Beginning Delegate Booklet

Cals Model United Nations

Cals College Nieuwegein

Table of Contents

Beginners Delegate Information

Dear delegate,

We welcome you to CalsMUN (Cals Model United Nations). This is a two-day Model United Nations organised at the Cals College in Nieuwegein. This Model United Nations conference focuses especially on getting beginning delegates acquainted with the preparations necessary for participating in a MUN and with the rules of procedure during the conference itself.

A Model United Nations conference can be very complicated at first. Therefore, we urge every delegate to read this guide, which will help you to get through the complicated part of the MUN. In this booklet you will find information about the procedure of the debate and how to write resolutions. Furthermore there are two lists at the back of this booklet, one with the points and the motions used during the debate and one with typical MUN vocabulary. Because this booklet contains all the information needed in order to get through a MUN conference, we sincerely advise delegates, especially beginning delegates, to take this booklet with them to the conference.

Do not worry too much if there are many things which you do not understand after reading this booklet. You can always ask questions to your Chairs, Presidents or fellow delegates during the conference. Remember that everyone started just like you, without exactly knowing what he or she could expect. Furthermore, do not forget that a Model United Nations is not only supposed to be very educational, but also an enjoyable experience!

Good luck during this conference,

The CalsMUN Organising Committee

The Conference

<u>What is a chair supposed to do?</u>
A chair is supposed to keep order in the house and is supposed to make sure the debate goes as smooth as possible. The chair is supposed to grant the points of the delegates and is supposed to ask the questions of the delegate that is giving a speech to the delegate that wants to ask the question, since there is no direct dialogue allowed on the floor between delegates. The chair is also supposed to correct the delegates from possible mistakes they might make and explain why this certain thing is not allowed.

<u>Formal debate</u>
Order of debate:
1. Opening by the chair
2. Roll call
3. Drawing up the agenda
4. Reading out the operative clauses of the resolution by the main submitter
5. Setting debate time and mode
6. Speakers delivering speeches and answering questions
7. Voting on the resolution
8. (Repeating point 4 to 7 for each resolution)
9. Closing by the chair

1. Opening by the chair
The chair will open the debate by telling the delegates which *resolution* on which topic will be discussed and will then continue by roll call.

2. Roll call
The chair will call the delegates by the country they are representing to see if they are present. The delegates will have to respond by 'I', 'Present' or 'Here'.

3. Drawing up the agenda
The chair will tell the delegations what the planning is for the day, how long they will spend on which topics etcetera. Also the admins (if we will have admins, otherwise one of the deputy chairs) will hand out the resolution so it is clear for everybody what is talked about.

4. Reading out the operative clauses of the resolution by the main submitter
In a normal MUN, a resolution has one *main submitter* and multiple *co-submitters*. Since the chairs will have written a resolution in advance for this mini-conference, they will probably take the floor and read out the operative clauses. After this they will open the debate.

5. Setting debate time and mode
The chair will set the time that will be spent on this resolution. They will also decide if it will be an *open or closed debate*. Open debate means that anyone who would like to take the floor can speak either in favour or against the resolution as a whole. When closed debate is chosen, the first half of the time the delegations wishing to take the floor **have to** speak in favour of the resolution, and the other half of the time the delegates **have to** speak against the resolution.

6. *Speakers delivering speeches and answering questions*

After the time is set, delegates who wish to take the floor can do so to give a speech. When giving a speech the delegates are always supposed to refer to themselves as 'we' and 'our'. This is because they are representing a delegation of a whole country, and not a single person. After they finish with their speech, the chair will ask the delegate if he/she is open to any *points of information*. The delegate could answer this question with 'Any and all', which means all questions that delegates in the house have may be asked. The delegate could also say 'Yes, but only to (e.g.) 2', which means that whichever number the delegate says, that's how many questions may be asked. The delegate could also simply answer by saying 'No', which means that he/she doesn't want to answer any questions. After the questions have been asked the chair will ask the delegate *to yield the floor back to the chairs.* After which the delegate says 'I yield the floor back to the chair' or 'So yielded'. This means that the floor is once again open for other delegates to make a speech. The delegate could also choose to yield the floor to another delegation so that that delegate could give a speech.

7. *Voting on the resolution*

When debating time has elapsed, the house will go in *voting procedure.* When a delegation thinks their country is in favour of the resolution, they will raise their placard when the chair says so. Same thing applies when their country is against. They can also abstain from voting, which means that their country doesn't really have an opinion. They will then simply raise their placard when the chair asks them to do so. The majority of the votes will win.

When voting doesn't go right, for example the votes weren't counted correctly, or a delegate forgot to vote, or there is a *motion to divide the house,* the chair will have to do a *voting procedure by roll call*, which means that each delegations country will be called separately and the delegates will either say 'for'/'in favour' or 'against', and then again, the majority wins.

8. *Repeating point 4 to 7 for each resolution*

In a normal conference you have multiple resolutions, which means you will have to debate for a longer time to discuss all of the resolutions. However, because we will have limited time during the activity day, we will probably only discuss one resolution, which means that this does not apply.

9. *Closing by the chair*

The chair closes the session after the resolution is debated, and the conference will be over.

Note passing

During a conference it is allowed to pass notes between different delegations. These notes will be passed around by admins. If delegates want to submit an amendment, this will also go via note passing: the delegate will write an amendment and the admin will bring it to the chair.

Funding

Funding of course is an important part of solutions to many issues, however, during a MUN conference, the house may assume that the UN has unlimited funding. So therefore the clauses that include funding must be very broad and may not contain any specific amounts.

What is a resolution?

A resolution is a document in which a solution is formulated to the issue that will be discussed. There are multiple clauses in a resolution.

Preambulatory clauses
First there are the *Preambulatory Clauses*, which will not take any action. All they will state is what the issue is about, and the necessity that a solution for the issue is formed. There can be no *amendments* made on the preambulatory clauses.

Preambs, for short, highlight past international actions taken on the issue.
They may include;
- References of past UN resolutions or treaties on the issue,
- Citations of statements made by the secretary-general or other relevant UN bodies ot agencies,
- Recognition of efforts taken by regional or nongovernmental organizations (NGO's) to tackle the issue,
- General statements on the issue, what the issue causes and why it is significant,

A preamb begins with one of the perambulatory phrases, which should be in italics and ends with a comma

List of perambulatory phrases

Affirming	Expecting	Realizing
Alarmed by	Emphasizing	Recalling
Approving	Expressing it's appreciation	Recognizing
Bearing in mind	Fulfilling	Referring
Confident	Fully aware	Seeking
Contemplating	Having examined	Taking into consideration
Convinced	Having received	Taking note
Declaring	Keeping in mind	Viewing with appreciation
Deeply concerned	Noting with deep concern	Welcoming
Deeply conscious	Noting with satisfaction	
Deeply convinced	Noting further	
Deeply disturbed	Observing	
Desiring	Reaffirming	

Operative clauses
Second there will be the *Operative Clauses*, these clauses will ask for the action needed to solve the issue. Amendments can be made on these clauses.

Operative clause start with operative phrases, which should be underlined, followed by the proposed solution. The clauses should be numbered and ended by a semicolon (;), Apart from the last clause, which ends with a period.

List of operative phrases

Accepts
Affirms
Approves
Authorizes
Calls
Calls upon
Condemns
Confirms
Congratulates
Considers
Declares accordingly
Deplores
Designates
Draws the attention
Emphasizes

Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites
Further proclaims
Further reminds
Further recommends
Further requests
Further resolves
Has resolved
Notes
Proclaims
Reaffirms
Recommends

Regrets
Reminds
Requests
Solemnly affirms
Strongly condemns
Supports
Takes note of
Transmits
Trusts

What is an amendment?

In addition to only speaking about the resolution as a whole, the delegates can also submit amendments. These are like changes to the resolution, and as said before, can only be added to the operative clauses. For an amendment the delegates can add, strike, or change a clause. The delegates must keep in mind that when adding a clause it must always begin with one of these words:

Accepts	Draws the attention to	Regrets
Affirms	Emphasises	Reminds
Appreciates	Encourages	Requests
Approves	Endorses	Resolves
Asks	Expresses its concerns	Solemnly affirms
Authorizes	Expresses its hopes	Stresses
Calls for	Invites	Supports
Calls upon	Notes	Takes note of
Confirms	Proclaims	Transmits
Congratulates	Proposes	Trusts
Considers	Reaffirms	Urges
Declares	Recognises	Etc.
Designates	Recommends	

An amendment is like a mini-debate for a resolution. The delegate that submitted the amendment has to give a speech why he/she thinks this amendment should pass. Then there will be time in favour; so all delegations wishing to make a speech in favour of the amendment could then give a speech. Then there will be time against. After this the house will go in voting procedure, which works the same as the voting procedure for the resolution as a whole.

Amendment to the first/second degree
An amendment submitted to the first degree is like a normal amendment, as explained above. An amendment to the second degree is like an amendment to an amendment. If an amendment to the second degree is submitted, there will also first be a speech by the delegation that submitted the amendment, and then there will be time in favour and against. Then there will be a voting procedure. For an amendment to the second degree abstentions will not be allowed, so the delegates will always have to vote in favour or against. After the amendment to the second degree passes/fails, the house will go back to discussing the amendment to the first degree.

Friendly amendments
Friendly amendments are minor adaptions to a clause. For example to point out a spelling or grammar mistake.

List of points

→ Points are questions to the chair or speaker during debate that does not require delegates to take the floor. Delegates simply have to raise their placards and say 'Point of …' after which the chair will say 'Please rise and state your point' and then the delegate will stand up and ask their question.

1. *Point of Personal Privilege*

This point refers to the comfort of a delegate and will not interrupt a speech, unless it is about the audibility of the person who is giving the speech.

2. *Point of Order*

This point refers to procedural matters only. It may interrupt a speaker, but may only be about what the speaker has just said. It can also be used when a delegate feels insulted by what another delegate has said.

3. *Point of Information to the Chair*

This point is basically a simple question to the chair and may be about anything that is unclear to a delegate.

4. *Point of Parliamentary Inquiry*

This point is a question to the chair concerning the rules of procedures when these are unclear to a delegate.

5. *Call for the Orders of the Day*

This point is a call by the delegate to return to the main agenda of the forum.

List of motions

→ Motions are suggestions by delegates for the forum to do something, and require a 'second' (another delegate to support the motion). If there are objections however, the motion will be overruled and the delegate making the objection will have to make a speech.

1. *Motion to move into Previous Question*

This motion suggests moving on to the next part of the debate. For example when the house is in time in favour of an amendment, but no delegate wishes to give a speech, a delegate can say this motion, and when another delegate seconds it, you will move into time against the amendment.

2. *Motion to Extend Debate Time*

This motion suggests extending the original time set for debate for the resolution or an amendment, because a delegate wants to make another speech or submit another amendment or something like that.

3. *Motion to Divide the House*

This motion can be called if there are enough abstentions during voting procedure that it can change the outcome of the vote. When this happens the chair will do a voting procedure by roll call.

4. *Motion to Vote by Roll Call*

This motion will be suggested when a delegate feels like something went wrong when counting the votes. When another delegate seconds this, a voting procedure by roll call will be used.

MUN language

<u>Commonly used words and phrases</u>

Abstention	a vote neither in favour nor against
Ad hoc	added on (e.g. time added on, or an issue added on, or an amendment added on)
Against	a vote opposed to a resolution or amendment
Amendment	alteration, change, to a resolution
Clause	the parts into which a resolution is divided, each concerning one particular aspect of an issue
Closed debate	debate where time in favour and against is separated
Committee	forum preparing a resolution for the General Assembly
Co-Submitter	co-author or co-signer of a resolution
Delegate	representative of a country of organisation
Floor	when a delegate has the floor he/she has the right to speak in debate
House	the forum, used to indicate the entire assembly (all the members of the forum except for the chairpersons)
IGO	Inter-governmental organisation
In favour	a vote supporting a resolution or amendment
In order	if something is in order, is means it is 'allowed'
Lobbying	to debate informally in the lobby (usually in the forum already)
Main submitter	author or main author of the resolution, who officially proposes it to the committee
Merge	to put two or more resolutions to form one
Motion	a proposal for the forum to do something
NGO	Non Governmental Organisation
NMD	Non Member Delegation

Objection	this is used when a delegate is against a motion
Open debate	debate where delegates may speak in favour or against at any time
Operative clause	these are the numbered clauses which take action
Preambulatory clause	these are the non-numbered clauses which define the issue and outline the certain assumptions or references
Placard	wooden board or sheet of paper with the country/NGO's name, used to be recognised during the debate
Resolution	proposal suggesting ways to deal with a certain issue
Second	used when a delegate supports a motion
Submit	propose, suggest
UNO	United Nations Organisation
Yield	to give (e.g. to yield the floor to the chair/another delegation)

Points to keep in mind during the debate:
- Referring to yourself in the first person is not allowed. You can start your speeches with your country's name or with 'the delegation of …'
- Referring to other delegates in the first person is also not in order. You can replace terms such as 'you' with 'the delegation of …'
- When starting a speech, you always have to address the chair and the house first. Therefore, you should start your speech with a stock phrase such as 'honourable Chairs, fellow delegates.'
- Delegates should stand when speaking and should not sit down until after the speaker has finished answering the delegate's question.
- Delegates must avoid the use of insulting or abusive language at all times.
- Delegates must yield the floor when required to do so by the Chair.