
LEARN

Model UN Preparation

&

Rules of Procedure
Handbook

MODEL UN PREPARATION

(SOURCE: UNA-USA)

Many conferences require that each delegation submit a position paper — an essay detailing your country's policies on the topics being discussed in your committee. Writing a position paper will help you organise your ideas so that you can share your country's position with the rest of the committee. If you conduct extensive research, a position paper should be easy to write.

Most conferences that require position papers ask for them about one month before the conference so that staff members can read them and get a feel for the direction debate will take. If the conference you are attending does not require a position paper, you should still consider writing one to help you organise your research and prepare your speeches. Many delegates use their position papers as their opening remarks.

View a sample position paper to help you write an effective position paper.

<http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/position-papers/sample-position-paper>

HOW TO WRITE A POSITION PAPER

(SOURCE: UNA-USA)

Writing a position paper might appear to be a daunting task, especially for new delegates. But with enough research, you will find that writing a position paper will be easy and useful.

Position papers are usually one to one-and-a-half pages in length. Your position paper should include a brief introduction followed by a comprehensive breakdown of your country's position on the topics that are being discussed by the committee. A good position paper will not only provide facts but also make proposals for resolutions.

Many conferences will ask for specific details in a position paper, so be sure to include all the required information. Most conferences will provide delegates a background guide to the issue. Usually, the background guide will contain questions to consider. Make sure that your position paper answers these questions.

POSITION PAPER TIPS

A good position paper will include:

- A brief introduction to your country and its history concerning the topic and committee;
- How the issue affects your country;
- Your country's policies with respect to the issue and your country's justification for these policies;
- Quotes from your country's leaders or officials about the issue;
- Statistics to back up your country's position on the issue;
- Actions taken by your government with regard to the issue;
- Conventions and resolutions that your country has signed or ratified;
- UN actions that your country supported or opposed;
- What your country believes should be done to address the issue;
- What your country would like to accomplish in the committee's resolution; and
- How the positions of other countries affect your country's position.

Important Things to keep in mind while writing a position paper -

- **Keep it simple.** To communicate strongly and effectively, avoid flowery wording and stick to uncomplicated language and sentence structure.
- **Make it official.** Try to use the seal of your country or create an "official" letterhead for your position paper. The more realistic it looks, the more others will want to read it.
- **Get organised.** Give each separate idea or proposal its own paragraph. Make sure each paragraph starts with a topic sentence.
- **Cite your sources.** Use footnotes or endnotes to show where you found your facts and statistics. If you are unfamiliar with bibliographic form, look up the Modern Language Association (MLA) guidelines at your school's library.
- **Read and reread.** Leave time to edit your position paper. Ask yourself if the organisation of the paper makes sense and double-check your spelling and grammar.
- **Speech! Speech!** Do you plan to make an opening statement at your conference? A good position paper makes a great introductory speech. During debate, a good position paper will also help you to stick to your country's policies.
- **Let the bullets fly.** Try not to let your proposals become lost in a sea of information. For speechmaking, create a bulleted list of your proposals along with your most important facts and statistics so that you will not lose time looking for them during debate.

SAMPLE POSITION PAPER (SOURCE: UNA-USA)

Committee: International Labor Organisation

Topic: Globalisation and Development

Country: Romania

In the past two decades the rapidly growing world trend has been toward globalisation. 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 globalisation 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 realises that increased globalisation 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 recognises 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, globalisation cannot effectively serve the global community. Crucial in dealing with the complexities of globalisation, good governance must act with solidarity and responsibility. Romania believes that in involving people in globalisation we must promote moral values, democratic principals, 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 globalisation 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, labor 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 globalisation."

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 organisations. As one of the newest members of the *European Union*, Romania is an active member of the *World Trade Organisation*, and looks forward to offering its support to the redirection of globalisation to best benefit the global community.

SAMPLE POSITION PAPERS WRITTEN IN INDIAN MUN CONFERENCE

United Nations Human Rights Council

Delegate: Vidur Arora
Country: South Africa
Committee: UN Human Rights Council
Agenda: Human Trafficking

Poised at the foot of Africa, with a stable, Democratic Government, leading the continent in industrial development and technology, glittering with modern cities and amenities, representing approximately 25% of the continent's GDP, South Africa inevitably attracts migrants from across the continent.

Along with the migrant population come the attendant exploiters to capitalise on their vulnerability, ready to satisfy the demands of the diverse and complex 'rainbow' society – which makes South Africa as one of the biggest sufferers of the menace called human trafficking.

Molo Songolo (a South African NGO) recognized by the UNESCO while reporting on Human Trafficking in South Africa states that criminal groups from Bulgaria and Thailand, Chinese triads and even the Russian mafia have been involved in Human Trafficking.

South Africa strongly condemns human trafficking and is party to various protocols and faithful to UN conventions like Palermo Protocol and the *UN Convention against Transnational Organised Crime*. South Africa is currently in the process of making all its national legislations in compliance with the same. Pertaining to the question of involvement of Government Officials in Human Trafficking, no reports of their involvement have surfaced as yet.

IOM's *Southern African Counter-Trafficking Assistance Programme (SACTAP)* is a key player in Southern Africa's efforts to tackle and respond to human trafficking. It is organised into four components:

- Victim assistance;
- Capacity building;
- Research and data collection;
- Information and awareness raising;

South Africa did not have laws that specifically prohibited trafficking in persons, though a variety of other criminal statutes, such as the *Prevention of Organised Crime Act*, were used to prosecute trafficking crimes. However, in December 2007, several sections of the *Sexual Offenses Amendment Act* came into force, including *Chapter 7, Part 6*, which contains broad provisions against sex trafficking. The comment period on a draft comprehensive human trafficking bill closed in June 2007 and the *South African Law Reform Commission (SALRC)* staff finalised the text to be recommended to the *Department of Justice* in early 2008, which mainly criminalises human trafficking as well as debt bondage. The bill also has guiding principles, which protect victims of trafficking.

The Republic of South Africa would appreciate the HRC to frame resolutions that:

- **Urge** member states to spread awareness about traffickers, consequences of trafficking in areas that are most prone to trafficking;
- **Call** upon member states to be engaged at bi-lateral and multi-lateral levels to facilitate information sharing on traffickers;
- **Provide** victims of trafficking access to support centres with counselling, health care, legal advice, shelter, and food services;
- **Address** the problem of human trafficking collectively, by all member states, through proper cooperation and rehabilitation of the victims of trafficking with the help of various NGOs.

General Assembly - DISEC

Delegate: Nehal Bajaj
Country: United States of America
Committee: UN General Assembly – Disarmament and International Security Committee
Agenda: National and Separatist Terrorism

Civil wars of separatist nationalism raged around the globe in the 1990's. These wars have caused considerable loss of life, massive refugee crisis, economic devastation, considerable strains on power relations in important international institutions like NATO and the United Nations.

The United States of America considers '*National and Separatist Terrorism*' as a critical issue, threatening world peace and international stability and security. Having a very strong approach towards terrorism:

- The USA ratified the *Inter-American Anti-Terrorist Pact* on 15th November 2008, signatories of the *International Convention for the Suppression of Terrorist Bombings*, *International Convention for the Suppression of Financing Terrorism* and *International Convention against the Taking of Hostages*. It supported the *UNSC Resolution 1373* and *1566*.
- It recognises the *Liberation Tigers of Tamil Eelam (LTTE)*, *Palestine Liberation Front (PLF)* and *Palestine Islamic Jihad (PIJ)* as terrorist organisations.

USA, being one of the first countries to initiate peace talks between Palestine Liberation Organisation (PLO) and Israel, India and Pakistan on the Kashmir issue and recently between Georgia and Russia, encourages peace and urges SSMs and De Jure governments to meet regularly with international monitors to address continuing security incidents and abuses and prevent issues from escalating into wider conflicts.

United States of America would appreciate the cooperation of the countries in the General Assembly to frame resolutions that:

- **Representation of SSMs:** Develop a mechanism to ensure that non-violent separatist state movements should be granted an observer status so as to keep a check on violation of human rights and so that the separatist movements do not turn violent due to suppression;
- **Cutting the Source of Funding:** There is an imperative need to have stricter checks on drug trafficking and illicit trade in conflict diamonds, as they form the major source of funding for terrorist organisations;
- **Humanitarian Aspect:** Special Emphasis needs to be laid on the Humanitarian aspect of the agenda, i.e. the rehabilitation of Refugees and Internally Displaced Persons in countries suffering from Civil Wars, and concentrate on prevention of Human Rights Violations, by ensuring basic fundamental rights for example equal job opportunities and equal representation in the government.

To conclude, the world is at threat and a global effort is the call of the hour. Member states must take proactive steps in maintaining regional peace, ensuring a world without Terrorism, Extremism and Separatism.

TOOLS OF A DELEGATE

CHIT(PAD)S

Chit(pad)s can be used as messages to an official sitting inside the council, be it a Delegate or an Executive Board Member.

Various uses of a chits are:

- To inform the Executive Board of any points you might want to raise in council or ask them a question (via Executive Board);
- To ask or answer questions from other Delegates;
- To persuade other members of the Committee to support your Resolution.

SPEECHES AND QUESTIONS

The main presence of a Delegate is assured by this main tool in Council, which is to be supplemented by Chits, knowledge of the Rules of Procedure, and Informal Debate in unmoderated caucuses.

The central purpose of Model UNs is for Delegates to get together and discuss issues, not argue and fight. One must realise that it is not important to prove another Delegate wrong, or to show that they have insufficient knowledge. One must strive to contribute to the learning of others, as much as of their own selves.

RULES OF PROCEDURE

Rules of Procedure is another tool a Delegate can use. As with any structure, full knowledge of the structure enables you to use it most efficiently and to work around the obstacles sometimes. Delegates are accorded the right to speak and question, debate and create resolutions and other outcome documents using this structure called the Rules of Procedure.

MISCELLANEOUS GUIDELINES

DELEGATE ATTIRE

All participants of the conference are required to adhere to the attire given in the Code of Conduct for the duration of the conference.

GENERAL POWERS OF THE COMMITTEE STAFF

- The Executive Board will be responsible to the Secretariat and Advisors during the conference.
- The Executive Board will declare the opening and closing of each meeting and may propose the adoption of any procedural motion according to the Rules of Procedure. If there are any variations in the Rules of Procedure, the same shall be intimated to the Delegates before session begins.
- The Executive Board will direct the flow of formal debate, accord the right to speak, announce decisions, rule on all points and motions and enforce the observance of these rules.
- The Conference Staff is responsible to the Secretariat at all times.
- The Press Corps are free to publish any material that lies within the scope of this conference. It is advised to refrain from the publication of offensive and derogatory material, especially if targeted at a select group of persons.

DELEGATE DECORUM

An MUN is meant to be a simulation of the real United Nations. As such, the delegates are expected to act with utmost respect toward each other, as would any actual member of the diplomatic arena. Delegates are to note that during formal, as well as informal debate, they are to speak in third person, and the usage of personal pronouns such as Me, I, My, etc. is prohibited.

Another thing for a delegate to keep in mind is **Diplomatic Courtesy**. As a representative of a nation, any statement made formally or informally is taken as a statement of that nation itself, if taken on public record. At this point of time, no delegate can afford making any statement, which might be misinterpreted as offensive to another delegate or council member. Utmost respect is extended to the executive board, mutual respect extended to all the delegates and the International Press members, and appreciation for the Administration (Secretariat) of the Conference.

RULES OF PROCEDURE

ROLL CALL

Every committee session starts with the roll call, without which quorum cannot be established. No debate can ensue without Quorum being established. A delegate may change his/her roll call in the next session the roll call takes place.

For example, if the Delegate had answered in Present in the first session he can answer in a present and voting in the next session when the roll call takes place.

During the roll call, the country names are called out in alphabetic order and the delegate can answer by saying either Present or Present and Voting.

1. **Present** - A Delegate can vote in Yes, No or Abstain for a Draft Resolution when s/he answers the Roll Call with *Present*.
2. **Present and Voting** - A Delegate is bound to vote decisively, i.e., in a Yes or No only if s/he has answered the Roll Call with a *Present and Voting*. A Delegate cannot Abstain in this case.
3. **Abstention**: When a Delegate is in doubt, or if his/her country supports a few points in the resolution and is against the other points, a Delegate may Abstain. Abstention can also be used in case the Delegate believes that the passing of the resolution will not as such harm the world, even though it might not be highly specific or exemplary.

An Abstention counts as neither Yes, nor No, and his/her vote is not counted during the total tally of votes. This makes Abstention a commonly used policy in the real United Nations, so as to not obstruct the passing of resolutions and still not compromising on foreign policy; this is the middle way out and in no way counts against a Delegate while being marked for the awards.

QUORUM

Quorum (also known as the minimum number of members of a committee required for the committee proceedings to commence) for the Conference, is set at one-third of the members of the committee present. A *quorum* will be assumed to be established, unless a Delegate's presence is specifically challenged and shown to be absent during the roll call. In case quorum fails, committee session will be suspended at the discretion of the Executive Board. In the Security Council, the quorum is 9 members present with the compulsory presence of the five veto members, unless otherwise established by the Executive Board.

DEBATE IN A MODEL UNITED NATIONS

Debate is of two types:

- | | |
|---------------------------------|-------------------------|
| 1. Formal Debate | 2. Informal Debate |
| 1.a. General Speakers' List | 2.a. Moderated Caucus |
| 1.b. Provisional Speakers' List | 2.b. Unmoderated Caucus |

POINTS AND MOTIONS

The flow of debate is in the hands of the Delegates and moderated by the Executive Board with mechanisms called Points and Motions, which are central to the democratic nature of the Committee.

Points are individualistic, and are used in regards to a certain Delegate. **Motions** are liable to voting, and are used to shift from one form of debate to another, or to introduce changes in the scope of debate from time to time. If a motion passes, then the entire committee is bound to that specific form of debate for that period of time. Motions are also used to temporarily or permanently end debate.

Points (In the order of Disruption)

Point of Personal Privilege - A Delegate may rise to a Point of Personal Privilege whenever s/he experiences any inconvenience, which could affect his/her involvement in the proceedings, so that the discomfort may be mitigated or prevented. This Point may interrupt a speaker and thus, should be used with the utmost discretion so as not to disturb others' debate.

Point of Order - A Point of Order is used to point out factual or a procedural error. The final decision regarding a Point of Order rests with the Executive Board. A Point of Order can interrupt the speaker if permitted by the Executive Board. The specifics of this should be verified at the beginning of the committee by the Delegate. It can also be raised against the Executive Board in case they violate their own Rules of Procedure without prior intimation to the committee, in case this hampers debate or is unfair to one or more Delegates in the committee.

Point of (Parliamentary) Inquiry - When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. This however, should never interrupt a speaker.

Point of information (A Question to another delegate about the Agenda) - A delegate may ask a question to another delegate on the agenda topic of discussion through the executive board when the speaker has yielded the floor to Points of Information. This also should never interrupt a speaker.

GENERAL SPEAKER'S LIST (GSL)

"The Delegate of _____ wishes to raise a motion to Open the General Speakers' List"

Default time per speaker in a GSL is 90 seconds. A motion can be raised to change the Speaker's Time (to increase or reduce the speaker's time):

"The Delegate of _____ wishes to raise a motion to change the default speaker's time for the General Speakers' List from 90 seconds to Proposed Time (in seconds)."

NOTE: Individual speaker time in a GSL can be anywhere within the range of 60-120 seconds, and a multiple of 30 seconds. This motion is only in order can be changed only before the first speaker in the GSL Speaks.

- After the agenda for the session has been established, a motion is raised to open the GSL. All forms of debate during the conference are carried out within the GSL, and this list is open throughout the duration of the discussion on that agenda. **A new GSL is established for each agenda.**
- To speak in the GSL a delegate must intimate the Executive Board, by raising his/her placard when the Executive asks for Delegates wishing to speak in the GSL. The countries' names will be noted in the order in which they will be making their speeches.
- After their GSL speech, a Delegate has the option to **Yield** his/her time to a specific Delegate, Points of Information (questions) or to the Executive Board.

YIELDS

On conclusion of any speech in the GSL, a Delegate can choose to Yield in any one of the following ways:

- **Yield to another Delegate:** In case a Delegate has some time left to speak, and does not wish to utilise it, then s/he may choose to yield the remaining time to another Delegate. This must be done with the prior consent of the other delegate (taken either through chit or in person). The Delegate who has been yielded the other's time may use it to make a substantive speech, but cannot further yield the time.
- **Yield to Points of Information:** A Delegate may also choose to yield to Points of Information. The Executive Board will recognise a certain number of Delegates wishing to ask questions regarding the agenda or the speech made by the Delegate. It is upto the Delegate to answer the question. Ways of refusal include replying via chit at a later time or discussing the topic during an unmoderated caucus.
- **Yield to the Chair:** Should a Delegate yield to the Chair, any leftover time is considered null and the Executive Board will move on to the next speaker in the GSL. Some Executive Boards may also request the Delegate to answer substantive questions from them in case necessary for debate. This usually happens when a country's stance is crucial to resolution of the problems.

PROVISIONAL/SPECIAL SPEAKER'S LIST (PSL OR SSL)

"The Delegate of _____ wishes to raise a motion to Open a Provisional Speakers' List"

A PSL is started in two circumstances:

A debatable motion – In a debatable motion, before the Executive Board moves for the final vote, it'll ask for certain no. of speakers For and Against the topic.

Special Procedure – When a controversial issue is raised and the Committee feels that it cannot be solved through the GSL or Moderated Caucuses, it sets up a PSL, which will work like the GSL but with a Provisional Agenda. Eg. A crisis situation. However, one does not usually encounter this format in MUNs unless it is a decisive committee, such as the Security Council.

- A PSL is usually established only for Procedural Motions, such as *Motion to Change the Order of the Agenda* or *Motion to Table Debate*. Speakers are recognised by the Executive Board to speak for and against (alternately) on the motion at hand. The Executive Board decides the number of speakers for and against, and specifies the individual speaker's time.
- During the Provisional Speakers' List speech, a Delegate attempts to convince fellow Delegates whether to support or not support a motion, citing reasons and arguments why. These reasons might be based in foreign policy, or even the scope of debate.

MODERATED CAUCUS

"The Delegate of **Country** would like to suspend debate and raise a motion for a moderated caucus on the **Topic**, for the time period of **Total Time** and each speaker speaking for **Time Period (in seconds)**"

Characterisation of Debate through Moderated Caucus

Moderated Caucuses are meant to have specific topics of discussion so that one can narrow down and try to address one sub-topic at a time. Sub-topics can be derived from the main agenda either by common themes/issues, region, legal regime and political debate.

It is generally advisable to keep documenting the suggestions being made so as to make a more comprehensive Resolution in the Committee.

The delegate proposing the motion must state its purpose and specify a time limit for the moderated caucus as well as the speaking time per delegate.

Example – “The Delegate of Iran wishes to suspend formal debate and enter into a Moderated Caucus on the topic ‘Sources of funding for Terrorist Organisations’, for a total time of 20 minutes, with each speaker speaking for 60 seconds.”

(If the Agenda is Terrorism, then Sub-topics can be Causes, Regional Terrorism, Solutions, etc.)

- This motion needs a **simple majority vote (50%+1)** in order for it to pass.
- However, the Executive may rule such a motion out of order if it is not worded properly or in case it is out of the scope of the agenda.
- As the agendas can be quite multilayered, Delegates are urged to use moderated caucuses to focus debate and discussion on parts of the main agenda so that it can be broken down and resolved.
- A moderated caucus is presided over by the Executive Board, and Delegates wishing to speak must raise their placards when asked, so that they may be recognised immediately after the previous speaker.
- A Delegate can be recognised multiple times in a moderated caucus, but not immediately after they have just spoken.
- The difference between a GSL and a Moderated Caucus Speech is that there is no provision for Yields, thus, all the questions, answers and arguments have to be fit into the time slot you are given for the speech.
- Another motion is for the **extension of a moderated caucus**. It may be called for if any delegate wishes to further discuss the issue at hand. This motion is then put to vote and requires a simple majority to pass.

UN-MODERATED CAUCUS

“The Delegate of *Country* would like to suspend debate and move into an Un-moderated Caucus for a Total Time of ___ minutes”.

- Only the total time needs to be specified when raising this motion. When it is put to vote, it requires a simple majority to pass.
- An un-moderated caucus would mean that Delegates can informally interact with their co-Delegates without moderation by the Executive Board. They can utilise this time to discuss pertinent issues within their blocs, or it can be used to frame draft resolutions, working papers or amendments, depending upon the stage the committee is at.

Reasons to propose an Unmoderated Caucus

- If the committee feels that certain clarifications need to be made regarding the agenda which formal debate is not permitting, or the delegates wish to giving a certain direction to debate with consensus.
- To start working on the Draft Resolution and to prepare official committee documentation. Lobbying is required to persuade countries to join a bloc, and it forms an integral part of being a Negotiator.

MOTION TO TABLE DEBATE

During the discussion of any matter, the committee may consider a **motion to table debate** on the item under discussion at the recommendation of the Chair or any Delegate. If the motion is seconded, two representatives may speak in favour of, and two against the motion. Then, the motion shall immediately be put to a vote. A **two-thirds majority(substantive majority)** is required for passage.

If a motion to table debate is passed, the topic is considered tabled and no further actions or votes will be taken on it. A topic may be reintroduced to the committee so that debate can resume through the same process. The motion to resume debate on a tabled topic shall also require a two-thirds majority for passage.

CLOSURE OF DEBATE

A delegate may at any time move for the closure of debate on the item under discussion, after which debate will end and all draft resolutions and amendments will be put to an immediate vote. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to a vote. This motion requires a two-thirds majority decision. Upon passage of this motion the Executive Board shall declare the closure of debate and immediately move into voting procedure on the substantive proposals introduced and pending before the committee (these may be amendments or draft resolutions). The committee shall also close debate by default, and move into voting procedure when the speakers list has been exhausted.

ADJOURNMENT OF THE MEETING

During the discussion of any matter, a delegate may move for the adjournment of the meeting. Such a motion shall not be debated but shall be immediately put to a vote. After adjournment, the committee shall reconvene at its next regularly scheduled meeting time; adjournment of the final meeting shall adjourn the session.

SPECIAL MOTIONS

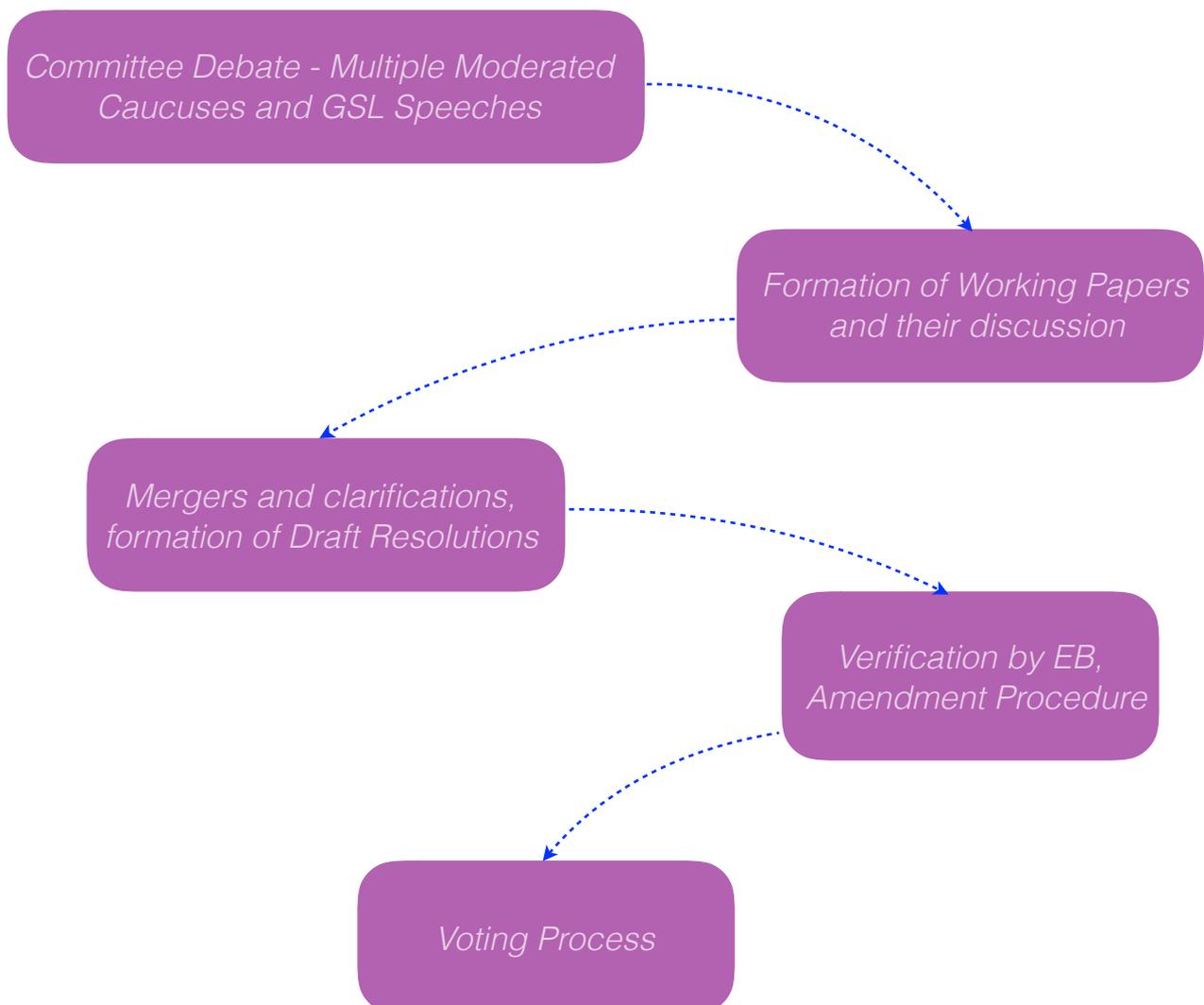
Right Of Reply

The Chair may recognise the Right of Reply only in instances of a grave personal insult. **Rights of Reply must be submitted in writing to the Chair as a first step**, and may only be granted after a speech is completed. The Chair shall inform the Secretariat of the circumstances surrounding the Right of Reply. **No ruling on this matter is subject to appeal.**

Appeal to the Chair's Decision

An appeal is made when a delegate feels that a member of the Executive Board has made an incorrect ruling. The Delegate formally challenges the said member in writing by sending a note to the dais, moving to appeal the Chair's decision. The appeal will be taken to the Secretariat, who will decide if the appeal shall be considered or not. Once the motion is acknowledged, the Advisors will hear from both the Delegate and the Chair before taking a decision.

RESOLUTION PROCESS



WORKING PAPER

A Working Paper may be introduced on the floor at any point of time after viable solutions have emerged. This document is a rough draft of the solutions that the committee members wish to recommend for the agenda at hand. **It has no format as such.** More than one Working Paper can be made in a committee. A working paper has only signatories, not sponsors.

TIP FOR WORKING PAPERS

A Working paper in Draft Resolution Format minus the Roman numbering, or the clauses, can help the delegates format the working paper into a draft resolution at a later point of time.

Discussion of the Working Papers is done through a Moderated Caucus. Working Papers should ideally be merged, so that all the ideas that the various members of the committee have can be consolidated into a Draft Resolution. However, the same is not advised in case the reasons for differences arise out of foreign policy concerns. After discussion of the Working paper, an Un-moderated Caucus can ensue to finalise the merger and/or edit the Draft Resolution.

DRAFT RESOLUTION

A draft resolution may be introduced when it has the required number of signatories and the approval of the Executive Board. A Draft Resolution requires 20% of support from the committee to be introduced. **The respective Executive Board shall intimate the maximum number of Sponsors to the Council.**

What are Sponsors and Signatories?

SPONSORS: Countries having read ALL the points of the draft resolution, agreeing to it completely. Sponsors have to vote a YES to the draft resolution when it goes to voting. They cannot vote a 'no' or 'abstain' from voting.

SIGNATORIES: All countries that wish to merely hear the draft resolution being discussed. They have no obligation regarding voting, they can vote yes, no or abstain as they wish and according to their roll call.

RESOLUTION WRITING

Before it is passed by the committee, a Resolution is referred to as a Draft Resolution. Draft Resolutions should ideally deal with ideas and opinions presented in working papers and existing resolutions, as well as new ideas and innovations. It is important that a final resolution has to present a well thought out, feasible solution that will solve the crisis at hand either through short-term or long-term measures. Every Delegate's or Bloc's Draft Resolution should present the same logical flow that will be present in the final resolution.

A Delegate, having formed alliances with other Delegates, is expected to adhere to such alliances or groups (called blocs) based on similar ideology. But it is important to note that flouting international laws and/or going against one's foreign policy while drafting the Resolution can easily result in a Delegate being marked down by the Executive Board and might also invite criticism from fellow Delegates. However, forming "*strategic alliances*" and making relevant policy changes, which in effect will benefit their respective countries in a manner that's also conducive to the working of the council, will be considered crucial for the entire resolution making process, and be appreciated by the Executive Board.

Time and again it has been noticed that Delegates come up with the formation of new committees/sub commissions in the Draft Resolution as a means to facilitate the consensus building process. It is not discouraged. However, it is important for the Delegates to clearly define the mandate, structure, functioning and funding of the commission/committee suggested to be formed, also to be taken into account is proper research regarding such committees, which in most cases, exist already. This clearly will be a lot time consuming and thus, Delegates have to make an informed choice.

STRUCTURE OF THE DRAFT RESOLUTION

Preambulatory Clauses

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma. Preambulatory clauses can include:

- References to the UN Charter;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- Recognition of the efforts of regional or nongovernmental organisations in dealing with the issue; and
- General statements on the topic, its significance and its impact.

Operative Clauses

Operative clauses offer solutions to issues addressed earlier in the preamble of a resolution. These clauses are action oriented and should include both an underlined verb at the beginning of your sentence followed by the proposed solution. Each clause should follow the following principals:

- Clause should be numbered as 1,2,3, etc.;
- Each clause should support one another and continue to build your solution, try to place solutions to one aspect together rather than having them spread out in the draft;
- Add details to your clauses as sub-points, in order to have a complete solution that is self-explanatory, comprehensive, and that can be implemented by a country without interpretation;
- Operative clauses end with a semicolon, with the exception of your last operative clause that should end with a full stop.

AMENDMENT PROCEDURE (IN THE ORDER OF DISRUPTION)

Approved draft resolutions are modified through amendments. **An amendment is a written statement that adds, deletes or revises an operative clause in a draft resolution.** The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections. There are **two types of amendments according to the support** from the author(s) or sponsor(s) of the Draft Resolution:

ADDITION/DELETION/MODIFICATION AMENDMENT
FRIENDLY/UNFRIENDLY
ORIGINAL CLAUSE

MODIFIED CLAUSE

SUBMITTED BY

1. A **friendly amendment** is a change to the Draft Resolution that all sponsors agree with. After the amendment is signed by all of the draft resolution's sponsors and approved by the Committee Director or Vice Chairperson; it will be automatically incorporated into the resolution.
2. An **unfriendly amendment** is a change that one or more sponsors of the Draft Resolution do not support and must be voted upon by the committee. The author(s) of the amendment will need to obtain a required number of signatories in order to introduce it (usually 20% of the committee). Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.

Ultimately, resolutions passed by a committee represent a great deal of debate and compromise. They are the tangible results of hours if not days of Model UN debate. As a result, it is important to become familiar with the resolution process and practice drafting resolutions using the proper structure and wording. A misplaced comma, or even a full stop in between, can change the entire nature of the Draft Resolution.

There are **three types of amendments according to the kind of change** it proposes to the Draft Resolution:

1. **Addition Amendment:** This seeks to add a clause to the proposed Draft Resolution. The clause, if added, becomes the last point of the original Draft Resolution.
2. **Deletion Amendment:** This amendment seeks to remove/delete a clause from the original Draft Resolution.
3. **Modification Amendment:** This is to allow for changes of any kind within the clauses in the original Draft Resolution. For this, the complete original clause has to be written first, followed by the fully amended Clause. Make sure that the part being changed in the original clause, and the part that has been changed in the modified clause, both are underlined.

NOTE: All Unfriendly Amendments will be voted upon, and need the same substantive majority to pass that a Draft Resolution does. For example, in a Security Council they require 2/3rd majority, whereas in most other committees they require 50%+1 majority. All Friendly Amendments are passed automatically.

DRAFT RESOLUTION AND VOTING

Each country will have one vote. Delegates, depending on whether they have said Present/ Present and Voting in their roll call, can vote either “Yes”, “No”, “Abstain”, or “Pass”.

- A Draft Resolution needs three things before it can be introduced to the floor.

First, it needs the **signatures (but not approval) of at least 1/5th of the total members**. Being a signatory in no way necessitates implicit approval for the resolution. **Being a signatory merely implies that the Representative feels that the resolution should be introduced to formal debate.**

Secondly, a resolution needs to present a logical, simple and above all feasible solution to the situation at hand. **Working papers may contain the most imaginative and creative ideas, but in a resolution these ideas have to stand up against the real world**. If the Executive Board feels that the solutions presented in the resolution are improbable, s/he will not approve the same to be introduced in committee. The Draft Resolution has to be coherent and consistent. What this means is that when you set the intent in the preambulatory clauses, the operative clauses should address those problems and not deviate.

Thirdly, a resolution needs **authors, who will actually be sponsors (although they are not officially recognized as such), and who are willing to amend and emend the resolution until it suits the majority, without compromising the meaning, or diluting the essence of the solutions or original premises of the resolution**. The amendment has to be presented in resolution format, and along with it a short note specifying which parts of the resolution need to be amended should be added.

- There is only one final resolution. If a resolution passes, all other competing resolutions will have failed automatically. **In case multiple resolutions address different parts of the issue, and none of their solutions clash in implementation, then multiple resolutions can be passed as well.**
- **Voting** proceeds in three rounds – in the first of which voting rights can be asked for. Rights are explanations generally permitted only to sponsors who wish to say no to their own drafts. If the Representative wishes to change his/her vote in the second round, his/her rights are null and void. The first two rounds proceed in alphabetical order by roll call and the last by show of placards. **However, the method of the Voting process is upto the Executive Board of each committee.**
- **“The Delegate of *Country* wishes to Close debate and move into the voting procedure.”** To close debate on an agenda and move into voting process. No further discussion takes place until a vote has been conducted for the draft resolutions.

SAMPLE RESOLUTION

Resolution GA/3/1.1

General Assembly Third Committee

Sponsors: United States, Austria and Italy

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

Agenda: "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 recognises 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 organisations,

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. **[last clause to end with full-stop]**

DIVISION OF QUESTION

- There exists a motion for Division of Question, wherein the entire Draft Resolution is divided into parts and each part is voted upon one by one.
- In order for this motion to be passed, it requires a 2/3rd majority. After the motion is raised, the Executive Board might ask for Seconds. S/he may also open a Provisional Speakers' List for the motion.
- Once passed, the entire resolution is divided into as many parts as the committee requires.
- Once the parts are made, voting is done for each part takes place one by one. All the parts passed by the committee form the Final Resolution, whereas the failed parts form the Annexure to the Final Resolution.

CRISIS

A Crisis Situation is introduced in all committees separately on one of the days. It is basically a hypothetical situation given to the Committee to test the delegates on their preparedness. It also tests their ability to behave like actual Diplomats and showcase their diplomatic skills, by utilising general and specialised research, and the rationale and logic they possess. Their task is to then solve the crisis issue presented to them as quickly and efficiently as possible, so as to resume normal debate on the agendas.

FLOW OF DEBATE

