Definitions

# People

**Delegate**: a representative/diplomat of a Member State who speaks on the behalf of their government within a committee.

**Member State**: a country or nation who has been accepted as a member of the United Nations and has voting rights. Represented by a delegate at committee.

**Faculty Advisor**: a leader of a Model United Nations class or club who attends to conference but does not participate in a committee. Generally, fulfilled by a teacher, professor, or parent.

**Secretariat:** made up of a Secretary General and Deputy Secretary General appointed by consensus of the Board of Directors and members of the planning committee.

**Secretary General:** leads the staff of the conference under supervision of the Board of Directors. The Secretary General shall be the direct contact for faculty advisors during the duration of the conference. Holds executive supervision over the Dais.

**Deputy Secretary General:** assists the Secretary General in leading staff of the conference under supervision of the Board of Directors. The Deputy Secretary General shall be the direct contact for delegates during the duration of the conference.

**Dais**: the facilitators of the committee. Composed of a Director (Chair) and Assistant Director (Legal/Rapporteur).

**Chair**: the Director, or lead facilitator of the committee. Maintains the flow of the committee by keeping speeches within the set speaker’s time, regulating motions, and holding the conference to the set schedule. In addition, edits working papers and answers relevant questions.

**Rapporteur/Legal**: the Assistant Director, or assistant facilitator of the committee. Responsible for maintaining an accurate speakers list and recording roll call.

# Resolutions

**Working Paper**: a document created by a bloc prior to getting approval from the Dais which identifies and attempts to resolve the issue before the committee.

**Draft Resolution**: a working paper which has been accepted by the Dais as adequately identifying the issue and presenting sound actions to be taken to resolve the issue.

**Resolution**: a draft resolution which has been voted upon and accepted with a majority vote. Also called the “outcome document” of the committee.

**Position Paper**: a statement written in an essay format by a delegate prior to conference which provides a brief overview of the topic and gives recommendations as to how the Member State would like to resolve the issue.

**Bloc**: a group of delegates sharing common geography, interests, or desires who work together on a working paper. Also called a “working group”.

**Preambular Clause**: a clause written at conference which makes up the first half of a working paper/draft resolution/resolution. Describes the current status of the issue, presents other relevant facts, and acknowledges prior efforts to resolve the issue.

**Operative Clause**: a clause written at conference which makes up the second half of a working paper/draft resolution/resolution. Sets forth recommendations or actions which the committee would like to see taken to resolve the issue before the body.

**Signatory**: a Member State who has read a working paper and wishes to see a vote be taken. Being a signatory does not imply support necessarily, they are free to vote Yes or No.

**United Nations Charter**: the founding document of the United Nations, passed in 1945. Includes the mission and method by which the United Nations solves world issues.

**Sustainable Development Goals (SDGs)**: a set of 17 goals for humanity, which aim to eliminate injustice, protect the planet, and create a peacefully sustainable international community. The follow up to the Millennium Development Goals which expired in 2015.

**Non-Governmental Organizations (NGOs)**: independent organizations specialized in specific issues which provide services, guidance, or monetary contributions.

**Sanctions**: agreement among Member States to reduce or eliminate trade with a specified Member State. As a result, the targeted Member State’s economy usually weakens. Only the UN Security Council can impose sanctions.

# Session

**Committee**: the assembly of diplomats designated to resolve a set issue. Composed of a “body” of delegates led by the Dais.

**Rules of Procedure**: a set of guidelines which regulate the process of public speaking, resolution writing, and maintaining decorum at committee. Include the length of formal and informal sessions, the duration of a speaker’s time, and other procedural matters.

**Roll Call**: a call for attending delegates at the beginning of each session. Delegates may respond as “Present” or “Present and Voting”. Delegates who do not respond to roll call are not eligible to vote during voting procedure

**Quorum:** the minimum number of delegates required for formal session to occur. The number is announced after roll call and is equal to one-third of attending delegates. If quorum is not met; no speeches may be given and no motions may be voted upon.

**Decorum**: “etiquette” or respect for fellow delegates and the Dais. Includes speaking only when recognized during formal session, using appropriate language, and generally following the rules of procedure.

**Opening Statement**: a brief, usually pre-written speech, which is given during the first session of committee. The statement is given as a speech detailing the Member State’s stance on the issue and methods by which they would like to resolve said issue.

**Speakers List**: a list of delegates wishing to give a speech in the order the requests were received. The list is always visible on the projector screen behind the Dais. To be added, the Chair may ask delegates to raise their placard if they would like to be added, otherwise delegates may send a note or speak to the Dais directly.

**Formal Session**: a form of debate where the rules of procedure are enforced by the Dais. Delegates are able to give speeches if they are on the speakers list along with give motions when the chair requests them or when appropriate.

**Caucus**: a break from formal session in which Member States are not held to the full Rules of Procedure. Can be an unmoderated caucus (informal session) or moderated caucus (*see the Dais for details and prior to attempting motion*)

**Informal Session**: an unmoderated caucus where the rules of procedure are not enforced by the Dais. Delegates are expected to network with fellow Member States, prepare speeches, and collaboratively write working papers. Also called an “unmoderated caucus”.

**Moderated Caucus**: an advanced motion allowed only at the discretion of the chair and following the delegate wishing to make the motion speaking with the Dais. A type of caucus in which delegates remain seated in the committee room and are called upon by raising their placard to speak informally. Only one person, the Dais or the delegate called upon, may speak at a time.

# Motions

**Dilatory**: a motion which is unnecessary, out of order, or disruptive. The Dais holds absolute authority as to whether a motion is dilatory.

**Order of Precedence**: the order in which motions are voted upon by the body. “Points” always take top precedence and are resolved by the chair immediately, followed by motions for suspensions, then motions to change the speaker’s time.

**Placard**: a large folded piece of paper or cardstock which has the formal name of the Member State written on it. Raised high in the air by one hand to vote and make motions.

**Point of Order:** a point which acknowledges a perceived error in the procedure. May be called at any time during formal session and voting procedure.

**Point of Information:** a point whichasks a procedural question. May be called at any time during formal session and voting procedure.

**Point of Personal Privilege:** a point whichrequests accommodations be made for comfort of the body. May be called at any time during formal session and voting procedure.

**Setting of the Speaker’s Time:** a procedural motion to change the currently established speaker’s time to a set length. May by motioned for when the Dais asks for points for motions.

**Suspension of the Meeting:** a procedural motion to recess the meeting for a set time, moving the body into informal session. May by motioned for when the Dais asks for points for motions.

**Closing of the Speakers List:** a procedural motion which prevents Member States from adding their name to the speakers list. Once the current speakers list runs out, the body moves into voting procedure.

**Closure of Debate:** a procedural motion which moves the body into voting procedure immediately, voiding the speaker’s list. May be made when the Dais asks for points or motions. Needs a two-thirds majority to pass.

**Adjournment of the Meeting**:a procedural motionto close debate on a topic until next year’s meeting of the committee. Only appropriate to be used following voting procedure and at Closing Ceremony.

# Voting

**Procedural Voting**: a vote taking place during formal session where motions for points, suspensions of the meeting, and setting the speaker’s time are in order.

**Substantive voting**: a vote which takes place during voting procedure, in which only points, motion to vote by roll call, and motion to vote by acclimation are in order.

**Voting Procedure**: the last session of committee in which the body will vote upon all accepted draft resolutions and decide whether each document should pass or fail to become a resolution.

**Dissent**: intentions by a Member State to vote “against” or “no” during a procedural or substantive vote. During a vote by acclimation, a delegate shows dissent by raising their placard when the Dais asks if there is any.

**Abstention**:a statement made during voting procedure which expresses the delegates choice to not take a stance. This “abstain” vote does not count toward or against the draft resolution. May not be used if the delegate declared themselves “Present and Voting” during roll call.

**Majority Vote**: the minimum number of affirmative, “For” or “Yes”, votes required to pass a motion or accept a draft resolution into a resolution. The value is a majority of attending delegates at roll call. A tied vote is not a majority and thus fails.

**Veto**: a “No” vote made by a P5 Member of the Security Council. Regardless of the finally tally, all draft resolutions vetoed automatically fail. The veto does not apply to procedural votes.

**Roll Call Vote**: a substantive motion by which each Member State is called individually to declare their vote. The responses are recorded by the Assistant Director. May be made only during voting procedure.

**Adopt by Acclimation**: a substantive motion by which the Dais asks the body if there is any dissent in seeing the draft resolution pass. Delegates who are against seeing the resolution pass should raise their placard when the Dais asks for any dissent. May be made only during voting procedure.

*Created & Written by Secretary General Austin Kultgen*