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Union High School

Union, Missouri

Union Model United Nations Delegate Handbook

Introduction

The Model United Nations is designed for students to explore global education by using their unique talents and abilities to simulate actual United Nations proceedings. The purpose of this manual is to allow Model United Nations participants to gain a full understanding of the process. It will also aid in the preparation of Model United Nations materials.

Faculty Adviser

The faculty adviser provides many important functions. Their first responsibility is to recruit a solid core of students who are responsible, capable, and excited about participating in the conference. From this group of students, the advisor will select head delegates to lead each delegation.

Perhaps the most important function of the adviser is to provide guidance in pre-conference delegate preparation. They must make sure that each delegation is properly registered and that each delegate is aware of the country that they are representing. A plan must be established for research and preparation, and the faculty adviser must see that the plan is carried out.

Study sessions can be arranged. Students can be guided to appropriate political journals and magazines. Advisers may also wish to review the history and operating procedure of the United Nations with the delegates. Committee topics can be explored and debated. It is very important for practice simulations to be organized. The faculty sponsor can provide delegates with an added sense of confidence by helping them become comfortable with rules and operating procedures.

The faculty adviser is responsible for sending resolutions to conference organizers. Deadlines for mailing resolutions must be observed. Any additional correspondence should be done through the faculty advisers. This allows for clear lines of communication between delegations and conference organizers. Advisers are welcome to attend committees. However, to preserve educational value to delegates, advisers are asked to refrain from participating in delegation decisions on committee topics. Background information, procedural information, and positive feedback can be given freely.

For the convenience of the sponsors, a hospitality room will be staffed with refreshments and offer an opportunity to network with one another. It is hoped that preparation strategies and useful tools of global education can be shared. Feedback about the conference is also appreciated.

Head delegate

The head delegate is the final authority in each delegation. They should be responsible and possess qualities of leadership. Before the conference they will assist the faculty advisor in organizing research. They should attempt to bring the delegation into agreement about goals and strategies. At the conference they will register their delegation, submit flag or display entries, distribute conference materials to members of their delegation, and make sure that delegation members know the location of the rooms that are assigned to their committee.

Head delegates must be prepared to answer any questions that fellow delegates may have concerning the stance of their nation, and they must keep track of position papers and reference materials. In the case of disagreement the head delegate is the final voice of their delegation. The head delegate must be prepared to take action and preserve unity of purpose among all members of their delegation.

Delegations

The individual members of delegations hold the key to a successful conference. However, delegates should always remember that they are part of a team. Their team's success is dependent on the conduct of each member. The first step to success is adequate preparation before the conference. Delegates who have not done adequate research will not be able to debate or negotiate effectively. The second task is to actively contribute at the conference. Delegate participation is vital to Model United Nations activity.

Recommended Delegation size is between four and eight delegates. Six delegates are preferred because it allows delegates to divide into teams of two for each committee. This will facilitate an easy division of the research. Research should then be shared by all delegates at study sessions.

Research

The importance of research and preparation cannot be over-emphasized. Delegations should develop a research plan and research goals. Three areas of research must be explored. Students

must develop a general understanding of the United Nations structure and operating procedure. A general knowledge of the assigned country should include information about its history, geography, economy, culture, foreign policy, government, social development, etc. Finally each delegate should acquire specific information about the committee assignments and agenda topics. Delegates can never be too prepared.

Delegates may want to start their research with basic questions. It is important to know where the nation is located, what type of government it has, what type of economic system it has, what its colonial background is, how stable the nation is, what type of natural resources it possesses, and what organizations it belongs to. From there, delegates can branch out to more specific concerns and issues. (See Appendix A for a list of research sources).

Delegates should not be discouraged by the lack of information that is available for certain issues. United Nations delegates are often confronted with the same dilemma. Delegates must look to a nation's past actions to determine how they would respond to current situations. This may call for delegates to make critical leaps in applying what they know about a country in conjunction with what they know about a topic.

Position Papers

Once a delegation has thoroughly conducted its research, it should begin to prepare position papers. There are two types of position papers that should be prepared. The first is a general statement of the nation's policy. It should address all issues that the country feels are of utmost importance. Included should be United Nations actions, votes on similar topics, and the country's reasons for maintaining its position.

The second type of position papers should be tailored to fit the agenda topics. It should include the main elements of the issue, positions of major powers, possible caucus blocs and allies, United Nations action that has been taken on the issue, a nation's stance on the issue, possible arguments against the nation and rebuttal, and suggestions for reaching compromise.

If delegates will take the time to carefully form and outline their position papers, they will find that they will be in a much better position to defend their nation's point of view and challenge the positions of others.

Position papers provide delegates with easy access to facts. Position papers also provide delegates with the confidence that they need to act decisively and independently during Model United Nations proceedings.

Resolutions

Most of the actions and decisions of the United Nations are expressed in the form of resolutions. Sponsored by one or more countries, the resolutions are introduced to the appropriate committee for discussion. Most will undergo intense scrutiny and revision in the form of amendments. Once approved by the committee, the resolution is sent to the General Assembly for further debate which will either result in adoption or rejection.

All submitted resolutions must deal with a specific assigned committee topic. This will serve to keep the number of topics to a manageable level. Additionally, all resolutions must adhere to a standard format. (See Appendix B for a sample resolution). They must be typed for legibility.

The heading of the resolution should indicate the subject of the resolution, the committee that it is submitted to, and the delegation that is proposing the resolution. The text of the resolution should be written in simple, concise language and should be as short as the subject allows.

Resolutions have two distinct sections. The first section of the text of the resolution is called the preambulatory clauses. They are designed to give reasons why the resolution is being written. They often refer to world events and previous United Nations actions.

Activating or operative clauses make up the second part of the text of a resolution. These clauses must be numbered and recommend specific actions to be taken. They sometimes include opinion statements concerning an existing situation. They may call upon individual nations or the United Nations as a body to take action. (See Appendix C for sample preambulatory and activating clause words).

Resolutions should be single-spaced within clauses and double-spaced between sections. The first word in a clause should be capitalized. Each preambulatory clause ends with a comma, and each activating clause ends with a semi-colon. The last clause ends with a period.

Resolutions will be accepted up to the announced deadline which is one week prior to the competition. All resolutions will be reviewed for clarity and content. All resolutions that do not follow standard format will not be considered. Resolutions will be limited to a manageable number for each committee. The Secretariat will have sole discretion in the selection of resolutions for committee.

Resolutions that reach committee can be amended by any member of the committee that fills out the required paperwork, gets the necessary number of seconding votes, and has the amendment notarized by the legal counsel. Amendments must be debated and voted on before they can be accepted or rejected. In this way, every delegate has an opportunity to shape resolutions on committee topics. Resolutions can undergo friendly amendments that have the approval of the original sponsoring delegation, or amendments can be hostile.

Role-Play

Role-play is important to the Model United Nations and stems from delegate research. It is essential to preserve your national character throughout the entirety of the conference. The Model United Nations seeks to provide a medium for creative diplomacy where delegates can experience the frustrations of international politics. Delegates should use their imaginations to cast themselves realistically into the role that they are portraying. Delegates are encouraged to wear the national dress of the country that they represent. This adds to the role-play and generates student interest and excitement.

Debate and Negotiation

Debate is perhaps the most significant feature of the Model United Nations. During committee, delegations have a chance to express their views, challenge other nations, and propose compromise and solutions. Most debate will center on resolutions that have been proposed on a single topic. Delegates should be prepared to give concise and extemporaneous speeches on committee topics. This can be greatly aided by the use of position papers.

Propaganda and criticism are sometimes used in United Nations debate, but delegates should remember diplomatic courtesy. They should also note that use of factual information and logic is usually much more effective. Most speeches because of time requirements will be short. Delegates should be able to react quickly and accurately to the flow of debate preceding their speeches. They

should strive to back up the arguments of allies and refute the arguments of opponents. A useful technique in debate is to yield the floor to allies. This procedure allows delegations who agree with each other to maximize floor time and make sure that their positions are well stated. However, freedom of speech is highly valued in the United Nations. It is poor practice to call for closure of debate when it is obvious that several delegations still wish to speak on a topic.

Bloc Groups

One of the important, yet little understood, tools of the United Nations is bloc groups. These may be thought of as nations which work together due to similar views and interests. The United Nations would seldom accomplish anything if all of the nations were pulling in opposite directions. Bloc groups attempt to combine the common interests of individual nations in an attempt to exert greater political influence. There are regional bloc groups and ideological bloc groups. Examples of regional bloc groups include the Middle Eastern bloc and the African bloc. Examples of ideological bloc groups include the North Atlantic Treaty Organization and the non-aligned nations. Each bloc has a different level of loyalty to one another. Seldom is there absolute agreement among bloc members.

Blocs can use caucusing or temporary recess of the meeting to negotiate compromise, write amendments, try to build consensus, and persuade reluctant nations. Frequent tactics include eliminating parts of a resolution that offend some nations, promising to trade votes on other issues of importance to the bloc, and simple persuasion.

Caucus time can be obtained by making a motion to suspend the meeting for caucus. If the motion is seconded and agreed upon, the chair will set a reasonable time limit for the caucus to take place.

Committees

Committees are smaller bodies that operate within the United Nations structure to allow greater flexibility and preliminary work to be done. There are numerous committees that exist in the United Nations organization. For purposes of simplicity and efficiency, this conference will only deal with three main committees. The Political and Security Committee will focus on problems that deal with international security and armaments. The Special Political Committee will deal with areas where active conflict is taking place and issues such as refugees, terrorism, and ethnic cleansing. The Legal Committee

will discuss economic development, education, environmental issues, and population.

Any action that is passed in a committee will be forwarded to the General Assembly for debate and formal voting. This organ of the United Nations is comprised of 192 member nations and 1 observer nation.

They usually have the final say on resolutions and make up a true world body.

Committee Topics

Committee topics will be selected by the Secretariat for each conference. Delegations should submit at least two resolutions per committee.

Special Political Committee

Biotechnology, Human Health, and Ethical Considerations

Drug resistant Diseases

Human Rights Abuses

Capital Punishment

Legal Committee

Labor Standards and Trade

International Transport and Disposal of Hazardous Waste

Agricultural and Rural Development

Social Effects of Poverty and Economic Distribution

Political and Security Committee

Pressing Concerns to International Security

Food Relief in Disaster Areas

Regulation of Violent Faction Groups

Protection of Children in Armed Conflict

Voting

Voting will be done by delegation in each committee. Each delegation will be given one vote. Delegations may vote yes for affirmation of the resolution, no for rejection of the resolution, or abstain for noncommittal on the resolution. Delegations may abstain from order one time per roll call vote. This would allow them to hear the other delegates vote, and then allow them to place their vote at the end of the voting order. Delegates may also vote "on rights". This means that after the vote they are given the floor to explain their vote to the other delegates. "On rights" can be extremely useful if nations feel they must vote against their allies.

All substantive voting will be taken by an alphabetical roll call of the nations. This will include votes on

resolutions and amendments, adding or banning member states, decisions of competence, or placard votes that appear very close. Procedural measures will be voted on by a show of placards. This will include closure of debate, caucus, and other organizational matters.

Conduct

Students are expected to behave at all times in a manner befitting a United Nations delegate. Delegates that continuously disrupt proceedings, knowingly continue to violate rules, or refuse to take the proceedings seriously may be banned from the conference at the request of the Secretariat. All delegates are expected to dress in appropriate attire. Gentlemen are to wear a coat and tie, dress slacks and shirt, or slacks and a sweater. Ladies may wear suits, dresses, skirts, dress slacks and blouse, or slacks and a sweater. All delegates are encouraged to dress in national costumes. At no time are jeans, ball caps, or sneakers appropriate.

Pages will be provided to carry messages between delegations. This service should be used only for serious United Nations business such as confirmation of facts, support of another nation's position, etc. It is not intended to be used as a personal dating service, for hurling insults, or for threatening other delegations. All messages will be read by the pages. Any messages that do not pertain to Model United Nations business will be confiscated.

Awards

Several awards will be presented at the conclusion of the conference. The flag making competition asks students to make a cloth, 2' by 3' national flag. There should be an identification card on the back of the flag stating both the school and delegation names. Only student made flags will be considered. Flags will be judged on national representation and craftsmanship. All flags will be displayed on the walls of the General Assembly Auditorium.

A second award will be given for the best national display. Displays should be no more than three feet by three feet. They may include posters, text, regalia, self-supplied audiovisual media, and other features that represent the many aspects of the nation.

The award for best national costume will be given to delegates who have achieved excellence in the area of authenticity. Costumes should be self-constructed when possible. Individual delegates are eligible even

if the rest of their delegation chooses not to participate.

Awards will be given to the best delegates in committee and General Assembly sessions. These awards will be based on individual participation, knowledge of rules, and representation of country. Finally, a trophy will be given to the best overall delegation. Consideration will be given to participation in all areas of the conference, teamwork, successful negotiation, representation, and delegate preparedness. All awards will be decided by the Secretariat.

Rules

Rules allow for the smooth flow of debate. They are formal guidelines that must be followed by delegations. The rules for the Model United Nations conference committees are listed in the following paragraphs.

C-1 Agenda items will appear in the order that they appear in the committee topic booklet, unless the order is altered by the Secretariat or a majority of the committee.

C-2 The order of resolutions in the resolution packet is random. When the Chair opens debate on an agenda item, any delegate may move for consideration of any resolution dealing with the agenda item. If the motion is seconded, the Chair will ask for an immediate placard vote. A majority is required for consideration of a resolution. If no resolution receives a majority, the committee will begin with consideration of the first resolution in the packet.

C-3 If during the discussion of any matter, a delegate believes that the committee is proceeding in a manner contrary to the rules, he or she may raise a point of order. The delegate will rise immediately and be recognized by the chair. The point will be ruled on immediately. However, a delegate raising a point of order must only speak to the issue of order.

C-4 If a delegate needs clarification of procedure or a statement before the committee, the delegate may address a point of information to the chair. During a debate, if a delegate wishes to ask a question of a speaker, a request to do so must be made in the form of a question to the chair. All questions and replies must be made through the chair. Delegates may not interrupt speakers on points of information. Questions must be asked only of the delegates that were the last to have the floor.

C-5 If a delegate wishes to raise a question or request pertaining to organization, personal comfort, or the conduct of fellow delegates, he or she may raise a point of personal privilege. The chair shall take action as necessary. Points of privilege may not interrupt a speaker.

C-6 If a nation or delegate feels personally insulted or challenged, they may move for right of reply. The chair will rule. Right of reply may interrupt the speaker.

C-7 The committee or its chair may limit or extend the time allotted to each speaker and the number of times a delegate is allowed to speak. There should be one speaker in favor and one speaker against heard before any changes are made.

C-8 A delegate may move to adjourn debate on any item that is under discussion. This has the effect of tabling the item, and the committee moves on to its next item of business. One delegate should speak in favor of the motion, and one should speak in opposition. The motion should then be put to immediate vote. A majority carries.

C-9 A delegate may move to close debate at any time. They may not interrupt a speaker. Two delegates should speak against closure. Delegates may be heard in favor. The motion will then be put to a vote. A majority vote will mean that the resolution or amendment that is being discussed will be put to an immediate vote.

C-10 During any discussion, a delegate may move to suspend the meeting. Suspension of the meeting allows time to caucus for a set time that was specified in the motion. The Chair may request modified time. After the committee reconvenes, it will continue from the point of suspension.

C-11 Adjournment motions mean that business is complete and the committee is closed until the next annual session. The Chair may refuse to recognize a motion to adjourn if the committee still has business to attend. Adjournment is not debatable and is subject to an immediate vote.

C-12 All amendments of resolutions must be signed by one sponsoring delegation and two seconding delegations. They must be submitted on an approved amendment form and labeled by the legal counsel. An amendment will be brought to the floor with recognition by the chair and a seconding motion. All debate will be directed to the amendment until final action is taken on the amendment.

C-13 A delegate may call for a decision of confidence if they feel that a delegate or the committee is not competent to discuss or adopt a proposal. If the committee decides that it is not competent to address an issue, then the issue shall be tabled. If an individual is deemed not competent, they will be barred from debate or voting on the issue.

C-14 When a proposal has been adopted, rejected, or tabled, it may be reconsidered at the same session by a two-thirds vote of the members present. The motion to reconsider must be made by a delegation that originally voted with the prevailing side.

C-15 Delegates may motion to divide the question. This allows each part of a resolution to be voted on separately. Motions to divide apply only to activating clauses. One speaker shall be heard in favor of

division, and one speaker shall be heard against. Upon a majority vote the division becomes final. If all activating clauses are rejected, the entire resolution is rejected.

C-16 Rulings of the Chair are appealable. Appeals can be addressed by one speaker in favor and one speaker opposed. Appeals must be made immediately after the ruling in question. A vote yes will support the Chair's decision. A vote no denotes objection.

Rules for the General Assembly will be the same. There will also be two additional rules.

GA-1 The amending procedure will be the same as rule C-12, except that all amendments in General Assembly must be signed by five sponsoring delegations.

GA-2 Important questions handled by the General Assembly will be subject to a two-thirds majority. Important questions include matters of peace and security when the Security Council fails to act, admission of new member states, suspension of membership or rights, expulsion of members, and the budget. Two speakers will be heard in favor, and two speakers will be heard against. Important questions will then be put to an immediate vote. (See Appendix E for a short form of the rules.)

The Day of the Conference

Upon their arrival, delegates should receive packets containing vital information about the conference. Packets may include agendas, committee room assignments, maps of the facilities, a short form of the rules, and placards (signs that signify the name of the delegation). After introductory remarks in the morning, delegates will move to their committee locations to discuss, debate, and vote on resolutions. The morning sessions will come to an end around 11:30 am allowing for a lunch break. When the delegates return for the afternoon session, they will all be meeting in the Union High School Fine Arts Center for the General Assembly where successful resolutions from the morning committees will be the center of discussion.

APPENDIX A

Resources List

General Resources

Annotated Agenda of the General Assembly-a U.N. document put out every June
Annual Report on Human Rights-Library of Congress
Basic Facts about the United Nations-a U.N. document
Blue Helmets: a Review of United Nations Peace-keeping-a U.N. publication
Charter of the United Nations-a U.N. document
Everyone's United Nations-a U.N. document
Global Outlook 2000-a U.N. publication
The International Court of Justice-a U.N. publication
The Model U.N. Survival Kit-available from the UNA-USA
Permanent Missions to the United Nations-a U.N. document
Resolutions and Decisions of the General Assembly-a U.N. press release
The United Nations and Decolonization-a U.N. publication
UN Handbook-a U.N. publication
The United Nations and Human Rights-a U.N. publication
The U.N. Kit-available from the U.N. Public Inquiry Unit
The United Nations Security Council-free from the U.N. Public Inquiry Unit
Universal Declaration of Human Rights-a U.N. publication
Voting Practices in the United Nations-Library of Congress
Within our Reach-free from the United Nations Public Inquiry Unit
Yearbook of the United Nations-a U.N. publication

Newspapers

Christian Science Monitor
The New York Times
The Times of London
The Washington Post

Periodicals

Aramco World
Bulletin of Atomic Scientists
Choices: The Human Development Magazine

Current
Current History
The Economist
Foreign Affairs
Foreign Policy
Middle East Journal
Newsweek
Presidents and Prime Ministers
Refugees
Source
Time
Unesco Courier
Unesco Sources
United Nations Chronicle
U.S. News and World Report
World Affairs
World Development
World Health
World Policy
World Press Review

APPENDIX B
Sample Resolution

SUBJECT OF RESOLUTION: Foreign Intervention

SUBMITTED TO: The Special Political Committee

SUBMITTED BY: Nicaragua

THE SPECIAL POLITICAL COMMITTEE

- 1 Angered by the numerous instances of unrequested intervention in the internal
2 affairs of sovereign states,
3
4 Noting the status and recognized position of official national governments,
5
6 Recalling Article 1 of the United Nations Charter which guarantees territorial
7 sovereignty,
8
9 1. Demands that all foreign aid and intervention be officially requested by the
10 legally recognized government;
11
12 2. Condemns any nation that willingly (either overtly or covertly) supplies aid
13 to insurgents or revolutionaries;
14
15 3. Acknowledges said country as an aggressor nation under the United Nations
16 Charter;
17
18 4. Insists that unrequested intervention be recognized as overt aggression and
19 in violation of international law.

APPENDIX C
Sample Clause Words

Preambulatory Clause Words

Affirming
Angered
Approving
Aware
Believing
Concerning
Convinced
Declaring
Desiring
Dismayed
Distressed
Emphasizing
Expecting
Fulfilling
Grateful
Hopeful
Noting
Observing
Perceiving
Pleased
Realizing
Recalling
Relieved
Remembering
Understanding
Wary
Wishing

Activating Clause Words

Accepts
Approves
Authorizes
Calls
Calls upon
Condemns
Congratulates
Declares
Demands
Deplores
Draws attention to
Encourages
Establishes
Expresses
Further invites
Insists
Instructs
Praises
Rejects
Requests
Takes note of
Trusts
Urges

APPENDIX B

Sample Resolution

Times New Roman

12 Font

Tab, spaces
10-12
spaces

SUBJECT OF RESOLUTION: Foreign Intervention

← SUBMITTED TO: The Special Political Committee

← SUBMITTED BY: Nicaragua

ANOTHER SPACE

← THE SPECIAL POLITICAL COMMITTEE

ANOTHER SPACE

Bullets

1

Angered by the numerous instances of unrequested intervention in the internal affairs of sovereign states,

2

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Noting the status and recognized position of official national governments,

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Recalling Article 1 of the United Nations Charter which guarantees territorial sovereignty,

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1. Demands that all foreign aid and intervention be officially requested by the legally recognized government;

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2. Condemns any nation that willingly (either overtly or covertly) supplies aid to insurgents or revolutionaries;

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3. Acknowledges said country as an aggressor nation under the United Nations Charter;

16

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18

4. Insists that unrequested intervention be recognized as overt aggression and in violation of international law:

19

single space

APPENDIX C

Sample Clause Words

Preambulatory Clause Words

affirming
angered
approving
aware
believing
concerning
convinced
declaring
desiring
dismayed
distressed
emphasizing
expecting
fulfilling
grateful
hopeful
noting
observing
perceiving
pleased
realizing
recalling
relieved
remembering
understanding
wary
wishing

Activating Clause Words

Accepts
Approves
Authorizes
Calls
Calls upon
Condemns
Congratulates
Declares
Demands
Deplores
Draws attention to
Encourages
Establishes
Expresses
Further invites
Insists
Instructs
Praises
Rejects
Requests
Takes note of
Trusts
Urges

Basic Resolution Writing Steps

1. Study your nation first (see Preparation Guide),
2. Security Council delegates write a resolution on the maintenance of international peace and security from their nation's point of view.
3. Based on your study of your nation, select an issue of international concern to your nation.
4. Determine your nation's position on the issue you selected.
5. Determine the action you want the United Nations to take.
6. Write your Resolution using the format in this Model United Nations manual.
7. Revise and rewrite your resolution as necessary as new facts, ideas, information, or situations allow you to improve it.
8. Prepare the final version of your Resolution using correct English, following the format required in this manual.
9. Type your Resolution in its final form and submit two (2) typed copies along with one (1) Resolution Supplement by the deadline.

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WRITING YOUR RESOLUTION

Well researched, written, and presented resolutions are the key to a successful Model United Nations.

Each pair (2 delegates) must write and submit one (1) resolution on an issue of international concern to their nation. No more than two (2) delegates may be on a resolution.

A Resolution is a written proposal to the United Nations that calls upon the nations assembled to do something.

Keys to More Exciting Debate

1. Pick a nation to represent that is more in the spotlight, more known, easier to research, those that others know something about. Avoid obscure nations.
2. Each pair of delegates in a school must write on a different topic. No pair of delegates in a delegation can write on a topic another pair in the delegation has already picked.
3. Use your imagination and brain to write a Resolution that is different, that has a unique solution, that no one else will have written. Make it a one of a kind Resolution.
4. Call upon the United Nations to take action. **Do not** "form a committee," "conduct a study," "do a survey," etc.
5. Write a Resolution that concerns/involves/may even name other nations. Do not write a resolution that only is about your nation.
6. Be sure the Resolution is on a topic that is within the responsibility of the United Nations and not one that only concerns your nation or is an internal problem that your nation must solve on your own.
7. Some topics are often presented (AIDS, pollution, education, rain forest, birth control, environment, spread of disease). Do not write on these topics unless you have a one of a kind solution, something that involves other nations, etc.
8. Write on issues and present proposed solutions that no one else knows . . . don't tell delegates what they already know.

government's view as well as prepare to counter opposing views. An outline for a position paper on a specific topic might be as follows.

- A. Background of agenda item in the United Nations.
 1. Main elements of the problem.
 2. General positions of importance on the issue, e.g. positions of major power blocs and other countries.
 3. Action taken on the issue, e.g., UN resolutions adopted, Secretariat studies or surveys made, and referrals to other bodies, such as the International Court of Justice.
- B. Justification of the position and summary.
 1. Main reasons supporting your country's point of view.
 2. Strongest reason in favor of opposing positions and your points of rebuttal.
 3. Presentation of your proposed resolution (if applicable).

These papers assist delegates in presenting speeches and negotiating with other delegates. A well written synopsis on agenda topics will help the delegate to accurately present the position of the country on short notice. ~~If delegates prepare their papers in an outline form similar to that shown above, they will find that they will be able to better defend their nation's position or to challenge opposing positions.~~ The limited time available for debate usually forces delegates to participate in the discussions without the benefit of a written text. Therefore, the most efficient method of organization is usually some type of outline form, prepared in advance.

Resolutions. Most decisions of the United Nations are expressed in the form of resolutions. Resolutions typically are submitted in draft form under the sponsorship of one or sometimes several delegations, and are usually discussed first in a main committee meeting, where the draft text may undergo several amendments before approval. The resolution, as approved by the committee, then goes to the General Assembly for final consideration, which will either result in its adoption or rejection.

It is of the utmost importance that all draft resolutions be prepared in advance of the actual sessions. Each delegation should assume the responsibility of preparing its own draft resolutions for MMUN and submitting them according to the form and manner prescribed by the Secretariat. All resolutions must be received, by the deadline set by the Secretariat, at the following address: Midwest Model United Nations, P.O. Box 14328, St. Louis, MO 63178.

Resolutions will be reviewed for clarity, possible Charter conflicts, and will be checked for proper form. The number of resolutions selected will be limited to a manageable and reasonable number for each committee. The Secretariat shall have sole discretion regarding resolution selection. The prepared draft resolutions will be distributed to delegations during conference registration. A copy of all resolutions which were received following the standard format will be kept on file at the conference.

All draft resolutions should deal with topics which are specifically designated as an agenda topic of the current conference. The purpose of the agenda is to limit the number of topics to a manageable number. Draft resolutions that deviate from the agenda defeat this purpose.

Prior to the conference the Secretariat will provide delegations with specific instructions regarding the format, method, and deadline for submitting draft resolutions. In recent years this has been done by submitting draft resolutions on computer disks provided by the Secretariat with pre-designed headings and necessary formatting codes.

Draft resolutions usually follow a specific, ordered pattern. The heading of the resolution indicates the subject of the resolution (using the agenda topic); the committee or council to which it is submitted; and the sponsoring delegation. The text of the resolution consists of the preamble and activating clauses.

The purpose of the preamble is to state the main reasons for the proposed action. Often references to earlier United Nations resolutions or actions are mentioned in the preamble. Frequently, references to applicable articles of the United Nations Charter are noted. The preamble begins with the name of United Nations body concerned (the committee to which it is submitted) and continues with what the body is doing (using capitalized words such as: **RECOGNIZING, BELIEVING; NOTING; RECALLING; BEARING IN MIND; CONSIDERING; TAKING INTO ACCOUNT; DESIRING; NOTING FURTHER; FURTHER RECOGNIZING; etc.**). The preambulatory clauses should provide the background for why the resolution is being proposed.

Activating, or operating, clauses are numbered and begin with capitalized action words such as: **REQUESTS; DECLARES; ENCOURAGES; SUPPORTS; ENDORSES; INVITES; STRESSES; EXPRESSES THE BELIEF; DIRECTS; etc.** These clauses take the form of recommendations for action, or state a favorable or

unfavorable opinion concerning an existing situation. The draft resolution may request action by member states, the Secretariat, or by other bodies of the United Nations.

Draft resolutions are generally single-spaced within clauses with a blank line between clauses. The first word or phrase opening the clause should be capitalized. Each preambulatory clause ends with a comma. Each activating clause ends with a semi-colon except for the last which ends with a period.

Points to remember in drafting a resolution.

1. It should be clear and concise.
2. It should mean exactly what the drafter wishes it to mean so that "representatives" of other governments can understand it and cast their votes accordingly.
3. Delegates should have background notes with them for the purpose of explaining and supporting their resolutions in case they are called upon for such.
4. It must be a proposal for action by the appropriate United Nations body involved, *not* a policy statement.
5. Make certain that the resolution would not violate the Charter.
6. Submit each resolution strictly in accordance to the format and method directed by the Secretariat and make sure all materials are sent so that they will be received by the deadline.
7. Keep a copy of all resolutions submitted for consideration.

Delegations also have the option of preparing draft resolutions to be submitted to the floor of the various committees at the conference.

These resolutions must be prepared, in advance, using the same format as draft resolutions which are submitted for inclusion in the conference packets. No resolution will be considered which is not in the standard format. Further, a delegation which plans on submitting a resolution to the floor must provide a *minimum of 90 copies* of the resolution. These copies are to be distributed to the other delegations present. The Secretariat will inform the submitting delegation if more than 90 copies are needed. Finally, any resolution submitted to the floor must meet the requirements of the applicable rules of procedure.

A GOOD RESOLUTION

- ___ Deals with only one subject.
- ___ Accurately states the subject in the title.
- ___ Reflects the actual views of the nation.
- ___ Is about an international issue. It is not about an internal issue of the nation.
- ___ Does not duplicate any UN organization or any UN program already in place.
- ___ Does not duplicate an issue or topic submitted by any other pair of delegates in your school.
- ___ Calls upon the UN to take a specific action. It avoids "forming a committee", "conducting a study", or "doing a survey".
- ___ Is written in simple, concise, everyday language.
- ___ Represents clear thinking by the writers.
- ___ Is as short as the subject allows.
- ___ Has all lines consecutively numbered.
- ___ Follows the form outlined in the examples in this manual.
- ___ Is no more than 33 lines double spaced. It may be shorter.

Two (2) typed copies of the Resolution and one (1) copy of the Resolution Supplement must be submitted to the HI-Y Model United Nations office by the due date. The office will prepare your Resolution for the Resolution Book just as you submit it.

WHO PRESENTS RESOLUTIONS?

The delegates who write the Resolution present it in Council and, if approved by the Council, to the General Assembly.

APPENDIX D

Member States of the United Nations

Consult <http://www.un.org/en/members/> for addresses of permanent missions, websites, and other information.

- | | | |
|---|--|--|
| 1. Afghanistan | Republic of | Republic) |
| 2. Albania | China) | 66. Ghana |
| 3. Algeria | 37. Colombia | 67. Greece |
| 4. Andorra | 38. Comoros | 68. Grenada |
| 5. Angola | 39. Congo | 69. Guatemala |
| 6. Antigua and Barbuda | 40. Costa Rica | 70. Guinea |
| 7. Argentina | 41. Cote d'Ivoire | 71. Guinea-Bissau |
| 8. Armenia (Former members: USSR) | 42. Croatia (Former members: Yugoslavia) | 72. Guyana |
| 9. Australia | 43. Cuba | 73. Haiti |
| 10. Austria | 44. Cyprus | 74. Honduras |
| 11. Azerbaijan (Former members: USSR) | 45. Czech Republic (Former members: Czechoslovakia) | 75. Hungary |
| 12. Bahamas | 46. Democratic People's Republic of Korea | 76. Iceland |
| 13. Bahrain | 47. Democratic Republic of the Congo | 77. India |
| 14. Bangladesh | 48. Denmark | 78. Indonesia (Withdrawal of Indonesia (1965--1966)) |
| 15. Barbados | 49. Djibouti | 79. Iran (Islamic Republic of) |
| 16. Belarus (Former members: USSR) | 50. Dominica | 80. Iraq |
| 17. Belgium | 51. Dominican Republic | 81. Ireland |
| 18. Belize | 52. Ecuador | 82. Israel |
| 19. Benin | 53. Egypt (Former members: United Arab Republic) | 83. Italy |
| 20. Bhutan | 54. El Salvador | 84. Jamaica |
| 21. Bolivia (Plurinational State of) | 55. Equatorial Guinea | 85. Japan |
| 22. Bosnia and Herzegovina (Former members: Yugoslavia) | 56. Eritrea | 86. Jordan |
| 23. Botswana | 57. Estonia (Former members: USSR) | 87. Kazakhstan (Former members: USSR) |
| 24. Brazil | 58. Ethiopia | 88. Kenya |
| 25. Brunei Darussalam | 59. Fiji | 89. Kiribati |
| 26. Bulgaria | 60. Finland | 90. Kuwait |
| 27. Burkina Faso | 61. France | 91. Kyrgyzstan (Former members: USSR) |
| 28. Burundi | 62. Gabon | 92. Lao People's Democratic Republic |
| 29. Cambodia | 63. Gambia | 93. Latvia (Former members: USSR) |
| 30. Cameroon | 64. Georgia (Former members: USSR) | 94. Lebanon |
| 31. Canada | 65. Germany (Former members: Federal Republic of Germany and German Democratic | 95. Lesotho |
| 32. Cape Verde | | 96. Liberia |
| 33. Central African Republic | | 97. Libyan Arab Jamahiriya |
| 34. Chad | | 98. Liechtenstein |
| 35. Chile | | 99. Lithuania (Former members: USSR) |
| 36. China (Former members: Republic of | | 100. Luxembourg |

101. Madagascar
 102. Malawi
 103. Malaysia
 104. Maldives
 105. Mali
 106. Malta
 107. Marshall Islands
 108. Mauritania
 109. Mauritius
 110. Mexico
 111. Micronesia
 (Federated States
 of)
 112. Monaco
 113. Mongolia
 114. Montenegro
 (Former members:
 Yugoslavia and
 Former members:
 Serbia and
 Montenegro)
 115. Morocco
 116. Mozambique
 117. Myanmar
 118. Namibia
 119. Nauru
 120. Nepal
 121. Netherlands
 122. New Zealand
 123. Nicaragua
 124. Niger
 125. Nigeria
 126. Norway
 127. Oman
 128. Pakistan
 129. Palau
 130. Panama
 131. Papua New
 Guinea
 132. Paraguay
 133. Peru
 134. Philippines
 135. Poland
 136. Portugal
 137. Qatar
 138. Republic of Korea
 139. Republic of
 Moldova (Former
 members: USSR)
 140. Romania
 141. Russian
 Federation
 (Former members:
 USSR)
 142. Rwanda
 143. Saint Kitts and
 Nevis
 144. Saint Lucia
 145. Saint Vincent and
 the Grenadines
 146. Samoa
 147. San Marino
 148. Sao Tome and
 Principe
 149. Saudi Arabia
 150. Senegal
 151. Serbia (Former
 members:
 Yugoslavia and
 Former members:
 Serbia and
 Montenegro)
 152. Seychelles
 153. Sierra Leone
 154. Singapore
 155. Slovakia (Former
 members:
 Czechoslovakia)
 156. Slovenia (Former
 members:
 Yugoslavia)
 157. Solomon Islands
 158. Somalia
 159. South Africa
 160. South Sudan, The
 Republic of
 161. Spain
 162. Sri Lanka
 163. Sudan
 164. Suriname
 165. Swaziland
 166. Sweden
 167. Switzerland
 168. Syrian Arab
 Republic (Former
 members: United
 Arab Republic)
 169. Tajikistan (Former
 members: USSR)
 170. Thailand
 171. The Former
 Yugoslav Republic
 of Macedonia
 (Former members:
 Yugoslavia)
 172. Timor-Leste
 173. Togo
 174. Tonga
 175. Trinidad and
 Tobago
 176. Tunisia
 177. Turkey
 178. Turkmenistan
 (Former members:
 USSR)
 179. Tuvalu
 180. Uganda
 181. Ukraine (Former
 members: USSR)
 182. United Arab
 Emirates
 183. United Kingdom
 of Great Britain
 and Northern
 Ireland
 184. United Republic
 of Tanzania
 (Former members:
 Tanganyika and
 Zanzibar)
 185. United States of
 America
 186. Uruguay
 187. Uzbekistan
 (Former members:
 USSR)
 188. Vanuatu
 189. Venezuela
 (Bolivarian
 Republic of)
 190. Viet Nam
 191. Yemen (Former
 members: Yemen
 and Democratic
 Yemen)
 192. Zambia
 193. Zimbabwe

APPENDIX E

Short Form of UMUN Rules

Rule	Motion/Points	Interrupt	Second	Debatable	Vote
C-1	Change Agenda Order	No	Yes	No	Majority
C-2	Resolution Order	No	Yes	No	Majority
C-3	Point of Order	Yes	No	No	Chair Rules
C-4	Point of Information	No	No	No	Chair Rules
C-5	Point of Privilege	No	No	No	Chair Rules
C-6	Right of Reply	Yes	No	No	Chair Rules
C-7	Limit/Extend Debate	No	Yes	1Pro/1 Con	Majority
C-8	Adjourn Debate	No	Yes	1Pro/1 Con	Majority
C-9	Closure of Debate	No	Yes	2 Con	Majority
C-10	Suspend the Meeting	No	Yes	No	Majority
C-11	Adjournment of Meeting	No	Yes	1 Pro/1 Con	Majority
C-12	Bringing up Amendments	No	Yes (2)	No	None
C-13	Decision of Confidence	No	Yes	Yes	Majority
C-14	Reconsideration of Proposals	No	Yes	2 Con	Two-thirds
C-15	Dividing the Question	No	Yes	1 Pro/1 Con	Majority
C-16	Appeal the Rule of the Chair	Yes	Yes	1 Pro/1 Con	Majority
GA-1	GA Amendments	No	Yes (5)	No	Majority
GA-2	Important Questions	No	Yes	Yes	Majority

