



# Delegate Guide

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JUBAIL INTERNATIONAL SCHOOL  
MODEL UNITED NATIONS



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## 2 INTRODUCTION TO MUN

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### WHAT IS MODEL UNITED NATIONS?



Model United Nations, otherwise known as MUN, is a simulation of the United Nations where students take on the role of a representative (delegate) of one of the 193 Member Countries of the United Nations (UN). The objective of MUN is to solve the issue at hand by coordinating with other delegates and

coming up with solutions for the issue. Participating in MUN involves researching the problem discussed and aligning yourself with your country's foreign policy and national interests while seeking consensus, cooperation, and compromise. An MUN conference encourages debate and sharing of views between students from different schools and different ethnicities. By creating an atmosphere where students can develop their communication skills and open-mindedness, MUNs aim to promote awareness of international relations and in spite delegates to take the initiative of solving pressing issues.

## 3 KEY TO A SUCCESSFUL MUN

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The key to having a successful experience at MUN is thorough and comprehensive preparation. It is recommended that all delegates become familiar with the following five areas of study. For more reliable results, when researching, use the search engine "Google Scholar". Each area should be addressed in the following order:



## 4 TERMINOLOGY

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Helpful vocabulary can be found here – Make sure you understand what these words mean and how to use them:

→ **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.

→ **Formal debate:**

The "standard" type of debate at a Model UN conference, in which delegates speak for a certain time in order based on the speakers' list.

→ **Bloc:**

A group of countries in a similar geographical region or with a similar opinion on a particular topic. Blocs typically vote and write resolutions together.

→ **Dais:**

The collective name of the chairs or the group of people leading the committee.

→ **Chair:**

A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure.

→ **Delegate:**

A student acting as a representative of a member state in a Model UN committee.

→ **Delegation:**

It is the member state assigned to be represented by a student.

→ **Voting procedure:**

The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions.

→ **Decorum:**

Order in committee. The chair may call decorum if the delegates are loud or disrespectful to request their attention within the committee

→ **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 approval panel and introduced by the committee, it is put "on the floor" and may be discussed.

→ **Placard:**

A piece of cardstock with a country's name on it that a delegate would raise in the air to signal to the Chair that they wish to speak.

→ **Vote:**

A time at which delegates indicate whether they do or do not support a proposed action for the committee. Delegates vote by raising their placards in the air. When voting on resolution papers, a simple majority (50%) is usually sufficient for it to pass; however, UNSC requires a  $\frac{2}{3}$  (66.7%) majority.

→ **Abstain:**

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

→ **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 they wish to be added to the speakers' list by sending a note to the dais.

→ **Second:**

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

→ **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.

→ **Motion:**

A request made by a delegate that the committee as a whole does something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into voting procedure. A delegate may raise a motion by saying: "Motion to extend time for/against ..."

→ **Moderated Caucus:**

A type of caucus (a meeting) in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, this is a formal type of debate.

→ **Unmoderated Caucus:**

An unmoderated caucus is a suspension of the rules allowing delegates to converse freely. Just as in a moderated caucus, a motion (to move into an unmoderated caucus) must be voted upon and shall include a time limit and topic for the caucus. The caucus requires a simple majority to pass.

→ **Draft Resolution:**

A document that seeks to fix the problems addressed by a Model UN committee. If passed by the committee, the draft resolution then be called resolution.

→ **Sponsors:**

Delegates who were major contributors to the draft resolution. The number of sponsors is usually limited.

→ **Signatories:**

Delegates who support a draft resolution, or at least want to see it discussed. There is no limit on the number of signatories.

→ **Submitter:**

The main delegate that submits a clause or resolution.

→ **Co-submitter:**

A delegate that signs another delegate's clause to get credit for the joint submission.

→ **Yield:**

Should the speaker wish to end their speech earlier than suggested, they must state so by yielding:

1. -To the Chair, ie; you give up the rest of your time. The delegate may say, "The delegate of Russia yields the floor to the Chairs."
2. -To another delegate, ie; you give up the rest of your time to another delegate. The delegate may say, "The delegate of Libya yields the floor to the delegate of China."
3. -To questions from other delegates or comments to your speech by other delegates. (Questions are known as **Points of Information**). The delegate may say, "The delegate yields the floor to points of information."

## **5 PARLIAMENTARY PROCEDURE**

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Parliamentary procedure is a vital part of Model UN; it affects how the committee goes through the debate. A grasp of the motions listed below is essential to making the most out of Model UN and understanding the process.

### **DIPLOMATIC CONDUCT**

Delegates are requested to behave respectfully and treat other Delegates and Supervisors with the highest level of acceptance and courtesy. Deliberate provocation or insults during heated debates are by no means acceptable ways of expressing one's views and will not be tolerated. Professionalism in speech, action, and appearance during the conference is expected. Any kind of discrimination based on gender, ethnicity, nationality, age, religion, or disability is prohibited. Please notify a supervisor if any form of discrimination occurs.

### **ATTENDANCE**

Attendance of all conference events is required. Voting procedures that a delegate misses cannot repeat. Thus, the absence will damage both political interests as well as the delegate's reputation. Make sure to be punctual and return to the committee on time after breaks. This ensures a steady flow of committee work and passing resolutions on time.

### **ROLL CALL**

The committee will be called into session by the chair. All nations will be called in alphabetical order, each must state whether it is "present" or "present and voting". This will be counted as attendance. Nations that are "present and voting" must vote "for" or "against" on any resolution or amendment throughout that day. Nations stating "present" may abstain.

## 5.1 POINTS

During the debate, several points and motions can arise. In general, these can never interrupt a speaker. If a delegate wishes to make a point, they should raise their placard. When the delegate is recognized by the Chair, they will rise and state their point. If the motion is accepted by the Chair, then the chair will ask for seconds and objections. The various motions and points are:

→ **Point of personal privilege:**

This point is the only point that may interrupt a delegate or the Chair while they are speaking. A delegate can simply say “Point of personal privilege” to express discomfort (too cold/hot, permission to use the washroom etc.)

→ **Point of parliamentary inquiry:**

To ask the chair a question regarding the rules, procedures, or topic. This point can be raised without the chair asking for points and motions. For example, asking whether it is okay to abstain on an amendment.

→ **The Right of Reply:**

May be used if a delegate feels personally offended by a fellow delegate's statement. If approved by the chair, the delegate may explain which point they considered an offense and then will be granted the chance to reply.

→ **Point of information:**

Used after a speech to ask a question or address a concern to the speaker. Points of Information must be phrased in the form of a question and be relevant to the speech or resolution being presented. This point can be raised only when the chair asks for points and motions. There will be a minimum of two mandatory points of information after every speech. The

speaker will then be given the opportunity to accept or reject any more POIs.

→ **Point of order:**

Used by a Delegate to remark a formal error by the chair or another delegate. This point must be stated in a courteous and respectful manner.

## **5.2 FORMS OF CAUCUS**

→ **Moderated Caucus**

It is a form of a caucus where the delegates remain seated while the chair calls on them one at a time to speak. Typically, delegates who are interested in speaking will raise up their placards. This form of caucus is more of a formal debate.

→ **Un-moderated Caucus**

It is an informal debate where delegates may leave their seats. An overall caucus time and purpose of the un-moderated caucus must be stated. Although speaking formally is not required for an un-moderated caucus, limits must be set.

## **5.3 MOTIONS**

→ **Motion for an Un-moderated Caucus:**

Raised if the delegate wants to suspend the rules and have an informal discussion without the speaker's list. This is used to sort countries into blocs and to write working papers and draft resolutions. The delegation proposing this motion should suggest a time and topic for it, for example: "Motion to move into an un-moderated caucus on the illicit trafficking of opium within the USA for 10 minutes."

→ **Motion for a Moderated Caucus:**

A formal debate, delegates cannot yield their time at the end of their speech. The Chair calls on them one at a time to speak for a short period of time. The

delegation putting it forward must include the duration of the caucus, speaker's time, and topic.

→ **Motion for Clause-by-Clause voting:**

Used if a delegate wishes to vote on each clause separately. This motion must be raised before voting on this draft resolution has started. The motion requires a two-thirds majority vote.

→ **Motion to Extend/Limit points of information**

This changes the amount of time each Delegate may speak. Example: "The Delegation of [...] moves to extend points of information". If a motion to close the speakers list for points of information is raised, no more speakers may be put on the list. The speakers still on the list have a right to speak. After the last person has spoken, the House moves immediately into Voting Procedure or entertaining amendments.

## **5.4 ADDRESSING SOMEONE:**

The need of addressing another Delegate or Chairperson in order to talk to him/her or react to a held speech will frequently occur during the conference. Do not use personal pronouns.

The correct way to address a Chair is:

»*Distinguished  
Chair*«

The correct way to address of another Delegate is:

»*Fellow Delegate*« or »*Honorable Delegate of  
...*«

When stating a personal opinion:

»*The Delegate of [...] (referring to yourself)* «

## 6 PREPARING FOR AN MUN

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### 6.1 OPENING SPEECH

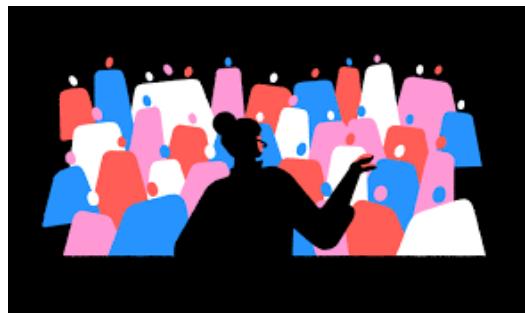
The Opening Speech typically lasts for about 1 minute and it is the first speech you give to the committee. It is the best opportunity for you to explain your country policy and the key sub-issues you would like the committee to focus on. Opening Speeches are the main way for countries to determine who they want to work with, so it's important to prepare a speech that conveys your countries views on the topics. There are many tips and strategies on how to deliver an Opening Speech but use your Position Paper as a guide when you are starting out.

#### How to Write an Opening Speech

There are few things to keep in mind when preparing for an opening speech:

During the beginning of the speech, it is customary to address chairs and delegates present by starting your speech as such (or similarly to) 'Honorable chairs and fellow delegates,'

The main body of your speech should address all the issues to be discussed in your committee. Some delegates think this part of the speech should be funny or entertaining. This is not what the speech is about. Keep it diplomatic, concise, and straight to the point. The main concern should be to clarify the issues faced in the delegation's country. The closing remarks should express the delegation's willingness to cooperate with the house (the dais) to find global solutions for the issues being discussed. This should be something along the lines of 'The delegate looks forward to an efficient debate to help combat the issues at hand'.



The easiest way to organize your opening speech is in three parts:

- ◆ **Hook:** An engaging way to grab your audience's attention
- ◆ **Point:** Your country policy on the topic
- ◆ **Action:** Your possible solutions to the topic.

## 6.1.2 MUN Opening Speech Sample:

**Committee:** International Organization for Migration (IOM)

**Topic:** Changing visa policy to combat illegal migration

**Country:** United Kingdom

Honorable chair distinguished delegates,

The United Kingdom is **strongly against making visas easily accessible**. While the death of the **39 Chinese found inside a refrigerated lorry from Bulgaria on October 23rd, 2019**, is regrettable, our only option is **informing potential migrants of the danger to themselves**.

Illegal migration into Britain is around **650,000**—give or take a couple hundred thousand. Many of these immigrants **enter countries on tourist visas and then stay in the country**.

Changing the laws will only give smugglers more opportunities.

Britain proposes the **UN create translated online platforms to apply for legal visas, while also showing the dangers of illegal migration**. The UN should invest in the proliferation, so this information reaches the right people. The smugglers who get past **our x-ray machines, canine units, heartbeat monitors and carbon-dioxide sniffers** are extremely resourceful. If we loosen visa laws, they will adapt and continue to take money from the poor but now with the white hats, we handed them to them.

<b>Key:</b>	<b>Country's Stance / clash:</b> the perspective of the state and the Confrontation of ideas, specifically the important two-sided issue within the topic that you want the committee to discuss.
	<b>Facts:</b> Shows why your Call to Action will make the biggest difference and explains why your country has the position it does.
	<b>Call to action:</b> statement designed to give instructions for an immediate response. It needs to be Specific, Measurable, Attainable, Relevant and Timely (SMART)

## 6.2 RESOLUTION

The purpose of formal and informal debates is the production of Draft resolutions. Nations with similar ideas about a topic usually get together to work on a paper, such a group is called a bloc. After that they try to convince other nations to support their paper. Frequently, another country will come along and agree to a few points on your paper and suggest adding something or changing one clause or the other- this is called an amendment.

A draft resolution will be submitted to the Chairs with **one** main submitter and the rest of the delegates in the bloc as co-submitters. Delegates from the bloc will then read the resolution out loud and give a speech explaining it. The speech is usually given by the main submitter, but they may yield the floor to a co-submitter.

### Resolution Formatting Guidelines:

→ **Heading:**

The heading of the resolution should include the topic being discussed; the main submitters followed by the co-submitters.

→ **Body:**

The body of the resolution is comprised of two sets of clauses:

**Pre-ambulatory clauses**, which describe the problem being addressed, recalls past actions taken, explains the purpose of the resolution, and offers support for the operative clauses that follow. Each clause in the preamble begins with an italicized word or phrase and ends with a comma.

Example pre-ambulatory clauses include:

*Acknowledging, Acting, Affirming, Alarmed by, Alarmed, Anxious, Appreciating, Approving, Aware of, Bearing in mind, Believing, Cognizant, Concerned, Confident, Conscious, Considering, Contemplating, Convinced, Declaring, Deeply concerned, Deeply conscious, Deeply convinced, Deeply disturbed, Deeply regretting, Deploring, Desiring, Determined, Emphasizing, Encouraged, Expecting, Expressing appreciation*

**Operative clauses** suggesting the actions which will be taken by the body, or in other words, the proposed solutions. Delegates may refer back to their position papers when writing the resolution. These clauses all begin with present tense active verbs, which are generally stronger words than those used to begin pre-ambulatory clauses. These verbs are underlined. All operative clauses are numbered, and (with the exception of the last, which ends with a period) are followed by a semi-colon.

Example operative clauses include:

*Accepts, Acknowledges, Adopts, Advises, Affirms, Also calls for, Also recommends, Also strongly condemns, Also urges, Appeals, Appreciates, Approves, Authorizes, Calls, Calls for, Calls upon, Commends, Concurs, Condemns, Confirms, Congratulates, Considers, Decides, Declares, Declares accordingly, Demands, Deplores, Designates, Directs, Draws the attention, Emphasizes, Encourages, Endorses, Expresses its appreciation, Expresses its hope, Expresses its regret, Further invites, Further proclaims, Further recommends, Further reminds, Further requests, Further resolves, Has resolved, Instructs, Introduces, Invites, Notes, Notes with satisfaction, Proclaims, Reaffirms, Recalls, Recognizes, Recommends, Regrets, Reiterates, Reminds, Renews its appeal, Repeats, Requests, Requires, Solemnly affirms, Stresses, Strongly advises, Strongly condemns, Strongly encourages, Suggests, Supports, Takes note of, Transmits, Trusts, Underlines, Underscores, Urges, Welcomes,*

## 6.2.1 MUN Draft Resolution Sample

### General Assembly Third Committee

**Sponsors:** United States, Austria, and Italy

**Signatories:** Greece, Tajikistan, Japan, Canada, Mali, the Netherlands, and Gabon

**Topic:** "Strengthening UN coordination of humanitarian assistance in complex emergencies" 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, **[Use commas to separate preambulatory clauses]**

*Reaffirming* its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

*Noting* with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

*Stressing* the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[Use semicolons to separate operative clauses]**

2. Urges member states to comply with the goals of the UN 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 of humanitarian assistance in complex emergencies;

4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;

5. Stresses the continuing need for impartial and objective information on the political, economic, and social situations and events of all countries.
6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[End resolutions with a period]**

## 6.3 AMENDMENTS

Approved draft resolutions are modified through amendments. An amendment is a written statement that adds, deletes, or changes an operative clause in a draft resolution. There are two types of amendments:

→ **A friendly amendment:**

A change to the draft resolution that all sponsors agree to. Once the amendment is signed by all the sponsors of the draft resolution and approved by the committee chair, it will be automatically incorporated into the resolution.

→ **An unfriendly amendment**

A change that substantially changes the content of a clause. The committee must vote upon it. This also refers to delegates who did not write this resolution at all but see potential in it if several changes are made. The sponsors of the amendment will need to obtain a required number of signatories to introduce it. Before voting on the draft resolution, the committee votes on all unfriendly amendments.

Writing an amendment is fairly simple. You have to make an operative clause that adds, deletes, or changes an operative clause in a draft resolution. For example:

- Delete operative clause 7.
- Add an operative clause that says "11. Recommends the following rules and regulations to be ... "

- Change operative clause 3 to “3. Calls upon all nations to develop an in- depth understanding of the risks...”

Writing resolutions is initially a difficult task for any delegate. However, with time and practice, you will become fluent in writing them and will have memorized your favorite clauses so that you can easily turn any statement into a clause. If you are the delegate writing the resolution, then people will naturally come to you to see what you’re working on - it’s a great way to make allies and friends in the process. If you want to get the most out of MUN, it is highly recommended that you get involved in resolution writing.

## 7 CRISIS

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Delegates address crises in special committees where they are informed through targeted, brief crisis updates. In these committees, delegates are expected to work with their peers to find a solution to the crisis.

In any crisis, delegates must have deeply researched the topic of the committee to be able to effectively address a brand new—though likely symptomatic—issue in the fast-paced environment. Since crises are so integral to the committee, debate itself is often guided more by the backroom crises rather than the front room solutions. When crisis updates are delivered, the dynamic of the committee shifts towards hyper-efficiency as delegates race to scribble down ideas for response. The quality and promptness of the committee’s response to the previous update typically defines the contents of the next crisis update, depending on the quality of the crisis staff. The purpose of crisis updates is to simulate the reality of real-life global issues.

The philosophy of a MUN crisis is as follows. A regular Model UN topic ends when a resolution is passed. You do not see the outcome of the

resolution. You clap and move on to the next topic. In a crisis, a much smaller (or larger) decision is made which works like a mini resolution except that you immediately see the outcome and must deal with it. It is dealing with the consequences of your actions which makes crisis so unique and compelling.

## **8 DRESS CODE, RULES AND REGULATIONS**

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- I. Delegates must be on time while attending all conference activities.
- II. The attire must be appropriate and formal. Skirts and dresses must fall below the knee. Sneakers are not allowed during the conference. Formal shoes or heels may be worn. Heels must not be more than 4 inches high.
- III. All delegates who wear scarves should have their hijab on at all times and dress accordingly, pictures will be taken throughout the event.
- IV. Singing, informal jokes, clowning, talking, etc.... during committee are out of order, and any such incident will be marked. The chairs can decide an appropriate punishment.
- V. Delegates cannot use inappropriate words or insulting words towards anyone.
- VI. Eating during the debate is not in order.

VII. Delegates cannot use inappropriate words or insulting words towards anyone.

VIII. Delegates who do not follow the set rules will be clipped. Upon being clipped once, the delegate will be exempted from **ALL** awards.

## 9 AWARDS

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Awards will be given at the closing ceremony to delegates according to their participation, skill, and sportsmanship. There are three formal awards and an honorable mention.

- Best delegate
- Best speaker
- Best position paper

Informal awards are given within the committee and are decided by the delegates and chairs

## 10 CONCLUDING REMARKS

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I hope this guide will help you prepare for the conference. When it comes to being a delegate, there are many different styles. The best way to approach a MUN conference is to realize that being a delegate is about compromise and diplomacy - not insulting someone's work, even if you view it as flawed. Respect other people's work. You should always be open minded about the solutions which people are proposing - whilst abiding by your country's foreign policy. If you're opposed to a solution, then say why without insulting or disrespecting anyone. It shows that you're above plain opposition and you appreciate the effort that other people have put into their work.

Your Chairs are the figure of authority in a committee, all delegates must respect the authority of the chair - most of them will be experienced delegates with a few awards to their names. Furthermore, no matter how friendly you have become with your chairs and fellow delegates over the few days, try not to make your speeches too informal. It's very important that you first represent your country to the committee before you represent yourself to your new friends.

However, with all this being said, MUN is about meeting people and forming friendships with the people in your committee. It is an activity which can teach you to become a global citizen in a world which is deeply divided, so **DO NOT WORRY, HAVE FUN, AND GOOD LUCK!!**