
UNITED NATIONS ASSOCIATION of GREATER BOSTON



2008 UNA-GB
MIDDLE SCHOOL MUN

Conference Handbook

UNITED NATIONS ASSOCIATION OF GREATER BOSTON

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INTRODUCTION

“Together, you represent the United Nations as it should be – people from all countries coming together to find solutions to problems through constructive debate and an exchange of ideas... As leaders of the future, you can come up with innovative approaches to help confront the challenges facing the global community.”

*-- Secretary-General Ban Ki-moon
speaking to Model United Nations delegates, 2008*

You are about to start a journey that will be very exciting - Model United Nations or MUN. At the UNA-GB Model UN Conference for Middle School Students you will play the role of a delegate to the United Nations. As a delegate representing a country in either the United Nations Children’s Fund (UNICEF), the Security Council (SC), the United Nations Educational, Scientific and Cultural Organization (UNESCO) or the World Food Programme (WFP), you will be expected to know how your country would respond to the topic your committee is considering. To play the role of a delegate convincingly, you will have to research your country to find out how it feels about the crisis you will be discussing and learn skills such as negotiation and speech-making.

Each year over 300,000 students across the US and around the world take part in MUN programs. Many of them take place at conferences much like the one you will attend; others are conducted in a regular classroom.

Here is what some students have said about Model UN in the past:

“Model United Nations has given me a greater understanding of what goes on around me and has helped me to look at things from a different point of view. Not just world affairs, but with people in general. I was always shy, but MUN made me stand out and compete with the rest, and now I have much more confidence and speak much better.”

–Kevin Phan, El Toro HS MUN, California

“Participating in MUN made me realize that there are a lot of people who are interested in international affairs and politics.”

–Diana Morato, German School of Madrid

Most importantly, remember that Model UN is supposed to be fun! Do not be afraid of the conference, even if you feel overwhelmed by all of the rules and procedures and research. Remember that you are being asked to do the job that ambassadors do at the United Nations, but all of the other delegates at the conference will be middle school students just like you. For most of the other students this will be their first Model UN conference, and it will be the first MUN for most of their advisors as well. If you are overwhelmed or do not understand something, don’t spend too much time worrying about it. You will learn the details and understand how MUN works more completely when you get the chance to experience it first-hand on the day of the conference.

DELEGATE CODE OF CONDUCT

The UNA-GB MUN staff reserves the right to dismiss any participant from the conference due to violation of any regulation. The UNA-GB Model UN Conference will enforce the following rules of conduct:

NAME BADGES

Delegates must wear their name badges at all times; they are the only identification recognized by the UNA-GB Middle School Model UN staff and other officials. **Badges must be kept visible at all times.**

ILLEGAL SUBSTANCES & SMOKING

Any delegate found in possession of alcohol or illegal drugs will be barred from the conference and sent home immediately. Smoking is prohibited in all conference buildings at all times, and any delegate found smoking will also be sent home.

SEXUAL HARASSMENT

Sexual harassment is prohibited. The conference defines sexual harassment as:

- Unwanted sexual advances that may take the form of inappropriate sexual or suggestive comments, sounds or jokes; unsolicited touching or fondling; unwanted intercourse or assault;
- Unwelcome requests for sexual favors; and
- Such conduct that has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive educational, social, living or working environment.

Incidents of sexual harassment should be immediately reported to a faculty advisor or a conference staff member.

AUTHORITY

Delegates must obey instructions from any advisor or conference staff member, both inside and outside of committee sessions.

DRESS CODE

Each delegate should be dress in appropriate attire for the entirety of the conference; sneakers or jeans are no acceptable. Delegates are expected to participate in western business attire. Males are to wear suits or sport coats and ties. Females should wear suits, dresses or professional pants. Delegates will be barred from participating if they do not follow the dress code. Professional presentation is required; hair and jewelry should no detract from a delegate's overall professional appearance.

LAPTOP/CELL PHONE POLICY

Delegates are permitted to use laptops and PDAs during the conference. Cell phones must be turned off at all times. UNA-GB is not responsible for lost or stolen property.

TRASH

Delegates are responsible for their own trash. After each committee session, each delegate is to clean his/her own area before leaving the room.

MEETING ROOM USE

Delegates must respect the meeting rooms and furniture of Northeastern University at all times. Delegates found writing on tables or chairs will be immediately removed from the conference. Delegates may not bring food into the committee rooms.

AT THE CONFERENCE

CONFERENCE SCHEDULE

It is essential that you have a sense of the conference schedule. While there are breaks in the meetings (also known as “caucuses”), and times when delegates may leave the committees to get some air, delegates should realize that they are expected to attend **all** meetings; they are not to be wandering around outdoors or out of session for any length of time. In short, know what to expect in terms of the conference schedule, as well as what the staff expects from you in meetings, from the other delegates, etc. Below is a basic outline of the schedule.

7:30 – 8:30	Registration
8:30 – 9:00	Opening Ceremony
9:00 – 12:00	Committee Session I
12:00- 1:00	Lunch
1:00-3:30	Committee Session II
1:30 – 2:30	Faculty Advisors Meeting
3:30-4:00	Closing Ceremony

LUNCH

The United Nations Association of Greater Boston will provide lunch to all delegates and advisors. A food court is available on the ground level of the Curry Student Center if schools wish to get dinner before leaving the conference.

LAPTOP/CELL PHONE POLICY

Delegates are permitted to use laptops and PDAs during the conference. Cell phones must be turned off at all times.

UNA-GB is not responsible for lost or stolen property.

MEETING ROOM USE

Delegates must respect the meeting rooms and furniture of Northeastern University at all times. Delegates found writing on tables or chairs will be immediately removed from the conference.

MATERIALS TO BRING TO THE CONFERENCE

Materials useful to have with you at the conference are:

- Paper, pens, pencils and other supply items;
- General references about the specific country you are representing;
- Background information on the topic being discussed, such as treaties and timelines;
- United Nations references; and
- Copies of your position paper.

EXPECTATIONS FOR PERFORMANCE

All delegates are expected to:

1. Prepare for the conference by researching their country and topic in advance;
2. Obey the Delegate Code of Conduct;
3. Listen to instructions from the conference staff, who can be identified by the red sticker on their name badges;
4. Actively participate in the committee's debate, including (but not limited to) making speeches, caucusing, proposing resolutions and amendments, and voting; and
5. Listen attentively during opening ceremonies and the Conference Keynote Address.

The UNA-GB Model UN Conference will acknowledge delegates who do a superb job of representing their country. Although UNA-GB provides awards, this should not be the sole purpose of attending a Model UN conference.

Awards will be based on the following criteria (ranked in order of important):

1. Represents assigned country, realistically conveying a thorough understanding of the country's policy;
2. Conducts oneself in a diplomatic manner during formal and informal debate;
3. Shows a willingness to negotiate through topics for the benefit of the committee;
4. Conveys knowledge of United Nations structure and function;
5. Understands and follows the conference rules of procedure; and
6. Displays the ability to verbally present policy, ideas and questions during committee.

The following awards will be given:

- *Honorable Mentions*: to delegates deserving honorable mention for their performance.
- *Best Position Paper*: to the delegates composing the best position paper in each committee.
- *Best Delegate or Best Delegation*: to the delegates with demonstrated excellence in representation and performance in a single committee.

MODEL UN RESEARCH

It is important to remember that your goal is to faithfully represent your country. Delegates need to learn about their country so that they may respond to the issues raised at the conference just as a real delegate from that country would respond. You should also be knowledgeable about the specified topic area, the United Nations, and your particular committee. It may be helpful to create a portfolio and divide the information by country, topic, the UN, and conference information. When researching, you should know the following:

COUNTRY RESEARCH

Delegates need to learn enough about their country to respond to the issues raised at the conference just as a real delegate from that country would respond at the United Nations. Being clear on the nation's voting records, with who the country generally votes, and what initiatives the country has sponsored will help delegates to role-play as delegates from that country. In addition, delegates must learn general information about the country they are representing: its political structure, history, culture(s), geography, people, infrastructure, economics, transnational issues, the country's allies and enemies in the world, and to what formal organizations it belongs (such as OAS, OAU, EU, LAS, ASEAN, OECD, OPEC, etc.). Some sources for country information include:

- a. News and media sources, particularly those that focus on the specific country and UN activities throughout the world, are a great resource. Our most recommended site to begin country research is the BBC, at www.bbc.co.uk. The BBC web site has a brief country profile for all 192 member states. We have also compiled a separate document, Research Links, with recommendations for students.
- b. The country's permanent [UN Mission](#) can be a useful resource. Delegates can visit the mission's web site or call them directly and ask them to send their position statements on various issues. You can even contact them to ask specific questions to find out how a particular country reacts to an issue. MUN delegates can find also information on the Internet at www.embassy.org.
- c. Delegates can look on the [U.S. State Department](#) country reports or call the U.S. State Department desk officer for their country to ask the secretary about the country's relationships with the U.S. You can also ask questions about anything else related to that country and the issues being discussed at the conference.
- d. Another great source of information is the [CIA World Factbook](#). Here delegates can find a lot of general information such as statistics, demographics and historical information. The CIA web address is www.cia.gov.
- e. [The United Nations](#) web site has an abundance of information including actual speeches and country voting records. You can find it at www.un.org
- f. Additional links can be found on www.unagb.org under "Research Resources."

TOPIC RESEARCH

Next, delegates should research the topic at hand. The background guides are intended to jumpstart delegates' research. The "Research Sites" and "Questions to Consider" portions of the background guides, as well as the footnote citations, will help focus your research. Delegates should further research the general information on the topic, the country's position about the topic, actions taken to combat the problem, and stances of other countries, blocs, etc. Great areas to look for information include:

- a. News and Media sources. Delegates should consult their local libraries or a university library to see if you can access Lexis-Nexus Academic Universe. Lexis-Nexus is a system that searches thousands of periodicals. Another service is [Questia](#). This costs about \$15.00 per month, but allows people to access thousands of documents via their personal computer. Of course, delegates should also use the Internet to locate news and media sources.
- b. The United Nations web site is always a useful site for topic research. The [UN Economic and Social Council](#) section has a great index to some of the most popular topics. In addition, through the [United Nations Documentation Center](#) you can find resolutions and voting records from the current and previous years.
- c. [Non-Governmental Organizations \(NGOs\)](#) offer a lot of background information, and in many cases, great Internet links to further sources of research.
- d. Policy centers of universities. Many topics, especially human rights, are the subject of constant research by both professors and students.

UN RESEARCH

Delegates cannot forget to learn about the United Nations. In many cases this is the area of research that is most overlooked. It is important for delegates to know how the organ/agency that they are in operates, the text of the UN Charter, recent UN actions on the issue, conferences that have been held, statements by UN officials etc. The UN web site, www.un.org, is the best resource to find this information. The UN also publishes many books about the specific topics, and general UN information, which can be purchased via their web site.

ADDITIONAL RESOURCES

A great resource for new and experienced delegates alike is [Model UN 101](#), a website by UNA-USA which addresses preparing for Model UN conferences. *A Guide to Delegate Preparation*, aids delegates with negotiation and position paper/resolution writing skills. You can order this directly from UNA-USA at <http://www.unausa.org/publications> and you should also be able to find it at certain libraries.

Finally, the United Nations Association of Greater Boston web site www.unagb.org is an excellent resource and has links to hundreds of additional research materials.

POSITION PAPERS

INTRODUCTION

In an effort to expand upon the high quality of debate at UNA-GB MUN, delegations are **required** to submit position papers prior to coming to the conference. Position papers allow delegates to organize their ideas and aid in formatting and representing a country's policy. The position papers will also aid delegates in formulating their speeches. Position papers should define each topic on the agenda, as well as that topic's relationship to the country's national interests. An outline is included on the following page. Copies will be made available at the conference for delegates' reference.

LENGTH

Position papers are a maximum of one page for each country within the committee, e.g., in UNICEF, delegates from each country will write one paper, regardless of whether there are one or two students representing that country.

DEADLINE

Position papers are due in the UNA-GB office no later than November 19, 2008.

SEND TO:

Global Classrooms
The United Nations Association of Greater Boston
44 – 46 Temple Place, 5th Floor
Boston, MA 02111

Fax: (617) 482-0937

Email: **(Word format only)** rachel.krebs@unagb.org

POSITION PAPER OUTLINE

Heading

Delegate(s):

School:

Country:

Committee:

Topic:

I. General Information

1st Paragraph – **Opening Statement** (3 – 4 sentences)

- Why is this topic important for the committee to address?
- Why does your country care about this topic?
- What is your country's policy on this topic?

II. Specifics

2nd Paragraph – **National Actions** (3 – 5 sentences)

- Is the topic an issue in your country?
- What actions has your country taken to address the issue on a national level?

3rd Paragraph – **International Actions** (3 – 5 sentences)

- How has your country addressed the issues on an international level?
- What actions has your country taken on the issues on an international level?
- What conventions, treaties and resolutions has your country supported on this issue?
- What organizations is your country a member of that address this issue?
- Do you have quotes from government officials on this issue?

4th Paragraph – **Recommendations for Action** (4 – 6 sentences)

- What role would your country like to see the international community take to address the problem?
- What are your country's recommendations to the committee on how to best resolve the issue?

Tips

Research, Research, Research

DO NOT restate information found in the topic guide.

DO NOT include information about your country that is not related to the issue.

DO NOT just list facts.

Give recommendations on issue specifics.

SAMPLE POSITION PAPER

This is a sample of a position paper written by an experienced 11th or 12th grade Model UN delegate.

Delegate:

School:

Country: United Kingdom of Great Britain and Northern Ireland

Committee: Security Council

Topic: Kosovo Independence

I. General Information

We feel that the greatest obstacle regarding Kosovo's future is related to the issue of its status as an autonomous nation. This situation is not just about Kosovo's future or Serbia's future, but it is also about the future of Europe as a whole, as the outcomes of this process will impact Europe for years to come. The Balkans region has experienced much unrest in its recent past; therefore, it is imperative to resolve this situation properly and promptly in order for the Balkans and Europe to move on together as a whole.

II. Specifics

The United Kingdom feels that although the issue of Kosovo does not affect us directly, it affects Europe as a whole and, therefore, has an impact on all of us. To support the people of Kosovo, the UK brought thousands of ethnic Albanians from Kosovo to our country and allowed them to stay in the UK until it was safe for them to return home.

Although the United Kingdom did not send troops into the Kosovo area during the 1999 conflict, we did send £90 million to assist with the resettlement of refugees along with providing food, tents, mine clearing and mine awareness education. In addition, the United Kingdom sent troops to be a part of the NATO K-FOR forces, which now patrol Kosovo. Currently, UK troops make up one-fourth of K-FOR.

The UN has released a report with recommendations from diplomat Mr. Martti Ahtisaari for the future independence of Kosovo. United Kingdom supports the implementation of Mr. Ahtisaari's recommendations. The United Kingdom supports independence for Kosovo, as stated in Mr. Ahtisaari's report, with international supervision over the situation. We see this as the best solution for the region, for the hopes of continued stability, and for Kosovo. The United Kingdom sees the importance of returning IDPs back to their area of origin, and would work with others to find a way to accelerate the process. However, the United Kingdom would like to point out that no one can force nor should force IDPs to return to their previous homes.

FLOW OF DEBATE

ROLL CALL

The Chairperson will announce each country's name. When a delegate's country is called, the delegate should answer "present."

SETTING THE AGENDA

The first order of business for the committee shall be the introduction of the agenda. Considering that there is only one topic per committee at GC-MUN, the order of the agenda does not need to be set, as is often the first order of business at other Model UN conferences. At GC-MUN, the agenda introduction process is a time for clarifications to be made regarding specifics of what the committee is to discuss. The Chair will introduce and briefly explain the agenda topic, and will then take questions intended to clarify the scope of the topic from delegates.

FORMAL DEBATE (SPEAKERS' LIST)

The Chairperson will ask for those delegates who would like to make a speech to raise their placards. The Chairperson will then choose delegates to be placed on the speakers' list. A country can only appear on the speakers' list once. After a country has spoken, they may be added to the speakers' list again by sending a note to the Chairperson saying: "the delegation from [country name] would like to be added to the speakers' list."

Speaking time is set through a motion from a delegate. If no motions are made, the Chairperson sets the speaking time. When the committee is in formal debate all rules of procedure are enforced.

CAUCUS (Moderated or Un-Moderated)

Moderated Caucus

A moderated caucus is a mixture of both formal and informal debate. When a motion for a moderated caucus is passed, the speakers list is put aside and the Chair calls upon delegates as they raise their placards to address the committee for a set amount of time.

Un-Moderated Caucus

An un-moderated caucus is a temporary recess. Rules of procedure are suspended during caucusing. During this time delegates can meet informally with each other and the committee staff to discuss draft resolutions and other issues.

Working Papers and Draft Resolutions

Delegations work together to create resolutions. In addition, delegates may present amendments to these documents, which are changes to the draft resolutions.

END OF LIST

Once the speakers list has been exhausted, the committee will automatically move to immediate voting procedures.

CLOSURE OF DEBATE

Once a delegate feels that they have made their country's position clear and that there are enough draft resolutions on the floor, he or she may make a motion to proceed into voting procedure by moving for the closure of debate.

VOTING PROCEDURES

Once a motion to close debate has been approved, the committee moves into voting procedures. Any amendments that are still being debated are voted upon before the resolution that they modify.

RULES OF PROCEDURE SHORT FORM

Delegates need to become skilled in the MUN rules of procedure used at the UNA-GB conferences. You must learn how to get the floor to speak, the processes of preparing and presenting resolutions, how voting is handled, and how you may ask questions or make comments in the meetings. **It is essential that you go over the rules of procedure with your faculty advisor and other delegates from your school.** Do not worry too much about understanding every detail of the rules, though; so long as you have a basic understanding, it will begin to make a lot more sense as soon as you start using the rules at the conference.

Motion	<i>Second Required</i>	Debatable (# of speakers)	<i>Interrupt Speaker</i>	Special Notes
Establishment of Agenda	Yes	2 For 2 Against	No	Used to set the order in which topics will be addressed.
Point of Order	No	No	Yes	Addresses a procedural matter. Doesn't allow delegate to speak on topic of debate.
Point of Personal Privilege	No	No	Yes	Raised when a delegate experiences personal discomfort (e.g. can't hear, too hot/cold)
Point of Inquiry	No	No	No	Raised when a delegate has questions regarding the proceedings, directed to Chair.
Point of Information	No	No	No	Directed at other delegates for the purpose of asking questions in relation to speeches and draft resolutions.
Yields	No	No	No	Must be done <i>before</i> a delegate speaks. Can only yield to questions, another delegate, or to the Chair.
Right of Reply	No	No	No	Must be submitted in writing to the Chair. Requested when a delegate feels that someone has made a derogatory comment or insult.
Withdrawal of Draft Resolution	No	No	No	Withdrawal must be agreed upon by all sponsors.
Appeal to the Chair's Decision	No	No	No	Made when a delegate feels that the Chairperson has made an incorrect decision. This motion is made to the Chair in writing.
Division of the Question	Yes	2 For 2 Against	No	Divides clauses of a resolution to be voted on separately. Motion is made after debate is closed, but before voting. If a division is passed, the clauses are voted on in order of severity (most to least).
The following motions take precedence over any others, in the order presented:				
Suspend Meeting	Yes	No	No	A specific length of time must be specified.
Adjourn Meeting	Yes	No	No	To end the meeting for the day. Adjournment of the final meeting shall adjourn the session.
Adjourn Debate	Yes	2 For 2 Against	No	Table topic and move to next agenda item.
Closure of Debate	Yes	2 Against	No	End debate and move into voting procedures.
***** Provisional Speakers List		2 For 2 Against	No	

RULES OF PROCEDURE LONG FORM

I. INTRODUCTORY REMARKS

Rule 1. Official and working languages

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

Rule 2. Decorum

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

II. SECRETARIAT

Rule 3. Statements by the Secretariat

The Secretary-General or his representative may make oral as well as written statements to any committee concerning any issue.

Rule 4. General Functions of the Secretariat

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

III. AGENDA

Rule 5. Agenda

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

Rule 6. Revision of the Agenda

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

Rule 7. Adoption of the Agenda

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

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

After a resolution has been addressed and voted upon, the committee will return to debate the tabled topic. If a resolution on the crisis topic fails, the committee may return to debate on tabled topic area only at the discretion of the Secretary-General or Chair-General.

IV. CONDUCT OF BUSINESS

Rule 8. Speakers List

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

Rule 9. Limitation of Speaking Time

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

Rule 10. Speeches

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

Rule 11. Yielding Time

The delegate, who has been recognized by the Chair to address the body on a substantive issue, may yield any time following their remarks before they proceed with their speech. All intentions to yield time must be announced before the beginning of remarks. Yields may be made in three ways: to another delegate, to questions, or to the Chair.

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

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

Rule 12. Right of Reply

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

Rule 13. Appeal to the Chair's Decision

An appeal is made when a delegate feels that the Chair has made an incorrect ruling. The delegate formally challenges the Chair in writing by sending a note to the dais, moving to appeal the Chair's decision. Once the motion is acknowledged, the opposing delegate speaks and the Chair defends him or herself before the vote.

V. POINTS

Rule 14. Point of Personal Privilege

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

Rule 15. Point of Order

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

Rule 16. Point of Information

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

Rule 17. Point of Inquiry

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

VI. MOTIONS

Rule 18. Suspend the Meeting (Motion to Caucus)

Upon the recommendation of the Chair or any delegate, the committee may consider a motion to Suspend the Meeting for the purpose of a moderated or un-moderated caucus. The recommendation must include a time limit for delegate remarks (in moderated caucus) and a time limit for the entire caucus (in both moderated and un-moderated). This motion requires a majority decision. During moderated caucus, the chair shall recognize delegates for remarks without the use of a speakers list and yields shall be out of order.

Rule 19. Adjournment of the Meeting

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

Rule 20. Motion to Adjourn Debate (Table Debate)

During the discussion of any matter, the committee may consider a motion to adjourn debate (table the topic) on the item under discussion at the recommendation of the Chair or any delegate. In addition to the delegate that proposes the motion, two representatives may speak in favor and two against the motion. Then the motion shall immediately be put to a vote. A two-thirds majority is required for passage. If a motion to adjourn debate is passed, the topic is considered tabled and no further actions or votes

will be taken on it. A topic may be reintroduced to the committee so that debate can resume through the same process. The motion to resume debate on a tabled topic shall also require a two-thirds majority for passage.

Rule 21. Closure of Debate

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

Rule 22. Order of Procedural Motions

The motions below shall have precedence in the following order over all other proposals or motions before the committee:

- a) Point of Personal Privilege
- b) Point of Order
- c) Point of Inquiry
- d) Motion to Suspend Meeting
- e) Motion to Adjourn Debate
- f) Motion for Closure of Debate
- g) Motion to Adjourn the Meeting

VII. RESOLUTIONS

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

Working papers, draft resolutions, and amendments shall be submitted to the Chair typed and with the proper number of signatures as designated in the *Resolutions* section of the delegate guide. The Chair may permit discussion and consideration of proposals and amendments once approved, even if the documents have not been circulated through the committee.

Rule 24. Introducing Draft Resolutions

Once a draft resolution has been approved by the Chair and has been copied and distributed, a delegate may raise a motion to introduce the draft resolution. The content of the introduction shall be limited to summarizing the operative clauses of the draft resolution. Such an introduction shall be considered procedural in nature, and hence yields and comments are out of order. A draft resolution shall remain on the floor until debate on that specific resolution is postponed or closed.

Rule 25. Amendments

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

VIII. VOTING

Rule 26. Methods of Decision

All procedural decisions except closure of debate and motions to suspend debate shall be made by a simple majority of the delegations present and voting. Delegations physically present in the committee may not abstain on procedural motions. Decisions on draft resolutions and amendments shall require a simple majority in favor. However, the Security Council requires a two-thirds vote and no vetoes from China, France, Russian Federation, the United Kingdom, and the United States.

Rule 27. Voting Rights

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

Rule 28. Conduct while in Voting Procedure

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

Rule 29. Method of Voting

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

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

Rule 30. Order of Draft Resolutions

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

Rule 31. Voting on Unfriendly Amendments

During the voting procedure on a substantive proposal, unfriendly amendments to a resolution shall be voted on first. When two or more amendments are proposed to a resolution concurrently, the committee shall first vote on the amendment furthest removed in substance from the original proposal, as decided by the Chair, and then on the amendment next furthest removed, and so on until all amendments have been put to a vote. Where, however, the adoption of the amendment necessarily implies the rejection of another amendment (as decided by the Chair), the latter amendment shall not be put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. Amendment voting is a substantive procedure and adoption requires simple majority consent of the delegations present and voting.

Rule 32. Division of the Question

A delegate may motion for a Division of a Resolution in order to vote on the operative clauses individually or as groups. The Chair will only recognize motions for a Division of a Resolution once all amendments on that resolution have been voted upon. If an objection is made to the request for a Division, two speakers shall speak in favor of the procedural motion and two against. The procedural motion for a Division requires a simple majority decision. If the procedural motion for a Division of the Resolution passes, the Chair will take all requests for Divisions at that time. All Divisions must be submitted in writing to the Chair. The Chair shall rank all Divisions in terms of the degree to which they will change the substance or spirit of the resolution. The Chair will then put the least radical Division to a substantive vote. An affirmative vote indicates that the committee should include the part under consideration in the resolution; a negative vote indicates that the part should be rejected. Accordingly, the Chair will then put to a vote the next least radical Division, and so on until all Divisions have been voted upon. If each operative clause is voted upon and fails, the entire resolution is considered to have failed. Preambulatory clauses cannot be divided.

Rule 33. Passage of Resolutions

If a vote does not result in a simple majority* in favor, the resolution shall be regarded as rejected.

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

XI. SUSPENSION OF THE RULES

Rule 34. Suspension of the Rules

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

***Note: All procedural matters in committee are subject to the discretion of the Chairperson. The Chair may undertake any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate at the conference.**

PUBLIC SPEAKING

Writing and delivering speeches is an important aspect of the MUN experience. Speeches help delegates convey the positions of their member states, build consensus, and start formulating resolutions. Usually, the committee sets the speaking time (the delegates make a motion to set the duration and if the motion has been seconded, the body then votes upon the suggestion).

Although speech-making is integral to the MUN simulation, many delegates' biggest fear is public speaking. The best way to overcome this fear is for delegates to come to the conference well prepared; meaning that you have completed prior research, know your country's position, and even have objectives for a resolution. Delegates must remember that the audience should always be considered when making a speech, e.g. volume, tone, verbal and body language.

As there are no set guidelines for how delegates should execute speeches, delegates should decide how they feel most comfortable addressing the committee. Some delegates utilize their position papers as their opening speeches, others just write out some key points, and many speak without any aids at all. Since public speaking is a skill, it is important to **practice, practice, practice.**

A good opening speech should:

- Open with: "Thank you Honorable Chair:" or "Members of the Chair and fellow delegates."
- And include:
 - A brief introduction of your country's history on the topic
 - The current situation of the topic
 - The country's overall position on the topic/reason for position (i.e.: religious ideologies)
 - The country's position in relation to its bloc, major powers, etc.
 - Past actions taken by the UN and Member States, to combat the problem
 - Possible ideas or objectives for a resolution
 - The Role of NGOs in combating the issue (if applicable)
 - Whether there is room for negotiation

Mr. Anthony Hogan, from Model UN International, suggests the system of six "C's" to improve your ability: Confidence, Clarity, Constructiveness, "Con Passion", Critique, and Conciseness.

- **Confidence:** Confidence is portrayed by being as knowledgeable as possible on your subject and conveying this knowledge through the power of your voice and eyes.
- **Clarity:** A speaker can do many things beforehand to assist them in speaking clearly. It may be worthwhile to write an outline of the topics that are going to be said, and follow it when speaking. Delegates should always speak slowly, know their terminology, and try to enunciate words properly.
- **Constructiveness:** An effective public speech needs to be constructed properly. Start with a solid foundation that brings together all of your ideas, present your points, and then connect them by reviewing what was said. There should be an introduction, a body, and a conclusion. It is a known fact that three is a magic number. Say it once, say it and review it, then say it again. This method will help the audience to remember what was said.
- **"Con Passion":** It is always important to speak from the heart--with passion--hence the Spanish term "con passion". Always maintain eye contact with the audience. In doing so, the audience will feel connected to you and your speech. This is what you want. You want to grab and to hold the audience's attention.
- **Critique:** It is better to critique than to criticize. Critiquing is constructive and allows for people to grow and improve. Criticizing brings peoples' motivation and confidence down. A critique should be accepted positively, since it is a tool that is used to strengthen one's public speaking.
- **Conciseness:** A good public speaker presents his/her points in a clean and clear-cut fashion. Unnecessary words and information should not be used to fill in the speech. The speech should be brief and to the point -- say what you have to say and open the floor to question.

THE RESOLUTION PROCESS

Actions of the United Nations are expressed in resolutions that are submitted in draft form under the sponsorship of one or more delegations. Resolutions may simply reflect an opinion or may recommend action to be taken by a UN organ or related agency. Only the Security Council may make “decisions” that bind Member States to a certain course of action.

Delegates should not to come to the MUN Conference with a prepared draft resolution, but instead should bring a “working paper” with points your country would support in a draft resolution.

When drafting and sponsoring a resolution, delegates should keep in mind that the wording will influence its appeal (or lack thereof). The draft resolution should be clear, concise and specific. The substance should be well researched and reflect the character and interests of the sponsoring nations.

United Nations resolutions follow a common format. Each resolution has three parts: the heading, the preamble, and the operative clauses. It is one long sentence with commas and semicolons throughout the resolution and with a period at the very end. Drafts should be single-spaced. The first word in each clause should be underlined, and each clause in the preamble should end with a comma. All operative clauses end with a semicolon except the final clause, which ends with a period. A draft resolution has been included for your review.

DRAFT RESOLUTION FORMAT & STRUCTURE

PART 1: Heading

Committee: (i.e. the committee or organ in which the resolution is introduced)

Topic: (the topic of the resolution)

Sponsors: (list of sponsoring countries)

Signatories: (list of countries that have signed the draft)

SPONSORS AND SIGNATORIES

Sponsors of a resolution are those countries that have been the principal authors of the document and agree with its substance. A sponsor will vote in favor of the draft resolution he or she has helped create.

Signatories are countries that may or may not agree with the substance of the resolution, but would like to see it debated on the floor. A signatory may or may not vote in favor of a draft resolution he or she has signed on to.

PART 2: Preamble

The purpose of the preamble is to show that there is a problem that needs to be solved. However, the preamble of a resolution does not propose action or make any substantive statement in the topic at hand. The preamble begins with the name of one of the three major organs (e.g. “Human Rights Council,”). The preambulatory clauses can include:

- references to the UN Charter;
- citations of past UN resolutions or treaties that have been ratified under the topic of discussion;
- statements made by the Secretary-General or a relevant UN body or agency;
- recognition of the work or efforts of regional organizations in dealing with the issue; and
- general statements on the topic, its significance, and its effects.

Preambulatory Phrases:

Acknowledging ...	Deeply disturbed...	Guided by...	...with deep concern...
Affirming ...	Desiring ...	Having...	...with grave concern...
Alarmed ...	Determinedadopted...	...with regret...
Anxious ...	Emphasizingapproved...	...with satisfaction...
Approving ...	Encouragedconsidered...	Observing...
Aware ...	Endorsingfurther examined...	Reaffirming...
Bearing in mind ...	Expressingreceived...	Realizing...
Believingappreciation...	...reviewed...	Recalling...
Cognizantdeep appreciation...	Keeping in mind...	Recognizing...
Concerned ...	Expecting ...	Mindful...	Regretting...
Confident ...	Fulfilling ...	Noting...	Reiterating...
Conscious ...	Fullyfurther...	Seeking...
Consideringawarewith approval...	Stressing...
Contemplatingbelieving...	...with concern...	Welcoming...
Convinced ...	Grieved...		
Declaring ...			

PART 3: Operative Clauses

Operative clauses are set out to achieve the committee's main policy goals on the topic. Each operative clause begins with a number and ends with a semicolon (the final clause ends with a period). Operative clauses should be organized in a logical progression, and each clause should contain a single idea or policy proposal. Keep in mind that all resolutions except those passed by the Security Council are non-binding.

Operative Phrases:

Accepts...	Confirms...	Endorses...	Recommends...
Adopts...	Congratulates...	Instructs...	Regrets...
Affirms...	Considers...	Invites...	Reiterates...
Appeals...	Decides...	Notes...	Repeats...
Appreciates...	...accordingly...	...with appreciation	Suggests...
Approves...	Declares...	...with approval...	Supports...
Authorizes...	Deplores...	...with satisfaction...	Takes note of...
Calls upon...	Designates...	Reaffirms...	Transmits...
Commends...	Directs...	...its belief...	Urges...
Concurs...	Emphasizes...	Recognizes...	Welcomes...
Condemns...	Encourages...		

Sample Resolution

Committee: G.A. Third Committee – Social, Cultural and Humanitarian
Topic: Strengthening UN Coordination of Humanitarian Assistance
Sponsors: United States, Austria, Italy
Greece, Japan, Canada, Mali, the Netherlands, Costa Rica, Belgium, United Kingdom, India and Gabon

The Human Rights Council,

Reminding all nations of the celebration of the 50th Anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality, and inalienable rights of all global citizens,

(USE COMMAS TO SEPARATE PREAMBULATORY CLAUSES & UNDERLINE THE FIRST WORD OR PHRASE)

Reaffirming resolution 33/1996 of 25 July 1996, which encourages governments to work with established UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance, and

Noting with satisfaction the past efforts of various relevant UN bodies and Non-Governmental Organizations,

1. **Encourages** all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance relief efforts;

(USE SEMICOLONS TO SEPARATE OPERATIVE CLAUSES AND NUMBER & UNDERLINE THE FIRST WORD OR PHRASE)

2. **Urges** member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. **Requests** that all nations develop rapid deployment forces to better enhance the coordination of relief efforts and humanitarian assistance in complex emergencies; and

(PUT THE WORD 'AND' BEFORE THE LAST PREAMBULATORY AND OPERATIVE CLAUSE)

4. **Calls for** the development of a United Nations Trust Fund that encourages voluntary donation from the private transnational sector to aid in the funding of rapid deployment forces.

END RESOLUTION WITH A PERIOD

RESOLUTION SUBMISSION PROCESS

Step 1

One or more delegates write a “working paper.” The authors of a working paper, also known as the sponsor(s), then obtain a required number of country signatures. The Chair will inform delegates of the number of required sponsors and signatories for that committee.

Step 2

The sponsor(s) take the working paper to the Chair, who approves the working paper only if:

- a. it is in proper format, does not contain a substantial number of mistakes, and is legible if handwritten;
- b. it carries the required number of signatures;
- c. it is in character for the sponsor(s); and
- d. its subject matter and proposed actions are within the power of the respective committee or organ.

If any of those conditions are not met, the Chair returns the working paper to the sponsor(s) explaining his or her reasons.

Only approved working papers can be referred to by the delegates on the floor. Since at this stage many delegates may not yet have seen a working paper, it is advised that the sponsors talk about the ideas and /or provisions contained in the papers, instead of referring to particular preambulatory and/or operative clauses.

Step 3

Sponsor(s) take the working papers to the Chair. If the conditions outlined under step two are met, and there are no other working papers circulating which are similar in substance, the Chair approves it. He/she then assigns it a number and a priority, and sends it to Conference Services for copying. At this point, the working paper can now be referred to as a draft resolution.

Step 4

Copies of the draft resolution are distributed to all delegates. Sponsor(s) are given the floor to introduce the document as a draft resolution. They may also get on the speakers list and/or have time yielded to them in order to answer questions about the draft resolution.

Final refinement of the draft resolution in regular debate occurs through friendly amendments, which are submitted by the sponsor(s) and automatically incorporated into the text. Should there be significant changes at this time, the Chair may decide to proceed again from Step 3.

AMENDMENTS

The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections of the resolution. At UNA-GB MUN there are two types of amendments: friendly and unfriendly.

Friendly amendment. A friendly amendment is a change to the resolution that all sponsors feel is appropriate. The amendment must be signed by all of the sponsors, and approved by the Chair. After this, the amendment is automatically incorporated into the resolution.

Unfriendly amendment. An unfriendly amendment is an amendment that the sponsors of the resolution do not support. In this case, the author(s) of the proposed amendment must obtain the same number of signatures as they would need for a working paper. After the appropriate number of signatures has been obtained, the Chair must approve the amendment. Unfriendly amendments are voted on in order of severity (established at the discretion of the Chair).

Once the debate is closed and the body moves into formal voting procedure, the draft resolution(s) and unfriendly amendments, if any, are voted upon in the order determined by the Chair.

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

Conclusion

Delegates should not feel that the purpose of the MUN simulation is to pass as many resolutions as possible in the limited time available. The success of a committee does not rest on the number of resolutions passed. It is much more important that delegates work toward a valid simulation of the diplomatic interactions that occur at the UN, which may mean that no resolutions are passed at all! However, the committee will attempt to create a coherent and unified solution.

NEGOTIATION AND TEAM BUILDING

Negotiation

The ability to negotiate is very important in a Model UN Conference as resolutions can only be passed through the process of negotiation. Therefore it is important that you practice this skill. Below are some tips to keep in mind.

NEGOTIATION CONCEPTS AND STRATEGIES FOR DELEGATES

- Satisfy the needs of all parties
- Be prepared to compromise, but don't lose focus of your objectives
- Be calm
- Sell yourself and your objectives to others
- Know the needs of the other side
- Do not under or overestimate others
- Have a game plan
- Be personal
- Be flexible
- Know the facts
- Be confident

Team-building

First and foremost, know what will be expected of you: commitment, hard work, and teamwork, as well as behavior appropriate for a UN delegate. Secondly, some form of group cooperative activity may prove useful, particularly if all of the people representing your country don't all know one another very well. It is important for you to realize that each participant must rely on the others representing the same country to make the group function well.

Practice

As the saying goes, “practice makes perfect.” If your faculty advisor has time, he or she may try holding a mock Model United Nations simulation in class or after school. The advisor will serve as the chair, while you and the other delegates can debate a current event. Many schools hold multiple simulations in order to help delegates practice public speaking, negotiation, resolution writing, and rules of procedure. This also helps first time delegates ease jitters.