

# MUN Guide

International Programs School

2019-2020



## **Introduction to Guide**

“Model United Nations is an authentic simulation of the U.N. General Assembly and other multilateral bodies. These simulating international organizations began even before the birth of the United Nations, when students held a series of Model League of Nations in the 1920s.”

Some Model U.N. exercises take place in the classroom and others are school wide. Still others are regional, national, or even international. These are called conferences, and the events are much larger, with participants from all over the United States and the world. More than 1,000,000 people have participated in MUN conferences around the world since the conferences became popular over 50 years ago. Today there are more than 400 conferences that take place in 35 countries. Depending on the location, the average conference can have as few as 30 students or as many as 2,000. There are an estimated 400 Model U.N. conferences held annually worldwide. These conferences take place virtually every month throughout the school year.” “During a conference, participants must employ a variety of communication and critical thinking skills in order to represent the policies of their country. These skills include public speaking, group communication, research, policy analysis, active listening, negotiating, conflict resolution, note taking, and technical writing.”

“A MUN delegate is a student who assumes the role of an ambassador to the United Nations at a MUN event. A MUN delegate does not have to have experience in international relations.”

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## The United Nations

“The United Nations is an international organization founded in 1945 after the Second World War by 51 countries committed to maintaining international peace and security, developing friendly relations among nations and promoting social progress, better living standards and human rights.”

### 4 Main purposes of the UN

- To keep peace throughout the world;
- To develop friendly relations among nations;
- To help nations work together to improve the lives of poor people, to conquer hunger, disease and illiteracy, and to encourage respect for each other’s rights and freedoms;
- To be a centre for harmonizing the actions of nations to achieve these goals.

### Quick facts:

- **General Assembly:** [193 Member States](#)
- **Security Council:** 5 permanent members and 10 non-permanent
- **Economic and Social Council:** 54 members
- **International Court of Justice:** 15 judges”.

## MUN Code of Conduct

### Expectations of IPS MUN club members:

1. Arrive on time and be prepared for all MUN meetings. Missing club meetings 2 times without a previous VALID excuse will cause you to be expelled from the club.
2. Be committed to your MUN assignments and make sure you stay on top of things
3. Exemplify IPS four basic rules: be kind, be respectful, be responsible, and be safe,
4. Actively participate in the meetings in accordance with your task and responsibility
5. Arrange transportation home on meeting days which are Mondays. Club is from 3:00 to 4:00

## Research

### Country Research

“It is important to remember that your goal is to faithfully represent your country. Delegates need to learn about their country so that they may respond to the issues raised at the conference just as a real delegate from that country would respond. You should also be knowledgeable about the specified topic area, the United Nations, and your particular committee.”

In order to accomplish these tasks every delegate can create an online folder before the conference and divide the information by country, topic(s), the UN, and conference information.

Being clear on the nation’s voting records, with who the country generally votes, and what initiatives the country has sponsored will help delegates to role-play as delegates from that country.

In addition, delegates must learn general information about the country they are representing: its political structure, history, culture(s), geography, people, infrastructure, economics, transnational issues, the country's allies and enemies in the world, and to what formal organizations it belongs to (such as OAS, EU, OPEC, etc.).

Some reliable sources for country information include:

- News Outlets
- [BBC Country Profile](#)

- [CIA World Fact Book](#)
- [The United Nations website](#)

### **Topic Research**

After gathering information about their country, delegates should come to each conference after extensively researching the topic at hand. They can consider the following points:

- General information on the topic
- Their country's stance on the topic
- Actions their country and others have taken to combat the issue
- Stances of other countries on the issue

Great areas to look for information include:

- News and Media sources
- [UN Economic and Social Council](#) contains many topics
- [United Nations Documentation Center](#) is a database for all the previous resolutions
- [Non-government organizations](#) NGOs contain a lot of information about topics

### **United Nations Research**

Delegates should not forget to learn about the United Nations itself as this would help them sound professional during conferences. Students are encouraged to find information about:

- How their committee's organ/agency operates
- UN charter
- Recent UN actions on the issue
- Conferences held about issue
- Statements by UN officials

*When researching, students should carefully gather and select their sources while being time efficient as there are 1000s of sources online. They should also be careful to select reliable sources of information as they could be penalized during the conference if they present false information.*

## Position Papers

In some conferences, “delegations are required to submit position papers prior to coming to the conference. Position papers allow delegates to organize their ideas and aid in formatting and representing a country’s policy. The position papers will also aid delegates in formulating their speeches. Position papers should define each topic on the agenda, as well as that topic’s relationship to the country’s national interests.” Please be aware that different conferences have DIFFERENT requirements and regulations!

### *Position Paper Format*

**Delegate(s):**

**Country:**

**Committee:**

**Topic:**

1<sup>st</sup> Paragraph – **Opening Statement** (3 – 4 sentences)

Why is this topic important for the committee to address?

Why does your country care about this topic?

What is your country’s policy on this topic?

2<sup>nd</sup> Paragraph – **National Actions** (3 – 5 sentences)

Is the topic an issue in your country?

What actions has your country taken to address the issue on a national level?

3<sup>rd</sup> Paragraph – **International Actions** (3 – 5 sentences)

How has your country addressed the issues on an international level?

What actions has your country taken on the issues on an international level?

What conventions, treaties and resolutions has your country supported on this issue?

What organizations is your country a member of that address this issue?

Do you have quotes from government officials on this issue?

4<sup>th</sup> Paragraph – **Recommendations for Action** (4 – 6 sentences)

What role would your country like to see the international community take to address the problem?

What are your country’s recommendations to the committee on how to best resolve the issue?” [1]

Outline what you wish to accomplish for your country: what is the "ideal situation." If you have a clear idea of what this means walking in, when presented with other resolutions you will have a firm grasp of what should be added in order to get that resolution closer to the "ideal situation" for your country’s interest. In other words, how can your country get the most out of the committee? What does your country need most in regards to this topic?

### *Sample Position Papers*

[http://www.thestudentroom.co.uk/wiki/MUN\\_Position\\_Papers#Sample\\_Position\\_Paper](http://www.thestudentroom.co.uk/wiki/MUN_Position_Papers#Sample_Position_Paper)

<http://mun2gether.blogspot.com/2010/09/position-paper-sample.html>

## Flow of Debate

The flow of debate is different in every single conference but usually it typically goes like:

1. Registration
2. Speaker's List for opening speeches
3. Motion for Caucus (Moderated or Unmoderated)
4. Working on Resolutions in blocs
5. Submitting a Draft Resolution
6. Moderated Caucus
  - a. Debate on resolutions
  - b. Amendments and Strikes
7. Voting on resolutions
8. Closure of Debate

### Roll Call

At the start of each session, the Committee chairperson will announce each country's name, please answer "present" or "present and voting".

The Chair might briefly introduce and explain the agenda and topics, or s/he might be expecting you to be knowledgeable about both.

### Points of Debate

These also vary from conference to conference. The most common ones are,

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Point of Information
- Right to Reply

### Motions

These refer to any proposal made by a delegate.

- Motion for a Moderated Caucus
- Motion for an Unmoderated Caucus
- Motion to Extend Debate
- Motion to Move Into Time Against, Time in Open Debate, OR Voting Procedure
- Motion to Close Debate
- Motion to Table a Topic
- Motion to Re-introduce a Topic
- Motion to Introduce a Resolution
- Motion to Adjourn the Meeting

"Delegates need to become skilled in the MUN rules of procedure , you must learn how to get the floor to speak, the processes of preparing and presenting resolutions, how voting is handled, and how you may ask questions or make comments in the meetings."

"Many conferences also run crisis simulations in which hypothetical real world factors are included in the simulation, including representatives from various groups such as member states that topics for a crisis which can span all the committees of the conference."

## Resolution

During a conference multiple resolutions must be submitted to be debated. A resolution is a solution to the topic proposed by allied countries. A MUN Resolution uses very specific language and punctuation, knowledge regarding *preambulatory* and *operative* clauses is essential!

“Resolutions may simply reflect an opinion or may recommend action to be taken by a UN organ or related agency. Only the Security Council may make “decisions” that bind Member States to a certain course of action.”

Typically, delegates should not come to the conference with the resolution prepared, instead it is recommended that they come with points your country would support in a draft resolution. Each resolution has three parts: the heading, the preamble, and the operative clauses.

The Resolution is basically “**one long sentence with commas and semicolons throughout the resolution and with a period at the very end.**”

- Drafts should be single-spaced.
- The first word in each clause should be underlined, and each clause in the preamble should end with a comma.
- All operative clauses end with a semicolon except the final clause, which ends with a period.

### Example

The General Assembly,

Reminding all nations of the celebration of the 50th Anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality, and inalienable rights of all global citizens,

Reaffirming resolution 33/1996 of 25 July 1996, which encourages governments to work with established U.N. bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant U.N. bodies and Non-Governmental Organizations,

1. **Encourages** all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance relief efforts;
2. **Urges** member states to comply with the goals of the U.N. Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. **Requests** that all nations develop rapid deployment forces to better enhance the coordination of relief efforts and humanitarian assistance in complex emergencies;
4. **Calls for** the development of a United Nations Trust Fund that encourages voluntary donation from the private transnational sector to aid in the funding of rapid deployment forces.

### Sample Resolutions

- 1) <http://mun2gether.blogspot.com/2010/10/sample-resolution-paper.html>
- 2) <http://dana.ucc.nau.edu/beb65/munsampleresolution.html>
- 3) <http://www.mamunonline.com/handbook/sample.html>



**Common Clauses**

<b>Preambulatory Clauses</b>		
Affirming	Determined	Having reviewed
Alarmed	Emphasizing	Having studied
Anxious	Encouraged	Keeping in mind
Appreciating	Endorsing	Mindful
Aware	Expressing deep concern	Noting further
Bearing in mind	Expressing its appreciation	Noting with approval
Believing	Expressing its satisfaction	Noting with grave concern
Cognizant	Fulfilling	Noting with regret
Concerned	Fully alarmed	Noting with satisfaction
Confident	Fully believing	Observing
Conscious	Further depicting	Reaffirming
Considering	Further recalling	Realizing
Declaring	Having adapted	Reiterating
Deeply concerned	Having considered	Seeking
Deeply conscious	Having decided	Stressing
Deeply convinced	Having devoted attention	Taking into account
Deeply disturbed	Having examined	Taking into consideration
Deeply regretting	Having heard	Viewing with appreciation

<b>Operative Clauses</b>		
Accepts	Draws attention	Notes with regret
Acknowledges	Emphasizes	Proclaims
Adopts	Endorses	Reaffirms
Affirms	Expresses its appreciation	Recognizes
Appeals	Expresses its conviction	Recommends
Applauds	Expresses the hope	Regrets

Appreciates	Expresses its regret	Reminds
Approves	Expresses its sympathy	Renews its appeal
Authorizes	Expresses its thanks	Repeals
Calls	Further invites	Requests
Commends	Further proclaims	Solemnly affirms
Concurs	Further recommends	Stresses
Condemns	Further reminds	Strongly condemns
Confirms	Further requests	Suggests
Congratulates	Further resolves	Supports
Considers	Has/Have resolved	Takes note of
Decides	Instructs	Transmits
Declares	Invites	Trusts
Demands	Notes	Urges
Deplores	Notes with approval	Welcomes
Designates	Notes with interest	
Directs	Notes with satisfaction	

## MUN Vocabulary

**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 (until next year's conference).

**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. 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 usually written by conference organizers and distributed to delegates before the conference. The starting point for any research before a Model UN conference.

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

**Bloc.** A group of countries in a similar geographical region or with a similar opinion 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: moderated caucus and unmoderated caucus.

**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, usually high school or college students, in charge of a Model UN committee. It generally consists of a Chair, a Director, and a Rapporteur.

**Decorum.** The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors.

**Delegate.** A student acting as a representative of a member state or observer in a Model UN committee for a weekend.

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

**Director.** A member of the dais that oversees the creation of working papers and draft resolutions, acts as an expert on the topic, makes sure delegates accurately reflect the policy of their countries, and ensures that decorum is maintained during caucuses.

**Division of the question.** During 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. This is known as division of the question.

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

**Faculty adviser.** The faculty member in charge of a Model UN team, class or club.

**Flow of debate.** The order in which events proceed during a Model UN conference. See Flow of Debate chart.

**Gavel.** The tool, shaped like a small wooden hammer, that the Chair uses to keep order within a Model UN committee. Many conferences give the gavel used in a committee to the delegate recognized by the dais as the best in that committee; therefore, the term is frequently used to refer to the award given to the best delegate, even in cases where no actual gavel is given.

**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 speakers' list.

**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 the Security Council. Currently, there are 193 member states. The Holy See has a "permanent Observer" status, non-voting by choice.

**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 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 voting bloc. See our Charts of Rules and Motions.

**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 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 (decides, establishes, recommends, etc.).

**Page.** A delegate in a Model UN committee that has volunteered to pass notes from one delegate to another, or from a delegate to the dais, for a short period of time.

**Placard.** A piece of cardstock with a country's name on it that a delegate raises in the air to signal to the Chair that he or she wishes 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. See our Charts of Rules and Motions.

**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 (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 speakers' list and taking the roll call.

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

**Roll call.** The first order of business in a Model UN committee, during which the Rapporteur reads aloud the names of each member state in the committee. When a delegate's country's name is called, he or she may respond "present" or "present and voting." A delegate responding "present and voting" may not abstain on a substantive vote.

**Rules of procedure.** The rules by which a Model UN committee is run. See our Charts of Rules and Motions.

**Second.** To agree with a motion being proposed. Many motions must be seconded before they can be brought to a vote.

**Secretariat.** The most senior staff of a Model UN conference.

**Secretary-General.** The leader of a Model UN conference.

**Signatory.** A country that wishes 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 some 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. The amount needed to pass most votes.

**Speakers' 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 speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by sending a note to the dais.

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

**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 even a moderated caucus. Frequently used to sort countries into blocs and to write working papers and draft resolutions.

**Working paper.** A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently 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.