



**TXMUN**  
TEXAS MODEL  
UNITED NATIONS  
ASSEMBLY



# PROGRAM 'MUN'UAL

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## WHAT IS MUN?

Model UN is a simulation of the United Nations and its organs. MUN is a collaborative process. Ultimately, debating is an integral component of MUN, but the goal as delegates is to collaborate and develop resolutions to problems that plague our world. Three key goals are collaboration, depth, and detail.

### **Collaboration**

The goal is to collaborate and work together. Speeches should not focus on tearing apart others. Instead, delegates should focus on building upon their efforts, aiding in the progression of the committee's work.

### **Depth**

The reason status reports are written and why research is extremely important relates to the necessity for detail. Resolutions analyze issues with extreme complexity. Therefore, it is key for delegates to conduct research and analyze not only the background behind issues, but how each action the MUN ratifies impacts the greater geopolitical environment.

### **Detail**

Considering that the issues the MUN will tackle are challenges the UN grapples to solve, attention to detail is extremely important. A resolution could be destroyed by a failure to account for seemingly insignificant details. Attention to detail not only includes the framework and goals of a resolution, but also the correct *and effective* employment of operative and pre-ambulatory clauses.

### **What is the end goal of the Conference?**

The end goal of your committee is to create a resolution that addresses your assigned topic and proposes a position or plan of action the committee has on it.

If you are in the General Assembly, or GA, committee, after the resolution is passed in your committee, it moves onto debate in the GA as a whole. After the GA convenes and debates the committee resolution, the resolution must pass with a majority vote in the GA. Finally, it is signed by the Secretary General to finish the process and everyone claps to celebrate. (Note: Do not clap when a resolution fails to pass.)

## PREPARATION

“Before anything else, preparation is the key to success” -Alexander Graham Bell

Preparation is the key for success at MUN conferences. The greater a delegate’s preparation, the better their mastery of critical information. Always remember that MUN is a collaborative process, and an individual’s ability to collaborate is often based on their confidence. Confidence comes from preparation and prepared delegates make the conference experience. If a delegate is as prepared as possible, then they would have the confidence to be as successful as possible. Beyond this, there are other steps that all delegates should remember.

- MUN is what it models — the actual United Nations. Therefore, delegates must remember to act in the manner of their country. If a delegate represents Russia, they should act in the manner of Russia, especially on issues particularly relevant to Russia’s foreign policy.
- Every nation has a voice. Regardless of whether a delegate represents Lesotho, Belize, Togo, or Azerbaijan, each nation has experiences that are applicable to addressing the challenges the UN faces. By understanding a country’s history and political situation, a delegate can utilize this information and apply it to other issues.
- Capitalize on the strong skills. If a delegate comes from a legislative background, capitalize on public speaking and debating. If a delegate is more technologically savvy, use their background to help coordinate resolution writing. There are many ways in which a delegate can get involved.

### Items to Prepare for Conference

1. **Country Status Report** is a worksheet to help you understand your country and may not necessarily be required by your conference. Most of the information needed to fill out a Country Profile can be found in the CIA World Factbook.
2. **Position Paper** - The Position Paper is a one or two page document that is essentially a summary of your knowledge of the topic and the position your country plans to take when it enters committee. It typically contains four sections: Background of Topic, Past International Actions, Country Policy, and Possible Solutions. Position Papers are usually due before the conference. The key starting points for researching each section are listed below. They will help you get started with participating in your first Model UN conference, but you will want to dig deeper as you develop more experience.
  - Background of topic: Background guide of the topic provided by the conference, Google, the news, Wikipedia (to frame the topic)
  - Past international actions: UN website, your committee’s website, key treaties or resolutions mentioned in your background guide, UN or NGO reports
  - Country policy: CIA World Factbook, your country’s foreign ministry website, your country’s domestic programs and voting record on key treaties or resolutions

- Possible Solutions: NGO or think-tank policy recommendations, past UN resolutions that you'd like to change or expand on, and your own creativity!
3. **Research Binder** is optional but highly recommended, especially since many conferences do not allow the use of technology in committee. For the purpose of TXMUN, technology is encouraged. An organized Research Binder will be your go-to resource during the conference as new terms and acronyms, previous resolutions and treaties, and possible solutions are mentioned.
  4. **The Opening Speech** typically lasts about 1 – 1.5 minutes and is the first speech given to the committee. It is the best opportunity to explain country policy and the key sub-issues nations would like the committee to focus on. Opening Speeches are the main way for countries to determine who they want to work with, so it's important to prepare a speech that conveys this. There are many tips and strategies on how to deliver an Opening Speech, but delegates may use the Position Paper as a guide when you starting out. The most important action is to just be brave and make your first speech.

## Preparation Tips

- ✓ Prepare beyond research. Rather than just finding statistics or country stances, understand the *context* of each country. Learn the purpose of the research.
- ✓ Brainstorm different solutions and critically think about each scenario.
- ✓ Think of how other delegates might react to your proposals, ideas, and even personality.
- ✓ Be confident! Good leadership and diplomacy can be better harnessed when you are confident in your words and actions. Your interactions, speeches, and resolutions all reveal your charisma!

## Research Tips

- ✓ Utilize background research as a starting point for your understanding of the topics.
- ✓ Take note of past actions taken by respective countries as well as the United Nations.
- ✓ If the research paper is too dense to read in detail, skim the abstract.
- ✓ Try to find reliable sources from the official UN website.
- ✓ Gather basic statistics about your country (trust me, these do come in handy!)
- ✓ Look for past speeches from your country's prime minister/president/person in charge.
- ✓ Determine which issues are important for your country (Is it economy? Expanding human rights? Security? Trade?) and connect them to your solutions throughout the conference.
- ✓ Know your country's allies and enemies.

## IN COMMITTEE

### Strategy

- ✓ Ultimately, the committee that you are in was created for a reason. Figure out what that purpose was and how you can contribute or adhere to it.
- ✓ Be sociable in your committee! Unlike other competitions, MUN isn't the same old first place, second place, and third place ranking. To get Best Delegate, your personality and character matters! Making friends in your committee is definite a good thing!
- ✓ Always keep in hand a spare solution that would be beneficial for you in case the one you prepared didn't work out!
- ✓ Find your allies and utilize their influence within a committee! Nothing great was built by only one person.
- ✓ Think about how you are going to present yourself and your ideas, as well as when you're going to do it. Remember, there might not be much time for you to say everything you want to say, so optimize the time that you have!

### Speaking

- ✓ For the three days of this conference, everyone will listen to multitudes of speeches. So, don't just speak, *inspire* your peers!
- ✓ Project confidence and use body language; 93% of communication is nonverbal!
- ✓ Flow your ideas from one to another.
- ✓ *What should I call myself?* Whenever you are speaking in front of your committee or council, avoid the use of pronouns like "I", "me", "he", or "she". Instead refer to yourself and other delegates by their country. For instance, if you're representing the United States, say, "The United States believes that...", rather than, "I believe that..."

### Participation

- ✓ For some of you, this might be your first year. Even so, don't hesitate to raise your placard! Remember, you're here as a delegate, and we value everyone's input! Don't be afraid to voice your stances.
- ✓ Push forward the debate by contributing with new and meaningful discussions.
- ✓ Connect with your peers! Ultimately, this is an educational experience for everyone. Connecting with others can build unexpected friendships and rapport for yourself.
- ✓ Take initiative! Whether this is within or outside of MUN, take initiative with the things that you are passionate about. This is what will truly inspire others and make a difference.
- ✓ Involve everyone, not just the power delegates, but also the novice delegates. Everyone participating and observing can respect a leader who is inclusive towards everyone- be that leader!

## Collaboration

- ✓ Be a team player. The person always writing the resolution, sponsoring, or making amendments isn't necessarily the person who will win best delegate. Remember to collaborate with others rather than fight over signatures and writing.
- ✓ Manage your emotions. We understand that the conference is taxing, exhausting, and truly draining sometimes. However, it is precisely at these moments that truly tests your endurance and character.
- ✓ Communicate with others! Communication is key to pushing forward progress, so make sure you're actively trying to communicate.
- ✓ Provide constructive feedback. In any learning experience, we hope to provide an holistic experience. Build up others with your feedback; don't bring them down.
- ✓ Negotiate with others when conflicts arise. If you obstinately push forward a point, it will not get you anywhere. Instead, try to negotiate and compromise with others- that's what truly makes the world work.
- ✓ Give people a reason to vote! Tell your committee why your issue is important, why their vote matters, and how their vote makes an impact.

## Debate

The core of the debate at MUN will be the speaker's list. At the beginning of debate, the Chair will "open" the speaker's list. If you want to speak, raise your placard in the air. The Chair will then call out countries while the Secretariat (or Vice Chair) writes down the names on a large board at the front of the room. Once the chair calls out your nation, put your placard down. After enough countries have been written down, the Chair will "close" the speaker's list. The Chair will now call up the countries on the list, in order, to the podium to speak on the issue. Once all the countries on the list have spoken, the speaker's list will be "opened" again, and the whole process will repeat itself.

## Overview of most important/commonly used phrases

- When you finish speaking in front of committee and wish to return to your seat: "I yield my time to the Chair" – NOT..."I rest my case." It's a common mix-up.
- When you wish to ask another country's delegate a question: "Will the delegate from (insert country name) yield to a question?"  
To ask multiple questions, say "...yield to a series of questions?"
- When you wish to ask the author of a working paper/resolution/amendment a question: "Will the author of the working paper/resolution/amendment yield to a question?"  
To ask multiple questions, say "...yield to a series of questions?"
- When you want time to caucus: "Motion to caucus for minutes." - Try not to call for this too often, may be unproductive
- When you want to vote on a resolution or amendment: "Motion to end debate and vote on the resolution/amendment."
- When the current time slot to debate has elapsed and it's time for lunch or dinner: "Motion to recess/adjourn."

- When you want to stop debating your current resolution/topic, but still return to the resolution/topic later: "Motion to table the resolution/topic."
- When you want to end debate on the current resolution/topic permanently: "Motion to end debate."
- When you want to discuss your working paper/resolution/amendment: "I move my working paper/resolution/amendment." You must have written out the working paper/resolution/amendment and put it on the desk of the Chair for this motion to be recognized.

## Why Parliamentary Procedure?

Parliamentary Procedure is the body of rules, ethics, and customs in the conference that all delegates should abide by. This procedure, while sometimes tedious to follow, to be followed to ensure the formality of Model United Nations. While this procedure does dictate how debate and committee time should flow, it should not hinder delegate's passion for debate and during committee.

We acknowledge that many of the legislative branch delegates understand parliamentary procedure. The purpose of the procedure in Model UN is to promote collaboration in committee. While legislative focuses on debate of legislation, Model UN focuses on the sharing of ideas and collaboration for drafting resolutions. Caucuses are used to share ideas, to debate the ideas, and to ensure formality under the chair's jurisdiction. We would like delegates to acknowledge and respect that Model UN is all about collaboration.

## Sample of the order of debate for committees (excluding Security Council)

1. Roll Call
2. Set the Agenda
3. Open the Speaker's List
4. Motion for Moderated Caucuses
5. Motion for un-moderated Caucuses
  - a. regional caucus
6. Motion for second moderated Caucus/ Re-Opens the Speaker's List
7. Motion for un-moderated Caucus
  - a. resolution writing
8. Resolution debate
  - a. open Speaker's List
9. Motion to end debate/end committee

## Roll Call Procedure

1. The chair will call the roll for the purposes of establishing quorum at the beginning of each session. Members who desire to be considered present shall reply "present" when the name of their delegation is called. No members may be announced by proxy. A reply of "present and voting" requires the member to vote in the affirmative or negative on any substantive matter.

## Roll Call Procedure

2. The chair will have the time of the last roll call posted. Delegations who were not considered present at the time of the last roll call and wish to be accorded full voting rights, must submit a note, in writing, to the chair requesting that they be considered present.

## Procedural Voting

1. Each delegation shall have one vote. A procedural vote is one that applies to the actions of the committee rather than to policy or resolutions pertaining to policy.
2. No member may cast a vote by proxy or on behalf of another member country.
3. Procedural motions shall pass with the affirmative votes of a simple majority of the members of the committee.

## Setting the Agenda

1. The body shall set its own agenda, deciding between the two topics members have researched.
2. After there is a consensus, the chair shall conduct a vote between the two topic areas receiving the most votes. In case of a tie, the chair shall cast the deciding vote. In terms of agenda setting, we use only the two topics selected for the committee by our staff.
3. Once the topic area is disposed of, a new Agenda Topic will then be selected in the above manner.

## Speakers' List

1. A Speakers List shall be opened by a Motion to Open the Speaker's List, following the setting of an Agenda Topic, for the purpose of debate in all substantive manners pertaining to the Agenda Topic. The Speakers List will be established by a show of placards.
2. A Speakers List is established for each individual topic and the Speakers List expires when a topic is tabled or adjourned or whenever a resolution has passed.
3. When the Speakers List is exhausted, debate is automatically closed on the Topic Area.
4. A delegate may move to close the Speakers List whenever the floor is open. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members. If the motion passes, the chair will permit no additions to the Speakers List.
5. A delegate may move to reopen a closed Speakers List whenever the floor is open. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members.

## Speeches and Debate

1. No delegate may address the body without the permission of the chair.
2. The chair shall call upon speakers in accordance with the Speaker's List.
3. Delegations comprised of more than one delegate may share allotted speaking time among members of the same delegation provided they do so in accordance with conference Policies.
4. Speeches must be given while seated or standing next to the delegation's assigned position or from a point designated by the chair.
5. The chair shall call a speaker out of order if: the delegate's remarks are frivolous, dilatory, or not germane to the set Agenda Topic under discussion; the delegation's allotted time has expired; or the speaker's remarks are directed to a personality or nation rather than the issue at hand.

## Caucuses

1. A delegate may move for a caucus whenever the floor is open. The motion for a caucus must include a reference to the type of caucus requested (moderated or unmoderated), a time limit, and the purpose of the caucus.
2. This motion requires a second, is not debatable, and passes with the affirmative votes of a majority of the members.
3. A caucus is the complete suspension of all rules in order to discuss the business at hand. Conference policies always remain in effect. During a moderated caucus, the chair will have the sole authority to grant speaking rights in the caucus.
4. The chair will call the body back to order at the appointed time. The body may not reconvene from a caucus early, unless all delegations are present and there is unanimous consent. The time for a caucus may be extended at the chair's discretion.
5. Unmoderated caucus time will be capped at 2 hours for all conferences. This should be enforced by the chair.

## Limit or Extend Speeches

1. Whenever the floor is open, a delegate may move to further limit or extend the amount of time each delegation may speak while on the Speakers List. This time limit remains in effect for the remainder of the conference, unless it is changed in accordance with this Rule. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members.
2. Once a particular speaker's time has expired, a member of another delegation may move to have that particular speaker's time extended. The motion to extend the speaker's time requires

a second, is not debatable, and passes with the affirmative vote of a majority of the members of the body. Extended time may not be yielded, except to the chair. Time yielded to another delegation may not be extended. The chair shall permit a single extension, of a time determined at the discretion of the chair, not to exceed two minutes.

## Yields

A delegation that is on the Speaker's List and has been granted the right to speak, may yield the remainder of their allotted time in one of the following ways:

<b>To the Chair</b>	A delegate may at any time conclude the speech by yielding to the chair. Upon doing so, the entire delegation shall retake their seats.
<b>To a Delegate</b>	A delegate may yield unused time to another delegate or delegation. The intention to yield to another delegation may be made at any time during the delegate's speech. Time may not be yielded to more than one delegate, and yielded time may not be yielded again, except to the chair.
<b>To Questions</b>	A delegate may yield to questions after the delegate's speech. The chair shall recognize delegates to ask questions of the speaker. A delegate recognized to ask a question shall be limited to asking only one question. Only one member of the speaking delegation may answer a question, but that member may change from question to question. A delegate shall only be assessed for time that is spent answering a question. A delegate that has yielded time to questions yields to questions from all delegates recognized by the chair. A delegation may still yield to the chair at any time. Time yielded to questions may be extended, but may not be yielded again, except to the chair.

## Presenting Points

A delegate may interrupt with a Point whenever the floor is open. A delegate may only interrupt a speaker with a Point of Order or Personal Privilege, only when the Point directly concerns the speech being interrupted. A delegate raising a Point may not speak on the substance of the matter at hand, but may be granted time to make a short statement concerning the Point. If the chair feels that Points are being used to disrupt or delay business, the chair may rule that they must be submitted in writing for a period of time. This decision is not subject to appeal.

<b>Point of Parliamentary Inquiry</b>	This is used when a delegate has a question about proper parliamentary procedure or the current procedural status of the committee. Examples: "What is the maximum speaking time for this caucus?" "How much time is left in the caucus?"
<b>Point of Order</b>	This is used when a delegate believes the chair has made a mistake and not followed proper parliamentary procedure. The chair will then immediately rule on the Point of Order. Example: "There should have been a vote for the motion."
<b>Point of Information/Clarification</b>	This is used for asking about information relating to the topic at hand (and not about parliamentary procedure). Example: "What is the difference between antiviral and antibiotic medicine."

<b>Point of Personal Privilege</b>	This is used when there is a discomfort in the room that impairs the ability of a delegate to participate in debate. The chair shall make every reasonable effort to rectify the situation. Example: "Can we change the temperature in the room?" "I cannot hear the speaker." "Can this delegate restate their point?"
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## Rights of Reply

A delegate whose personal or national integrity has been impugned by an extraordinary comment of another delegate may request a Right of Reply. The Right of Reply is requested by making a Point of Personal Privilege immediately following the offending speech. A delegate may not interrupt a speaker with a Point of Personal Privilege to request a Right of Reply. The chair's decision whether to grant the Right of Reply is discretionary, not debatable, and not subject to appeal. Once granted, the Right of Reply may be limited in length by the chair. The only yield in order will be a yield to the chair. A Right of Reply may not be made to a Right of Reply.

## Precedence and Presenting Motions

1. The chair may accord itself precedence for the purpose of clarifying rules or explaining any business before the body.
2. Parliamentary points that may interrupt the speaker are always considered immediately by the chair once they are recognized.
3. Motions shall have the following precedence:
  - a. Privileged Motions
    - i. Motion to Recess
    - ii. Motion to Adjourn
  - b. Subsidiary Motions
    - i. Motion to Limit or Extend Speaking Time
    - ii. Motion to Close or Open the Speakers List
    - iii. Motion to Table Debate
    - iv. Motion to Adjourn Debate
  - c. Main Motions
    - i. Motion to Introduce (a Resolution or Amendment)
    - ii. Motion to Set the Agenda
    - iii. Motion to Caucus (Moderated or Unmoderated)
    - iv. Motion to Move into Voting Procedures

### On Presenting Motions

1. When not speaking, a delegate may make a motion when the floor is open between speeches, but may not interrupt a speaker.
2. Its originator may withdraw a motion at any time before a vote has been taken on the motion. consideration of the motion is immediately ended unless another member immediately assumes sponsorship of the motion.

<b>PRIVELEGED MOTIONS</b>	
<b>Motion to Recess</b>	This motion is used to suspend debate at the end of each committee session. At the end of each committee session, once the chair says that he/she would take a motion to Recess.
<b>Motion to Adjourn</b>	This motion is used to end the last committee session, ending the conference. The motion is used at the end of the last committee session, once the chair says that he/she would take a motion to adjourn.
<b>SUBSIDIARY MOTIONS</b>	
<b>Motion to Limit or Extend Speaking Time</b>	
<b>Motion to open or close the Speaker's List</b>	The Speaker's List is used when a delegate wants to start a new speakers list; the chair will then call on delegates who want to be added to the list. This is used at the beginning of the conference when a speakers list has to be opened to set the agenda; it is also used to create a new speakers list after the agenda has been.
<b>Motion to Table Debate</b>	This motion is used if a delegate wishes to immediately end debate on a topic and move to the next item on the agenda; if this motion is employed, then there will be no vote on the topic or any resolutions introduced on the topic; there will be two speakers for and two speakers against this motion. The motion can be used any time.
<b>Motion to Adjourn Debate</b>	The body may adjourn debate on the current topic area, closing that topic for the remainder of the conference. Upon adjournment, all resolutions on the floor are withdrawn from consideration. The purpose of adjourning debate is to signify that debate on the current topic area is concluded. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members.
<b>MAIN MOTIONS</b>	
<b>Motion to Introduce</b>	Motion used when a delegate wants to introduce (read to the committee and make it an official document) a working paper/resolution/ amendment.
<b>Motion to Set the Agenda</b>	This is used to set the order in which the topics will be debated; there will be two speakers for and two speakers against the motion. The motion is used after there has been sufficient debate upon which of the topics on the agenda is more important and will be entertained at the discretion of the chair.
<b>Motion to Caucus (Moderated and Un-moderated)</b>	Motion for moderated caucus allows the entire committee to hear the delegate's opinions and suggestions for the resolution. Moderated Caucuses are a faster paced debate; no yielding or questions are allowed. An advantage is that the chair hears all the arguments on the floor and hears the voice and opinions of every delegate. The recommended maximum speaking time is between 30 seconds to 1 minute, with the entire duration being between 5 and 20 minutes. Once the moderated caucus elapses, the committee automatically moves back to speakers' list.

	<p>Motion for un-moderated caucus can be called for anytime during organized debate (when the chair asks if there are any points or motions on the floor), or after a previous caucus is finished. An un-moderated caucus is best used for informal debate. Examples being when delegates wish to have discussions with one another, or if a delegate wishes to collaborate with others in writing a resolution. When a delegate calls for an un-moderated caucus, they also must specify the length of the caucus. There are two types of un-moderated caucuses: <i>Regional Caucus</i> and <i>Resolution-writing Caucus</i>. To motion for either one of the caucuses, just specify "<i>Motion for an un-moderated regional caucus</i>". The recommended un-moderated caucus duration is between 5 and 15 minutes.</p>
<p><b>Motion for Right of Reply</b></p>	<p>If a member of the committee makes a personal attack on another delegate, then the offended delegate is permitted to reply to the delegate. However, if an attack is made on a delegate's position, the delegate does not receive a right of reply, meaning "<i>Country A is stupid...</i>" would deserve a right of reply, while, "<i>Country B's idea of satellites is idiotic...</i>" does not deserve a right of reply. A right of reply is requested directly after the personal attack is made. The chair makes the ultimate ruling as to whether or not the delegate in question deserves a right of reply.</p>
<p><b>Motion to Close Debate and Go into Voting Procedure</b></p>	<p>Motion is used if a delegate wants to end debate on a topic and move into voting procedure; there will be two speakers against this motion. This motion can be used any time (but it will not be taken seriously unless an ample amount of debate on the issue has occurred).</p>
<p><b>Motion to Divide the House</b></p>	<p>Motion used if a delegate wishes to divide out a portion (certain clauses) of a resolution; each portion of the resolution will then be voted on separately. This requires two speakers for and two speakers against the motion to divide, not the individual divisions. This motion is used during voting procedure. A delegate would use this motion if the he/she agrees with the majority of a resolution but cannot or will not vote for it because of a certain clause.</p>

## RESOLUTIONS AND AMENDMENTS

### Overview

UN committees formally express their decisions and rationales through resolutions. Resolutions are written in committee to address the topics that your chairs have selected. The resolutions should be the result of verbal debate in committee; thus, resolutions should be jointly written by delegates during committee with input from the rest of the committee. Note that resolutions that were written in full or in part from outside of the committee may not be submitted. Handwritten resolutions should be submitted to the dais, and the Chair will return the resolution to the committee once it has been typed and formatted. Alternatively, if a conference allows personal computers, it may be emailed to the chair.

### Format

Each resolution must have a total number of sponsors and signatories of at least a fifth of the whole committee. **Sponsors** are delegates who actively participated in writing the content of the resolution. **Signatories** are delegates who support debating the resolution. This is not an endorsement by any means, as one could act a signatory for the purpose of debating against the resolution and exposing its perceived flaws. Please note that above the minimum requirements, having additional sponsors or signatories does not add any weight or special precedence to the resolution.

All resolutions follow a very similar format consisting of a header, pre-ambulatory clauses, and operative clauses. The header consists of the committee name, list of sponsors, list of signatories, and topic name. The pre-ambulatory clauses consist of the reasons why the committee is addressing the aforementioned topic and the background of the topic. The operative clauses consist of actions the committee recommends undertaken by countries, NGOs, the UN, and other international organizations.

The whole resolution should read like a sentence, using commas and semicolons where applicable. Each pre-ambulatory clause starts with a participle (pre-ambulatory phrase e.g., "Affirming", "Keeping in mind") and ends in a comma. Each operative clause starts with an underlined present tense verb (operative phrase e.g., "Calls upon", "Condemns") and ends with a semicolon. Unlike pre-ambulatory clauses, the operative clauses are numbered and may be expanded into sub-headings in the format of an outline. There should be a period at the end of the last operative clause.

A list of pre-ambulatory and operative clauses is provided for your reference in Appendix B (page 27.) Also, please see the sample resolution in Appendix A (page 26) for an example of a resolution.

## Introducing a Resolution

A resolution is introduced to the floor with a motion as follows: "The delegate from [country] moves to introduce Draft Resolution X.Y", where the topic number and Y is the number of resolutions already introduced plus one. By this pattern, the first resolution introduced on the first topic will be Resolution 1.1, and the third resolution introduced on the second topic will be Resolution 2.3. After the motion, the chair will allow for short reading time with a length at the chairs' discretion. Depending on the conference, the chair may allow a speech and/or question/answer session by one or all of the sponsors to describe the resolution.

Once introduced, a resolution may be debated in either moderated or moderated caucus, and will be either displayed via projector, distributed in paper form, or both. Until a resolution is passed, delegates must always refer to them as Draft Resolutions.

## Rules to Resolutions

1. Multiple resolutions may be on the floor at any time.
2. To become a resolution, a working paper must explain the problem, include historical background and pose a solution to the problem. 2/3rds of the body's members, rounded up, are required for signatories. There may only be up 4 sponsors per resolution.
3. Once a working paper has had the appropriate number of sponsors registered with the chair, the sponsor may email the working to the chair.
4. When the chairs review it, they may make formatting changes or suggestions for the committee to consider. When the chair deems the draft fit, it becomes a draft resolution and is considered on the floor for debate. If the resolution is being read to the body, only 7 minutes will be allotted for reading and explaining the resolution.

## Amendment to Resolutions

1. Delegates must motion to propose an amendment. The chair will decide if the amendment is germane or dilatory. If ruled germane, the delegate must state the location of the amendment on the resolution, what is being changed, and the change itself. If dilatory, the body shall continue without regard to the proposed amendment.
2. Amendments that have the approval of the sponsor and all the co-sponsors are considered friendly amendments and automatically become a part of the underlying resolution when introduced by the sponsor.
3. If the approval of the sponsor and co-sponsors does not exist, the amendment becomes an unfriendly amendment, provided it has one sponsor and 25% of the members, rounded up, as co-sponsors for the amendment (in the case of a resolution). An unfriendly amendment is voted on during voting procedures prior to voting on the underlying resolution. Unfriendly amendments to unfriendly amendments are out of order.

4. The chair may rule an amendment, which has the effect of negating the main thrust of the underlying resolution or which bears no resemblance to the underlying resolution, out of order.

## Voting Procedures

1. During Voting Procedures, there shall be no talking or passing of notes.
2. At this point you can only make 3 motions: point of inquiry, adopt by roll call vote, adopt by acclamation. Under adopting by acclamation, you ask "is there any opposition 3 times. If no one raises their placard, the resolution passes.
3. During Voting Procedures, only conference staff may leave or enter the room.
4. Any delegate or observer who disrupts Voting Procedure shall be ruled dilatory, and therefore out of order.
5. The body shall first consider each of the unfriendly amendments on the floor in the order they were introduced. The question to adopt an amendment shall be considered substantive.
6. Once all unfriendly amendments have been dealt with in turn, the body shall then consider the underlying resolution.
7. Voting procedures shall be considered concluded once the chair has announced the final vote on the underlying resolution.

## Resolution/Amendment Voting Procedures

1. Voting shall normally be conducted by a show of placards.
2. In the Security Council, all substantive votes shall pass with the affirmative votes of a majority of the members and the absence of a veto vote by one of the permanent members. In all other bodies, all substantive votes shall pass with the affirmative vote of a majority of the members.
3. Once a resolution has passed, the Topic Agenda is adjourned. If the resolution fails, debate continues unless the Speaker's List has been exhausted.

## Tabling

1. A delegate may move to table a motion, resolution, or agenda topic whenever the floor is open. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members. No action or debate will be permitted on a motion, resolution, or Agenda Topic that has been tabled until it has been taken from the table.

2. Whenever the floor is open, a delegate may move to resume debate on a motion, resolution, or topic that had previously been tabled by moving to take it from the table. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of two-thirds (2/3) of the members.

## Adjournment of Debate

The body may adjourn debate on the current topic area, closing that topic for the remainder of the conference. Upon adjournment, all resolutions on the floor are withdrawn from consideration. The purpose of adjourning debate is to signify that debate on the current topic area is concluded. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members.

## Recess and Adjournment

1. A recess is a set period of time during which no official business is conducted, and the presence of neither the officials nor the delegates may be required. Once a period of recess has been set, it may not be shortened, except by conference officials to bring the recess into conformity with the conference schedule. When the meeting has reconvened, the business of the meeting shall continue at the point where the recess occurred. This motion is normally made at the end of a session.
2. Adjournment signifies that all business of the body contained in the Agenda has been completed. This motion is normally made only at the last regular meeting of the conference.
3. The motions to Adjourn and to Recess each require a second, are not debatable, and pass with the affirmative votes of the majority of the members. The chair may rule either of these motions dilatory, and this decision may not be appealed.

## APPENDIX

### GLOSSARY: FIRST OFF, WHAT ARE ALL OF THESE WORDS YOU'RE USING?

<b>Abstention</b>	A vote during the voting process; to abstain is to be considered as not voting in favor or against. An abstention may indirectly contribute to the passage of a resolution because only a majority of votes in favor is required. Example: A draft resolution that received 30 votes in favor, 10 votes against, and 40 abstentions would still pass due to a larger number of votes in favor, as compared to votes against. Note: Member States may abstain only if they are "Present" during formal roll call.
<b>Adjournment of Debate</b>	Ends debate on a topic, and on all draft resolutions/report segments for that topic, without voting on any proposed draft resolutions/report segments. A motion for reconsideration can reopen debate on this topic.
<b>Adjournment of Meeting</b>	Ends the meeting until the next conference year.
<b>Agenda</b>	The order in which topics before the committee will be discussed.
<b>Amendment</b>	A change made to an operative clause of a draft resolution. Amendments can add, delete, or change an operative clause in a draft resolution. A Friendly Amendment is an amendment written and approved by all the sponsors to a draft resolution and is automatically included into the text. An Unfriendly Amendment is an amendment not approved by all the sponsors to their draft resolution and must be voted upon before it can be included into the text.
<b>Caucus</b>	A break in formal debate where delegates can further discuss topics. Take the form of moderated or unmoderated caucuses.
<b>Chair</b>  <b>Chair, con't</b>	A chair runs the individual committee and ensures that it functions smoothly and makes sufficient progress. They make sure that it is always running in a calm manner that adheres to proper parliamentary procedure. They also ensure fairness in the committee and will try their best to give everyone a chance to speak. The chair is like a mentor to the delegates. If any delegate, is unsure of the correct parliamentary procedure, or has any

	<p>other concern, they should bring the issue to the chair, who will then handle the issue accordingly. All Chairs have extensive experience in Model UN and procedures. Please make sure <u>ALL</u> delegates treat the chairs with respect as the chairs work hard to prepare the research needed to run the committees smoothly.</p>
<b>Country Status Report</b>	<p>A document in which to prepare to represent your nation. To be explored are the nation's economy, government structure, culture, religious norms, family norms, demographic data, educational norms, geography, natural resources, surrounding allies, history, connections to nations within the UN, voting history in the UN and more.</p>
<b>Crisis</b>	<p>A crisis is a special problem that comes before the Security Council that must be solved during the MUN conference. The Crisis Committee is a separate committee that handles its own crisis.</p>
<b>Decorum</b>	<p>The order and respect that must be maintained by all members of the conference. A director may call for decorum when he or she feels that individuals are not being respectful of each other or the Dais.</p>
<b>Delegate</b>	<p>Individual acting as a representative of a Member State in the conference. You...you are a delegate. ☺</p>
<b>Dilatory</b>	<p>A motion is dilatory if it may obstruct or delay the will of the committee (i.e. motions to suspend the meeting proposed immediately after several previous suspension motions failed).</p>
<b>Draft Resolution or Draft Report</b>	<p>A working paper that has been accepted by the Dais, which is discussed and voted on by the body.</p>
<b>ECOSOC</b>	<p>Economic and Social Committee</p>
<b>Formal Debate</b>	<p>The typical form of debate at conferences where delegates are allowed to speak for a certain amount of time in an order that is dependent on the speakers list.</p>

<b>General Assembly (GA)</b>	The main deliberative organ of the UN system, comprised of all Member States of the UN.
<b>HRC</b>	Human Rights Council
<b>ICJ</b>	International Criminal Court of Justice
<b>Majority Vote</b>	A threshold at which many motions pass. A motion passes with a simple majority vote if more people vote yes than vote no (in the case of substantive votes, ignoring abstentions). To determine if something passes, compare yes votes to no votes only. Tie votes fail.
<b>Member State</b>	A country that has ratified the United Nations Charter and whose application has been ratified by the General Assembly and the Security Council; currently there are 193 Member States
<b>Merging</b>	Combining two or more draft resolutions to make a bigger or new draft resolutions.
<b>Moderated Caucus</b>	A type of caucus in which delegates are allowed to speak for a shorter period of time typically on one specific topic. Allows for a freer exchange of ideas in a timelier fashion
<b>Motion</b>	A request to do something during formal debate; motions are voted on by the body. Procedural motions: all Member States and observers of the committee vote. Substantive motions: only Member States vote.
<b>Motion Out of Order</b>	An incorrect (non-NMUN) motion or a motion used at the incorrect time during the Conference.
<b>NGO</b>	Non-Governmental Organization are also known as civil society organizations or CSOs, are nonprofit groups independent from governments. Normally organized around specific issues, NGOs deliver a variety of public and humanitarian services.
<b>Observer</b>	Non-Member State or organization granted status to participate in deliberations. Observers may not sponsor resolutions or vote on

	substantive matters, but they may act as a signatory and must vote on procedural matters.
<b>Organs</b>	Organs: The different parts of the UN (GA, ECOSOC, ICJ, HRC)
<b>Parli-Pro</b>	Short for Parliamentary Procedure. It is the format of debate that MUN will follow in all organs of the UN except for the ICJ. It allows for measured, peaceful debate where all countries have an equal opportunity to talk (if they want to).
<b>Placard</b>	Cardstock with countries name on it. Used to indicate that the delegate wished to speak and is also used in voting.
<b>Position Paper</b>	Summary of a country's position on a topic, prepared in advance of the conference.
<b>Preambular Clause</b>	Sets up historical context and relevant international law for a resolution, which justifies future action.
<b>Procedural Vote</b>	Votes on motions before the body; all delegations present must vote.
<b>Resolution</b>	Document that has been passed by an organ of the UN that attempts to address a problem or issue.
<b>Roll Call</b>	The first order of business at the beginning of a committee session. When a delegate's country is called they may respond with "present" or "present and voting". "Present and voting" means the delegate gives up their ability to abstain when voting on resolutions take place.
<b>Secretary General</b>	The Secretary General is the head of the General Assembly. The Secretary General is open to the public and is always available to hear any concerns that anyone may have. The Secretary General ensures that the General Assembly runs in a timely manner and that it remains formal. The Secretary General will try their best to get through all the resolutions during the General Assembly. The Secretary General works very hard to make this conference as fun and exciting as possible for everyone who is attending.

<b>Security Council</b>	Created after WWII, this committee is comprised of 5 permanent member nations: China, France, Russian Federation, United Kingdom, and the United States. Each year, other member nations are elected to serve on the council. This council handles security and safety issues around the world.
<b>SPECPOL</b>	Special Political committee
<b>Signatory</b>	A country that wishes for a draft resolution to be presented for debate. This does not mean that they support it. In signing their name on the document they announce that they want draft resolution to be discussed. A certain number of signatories and sponsors are often required in order for a draft resolution to be approved.
<b>Sponsor</b>	A writer of the draft resolution; can be more than one. A friendly amendment can only be created if all sponsors agree.
<b>UNICEF</b>	United Nations International Children's Emergency Fund.
<b>UNESCO</b>	United Nations Educational, Scientific and Cultural Organization
<b>Unmoderated Caucus</b>	A type of caucus where delegates are allowed to leave their seats and speak freely. This time can be used to discuss viewpoint and work on working papers. Frequently used to sort countries into blocs and to write working papers and draft resolutions.
<b>WHO</b>	World Health Organization
<b>Working Paper</b>	Document where delegates ideas of how to address the issue or topic is organized. The precursor to a draft resolution.

# Appendix A: Security Council Response to September 11

Below is a famous real resolution passed by the UN Security Council in response to the September 11 attacks. Model UN resolutions should be formatted like this, though usually much longer.

Resolution 1368 (2001)

Adopted by the Security Council at its 4370th meeting, on 12 September 2001

The Security Council,

*Reaffirming* the principles and purposes of the Charter of the United Nations,

*Determined* to combat by all means threats to international peace and security caused by terrorist acts,

*Recognizing* the inherent right of individual or collective self-defence in accordance with the Charter,

1. Unequivocally condemns in the strongest terms the horrifying terrorist attacks which took place on 11 September 2001 in New York, Washington, D.C. and Pennsylvania and regards such acts, like any act of international terrorism, as a threat to international peace and security;
2. Expresses its deepest sympathy and condolences to the victims and their families and to the people and Government of the United States of America;
3. Calls on all States to work together urgently to bring to justice the perpetrators, organizers and sponsors of these terrorist attacks and stresses that those responsible for aiding, supporting or harbouring the perpetrators, organizers and sponsors of these acts will be held accountable;
4. Calls also on the international community to redouble their efforts to prevent and suppress terrorist acts including by increased cooperation and full implementation of the relevant international anti-terrorist conventions and Security Council resolutions, in particular resolution 1269 (1999) of 19 October 1999;
5. Expresses its readiness to take all necessary steps to respond to the terrorist attacks of 11 September 2001, and to combat all forms of terrorism, in accordance with its responsibilities under the Charter of the United Nations;
6. Decides to remain seized of the matter.

## Appendix B: Preambulatory and Operative Phrases

From: <http://www.unausa.org/munpreparation/resolutions/clauses>

### Sample Preambulatory Phrases

Affirming	Expecting	Having studied
Alarmed by	Expressing its appreciation	Keeping in mind
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Noting further
Confident	Fully believing	Noting with approval
Contemplating	Further deploring	Observing
Convinced	Further recalling	Reaffirming
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking into account
Desiring	Having heard	Taking into consideration
Emphasizing	Having received	Taking note
		Viewing with appreciation
		Welcoming

## Sample Operative Phrases

Accepts	Encourages	Further recommends
Affirms	Endorses	Further requests
Approves	Expresses its appreciation	Further resolves
Authorizes	Expresses its hope	Has resolved
Calls	Further invites	Notes
Calls upon	Deplores	Proclaims
Condemns	Designates	Reaffirms
Confirms	Draws the attention	Recommends
Congratulates	Emphasizes	Regrets
Considers	Encourages	Reminds
Declares accordingly	Endorses	Requests
Deplores	Expresses its appreciation	Solemnly affirms
Designates	Expresses its hope	Strongly condemns
Draws the attention	Further invites	Supports
Emphasizes	Further proclaims	Takes note of
	Further reminds	Transmits
		Trusts

## APPENDIX C: POINTS AND MOTIONS

<b>Motions to</b>	<b>Explanation</b>	<b>Requirement to Pass</b>
<b>...set the speaker's time</b>	Adjust the time limit on speeches in any direction.	Simple Majority
<b>...open the speakers list.</b>	Opens the speakers list to allow countries to be added as speakers.	Simple Majority
<b>...close the speakers list.</b>	Means that no one else will be added to the list. Once list is exhausted moved directly into voting bloc.	Simple Majority
<b>...set the Agenda</b>	Decide the order of topics for debate	Simple Majority
<b>... Moderated Caucus/ Unmoderated Caucus</b>	Include type, time limit of caucus, and purpose of caucus. Mod used to debate on topics. Unmod to write resolutions	Simple Majority
<b>... introduce a Resolution</b>	Read resolution to committee for vote/debate.	Simple Majority
<b>... introduce an Amendment</b>	Allows a delegate to propose a change to a Resolution.	Simple Majority
<b>...move into Voting Procedure</b>	Allows the committee to begin voting on the resolution or amendment	Simple Majority
<b>...suspend the meeting for _____ minutes</b>	Suspends meeting for _____ minutes, delegates by default enter unmoderated caucus	Simple Majority
<b>...suspend the meeting for _____ minutes for the purpose of _____</b>	Suspends meeting for _____ minutes only to _____	Simple Majority
<b>....adjourn the meeting until _____</b>	Ends session until designated time.	Simple Majority
<b>...close the debate</b>	Debate ends and the body moves into voting bloc	2/3rds Majority
<b>Point of Order</b>	Speaker asks a question regarding procedure.	No Vote
<b>Point of Information</b>	Speaker asks a question regarding conference details or some other needed information.	No Vote
<b>Point of Personal Privilege</b>	Speaker makes a request regarding an unrelated personal issue, such as room temperature.	No Vote

## Appendix D: Sample Position Paper

This is a sample position paper written by a delegate of Portugal for the UNSC committee for the topics of Cyberwarfare and Bioterrorism.

Committee: UNSC

Country: Portugal

School Name: \*\*\*\*

Delegate Name: \*\*\*\*

### MITMUNC 2011 Position Paper

The people of Portugal would like to open by saying that our position on terrorism is absolutely clear cut and not negotiable. As we said to general assembly in December 2007, "Terrorism is criminal and unjustifiable in any circumstances." Here, we believe that most parties concur. In the past Portugal has not been majorly attacked biologically or through cyber warfare, yet there is significant precedent to believe such an attack could happen, and Portugal has been substantially worried in the past about the fact that echoes of such attacks, especially biological attacks, reverberate over large areas, not necessarily contained by the original target. In the past we have signed numerous drastic anti-nuclear proliferation resolutions, and anti-weaponization resolutions. We see cyber and biological threats as having the potential to be just as harmful and unpredictable as other weapons of mass destruction, and in some cases having more long term affects. We therefore assert that action just as drastic must be taken.

#### Cyber Warfare

Cyber warfare, Portugal believes, is the intentional destruction of a nation's electronic data or programs by any organization existing outside that nation, be it a small private group or a government, on a scale large enough to incite conventional violence. Due to the inherent destructive nature of cyber warfare in its ability to not only cause physical harm to people and resources but also to damage industry and permanently destroy essential information, we cannot condone this warfare on any account. At this point in human history, it is safe to say that a world wide web is very new and complicated thing. Emerging for public use really only in the mid 1990s, this is a gift and a weapon. We know not what the true dangers are of open cyber networks, and believe that to keep regulations loose would be a huge mistake. The Security Council was founded to keep nations secure, and to continue to leave doors open to hackers is simply not that secure way of the future. Today, the era of wiki leaks is upon us, and offers much insight into the potential threats of the nets. We have, of yet, remained fairly untouched by the rampant spreading of classified information, and yet we realized that in some cases the only thing between our confidential military documents is a few lines of code. We do not want the world to read these documents on account of embarrassing information, but rather on account of positions, plans, and data that could put thousands of lives are at risk. But how can we close a dangerous system? Portugal proposes that governments work not off the internet, but off an entirely separate network. This way, people not directly involved in government already will have no access to government computers. There must be the

passwords and defense mechanisms now in place as well, on top of these new networks. Not only does this make governments more secure from threats from their own people or from other NGOs, but also safe from other governments.

### **Bioterrorism**

Portugal's stance on bioterrorism is similar to its stance on cyber warfare in that we believe that it is our duty, as a United Nations, to do everything in our power to prevent any form or stage of bioterrorism from taking place, as it is a topic with little studied consequences and essentially unknown yet widespread potential. The scariest piece of it is the development of new organisms never before tested by Mother Nature. We don't profess to be able to properly control all these organisms, many of which could be created by organizations with no valuable resources put into the research of containment, control, and prevention. If we don't know how to use most of these to begin with, than we can certainly not hope to be able to use them responsibly, at least for the time being. The nature of the problem is about spreading and chain reactions, and country borders serve as no limit to that. Portugal believes that action on the part of the U.N. is essential, because if this problem is left to sovereign governments, and one decides against taking firm preventive action, disease and infection from an attack on or by that state could spread to every country on the continent, in the world even. The preventative actions that Portugal recommends include, but are not limited to, resolving to not produce or develop bioweapons of any kind in a given country by any person(s) for any purpose, developing instead modern technology that non-invasively tests for infections, and creating a program by which a someone accused of bioterrorism, found guilty by the victim state, may be punished under the harshest law of those countries that were directly involved or majorly impacted.

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