

CAKAMUN25 PREPARATION HANDBOOK

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About This Handbook

Attending an MUN conference is the best way to understand what happens in the world and how everything works. Before the conference, it is expected that all delegates and advisors have general knowledge about MUN procedure, do research on their countries' position, and become experts for the given agenda topics. The information included in this guide aims to introduce you to the rules of procedure and guide you to be well-prepared for MUN Conferences.

Model UN Glossary

Model UN can be confusing to a beginner, not only because of the complexity of the issues and the pace of debate but also because of the strangeness of the language. At your first Model UN conference, you may not think that some of the delegates are speaking English because of the weird terms they are using! To save you some confusion, we have written this cheat sheet of Model UN terminology. Look it over, and soon, you'll be able to discuss quorums, preambulatory clauses, division of the question, and unmoderated caucuses with the best of them.

Notes;

- >Several of the terms below, including Secretariat and Secretary-General, have different meanings in Model UN than they do in the real UN; you should familiarize yourself with both meanings.*
- >Rules of the procedure vary greatly from Model UN conference to Model UN conference. Though these are the most common definitions of the terms below, do not be surprised if you see them used in a slightly different manner at some of the conferences.*

Abstain: During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a state does not support the resolution being voted on but does not oppose it enough to vote no.

Adjourn: All UN or Model UN sessions end with a vote to adjourn. This means that the debate is suspended until the next meeting. This can be a short time (e.g., overnight) or a long time (e.g., until next year's conference).

Ad-Hoc: Refers to committees like the Security Council, APQ, and IGO Committees, where resolutions are pre-written and then debated. Instead, clauses are submitted by delegates, and together, the committee debates the clause and makes amendments to better the clause to appeal to the member states.

Agenda: The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

Amendment: A change to a draft resolution on the floor. It can be of two types: a "friendly amendment" is supported by the original draft resolution's sponsors and is passed automatically, while an "unfriendly amendment" is not supported by the original sponsors and must be voted on by the committee as a whole.

Background Guide: A guide to a topic being discussed in a Model UN committee is usually written by conference organizers and distributed to delegates before the conference. The starting point for any research before a Model UN conference. Also commonly referred to as the "**study guide**"

Binding: Having legal force in UN member states. Security Council resolutions are binding, as are decisions of the International Court of Justice; resolutions of the General Assembly and Economic and Social Council are not.

Bloc: A group of countries in similar geographical regions with similar opinions on a particular topic.

Caucus: A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: a “moderated caucus” and an “unmoderated caucus” (these two terms are also explained further in this document).

Chair: A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure. Also known as a moderator.

Dais: The group of people in charge of a Model UN committee. Consists of a Head Chair/ President and Deputies.

Delegate: A student acting as a representative of a member state or observer in a Model UN conference.

Delegation: The entire group of people representing a member state or observer in all committees at a particular Model UN conference.

Division of the Question: During the voting bloc, delegates may motion to vote on certain clauses of a resolution separately so that only the clauses that are passed become part of the final resolution.

Draft Resolution: A document that seeks to fix the problems addressed by the Model UN committee. If passed by the committee, the draft resolution will become a resolution.

Gavel: The tool, shaped like a small wooden hammer, that the chair uses to keep order within a Model UN committee.

Formal Debate: The “standard” type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speaker’s list.

First Degree Amendment: An amendment to the first degree is where a delegate submits an amendment to add, remove, or adjust a clause in the resolution to become better and more appealing to the house.

Floor: The floor is a metaphorical area in which delegates can obtain to be able to speak on a resolution or a clause.

Member State: A country that has ratified the charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. Currently, there are 191 member states. For a fact, the only internationally recognized state that is not a member state is the Holy See.

Moderated Caucus: A type of caucus in which delegates remain seated, and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in a formal debate.

Motion: A request made by a delegate that the committee as a whole do something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into a voting bloc.

Observer: A state, national organization, regional organization, or non-governmental organization that is not a member of the UN but participates in its debates. Observers can vote on procedural matters but not substantive matters. An example is the Holy See.

On The Floor: At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the director or the chair board and introduced by the committee, it is put “on the floor” and may be discussed.

Operative Clause: The part of a resolution which describes how the UN will address a problem. It begins with an action verb (such as decides, establishes, recommends, etc.).

Placard: A piece of cardstock with a country’s name (or, in some cases, a specific person’s name) on it that a delegate raises in the air to signal to the Chair that they wish to speak.

Point: A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege. (Further explained in the next section.)

Position Paper: A summary of a country’s position on a topic, written by a delegate before a Model UN conference.

Preambulatory Clause: The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary. It begins with a participle or adjective (such as noting, concerned, regretting, aware of, recalling, etc.)

Procedural: Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

Quorum: The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one-third of the members to begin debate and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

Rapporteur: A member of the dais whose duties include keeping the speaker’s list and taking the role call. In some cases, a Chair or a Co-Chair might also act as a Rapporteur.

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

Right of Reply: A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech. Generally, it requires a written note to the Chair to be invoked.

Roll Call: The first order of business in a Model UN committee is when the Rapporteur (or the Chair/Co-Chair) reads aloud the names of each member state in the committee. When a delegate's country's name is called, they may respond "Present!" or "Present and voting!". A delegate responding "Present and voting!" may not abstain on a substantial vote later on in the session.

Rules of Procedure: The rules by which a Model UN committee is run.

Second: To agree with a motion being proposed. Many motions must be made before they can be brought up to a vote.

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

Simple Majority: 50% plus one of the number of delegates in a committee. This is the amount needed to pass most votes.

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

Sponsor: One of the writers of a draft resolution. A friendly amendment can only be created if all sponsors agree.

Substantive: Having to do with the topic being discussed. A substantive vote is a vote on a draft resolution or amendment already on the floor during the voting bloc. Only member states (not observer states or non-governmental organizations) may vote on substantive issues.

Unmoderated Caucus: A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or a moderated caucus. Frequently used to sort countries into blocs and to write working papers or draft resolutions.

Working Paper: A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently, it is the precursor to a draft resolution.

Veto: The ability held by China, France, The Russian Federation, The United Kingdom, and The United States to prevent any draft resolution in the Security Council from passing by voting no.

Vote: A time at which delegates indicate whether they do or do not support a proposed action for the committee. There are two types: procedural and substantive.

Voting Bloc: The period at the end of a committee session during which voting occurs on proposed amendments and draft resolutions. Nobody may enter or leave the room during the voting bloc.

Points and Motions

Points and Motions can be used by all delegates.

>Point of Personal Privilege must refer to the comfort and well-being of the delegate. It may not refer to the content of any speech and may only interrupt a speaker if their speech is inaudible.

>Point of Order is the question posed to the chair whether the rules of procedure were used correctly during the debate.

> Points of Information may be directed to the speaker who has the floor if they have indicated that they were open for points and information. A point of information must be formulated as a question, e.g., "Is the speaker aware that...?" "Does the speaker (not) realize that..." etc.

>Point of Parliamentary Enquiry is a point of information directed to the Chair concerning the process of the conference or the rules of the procedure.

>Call for the Order of the Day is a call for the return to the main agenda of the committee, council, or assembly. It may not interrupt a speech and must not refer to the content of a speech.

>Motion to Move the Previous Question calls for the closure of the debate and for a vote to be taken on the pending issue. This motion needs to be seconded by the house. If there are no objections, the house will vote.

> Motion to go directly to the voting procedure: This motion needs a 2/3 majority to pass. If successful, the debate ends in order to vote or to debate the next question.

>Motion to Retake Votes: This motion decides whether the votes should be retaken, it passes with a simple majority.

>Motion to Divide the House: This motion proposes a roll call vote. It is only possible when there is a minor difference between the number of votes "in favor" and "against." This motion needs to be seconded by the house and may be overruled by the chair.

>Motion to Extend Debating Time: This motion decides whether to extend the debate time set by the Chair. it passes with a simple majority or by decision of the chair.

>Motion to Table the Resolution: This motion adjourns the debate on the current resolution. After all other resolutions have been discussed, the debate will continue. This motion needs a vote (2/3 majority to pass).

> A Right of Reply is after a speech that attacks the national honor or integrity of a member state, a delegate can ask for the right of reply. This has to be done with a note to the chair. The chair has to grant the right.

Phrases

There are a few common Model UN phrases;

“*Is it in order to...*” (Is it allowed to)

“*It is in order to...*” (It will be allowed)

“*It isn't in order to...*” (It won't be allowed)

“*Debate time*” (Time set for this debate)

“*Time constraints*” (Restriction of time)

“*Request for Follow up*” (Can I ask another question?) *this may only be asked to the chair*

“*Yield the floor*” (Give the floor to someone else)

“*That will be entertained*” (That will be allowed to happen)

“*That won't be entertained*” (That won't be allowed to happen)

Voting

Here is a little more information about the voting procedure;

On resolutions, Clauses, and Amendments, only member states can vote. This means that observer status delegates (organizations and unrecognized countries) cannot vote (this doesn't apply to the Advisory Panel).

However, on procedural matters, all delegates have the right to vote. For example, if a motion to adjourn the debate is called, the chair will ask the delegates to vote on it. Here, all delegates have the right to vote as it is a procedural matter.

If it was an amendment to add a sub-clause to a clause, when voting, only member states can vote, as it is a resolution matter.

Yielding

Here is the information about “yielding”;

Delegates can only yield once consecutively. One delegate cannot take the floor, speak, and yield to another to have them yield to a third delegate, as this restricts the house from hearing a varied range of delegates who might not share the same views on that resolution and topic.

Therefore, it will be allowed to yield. However, chairs can call it “out of order, after which delegates must yield the floor back to the chair.

After a delegate is done with their speech, they must “yield the floor to the chair.”

How To Research A Country, An Issue

There are two fields of research that you have to focus on when preparing for any Model UN conference. First, you need to learn about the country you represent, and then there are the issues on the agenda.

How to research a country: When researching your country, you have several options. One of them is trying to contact its Embassy in your country. You will find that some Embassies are cooperative, and others will be less so. You will just have to try. Another option is to use the Internet. A widely used website for this is the **CIA World Factbook**. Choose the country you represent, and you will find the information you need. If you need a guideline on what you need to know about your country, you can refer to the **Council of World Affairs**. This is a very useful site, by the way, in preparing for many aspects of a conference. Alternatively, you might try individual **countries' websites**.

How to research an issue: The issues on the agenda of a THIMUN conference are taken from the **UN website**. Hence, going to this website and typing in the issue on the agenda into its search engine will be a

good way to start your research on these issues. Member states have websites for their **Permanent Missions at the UN** that can also be useful if you want to learn about the views of your country on a given issue. You can also try its Embassy in your country, but cooperation may again vary.

Useful Websites;

>THIMUN	http://thimun.org/research/index.html
>United Nations	http://www.un.org/english
>Permanent Missions in New York	http://www.un.org/members/missions.shtml
> UN Cyber School Bus	http://cyberschoolbus.un.org
>CIA World Fact Book	https://www.cia.gov
>Council of World Affairs of Canada	http://www.cowac.org
>Embassies Worldwide	http://www.embassyworld.com
>The Economist	http://www.economist.com
>International Debate Education Association	http://www.idebate.org/index.php
>CNN	http://www.cnn.com
>BBC World	http://www.bbcworld.com

How To Write A Policy Statement

What is a policy statement? In preparation for a Model UN conference, you should write a policy statement. This is a document that briefly and clearly explains the policies of your country/organization concerning the issues dealt with at the conference. There are two important reasons for drawing up this document:

- >On the one hand, it forces you to focus on the exact points of view of your country/organization;
- > On the other hand, it serves as a reference document for your delegation members and committee members during the conference.

Thus, policy statements may provide an excellent tool in the lobbying process; they may also serve as the basis for your opening speech in your committee.

What does a policy statement consist of? In order to produce a useful policy statement, you ought to carry out thorough research. You should also bear in mind that a policy statement consists of five parts in which you:

- >Explain and define the issue and its most important terms,
- >Provide a short summary of recent international action related to the issue,
- >Refer to key documents that relate to the issue;
- >State the country's general position on the issue;
- >Make suggestions of your own that are in line with your country's policies to provide a solution to the issue.

*Make sure your policy statement does not exceed 300 words.
To sum up, the policy statement sets out to answer three basic questions:*

- >What is the background of your country's point of view on the issue?
- >What is your country's current position on the issue?
- >What does it hope to achieve in relation to the issue?

Additionally, you might add strength to your position by answering the following question:

- >What have other member states that share my country's view done in this area?

You can carry out most of your research online, but it might also be an excellent idea to contact the embassy of the country you are representing in order to ask politely if they are willing to comment on the accuracy of your policy statement.

What to remember about a policy statement: In a sense, the brevity and clarity of your policy statement show how well you have prepared for the conference. Make sure that you read out your policy statement to your fellow delegates at several stages of your research. You will be surprised to find how many things that are clear to you as an expert on an issue are hard to understand for those who have not carried out your research. Your fellow delegates' questions and comments will lead to a clearer document that will be an excellent starting point for your lobbying, resolutions, and opening speech.

A Sample Policy Statement;

DELEGATION: Brazil

DISARMAMENT COMMISSION

QUESTION OF: Measures to prevent terrorists from acquiring weapons of mass destruction

Brazil endorses the Outcome Document of the 2005 World Summit, adopted on 13 September 2005, which condemns terrorism in all its forms and manifestations and strives to set up an international system that strictly monitors the transfer of materials that may be used to produce WMD.

Brazil, one of the driving forces behind the 1967 Treaty of Tlatelolco, which turned Latin America into the world's first nuclear-free zone, applauds the recent efforts made by the Members of the UN to free the world of any type of WMD. We feel especially responsible as our nation commands huge uranium resources. We view with satisfaction the recent efforts of Member States to prevent the use of WMD by terrorists. However, Brazil expresses its deepest regret that, in spite of recent efforts to combat the acquisition of WMD by terrorist groups, some countries have refused to abide by the will of the international community. It is our deepest interest to ensure a world untroubled by the transfer of WMD and materials that can be used in the production of any such weapons.

How To Write A Draft Resolution

Before a Model UN Conference, you write one or two draft resolutions. The issues of the resolutions can be found in the agenda of the conference. With a draft resolution in your hand, you will participate actively during the debates.

*A resolution is initially a formal statement of a proposal to a UN Council, Committee, or Commission It consists of one long. However, coherent sentences are divided into **clauses and sub-clauses**. A resolution should not represent the position of one country but rather of a majority of the UN member states.*

How to write a resolution: The language of a UN resolution is very formal. Diplomatic and somewhat legalistic. In order to help you, please read the following four questions:

>**What is a preamble?** The preamble is the introduction of the resolution. It contains background and argumentation to the issue you have chosen.

>**How to write the perambulatory clauses:**

> You will write your references to former UN resolutions, ratified conventions, and/or declarations.

>You will provide official figures, the most recent ones possible, to illustrate the issue.

>You will congratulate countries and/or organizations (i.e., UN organizations, NGOs) which have worked on the issue.

>You will emphasize the difficulties that have been encountered in the past.

>You will need to begin the perambulatory clauses with a present or a past participle or an adjective. **See the following list;**

Preambulatory Clauses

Acknowledging	Expecting	Noting with appreciation
Affirming	Expressing its appreciation	Noting with approval
Alarmed by	Expressing its satisfaction	Noting with deep concern
Approving	Fulfilling	Noting with regret
Aware of	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Observing
Bearing in mind	Fully believing	Pointing out
Confident	Further deploring	Reaffirming
Congratulating	Further recalling	Realizing
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognizing
Deeply concerned	Having considered	Referring
Deeply conscious	Having devoted attention	Reminding
Deeply disturbed	Having examined	Seeking
Deeply regretting	Having received	Taking into account

Deploring Desiring Emphasizing	Having studied Keeping in mind Noting further	Taking into consideration Viewing with appreciation Welcoming
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>**What are the operative clauses?** The operative clauses contain the policy statements of the body making the resolution.

The clauses should be clear and unambiguous. They present, by order of importance, what the UN should do or what attitude it should adopt.

>**How to write the operative clauses:** This question is the most difficult one. You must ensure that your proposals are actually workable and that they fully reflect the existing policies of the country or agency that you represent. You encourage and/or invite countries to sign/ratify a convention/declaration.

- >You may propose, welcome, or deplore all new situations.
- >You may support, congratulate, or refuse new proposals.
- >You may confirm or regret what already exists.
- >You have to begin the operative clauses with verbs in the third person singular of the Present Tense. **See the following list;**

Operative Clauses

Accepts Affirms Approves Asks Authorizes Calls for Calls upon Congratulates Confirms Declares accordingly Deplores	Designates Encourages Endorses Expresses its satisfaction Expresses its hope Further recommends Hopes Invites Proclaims Proposes Recommends	Regrets Requests Resolves Seeks Strongly affirms Strongly urges Suggests Supports Trusts Transmits Urges
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Rather than just borrowing/copying clauses from UN resolutions or resolutions from previous conferences, you will be in a much better position to defend and debate during the conference if you write your own resolution from scratch.

>**How to present a resolution:**

- > The heading, which appears on each page, must state specific information;

FORUM: You write down the forum you belong to:

QUESTION OF: You copy the issue of the resolution:

SUBMITTED BY: You write down the name of your delegation country or organization:

- >The opening verb of each clause is underlined.
- >There is a line space between each clause.
- >The lines of the resolution are NOT numbered.
- >Each operative clause IS numbered.
- >The sub-clauses begin with a), b), c), etc.; sub-sub-clauses begin with i), ii), iii), etc.
- >Acronyms and abbreviations are written out in full the first time they are used.
- >Each preambulatory clause is followed by a comma.
- >Each operative clause is followed by a semicolon.
- >There is only one full stop, that is, at the END of the resolution.
- >Do make sure that you not only take a number of hard copies of your draft resolution but also an electronic version (e.g., USB, flash disk, iPod, etc.)

You should have enough copies to distribute to other members of his forum during the lobbying process.

Amendments

There are four purposes for amendments.

STRIKE OUT: The delegate may strike an entire clause or a part of the clause out. A delegate may not strike out multiple clauses, sub-clauses, or parts of a clause.

ADD: The delegate may add an entirely new clause. The delegate may also choose to add a new sub-clause. Adding only one clause or sub-clause at a time is allowed.

INSERT: The delegate may choose to insert a new, continuous phrase. Insert only one continuous segment into the clause or sub-clause. The delegate may not insert more than one segment into different parts of the clause or sub-clause.

CHANGE: The delegate may replace a segment of the clause or sub-clause with different wording. *The delegate is allowed to change the entire clause's wording, but the new clause cannot detract significantly from its original topic. Changing an entire clause is not an opportunity for the delegate to hijack the clause to make it into his/her unrelated clause.*

First and Second Degree Amendments;

Amendments to the first degree are considered to be any amendment submitted during open debate that precedes the amendment of the second degree.

An amendment to the second degree (Amendment to the amendment) is an amendment to change a specific part, insert an additional segment, or strike out a particular segment of the amendment of the first degree. It is not an opportunity to submit a completely new amendment to create a combination of amendments. Amendments to the second degree are entertained in the time against an amendment.

Model UN Dress Code

*Dressing appropriately for MUN is all about looking professional while still being comfortable to debate and negotiate for hours. The standard is **Western business attire**, meaning suits, dress shirts, ties (for those who wear them), knee-length skirts or dresses, formal shoes, and blazers. Avoid casual wear like jeans, t-shirts, sneakers, and anything too flashy or revealing. If in doubt, think, "Would I wear this to a serious job interview?"
If yes, you're good to go.*

Here are some examples of what to wear to a Model UN conference.

If you have any more questions regarding the rules of procedure and overall Model UN; always feel free to ask your chair and/or any academic staff you find!