Delegate Guide

# Role

Students, or “delegates”, are expected to play the role of their designated Member State (a nation/country) in a simulation of the United Nations. Their school will be assigned one or more Member State(s) following the closing of registration. The faculty advisor is then responsible for assigning delegates to appropriate Member States and committees. Prior to attending conference, the delegates will research general information on their assigned Member State and its stance on the committee’s topic. Although not required, it is highly recommended delegates write a position paper to present the issue at hand along with potential solutions to the committee topic.

Once at conference, the delegate will exhibit public speaking skills through the public speeches and networking with fellow delegates within their committee. They are expected to hopefully give at minimum two speeches during formal session. The first speech will act as an opening statement to present their Member State’s stance, while subsequent speeches will present potential solutions and update the committee on the progress of their working group in addition to inviting fellow delegates to collaborate.

The “goal” of the conference is to create a document called a resolution which adequately identifies and presents solutions to the issue before the committee. Delegates will need to network with other Member States to find those with similar interests, form blocs, write clauses, and merge their work into one or more working papers. These working papers will then be submitted to the Dais, reviewed, and given back to delegates to complete edits. Once the Dais finds the working paper to be well written, it will be accepted as a draft resolution. During the last 30 minutes of committee, the multiple accepted draft resolutions will be voted upon by the committee as to whether their Member State supports the action listed in the document. If a majority of delegates vote in favor of the draft resolution, it is accepted as a resolution.

# Terminology

**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.

**Adjourn**:to 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.

**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.

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

**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*)

**Chair**: the 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.

**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.

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

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

**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.

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

**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.

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

**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 (see *Voting - Substantive Voting*).

**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.

**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.

**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 (see *Motions*)

**Informal Session**: a form of debate 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”.

**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.

**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.

**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.

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

**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.

**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.

**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 (see *Motions*).

**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.

**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.

**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.

**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 (see *Voting - Procedural Voting*).

**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.

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

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

**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

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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 (see *Voting - Substantive Voting*).

**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.

**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.

**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.

**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.

**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.

**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.

# Research

Delegates will need to research their Member State, the topic’s background, and solutions to the issue before the committee.

## Member State

Delegates, in the character of their Member State, shall work to advance their Member State’s national interests. Sometimes these national interests will conflict with a delegate’s personal stance on the presented topic; within reason, delegates are expected to keep a professional separation between the two and act on the behalf of their national leaders. It is essential that delegates educate themselves with some basic information on their Member State to understand this character and the interests they are attempting to forward.

**General information** delegates should know include:

* Member State’s official title (*ie. Bolivarian Republic of Venezuela*)
* Government style (*ie. Parliamentary Republic)*
* Head of State (*ie. Chancellor Angela Merkel)*
* Official Language (*ie. Yiddish)*
* Alliances/Blocs/Organizations (*ie. EU, OPEC, African Union, etc*)
* Geography/Region (*ie. The Baltic States)*

**Economic factors** which are helpful to know include:

* GDP
* Exports (*ie. Electronics)*
* Imports (*ie. Natural Gas)*
* Trade Partners/Agreements (*ie. NAFTA)*
* Natural Resources (*ie. Vanadium Deposits)*
* Energy Sources (*ie. Solar, Wind, Geothermal, etc.)*

**Military capabilities** may be relevant, depending on the committee:

* GDP spent on defense
* Nuclear capabilities/defenses
* Military alliances (*ie. NATO, African Standby Force, etc*)
* Current conflicts
* Small arms and light weapons stockpiles

## Topic Background

The provided [Background Guides](https://www.marianuniversity.edu/academic-programs/office-of-academic-affairs/model-un-high-school-conference/model-un-committee-topics/) on the conference website should give a primer on the status of the topic before the body, although the guides are not comprehensive. It is highly advised delegates perform their own research into the topic. Specifically, delegates should educate themselves on their Member State’s stance by looking at:

* United Nations Today ([link](https://www.un.org/en/sections/general/meetings-and-events/))
* National news sources (*ie. Beirut Times*)
* United Nations Digital Library – Speeches ([link](https://digitallibrary.un.org/search?ln=en&cc=Speeches))
* [The CIA World Factbook](https://www.cia.gov/library/publications/the-world-factbook/) ([link](https://www.cia.gov/library/publications/the-world-factbook/))
* Mission Websites ([link](https://www.un.org/en/member-states/index.html))

## Solutions

To solve a problem, it is essential Member States provide context and recall what the United Nations has already done to resolve the issue at hand. In a draft resolution, Preambular Clauses are used to highlight and contextualize the actions listed in the Operative Clauses (see *Working Papers/Draft Resolutions*). As the founding document of the United Nations, The UN Charter outlines the purpose, mission, and methods of the United Nations; thus, it is used as a preambular clause in nearly every resolution.

**Article 2.1** – “The Organization is based on the principle of the sovereign equality of all its Members.”

In addition to the UN Charter, many preambular clauses reference the Sustainable Development Goals or “SDGs”. Composed of 17 humanitarian goals for humanity, the SDGs provide a roadmap for progress between the years of 2015 and 2030. The elimination of gender, financial, and racial inequality, along with promoting sustainable energy production are just a few of the targets. The SDGs are a successor to the Millennium Development Goals, which guided UN progress from 2000 to 2015. Accompanied by the UN Charter and Sustainable Development Goals, preambular clauses often reference previous UN resolutions or reports. Examples include: S/RES/1645, the Paris Agreement, the United Nations Convention on the Rights of the Child (UNCRC), and the Universal Declaration of Human Rights (UDHR)

It is common for draft resolutions to promote and encourage stronger adherence to previous UN resolutions through operative clauses. These operative clauses build upon action called for in UN agreements or resolutions which do not list specific methodologies. As an example, A/RES/72/279…

“Calls upon the entities of the United Nations development system to strengthen capacities, resources and skill sets to support national Governments in achieving the Sustainable Development Goals and, where relevant, build capacities and expertise across United Nations agencies…”

Delegates could act on this call to action by brainstorming and acknowledging specific technologies, systems, or resources to “build capacities and expertise” in operative clauses of their draft resolution.

“Encourages all willing and able Member States to incentivize Integrated Pest Management (IPM) through agricultural subsidies provided to their compliant agricultural workers.”

Alongside highlighting already existing “best practices”, the United Nations relies on many non-governmental organizations or “NGOs” to execute the action listed in resolutions. They are often specialized in distributing aide effectively or educating large groups of people on issues. Instead of creating entirely new organizations or bodies, the UN opts to fund or promote NGOs which already work toward resolving the issues before the body. As a result, NGOs greatly strengthen a working paper. Within a resolution, NGOs can be acknowledged in a preambular clause along with being promoted or funded through an operative clause.

# Procedure

## Roll Call

At the beginning of each session, the Dais will perform roll call or “attendance”. The Dais will read down a list of Member States. When your Member State is called, you will stand up and state your attendance status. There are two attendance statuses a Member State may establish:

1. **Present** – states the Member State is attending committee but can opt to not vote.

Côte d'Ivoire is present.

1. **Present and Voting** – states the Member State is attending committee and will be giving a definite vote on each draft resolution.

The Russian Federation is present and voting.

Based on the Member State’s attendance status, their options will change during voting procedure (see *Voting*). If a delegate misses roll call, they may approach the Dais during informal session to declare their attendance status. If the delegate does not declare their attendance status prior to going into voting procedure, they will not be eligible to vote.

## Discussion

Following roll call, the Dais will make any necessary announcements. These announcements will include recommendations on what delegates should focus on doing, answering common questions, clarifying procedure, or other pertinent information the Dais would like to express. The Dais will make announcements as necessary throughout the conference, usually following informal session.

The committee sessions will follow a cycle of alternating between formal session and informal session.

During formal session, delegates will be seated in the committee room, laptops and phones put away, ready to listen to whoever is currently designated to speak. In the first formal session, the Dais will ask if any delegates would like to give an opening statement, a brief pre-written speech which details the Member States priorities in resolving the issue. Once opening statements are exhausted, the Dais will open the speakers list, a continuously updated queue of Member States wishing to speak, and ask for delegates who wish to be added to the list (see *Procedure-Speakers List*)

After a handful of speeches, the Dais will ask if there are any points or motions. If a delegate wishes to make a procedural motion, they will raise their placard silently. If the Dais recognizes them, they will stand up and state one of the following:

* **Motion to Suspend the Meeting** – recesses the meeting for a set time, moving the body into informal session.

The Delegation of Ghana motions to suspend the meeting for 15 minutes.

* **Motion to Set the Speaker’s Time** – changes the currently established speaker’s time.

The Kingdom of Spain motions to set the speaker’s time to 45 seconds.

Once the Dais has received motions, they will vote on them in order of precedence and then the order received. Motions to suspend the meeting precede motions to change the speaker’s time. All procedural votes need a simple majority to pass (see *Voting - Procedural Voting*). If a suspension of the meeting passes, all other motions to suspend the meeting are ruled dilatory and thrown out. At this time, informal session begins, and delegates are to return to their seats and be ready to enter formal session again at the end of the suspension.

During informal session, delegates can walk around and speak freely. They are encouraged to network with fellow Member States, prepare speeches, and most importantly to write their working papers. If a delegate would like to speak to the Dais, they must approach them and ask:

Permission to approach the Dais.

To which the Dais will respond:

Granted.

The request is present as the Dais holds confidential documents which, by conference policy, need to be put away prior to allowing delegates near the Dais table. Upon receiving this permission, delegates can speak casually and even request the Dais talk to them privately. These dialogues can range from clarifying procedure, asking for advice on what to do, bringing up concerns, or even just complimenting the conference.

As the end of informal session draws near, it is expected delegates are in their seat at the end of informal session to allow formal session to immediately start. Announcements will be made and if there are any remaining, valid motions, the body will vote upon them. Usually, the only remaining motions will be those to change the speaker’s time. After a placard vote, if a majority is met the speaker’s time will change to the new value and all other related motions will be ruled dilatory (see *Voting - Procedural Voting*). Once there are no remaining, valid motions the Dais will recognize the next delegate on the speakers list. The cycle will continue through all committee sessions until voting session at the end.

If delegates have questions or believe an error has occurred in the procedure, there are three “points” which can be called at any time during formal session by merely raising your placard and stating the appropriate “point”. These motions are:

* **Point of Order** – acknowledges a perceived error in the procedure

Point of Order, the DPRK was skipped on the speakers list

* **Point of Information** – asks a procedural question

Point of Information, how many delegates need to sign a working paper?

* **Point of Personal Privilege** – requests accommodations be made for comfort of the committee

Point of Personal Privilege, can we open a window? It is very warm right now.

The Dais will respond to these points immediately but reserves the right to also not act upon them and proceed with committee.

*suspension ends, enter* ***Formal Session***

*motion for suspension passes, enter* ***Informal Session***

*All motions for suspensions fail*

## Speakers List

The vast majority of a delegate’s time during formal session should be focused on listening to or giving speeches. At the beginning of each session, the Dais will ask for Member States who wish to be added to the speakers list. At this time delegates may raise their placard. Upon being called, their name will be added to the speakers list and they may lower their placard. During informal session, delegates are permitted to approach the Dais and verbally request to be added. During formal session, delegates may send a note up to the Dais stating they wish to be added.

[Verbally or in a note] Lebanese Republic requests to be added to the speakers list. Thank you.

Delegates are recognized by the Dais in the order they were added to the speakers list. A Member State may not be on the speakers list more than once at a time, but upon giving their speech they are removed from the list and thus eligible to be added again. It is commonplace to see a delegate send a note to the Dais asking to be added to the speakers list immediately following the conclusion of their speech. The delegate may not verbally request to be added to the list during formal session or during their speech. Doing so will result in the Dais requesting the delegate speak to them during informal session or write a note with a written request, until then they will not be added.

Upon finishing their speech, the delegate can yield their remaining time in two ways:

1. **Yielding to Questions** – the delegate uses their remaining speaker’s time to allow delegates to ask questions of the speaker.
2. **Yielding to the Chair** – the delegate forfeits their remaining speaker’s time. No questions may be asked of the speaker.

Should the delegate yield to questions, the Chair will ask if there are any questions on the floor. Delegates who wish to ask a question must raise their placard to which the Chair will call upon them. As the Chair still has “control of the microphone” at this point, the delegate asking a question must direct their question through the Chair, and the speaker must direct their response through the same pathway.

CHAIR: The delegate of Brazil you are recognized.

DELEGATE: Would the Chair please direct my question to the delegate of China?

CHAIR: So directed.

DELEGATE: Where will the delegate of China get funding for the proposed refugee camps?

SPEAKER: Would the Chair please direct my response to the delegate of Brazil?

CHAIR: So directed.

SPEAKER: The People’s Republic of China will request funding from the World Bank.

Should the delegate yield to the Chair, the Dais will promptly either move onto the next delegate on the speakers list or ask for points or motions.

**\*\*It is key that the list is never fully exhausted as once it is, by definition, the debate is over and the committee must move into voting procedure pre-maturely.\*\***

## Submissions

As the goal of the conference is to form an outcome document called a resolution, most of a delegate’s time during informal session should go toward writing their outcome documents (see *Writing - Working Papers/Draft Resolutions*).

The deadline for submitting working papers is the end of Session I, with a possible extension to briefly after the start of Session II. The Dais will edit these working papers, return them to delegates and suggest edits. After these first rounds of edits, the bloc will need to make changes, add pertinent information, and most importantly get other Member States to sign onto the working paper.

The signing of a working paper does not imply support, merely that the Member State has read the document and is willing to make a vote on it, whether Yes or No. The number of signatories needed for a draft resolution will vary between committees and is set at the discretion of the Dais. The standard is usually 20% of attending delegates, or 5 signatories in the Security Council. For simplicity of discussing multiple working papers, delegates often give informal titles to their working group or working paper when addressing them within a speech.

ie. African Union and Friends, Green Energy, Build Bridges not Nukes

The preferred method of submitting documents to the Dais is through email as Microsoft Word documents. Working papers can be submitted outside the resolution template by simply copy-and-pasting the contents of the Google Doc, or other collaborative software, into a Word document and sending it in an email. We request delegates do not send links to the Google Doc. When submitting a draft resolution, we ask delegates to please transfer the contents of their working paper into the provided Resolution Template on the website. If the Dais accepts the draft resolution, they will call signatories to the Dais table during informal session and inform delegates of their draft resolution identifying code.

ie. Draft Resolution: [UNEA/2020/1/A]

*Required number of signatories met, edits made,*

*Dais accepts submitted working paper*



*Draft resolution is voted upon,*

*Passes by majority vote, with no vetoes*

## Security Council

Due to the unique position of the Security Council, they have extra powers reserved for only their committee. The three notable powers they hold are:

1. The ability to impose economic sanctions
   * Sanctions are an agreement by all other Member States to reduce or eliminate trade with a specified Member State. As a result, the targeted Member State’s economy usually weakens.
2. The right to vetting of Member States, UN bodies, and fellow organizations for compliance.
   * Vetting is the process of auditing an entity.
3. The power to condemn actions of a Member State or non-governmental organization.
   * Being condemned is the ultimate sign of disapproval from the United Nations.

# Writing

## Speeches

When a delegate’s name is next on the speakers list, the chair will “recognize them” for the set amount of time per the rules of procedure set by the body. When possible, it is highly recommended delegates write their speech out, whether typed or handwritten. Typically, all speeches begin with the line “*Honorable Chair, Fellow Delegates*” followed by introducing the formal name of the Member State. To end a speech, the delegate must “yield” their remaining speaker’s time by concluding, “*I yield my time to the Chair*” or *“I yield my time to questions”*.

Honorable Chair, Fellow Delegates,

The Republic of Turkey is pleased with the work of the body thus far. Recognizing the influx of refugees migrating from the Levant and Northern Africa, the Republic of Turkey calls upon all willing and able Member States to increase their contributions to the International Organization for Migration to better assist Member States who are harboring said refugees. Thank you.

I yield my time to the Chair.

Speeches are to remain diplomatic and focused on presenting the Member State’s plan of action, recognizing the work of the body, and calling for Member States to contribute to a working paper or draft resolution. It is highly undiplomatic to “call out” fellow Member States regardless of the relationship between them *(although* ***very specific*** *Member States are less concerned with remaining diplomatic and thus being undiplomatic will be considered “in character” by the Dais).*

## Position Papers

A position paper expresses in writing the stance of a Member State on the chosen topics before their committee. A well written position paper outlines the global situation, the Member State’s status on the issue, and proposed actions through which the Member State wishes to see the matter resolved.

Position papers are to not exceed 2 pages in length with no other formal requirements. Grammar, spelling, and writing conventions will be used to grade position papers, although the content of the position paper is vastly more important. Examples of position paper formatting can be found on the conference “*Resources*” page. ([link](https://www.marianuniversity.edu/wp-content/uploads/2018/02/MUN-2-Writing-a-Posistion-Paper.pdf))

## Working Papers/Draft Resolutions

The “goal” of the conference is to publish an outcome document called a resolution which identifies and presents actions to resolve the issue before the committee. To create a resolution, delegates must work together on a working paper made up of preambular and operative clauses:

* **Preambular Clause** - describes the current status of the issue, presents other relevant facts, and acknowledges prior actions.
* **Operative Clause** - sets forth recommendations or actions which the committee would like to see taken to resolve the issue.

Working papers almost always start on a collaborative word processor such as Google Docs or Microsoft Word Online as it allows multiple people to make edits simultaneously. This is encouraged during the early stages of the conference. As the end of Session I nears, it is requested delegates copy their work into the Resolution Template available on the conference website and submit their working paper in the template via email. The general format of a draft resolution has a 1:1 ratio between Preambular and Operative Clauses formatted:

1. *The [Name of Committee],*

2.

3. Preambular Clause 1,

4.

5. Preambular Clause 2,

6.

7. 1. Operative Clause 1;

8.

9. 2. Operative Clause 2.

10.

The Resolution Template has all lines numbered for the ease of referencing specific parts of the document. Operative clauses have their own numbering before each clause, while preambular clauses do not have this extra numbering scheme. All clauses begin with a select set of verbs, but not exclusive to those, listed below in *Clauses.*

Preambular:

1. Recognizing Sustainable Development Goal 14,

2.

Operative:

3. 1. Encourages all willing and able Member States to invest in improving their

4. waste water treatment plants;

5.

Along with the numbering schemes, the initial verbs of each clause are always italicized. There is usually a blank line between clauses. Preambular clauses end with a comma, while operatives end with semi-colons. Operative clauses can have subpoints if the bloc wants to be more specific.

6. 2. *Asks* for aide in the form of:

7. a. food;

8. b. water;

9. c. monetary contributions;

10.

In the Security Council, it is tradition to end all resolutions with the line:

11. 3. Decides to remain seized of the matter.

# Voting

## Procedural Voting

During formal session, the Rules of Procedure are enforced by the Dais. Should a delegate wish to suspend the meeting, be added to the speakers list, or close debate, they may make a motion by raising their placard and being recognized by the Chair when the Dais asks for any “Points or Motions”. Once there are no more points or motions raised, they will be voted on in order of precedence (see *Motions*). It is necessary that all delegates vote on procedural matters. The only acceptable votes are “For” and “Against”

1. **For** – the delegate is in support of seeing the motion pass
2. **Against** – the delegate is in dissent of seeing the motion pass

A delegate cannot abstain from a procedural vote. All procedural votes are performed through a placard vote with a simple majority needed to pass. Roll call votes and votes by acclimation are not in order at this time as those are substantive votes.

## Substantive Voting

At the end of Session II, the committee will automatically transition into voting procedure. During voting procedure, the body will make substantive votes on whether a draft resolution should pass or not. If delegates wish to move into voting procedure early, they can:

* **Allow the speakers list to expire** – if the speakers list runs out, that implies there is no one wishing to speak further on the matter and the Dais will begin voting procedure.
* **Motion to Close the Speakers List** – prevents Member States from adding their name to the speakers list. Once the remaining speakers list runs out, the body moves into voting procedure.
* **Motion for Closure of Debate** – 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.

In order to be eligible to vote, Member States must declare themselves as present to the Dais during roll call at the beginning of Session II. There are three responses a delegate may give during voting procedure:

1. **Yes** – the delegate votes in favor of accepting a resolution
2. **No** – the delegate votes against accepting a resolution
3. **Abstain** – the delegate chooses to not vote

Abstentions may only be used by delegates who declare themselves as “Present” and not those who declare themselves “Present and Voting”. The purpose of an “abstain” response is to allow a Member State to not offend two allies of differing opinions on the subject matter of a resolution.

For example, as Syria has ties to both the US and Russia, if the committee was voting on a resolution which encouraged Member States to buy missiles from the United States, they would likely “abstain” as a “Yes” would please the US but anger Russia, while a “No” would anger the US but please Russia.

In contrast, by declaring “Present and Voting” a Member State is expressing power and influence since they do not need to remain neutral during voting procedure for the sake of pleasing allies. Very few Member States are sensibly able to declare themselves as “Present and Voting” without potential repercussions.

Once voting procedure begins, the Dais will give delegates 10 to 15 minutes to get water, go to the restrooms, and do any last-minute caucusing. Once the break is over, the doors are locked and delegates may leave the room but cannot return. It is expected that the room is as quiet, if not quieter than formal session. The Dais will open by asking for any points or motions. During voting procedure, there are only two motions accepted, excluding the always-acceptable “Point of Order/Information/Personal Privilege” motions. These motions are:

1. **Roll Call Vote** – each delegate is asked individually what their vote is, the responses are recorded by the Dais.
2. **Adopt by Acclimation** – the Dais asks if there is any dissent (“no” votes). If there is none, the draft resolution passes automatically.

If a delegate motions for a Roll Call Vote, the Dais will automatically accept the motion and move into roll call vote procedure. The Dais will call each Member State individually, to which the called-upon delegate will respond with their vote. All delegates must respond to the Dais promptly and in order. A delegate may “pass” one time during a roll call vote, which results in the Dais calling their name again once the first rotation of roll call voting has completed. The Dais will tally the votes and announce the result. If a draft resolution reaches a majority vote, it shall pass. If the draft resolution does not meet a majority, it shall fail. Following the roll call vote, the body shall vote on the next draft resolution.

If a delegate motions to Adopt by Acclimation, the Dais will automatically accept the motion and ask if there is any dissent. At this time delegates who are in dissent should raise their placard. If there is no dissent, or no placards raised, then the draft resolution passes by acclimation. The body will then move onto consideration of the next draft resolution. If there is any dissent, or any placards raised, the motion fails, and the Dais will ask for any further points or motions on the draft resolution. A failed adopt by acclimation does not mean a draft resolution has failed to pass yet. It may be voted upon by a placard vote or roll call vote still.

If there are no motions raised, the committee moves into a normal Placard Vote, where the Dais will ask for “Yes” then “No” then “Abstain” votes and tallies each. A placard vote is highly typical and is the method by which most resolutions get voted upon. If the number of “Yes” votes **exceeds** the number of “No” votes, the draft resolution passes and becomes a resolution. If it does not, the draft resolution does not pass. Following the vote, the body will consider the next draft resolution. All present delegates must respond during voting procedure, whether abstaining or not.

Following voting procedure, the committee has the choice to either progress onto a new topic or motion for “Adjournment of the Meeting” which ends all discussion until the following year’s conference.

## Security Council

Along with the other extra powers afforded to the Security Council, five Member States hold additional rights in the committee. The P5 (US, UK, France, China, and Russia), have the right to a veto during substantive voting, aka voting procedure. Whenever the Security Council votes on a draft resolution, any of the P5 Member States may vote no, and regardless of the tally at the end, the draft resolution will fail to pass. As a result, all draft resolutions in the Security Council must have the full support of P5 Member States.

“With a vote of 14-1, Russia as the sole “No” vote, SC/2020/A/1 fails to pass due to a veto”

The veto power does not apply to the P5 Member States in other committees. Additionally, a veto can not be used during procedural votes, such as votes to setting of the speaker’s time and suspensions of the meeting.

# Awards

Although the goal of the conference is the creation of comprehensive resolutions which aim to resolve the issue before the body, the conference wants to award delegates for their hard work. At closing ceremony, awards will be presented to delegates who perform exceptionally at conference. The awards and their criteria are as such:

**Position Paper Awards**

* Awarded for outstanding position papers. See “Position Papers” above for details.
* Selected by the Dais
* Top 5% of submitted position papers in each committee
* Position papers are not required for attendance at conference and do not factor into the distribution of other awards.

**Delegate’s Choice Awards**

* Awarded for exceptional collaboration and leadership according to your peers.
* Voted upon by fellow delegates during first half of Session II.
* Method of voting is at the discretion of the Dais
* Generally limited to 1-3 delegates per committee.

**Delegate Awards**

* Awarded for excellent performance at committee according to the Dais
* Outstanding Delegate - top 5% of delegates
* Distinguished Delegate - top 15% of delegates
* Not based on a tally or point system, although giving effective speeches, leading your working group, and showing knowledge of the topic improve your odds of getting an award.
* Quality, not the quantity, of work will be taken into consideration.

# Policies

**Dress Code**

* Men
  + Dress shirts, sweater vests, polos, blazers
  + Dress pants, khaki pants
  + Dress shoes
  + Ties
* Women
  + Blouses, blazers, sweaters
  + Dress pants, khaki pants, skirts or professional dresses (both knee length)
  + Heels (reasonable height), flats

**Technology**

* Delegates are encouraged to bring their own laptops if able
* Laptops may be used during informal session to:
  + Perform research
  + Write your working papers
* Laptops are to be closed during formal session
  + Respect for Dais and other delegates
  + May be brought up during speeches
* Limit use of cell phones during informal session
  + May be used briefly to perform research

# Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Opening Ceremony** | **Rules Training** | **Committee Session I** | **Lunch** | **Committee Session II** | **Voting Procedure** | **Closing Ceremony & Awards** |
| **Auditorium** | **Auditorium** | **See Below** | **Dining Rm** | **See Below** | **See Below** | **Auditorium** |
| 8:30a | 9:15a | 10:00a | 11:55a | 12:30p | 2:30p | 3:00p |

**Room Assignments:**

* Security Council – CD Smith Board Room
* General Assembly – Auditorium
* UNEA – T217/218
* WCY – T212/213

# Motions

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Motion** (In Order of Precedence) | **Vote Required** | **Description** |
| 1 | Point of Order | None | Point out a misuse of the rules |
| 2 | Point of Personal Privilege | None | Requests accommodations be made for comfort |
| 3 | Point of Information | None | Ask any procedural question or gain clarification |
| 4 | Adjournment of the Meeting | Majority | Ends the committee or conference until next year |
| 5 | Closure of Debate | 2/3 Majority | Ends discussion, moves to voting procedure |
| 6 | Roll Call Vote\* | None | Vote by roll call, rather than show of placards |
| 7 | Adopt by Acclimation\* | None | Pass a draft resolution as a body by consensus |
| 8 | Suspension of the Meeting | Majority | Recess the meeting for a specific length of time |
| 9 | Set the Speaker’s Time | Majority | Set or change speaker’s time |
| 10 | Close the Speakers List | Majority | Prevents further addition of names to the speakers list |

*\* only in order during voting procedure*

**Sustainable Development Goals**



# Clauses

**Preambular Clauses** *(single verb in present participle or other introductory phrase)*:

Affirming

Alarmed by

Approving

Aware of

Bearing in Mind

Believing

Confident

Convinced

Declaring

Deeply concerned

Deeply convinced

Deeply disturbed

Deeply regretting

Desiring

Emphasizing

Expecting

Fulfilling

Fully alarmed

Fully aware

Fully believing

Fully deploring

Guided by

Having adopted

Having examined

Having considered

Having heard

Having received

Having studied

Keeping in mind

Noting with approval

Noting with concern

Noting with regret

Observing

Reaffirming

Realizing

Recalling

Recognizing

Seeking

Taking into consideration

Viewing with apprehension

Welcoming

**Operative Clauses** (*verb in third person present indicative tense*):

Accepts

Affirms

Approves

Authorizes

Calls

Calls Upon

Confirms

Condemns\*

Congratulates

Considers

Declares accordingly

Deplores

Designates

Draws the attention

Emphasizes

Encourages

Endorses

Expresses its appreciation

Expresses its hope

Further invites

Further proclaims

Further recommends

Further reminds

Further requests

Further resolves

Has resolved

Notes

Proclaims

Reaffirms

Recommends

Regrets

Reminds

Requests

Solemnly affirms

Strongly condemns

Supports

Takes note of

Transmits

Urges

Welcomes

**\*** “Condemns” has a specific meaning in the United Nations. It is the ultimate sign of disgust and thus can ONLY be used in the Security Council due to the severity of the action.

*Created & Written by Secretary General Austin Kultgen in association with Ms Lillie Lee and Mr Peter Laning.*