

# SOCOMUN

## Delegate Handbook



MODEL UNITED NATIONS

## What is Model United Nations?

Model United Nations is an authentic simulation of the U.N. General Assembly, U.N. Security Council, or other multilateral body, which catapults students into the world of diplomacy and negotiation. In Model U.N., students step into the shoes of ambassadors of U.N. member states, from Afghanistan to Zimbabwe, to debate current issues on the Organization's vast agenda. The students, better known as "delegates" in Model U.N., prepare draft resolutions, plot strategy, negotiate with supporters and adversaries, resolve conflicts, and navigate the U.N.'s rules of procedure—all in the interest of mobilizing "international cooperation" to resolve problems that affect almost every country on Earth.

Before playing out their ambassadorial roles in Model U.N., students do research on the particular global problems to be addressed. The problems are drawn from today's headlines. Model U.N.ers learn how the international community acts on its concerns about

- Peace and security
- Human rights
- The environment
- Food and hunger
- Economic development
- Globalization
- And more.

Model U.N. "delegates" also look closely at the needs, aspirations, and foreign policy of the country they will "represent" at the event. The insights they gain from their exploration of

- History
- Geography
- Mathematics
- Culture
- Economics
- And science

--Contribute to the authenticity of the simulation once the actual role-playing gets under way--and ensures a lively and memorable experience.

For over 50 years now, teachers and students have benefited from and enjoyed the interactive learning experience that not only involves young people in the study and discussion of global issues but also encourages the development of skills useful throughout their lives:

- Research
- Writing
- Public speaking
- Problem solving
- Consensus building
- Conflict resolution

- Compromise and cooperation.

The popularity of Model U.N.ing has contributed to the rapid growth of this activity over several decades, and today upwards of 200,000 high school and college/university students participate in a Model U.N. each year. Some are classroom exercises, others school-wide, and still others regional, national, or international. Those in the last group are called "conferences" because of their larger sizes bringing participants from all over. Many conference participants are "repeaters," since the spirit and substance of these simulations create an appetite for this activity more commonly known as "MUN Fever". Those with MUN Fever may continue on as adults to seek out "intergenerational" simulations.

In fact, quite a few of today's leaders in law, government, business, and the arts participated in Model U.N. during their academic career—from U.S. Supreme Court Justice Stephen Breyer and World Court Justice Stephen M. Schwebel to actor Samuel L. Jackson (*Pulp Fiction*, *A Time to Kill*). And yes, Chelsea Clinton is a Model U.N. veteran as well.

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United Nations Association of the United States of America

<http://www.unausa.org>

## Research

### All Things MUN:

Best Delegate – [www.bestdelegate.com](http://www.bestdelegate.com)

### Country Information:

The two best sources for country information are the:

CIA World Factbook - <https://www.cia.gov/library/publications/the-world-factbook/>

Also try:

BBC Country Profiles - [http://news.bbc.co.uk/2/hi/country\\_profiles/default.stm](http://news.bbc.co.uk/2/hi/country_profiles/default.stm)

Library of Congress Country Studies - <http://lcweb2.loc.gov/frd/cs/cshome.html>

### Background Information:

There is no one stop for background for every imaginable topic. Wikipedia is a good first stop to learn a little about your topic but should not be cited as a credible source. A Google search is also a good idea. You are NOT researching your topic in your country. You are researching the topic worldwide and representing your country at a meeting to discuss this topic.

### UN Involvement:

The UN Webpage – <http://www.un.org>

UN Structure and Organization <http://www.un.org/en/aboutun/structure/index.shtml>

**UN Document Center - <http://www.un.org/en/documents/index.shtml>**

UN News Center - <http://www.un.org/News/>

UN Watch – <http://www.unwatch.org>

UN Foundation – <http://www.unfoundation.org>

UNA-USA – <http://www.unausa.org>

### Country Policy/Solutions:

There is a small percentage chance that you will find your country's policy through research. It is more likely you will have to develop that policy and solutions yourself. To do this you will need to combine your knowledge of your country and your topic. It might help you to think of short term, medium term, and long term solutions. You don't have to solve the entire problem with one idea, but what steps can you take to make this less of a problem to the world?

Permanent Missions to the UN - <http://www.un.org/en/members/>

## Dress Code

### Women

Blouse w/ skirt (not too short!)

Suit

Dress

Slacks w/ nice blouse

Dress shoes (not open toed)

Avoid lace and colored stockings

No heavy perfume

No costume jewelry

No School Uniform items!

### Men

Black suit with tie

Dress shoes (not tennis shoes)

Black or dark navy socks

No jeans

No hats

### Colors

NO bright or fluorescent colors

Traditional penguin look – black and white

Bottom line: look professional

### Extras

No gum; mints are better

Watches look nice and can keep you on time. Make sure it doesn't beep, chime, or vibrate during committee; it suggests you have more important priorities.

No bright or unconventional nail polish

Cell phones should not be seen or heard in committee. You may only use your phones at lunch or after the conference is over.

Laptops are fine if they are used for writing resolutions, but you should not be using them to play games.

No MP3 players, Ipods, etc. (You are not at a MUN conference to listen to music...)

# Conference Format

## One Day Conference - A Typical Day

1. Opening Ceremonies- The host school greets you, and gives you information about your committee location.
2. Committee Session- Debate begins.
3. Lunch- You finally get to eat and talk with your friends.
4. Committee Session-You continue debating and work with other nations to solve the problem at hand. Resolutions are written and voted on by the time it is over.
5. Closing Ceremonies- Each chair reports on their committee and hands out awards to superior delegates.

## Committee Session

For conferences held at a high school, the committee takes place in a classroom. Occasionally, some larger committees will be held in a larger room, such as a gymnasium or auditorium. In committee, it is your duty to represent your nation's point of view on different topics, and work with other nations to compose a resolution to the problem. Committee is run by students from the school sponsoring the conference. The standard format for committee is as follows:

Roll Call  
Debate  
Caucusing  
Voting Bloc

**Roll Call-** The secretary calls all countries, noting which are present. When your country is called, answer, "Present and voting" or "Present" depending on your country's policy. Do not answer "here"!

**Debate-** Each country gives a speech which states their stand on the topics being discussed. Then countries offer and discuss different solutions for the issue.

**Caucusing** –Delegates discuss policy, solutions, and possible resolutions in an informal setting. You generally stand in a circle and discuss your solutions while listening and commenting on other delegate's solutions. Make sure to know what "bloc" you are in so you can find the people you are supposed to be caucusing with. This is also sometimes called "Un-moderated" or "Informal" caucus. A "moderated" caucus would be one in which the chair picks people to talk for a set amount of speaking time. You might have a ten minute moderated caucus with 30 second speaking time. This would allow twenty people to speak to the committee briefly about their ideas.

**Voting Bloc-** In voting bloc, countries vote on the resolutions written during committee. Two thirds of the votes are required for a resolution to pass.

## Speaking Tips

- Be first on the Speaker's List. ALWAYS. - A good way to insure this is to sit close to the front and in the middle of the room.
- Make comments. ALWAYS.
- **Don't read!** Use your position paper as a reference not as a shield!
- Bring up a notepad or a piece of paper with major points of your speech listed.
- Speak in a loud confident tone, so that the whole committee can listen to what you are saying.
- Your speech should be clear and to the point in order for everyone to understand it.
- Speak as often as you can. The more practice the better you will be.
- Observe other speakers. Note what is effective and ineffective in presenting their speech.
- Learn to think on your feet. Ad lib what you don't know.
- Make eye contact with other delegates and relax when you speak.
- Avoid saying, "UM," "UH," "like," or "You know,"
- Frame your points, for example, "I support this resolution for three reasons. First, etc..."
- Try to be original in presenting your information. (e.g. overheads, photos, diagrams, etc.)
- Be assertive
- Introduce yourself to nations in your committee before committee session starts.
- Have good breath
- If you have a problem getting speaking time, write a note to the chair asking to be called upon more often.
- Repeat your country's name as often as possible while speaking!
- Put your proposals into short and simple messages that can be easily expressed and understood!

## **Caucusing**

A caucus is a time when committee debate is suspended so delegates can interact with one another outside of formal debate. Delegates usually meet with other members of their "bloc". These are countries that are similar to your country not only geographically but also hold a similar world view. This is the time you should be most active in your committee. Be a leader! Get your bloc together and make sure your voice is heard.

There is no "caucus" in the real United Nations. Caucus time is meant to simulate informal meeting time that occurs in real life.



## Resolutions

The vast majority of UN bodies express decisions in the form of resolutions. A resolution is drafted in a committee by one or more nations. Observer nations such as the Palestine Observer Mission may co-sponsor resolutions. Nations that are writing a resolution are said to be sponsoring it. Numerous resolutions may circulate around a committee or be discussed at any time. Each resolution usually describes or outlines a different way to solve the topic. Each committee will also require a certain number of signatories. Signatories do not necessarily support the resolution but agree that it should be voted on. (Even if they plan to vote against it!)

The Proper format:

- The heading should be centered in capital letters, six lines from the top of the page: DRAFT RESOLUTION.

- On the left margin and four lines below the heading should be given the topic being discussed by the resolution and the committee which is discussing it. You should then list the sponsors of the resolution.

Committee:

Topic:

Sponsors:

- The *preambulatory clauses* explain the purpose of the resolution.
- The preamble is begun with the name of the organ (General Assembly as an example) at the left margin. The left margin that contains principal phrases describing the basis of the resolution. Try to document at least three previous UN resolutions or actions.
- Operative clauses are numbered and state the actions that the body desires to take. All of the clauses begin with a underlined verb. This is the most important part of the resolution. The operative clauses must take some type of action and must solve the problem politically, economically, and realistically.
- Type it if possible.
- Familiarity with the problem, relevant background, information, and earlier UN actions are cited or mentioned.
- Recognition of the issues, arguments on the issue is clearly stated.
- Every clause and phrase has a purpose, avoid flowery phrases
- If you have a sub-clause a) you must have a sub-clause b)
- Use proper grammar and spelling
- *Italicize* "preams" and underline operatives
- Each conference may have a slightly different format so check the conference website to make sure you use the conference's format

## Resolution information from UNA-USA ([www.unausa.org](http://www.unausa.org))

### 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 organizations in dealing with the issue; and
- General statements on the topic, its significance and its impact.

### Operative Clauses

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period.

### Tips for Resolution Writing

- Be sure to **follow the format** for resolutions provided by the conference organizers. Each conference may have a slightly different format.
- Create a **detailed resolution**. For example, if your resolution calls for a new program, think about how it will be funded and what body will manage it.
- Try to **cite facts** whenever possible.
- **Be realistic**. Do not create objectives for your resolution that cannot be met. Make sure your body can take the action suggested. For example, the General Assembly can't sanction another country – only the Security Council can do so.
- Try to **find multiple sponsors**. Your committee will be more likely to approve the resolutions if many delegates contribute ideas.
- **Preambulatory clauses** are historic justifications for action. Use them to cite past resolutions, precedents and statements about the purpose of action.
- **Operative clauses** are policies that the resolution is designed to create. Use them to explain what the committee will do to address the issue.

## Sample Resolution

Topic: Indian Ocean as a Zone of Peace

Committee: Political and Security

Sponsors: United States of America, United Kingdom, France, and Germany

GENERAL ASSEMBLY,

*<-----Organ is listed*

*Recalling* the declaration of the Indian Ocean as a Zone of Peace in resolution 2832 of December 16, 1971, as well as its resolution of December 15, 1972, 3080 of December 6, 1973 and 3259 of December 1974, *<---use commas to separate preambles.*

*Reaffirming* its conviction that action is furthering of the objective of the Declaration would be substantial contribution to the strengthening of international peace and security,

1. Notes the report of the ad hoc Committee on the Indian Ocean, and in particular section II thereof containing the consultations entered into by the Littoral and Hinterland States of the Indian Ocean in pursuance of paragraph 4 of the General Assembly resolution 3259A;

*<-----Use semicolon to separate operatives*

2. Requests the Littoral and Hinterland States of the Indian Ocean to continue their consultations with particular attention to the following points:

a) Purpose of a Conference on the Indian Ocean;

b) date and duration;

c) Venue;

d) Provisional agenda; *<-----Sub-classes begin with letters*

3. Requests the Ad Hoc Committee to continue its work and consultations in accordance with its mandate and to submit to the General Assembly at its thirty-first session a report on its work including the results of the consultations referred to in paragraph 3 above. *<-----End with a period*

# Initiating Phrases For Preambulatory and Operative Clauses

## 66 Powerful Preambulatories

Acknowledging	Distressed	Hearing
Affirming	Disturbed	Keeping in Mind
Alarmed	Emphasizing	Mindful
Anxious	Encouraged	Noting
Appreciating	Endorsing	Reaffirming
Approving	Examining	Realizing
Aware	Expecting	Recalling
Bearing in mind	Expressing	Recognizing
Being convinced	Having	Regretting
Believing	adopted	Reiterating
Cognizant	approved	Seeking
Concerned	considered	Shocked
Condemning	decided	Stressing
Confident	devoted attention to	Supporting
Conscious	examined	Taking into account
Considering	heard	Taking into consideration
Contemplating	received	Taking note
Convinced	recognized	Underlining
Declaring	regard for	Urging
Deploring	Resolved	Welcoming
Desiring	Reviewed	
Determined	Studied	

## 48 Omnipotent Operatives

Accepts	Declares	Recognizes
Adopts	Demands	Regrets
Affirms	Deplores	Reiterates
Appeals	Designates	Rejects
Appreciates	Determines	Reminds
Approves	Directs	Renews
Authorizes	Draws attention to	Repeats
Calls upon	Emphasizes	Requests
Commends	Encourages	Resolves
Concurs	Endorses	Stresses
Condemns	Expresses	Suggests
Confirms	Instructs	Supports
Congratulates	Invites	Takes note of
Considers	Notes	Transmits
Considers it desirable	Proclaims	Urges
Decides	Reaffirms	Welcomes

## 42 Extraordinary Enhancements

(to combine with preambulatories or operatives)

Accordingly	Profoundly	Its	
Again	Solemnly		hopes
Also	Strongly		interest
Anew	Urgently		regret
Deeply	Its		request
Firmly			satisfaction
Further	appeal		sympathy
Furthermore	appreciation		thanks
Gravely	approval		the belief
Greatly	belief		
Keenly	call	With (deep)	
Nevertheless	concern		appreciation
Once again	conviction		concern
Once more	demand		interest
	determination		regret

## Points and Motions: Order of Precedence

1. **Point of Personal Privilege** - Used when a delegate is unable to participate in committee business.
2. **Point of Order** - Used to establish order if a delegate(s) are deemed to be out of order.
3. **Point of [Parliamentary] Inquiry** - In order when the floor is open; used for questions about points of parliamentary procedure. A point of inquiry would be used for a question not related to parliamentary procedure.
4. **Motion for Right of Reply** - Used to recognize the slandering of one delegate towards another; granted only at the chair's specific discretion.
5. **Motion to open debate** – Used to open debate at the start of committee session
6. **Motion to adjourn debate** - In order only if the chair deems it to be appropriate. (50% + 1)
7. **Motion to suspend debate** - Used to suspend debate until the next meeting; in order only if the chair deems it to be appropriate. (50% + 1)
8. **Motion to open speaker's list** – Used to set the order in which delegates will speak.
9. **Motion to caucus** - Needs to specify length and a reason for; deemed appropriate by the chair.  
(50% + 1)
8. **Motion for moderated caucus** - Needs to specify length and reason for; deemed appropriate by the chair. (50% + 1)
9. **Motion to close debate** - Ending debate on a topic or resolution. (2/3 majority; 2 speakers against)
10. **Motion to postpone debate** - Postponing debate on a topic or resolution. (2/3 majority; 1 speaker for, 1 against)
11. **Motion to divide the question** - Used when it is necessary to vote on certain parts of a resolution separately; a three tiered vote: 1) on individual motions to divide, 2) on inclusion of amendments, 3) and on the final resolution. (50% + 1; 2 speakers for, 2 against)
12. **Motion to reorder agenda** - Used to reorder the topics being discussed or the order for which resolutions are to be voted upon. (50% + 1; 1 speaker, 1 against)
13. **Motion for a roll call vote** - In order only on procedural matters. (50% + 1)
14. **Motion to question competence** - Used only if competence of a committee is in question pertaining to a topic. (50% + 1; 1 speaker for, 1 against)
15. **Motion to submit an amendment to a resolution.**
16. **Motion to submit a resolution.**
17. **Motion of resumption of debate** - Resumes debate on a previously postponed resolution or topic. (50% + 1; 1 speaker for, 1 against)
18. **Motion for reconsideration** - Made only by a delegate that voted with the majority. (2/3 majority; 2 speakers against)

### **Other Rules and Procedures**

**Comments** - Chair will recognize comments are in order, then permitting the specified number of delegates to rise. If you are recognized you can comment on the previous delegate's speech. You should always thank the delegate for their speech. You can agree or disagree with their speech. If you disagree please do so in a diplomatic way. If you agree try to add something to their idea to make it even better.

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