of many UN programs, funds, and agencies, an inter agency coordination mechanism will often be established. These mechanisms are an essential source for information on these thematic issues, as they represent the work of the entire UN system. Examples include UN-Water and the Intergovernmental Panel on Climate Change.

Majority Vote

A threshold at which many motions pass. A motion passed with a simple majority vote if more people vote yes than vote no (in the case of substantive votes, ignoring abstentions). Tie votes fail

Moderated Caucus

Specific time allotted for the discussion of a sub-topic under the pertaining agenda

GLOSSARY

Member State

A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and the Security Council. Currently, there are 191 member states.

Motion

A request to do something during formal debate; motions are voted on by the body. Procedural motions: all Member States and Observers of the committee vote. Substantive motions: only Member States vote.

Non-governmental organization (NGO)

NGOs, also known as civil society organizations or CSOs, are nonprofit groups independent from governments. Normally organized around specific issues, NGOs deliver a variety of public and humanitarian services.

Observer

A state, national organization, regional organization, or non-governmental organization that is not a member of the UN but participates in its debates. Representatives of accredited observers will have the same rights as those of full member states, except that they may not sponsor resolutions or vote on substantive matters, but they may act as a signatory and must vote on procedural matters. An example is the Holy See.

On the floor

At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Director and introduced by the committee, it is put "on the floor" and may be discussed.

GLOSSARY

Operative Clause	Information is given about what action the body believes should be taken.
Placard	A piece of card with a country's name on it that a delegate raises in the air to signal to the Chair that they wish to speak.
Point	A request raised by a delegate for information or for an action relating to that delegate.
Position paper	A summary of a country's position on a topic, written by a delegate before a Model UN conference.
Preambulatory Clause	Sets up the historical context and cites relevant international law or policies for a resolution, which justifies future action. It begins with a participle or adjective (noting, concerned, regretting, aware of, recalling, etc).
Present	Attendance status that establishes a delegation as present in the committee, with the opportunity to abstain during substantive votes.
Present and Voting	Attendance status that establishes a delegation as present in the committee without the opportunity to abstain during substantive votes; delegations must vote "yes" or "no."

GLOSSARY

Principal Organs

Principal organs are established pursuant to the Charter of the United Nations. There are six principal organs of the UN: the General Assembly (Art. 9), the Security Council (Art. 23), the Economic and Social Council (Art. 61), the Trusteeship Council (Art. 86), the International Court of Justice (Art. 92), and the Secretariat (Art. 97). Each organ maintains its own area of responsibility from international peace and security (Security Council) to human rights and economic affairs (ECOSOC). The only organ that is currently inactive is the Trusteeship Council.

Procedural Vote

A vote that takes place on a motion before the body; all delegations present must vote.

Programmes and Funds

Programmes and Funds are established pursuant to Article 22 of the Charter of the United Nations in order to meet needs not envisaged in the founding of the UN, such as addressing the needs of Palestinian refugees, development assistance, food aid, or the environment. They are subordinate to the UN, immediately controlled by distinct intergovernmental bodies, and financed through voluntary contributions rather than assessed contributions.

Proposal

“Proposal” means any working paper, draft resolution, an amendment thereto, or a portion of a draft resolution divided out by motion.

GLOSSARY

Quorum

A minimum of one-fourth of the members of the body, based on the total number of Member States attending the first session. A quorum is always assumed to be present unless specifically challenged by a Point of Order or Motion for the Verification of Quorum and shown to be absent. A roll call is never required to determine the presence of a quorum.

Rapporteur/Admin Staff/ Logistic Staff

Person responsible for maintaining the speakers list, order of the resolutions on the floor, verifying vote counts, and other administrative matters.

Reconsideration

Reopens debate on a topic that was previously adjourned (ended without a substantive vote), including any draft resolutions segments on the floor for that topic.

Regional Commissions

Regional commissions are established pursuant to Article 68 of the Charter of the United Nations and report to the Economic and Social Council. They are also considered a subsidiary organ/body. Examples include the Economic and Social Commission for Asia and the Pacific (ESCAP) and the Economic Commission for Africa (ECA)

Related Organizations

Related organizations are not officially part of the UN, but their support and cooperation are outlined by special arrangement. Related organizations all have their own separate members, governing bodies, executive heads, and secretariats.

GLOSSARY

Research and Training Institutes

The various research and training institutes were established by the General Assembly to perform independent research and training. The UN Institute for Disarmament Research (UNIDIR) is an example of this type of entity

Rapporteur/Admin Staff/ Logistic Staff

Person responsible for maintaining the speakers list, order of the resolutions on the floor, verifying vote counts, and other administrative matters.

Resolution

A document that has been passed by an organ of the UN that aims to address a particular problem or issue. The UN equivalent of a law.

Right of Reply

Response to comments that have disparaged the sovereign integrity of a delegate's state.

Roll call

The first order of business in a Model UN committee, during which the Rapporteur or chair reads aloud the names of each member state in the committee. When a delegate's country's name is called, they may respond "present" or "present and voting."

Second

To "second" a motion is to agree with a motion being proposed. Many motions must be seconded before they can be brought to a vote.

GLOSSARY

Secretariat

The Directors, Assistant Directors, Assistant Secretaries-General and Under-Secretaries General are designates and agents of the Secretary-General and Deputy Secretary General, and they are collectively referred to as the “Secretariat.”

Security Council

The Security Council is the primary organ of the UN mandated to maintain international peace and security

Signatories

A country that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish this. A signatory need not support a resolution; it only wants it to be discussed. Usually, Model UN conferences require some minimum number of sponsors and signatories for a draft resolution to be approved.

Simple majority

50% plus one of the number of delegates in a committee. The amount needed to pass most procedural votes.

Speackers list

A list that determines the order in which delegates will speak. Whenever a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that they wish to be added to the speakers' list by sending a note to the dais. DXBMUN'23 GLOSSARY 1

GLOSSARY

Specialized Agencies

Specialized agencies are established pursuant to Articles 57 and 63 of the Charter of the United Nations. There are currently more than 14 specialized agencies that have an agreement with the UN that work under the auspices of ECOSOC. Each agency has a separate function it carries out on behalf of the UN; They have their own principles, goals, and rules. In addition, they control their own budgets and have their own governance structure.

Special Majority

2/3rd of the numbers voting members of a Committee. The amount needed to pass most substantive votes.

Sponsors

Member States who created the content of a working paper and will be most responsible for ensuring that it will be voted on as a draft resolution

Standing Committee

Standing Committees are open-ended and generally were established to address certain procedural questions, such as the admission of new members.

Subsidiary Organs

Subsidiary organs (or bodies) are established pursuant to Articles 22 and 29 of the Charter of the United Nations. A subsidiary body falls under the purview of the principal UN organ it reports to and was created by (the General Assembly, the Economic and Social Council, or the Security Council).

GLOSSARY

Substantive	Having to do with the discussion of the Agenda
Substantiate Vote	Votes taken during voting procedure to accept a draft resolution, an unfriendly amendment, and/or the annex to a draft resolution (division of the question)
Suspension of the meeting	Suspends all committee functions until the next committee session.
United Nations (UN)	An intergovernmental organization established in 1945, designed to promote international cooperation.
Unmoderated Caucus	Specific time allotted for delegates to carry out informal discussion and lobbying for the formation of blocs, formulation of resolutions, workings and other relevant purposes.
Working Paper	Frequently the precursor to a draft resolution. It is a formal proposal made to the assembly by a delegate or group of delegates. It consists of both preambulatory and operative clauses. A submitter of the Working Paper must be prepared to explain and defend the views expressed and the action requested in the Working Paper

GLOSSARY

Veto

The five permanent members of the UN Security Council are said to hold the "Power of Veto," which gives them the authority to block the approval of any draft resolution put up by a country. No matter how much international backing the resolution has received, it is still applicable. Every time a permanent member of the UN votes against a draft resolution, the veto is invoked, which results in the resolution's automatic failure. The five permanent members are China, France, Russia, United Kingdom and The United States.

Voting bloc

During the conference, voting bloc will be used to vote on substantive matters, such as resolutions or amendments. Voting bloc is sometimes thought of as one of the more complex portions of the conference. It is the period of a committee session where nobody may enter or leave the room during the voting bloc. It can be done in any of the two following ways: show of hands and roll call.

Working Group

Working groups consist of representatives of the members of the Security Council to discuss a range of issues related to the general work of the Council such as procedural questions, peacekeeping operations and protections of civilians.

GUIDE TO PREPARATION

Preparing for a Model United Nations conference entails research on three levels: the procedure and structure of the conference, the topic of the committee the delegate belongs to, and position of the country being represented.

Procedural Research

- This Conference Handbook is a guide to the basic procedure that regulates the Model UN. This can be divided into rules regarding speech and rules regarding writing. All Rules of Procedure followed in this conference are detailed further in this handbook.

Topic Oriented Research

- Each delegate is assigned to a certain committee and represents a certain country/state/individual within it. Each committee has a specific topic that will be deliberated during the course of the conference.
- Delegates are given Background Guides, but the Background Guide should be viewed only as a starting point to begin research. Other than the guides, published literature, academic papers and news sites on the Internet can be a valuable guide. Preparing for a Model United Nations conference entails research on three levels: the procedure and structure of the conference, the topic of the committee the delegate belongs to, and position of the country being represented.

GUIDE TO PREPARATION

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- Delegates are given Background Guides, but the Background Guide should be viewed only as a starting point to begin research. Other than the guides, published literature, academic papers and news sites on the Internet can be a valuable guide.
- Delegates should look for books and websites that give a general overview of the topic as well as information on more specific aspects of your topic. It is important to get an idea of how complex the subject is and how many different aspects of the topic might be discussed during the conference.
- When delegates use the Internet for their research they should make sure to carefully select their sources. The amount of materials available is likely to be far greater than what they can digest in the amount of time they have available to prepare for the conference.

GUIDE TO PREPARATION

- It is also important for them to keep in mind that not all websites are reliable sources and many of the sources may be biased. If possible, 11 delegates should try to find independent confirmation of the information they have obtained from more than one source.
- Reuters is considered as a credible news source but we would also suggest the Congressional Research Service, the Social Science Research Network and the Woodrow Wilson Centre database for scholarly papers. While Wikipedia serves as a starting point for most people's basic country and topic research, and can be utilized to understand the topic to a level of depth, it is not counted as a credible source and may not be quoted in committee.
- Resources published by the UN itself are considered credible and are highly recommended to obtain a better understanding of the topic at hand. These sources include but are not limited to Dag Hammarskjöld Library, UN Member States: On the Record, Official Documents System (ODS), UN Documentation Research Guide, UN Documentation Centre, Treaty Collection, Yearbook of the United Nations, UN Publications, United Nations Digital Library.

GUIDE TO PREPARATION

- It is imperative that a delegate research the mandate, structure and function of their allocated committee for their better understanding. Thorough preparation must begin with an understanding of the UN itself, specifically in regard to the history, structure, and operations of the organization. Having a strong grasp on the various types of bodies within the UN system, the types of documents that can provide information on your topic, and the core international instruments within each topic area are essential to ensure the ideas you put forth in committee are realistic.
- Important UN documents and other international instruments as listed may be helpful depending on the committee a delegate is sitting in:
 - ▶ The Charter of the United Nations
 - ▶ Universal Declaration of Human Rights
 - ▶ The Statute of the International Court of Justice
 - ▶ The Rome Statute of the International Criminal Court
 - ▶ The Treaty of Lisbon
 - ▶ United Nations Yearbook
 - ▶ Geneva Conventions

GUIDE TO PREPARATION

- **There are several questions and items you should try to answer to help you understand the basic functioning of the UN system:**
 - ▶ What are the various types of entities within the UN?
 - ▶ How do the various organs of the UN system work together, and what are their topic specialties
 - ▶ What are the most significant achievements of the UN in terms of norms and important legal frameworks?
- **Other questions that can help you attain a better grasp of the status quo of the agenda in question include but are not limited to:**
 - ▶ When considering each topic, what essential questions are being raised?
 - ▶ In your opinion as a diplomat, why are these issues important?
 - ▶ Give specific reasons why you believe these issues remain unresolved.
 - ▶ What important documents are essential to your research?
 - ▶ What actions have various international bodies taken in the past regarding these issues?
 - ▶ What actions are they currently taking, or what committees exist to address them?

GUIDE TO PREPARATION

Position Orientated Research

- Committee topics are typically divisive and highly debatable. Delegates, however, are not at liberty to form and represent their own opinions. They are assigned nations, and their statements and actions within the committee must be in line with the foreign policy of the nation they are representing.
- Delegates represent an opinion and must defend it against other opinions. Therefore, it is crucial for them to be familiar with different viewpoints and opinions on the topics they are assigned. Delegates should study arguments that are different from the one their assigned country is likely to take on a topic.
- The most challenging aspect of a model UN is adjusting to policy. Delegates are not suggested to raise caucuses that vary vastly from their policies though slight digressions are allowed to facilitate debate.

GUIDE TO PREPARATION

- In order to adequately represent a country during the conference, a delegate will need to interact with delegates representing other countries. Knowing the viewpoints and policies of "their" country as well as those positions of other countries that will be represented will help delegates predict what will be said during the debate phase of the conference. This will be very useful in helping delegates identify which countries will be in agreement with their position and which ones will be opposed. In addition, it will help them decide in advance where it might be useful to seek cooperation or compromise.
- In your research, look for resources that share what your Member State or Observer has already done in relation to the topic, what it proposes to be done on the topic, and/or its national policies on issues related to the topic. Understanding the allocated countries internal and regional policies and actions in terms of bilateral and multilateral association also play an integral role in the formation of its international stance.
- Some resources from the UN which can aid you in your research in such matters include Permanent Missions to the UN, Ministries of Foreign Affairs, UNBISNET, UN Global Issues.

GUIDE TO PREPARATION

- If there is not a lot of information available, you may need to infer how your Member State or Observer would approach a given topic based on what you have learned about your Member State generally.

Researching your Member or Observer State Generally

- If you have been assigned a Member State or an Observer State, you may wish to begin by researching its political structure, economic conditions, religion(s), history, and culture. Since all of these factors shape a state's foreign policy, familiarity with these areas will assist you in forming a consistent foreign policy.
- The additional categories to research as you become familiar with your Member State are Population and demographics, Geography, Ethnic and religious minorities, Development, Healthcare, Educational access, Division of wealth and poverty, Environmental policies, Freedom of the press, Key domestic policies, Key foreign policies, Your state's allies and Member States it may not regularly work with (for various reasons)

RULES OF PROCEDURE

For Speech and Discussions

Lobbying

- Lobbying is the informal process before a debate, in which you interact with other delegates in your committee. This opportunity is to be used wisely. Gather support for your resolution if you have one. If you don't, seek out existing or potential allies and work with them to amend a pre-existing resolution or draft an entirely new one.

Debate

- After the adoption of an agenda, the committee moves into formal discussion wherein a general speaker's list is established, over which procedural points or motions, caucuses, discussion of working papers, draft resolutions, and amendments takes place in order to facilitate debate.

Speech

- No delegate is allowed to address the committee without prior recognition from the committee staff. The Executive Board has the authority to revoke speaking rights of any speaker, for a specified or indefinite time period, if their comments are seen as offensive, inappropriate or untoward in any other way

RULES OF PROCEDURE

For Speech and Discussions

Introduction to Points

- Points are questions a delegate may have in regards to the discussion at hand or even the proceedings of the committee and conference in its entirety. A delegate can rise to any Point by raising their placard when the Committee staff asks if there are any points on the floor, except in the cases outlined below. Once recognized by the Chairperson, they are allowed to state what point they rise to.

1) Point of Information

- A point of information is a question on the matter of debate to a delegate who has just spoken, regarding the speech they just made. Delegates may only rise to a Point of Information when a speaker yields their time to the same. The admissal of a Point of Information is at the discretion of the Chair.
- The speaker also has the right to specify the number of Points of Information they wish to answer, when time constraints permit so. If the delegate has no preference for a number, they may open themselves to any and all questions.

RULES OF PROCEDURE

For Speech and Discussions

- If the delegate questioning finds the considered answer unsatisfactory pertaining to the question and/or the matter of debate or when it raises further questions, they may raise a Plea (Right) to follow up
- A Plea (Right) to Follow Up: The delegate can request for a plea to follow on and question the speaker further on the same matter to clarify or supplement their previously admitted answer. It is considered only at the discretion of the Chairperson, and is not subject to appeal.

2) Point of Personal Privilege

- Whenever a delegate experiences personal discomfort, which impairs their ability to participate in the proceedings, they may rise to a Point of Personal Privilege to request that the discomfort be corrected.
- A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible or exaudible to a deafening degree. Otherwise, the delegate rising on a Point of Personal Privilege must always wait till the end of the speech to raise the Point

RULES OF PROCEDURE

For Speech and Discussions

- In order to ensure that the speaker is interrupted in the least disruptive manner possible, delegates are suggested to raise their placard and state “Point of Personal Privilege inaudibility/exaudibility” and put their placards down without waiting for recognition from the Committee Staff.

3) Point of Order

- During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chairperson in accordance with the Rules of Procedure.
- A Point of Order can also be raised to shed light on a factual inaccuracy in another delegate's speech. Such a conflict is resolved by presenting reliable sources for the facts in conflict. It is the Chairperson's discretion to consider the Point of Order.
- Once the conflict in factual matter of a speech is resolved in the manner aforementioned, if the Point of Order stands as decided by the Committee Staff, the delegate presenting the inaccurate fact in their speech is required to stand corrected

RULES OF PROCEDURE

For Speech and Discussions

- The Chairperson may rule out of order these points which are dilatory or improper; such a decision is not appealable. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker during the speech. The delegate who rises to a point of order must wait till the end of the speech. Additionally, the Chairperson has the right to address a delegate if proper parliamentary procedure is not being followed.

4) Point of Parliamentary Enquiry

- When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chairperson a question regarding the Rules of Procedure.
- A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point but should rather approach the Committee Staff during a caucus or send a note to the Dais.

RULES OF PROCEDURE

For Speech and Discussions

Introduction to Motions

- A motion is a suggestion of some sort by a delegate to the house and receives a “second” as support from another delegate. A motion provides the basis for facilitating the discussion and debate of the committee in accordance with the wishes of the House while doing its best to avoid wastage of time.
- Motions can be put forward by raising the delegate's placard when the Committee staff asks if there are any motions on the floor. And once recognized, stating which motion they rise to.
- The Chair may, at their discretion, decide to vote upon the motion, or to adopt/overrule it without a vote in the interest of debate.
- All motions require a simple majority to pass in the Committee unless specifically stated below, or by the Committee Staff, to be otherwise.
- Motions are not limited to those stated below. A delegate if necessary may propose their own motion. If the proposed motion is not in violation of the procedural rules and is dignified, then under the discretion of the Chairperson, it may be voted upon.

RULES OF PROCEDURE

For Speech and Discussions

Examples of Motion

- **Motion to Open the Floor for Debate**
 - ▶ To declare the commencement of a Committee, this motion must be raised so the establishment of a Speakers List can take place to begin the debate on the adopted Agenda.
 - ▶ No points, motions, or speakers may be recognized in formal proceedings until and unless this motion has been raised in the Committee
- **Motion to set the Agenda**
 - ▶ The first responsibility of the Committee once the floor is open, is to adopt an Agenda for the Committee upon which the debate is carried forth.
 - ▶ If the Committee has more than one topic area for discussion, a motion to adopt one of the Committee's Agendas will be raised, following which Speakers List for and against the same may be established if called upon, at the end of which voting will take place on the motion.

RULES OF PROCEDURE

For Speech and Discussions

- ▶ If a Committee has only one Agenda for discussion, this motion must be raised as a formality unless explicitly stated by the Committee Staff or Secretariat that the Agenda is considered to be automatically adopted.
- **Motion to establish a General Speakers' List**
 - ▶ The General Speakers' List (GSL) is open throughout the discussion of the topic area. Motions to open any other medium of debate will not close the General Speaker's List, but will only overlap it. Hence, if your country is in line to speak on it and another medium of debate is opened, your country will remain in that position once the GSL is returned to. The GSL may never elapse.
 - ▶ To get your country on the list, simply pass a note to the Committee staff or raise your placard when the Chairperson asks for speakers interested in the GSL. The Speakers List is ordered on a first come first serve basis provided that the name of the Delegation is not already on the list. Anything within the scope of the topic area may be discussed in the GSL

RULES OF PROCEDURE

For Speech and Discussions

- ▶ If a delegate wishes to return to the GSL later in the Committee, they may raise the Motion to Reopen/Return to/Re-establish the GSL, though this is highly discouraged by the Committee Staff.
- **Motion to establish a Moderated Caucus**
 - ▶ The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. During a moderated caucus, the Chair will suspend the Speakers List, and call on delegates to speak as recognized by the Committee Staff.
 - ▶ When a moderated caucus is motioned for, it requires a purpose and also a specific time, both in total and for individual speakers. The motion is raised in the format as outlined below:
 - “The delegate of (name of delegation) would like to raise a motion to establish a moderated caucus on the topic (area of discussion) for total speakers’ time (time in minutes) and individual speaker’s time (time in seconds)”
 - It is suggested that the delegates make sure the total speakers’ time is divisible by the individual speaker’s time to give a whole number

RULES OF PROCEDURE

For Speech and Discussions

- Note that this format is only to give a general idea, as long as the required parameters are stated in the motion when it is raised, the specific terminology does not matter.
- ▶ A moderated caucus is opened for a specified purpose and a specified time, and Points of Information are not recognized after the speeches of a moderated caucus.
- ▶ In a moderated Caucus, try to be precise and to the point. As far as possible, refrain from going off the immediate, specific subtopic. Please do not over-step your time limit.
- Motion to establish an Unmoderated Caucus
 - ▶ This is essentially an informal discussion amongst delegates and has no procedural rules. Delegates generally use it to formulate working papers or resolutions.
 - ▶ When an unmoderated caucus is motioned for, it requires a specific time. The motion is raised in the format as outlined below:
 - “The delegate of (name of delegation) would like to raise a motion to establish an unmoderated caucus for total speakers’ time (time in minutes)”.
 - Note that this format is only to give a general idea, as long as the required parameter is stated in the motion when it is raised, the specific terminology does not matter.

RULES OF PROCEDURE

For Speech and Discussions

- ▶ Delegates should not raise this motion without a purpose even though stating it is not required to raise the motion. This is because, if the Committee Staff deems the motion to be dilatory, it will be overruled at their discretion
- **Motion to Suspend a session**
 - ▶ When the floor is open, a delegate may move to suspend the meeting, in essence, to suspend all Committee functions until the next Committee Session. This motion is used to temporarily suspend the debate. If such a motion is in order, it will not be debated but will be immediately put to vote and will require a simple majority to pass.
 - ▶ If this motion is seen as unnecessary by the Committee Staff, it will be overruled at their discretion, and will not be subject to appeal.
- **Motion to Adjourn Debate**
 - ▶ When the floor is open, a delegate may move to adjourn the debate, in essence, to suspend all Committee functions for the entire duration of the Conference.
 - ▶ This motion can only be raised when three quarters of the last committee session has elapsed. If raised any before that, the motion will be dismissed by the Committee Staff.

RULES OF PROCEDURE

For Speech and Discussions

- **Motion for Postponement of Debate**
 - ▶ When the floor is open, a delegate may move to postpone debate on a particular resolution or amendment currently on the floor.
 - ▶ No debate or action will be allowed on any resolution or amendment on which debate has been postponed, and if debate regarding the same has not been resumed before the debate is closed, the resolution or amendment will not be voted upon
- **Motion for Resumption of Debate**
 - ▶ When the debate on any resolution or amendment has been postponed, a delegate may raise a motion to resume that particular debate.
 - ▶ The motion for resumption of debate simply cancels the effect of the motion for postponement of debate.
- **Motion for Closure of Debate**
 - ▶ Ends debate on a topic, and on all draft resolutions for that topic, without voting on any further proposed draft resolutions. A motion for reconsideration can reopen debate on this topic.
 - ▶ This motion is mainly utilized when there are more than one areas of discussion for a Committee.

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- **Motion for Reconsideration**

- ▶ A motion to reconsider is in order when an amendment or resolution has been adopted or rejected and must be made by a member who voted with the majority. The Chairperson will recognize two speakers against this motion, after which it is put to an immediate vote.
- ▶ A two-thirds majority of the members voting is required for reconsideration. This motion is often overruled by the Chairs in the interest of debate, and should be avoided.
- ▶ It can also be used to reopen debate on a topic that was previously closed (ended without a substantive vote), including any draft resolutions segments on the floor for that topic.

- a) **Right to Reply**

- ▶ A delegate whose personal or national integrity has been affronted by that of another delegate, within the scope of formal debate, may request the Committee Staff for the Right to Reply. Delegates are requested to employ the Right of Reply with the utmost discretion.
- ▶ The Chair's decision to grant a Right to Reply, or not, in any given circumstance is final and not subject to appeal.

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b) Right to Comment

- ▶ This is used for other delegates to be able to make comments after a speech is made. Delegates are suggested to use this sparingly as if the comments are not substantial, it is a waste of Committee Time
- ▶ This motion can only be approved at the discretion of the Chair and is not subject to appeal. The Committee Staff may explicitly state that no comments will be accepted in the Committee, whereon this motion will be automatically overruled, unless the Executive Board opens the admission of comments for the Committee.
- Motion to Open a Question and Answer Session
 - ▶ Upon the introduction of a Draft Resolution/Draft Directive, the sponsors of the paper can be asked to come up and answer as many questions as they can, within the time period specified by the committee. The Committee Staff will decide which delegate may ask a question to the sponsors.

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- **Motion to Move into Time Against**
 - ▶ This motion can be used to move the debate directly into time against the amendment. Delegates may not motion to move back into time “for” once the Chairs have announced that the time “for” has elapsed.
- **Motion to Move the Previous Question (to Move to Voting Procedure**
 - ▶ This motion can be used by a delegate, if entertained by the chair, to end debate and move straight into the process of voting for the resolution or amendment in question.
- **Motion to Extend Debate time**
 - ▶ A delegate can use this motion if they wish to extend the debate time in favour of, or against, once the set time for either has ended. This motion can also be used to extend the time of a caucus and other motions, when their specified time has elapsed.
 - ▶ The Committee Staff often does not allow for an extension longer than half of the total time of the original motion without a satisfactory purpose, and so the delegates must keep this in mind.

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- **Motion to Extend Points of Information**

- ▶ This motion may be called if, and only if, the Chairs have restricted the number of points of information to be entertained by the delegate who has the floor. The House may appeal, through this motion, to allow more points of information to be entertained. The motion can pass only at the Chairs' discretion.
- ▶ In a particular circumstance, where the nature of the speech warrants the extension of debate, and the Committee Staff feels the need for the same, the speaker will be made open to Points of Information at the discretion of the Chair.

- **Motion to Amend Rules of Procedure**

- ▶ The House may raise a motion to change a particular section of the Rules of Procedure as outlined in this Handbook in order to facilitate debate in the Committee.
- ▶ The approval of such a motion is completely subject to the discretion of the Head of the Committee, and is not subject to appeal, unless decided by the Committee Staff to be put up for voting.
- ▶ If voted upon for by the Committee, this motion requires a special majority to pass.

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- **Motion to Appeal**
 - ▶ This is a motion to challenge the decision of the Chair raised by a delegate, with the exception of those for which the Rules of Procedure explicitly prohibit appeal.
- **Motion for Recess**
 - ▶ This is a motion to move into an informal debate/recess for a brief period of time. Such a motion may be overruled at the discretion of the Dias and is not subject to appeal.
- **Motion to move into Open Deabte (Consultative session)**
 - ▶ This motion opens an informal version of the moderated caucus, wherein the House can freely discuss a certain section of the Agenda without the formality of a Speaker's List. In the duration of this motion, the Committee can abandon all Rules of Procedure, but the delegates are not allowed to freely move around and communicate like in an unmoderated caucus.
 - ▶ This moderated caucus style setting is where the delegates manage themselves. Often a delegate speaks and passes the right of speech to another delegate that they choose. This continues until time elapses. There is no time limit for any delegate's speech. This motion requires specification of general length of time.
 - ▶ This motion can only be passed by the discretion of the Head of the Committee if they decide that it is in the favor of the progress of the Committee.

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For Speech and Discussions

- **Motion to Challenge**

- ▶ If a conflict arises between two groups of delegates regarding a specific issue, one side may raise this motion in order to give the House a chance to hear both sides of the Debate.
- ▶ A challenge can be 1 vs 1, 2 vs 2 or 3 vs 3, but no more than three. Each challenge has three rounds given to both sides to present their position, and the time allotted for each round decreases from the previous.
- ▶ For example, the speech of the first round may be 60 seconds, followed by 45 seconds, and then 30 seconds. The timings will be set by the Executive Board of the Committee depending on the circumstance and informed to the delegates before the challenge starts.
- ▶ This motion can be overruled by the Chair of the Committee if seen as dilatory, and this decision will not be up for appeal

- **Motion to move into a Round Table Conference**

- ▶ A round table conference is where every delegate in the committee has to present a speech on a specified area of discussion for a specified time.
- ▶ This motion is usually introduced to ensure that each and every delegate is putting forth their opinion on the topic chosen without any exception. The motion cannot be established by anyone other than the Committee Staff themselves.

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- **Motion to Table (Introduce) Draft Resolution**
 - When the floor is open, a sponsor of a draft resolution can raise a motion to introduce a draft resolution. If the chairs accept the motion, they will ask for the sponsor to read only the operative clauses of the resolution. After this, the sponsor will have a time specified by the Chair so as to present the draft resolution before the committee. If the representation is completed and there is still time, the floor can be yielded to Points of Information. Following the questions, the chairs may accept speakers in favor and against the resolution.
- **Motion to Vote by Clause (Divide the Question)**
 - A motion to vote clause by clause may be made by any delegate right before voting procedure on a given draft resolution commences. Once any delegate makes this motion, the delegates vote on each operative clause by order. Any clause that has more ‘yes’ votes than ‘no’ votes will remain in the resolution, while clauses that fail will be removed.

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- ▶ If passed, this Motion makes it so that a substantive vote is taken in the form of a Roll Call, in essence, the Chairs call upon the name of each delegation in alphabetical order, each of them having to vote “Yes”, “No”, or “Abstain”, based on their stance provided in the Roll Call at the beginning of the Committee Session, individually.
 - ▶ During a roll call vote, members may demand a right of explanation by voting “Yes with Rights” or “No with Rights”, and will be allotted time once the vote is complete to explain their decision
 - ▶ Once members have completed their explanations, a second round of voting is conducted in a similar manner to the first, without the provision for a right of explanation.
-
- **Motion to Divide (Split) the House**
 - ▶ The Motion to Split the House is in order when the representative proposing this Motion wishes to exclude abstention from the voting options during the final vote on the draft resolution. The motion requires a special majority to pass.
 - ▶ This motion may only be raised after the First Round of Vote by Roll Call, after which the Second rounds of voting conducted will not allow any delegate to “Abstain” regardless of their “Present” stance in the Committee Roll call. The delegates who have requested a right of explanation will give their speeches before the Second Round of voting begins.

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For Speech and Discussions

- **Motion to Evict**

- ▶ Should a fellow delegate (or an official such as the Chair) make the proceedings of the Committee difficult for all parties concerned, they may be evicted from the committee for an indefinite period using this motion. The required votes to pass this motion is a special majority.
- ▶ This motion should be used sparingly as it is only justified when the action of the delegate or official is obstructing or abusive to a serious extent.

Order of Commencement of Debate

- The general order followed at the start of the first Committee Session is as stated below:
- ▶ Roll Call
- ▶ Motion to Open the Floor for Debate
- ▶ Motion Set the Agenda
- ▶ Motion to Establish the General Speakers' List

Yielding of Remaining Time in a speech

- A delegate who is granted the right to speak once recognized from the Speakers List may, after speaking if their allotted speaking time is not completed, yield their remaining time in one of the three following:

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- **Yield to the Chair:** Such a yield results in the remaining time to not be subject to questions or any further comments from the house. Once the speaker has finished their speech and wishes for the Committee to move on directly to the next speaker, they may use this.
- **Yield to Points of Information:** With this, the speaker wishes to open themselves to questions. Delegates are recognized to state their Point of Information pertaining to the speech in accordance to the details given in Introduction to Points.
- **Yield to another Delegate:** The remaining time is given to the other delegate who is not on the floor for the speech in question. Delegates are encouraged to inform the Committee Staff in advance if they wish to yield in this manner. Note that the second delegate may not yield the time further to a third delegate.

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For Speech and Discussions

Precedence of Points and Motions

Motions are voted upon in order of disruptiveness, and not in order of introduction. This is done in order to ensure that the House does not waste any Committee time.

The following is a list of motions, in descending order of disruptiveness as followed in this conference are:

- **Point of Personal Privilege Point of Order Point of**
- **Parliamentary Inquiry Right to Reply Point of Information/**
- **Plea to Follow up Motion to Extend Points of Information**
- **Right to Comment Motion to Move to the Previous Question**
- **Motion to Establish a Speaker's List**
- **Motion to Establish an Unmoderated Caucus**
- **Extension of a Moderated Caucus**
- **Introduction of a Moderated Caucus**
- **Introduction of a Question & Answer Session**
- **Introduction of a Working Paper Introduction of a Resolution/Directive**
- **Motion for Division of Question**
- **Introduction of an Amendment to a Resolution/Directive**
- **Motion for Vote by Roll Call**
- **Motion to Divide the House**
- **Motion to Adjourn Debate**
- **Motion for Postponement of Debate**
- **Motion for Resumption of Debate**
- **Motion for Closure of Debate**

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Order of Commencement of Debate

- Delegates have to prepare a Position Paper, which summarizes their country's stand on the issue being discussed.
- Delegates are expected to use their sources to form their own ideas and suggestions, which should be in line with their assigned Member State's policy and framed in their own words.
- The information in the position paper must pertain to the topic at hand, and follow a logical order. It is advisable that a position paper includes brief background knowledge of the roots of the problem. However, it is more important that it includes the relevance of the topic to the country, the country's policies regarding the topic, and any possible solutions that the country is proposing.
- Within the introduction of your position paper, you will provide a very simple overall introduction to the topics that your committee is discussing and your Member State's or Observer's interest in discussing those topics at the upcoming conference. The delegate only needs to give a concise history of the agenda and the history of the represented country with respect to the topic in question.

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- Once done with the introduction, the delegate can tell us what the current global situation is in relation to your topic. Questions along the line of the following should supplement your understanding.
 - ▶ What is the “problem” in relation to the topic that needs to be addressed?
 - ▶ What is the current state of this topic globally, regionally, and/or locally?
 - ▶ Consider providing statistics on the topic, listing some of the real issues that global citizens face in relation to the topic, and telling the reader why it is important to address it. This will help your reader understand why the topic is significant and will provide good context for the rest of your discussion on it.
- After the above has been established, then tell us about the international and national precedents in relation to each topic. In Model UN, “precedents” constitute what has been done before to discuss a topic. For better understanding, answer questions such as:

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- ▶ How has the international community addressed this topic thus far? What are key international documents, conferences, conventions, resolutions, treaties, etc. that the UN, regional organizations, and/or your committee have created on the topic, and what are key efforts previously undertaken to address this topic internationally?

- ▶ In addition, what has your Member State or Observer done to address this topic?

- ▶ You can also provide specific examples of programs, documents, laws, civil society and NGO work, and other efforts that your specific Member State or Observer has made in relation to this issue.

- While each aspect of your position paper is important, proposing solutions to the topic is perhaps the most significant, as it allows you to show that your delegation has researched the topics and can offer thoughtful and creative solutions to address the topic going forward.

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- In this section of your topic, the solutions that you propose can be both general and specific. Some solutions may be more general to encourage overall directions where additional action can occur in line with your Member State's or Observer's positions and/or to point out larger areas that need to be further addressed. In many solutions, however, look to provide specific details by describing the who, what, where, when, and why to make it something that could feasibly be put into action. You can look at what has been successful in your own Member State or region, or in another Member State or region, and use those ideas to spark thoughts on solutions to propose going forward.
- As you propose solutions, focus on solutions within the committee's mandate which are also realistic for the committee to carry out in the near future. The mandate specifies what your committee has the power to do and not do, whom it can tell what to do and whom it cannot, what it can discuss, and in what ways it can work.
- Do not use the first person in a position paper. Instead simply use the delegation's name or alternatively expressions such as "our government", "our country", "our nation"

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- Long essay-type position papers presenting a nation's history or background information on the topic are not useful.
- When proposing solutions, also consider where there are existing entities that you can work with rather than creating a new committee or organization for each recommendation – whenever creating something new, you have to consider how it will be created, who will oversee it, how it will be financed, etc.

Parameters for Formatting the Position Paper

- Maximum of one A4 size page
- Single Spacing Paragraph form
- Font Size: 11 or 12
- Font Style: Times New Roman
- 1-inch margin on all sides
- Justify the text of your paragraphs so both the right and left sides have straight edges
- Do not include maps, graphs, drawings, etc
- The limit for plagiarism including quotes, statistics and so forth is subject to information given to the delegates by their respective Executive Board

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Parameters for Formatting the Position Paper

- Plagiarism will not be tolerated in any work prepared and submitted by delegates either before or during the conference. Plagiarism is the use of original work (including language, structure, and ideas) without an appropriate citation in material submitted as the author's own.
- Plagiarism can be considered valid in Position Papers, Speeches, and clauses or resolutions. Please follow the guidelines below to avoid accidental plagiarism which will result in severe consequences:
 - ▶ Closely sourced clauses, statistics in clauses, and ideas highly similar to the original clauses passed in the UN, must be stated to chairs prior to using them in speech, debate, or written work (resolutions), to avoid situations of delegate accusation and or otherwise.
 - ▶ Always cite statistics, or particular explanations used during debate. It adds more authenticity to those listening and prevents plagiarism.
 - ▶ Avoid chunks taken from other sources (books, websites) in written work such as but not limited to position papers.
 - Always use other delegate's clause ideas with their consent and otherwise avoid using them. Also always ensure that if a particular delegate has submitted clauses, you acknowledge them for this through adding them as sponsors and yielding the floor to them in matters with relation to the clause

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Working Papers

- Delegates may propose working papers for committee consideration. Working Papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format. They are concise and an abridged form of the resolution. Working papers represent the first step in the process of resolution writing.
- The wonderful thing about working papers is that unlike other formal documents in a MUN, they are absolutely informal. They require no signatories, have no absolute format, and can be about anything under your topic area.

Resolution

- Resolutions are the tools with which the United Nations aims to solve problems. They are statements from the international community expressing the desire and need to change a certain situation and the ways in which it can be done. At the United Nations, a country drafts a resolution, and lobbies it with other diplomats. In order for a resolution to pass, more diplomats have to vote in favour of the resolution than against it. Resolutions at Model United Nations conferences show how a country feels about a certain issue. It is a pretext for lobbying and forming alliances. Resolutions at conferences need to go into the specifics of a given topic

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- Before it is formally introduced to the committee, a resolution is referred to as a Draft Resolution. The Director of your committee would like all drafts to deal with ideas and opinions presented in working papers and existing resolutions, as well as new ideas and innovations.
- Remember, a final resolution has to present a well thought out, feasible solution that will solve the agenda at hand. Your draft resolution should present the same logical flow that will be present in the final resolution.
- The draft needs the signatures (but not approval) of at least 1/5th of the total members to that committee. A word about signing - being a signatory in no way signifies approval for that resolution, you are not bound to vote for or against a resolution just by being a signatory. Being a signatory merely implies that you feel that this resolution should be introduced to formal debate.
- A resolution also needs authors, who will actually be sponsors , and who are willing to amend the resolution until it suits everybody else, without compromising the meaning or original premises of the resolution. The sponsors are also required to answer questions arising in their introduction draft if asked to do so.

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Amendments

- Amending a resolution is just like writing the resolution itself. Your amendment has to be presented in resolution format, and along with it you should specify which parts of the resolution you wish to amend.
- Amendments are to be made through notes written addressed towards the Committee Staff. Amendments can be used for the purpose to: edit, add, or delete specific clauses of the resolution
- Once an Amendment in order is proposed, the Chairperson asks the representative sponsors to exercise their right to declare the amendment as friendly or unfriendly.
 - ▶ Friendly Amendment - An amendment that the sponsors believe support the cause of the draft while respecting its ideals and not violating or compromising the basic idea of what the resolution stands for as seen by the sponsors.
 - ▶ Unfriendly Amendment - An amendment that the sponsor see as to be either against the goals of the original draft or as to be producing a paradoxical effect when implemented with the rest of the resolution.
 - If over 40% of a resolution is amended in an unfriendly manner, the draft is automatically considered null and void.

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Voting Procedures

- Each member state will have one vote. Each vote can be a "Yes", "No", "Yes with Rights", "No with Rights", or "Abstain". Should a member not be present and voting during a substantive vote, that member shall have not voted (technically equivalent to "Abstain").
- All votes on substantive issues will be conducted by roll call. No outside observers may be present during a vote, and the Director shall ensure that the room is sealed before proceeding with the vote.
- During the first round of voting, delegates may vote for their member nations in alphabetical order, choosing to vote a "Yes", "No", "Yes with Rights", "No with Rights", "Abstain".

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Resolution Format

1) Headings

- The heading of a resolution needs to contain four things: the committee the resolution is being debated in, written in their full form (e.g. United Nations Security Council, United Nations Economic and Social Council, United Nations Human Rights Council, etc.), the topic or question the resolution addresses (e.g. The Exploitation of African countries through industrialized and industrializing nations), the sponsors (authors) of the resolution – it has to be the full name of your delegation (e.g. The Kingdom of Belgium), and the signatories, which needs to be at least 1/5th of the Committee, in order for the Draft Resolution to be eligible for discussion in the Committee.

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2) Preambulatory Clauses

- The first half of the resolution consists of preambulatory clauses. These clauses define the issue, recognize its importance, state any previous resolutions or action addressing the issue or mention important statistics. Basically, they acknowledge and describe the problem. Each preamble must need the following:

- ▶ Preambulatory phrases must be italicized;
- ▶ The first letter must be capitalized;
- ▶ Each preamble ends with a comma;
- ▶ Skip a line between each clause;
- ▶ Preambulatory clauses are written without an ordered or unordered list;
- ▶ Preambulatory clauses cannot have sub-clauses;
- ▶ Abbreviations must be written out in full the first time they appear and can be shortened thereafter.

- Examples of preambulatory phrases include but are not limited to the following:

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Affirming	Desiring	Having considered	Noting with approval
Alarmed by	Emphasizing	Having Realised	Observing
Approving	Expecting	Further Understanding	Reaffirming
Aware of	Expressing its	Having Devoted	Realizing
Bearing in Mind	In appreciation of	Paying attention to	Recalling
Believing	Expressing its	Having examined	Recognizing
Confident	Satisfies by	Having heard	Seeking

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Contemplating	Fulfilling	Having received	Taking into account
Convinced by	Fully alarmed	Having studied	Taking into factor
Declaring	Fully aware	Keeping in mind	Taking into consideration
Deeply concerned	Fully believing	Noting with Regret	Noting with skepticism
Deeply convinced	Further recalling	Paying attention to	Recalling
Deeply disturbed	Guided by	Noting with satisfaction	Appreciating
Deeply regretting	Having adopted	Noting further	Welcoming

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1) Operative Clauses

- Operative clauses are the second and most important half of the resolution. They are the clauses that are focused on during debate. Operative clauses indicate what action a resolution calls for. Each clause must address only one point or issue. Operative clauses can contain sub-clauses as well as sub-sub-clauses, in order to be elaborate. The operative clauses, which are the final component of the draft resolutions, must meet the following:
 - ▶ Operative phrases must be underlined;
 - ▶ The first letter must be capitalized;
 - ▶ Operative clauses must be numbered;
 - ▶ Each operative clause ends with a semicolon;
 - ▶ May have sub-clauses, sub-sub-clauses and further;
 - ▶ Sub-clauses must be indented and listed next to letters (i.e. a., b., c.);
 - ▶ Sub-sub-clauses must be indented one further and listed next to numberings (i.e. i., ii., iii.);
 - ▶ Abbreviations must be written out in full the first time they appear, and can be shortened thereafter.
 - Examples of operative phrases include but are not limited to the following

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Accepts	Deplores	Emphasizes	Notes
Affirms	Designates	Encourages	Proclaims
Approves	Draws the attention	Expresses its	Reaffirms
Authorizes	Emphasizes	Expresses	Recommends
Calls	Encourages	Expresses its hope	Regrets
Calls upon	Endorses	Appreciation	Reminds

RULES OF PROCEDURE

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Condemns	Confirms	Congratulates	Considers
Declares accordingly	Urges	Communicates	Appreciates
Further invites	Further proclaims	Further reminds	Further recommends
Further requests	Further resolves	Has resolved	Requests
Solemnly affirms	Strongly condemns	Supports	Regrets
Transmits	Trusts	Strongly regrets	Welcomes

The phrase "condemns" can only be used in a resolution tabled in the security council.

WHAT IS A CRISIS?

What is a Crisis in MUN?

- A crisis situation in a Model United Nations conference is a hypothetical situation presented to the committee by the Secretary-General/President, members of the Secretariat or the members of the Committee Staff. It is the simulation of a global or regional crisis that necessarily needs the spontaneous response from the international community. The committee where the crisis is introduced is called upon to set aside or table debate on the current Agenda to allow the delegates of that specific committee to pay attention to the occurrence.
- During this time the secretariat member describes the situation according to the specific and possibly life threatening information received by them from a given or anonymous source, and may entertain points of information regarding the same once they conclude offering the information to the delegates as received by them.
- Following this the committee immediately establishes a “Provisional Speaker’s List” to discuss the crisis at hand. During the period in which the committee is in a crisis, the house would receive real time “updates” on the developments on the issue. A committee shall discuss a crisis until a directive (plan of action) has been passed on it or until decided by a member of the secretariat.

WHAT IS A CRISIS?

- The considerations that should be made by the committee during a crisis situation are:
 1. Understanding the crisis and its potential implications.
 2. Informing or not informing the public and press regarding a situation or a planned action.
 3. Taking immediate short term action and damage control.
 4. Reacting to and negotiating with other entities.
 5. Preventing further escalation and future crises.

Directives

- In the case of crisis situations, the committee does not have the time to pass a draft resolution. The crisis situation needs immediate attention, and therefore a directive needs to be passed. A directive is a short operative document regarding the crisis at hand. It can be handwritten as well and doesn't need preambulatory clauses.

Public Directive

- It is a directive entailing action that the committee will take in response to the crisis as it happens. A public directive needs a minimum of 20% of the committee as signatories. All in presentable format need to be submitted to the chairperson before their first reading to the committee. They have no officially recognized authors but do require its submitting delegate to be answerable to the contents of the directive.

WHAT IS A CRISIS?

- A Directive needs to be first introduced in Committee on the discretion of the Chairperson when the floor is open. A motion to this effect needs to be raised and passed by simple majority. If the motion to introduce passes, the Chairperson will read the directive for the benefit of the Committee. If there are more than one directive, then all directives need to be introduced, in the order that the Chairperson received them, before moving on to voting. More than one Directive can be passed in a Committee if they do not contradict the operative clauses of another Directive. The Committee then moves to voting on the Directive(s). A simple majority is required to pass the Directive, following which the Directive is put into effect.

Private Directive

- It is a directive which dictates actions taken by an individual nation, or a certain group of nations bilaterally or multilaterally (Joint Directive) for working towards resolving the crisis faced by the committee. It, like the aforementioned, is to be submitted to the Chairperson in a presentable format but unlike the Public Directives, these actions need not be revealed to the committee unless the delegate(s) decide otherwise.
- These specified actions in the operative clauses can only be of scope within the individual or collective mandates/powers of the author nations and these actions are considered to be executed by them or on their order. As these Directives are not voted upon by the committee, the implementation of any Private Directive is upto the discretion of the Chairperson

WHAT IS A CRISIS?

Communiques

- A communiqué is used to communicate with individuals/ organizations outside the committee. It is written in the form of a note that contains the name/ post of the recipient, the name/ post of the author and the message itself.
- These communiqués on the discretion of the delegate have to be specified in the written note to the Chairperson or crisis staff as open, that is, disclosed to the committee, or closed, which are communications made with the committee unaware of them.

Press Releases

- A press release is used to publicly reveal information through specified/ unspecified press channels. These provide lines of communication to the outside world as the occurrences within the committee are of highly secretive nature.
- Notes to the crisis staff/ chair: These can be used to clear doubts and retrieve further data regarding a current/ previous crisis situation or update.

WHAT IS A CRISIS?

Presidential Statements

- A presidential statement is used to make statements on behalf or from the Executive Head of the member represented in order to show the seriousness of the situation or action, or lack thereof.
- The delegates must send in their speeches through chit form to the dias, after the approval of which, the delegates must present the speech verbatim. Under special circumstances, delegates may directly be given the permission to present a presidential statement without the requirement of the contents of the speech, but for the benefit of the crisis staff, delegates are still requested to mention the ideas to be put forward in their presidential address.

CONFERENCE POLICIES

Official Language of the Conference

- The official and working language accepted at this conference in its official documents and speeches is English.

Gadgetory Policy

- The Delegates are permitted the usage of one laptop or any other electronic device of their comfort for the purposes of accessing their research, formulating committee documents and so on and so forth. The delegates are requested not to misuse the provisions for accessible WiFi to watch or present undignified content in the duration of the conference

ANNEX 1

The Charter of United Nations

(Note: These do not include all articles of the charter, and just the most important ones that every delegate should know about. An extensive reading and understanding of the complete documents is highly suggested.)

CHAPTER II - MEMBERSHIP

Article 2, Clause 5 - All Members shall give the United Nations every assistance in any action it takes in accordance with the present Charter, and shall refrain from giving assistance to any state against which the United Nations is taking preventive or enforcement action.

Article 2, Clause 7 - Nothing contained in the present Charter shall authorize the United Nations to intervene in matters which are essentially within the domestic jurisdiction of any state or shall require the Members to submit such matters to settlement under the present Charter; but this principle shall not prejudice the application of enforcement measures under Chapter VII.

ANNEX 1

The Charter of United Nations

CHAPTER II - MEMBERSHIP

Article 5 - A Member of the United Nations against which preventive or enforcement action has been taken by the Security Council may be suspended from the exercise of the rights and privileges of membership by the General Assembly upon the recommendation of the Security Council. The exercise of these rights and privileges may be restored by the Security Council.

Article 6 - A Member of the United Nations which has persistently violated the Principles contained in the present Charter may be expelled from the Organization by the General Assembly upon the recommendation of the Security Council.

Article 8 - The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

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CHAPTER IV - THE GENERAL ASSEMBLY

Article 11, Clause 3 - The General Assembly may call the attention of the Security Council to situations which are likely to endanger international peace and security.

Article 12, Clause 1 - While the Security Council is exercising in respect of any dispute or situation the functions assigned to it in the present Charter, the General Assembly shall not make any recommendation with regard to that dispute or situation unless the Security Council so requests.

Article 14 - Subject to the provisions of Article 12, the General Assembly may recommend measures for the peaceful adjustment of any situation, regardless of origin, which it deems likely to impair the general welfare or friendly relations among nations, including situations resulting from a violation of the provisions of the present Charter setting forth the Purposes and Principles of the United Nations.

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CHAPTER V - SECURITY COUNCIL

Article 23, Clause 1 - The General Assembly shall elect six other Members of the United Nations to be non permanent members of the Security Council, due regard being specially paid, in the first instance to the contribution of Members of the United Nations to the maintenance of international peace and security and to the other purposes of the Organization, and also to equitable geographical distribution.

Article 25 - The Members of the United Nations agree to accept and carry out the decisions of the Security Council in accordance with the present Charter.

Article 27, Clause 3 - Decisions of the Security Council on all other matters shall be made by an affirmative vote of nine members including the concurring votes of the permanent members; provided that, in decisions under Chapter VI, and under paragraph 3 of Article 52, a party to a dispute shall abstain from voting.

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CHAPTER V - SECURITY COUNCIL

Article 31 - Any Member of the United Nations which is not a member of the Security Council may participate, without a 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.

Article 32 - Any Member of the United Nations which is not a member of the Security Council or any state which is not a Member of the United Nations, if it is a party to a dispute under consideration by the Security Council, shall be invited to participate, without vote, in the discussion relating to the dispute. The Security Council shall lay down such conditions as it deems just for the participation of a state which is not a Member of the United Nations.

CHAPTER VI - PACIFIC SETTLEMENT OF DISPUTES

Article 34 - 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.

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CHAPTER VI - PACIFIC SETTLEMENT OF DISPUTES

Article 36, Clause 3 - In making recommendations under this Article the Security Council should also take into consideration that legal disputes should as a general rule be referred by the parties to the International Court of Justice in accordance with the provisions of the Statute of the Court.

CHAPTER VII - ACTION WITH RESPECT TO THREATS TO THE PEACE, BREACHES OF THE PEACE, AND ACTS OF AGGRESSION

Article 41 - The Security Council may decide what measures not involving the use of armed force are to be employed to give effect to its decisions, and it may call upon the Members of the United Nations to apply such measures. These may include complete or partial interruption of economic relations and of rail, sea, air, postal, telegraphic, radio, and other means of communication, and the severance of diplomatic relations.

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CHAPTER VII - ACTION WITH RESPECT TO THREATS TO THE PEACE, BREACHES OF THE PEACE, AND ACTS OF AGGRESSION

Article 42 - Should the Security Council consider that measures provided for in Article 41 would be inadequate or have proved to be inadequate, it may take such action by air, sea, or land forces as may be necessary to maintain or restore international peace and security. Such action may include demonstrations, blockade, and other operations by air, sea, or land forces of Members of the United Nations.

Article 45 - In order to enable the United Nations to take urgent military measures, Members shall hold immediately available national air-force contingents for combined international enforcement action. The strength and degree of readiness of these contingents and plans for their combined action shall be determined, within the limits laid down in the special agreement or agreements referred to in Article 43, by the Security Council with the assistance of the Military Staff Committee.

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CHAPTER VII - ACTION WITH RESPECT TO THREATS TO THE PEACE, BREACHES OF THE PEACE, AND ACTS OF AGGRESSION

Article 47, Clause 3 - The Military Staff Committee shall be responsible under the Security Council for the strategic direction of any armed forces ⁵¹ placed at the disposal of the Security Council. Questions relating to the command of such forces shall be worked out subsequently.

Article 51 - Nothing in the present Charter shall impair the inherent right of individual or collective self defense if an armed attack occurs against a Member of the United Nations, until the Security Council has taken measures necessary to maintain international peace and security. Measures taken by Members in the exercise of this right of self-defense shall be immediately reported to the Security Council and shall not in any way affect the authority and responsibility of the Security Council under the present Charter to take at any time such action as it deems necessary in order to maintain or restore international peace and security.

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CHAPTER XIV – THE INTERNATIONAL COURT OF JUSTICE

Article 94, Clause 1 - Each Member of the United Nations undertakes to comply with the decision of the International Court of Justice in any case to which it is a party.

2. If any party to a case fails to perform the obligations incumbent upon it under a judgment rendered by the Court, the other party may have recourse to the Security Council, which may, if it deems necessary, make recommendations or decide upon measures to be taken to give effect to the judgment.

CHAPTER XV – SECRETERIAT

Article 99 - The Secretary-General may bring to the attention of the Security Council any matter which in his opinion may threaten the maintenance of international peace and security

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CHAPTER XVI - MISCELLANEOUS PROVISIONS

Article 102, Clause 1 - Every treaty and every international agreement entered into by any Member of the United Nations after the present Charter comes into force shall as soon as possible be registered with the Secretariat and published by it.

Article 102, Clause 2 - No party to any such treaty or international agreement which has not been registered in accordance with the provisions of paragraph 1 of this Article may invoke that treaty or agreement before any organ of the United Nations.

Article 103 - In the event of a conflict between the obligations of the Members of the United Nations under the present Charter and their obligations under any other international agreement, their obligations under the present Charter shall prevail