

MODEL UNITED NATIONS

DELEGATE GUIDE

Concord Academy Model UN aspires to promote interest in global affairs and strengthen civic engagement through discussion and collaboration among peers.

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1. POSITION PAPERS

Position Paper Overview
A Position Paper describes your country's position on the topic and what your country wants to do about it. Writing a position paper is important because it helps you understand what you need to say and do at an MUN conference. In the process of writing the position paper, you will need to read through your research, understand it, analyze it, and think critically about your country. You can take the position paper with you to a MUN conference. It will help guide what to say in your speeches and what you want to achieve in negotiations and resolutions.

You should write a position paper on each of your topics. A typical position paper contains the following sections, each which should be 1-3 paragraphs long, and should answer the following questions:

Topic Background

- What is the definition of the topic?
- Where does the topic take place? Who is involved?
- How many people does it affect? Where, and in what ways?
- When did this topic become an issue?

Past International Action

- What has the UN (specifically your committee) tried to do on this topic?
- What are the most important resolutions and treaties on this topic?
- What are the two (or more) sides to this topic?

Country Policy

- How has this topic impacted your country?
- What has your country tried to do about this topic?
- What have your political leaders (your President, Prime Minister, or Foreign Minister) said about this topic? (Use quotes)

Possible Solutions

- What is a possible solution that your country would support? Consider an existing solution that could be expanded with more support or funding.
- How would this solution be funded?

2. *FLOW OF DEBATE*

Roll Call

The Chair will call each country's name. When a delegate hears his or her country called, he or she should answer "present."

Setting the Agenda

The first order of business for the committee shall be the consideration of the agenda. The only motion in order at this time will be in the form of "The nation of [country name] moves that the topics be placed in the following order for debate…" The motion requires a second and is debatable. A temporary speakers list shall be established with one person speaking for and one person speaking against the motion for 30 seconds each; after the temporary speakers list is exhausted, the committee shall move into an immediate vote. A simple majority is required for the motion to pass. If the majority is not met, the committee will move on to repeat the above proceedings on the next motion until the agenda has been decided.

DEBATE

Speakers List (Formal Debate)

The Chair will ask all delegates who would like to make a speech to raise their placards. The Chair will then choose delegates to be placed on the speakers list. A country can only appear on the speakers list once at any time. After a country has spoken, it may be added to the speakers list again by sending a note to the Chair saying, "The delegation of [country name] would like to be added to the speakers list."

Speaking time is set with a motion from a delegate. If no motions are made, the chair will set a default time. When the committee is in formal debate all rules of procedure are enforced.

CAUCUS

Moderated Caucus

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

Unmoderated Caucus

An unmoderated 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.

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 procedure.

Closure of Debate

Once a delegate feels that he or she has 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. Amendments are voted upon first, then resolutions. Once all resolutions are voted upon, the committee moves to the next topic on the agenda.

*Courtesy of BUSUN 2005

3. PARLIAMENTARY PROCEDURE QUICK REFERENCE

Adapted from the YMUN XXXII delegate guide - gratefully used with permission.

Motions	***Debatable?***	***Vote?***[1]	***Description***
2.1 *to Open or Close Debate*	1 speaker for, 2 against	2/3 Majority	Motion to open debate, or to close it and move into voting procedure
2.2 *to Open the Speaker's List*	1 speaker for, 1 against	Majority	Motion in order as long as at least one country was on list when it was closed
2.3 *to Close the Speaker's List*	1 speaker for, 1 against	2/3 Majority	Limits speakers list by closing it so no further representatives can be added to the list
2.4 *for a Moderated or an Unmoderated Caucus*	No	Majority	Motion to have a period of time in which to discuss issues less formally. *2.4.a Moderated Caucus*: Mover must state purpose, length of caucus, and speaker's time; the Chair will call on all representatives wishing to speak *2.4.b Unmoderated Caucus*: Mover must state purpose and length of caucus; representatives are free to move about the room for the purpose of discussion during caucus
2.5 *to Recess*	No	Majority	Motion to suspend proceedings until the next committee session
2.6 *to Suspend the Rules*	1 speaker for	Majority	Moves the body out of formal debate into informal debate; usually used to discuss new resolutions or crisis situations
2.7 *to Introduce a Resolution*	No	If 20% of the body has joined as signatories.	All resolutions must be submitted in writing to the Chair for approval before being placed on the floor for debate. Once a resolution has been approved and distributed to the body, it will be debatable only after one of the sponsors moves the resolution onto the floor during a formal speech. The Chair shall suspend the sponsors' speaking time in order for the sponsor to read aloud the resolution and entertain *non-substantive* questions regarding the resolution.
2.8.1 *for a Friendly Amendment* ***2.8.2*** *for an Unfriendly Amendment*	No	Majority	*Friendly*: If all sponsors verbally consent to an amendment, it shall be passed into the resolution. *Unfriendly*: If at least one sponsor does not consent to the resolution, the amendment moves into debating procedure. Debate alternates between speakers for and against the amendment; once debate is exhausted, it requires a simple majority for the amendment to pass.

[1] *On the Security Council, a majority is 9 votes, not 8, a 2/3 majority is 11 votes, and a 1/5 majority is 3 countries. See here for details:* https://www.un.org/en/model-united-nations/security-council

***2.9** to Divide the Question*	1 speaker for, 1 against	Majority	*4.1.a* Motion to vote on operative clauses of a resolution separately *4.1.b* Proposes how to divide the clauses
***2.10** for a Roll Call Vote*	No	1/5 Majority	Motion to take votes in alphabetical order of country, with representatives voting "yes", "no" or "abstain"
***2.11** to Adjourn*	No	Majority	Closes the committee proceedings at the end of the conference
Points & Rights	***Debatable?***	***Vote?***	***Description***
***1.1** Point of Personal Privilege*	No	No	Used if there is something preventing a delegate's participation in the proceedings (cannot hear the speaker, lack of decorum, etc.). Delegates may interrupt the speaker.
***1.2** Point of Order*	No	No	Used to point out a misuse of the rules. Delegates may interrupt the speaker.
***1.3** Right of Reply*	No	No	Used if a delegate's country or person has been specifically targeted in a speech
***1.4** Point of Parliamentary Inquiry*	No	No	Used to ask the chair a question regarding procedure during a committee session.
***1.5** Point of Information*	No	No	Ask a question of a speaker at the end of their speech (only if speaker has yielded to points of information, or failed to yield)

4. HOW TO WRITE RESOLUTIONS

The formatting of a resolution follows the steps outlined below:

1. **Heading -** the name(s) of the committee, resolution, sponsor(s), and signatories.
2. **Preambulatory clauses -** indent the first line of each clause, with the "trigger" word underlined. End each and every clause with a comma, and leave one line of space before the next clause.
3. **Operative clauses -** indent each clause, and begin with the clause number and an underlined "trigger" word. Each clause ends with a semi-colon; the last clause ends with a period. Do not forget to leave a space between each clause.

Example Resolution

Committee: Disarmament and International Security
Resolution: 1.3
Sponsor(s): Sweden, USA
Signatories: UK, Benin, Chile, Russia, China, Angola, Pakistan

Reaffirming once again the special responsibility of the United Nations and the international community towards the oppressed people of South Africa and their national liberation movement,

Noting the great advance of the movement against apartheid and for national liberation and the rise in political consciousness of the oppressed people of South Africa,

Condemning the violence and repression by the apartheid regime against all opponents of apartheid,

Recognizing the need for increased humanitarian and educational assistance to the oppressed people of South Africa, as well as direct assistance to the liberation movements in their legitimate struggle,

1. Appeals to all States to provide humanitarian, educational, financial, and other necessary assistance to the oppressed People of South Africa and their national liberation movement;

2. Urges the United Nations Development Program and other agencies within the United Nations system to expand their assistance to the oppressed people of South Africa and to the South African liberation movements recognized by the Organization of African Unity, in Consultation with the Special Committee Against Apartheid;

3. Calls upon all agencies within the United Nations system to endure the participation of the South African liberation movements recognized by the Organization of African Unity in their relevant conferences and meetings, and to provide financial assistance for that purpose;

4. Decides to continue the authorization of adequate financial provisions in that budget of the United Nations to enable the South African liberation movements recognized by the Organization of African Unity to maintain offices in New York in order to participate effectively in the deliberations of the Special Committee and other appropriate bodies.

5. CLAUSES FOR RESOLUTIONS

Preambulatory Clauses

Acknowledging
Affirming
Alarmed
Anxious
Appreciating
Approving
Aware
Bearing in mind
Believing
Concerned
Confident
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Deploring
Desiring
Determined
Emphasizing
Expecting
Expressing appreciation
Expressing satisfaction
Fulfilling
Fully aware
Fully alarmed
Fully believing
Further
Guided by
Having adopted
Having approved
Having considered
Having decided
Having examined
Having received
Having reviewed
Keeping in mind
Noting further
Noting with approval
Noting with deep concern
Noting with regret
Noting with satisfaction
Observing
Reaffirming
Realizing
Recalling
Recognizing
Referring
Regretting
Seeking
Stressing
Taking into account
Taking into consideration
Taking note
Viewing with appreciation
Viewing with apprehension
Welcoming

Operative Clauses

Accepts
Adopts
Affirms
Appeals
Appreciates
Approves
Authorizes
Calls
Calls upon
Commends
Concurs
Condemns
Confirms
Congratulates
Considers
Decides
Declares
Deplores
Designates
Directs
Draws attention
Emphasizes
Encourages
Endorses
Further
Has Resolved
Instructs
Invites
Notes
Proclaims
Reaffirms
Recognizes
Recommends
Regrets
Reiterates
Renews its appeal
Repeats
Requests
Suggests
Supports
Takes note of
Transmits
Urges
Welcomes

6. PUBLIC SPEAKING TIPS

The first thing you need is confidence. At a conference, many delegates will give well-researched and smart speeches that a lot of people don't listen to. Grab the attention of the room. Speak *loudly* and *slowly*. We've all seen delegates speak in a hushed tone and rush through an amazing speech. It's your time to shine. Enjoy it. Remember to err on the shorter side so you don't feel rushed.

Your speeches are not going to be your resolution, so if you have a great idea, don't try and explain the nitty-gritty complexities of it. Talk about the issue first and then launch into two or three solutions you may have and how they can help. The more historical examples you use the better. Some of the most effective speeches start with a story that highlights the issue. As an example, at a recent CAMUN conference a delegate talked about a man who suffered from radiation poisoning from a nuclear power plant and the struggles he had throughout his short life. Then the delegate emphasized the urgency of fixing the issue. She didn't get into complex policy details, but she had the attention of the room.

Try to make eye contact with the other delegates in the room, and the chairs too. Don't let their faces intimidate or distract you, just speak with confidence knowing you've done your research, and your reasoning is sound. The whole point of simulated diplomacy is to talk through tough issues collaboratively, so it's healthy to have a variety of opinions on the floor.

Most of all, be yourself. If you're funny and want to add a joke, go for it. If you're not, keep it more serious. MUN delegates are genuinely interested in the topic they're discussing; let that authenticity and interest show through. Show the committee you're interested in solving this issue by being passionate and focused.

We know you all will kill it.

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