

Model United Nations **HANDBOOK**

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Introduction

We, people of the Kabul Model United Nations, are determined to help succeeding the generations for making a better world for living. We envision to establish conditions that promote sustainable social progress and better living standards in context of larger freedoms and liberty through education and engaging youth in positive politics and diplomacy. Kabul Model United Nations provides an interactive educational experience in which the United Nations is taught about through absorbing methods and deliberative entertainment.

Simulation of the diplomatic processes (Model United Nations) for educational purposes is important today more than ever because of the expansion of globalization and a rapid shift towards increasing interdependency. In such an inter-reliant world, Model United Nations help raise informed global citizens who not only understand the decisions of their states, but also know how those changes affect national, regional, and global politics.

Although Kabul Model United Nations is held once in a year, the skills and knowledge gained at the conference stays for a lifetime. To help you make the most out of your Kabul MUN experience, we have compiled this guide to help you prepare more effectively.

This guide is prepared especially for MUN delegates. The guide should be able to assist you in preparation for your MUN career and answer; your needs, whether it is helping researching a country, a topic, or learning about MUN procedures.

This guide contains six parts. While studying them chronologically is advised, you also can directly visit the section that interests you. This manual is designed to maintain international MUN standards and avoid overload of information by tailored approaches to reduce unnecessary reading and a reader-friendly interface.

We hope that this guide will assist you to follow the needed steps that would place you to perform with excellence at your MUN career and in being a successful Kabul MUN and MUN delegate.

Part One

Introduction to UN and MUN

The United Nations

The name “United Nations”, coined by United States President Franklin D. Roosevelt, was first used in the “Declaration by United Nations” of 1 January 1942, during the Second World War, when representatives of 26 nations pledged their government to continue fighting against the Axis powers.

The United Nations (UN) was created in the aftermath of World War II in an effort to avert future world conflict. The victorious states hoped that they could continue to foster cooperation and find a new mechanism of collective security through the UN. Its charter was ratified on October 24, 1945. While the Cold War between the United States and the Soviet Union called into question the plausibility of these goals, its end and other recent developments have renewed the hope for international peace and cooperation. Indeed, with over three times as many members as at its inception, the United Nations is now closer than ever to fulfilling the principles on which it was founded.

The purposes of the United Nations, as set forth in the Charter, are:

- To maintain international peace and security;
- To develop friendly relations among nations based on respect for the principle of equal rights and self-determination of people;
- To cooperate in solving international economic, social, cultural and humanitarian problems and in promoting respect for human rights and fundamental freedoms; and
- To be a center for harmonizing the actions of nations in attaining these common ends.

The UN believes that all nations are sovereign and equal, that members are to fulfill in good faith the obligations that they have assumed under the Charter, that international disputes are to be resolved by peaceful means, and that the organization is not to intervene in matters essentially within the domestic jurisdiction of any state.

The UN is headquartered in New York and is composed of five

organs (not including the Secretariat). At the center is the 193-member General Assembly (GA) that is composed of seven main committees and various subsidiary and related bodies. The GA serves primarily as a forum for discussing general issues including international peace and security; the realization of human rights and fundamental freedoms for all; international collaboration in economic, social, cultural, educational, and health fields; the structure and function of the UN; and the UN budget. Able to establish committees and other bodies to study and report on specific issues, the GA receives and considers reports from all other UN organs. Although the decisions of the Assembly have no binding legal force upon members, they carry the weight of the moral authority of the world community.

The Economic and Social Council is composed of 54-member states and consists of a large number of commissions, agencies, and other bodies. It serves as the central forum for the discussion of international economic and social issues. Charged with promoting respect for and observance of human rights and fundamental freedoms, ECOSOC can conduct studies, make policy recommendations, call international conferences, consult with non-governmental organizations, and prepare draft conventions for submission to the General Assembly.

International disputes of pressing concern may be referred to the Security Council, the third organ of the UN, which is charged with maintaining international peace and security in accordance with the principles and purposes of the UN. Capable of directing the use of economic sanctions and military force, the Security Council is composed of fifteen members and is also responsible for recommending the appointment of the Secretary-General to the General Assembly. The Security Council has been in the news in recent years for its involvement in resolving long-term conflicts in Africa, peacekeeping efforts in East Timor, and the crisis in the Middle East.

The International Court of Justice, the fourth UN organ, considers disputes of a purely legal nature. The Court is made up of fifteen members and usually hears cases concerning the interpretation of treaties and the UN Charter. In the past, the Court has made such important decisions as declaring in 2004 that the wall constructed by Israel in the West Bank was "contrary to international law."

The Trusteeship Council is the fifth organ of the UN. It was responsible for overseeing the administration of territories that were not yet self-governing before suspending its action in 1994. The Council is no longer active within the United Nations.

Model United Nations

Model United Nations (MUN) is an extracurricular activity in many organizations, universities and schools where participants assume the roles of countries and organizations represented in the United Nations in specific committees and debate about issues concerning the world. As explained in the previous section, the United Nations was formed at the end of World War II. It was preceded by a similar organization; known as the “League of Nations”. During the 1920s at the University of Harvard, participants and teachers of International Relations and Politics courses created a simulation known as Model League of Nations, where participants would represent the League of Nations and debate subjects like colonization, war and empire debates. After World War II, once the United Nations was established, Harvard replaced the Model League of Nations with Model United Nations (MUN). Soon after, schools in New York began to follow that trend, and by the mid-1950s, all the Ivy League Universities in the United States held their own MUN conferences. In the 1960s, MUN became popular in schools rather than just universities. In early 2014, Afghanistan, for the very first time, organized Model United Nations conferences in Kabul and Herat on a relatively small scale with 40-50 delegates and two committees.

Now, based on an observation by Kabul MUN, there are more than five Model UN organizers and Model UN clubs in universities in Afghanistan and over 2,000 delegates participate in national and international MUNs annually.

Aims of Model United Nations

Aims of an MUN conference is to encourage youth who come from different backgrounds to debate and openly share their ideas. The goal of MUN conferences is to promote awareness of international relations and issues between youth, and to inspire global mindedness and an understanding of contemporary problems in the world and developing solutions to combat them, whilst facilitating an atmosphere where participants can make progress in their communication skills and open mindedness. Model United Nations would provide participants with an insight to further their understanding of politics from a global and international perspective.

Who can do Model United Nations?

Model United Nations is for all youth working in organizations and, studying at universities or schools. The purpose of MUN is to emphasize to promote a sense of global belonging and international awareness. All wishing to pursue such aims are encouraged to participate in Model United Nations that serves as means to refine their skills.

Kabul Model United Nations

Kabul Model United Nations (Kabul MUN) is established in 2014 by a group of Afghan youth intellectuals and leaders. Kabul MUN is a world-class Model United Nations conference organizer in Afghanistan. Kabul MUN, hosts Model UN conferences bringing young leaders together, and provides them an opportunity to practice diplomacy and exchange views on current global issues, while each participant is assigned to represent a member-state of the United Nations. The conference provides an opportunity for participants to not only experience diplomacy by engaging in debates and negotiations, but also to learn about the United Nations.

Kabul MUN sessions are conducted according to Rules of Procedure of the United Nations. A Dias, including Chair with the help of Co-chair, will conduct the sessions. Kabul MUN participants will engage in substantial researching, public speaking, debating, and writing skills, as well as critical thinking, teamwork, and leadership. Therefore, it is no wonder that large number of youth from across the country and around the world participate with enthusiasm. The conference is one of the few accessible opportunities for youth that provides a quality experience of diplomacy through facilitating professional heated debates and negotiate sessions.

Part Two

MUN Organizational Structure

At MUN conferences, the organizers and participants have different roles and functions. During an MUN conference, participants assume certain roles in the committees. The roles are explained in the following portions.

The Secretariat

The Secretariat are senior staff members of a Model UN conference or the organizers of a Model UN conference.

President

The President is the individual ultimately in charge of all affairs at an MUN conference/organization. S/he is responsible for the planning of the conference, with the aid of secretariat.

Secretary-General (SG)

The Secretary General is the Head of an MUN Conference. S/he is responsible for the planning of the conference, with the aid of secretariat while leading the Secretariat. Every MUN conference must have a Secretary General, if the President leads the secretariat, it's not mandatory to have a Secretary General as well. It's possible to have both President and Secretary General at the same time. The President can be the head of an MUN conference for multiple times, but a Secretary General should be replaced in every conference.

Deputy Secretary-General (DSG) / Director-General (DG)

Deputy Secretary-General/Director-General works closely with the President or Secretary-General. Some conferences have both a Director-General and a Deputy Secretary General, with the Director-General overseeing all the logistical issues and the Deputy Secretary General managing with all the substantive issues.

Under Secretaries-General (USGs) / Directors

The roles of USGs differ at the various MUN conferences held worldwide. USGs are often charged with overseeing the logistical aspects in specific departments of MUN. Common Under

Secretary-Generals are: Under Secretary-General for Administration (USG-Admin), Under Secretary-General for Finance (USG-Finance), Under Secretary-General for Media (USG-Media), Under Secretary-General for Delegates Affairs (USG-Delegate Affairs).

Volunteers

Volunteers are the functioning force for the Secretariat. Volunteers assist organizing the conference by serving as committee assistants who are primarily responsible for the exchange of notes between delegates. At least one staff member must be present at all times in a committee room.

However, volunteers will be part of the team and responsible from managing the delegates affaires, distributing materials and helping the Secretariat.

Ambassadors

Ambassadors are to assist with outreach and community development. Ambassadors are individuals who are committed to promoting Model United Nations. They have a strong grasp of online debating processes and enjoy working with new delegates.

Chair

The chair is responsible for the procedural functions at the committees. Working with the Co-Chair / Director, s/he assures that the committee operates in a smooth and efficiently. This position requires a very thorough working knowledge of the rules of procedure to ensure a professional presence on the dais.

Co-Chair / Director

A Co-Chair is the one who assists and shares the duties of chairing during debate and will often oversee the lobbying processes. Co-Chairs must have enough experience in MUN and the assigned committees.

Rapporteur

Committees require a rapporteur who serve as aide to Co-Chair and the Chair. Often, full membership committees appoint two rapporteurs to assist in the management of large rooms. The rapporteur is responsible for maintaining the speakers' list, the order of the resolutions on the floor, amendments, verifying vote counts, and similar administrative matters. The rapporteur is also called upon to assist in the preparation of the final committee reports.

Delegates

The role of a delegate is to act as their assigned delegation's representative in that part of the United Nations System (such as being the delegate of USA in the Security Council). The role of the delegate is to debate the topics of their committee, and to better the situation by the means of writing resolutions, explaining their delegation's position, or by helping debates by writing amendments to amend a resolution that is being debated.

Observer

An Observer is a delegate representing either an organization or a country that is not a member of the Committee, therefore, these delegates may speak and make points of information, but cannot vote on resolutions or amendments.

Faculty Advisor

The faculty advisor is a teacher who takes responsibility and lead participants of the institution when the team attends a Model UN conference. Usually the faculty advisors should be fully aware of Model UN, but he or she does not need prior Model UN experience to perform the task. Faculty Advisor should be able to assist participants with researching, serve as a coach during the conference and assist with logistics of attending a conference, when necessary.

Part Three

Research and Preparation

During researching your delegation, you will learn that there are many available sources to help you with your research. Though it may look overwhelming to find all the information pertaining to your country, committee and the topics, there are ample sources that makes the process easy and provide several areas of research, such as Politics, Governance, Economy, Society and so on.

Before the conference you not only need to research about your delegation but prepare your position paper and a draft resolution. During the conference you should lobby and debate on your resolution. Below are a few areas that are advised to be covered during research for MUN.

1. Researching the United Nations
2. Researching Model United Nations
3. Researching Committee
4. Researching on assigned Delegation
5. Researching Topics
6. Preparing a Position Paper
7. Learning Rules of Procedure

1. Researching the United Nations

To know how the UN works, you need to study PART ONE of this guide, where we introduced well the UN, UN System and its organs. You can also visit Kabul MU's website or UN website for more information.

Kabul Model United Nations
<https://www.kabulmun.org/un>

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

2. Researching Model United Nations

Model United Nations is a simulation of the UN General Assembly, of the UN security or other multilateral bodies, which introduces delegates to the world of global diplomacy and negotiation.

n. In MUN, participants act as representatives of different countries or as delegates of UN member states to discuss global issues and set forth agendas. The goals of an MUN conference is to teach diplomacy while improving leadership, public speaking, teamwork, decision making, critical thinking, negotiation, communications, research and judgement skills in delegates. We encourage you to dig deeper into MUN world using the links provided.

Kabul Model United Nations
<https://www.kabulmun.org/mun>
United Nations Association of USA
<http://www.unausa.org>

United Nations for MUN
<http://www.outreach.un.org/mun>

3. Researching Committees

It is important for all the delegates to know about UN organs and committees in order to actively and wisely participate in debates. The description about the committees can be found on Kabul MUN website. Before the main conference, the Executive Board will normally distribute a detailed study guide on your committee and topics.

Kabul Model United Nations
<https://www.kabulmun.org/committees-topics>

4. Researching Delegation

An important part of an MUN conference is to best represent your member state. It is important to have enough knowledge of the member-state that you are representing. You are required to have information on almost all aspects of the country. The best way to know about your member-state background is to visit the websites we provide and find the answer of the following questions.

Name of your assigned country
Capital city of your assigned country
In which continent does it locate
Official language/languages

Politics:

- a. Is your country independent? If yes, since when?
- b. What is the form of the government?

- c. Who is head of the Government?
- d. Is the current political regime stable?
- e. Is/was your assigned country a colony or a colonizer?
- f. Who are current ruling parties in the assigned country?
- g. Does religion influence politics in the assigned country?
- h. What are the major events that happened in last five years?

Economy:

- a. GDP of the assigned country?
- b. What are the major imports of your assigned country?
- c. What are the major exports of your assigned country?
- d. Is your assigned country affiliated to economic organizations?
- e. What are your assigned country's natural resources?
- f. What is the unemployment rate in your assigned country?

Defense:

- a. Does your assigned country have an independent military?
- b. Who are your assigned country's allies?
- c. Is your assigned country a nuclear power?
- d. How is your assigned country's relationship with Nuclear Powers?
- e. Is your assigned country affiliated to military organizations?
- f. Is your assigned country in war / in danger of war? If yes, who are involved in war?

Geography and Culture:

- a. How much area does your assigned country cover?
- b. Is your assigned country coastline or landlocked? If landlocked, to what part of the international waters is it situated the nearest?
- c. Who are your bordering countries?
- d. How much is the population of your assigned country?
- e. Which groups make the major ethnicities?
- f. What is the poverty rate?
- g. What is the literacy rate?
- h. What are the major religions?

Environment:

- a. What is the main source for energy consumption in your assigned country?
- b. Does your assigned country over-use natural resources?
- c. Is your assigned country affiliated with environmental organizations?
- d. How much does your assigned country recycle?

e. Are there usable alternative energy sources available?

Influence:

- a. When did your assigned country joined the United Nations?
- b. Is it a member of the Security Council?
- c. Is it regular member of ECOSOC?

CIA: The World Fact Book

<https://www.cia.gov/library/publications/theworld-factbook/>

U.S Department of State

<http://www.state.gov/r/pa/ei/bgn/index.htm>

Permanent Mission of Country to the UN

<http://www.un.org/members/missions.shtml>

UN System : UN Organisations

<http://www.unsystem.org/>

BBC Country Profiles

http://news.bbc.co.uk/2/hi/africa/country_profiles

http://news.bbc.co.uk/2/hi/americas/country_profiles

http://news.bbc.co.uk/2/hi/asia-pacific/country_profiles

http://news.bbc.co.uk/2/hi/south_asia/country_profiles

http://news.bbc.co.uk/2/hi/middle_east/country_profiles

5. Researching the Topics

When researching a topic, you will find that you will come across new and old data and facts on the topic. Due to that, it is advised to start the research with the oldest information you find and work your way to the recent information. Below you will find various tools for research. Please note that News outlets are some of the best tools for research as they cover various opinions, facts and statistics into consideration whilst making their articles. Please also note that you will greatly benefit from using the UN documents website. The website contains all the relevant information, treaties, resolutions and other documents on the issue, and will help you to understand how to resolve the given topic.

BBC News

<http://www.bbc.co.uk/>

News Bank
<http://www.un.org/members/missions.shtml>

SIRS Researcher Database
<http://sks.sirs.com>

Global Policy Forum
<http://www.globalpolicy.org>

6. Preparing a Position Paper

Position Paper is the summary of your country's position on topics set in the agenda. The Position Paper is one of the most important parts of your preparation for Kabul MUN conference. It is the beginning of your research and one of the ways you will be presenting your country's political position on the agenda topics. You are required to visit Kabul MUN's website or Part Four of this guide to learn how to write a position paper.

Kabul Model United Nations
<https://www.kabulmun.org/position-paper>

7. Learning the Rules of Procedure

Rules of Procedure (RoP) serve as foundations for MUN conferences. Every single aspect of an MUN conference is based on RoP, starting from clothing to debating and all the way to passing the resolution. It is impossible to participate in an MUN conference without in-advance knowledge of Rules of Procedure. Every conference has its own Rules of Procedure. Kabul MUN has a standard Rules of Procedure adapted to Harvard MUN, and will help the delegates understand it easily and even use it on other standard conferences around the world. To know about the Rules of Procedure, please visit Kabul MUN's website or check Part Four of this guide.

Kabul Model United Nations
<https://www.kabulmun.org/rules-of-procedure>

4

Part Four Rules of Procedure

Similar to actual UN bodies, Model UN committees have lengthy agendas and many delegates who want to convey their country's position. To help maintain order, Model UN conferences adopt the Rules of Procedure to govern the situations when a delegate may speak and what s/he may wish to address. Some conferences adopt a few simple rules, while others use lengthy and complex rules of procedure. Because each conference is independent and there is no governing body for Model UN or Rules of Procedure vary.

A few conferences adapt their Rules of Procedure directly to the United Nations rules while other use their own rules. Therefore, it is essential to familiarize yourself with rules of each specific conference you plan to attend.

General Rules

1. Scope: These particular set of rules are applicable to all committees at Kabul MUN. If a situation arises which has not been addressed by the Rules of Procedure, the committee Chair will be the final authority to take decisions.

2. Language: All official working procedures are required to happen in English.

3. Delegations: Each member state will be represented by one or two delegates and shall have one vote in each of the committees. Representatives of observer countries will have the same rights as those of full members, except for they may not sign or vote on resolutions or amendments.

4. Statement by the Secretariat: The President/Secretary-General or a member of the Secretariat designated by him/her may, at any time, reserve the right to make either written or oral statements addressing the committees.

5. General authorities of Committee Staff: The Committee Dais/staff member consists of the Committee Chair, Co-Chair/Director and Rapporteur (different in numbers for some committees). Each committee session will be declared open and

closed by the Committee Chair. The Chair may also propose the adopting a procedural motion to which there is no significant objection.

The Chair, also subject to these rules, will have complete control of the proceedings at any official committee meeting. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on Points of Order, and enforce the adherence to these rules. If necessary and given no objections, the Committee Chair may choose to suspend the rules in order to clarify a certain substantive or procedural issue.

The Committee Chair also has the right to interrupt the flow of debate in order to show a presentation, or to bring in a guest speaker or an expert witness. The Chair can choose to temporarily transfer his or her duties to another member of the Committee Dais member. The Committee Dais may also advise delegations on the possible course to steer the debate. In the exercise of these functions, the Committee Dais member will be, at all times, subject to these rules and responsible to the President/Secretary-General.

6. Quorum: The Chair may declare a committee open and permit debate to proceed when at least one fourth of the voting members of the committee is present. A member-state of the committee is considered present if, at least, one delegate representing that member state is in the committee chamber. No substantive vote may be taken in the absence of a quorum, although general debate can proceed at the discretion of the Chair.

7. Courtesy: All delegates shall show the needed courtesy and respect to conference staff and to other delegates. No delegate shall refer offensively to any other delegate or group being represented in the committee. The Chair shall call to order any delegate who fails to comply with this rule.

8. Electronic Devices: No laptops, tablets computers, cell phones, or other electronic devices may be used in the committee room during formal debate or moderated caucus. Computers may be used outside the committee room at any time, or in the committee room during unmoderated caucus.

9. Delegate Conduct: Delegates are warned that Kabul MUN has a zero-tolerance policy concerning slandering, disparaging, or any other actions that are derogatory to other delegates. Neither speeches nor debating with other delegates may contain such remarks. Those delegates who believe that their countries' policies merit questionable conduct are advised to consult the Chair before taking any action.

10. Absences: If a delegate is not present during a roll call, s/he is considered absent until a note is sent to the Dais staff. A delegate who is recognized but is not present when called upon yields his or her time to the chair and debate shall continue unabated. All delegates required authorization to enter the committees once the session has started.

Rules Governing Debate

11. Agenda: A Committee in which only one topic may be proposed for the agenda, will be considered to have automatically adopt that topic without debate.

A Speakers' List will be established 'for' and 'against' the motion; speakers 'for' will speak in support of the topic suggested, speakers 'against' will speak in favor of the other topic.

In the event of a simulated international crisis or emergency, the Secretary-General, members of the Secretariat or the members of the Committee Staff may call upon the delegates of a certain committee to set aside or table debate on the current topic so that the more pressing issue may be attended immediately. After a draft resolution, is passed on the crisis, the committee will return to debate the tabled topic. If a draft resolution on the crisis topic fails, the committee may return to debate the tabled topic only at the discretion of the Committee Staff. Comments are not in order during debating on the agenda, since deciding the Agenda is a procedural question.

12. Debate: The setting for the Agenda is followed by opening of a new and, continuous speakers' list which is used to begin the debate. This Speakers' List will decide the order of speakers for all debate on the topic, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. Speakers may speak generally on the topic being considered and may address any draft resolution currently on the floor. Once a draft resolution has been introduced, it remains on the floor and may be debated until it fails, the committee postpones debate on it, or the committee moves to the next topic. The Speakers' List may never be exhausted.

13. Moderated Caucus: The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. Prior to closure of debate, a motion for suggesting a moderated caucus is in order at any time when the floor is open. The delegate raising the motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes, for the caucus. Once raised, the motion will be subjected to voting

effective immediately. A simple majority will be required for passage. The Chair may rule the motion dilatory and his or her decision is not subject to appeal. Only speeches will be counted against the overall time of the caucus. If no delegates wish to speak, the moderated caucus will immediately conclude, even if the assigned time remains for the caucus. A moderated caucus may be extended only twice but only after the caucus has ended. There is no yielding of time in moderated caucuses.

14. *Unmoderated Caucus:* An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. Prior to closure of debate, a motion for an unmoderated caucus is in order at any time when the floor is open. The delegate making the motion may briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage. In the case of multiple suggested unmoderated caucuses, the Chair will rank the motions in descending order of length and committee members will vote accordingly. An unmoderated caucus may be extended only twice.

15. *Closure of Debate:* When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. If the Committee is in favor of closure, the Chair will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote. If the speakers list is exhausted and no delegations wish to add their name to the list, debate on the topic at hand is immediately closed.

16. *Suspension or Adjournment of the Meeting:* The suspension of the meeting means the postponement of all committee functions until the next meeting. The adjournment of the meeting means the postponement of all committee functions for the duration of the conference. Whenever the floor is open, a delegate may move for the suspension of the meeting or adjournment of the meeting. The Chair may rule such motions out of order; these decisions shall not be subject to appeal. When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence.

17. Postponement and Resumption of Debate (Tabling): Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution, amendment, or topic currently on the floor. The motion, otherwise known as "tabling," will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favor and one opposed. No debate or action will be allowed on any draft resolution, amendment, or topic on which debate has been postponed. A motion to resume debate on an amendment, draft resolution, or topic on which debate has been postponed will require a simple majority to pass and will be debatable to the extent of one speaker in favor and one opposed.

Rules Governing Speeches

18. Speakers List: The committee shall, at all times, have an open Speakers List. The Chair will either set a speaking time or entertain motions to set a speaking time. Separate Speakers Lists will be established as needed for procedural motions and debate on amendments. A member may add or remove its name to the Speakers List by submitting a request in writing to the Chair. At any time, the Chair may call for members that wish to be added to the Speakers List. The names of the next several members to speak will always be posted for the convenience of the committee. The Speakers List is the default activity of the committee. If no motions are on the floor, debate automatically returns to the Speakers List. A motion to close any Speakers List is never in order.

19. Speeches: No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to committee members. Delegates are required to make all speeches from the perspective of 3rd person.

20. Speaking Time: When a speaker list is opened, the speaking time is automatically set to one minute. Delegates may also motion to set a new speaking time at any time when points or motions are in order during formal debate. This motion requires a simple majority to pass.

21. Yields: A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of his/her speech: a. to another delegate, b. to questions, or c. to the Chair. A delegate must declare any yield at the conclusion of his/her speech.

- Yield to another delegate: His/her remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognize the

delegate for the remaining time. The second delegate speaking, may not yield back to the original delegate.

- Yield to questions: Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical, leading and/or not designed to elicit information. Only the speaker's answers to questions will be allowed.
- Yield to the chair: Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker.

Note: Only one yield is allowed per speech (i.e. no yields on yielded time).

22. Comments: If a substantive speech involves no yields, the Chair may recognize up to two delegates, other than the original speaker, to comment for thirty seconds on the specific content of the speech just completed. Commentators may not yield. No comments shall be in order during debate on procedural motions.

23. Right of Reply: A delegate who urges to respond to any statements/comments made by other delegates may seek for a Right of Reply by raising his or her placard. The Chair will grant the Right of Reply at his/her discretion. A Right of Reply to a Right of Reply is out of order.

Rules Governing Points

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

How to Raise a Point?

Delegate Raises Placard and says: "Point of Personal Privilege."

Chair: "To what point do you rise, delegate?"

Delegate: "The delegate would like to raise a Point of Personal Privilege, the delegate wishes to be excused from the committee."

Or

Delegate: "Point of Personal Privilege! Could the AC be turned on?"

25. Point of Order: During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chair in accordance with Rules of Procedure. The Chair may rule out of order those points that are dilatory or improper. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker during the speech. The delegate who rises to a point of order must wait till the end of the speech. Additionally, the Committee Chair has the right to address a delegate if proper parliamentary procedure is not being followed.
Delegate: "Point of Order!" Is it in order for delegates to yield the floor more than once, as the floor was just yielded to Japan?"

26. Point of Information to the Speaker: Remember, when you ask your Point of Information, remain standing as a mark of respect. It is a question directed to the delegate who has the floor about their delegation's views or about the speech. It is a question to the speaker, not a comment.
If you want to get some information on the topic, you can do so by formulating it as a question

Delegate: "Is the delegate aware that..." or "Does the delegate agree that...".
Do not ask another question to the delegate unless the Chair has allowed you to (request of follow up) as there is no direct dialogue between delegates.

Delegate: "Does the delegate feel that the Six-Party Talks would be able to enforce the ideas in this resolution to DPR Korea?"

27. Point of Information to the Chair: This Point of Information is directed to the Chair. It can refer to anything that doesn't pertain to the Rules of Procedure or to Personal Privileges. A Point of Information to the chair can be a question or clarification on the issue being debated.

Delegate: "Point of Information to the chair! Could the chair explain when the Nuclear Non-Proliferation Treaty was signed?"

It can refer to scheduling and the committee's agenda:

Delegate: "Point of Information to the chair! What time is lunch?"

28. Point of Parliamentary Enquiry: 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. A Point of Parliamentary Inquiry may never interrupt a

speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Committee Staff member during caucus or send a note to the dais.

Delegate: “Point of Order!” Could the chair explain what is meant by abstentions?”

Rules Governing to a Draft Resolution

29. Working Papers: Delegates may propose working papers for committee consideration. Working papers are intended to aid the committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents and may be presented in any format, but require the signature of the Chair to be copied and distributed. Once distributed, delegates may consider that working paper introduced and begin to refer to that working paper by its designated number. Working papers do not require signatories or votes of approval. No document may be referred to as a “working paper” until it has been introduced.

30. Draft Resolutions: A draft resolution may be introduced when it receives the approval of the Chair and is sponsored and signed by 20 members in the General Assembly; 10 members in other bodies; 5 members in the Security Council. Signing a draft resolution does not necessarily indicate support of the draft resolution, and the signatory has no further rights or obligations. Signatories should be listed in alphabetical order on every draft resolution. A member state counts as a sponsor only if the member state has authored, or helped to write, the draft resolution. The role of a Sponsor indicates support of the draft resolution.

A draft resolution requires a simple majority of members present to pass. Only one draft resolution may be passed per topic. After a draft resolution is passed, voting procedure will end.

31. Introduction of Draft Resolutions: Once a draft resolution has been approved as stipulated above and has been copied and distributed, a delegate(s) may move to introduce the draft resolution. The Chair, may recognize a certain number of delegates (primarily, the sponsors) to come forward to answer questions raised by the committee relating to the draft resolution to which they authored. The Chair shall set a time limit of not more than ten minutes during which member states may ask short questions of the sponsors for the sole purpose of clarifying the content of the draft

resolution. In addition, the Chair may also allow for an informal presentation of the draft resolutions.

Once a draft resolution has been introduced and distributed, the Chair may entertain non-substantive clarification points, typically used to address typographical, spelling, or punctuation errors.

32. Amendments: Only one amendment may be introduced at any given time. Any draft resolution, which has been formally introduced may be amended. An amendment must have the approval of the Chair and the signatures of 12 members in the General Assembly, 5 members in the Economic and Social Council and the Regional Bodies, or 3 members in the Security Council.

Friendly Amendments: A Friendly Amendment is introduced if an amendment is signed by the given number of member states (including all the sponsors of a draft resolution) and once it has been approved by the Chair. There can be no objections to introducing a Friendly Amendment, and hence do not require a vote to be introduced.

Unfriendly Amendments: Likewise, Unfriendly Amendments must be formally submitted to the Chair in writing with the given number of signatures specified in Rule 32 for approval. An amendment to a draft resolution is regarded as unfriendly when it does not have the support of all the sponsors of the draft resolution.

A motion to introduce an approved Unfriendly Amendment may be introduced when the floor is open. After this motion, the Chair may read the amendment aloud, time permitting. The motion will pass by a simple majority. General debate will then be suspended and a Speakers List will be established for and against the amendment.

The Chair will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure. If there are no speakers against the motion to close debate, the Chair will ask to move to voting by acclamation.

When debate is closed on the amendment, the committee will move to an immediate vote. This is a procedural vote and requires a simple majority to pass.

Rules Governing Voting

33. Voting: Once the committee closes debate on the general topic, it will move into voting. Each committee delegate shall have one vote. Each vote may be a 'Yes,' 'No,' or 'Abstain.' Abstaining members are not considered to be voting. Votes shall be taken by a show of placards, except in the case of a roll call vote. A two-thirds majority will be required to pass any resolution or amendment. "members present and voting" shall be defined as members casting an affirmative or negative vote. Members who abstain from voting on substantive matters are considered as not voting for the purposes of calculating committee majorities.

Note: It is only in the Security Council that the five permanent members have the power

to veto any substantive vote. A “No” vote by one of the five permanent members in the Security Council is considered a veto.

34. Roll Call Voting: After debate is closed on a resolution or on an amendment, any delegate may request a roll call vote. Such a motion may be made from the floor and must be seconded by one-fourth of the committee. In a roll-call vote, the Chair shall call the roll in alphabetical order, starting with a country picked at random. Delegates may vote Yes, No or Abstain.

Delegates may request the right to explain their votes during either the first or second sequence. The Chair shall then call for changes of votes. Delegates may not request explanations at this time. Then, all delegates who requested an explanation shall be granted the right to briefly explain their votes. The Chair shall then announce the outcome of the vote. Motions for roll call votes on procedural motions are out of order.

35. Reconsideration: A motion to reconsider is in order after a resolution or amendment has been rejected, and must be made by a delegate who voted on the prevailing side of the original vote. The Chair shall recognize up to two speakers opposing the motion, after which the motion to reconsider shall be put to an immediate vote. A two-thirds majority of the members present and voting are required for reconsideration.

36. Equally Divided Votes: If a vote is equally divided, the Chair shall decide if a second vote shall be taken and at what time. If a second vote is not taken or a second vote is taken and this vote also results in equality, the proposal shall be regarded as rejected.

Part Five

Position Paper

How to write a Position Paper?

Kabul Model United Nations asks each delegate to 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 organize your ideas so that you can share your country's position with the rest of the committee members.

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. The most important thing is that the Position Paper should not describe the topic, but rather describe the country's position on the topic. Therefore, to write a Position Paper a delegate should look at governmental documents on the relevant sites of the country that s/he represents. A good Position Paper will not only provide facts, but also make proposals for resolution.

Please note that your Position Paper must cover what the UN and your country have done previously to address the matter, what is currently in place, and what is planned for the future.

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 regarding to 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 are your country's interests in the situation?
- What your country would like to accomplish in the committee's resolution.
- How the positions of other countries affect yours?
- What should be done from the perspective of your country to solve the issue?

Tips for writing a Position Paper

- *Original:* Kabul MUN does not tolerate plagiarism. Your paper should be originally written by you.
- *Formal:* Kabul MUN is a formal event, and it is important that all communications shall be carried out in a formal manner, which obviously requires formal language.
- *Make it Official:* Try to use the seal of your country or create an official letterhead for your Position Paper.
- *Simple:* In order to communicate effectively, it is important that uncomplicated language shall be used and woolly sentence structure be avoided.
- *Coherence:* Logical involvement of the essay, starting from the problem and ending with the solutions.
- *Well argued:* It is not enough to name actions taken by your country. More importantly, you need to justify them.
- *Structure:* Try to deal with each issue in a new paragraph. Practicing the position paper as a speech helps a lot.
- *Concise:* As most of you will be using the Position Papers for opening speeches, it is important that the document be concise, effective and interesting.
- *Suggest solutions:* The best Position Paper provides a basis for Working Papers and Draft Resolution.

Format

- Include your name, your country, the committee and the topic.
- Length of Position Paper must not exceed one single-spaced page.
- Font must be Times New Roman, size 10pt and 1-inch margins.
- Do not include illustrations, diagrams, decorations, watermarks or page border.

Internal Structure of the Position Paper

- *Introduction:* Historical excursus (in brief) and focus on topic.
- *Problem analysis:* Political relevance of the topic, actions taken in the past by your country, statements of political representatives of your country, reference to previous agreements to implement or to modify.
- *Solutions and proposals:* Possible solutions, strategies, proposals and actions to be taken; proposing at least one resolution; recommendation or declaration of principles; cooperation with regional or international organizations.

Committee: International Labor Organization

Topic: Globalization and Development

Country: Romania

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

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

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

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

Part Six

Vocabulary and Terms

Abstain

Delegates who wish to abstain are those who do not support the resolution or clause and also do not oppose it.

Adjourn

When the debate session adjourns, it means that session time has ended. The chair announces to delegates that the committee will be adjourned, either for a break, lunch or for the day.

Agenda

The agenda is the order in which resolutions, breaks and other events will occur in. It is the committee's schedule.

Amendment

An amendment is a change (addition, removal or adjustment) to a clause or a resolution.

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

For a resolution to be binding, it means that the resolution has the power to be forced into action in member states. Binding resolutions are written in committees like the Security Council, Intergovernmental Organizations, International Criminal Court and International Court of Justice, not in the other committees like the General Assembly or ECOSOC.

Bloc

A bloc is a group of member states who share similar views, or are of the same culture/ political policy/ language/ trade group/ geographical region etc.

During a caucus, delegates may informally discuss a topic between themselves and lobby ideas on the current issue at hand and try to think of some constructive ideas to better the issue.

Executive Board / Dais

The Dais is the group of people who form the chairing team. They consist of a Chair, Co-Chair and Rapporteurs.

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.

Debate

The Debate is where delegates exchange their delegations' opinions on an issue and try to resolve that issue by resolutions.

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 Draft Resolution is a document that tries to solve a situation. It is written (drafted) by delegates together during the lobbying stage, and is then debated by the committee. If it passes in the committee, the draft resolution becomes a resolution as it has been amended and approved by the committee.

First Degree Amendment

An Amendment to the First Degree is where a delegate submits an amendment to add, remove or adjust a clause in the resolution to become better and more appealing to the room.

Floor

The Floor is a metaphorical area; which delegates can obtain to be able to speak on a resolution or clause.

Flow of Debate

This is the debate process at MUN conferences.

Formal Debate

Formal debate is the debate style at MUN conferences, where delegates address themselves and each other in the third person, rather than saying “me” or “I” one would say “the delegate of”.

Gavel

The tool, shaped like a small wooden hammer, that the Chair uses to keep order within a Model UN committee.

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.

Moderated Caucus

A Moderated Caucus is where delegates may exchange ideas in the form of a break, but with one of the chairs present to moderate the discussion, however this is rarely implemented outside of the Security Council.

Motions

A motion is a request made by a delegate, which is requested to do something, such as moving into voting procedures or to extend debate time.

Notes and Note-passing

A note is a piece of official delegation paper that delegates can send around the committee. Between delegates, they pertain to the debate and try to get each other’s opinions or to get to generally, talk to delegates. However, if the room gets rowdy, the chair has the right to suspend note passing.

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 Chair and introduced by the committee, it is put "on the floor" and may be discussed.

Operative clause

The part of a resolution which describes how the UN will address a problem. It begins with an action verb (decides, establishes, recommends, etc.).

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.

Placard

A placard is the sign paper the delegates hold up to be recognized by the chair to speak or to make a point of information. Every delegate has their own placard with the delegation written across it.

Point

A Point is a question raised by the delegate pertaining to the resolution or to the committee. They can be raised to the chair or to delegates who have the floor.

Position Paper

A summary of a country's position on a topic, written by a delegate before a Model UN conference.

Perambulatory 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.).

Quorum

A Quorum is the minimum number of delegates required for debate to start. The Quorum doesn't apply to committees such as the Security Council, but in committees such as the GA, ECOSOC, and other commissions, there must be a minimum of one third of the house present for debate to begin.

Resolution

Resolutions are documents written by delegates, which aim to solve a specific situation.

Right of Reply

The Right of Reply is where delegates may reply to a speaker's comment. It is requested by a delegate to the chairs when a delegate has been insulted, or was mentioned on a delegate's speech and wishes to answer the delegate back on what they said about them.

Roll Call

The Roll Call is done at the start of the day and after breaks. It's like the register at school, where the chairs (instead of teachers) check for which delegates are present and if debate may begin.

Rules of Procedure

The rules by which a Model UN committee is run.

Second

A Second, is something called out by a delegate who agrees with a motion. If a delegate doesn't agree, they call out "Objection!". If a chair sees that a motion is in order, they'll ask if there are any delegates who second the motion, and if there are, the motion would be entertained.

Second Degree Amendment

Amendments to the Second Degree are amendments which change an amendment to the first degree. They can only be submitted in the "time against" the first amendment.

Signatories

A signatory is a delegate who has signed onto the resolution. They are therefore a co-submitter and at the minimum want the resolution to be debated (that means that they might not support the resolution, but want it to be debated).

Simple majority

50% plus one of the number of delegates in a committee. The amount needed to pass most votes.

Speaker's List

The Speaker's List is held by the chair and determines which delegates will speak. It also serves as an account of how many times each delegate has spoken.

Sponsor

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

Substantive

Having to do with the topic being discussed. A substantive vote is a vote on a draft resolution or amendment already on the floor during voting bloc.

Un-moderated Caucus

An Un-Moderated Caucus is like a Moderated Caucus, except chairs do not moderate what is being discussed. These are rarely requested by delegates, as breaks are used as a form of Un-Moderated Caucuses.

Working Paper

A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently the precursor to a draft resolution.

Veto

The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.

Vote

A time at which delegates indicate whether they do or do not support a proposed action for the committee.

Voting bloc

The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the room during voting bloc.

Yield

Yielding is where a delegate gives the floor to either another delegate or gives the floor back to the chair.

Phrases

Phrases used by delegates

- “Honorable speaker” or “Fellow Delegate(s)”, never use “You” or “I”
- “Honorable Chair, fellow delegates...” or “Mr./Madam. Chairman”
- “The delegate of ... requests the floor” or “wishes the floor”
- “The delegate of ... would like to rise a point of information / point of order”
- “The delegate of ... wishes to speak in favor of / against this motion / resolution / amendment, because...”
- “Is the chair / the speaker aware that...”
- “Does the speaker agree that...”
- The speaker stated in his/her speech... Does s/he realize that...?
- The delegate of ... moves to amend the resolution by inserting / adding the words...”
- The delegate of ... urges the house to give its support by voting for / against this motion / resolution / amendment”

Phrases used by the Chair

- "The house will come to order"
- "The Chair calls upon the delegate of ... (the submitter) to read the resolution to the House"
- "The house has heard the resolution. Is there a second?"
- "The Chair fixes a debate time of 10 minutes for and 10 minutes against the motion"
- "The delegate of ... has the floor"
- "All points are out of order until the speaker has conducted his/her speech"
- "The Chair recognizes the delegate of ..."
- "To what point does the delegate of ... rise?"
- "Please rise and state your point of information / point of order"
- "Will you please state your point in a form of a question?"
- "The speaker speaks not to have heard / understood your question."
- "Will you please repeat / rephrase your question?"
- "Are there any further points on the floor?"
- "Are there any further points of information to this speaker?"
- "There is a point of order on the floor. Please rise and state your point."
- "Your point is well taken"
- "Will the speaker please make his/her concluding remarks?"
- "Debate time for/against the resolution has expired / has been exhausted. Will the speaker please yield the floor?"
- "The Chair proposes an extension of debate time by 5 minutes for and 5 minutes against the motion."
- "The debate is now closed. We will move into voting procedures"
- "All points are out of order"
- "The motion will now be put on the vote"
- "Will all the those in favor of the resolution / the amendment, please raise their placards"
- "Will all those opposed to against / against the resolution, please raise their placards"
- "Will all those abstaining, please raise their placards"
- "The motion / the resolution / the amendment has passed by ..."
- "The motion / the resolution / the amendment has failed by ..."
- "With X votes in favor, Y votes against and Z votes abstaining, the motion / the resolution / the amendment has passed / failed"
- "Clapping is (not) in order"

Part Seven Equipment and Attire

Attire

During an MUN conference, it's expected to dress in formal clothing and act professionally, as though being a member of Parliament. The Dress code for MUN conferences are strictly formal. The participants must dress in suits (if male) or in equally formal clothing (if female).

Male Clothing

The minimal requirement at a conference is to wear a pair formal pants and shirt, with dark shoes and a blazer; however, it is advised that male attendees dress in proper suits with a tie.

As conference attendees, would receive a lot of paper due to notes, resolutions, conference manuals, program of events booklets and the MUN conference's newspaper, it is advised that attendees carry a bag or a briefcase, but not mandatory, to the conference as that would allow one to carry all of the various documents accumulated during the course of the conference. We highly recommend you to wear formal color; Black, Navy Blue, Grey or Dark Grey.



Female Clothing

During the Conference, female attendees are expected to dress in the clothing shown above. The minimal requirement at a conference is to wear a pair formal pants or skirt and top, with dark shoes or Abaya instead. Female attendees are expected to respect that when wearing a skirt, the end of the skirt should place no higher than five inches above the knees due to need to keep a professional atmosphere at the conference. In regard to the choice of shoes, female attendees are advised to resist wearing high heels and choose flat heeled shoes as the course of the conference requires a large amount of walking, but it is not discouraged, as the choice is for the attendee to make. As conference attendees, you will receive a lot of paper due to notes, resolutions, conference manuals, program of events booklets and the MUN conference's newspaper, it is advised that attendees carry a bag or a formal tote bag to the conference as that would allow one to carry all of the various documents accumulated during the course of the conference.



Don'ts of MUN Clothing and Appearance

During an MUN conference, do not wear informal cloths. Your clothing is considered while you are being scored for the Best Delegate position. Also, if your clothing is informal, the Secretariat might ask you to leave the session as the MUN conference needs to be diplomatic, and professional.

Equipment

Folder

It's used because you need to have all your documents in it, including your placard, ID Card, conference materials, promotional Items, notepad etc.

Notepad

It's necessary during an MUN conference as you would write down notes and points mentioned by other delegates for the purpose of contributing to the debate and to refer back to when making a speech on the resolution or asking a question to another delegate.

Pens

They are an obvious essential tool to write with, as during the course of the lobbying process, when signing onto other resolutions, having pens available speed the process and help to get more signatures as you show yourself as a resourceful delegate to others.

Notepaper

It's needed during the conference, as it is a way for delegates to communicate to one another privately during debate and allows each other to exchange views on the issue and gain an understanding from the standpoint of others.

Laptop

Laptop is a good piece of equipment to bring, as you can store your information, speeches and suggestive clauses on it. Many conferences provided wireless internet, which allows you to refer to your research or websites during debate to enhance your contributions for debate.

USB Stick

USB Stick is necessary during the lobbying stage. When it would come to merging resolutions, there is not enough time to retype a whole clause, but rather copy it from one soft copy resolution and paste it. The same reasoning applies when one is a main submitter as the majority of the resolution comes from the main submitter's own resolution.

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This guide contains six parts. While studying them chronologically is advised, you also can directly visit the section that interests you. This manual is designed to maintain international MUN standards and avoid overload of information by tailored approaches to reduce unnecessary reading and a reader-friendly interface.

We hope that this guide will assist you to follow the needed steps that would place you to perform with excellence at your MUN career and in being a successful MUN delegate.



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Model United Nations Guide

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