



Table of Contents

S.no	Topics	Page Number
1.	Points	2
2.	Motions & Delegate's ABCD	3
3.	Researching & Conference Documents	4
4.	Resolutions & Operative Clauses	8
5.	Crisis, Directives, Dress Code & Academic Honesty	9
6.	MUN Dictionary	10

Originally Compiled by Kartik Goyal & Formatted by Aryan Biswas for
IHSMUNC15

Points

POINTS OF INFORMATION:

- A point of information is a question on the matter of debate to a delegate who has just spoken, regarding the speech he/ she just made. Delegates may only rise to a Point of Information when a speaker yields his/her time to the same. The admission of a Point of Information is on the discretion of chair.
- Only the speaker's answer to the Point of Information will be considered. A Plea to Follow Up: When a delegate's question has been incompletely answered or raises more questions, the delegate can request for a plea to follow on, admitted only on the discretion of Chairperson, not subject to appeal.

POINTS OF PERSONAL PRIVILEGE:

- Whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request that the discomfort be corrected.
- A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible. Otherwise, the delegate rising on the Point of Personal Privilege must always wait till the end of the speech to raise the Point.

POINTS OF ORDER:

- During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chairperson in accordance with the rules of procedure. A Point of Order can also be raised to shed light on a factual inaccuracy in another delegate's speech. Such a conflict is resolved by presenting reliable sources for the facts in conflict. It is the Chairperson's discretion to consider the Point of Order.
- The Chairperson may rule out of order these points which are dilatory or improper; such a decision is not appealable. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker during the speech. The delegate who rises to a point of order must wait till the end of the speech. Additionally, the Chairperson has the right to address a delegate if proper parliamentary procedure is not being followed.

POINTS OF PARLIAMENTARY INQUIRY:

- When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chairperson a question regarding the rules of procedure.
- A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point but should rather approach the Committee staff during caucus or send a note to the dais.

Motions

PRECEDENCE OF MOTIONS

Motions will be considered in the following order of preference:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Adjournment of the Meeting
5. Suspension of the Meeting
6. Unmoderated Caucusing
7. Moderated Caucusing
8. Introduction of Draft Resolution
9. Introduction of an Amendment
10. Postponement of Debate
11. Resumption of Debate
12. Closure of Debate

At the start of voting procedure, the following points and motions are in order, in the following order of precedence:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Reordering Draft Resolutions
5. Division of the Question
6. Motion for a Roll Call Vote

A Delegate's ABC (and D)

Attire

In keeping with the spirit of the simulation, delegates are required to wear professional business attire. Delegates can be asked by the committee staff to change attire if it is determined to be inappropriate. Further, national symbols of any kind are forbidden in committee chambers, in accordance with practices of the UN. Symbols associated specifically with the United Nations (e.g., the seal of the UN) are allowed in committee chambers.

Being a Diplomat

The most important aspect of participating as a delegate to the IHSMUN is your assumption of the role of a foreign diplomat and/or expert. In this role, delegates are required to act as representatives of the government and the peoples of the Member State or NGO to which they have been assigned. Delegates are reminded that professional diplomats conduct themselves, and regard one another, with utmost dignity and respect, regardless of foreign policy affiliation or personal feelings. Even those who observe severely conflicting ideological perspectives will work closely together within the UN on diplomatic matters of mutual concern. Likewise, many delegates are forced to work together despite personal conflicts.

While in preparation for and throughout the duration of the Conference, delegates may find personal disagreement with the foreign policy of the country they are representing or with the policy of the NGO they are representing. Delegates' personal opinions are entirely inapplicable during the course of the simulation.

Delegates should also exhibit the ability to negotiate and compromise, demonstrate leadership, and the ability to influence the other nations by gaining the professional respect of fellow delegates. Delegations maintain specific and adaptive policy methods and goals to allow delegates to function in the negotiation process.

Caucusing

Caucusing is an important and logistically difficult component of the United Nations simulation. These informal meetings between voting blocs, as well as between States with positions that are diametrically

opposed, often produce compromises acceptable to all parties. In consideration for the other Conference participants, delegates are asked to respect the formal proceedings occurring both within and between all committees participating at the Conference.

Decorum

Decorum is a de facto rule throughout the week of the simulation. In both large and small committees, the ability to conduct normal businesses while in a formal session is an arduous task, when decorum is not maintained. Delegates will be asked for their assistance in this endeavour.

Researching Your Agenda Topics

The majority of your preparation time for the Conference will be spent researching your actual committee topics.

Each delegate should understand the topics on his or her committee's agenda. The first resource to consult is the committee background guide (including the bibliography); however, this guide should not be the sole source of research. Search for speeches made by your country on the topic and also important resolutions discussed and passed in your committee.

Many topics on the UN agenda are extremely vast and complex, and there are several topics that can be discussed in more than one organ within the United Nations System. It is therefore important to understand how the topics on your committee's agenda are discussed specifically in this committee. Look to the mandate of your committee, which will give you an idea of the tone and type of work done within your committee.

While reading the background guide, develop answers to the following basic questions:

- When considering each topic, what essential questions are being raised?
- In your opinion as a diplomat, why are these issues important?
- Give specific reasons why you believe these issues remain unresolved.
- What important documents are essential to your research?
- What actions have various international bodies taken in the past regarding these issues?
- What actions are they currently taking, or what committees exist to address them?
- What should be done from the perspective of your Country to resolve the issues?

Researching a topic is a complex process which calls for determining what various bodies within and related to the UN system have done previously to address the matter, what is currently in place, and what is planned for the future. It is also important to examine the successes and the failures, and to attempt to determine why those approaches have succeeded or failed.

Conference Documents:

- Position Papers
- Resolutions

Position Papers

A position paper is an arguable opinion about an issue from a country's perspective. The aim of the position paper is to summarize a country's stance on a topic and provide a condensed overview of the research that has been conducted.

The information in the position paper must pertain to the topic at hand and follow a logical order. It is advisable that a position paper includes brief background knowledge of the roots of the problem. However, it is more important that it includes the relevance of the topic to the country, the country's policies regarding the topic, and any possible solutions that the country is proposing.

A position paper is most useful as a reference to a delegate and is often used as a basis for creating speeches and writing resolutions. The Position Paper is one of the key documents in debate. The delegate must be able to refer back to the position paper at any time in debate to support the country's position. The Position Paper will also be extremely helpful during lobbying as the paper must propose solutions that are viable to the delegate's nation.

Parameters

- Maximum of one A4 size page
- Single Spacing
- Paragraph form
- Font: 11 or 12
- Font Style: Times New Roman'
- 1-inch margin on all sides.
- Do not include maps, graphs, drawings, etc.

Template

Introduction:

- Background of the topic. Events leading to the present situation.
- The impact the issue has had on the international community.
- UN involvement with the topic or UN Committees involved with the topic.

Involvement of your nation:

- Which sectors or parts of your country does it affect?
- Policies implemented to counter the problem.
- Organizations your country is a part of that may be linked to the topic.

Views on Previous Solutions:

- Steps taken by your nation's government to solve the problem.
- Your nation's views on the history of this topic
- Your nation's views on other governments' approach to the topic.
- Actions by other nations that your government has supported or condemned and actions taking by your nation through the UN.
- How to resolve this issue.

Ideal Solution your nation may have towards the topic:

- Outline solutions that your nation would like to see implemented
- Discuss possible methods of achieving your nation's wanted solutions

- Instruments, mechanisms and international processes must put forward in your solutions (see writing resolutions section for more detail)
- Discuss involvement in the appropriate UN committee or international forum that can be beneficial to achieve this solution
- Discuss any timeline your nation may have towards achieving the adequate development regarding the topic

Conclusion:

- Reiterate the current position of your nation regarding the current status of the topic
- Reiterate the need to solve the problems caused by the topic.

Remember that the idea of the Position Paper is to have a condensed form of what you are going to debate over the days of a conference. Looking at the Position paper, you must be able go up and speak immediately on the topic and give the committee a good idea of what is required. Also remember that the research section is a long process and the Position Paper must have the cream of the research.

Sample Position Paper:

Committee: International Labour Organization
 Topic: Globalization and Development
 Country: Romania

**this sample position paper was submitted by the delegation of Romania at the 2007 UNA-USA Model UN Conference in New York City.*

In the past two decades the rapidly growing world trend has been toward globalization. With the emergence of the internet as a means of communication and the increasing accessibility of international trade physical barriers are not the only barriers withering away. Protective tariffs are plummeting and free trade agreements are becoming more prevalent. Romania appreciates that globalization creates favourable situations for expansion of commercial as well as economic assets. In the past year Romania has seen a foreign direct investment (FDI) increase of 199%. Inward FDI increased from EURO 234 million in 2005 to EURO 699 million in 2006. However, Romania realizes that increased globalization does not automatically produce more equality.

Globalization and Development can contribute to the advancement of the overall international human condition; however, the delegation of Romania recognizes that without proper regulation the potential for advancement will remain limited to an elite few individuals, businesses, and nations. Unless checked and aimed toward the common good, globalization cannot effectively serve the global community. Crucial in dealing with the complexities of globalization, good governance must act with solidarity and responsibility. Romania believes that in involving people in globalization we must promote moral values, democratic principles, inclusive global political culture, institutions that safeguard both individual civil rights and inherent freedoms, and the common good. In addition, coping with the influx of information from globalization governments must act with solidarity and insight. Access to digital education will undoubtedly result in the confidence of citizens in their respective administrations and allow for a greater degree of transparency, and therefore a lesser degree of corruption.

Romania believes the multinational business community has the ability and the obligation to support pertinent values in human rights, labour standards, and environmental preservation. As stated by the president, Mr. Traion Basescu, Romania feels a "heartfelt attachment to multilateralism, as an effective instrument designed to identify the adequate answers to the challenges brought by

globalization."

Romania is party to the majority of multilateral treaties and conventions identified as such by the Secretary General in the context of the Millennium Summit in 2001. Romania has always supported innovative and effective ways of establishing cooperation within and between regional organizations. As one of the newest members of the European Union, Romania is an active member of the World Trade Organization and looks forward to offering its support to the redirection of globalization to best benefit the global community.

Resolutions

Resolutions are the tools with which the United Nations aims to solve problems. They are statements from the international community expressing the desire and need to change a certain situation and the ways in which it can be done.

Resolution Format

Headings

The heading of a resolution needs to contain three things: the committee the resolution is being debated in (e.g. Security Council, ECOSOC, Human Rights Council, etc.), the topic or question the resolution addresses (e.g. The Exploitation of African countries through industrialized and industrializing nations), and the sponsors (authors) of the resolution – it has to be the full name of your delegation (e.g. The Kingdom of Belgium).

Preambulatory Clauses

The first half of the resolution consists of preambulatory clauses. These clauses define the issue, recognize its importance, state any previous resolutions or action addressing the issue or mention important statistics. Basically, they acknowledge and describe the problem.

Each pre-amble must need the following:

- Pre-ambulatory phrase must be italicized
- The first word must be capitalized
- Each pre-amble ends with a comma
- Skip a line between each clause
- Preamble cannot have sub-clauses
- Abbreviations must be written out in full the first time they appear and can be shortened thereafter.

Operative Clauses

Operative clauses are the second and most important half of the resolution. They are the clauses that are focused on during debate. Operative clauses indicate what action a resolution calls for. Each clause must address only one point or issue. Operative clauses can contain sub-points as well as sub-sub-points in order to be elaborate.

The operative clauses, which are the final component of the draft resolutions, must meet the following:

- Operative phrase must be underlined
- The first word must be capitalized
- Operative phrases must be numbered
- Each operative clause ends with a semi-colon

- May have sub-clauses
- Sub-clauses must be indented and listed next to letters (i.e. a), b), c))
- Sub-sub-clauses must be indented one further and listed next to numberings (i.e. i), ii), iii))
- Abbreviations must be written out in full the first time they appear, and can be shortened thereafter
- Sample Resolution

Committee: Economic and Social Committee

Topic: Rising food prices in developing countries

Sponsors: Qatar

Signatories: Kenya, Italy, Romania, Saudi Arabia

The Economic and Social Council,

Aware of the inflation in the global economy that is causing the food price increase,

Bearing in mind of the environmental disasters such as earthquakes and drought that have caused countries' inability to provide adequate amount of food for its citizens,

Deeply concerned of the cultivation of biofuels from agriculture,

Fully Aware of the issue of the waste of food in many developed countries,

1. Approves the use of education as a solution to teach countries how to be self-sustainable in farming through:

- a) Funding from NGOs,
- b) Donation of 0.01% of a developed countries' GDP into a separate unit body which will regulate this funding that will provide
 - i) Provide crop seedlings,
 - ii) Provide farming tools;
- c) Establishing a training program for volunteers in order to send them to developing countries to teach agricultural skills;

2. Encourages the promotion communication through multimedia such as:

- a) Establishing domestic organizations within developed countries in order to promote awareness of the food crisis,
- b) Events to promote awareness of loss of food, such as:
 - i) World Environmental Day,
 - ii) World Food Day;

3. Encourages the use of tariffs as a fund for self-sustainability on:

- a) Imported food,
- b) Exported food,
- c) Development for scientific research on possible short-term solutions such as genetically modified organisms.

Crisis

A crisis situation in a model United Nations conference is a simulation of a global crisis. In the event of a simulated international crisis or emergency, the Secretary-General/President, members of the Secretariat or the members of the Committee Staff may call upon the delegates of a certain Committee to set aside or table debate on the current Agenda so that the more pressing issue may be attended to immediately.

During this time the secretariat member describes the situation according to the information received by them and may entertain points of information at the end of their speech. Following this the committee immediately establishes a "provisional speaker's list" to discuss the crisis topic. During the period in which the committee is in a crisis, the house would receive real time "updates" on the developments on the issue. A committee shall discuss a crisis until a directive (plan of action) has been passed on it or until decided by a member of the secretariat.

Directives

In the case of Crisis Situations, the committee does not have the time to pass a Draft Resolution. The Crisis Situation needs immediate attention and therefore a directive needs to be passed.

A Directive is a short operative document regarding the crisis at hand. It can be hand written as well and doesn't need pre-ambulatory clauses. A directive needs a minimum of 20% of the committee as signatories. All directives in presentable format need to be submitted to the Chairperson before presentation.

A Directive needs to be first introduced in Committee on the discretion of the Chairperson when the floor is open. A motion to this effect needs to be raised and passed by simple majority. If the motion to introduce passes, the Chairperson will read the directive for the benefit of the Committee.

If there are more than one directive, then all directives need to be introduced, in the order that the Chairperson received them, before moving on to voting. More than one Directive can be passed in a Committee if they do not contradict the operative clauses of another Directive.

The Committee then moves to voting on the Directive(s). A simple majority is required to pass the Directive, following which the Directive is put into effect.

Dress Code

Female	Male
1. Any formal clothing always looks professional. Be sure to keep dresses clean and wrinkle free.	1. A suit always looks professional. Be sure to keep suits clean and wrinkle free.
2. A blouse, sweater, or button-down shirt of any kind is appropriate. Dresses are also appropriate as long as they are adequate in length.	2. No t-shirts. A collared/button down shirt is appropriate and do not forget a tie!
3. No jeans or shorts. Slacks and suit-pants are acceptable. Skirts must be worn with Pantyhose/stockings. Avoid loud designs.	3. No jeans or shorts. Trousers, preferably in dark colours, are appropriate.
4. No sneakers or open-toe sandals. Dress Shoes with a small heel are accepted.	4. No sneakers or open-toe sandals. Loafers or other types of dress shoes are preferred.
5. Keep hair clean and out of your face for a Professional look.	5. Keep hair clean and out of your face for a Professional look.

Academic Honesty

Academic honesty is a primary value at MUN. Dishonestly claiming authorship is plagiarism, which is a form of cheating and stealing.

Plagiarism is defined as, “taking ideas or writings from another source and presenting them as one’s own”. [Merriam Webster, Web Dictionary]

Plagiarism can be considered valid in Position Papers, Speeches, and clauses or resolutions. Please follow the guidelines below to avoid accidental plagiarism which will result in severe consequences:

- Closely sourced clauses, statistics in clauses, and ideas highly similar to original clauses passed in the UN, must be stated to chairs prior to using them in speech, debate, or written work (resolutions), to avoid situations of delegate accusation and or otherwise.
- Always cite (also cite in speech) statistics, or particular explanations used during debate. It adds more authenticity to those listening and prevents plagiarism.
- Avoid chunks taken from other sources (books, websites) in written work such as but not limited to Position Papers.
- Always use other delegate’s clause ideas with their consent and otherwise avoid using them. Also, always ensure that if a particular delegate has submitted clauses, you acknowledge them for this through adding them as sponsors and yielding the floor to them in matters with relation the clause.

MUN Dictionary

- **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.
- **Caucus** - A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and un-moderated 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.
- **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.
- **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 into a resolution.
- **Member State** - A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. Currently, there are 191 member states. The only internationally recognized state that is not a member state is the Holy See.
- **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.
- **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.)
- **Placard** - A piece of card 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.
- **Pre-ambulatory 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).
- **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.
- **Right to Reply** - A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech. Generally, requires a written note to the Chair to be invoked.
- **Roll Call** - The first order of business in a Model UN committee, during which the Rapporteur or chair 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.
- **Second** - To agree with a motion being proposed. Many motions must be seconded before they can be brought to a vote.
- **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.
- **Substantive** - Having to do with the topic being discussed. A substantive vote is a vote on a draft resolution or amendment already on the floor during voting bloc. Only member states (not observer states or non-governmental organizations) may vote on substantive issues.
- **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.
- **Voting procedure** - The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the room during voting bloc.