

# Preparation ZAMUN 2019

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ŽILINA MODEL UNITED NATIONS 2019 (by train via Dresde and Prague to Zilina)

Then you have to write a policy paper = position statement.

## *How to Write a Position Paper for a Model United Nations Conference*

This is a quick guide to writing a good Position Paper.

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A well-researched and well-written Position Paper is your best friend during debate – you will have moderated caucus topics at the ready; structured policy proposals at your fingertips; well thought-out rebuttals to opposing points and enough trivia knowledge to make those uni pub nights bearable. A badly written Position Paper, on the other hand, is going to make your life during debate a lot harder.

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The following is a **general structure for a comprehensive Position Paper**. More often than not, your Directors will provide you with a template they would like you to use. You should, of course, use that one. In this case, you can use this to guide your responses to the sections in the template, if they are sufficiently similar.

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### **Introduction to your country's position on the topic.**

To begin your Position Paper, you should provide a brief **introduction to your country's position on the topic in question**. You should use this section to provide the other delegates with **an insight into the general principles on which you will build your arguments**: are you interventionist or not, do you support UN-driven policy actions or state-driven policy actions, and so on. I often use a modified version of this section as my Position Statement at the beginning of debate.

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### **Introduction to your country's role within your committee.**

In this section, you can outline your country's role within the committee you are debating in. In special committees, such as the United Nations Security Council or the International Monetary Fund, this discussion will primarily be in regard to voting rights. You will also be able to outline **your country- or bloc-led initiatives undertaken for the committee in the past**, including special investigations and Commissions.

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### **Outline of previous actions committed by your country.**

In this section you can provide a **detailed listing of previous initiatives undertaken by your country in regard to the topic**. You will need to be very specific here. These initiatives may have been unilateral, multilateral, organised within a bloc or organised by the UN. For each initiative, you should follow the STAR format:

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**S – Situation.** Briefly outline the global or local situation which drove the policy action. Include **statistics** from reputable sources, such as the World Bank Database, or your country's Bureau of Statistics. This should be one to two sentences.

45 **T – Task.** Now, provide a **brief outline of the process through which you adopted the policy.** Be specific about whether this was a unilateral policy or if your country cooperated with others to develop it. Keep this brief at around one to two sentences.

**A – Action.** You can use this part to outline the specific actions mandated by the policy. Include **details of the action, the timeline and the actors involved in implementing it.** This should be the longest and most detailed part of the paragraph.

50 **R – Result.** Finally, **close with the result of this policy.** Even if it is not yet completed, provide details of how it is tracking. Include statistics where you can. This section is used to advertise the good work of your country on an issue. Remember that your Position Paper should be read by all other delegates. Therefore, do not include failed initiatives undertaken by your country unless you can defend their

55 shortfalls and point to the lessons learned in your "Key Issues" section, which follows this one. If you cannot do this, you are just giving other countries details which they can use to undermine your arguments.

Also, **if you have a very small country which has not been very active in the global debate thus far, you should concentrate on the policy actions undertaken by the bloc your country associates with.** These include the European Union (EU), the Association of Southeast Asian Nations (ASEAN) and the African Union (AU). You can also highlight treaties that your country has signed which relate to the topic. Make sure your country has ratified these treaties before you rest your position on them.

65 **Key issues identified by your country.**

This section should be used to highlight the key issues your country would like to see discussed in debate. You should treat this section as preparation for Moderated Caucuses. Structure this section as follows: **Firstly, provide a brief description of the issue – who, what, where, when, why.** Include statistics where you can. Secondly, **present your country's position on the issue.** You are highlighting these issues because action is not currently being taken to resolve them, or because the action currently being undertaken is inadequate or inappropriate in some way. Therefore, you are treading on new territory here so make sure you review your country's position on

70 the topic as outlined in the first section.

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**Potential solutions which will be presented by your country.**

In this section you should clearly and concisely present **the policies you will be working to include in the final draft resolution.** These policies should be informed by the previous sections of your Position Paper, with special emphasis on the general principles outlined in your introduction and on your country or bloc's previous actions. Be innovative here! – creativity is encouraged during Model UN debate. In saying that, it

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is important to be realistic; you need to work within your mandate and to refrain  
85 from proposing a policy your country would not, or could not, support.

In terms of structure, you should give each policy its own sub-section. **Firstly, you  
90 should provide a brief outline of the policy; who, what, where, when, why. Secondly,  
outline the benefits of the policy. Thirdly, point out some of the more conten-  
tious points.** This shows the Directors that you understand the complexity of solu-  
tion-building and gives you an opportunity to think about how you will respond to  
opposing points during debate. Finally, end on a good note. Your final sentence  
should reiterate the general benefit of your policy.

Hopefully this guide will make your pre-conference research a little easier. The more  
95 you do beforehand, the less time you will need to spend buried in Wikipedia during  
debate. The initial pain will be gained when you are free →to engage in incredible  
and well-informed debate.

**Žilina Model United Nations 2019 conference** (28.-30. March 2019) organized by  
100 students of the Bilingual secondary – grammar school, T. Ružičku 3 Žilina in coopera-  
tion with the town of Žilina, United Nations Information Service (UNIS), Association  
Franco Slovaque FRASK and other partners.

Žilina Model United Nations is a high school/secondary school academic simulation of  
105 the United Nations (the majority of delegates are between 15-20 years old). This con-  
ference aims to educate participants about current events, topics in international re-  
lations, diplomacy and the United Nations agenda and develop basic skills (argumen-  
tation, information management, public speaking, negotiation, and foreign language)

We are eager to create a motivating, creative, challenging and stimulating conference  
110 which will give you the opportunity to enjoy discussions about the major internation-  
al issues with determined young debaters from many countries as well as the oppor-  
tunity to meet young smart people and take advantage of cultural opportunities of  
our city and region.

As we try to offer a wide choice of discussion opportunities, we organize special  
115 committees for students who would like to discuss international issues in English,  
Spanish and French. Žilina Model United Nations conference consists of 5+1 English  
committees (ZAMUN), 1 Spanish committee (ESMUN) and one French committee  
(Frac).

### **Žilina Model United Nations consists of 4 basic parts:**

1. Opening ceremony
- 120 2. Committee sessions (ZAMUN, ESMUN, FRAC)
3. General assembly session (ZAMUN) **everyone has to deliver a speech in front of all  
participants**
4. Closing ceremony

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125 The conference is organized as a part of an Erasmus+ project HOPE (Luxembourg, Germany, Slovakia, Spain, Poland), aiming to implement innovative and effective ways of learning, promote communication and argumentation skills, volunteering and activate young people by creating special clubs, which foster their activities.

130 We will provide more information soon on our website [www.zamun.sk](http://www.zamun.sk) as well as information concerning accommodation, fees, rules of procedure, allocation, registration, and the conference schedule. When the registration starts, participants will be able to choose the type of accommodation preferred (hotel/youth hostel/host family). However, their respective capacities might be limited.

If you have any further questions, please do not hesitate to contact us on the e-mail or use the contact details published on the ŽilinaMUN website.

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### **Basic information:**

Arrival date – 27. March 2019

Departure day – 30. March 2019 (afternoon or later)

HOPE schools stay one more day

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### **Supervising team:**

Mgr. Imrich Milo, Mgr. Janka Mládenková (ZAMUN supervisors, HOPE supervisors, [imrich.milo@gbza.sk](mailto:imrich.milo@gbza.sk), +421 905 867 911)

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### **Rules of Procedure (based on Manual for UN Delegates published by United Nations Institute for Training and Research, 2011)**

#### **1. General Considerations**

##### **1.1 Language**

English shall be both the official and the working language of the ZAMUN Conference.

##### **1.1.1 Addressing the Chairman**

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It is important to address the Chairman by his/her correct title (Mr/Madam President/Chair). As the Chairman has 'given' you the floor, your first words should be 'Thank you Mr/Madam Chair for the floor (for giving me the floor, etc).'

##### **1.1.2 Addressing other interlocutors**

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In formal debate you speak of others only in the third person ('distinguished/fellow/honorable delegate/representative/delegation of country X'). Your use of the correct forms of address is the most elementary way to show respect for the conference and the other delegates.

##### **1.2 Representation**

A member of the Committee is a representative who is officially registered with the

160 Conference. Each member will be represented by one to four delegates and will have  
the right to one vote in each Committee. In order to increase their effectiveness, the  
small delegations should focus on a limited number of objectives and working coop-  
eratively with other delegations. The essential requirements are dignity (because you  
165 represent your nation), politeness (to show respect for other delegations as individu-  
als and for the governments, states, nations and causes they represent) and conform-  
ity to the customs and rules of the ZAMUN Conference.

### **1.3 General Powers of the Chairpersons**

Please note that Chairpersons are responsible for determining rules that are in order  
to facilitate debate and discussion. In case of conflict of interpretation, the Chairper-  
170 sons have the final authority for determining the applicability of the Rules of Proce-  
dure. The Chairperson may ask for advice from the Secretary General.

### **1.4 Quorum**

The Chairpersons may declare a Committee open and permit debate to proceed  
when at least one-third of the members of the Committee is present.

### **1.5 Rules of Procedure**

All delegates taking part in the conference should only refer to this document in  
terms of any procedural matters. Delegates who are not familiar with the Rules of  
Procedure under which the conference is operating are at a considerable disad-  
vantage and, conversely, those who are may be able to use them to their advantage.  
180 NO DELEGATE should go to an international meeting without having looked over its  
Rules of Procedure, especially the sections relating to decision-making and procedur-  
al motions.

### **1.6 Dress code**

International Business Attire is required from all the participants.

## **2. Committee Board**

### **2.1 Chairpersons**

The Board shall be composed of a Chair and an Underchair.

### **2.2. Competence of the Chairpersons**

The competence of the Chairpersons may not be questioned by delegates.

## **3. Delegations**

### **3.1. Members**

The delegates shall represent United Nations member states. The People's Republic  
of China, the French Republic, the Russian Federation, the United Kingdom of Great  
Britain and Northern Ireland and the United States of America are Permanent Mem-  
195 bers of the Security Council where they can apply the veto power.

## **4. Parliamentary Procedure**

### **4.1 Roll Call**

Attendance shall be conducted by the Chairpersons by a Roll Call at the beginning of every session, or if it is asked by a member of the quorum. Delegates shall establish their presence in the Committee by raising their placards and declaring "Present". The Permanent Members of the Security Council may also declare "Present and Voting", abolishing in that way their right to abstain in all voting procedures until the next roll call.

### **4.2 Speakers**

The Speaker's List is opened following a Motion from a delegate and the subsequent approval by the Chair. A Delegation can add its country name to the List only if it is not already on it. The delegate may either raise his/her placard when the Chair calls for Delegates to do so or send a note to the Chair.

### **4.3 Majority**

Unless otherwise specified, no motions are debatable and all require a simple majority vote to pass.

#### **4.3.1 Majority on Procedural Matters**

In accordance with Article 27 of the Charter of the United Nations, all votes on procedural matters require a majority of votes in favour.

### **4.4 Debate**

#### **4.4.1 Formal Debate**

The Committee shall by default be in Formal Debate unless otherwise advised by the Chair. Delegates should refer to the Speakers' List for the speaking order.

#### **4.4.2 Informal Debate**

During formal debate a motion can be made by any delegate for a Moderated Caucus or an Unmoderated Caucus both of which constitute informal debate.

### **4.5 Recognition**

A Delegate may only address the Security Council if he/she has received permission from the Chair.

### **4.6 Interruptions**

A Speaker may not be interrupted by another Delegate unless the Delegate has risen Point of Personal Privilege or Point of Order.

### **4.7 Speeches**

#### **4.7.1 Speaker's list**

At any time the Chair may call for members that wish to be added to the Speaker's List. A member may add its name to the Speaker's List by submitting a note to the

Chair. The names of the next several members to speak will always be posted for the convenience of the Committee.

### **4.7.2. Speeches**

235 No delegate may address a session without having previously obtained the permission of the Chair.

### **4.7.3 Relevance of Speech**

A Chair may call a Delegate to order if his/her speech is not relevant to the subject matter being discussed.

### **240 4.8 Yields**

Only during substantive formal debate a Delegate yields any remaining time at the end of his/her speech in one of the following manners:

#### **4.8.1 To Questions**

245 Delegates wishing to ask questions shall raise their placards and wait to be recognized by the Chair. The Chair shall rule questions that are rhetorical, leading or not relevant to the Speaker's speech out of order. Only the Speaker's answer shall be deducted from the remaining speaking time.

#### **4.8.2 To Another Delegate**

250 A Speaker wishing to give the remaining time allotted to his/her speech to another Delegate can do so. A Speaker that has been yielded to cannot yield his or her time again. To turn the floor over to a co-delegate of the same member state is not considered a yield.

#### **4.8.3 To the Chair**

255 If a specific yield has not been established by the Speaker, the floor will automatically be given back to the Chair. During Moderated Caucus the floor will also automatically be given back to the Chair.

### **4.9 Points**

#### **4.9.1 Point of Personal Privilege**

260 A Delegate may rise to a Point of Personal Privilege if a matter impairs him/her from participating fully in Committee's activities. The Chairpersons shall try to effectively address the source of impairment. This point may interrupt a Speaker.

#### **4.9.2 Point of Order**

265 A Delegate may rise to a Point of Order if a rule of procedure is not properly observed by a Delegate or by Chairpersons. The Chair will rule on the validity of the point. A Delegate rising to a Point of Order may not comment on the topic of discussion. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.

### **4.9.3 Point of Parliamentary Inquiry.**

270 A Delegate may rise to a Point of Parliamentary Inquiry requesting an explanation from the Chair on the Rules of Procedure. This point may not interrupt a Speaker.

### **4.9.4 Right of Reply**

275 A Delegate whose personal or national integrity has been impugned by another Delegate's comments may rise to a Right of Reply. Disagreement with the content of a Delegate's speech is not grounds for a Right of Reply. The Chair will recognize the Right of Reply at his/her discretion. Should the Chair rule the Right of Reply out of order, his/her decision cannot be appealed. The Chair might choose to set a time limit for a Right of Reply. No delegate may call for a Right of Reply on a Right of Reply.

## **4.10 Motions**

### **4.10.1 Motion to Set Speaking Time**

280 A Delegate may move to set a time limit on speeches. A Delegate exceeding the allotted time for a speech may be called to order by the Chair.

### **4.10.2 Motion for a Moderated Caucus**

285 A Delegate may move for a Moderated Caucus by suggesting a change from formal debate to moderated informal debate. A Delegate who moves for Moderated Caucus must suggest a time length of the caucus, speaking time and justification for the Motion. The Chair may suggest a more appropriate caucus length or speaking time or may rule the Moderated Caucus out of order without possibility of appeal. If the Motion passes, the Security Council will enter informal debate where the Chair will recognize Delegates who raise their placards to speak about the issue at hand. If no delegate wishes to speak during a moderated caucus, the caucus will immediately end.

### **4.10.3 Motion to Extend the Moderated Caucus**

295 A Delegate may move to Extend the Moderated Caucus if he/she feels that additional time benefits Committee's work. The Delegate moving for an Extension of the Moderated Caucus must suggest a length for the extension, which shall not exceed the duration of the original Moderated Caucus. The Chair may suggest a more appropriate caucus length or speaking time and put it to vote or may rule the Motion out of order without possibility of appeal.

### **4.10.4 Motion for an Unmoderated Caucus**

300 A Delegate may move for an Unmoderated Caucus by suggesting a change from formal to informal debate. The delegate making the motion must briefly explain its purpose and specify the time limit for the caucus, not to exceed twenty minutes. The Chair may rule the Unmoderated Caucus out of order without possibility of appeal.

The motion will immediately be put to a vote. A majority of members is required for its approval.

### 305 **4.10.5 Motion to Extend the Unmoderated Caucus**

A Delegate may move to Extend the Unmoderated Caucus if he/she feels that additional time would benefit the work of the Security Council. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes. The Chair may rule the motion out of order. Once raised, the  
310 motion will be voted on immediately, with a majority of members required for its approval.

### **4.10.6 Motion for a Straw Poll**

Simulation of a voting procedure, serves only for informational purposes.

### **4.10.7 Motion to Close the Debate/the Speaker's List**

315 A Delegate may move to Close the Debate in order to end the debate on a Resolution whereby the Committee will enter voting procedure on all amendments on the floor. Closure of the debate requires the support of two-thirds of the members present.

### **4.10.8 Motion for the Suspension of the Meeting**

A Delegate may move for the Suspension of the Meeting to suspend all Committee  
320 activities until the next scheduled meeting time. The Chair may rule the Motion out of order without possibility of appeal or put it to vote.

### **4.10.9 Motion for the Adjournment of the Session**

A Delegate may move for the Adjournment of the Session to suspend all Committee  
325 activities for the duration of the conference. The Chair may rule the Motion out of order without possibility of appeal or put it to an immediate vote.

### **4.10.10 Order of Priority of Motions**

1. Adjourning the Meeting 2. Suspending the Meeting 3. Closing Debate 4. Adjourning  
Debate 5. Resuming Debate 6. Introducing Draft Resolutions 7. Introducing Amend-  
ments 8. Introducing a Friendly Amendment 9. Introducing Working Papers 10. Un-  
330 moderated Caucus 11. Moderated Caucus

## **4.11 Resolutions and Amendments**

### **4.11.1 Working Paper**

A Working Paper is an informal document used by Delegates to work on building a  
Draft Resolution. A Working Paper will be distributed at the Chair's discretion if re-  
335 quested by a Delegate.

### **4.11.2 Resolutions**

#### **4.11.2.1 Draft Resolutions**

A Working Paper submitted to the Chair under proper Resolution format will be re-

ferred to as a Draft Resolution. If Draft Resolutions are complementary or fairly identical, the Chair may recommend that the Sponsors of the Draft Resolutions combine the documents prior to the end of the debate. If two or more draft resolutions are on the floor, the committee shall vote on the resolutions in the order in which they have been submitted.

### **4.11.2.2 Resolution denomination**

A Draft Resolution that has been put to a vote by the Committee and passes may be referred to as a "Resolution".

### **4.11.2.3 Format**

Draft Resolutions must be properly formatted according to the guidelines found in the "Resolution Writing" section.

### **4.11.2.4 Sponsor**

Sponsor is recognized as the main writer of the Draft Resolution. The Sponsor must be present for a Working Paper to be introduced to the floor as a Draft Resolution. The Sponsor must agree to support a Resolution.

### **4.11.2.5 Signatories/Co-sponsors**

Signatories are recognized as the supporters of the Draft Resolution. The required number of Signatories will be set by the Chair. The respective number of Signatories must be present on a Working Paper to be introduced to the floor as a Draft Resolution. Signatories are not required to support the Draft Resolution during the voting procedure; they only agree to put their names as those who are interested in seeing the Working Paper nominated as a Draft Resolution for further debate.

### **4.11.2.6 Introduction of a Draft Resolution**

A Delegate may move to introduce a Draft Resolution. Once the Working Paper has been assigned a Draft Resolution, the Chair shall invite the Sponsor of the Resolution to read out only the operative clauses of the Draft Resolution to the Committee. The Sponsor will then be recognized for five minutes to speak in favour of the Draft Resolution. During this phase of the procedure there are no questions accepted. A new debate upon this Draft Resolution shall begin and a new Speaker's List shall be established.

### **4.11.2.7 Panel of Authors**

After a Draft Resolution has been introduced, any of its Sponsors may call for a Panel of Authors to be convened for the purpose of answering questions raised by the Committee relating to the Draft Resolution. If passed, the Chair shall set a time limit of no more than twenty minutes during which members of the Committee may ask short questions to the Sponsors for the purpose of clarifying the content or meaning

375 of the Resolution. Delegates should note that the Panel of Authors is not meant for  
the debate of principles, but is instead a forum for strict clarification of the details of  
a Draft Resolution.

### **4.11.3 Amendments**

380 During Debate on a Draft Resolution a Delegate may move to introduce an Amend-  
ment which will add to, strike out from or revise a part of the Draft Resolution. The  
Amendment has to be first approved by the Chair. It is in the discretion of the Chair  
to define the period of time during which the floor will be open to amendments.

#### **4.11.3.1 Amendments to Preambulatory Clauses**

Amendments to Preambulatory Clauses are not in order.

#### **385 4.11.3.2 Non-Substantive Amendments**

Amendments correcting grammatical, spelling or formatting mistakes on Draft Reso-  
lutions will be automatically adopted without vote from the Committee, at the dis-  
cretion of the Chair. Following the initial reading of the Draft Resolution by its spon-  
sor, delegates are permitted to point out any such problems to the Chairpersons.

#### **390 4.11.3.3 Friendly Amendments**

Substantive Amendments approved by the Sponsors will automatically be integrated  
to the Draft Resolution without vote from the Committee.

#### **4.11.3.4 Unfriendly Amendments**

395 Substantive Amendments to a Draft Resolution not approved by the Sponsors of a  
Draft Resolution are considered unfriendly and require approval from the Chair to be  
introduced. Unfriendly Amendments will be put to a vote prior to the vote on the  
Draft Resolution as a whole.

### **4.12 Voting Procedure**

400 When the Chair announces that the Committee is entering voting procedure, the Mo-  
tion for Roll Call Voting is in order. Each Delegate of the Committee has one vote and  
must demonstrate his/her voting intentions by raising his/her placard at the Chair's  
request unless there is a Roll Call vote. Delegates may vote YES, NO, ABSTAIN or they  
may PASS. No Delegate shall vote on behalf of another Delegate.

#### **4.12.1 Roll Call**

405 Vote Roll Call Motions may only be in order for substantive matters. This Motion is  
automatically accepted unless the Chair rules it out of order; the decision is not sub-  
ject to appeal.

#### **4.12.2 Passing**

During Roll Call, a Delegate may choose to pass. The Chair will place the Delegate at

410 the bottom of the voting list. A Delegate who has passed cannot ABSTAIN from voting.

### Online Resources

The United Nations Website <http://www.un.org/>

The UN General Assembly <http://www.un.org/en/ga/>

415 The UN Security Council <http://www.un.org/en/sc/>

The UN Office on Drugs and Crime <https://www.unodc.org/>

The UN Human Rights Council

<http://www.ohchr.org/en/hrbodies/hrc/pages/hrcindex.aspx>

The Disarmament and International Security Committee

420 <http://www.un.org/en/ga/first/>

Other Important Non-UN Actors African Union <http://www.africa-union.org/>

Amnesty International <http://www.amnesty.org/>

Asia Pacific Economic Co-operation (APEC) <http://www.apecsec.org.sg/apec.html>

Association of South East Asian Nations (ASEAN)

425 <http://www.aseansec.org/home.htm>

East African Community <http://www.eac.int/>

European union <http://europa.eu.int/>

Human Rights Watch <http://www.hrw.org/>

International Federation of Red Cross and Red Crescent <http://www.ifrc.org/>

430 International Monetary Fund <http://www.imf.org/>

North Atlantic Treaty Organization (NATO) <http://www.nato.int/>

Organisation for Economic Co-operation and Development

<http://www.oecd.org/home/>

Stockholm International Peace Research Institute <http://www.sipri.org/>

435 World Bank <http://www.worldbank.org/>

World Trade Organization <http://www.wto.org/>

### Format of a Resolution

#### Heading

440 The title should be centered, in capital letters, above the main body of the draft resolution. The title can be as simple as "DRAFT RESOLUTION". On the left margin and two lines below the title should be the Committee and topic name.

#### Body

The draft resolution is written in the format of a long sentence, with the following  
445 rules:

• **Preambulatory Clauses** describe the problem being addressed, recall past actions taken, explain the purpose of the draft resolution and offer support for the operative clauses that follow. Each clause in the preamble begins with an underlined word and ends with a comma.

450 • **Operative Clauses** are numbered and state the action to be taken by the body. These clauses are all with the present tense active verbs and are generally stronger words than those used in the Preamble. Each operative clause is followed by a semi-colon except the last, which ends with a period.

### **SAMPLE PREAMBULATORY CLAUSES**

455 Affirming Alarmed by Approving Aware of Bearing in mind Believing Cognizant of Confident Contemplating Convinced Declaring Deeply concerned Deeply conscious Deeply convinced Deeply disturbed Deeply regretting Desiring Emphasizing Expecting Expressing its appreciation Expressing its satisfaction Fulfilling Fully alarmed Fully aware Fully believing Further developing Further recalling Guided by Having adopted  
460 Having considered Having considered further Having devoted attention Having examined Having heard Having received Having studied Keeping in mind Noting further Noting with approval Noting with deep concern Noting with regret Noting with satisfaction Observing Reaffirming Realizing Recalling Recognizing Referring Seeking Taking into account Taking note

### 465 **SAMPLE OPERATIVE CLAUSES**

Accepts Adopts Affirms Appeals Appreciates Approves Authorizes Calls upon Commends Concurs Condemns Confirms Congratulates Considers Decides Declares Deplores Designates Directs Emphasises Encourages Further invites Further reminds Further recommends Further requests Instructs Reaffirms Recognizes Recommends  
470 Renews its appeal Repeats Suggests Supports Takes note of Transmits Urges Welcomes

### **MUN language = language of a formal debate an excerpt:**

- 475 1. **CHAIR** - 'Will the floor come to order?' or 'Honorable delegates please be seated!'  
2. **Roll call**: Raise your placard high-  
3. **DELEGATE**: Present  
4. **CHAIR** - I declare the agenda for the meeting to be....  
480 5. **CHAIR** - South Africa, you have been recognized. Please rise and state your point.  
6. **CHAIR** - There shall be no dialogue on the floor.

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7. **CHAIR** - 'I yield the floor to (Mexico)' or 'the chair yields the floor to (Mexico)'.
8. **Delegate**: Thank you for passing me the floor.
- 485 9. **Delegate's address**: "Honorable chair, dear delegates,  
The Republic of the Netherlands ....."
10. **Delegate**: I yield the floor back to the chair
11. **CHAIR** - Are there any motions on the floor at this time? Seeing none, we  
will... i.e. open the speakers' list. All those who would like to be placed on the  
490 speakers' list, please raise your placards until your delegation has been recog-  
nized.
12. **CHAIR** - If any additional members of the committee wish to be placed upon  
the speakers list, please send a note forward to the dais.
13. **CHAIR** - Will the delegate please repeat his/her point?
- 495 14. **CHAIR** - Is there a second for this motion? Are there any objections?
15. **CHAIR** - Seeing as there are no objections, the motion will be entertained.
16. **CHAIR** - Are there any motions on the floor at this time? [Algeria rises placard]  
Algeria, to what point do you rise?
17. **CHAIR** – Are [the Netherlands] open to any point of information?
- 500 18. **DELEGATE**- No, they aren't . // Yes, they are.
19. **CHAIR** - We are now in voting procedure. Will all those delegates in favor of  
[name of the draft] please raise their placards? Will those delegations opposed  
to this draft resolution please raise your placards? Will those delegates ab-  
staining from this vote please raise your placards?
- 505 20. **CHAIR** - This resolution has passed. Applause // clapping is in order. :)

### Useful Links

<https://www.munplanet.com/questions/chairing-mun/what-are-the-most-important-phrases-that-pga-should-know>

510 <http://bestdelegate.com/model-un-made-easy-top-20-important-terms-to-know-in-committee/>

### GLOSSARY

It is crucial for delegates to understand basic MUN expressions. Find them here:

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

**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., over-  
night) or a long time (until next year's conference).

520 **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.

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**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.

525

**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.

**Binding:** Having legal force in UN member states. Security Council resolutions are binding, as are decisions of the International Court of Justice; resolutions of the General Assembly and Economic and Social Council are not.

530

**Bloc:** A group of countries in a similar geographical region or with a similar opinion on a particular topic. Blocs typically vote together.

**Caucus:** A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.

535

**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.

**Dais:** The group of people, usually high school or college students, in charge of a Model UN committee. It generally consists of a Chair, a Director, and a Rapporteur.

540

The dais is also the raised platform on which the chair traditionally sits. – See more at: <http://www.unausa.org/global-classrooms-model-un/how-to-participate/getting-started/model-un-glossary#sthash.mFqm7SEb.dpuf>

**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.

545

**Delegate:** A student acting as a representative of a member state or observer in a Model UN committee.

**Delegation:** The entire group of people representing a member state or observer in all committees at a particular Model UN conference. They are usually all from the same school.

550

**Director:** A member of the dais that oversees the creation of working papers and draft resolutions, acts as an expert on the topic, makes sure delegates accurately reflect the policy of their countries, and ensures that decorum is maintained during caucuses.

555

**Division of the Question:** During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as division of the question.

**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.

560

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**Faculty Advisor:** The faculty member in charge of a Model UN team, class or club.

**Flow of debate:** The order in which events proceed during a Model UN conference. This usually indicates the movement between formal and informal debate and the process of drafting, debating and voting on resolutions.

565

**Gavel:** The tool, shaped like a small wooden hammer, which the Chair uses to keep order within a Model UN committee. Many conferences give the gavel used in a committee to the delegate recognized by the dais as the best in that committee; therefore, the term is frequently used to refer to the award given to the best delegate, even in cases where no actual gavel is given

570

**Formal debate:** The “standard” type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speakers’ list.

**Head Delegate:** The student leader of a Model UN club or team.

**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 193 member states.

575

**Moderated Caucus:** A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate.

580

**Moderator:** see Chair.

**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 procedure.

**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.

585

**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.

590

**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.).

**Page:** A delegate in a Model UN committee that has volunteered to pass notes from one delegate to another, or from a delegate to the dais, for a short period of time.

595

**Placard:** A piece of cardstock 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

600

**Position paper:** A summary of a country’s position on a topic, written by a delegate before a Model UN conference.

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**Preambulatory 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.).

605 **Procedural:** Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

**Quorum:** The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to  
610 begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

**Rapporteur:** A member of the dais whose duties include keeping the speakers' list and taking the roll call, as well as assisting in and keeping track of administrative du-  
615 ties in the committee room.

**Resolution:** A document that has been passed by an organ of the UN that aims to address a particular problem or issue.

**Right of 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  
620 written note to the Chair to be invoked.

**Roll Call:** The first order of business in a Model UN committee, during which the Rap-  
porteur reads aloud the names of each member state in the committee. When a del-  
egate's country's name is called, he or she may respond "present" or "present and  
625 voting." A delegate responding "present and voting" may not abstain on a substan-  
tive 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.

**Secretariat:** The staff of a Model UN conference.

630 **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.

635 **Simple majority:** 50% plus one vote 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. When-  
ever a new topic is opened for discussion, the Chair will create a speakers' list by ask-  
ing all delegates wishing to speak to raise their placards and calling on them one at a  
640 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.

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**Sponsor:** One of the writers of a draft resolution. A friendly amendment can only be created if all sponsors agree.

645 **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.

650 **Unmoderated Caucus:** A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. Frequently used to sort countries into blocs and to write working papers and draft resolutions.

**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.

655 **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.

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

Source:

<http://www.unausa.org/global-classrooms-model-un/how-to-participate/getting-started/model-un-glossary>

attachment :

report Alex after TOMUN (Poland)

pictures from previous delegations

a certificate everyone gets = important in job interviews!