

MMUN New Delegate Guide

Welcome to the world of Model United Nations! Every year, over half of the participants at MMUN are first-year delegates. If this is your first conference, or your first time at the Midwest Model United Nations conference, we want to make it a memorable and fun learning experience for you. We have created a brief guide specifically for students that have never been to MMUN before to help you feel comfortable about what to expect at the conference. Please also refer to our Delegate Handbook which contains the specific rules and procedures for the conference.



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What is the Dais?

The first thing you will see in your committee is a table on a riser at the front of the room with a bunch of nice looking people on it. These people are your friends (we hope) who you will refer to as “the Dais” throughout the conference. The dais is the group of people who will run the committee composed of a Chair, Secretary, Legal and Rapporteur. They do actually have real names if you get to know them.

1. Chair: Presides over committee and directs the activities of the body
2. Legal: Interprets rules and proof reads amendments and resolutions
3. Rapporteur: Keeps tracks of the Speakers List, as well as all documentation in the committee.
4. Secretary: Supports the work of the members above.

The Dais can be very helpful when you have questions or concerns about anything. Do not be afraid to approach them during committee any time you have questions.

How to get the most out of this experience

First, we would discourage viewing attendance at the conference as some sort of vacation. It isn't. You will, have a lot of fun though, we promise. A lot of good people have put much time and effort into preparing for the conference (both delegates and staff) and we want everyone to take these issues seriously and engage in scintillating debate and discussion during this week. So be involved! Otherwise it is boring.

Pre-Conference Tips:

- ❖ Read your topic guide thoroughly
- ❖ Research your country's political background
- ❖ Go to the United Nations web site (www.un.org)
- ❖ Answer the questions in your topic guide!!
- ❖ Research your topics in-depth, the topic guide is merely to point you in the right direction, not a definitive resource on the topic
- ❖ Practice parliamentary procedure and public speaking

During Conference

- ❖ Participate in caucusing (use time wisely)
- ❖ Ask questions of other delegates and the Dais
- ❖ Be on time for committee—we mean 5 minutes early actually
- ❖ Speak often because the more you speak, the more comfortable you will feel

Behaving Diplomatically

- ❖ Work with your alliances but think outside your regional/political blocs and always seek solutions that include concerns of all member countries (the UN is about consensus)
- ❖ Always respond in a professional and collected manner (as a diplomat you would treat other diplomats with the highest respect even if your country's positions are opposed or even if you are at war)
- ❖ You are role-playing a diplomat so please separate your personal political perspectives from the role you must play as your country's representative.
- ❖ Do not make negative, personal remarks about other delegates
- ❖ Any concerns you have about other delegates' policies being wrong or negative personal statements should be brought to the Dais, not addressed in a speech

How to Dress

We are of the belief that looking good leads to better debate. Your dais staff will always look and act professional and we expect delegates to do the same. This is a meeting of delegates to discuss important global issues, not a 1960's gathering of hippies or a lazy day at a bar. Please dress appropriately at all times!

Men: Suit or Shirt and tie, dress pants, blazer, and dress shoes. (no jeans or tennis shoes)

Women: Suit, slacks, skirts, or blouse (please use discretion—business attire, not nightclub attire!)

Please remember you will be working in groups and may find yourself sitting on the floor. Western business attire is required during the entire conference. Do not wear attire “from your country,” as that is not appropriate.

What to expect from parliamentary procedure

Parliamentary Procedure allows an equal chance for all members to participate in the committee and allows the committee to get its work done in an organized manner. It really isn't as complicated as you may think. We have outlined a few samples below:

In formal debate the chair will ask for: Points, motions [pause for placard], or speakers [pause for placard] each will only be considered when called for by the chair.

- ❖ Different types of points ask different questions
- ❖ Motions are asking the committee to do something (ie. motion to: change speaker time, recess, close debate)
- ❖ Speakers are only taken when asked for by the Chair (you can not motion for a speaker)

Sample Dialogue

CHAIR: I am looking for any points or motions on the floor.

DELEGATE FROM PERU [raises placard]

CHAIR: Peru, on what point do you rise?

PERU: Point of Inquiry to the Chair.

CHAIR: On inquiry [meaning, go ahead and state your point]

PERU: What is the procedure for having a caucus?

[Chair then answers the point of inquiry]

CHAIR: Any other points or motions on the floor?

UGANDA [raises placard]

CHAIR: Uganda, on what point do you rise?

UGANDA: I motion to recess for 15 minutes for the purpose of caucusing.

CHAIR: That is in order at this time. All those delegates wishing to recess for 15 minutes please raise you placards. [counts] All those opposed? [counts] We are now in a 15 minute caucus.

[committee returns from caucus]

CHAIR: Looking for any speakers.

INDIA [raises placard]

CHAIR: India, you are recognized for 2 minutes [or whatever the limit is set at]

INDIA [speaks and answers any points of information]

Refer to Delegate Handbook section 6 & 7 of the rules of procedures for specifics of points and motions (what motions there are and how to use them for what purpose). If you believe the Chair has interpreted a rule incorrectly or made an error in procedure, you may call a “Point of Order” to resolve the concern.

What Does Conference Services Do?

A whole lot of work that you don’t even see. They make this conference run smoothly, seamlessly, and efficiently. Be sure to thank the staff in CS for doing a great job.

- CS makes copies of working papers and resolutions
- CS is where you can go to type up a resolution or amendments
- CS has computers available for writing and research
- CS makes sure the packets for General Assembly and ECOSOC are right

What to do in caucus

A caucus or recess, as it is formally called, is unmoderated debate time. The Dais does not control debate during this time; they wander the room observing the great progress being made in the various caucuses. During caucus is when most of the real work gets done—the writing of working papers, draft resolutions, debating clauses, and having the real discussions of what to do.

- ❖ Identify the members of your bloc, this is normally decided by finding countries that have similar interests in the topic. (ie: African countries, Latin American, Developed/Less Developed, etc...)
- ❖ Discuss what your bloc believes are the important issues to cover on a given topic
- ❖ Begin writing ideas for solutions on paper so you can spread the word on what you want to accomplish to the rest of the committee
- ❖ Take your working papers and turn them into draft resolutions that you can present formally to the committee (follow the necessary requirements)
- ❖ Meet with other caucus groups and discuss each other's resolutions and ideas, try to build consensus and combine papers and resolutions

How to Write a Resolution

Phase One: The Working Paper

After deciding on a topic, the first caucus is generally spent in regional blocks forming ideas and discussing issues. It is during this time that delegates begin to formulate working papers.

Working paper: a list of ideas, solutions, and/or general clauses that you believe are important and should be included in an eventual resolution.

- a working paper has no formal requirements to be submitted, besides being legible, coherent, and containing several points/ideas.
- It may be hand-written or typed
- Upon request, the dais will have 8 copies of the working paper made.

The goal in this phase is to create concrete ideas that can be shared with others in the committee and used to form clauses and finally resolutions. This way, blocs can have something to start a resolution with and also see what other blocs are considering, with the hope of bringing together people with the same ideas. Working papers are used to get debate started.

Phase Two: Draft Resolutions

After Working Papers have been circulated, delegates must then transform these ideas into clauses and resolutions. When ready, delegates will then submit draft resolutions to the dais. Once the Dais has accepted and approved the draft resolution, the draft resolution must be moved to the floor. After submitting the draft resolution to the dais, copies will be made and passed out to each delegation.

Draft Resolution: a resolution submitted to the Dais, adhering to the necessary requirements, evaluated and approved by the Dais, and distributed to each delegation. Draft Resolutions are the product of debate and negotiation.

Formal Requirements for a draft resolution to be submitted:

1. Must contain at least 25% support of the committee in the form of signatories and sponsors.
 - a. Dais will set a specific number of signatories after roll call has been taken and a quorum established.
 - b. Signatures must be clearly written
2. Must be in correct resolution form
 - a. Committee, topic area, sponsors, list of signatories
 - b. Preambles with correct punctuation/grammar
 - c. Numbered operatives with correct punctuation/grammar
 - d. Numbered lines on the left margin
3. Must be typed

Draft Resolution Guidelines:

(What the Dais will look for when reviewing proposed draft resolutions)

1. Content

If there are multiple draft resolutions presented to the dais that address the same issues AND express similar actions, the dais would encourage delegates to speak to both groups of sponsors in order that they might combine their efforts.
2. Comprehension

Dais will review draft resolution for readability and understanding. When necessary, dais will request sponsors to clarify/rewrite any clauses that are vague and unclear so that the clauses state exactly what they mean to accomplish.
3. Substance

If the resolution says the same thing over and over, dais staff would encourage sponsors to review clauses and revise if possible.

Items to consider:

1. Is the Draft Resolution supported by a variety of countries or only by the block from which the Draft Resolution originated?
2. Is the Draft Resolution clearly written and understandable? Does it address the issue at hand? Does it deal with the topic in a satisfactory, diplomatic manner?
3. Does the Draft Resolution represent a solution to the issue? Does it present specific, concrete proposals to deal with the issue?
4. Is the Draft Resolution a workable compromise between opposing viewpoints, or at least the basis of future cooperation/compromise? Are multiple points of view taken into account?

Phase Three: Amendments

Requirements for Amendments:

1. Unfriendly amendments must contain at least 5 signatures to be submitted
2. Friendly amendments need only contain the signatures of ALL the sponsors of the resolution it is amending
3. Should clearly state what clause and what line number it is amending, and what will be changed, removed or added.
4. One amendment may cover more than one clause in the resolution, or it may make several changes all at once.

Friendly Amendments:

1. Language must be approved by dais
2. Must contain the signatures of all the sponsors
3. Do not need to be moved to the floor by a motion.
4. Are automatically incorporated into the resolution after approval by the dais and containing all sponsors signatures
5. Must be read to the committee by the dais
6. Must be given an identifier by the dais

Unfriendly Amendments:

1. Language must be approved by the dais
2. Must contain at least 5 signatures
3. Must be moved to the floor and seconded – no vote is necessary
4. Must be given an identifier by the dais
5. Will be voted on when in voting procedure
6. May become a friendly amendment after it is submitted if ALL sponsors eventually agree to it.

** Voting on amendments occurs after entering voting procedure. Amendments are voted on in the order in which they were received.

How do I Ask Questions of Another Delegate

There is, in fact, a correct way to ask points of information of other delegates during formal debate. This is done to keep debate diplomatic and professional.

- ❖ You must address your questions to the chair and the chair will ask the other delegate to respond. This is called speaking through the chair. This is done as a sign of respect to other delegates, so that you are not directly disagreeing or making direct accusations or statements at the speaker.

Sample Dialogue:

[Russia has finished speaking and has yielded to points of information]

CHAIR: Any points of information for the delegate?

GEORGIA [raises placard and is recognized by Chair]

CHAIR: Georgia, to what point do you rise?

GEORGIA: Point of Information

CHAIR: Will the delegate [Russia] yield?

RUSSIA: Yes.

[what follows is the incorrect way to ask a question]

GEORGIA: Do you believe sending your tanks and armed forces into my country is legal?

[and now the correct way to ask a question]

GEORGIA: Would the Chair please ask the Russian delegate if he believes that sending his armed forces into my country is a violation of international law?

CHAIR [nods]

[**Russia** then answers the question as he wishes]

The Chair will always tap the microphone lightly when there is 10 seconds remaining before the speaker's time limit ends.

Placards/ proper use

- ❖ Don't write on them (they will be reused next year)
- ❖ They will be moved during the breaks (do not be surprised)
- ❖ Do not take placards out of the room
- ❖ When voting, hold placard high, still and horizontal

Name Badges: wear them in the mall and hotel but not out on the town

We, the staff at MMUN, hope that this New Delegate Guide will enhance your understanding of the conference and calm your nerves a bit. Now you know what to expect and how the proceedings will happen, so consider yourself a veteran and come to conference prepared and confident! There is no substitute for good research and preparation. You are ready to have a great experience. See you in February!

If you have any other questions about rules, procedures or anything about MMUN, please contact our Director of Committee Operations (DCO) at dco@mmun.org.

Flow Chart of Committee

- **Meeting is called to order**
 - Chair makes announcements
 - Chair *may* set a speakers list or a speaking limit (delegates may change later with a motion and a vote)
- **Roll call**
 - Quorum checked every session (1/3 of member states)
 - Late-comers should give a note to Secretary/Rapporteur.
 - Majority and 2/3 majority numbers are set
- **Opening statements**
- **Topic is brought to the floor** (after discussion/recess to caucus)
 - Discussion (formalized)—speakers are recognized for set time limits to address the body
 - *Chair calls for points or motions*
 - Motion is made as needed
 - Second is usually required
 - Vote as needed
 - *Chair calls for speakers*
 - A country is recognized and may speak
 - If time remains, may yield to questions.
 - Other countries ask questions
 - Country who yielded may refuse to answer
 - If time remains, may yield to another country
 - Remaining time is given to another country to speak
 - Yield to the chair
 - Finished speaking and do not wish to answer questions
 - Reach time limit and delegate must stop speaking when told
 - Debate continues
- **Discussion** (informal)
 - Motion to recess (for a caucus)
 - Chair may deny the motion
 - Vote
 - Informal debate can be led by a delegate
 - Reconvene from caucus or recess
- **Topic is tabled or debate is closed**
 - Motion to table is made
 - Discussion on whether or not to table the topic/resolution
 - Vote on tabling
 - Debate is closed and topic is voted on (see chart on voting procedure)
 - Motion to close debate is discussed and passed
 - Amendments are voted on first
 - Resolution with passed amendments are voted on
 - No one may enter or leave during voting
- **Another topic may be brought to the floor**
- **Meeting is recessed for meals or night**
- **Meeting is adjourned for the year**

Flow Chart of Voting Procedure

The **motion to close debate** and enter into voting procedures requires a second and a simple majority vote. There will be debate on the motion, 2 speakers for and 2 against. Once the motion has passed, the assembly moves into voting procedure. **There is no talking, note passing, etc, and no one may enter or leave the room where voting is underway.** Voting will normally be done by a show of placards (make sure that the dais can easily read your country name), unless a roll call vote is motioned for.

- The chair will announce that voting procedures have begun. Delegates are given a (very) short amount of time to settle themselves and the room is closed.
- The chair will repeat exactly what is being voted on.
 - Resolutions are voted on in order that they were brought to the floor.
 - Amendments are voted on before resolutions
 - Any move to divide the question should have already been submitted to the dais *in writing*.
- There are three types of voting:
 - **Consensus** (motioned for right before voting on the measure at hand)
 - Delegates generally must request this--use it in situations where you think no one will object to a specific amendment or resolution.
 - Chair will ask if there are any delegates opposed to the measure, if a delegate indicates he/she is opposed, regular voting procedures continue
 - If no delegate indicates opposition, the amendment/resolution is adopted without a further vote.
 - **Placard**
 - This is a show of placards and is the default voting means.
 - Abstain- neither a vote of 'yes' nor 'no' and does not count either way towards the final tally (50 abstains, 2 yes, and 1 no would still pass while 50 abstains, 1 yes, and 2 no would fail).
 - Yes – a vote in favor of a resolution/amendment
 - No – a vote opposed
 - No vote changes or voting with rights during a placard vote
 - **Roll-call**
 - Must be requested by a delegate and at the discretion of the Chair
 - A member of the dais staff will ask for votes by calling out a country's name. The chair starts at a random point and goes alphabetically through the list.
 - Responses may be "yes," "no," "abstain," or "pass"
 - Responses may include a "with rights" (i.e. "no with rights")
 - A request for rights is when a delegate wishes to explain why they voted in the manner that they did. **It should only be used when one is voting contrary to what might generally be expected.**
 - A delegate is granted their rights time (as determined by the Chair) at the end of voting
 - A "pass" or an "abstain from the order" is a request to be skipped once. The person tallying will continue with the vote then return to passed countries at the end. Two passes on the same vote is the same as abstaining.
 - After calling each country, the Chair will ask if anyone wishes to change his/her vote at the end. Votes cannot be changed, for example, from "no" to "no with rights."

- **The Chair will then announce the tally.** Any measure with an equal number of yes and no votes fails to pass.
- **Abstentions are counted as not voting.** A resolution needs only the majority of those voting yes or no to pass.

SHORT FORM OF POINTS AND MOTIONS
Listed in Order of Priority

Rule	Motion	Interrupt Speaker?	Second Required?	Debatable?	Vote Required?
6.1	Adjourn	No	Yes	No	Simple Majority
6.2	Recess	No	Yes	No	Simple Majority
6.3	Consideration of a Topic Area	No	Yes	Yes	Simple Majority
6.4	Establishment of a Speakers List	No	Yes	Yes	Simple Majority
6.5	Closure of Debate on a Topic Area	No	Yes	Yes	Simple Majority
6.6	Move a Resolution to the Floor	No	No	No	None
6.7	Limits (speaking/debate)	No	Yes	Yes	Simple Majority
6.8	Division of the Questions	No	Yes	Yes	Simple Majority
6.9	Adoption by Consensus	No	Yes	No	None - any objection fails the motion
6.10	Decision of Competence	No	Yes	Yes	Simple Majority
6.11	Table	No	Yes	Yes	Simple Majority
6.12	Reconsideration	No	Yes	Yes	Two-thirds Majority
6.13	Appeal the Decision of the Chair	Yes (by point of order <i>only</i>)	Yes	Yes	Simple Majority

Points					
7.1	Point of Order	Yes	No	No	None
7.2	Point of Privilege	No	No	No	Ruling of the Chair
7.3	Point of Parliamentary Inquiry	No	No	No	None
7.4	Point of Information	No	No	No	None

Sample Resolution

1 **Topic: Implementation of the Millennium Goals**

2

3 **Submitted to: Third Committee**

4

5 **Submitted by: Bolivia, Brazil, Chile, Costa Rica, Guatemala, Ireland, Mexico,**
6 **Nicaragua, Peru, Venezuela, Argentina**

7

8 The General Assembly,

9

10 REITERATING the principles espoused in the Rome Declaration 1 on Harmonization in ensuring
11 coordinated debt relief,

12

13 AFFIRMING the importance of utilizing the Cologne Terms and Paris Club commitments to 90% and
14 80% respectively for debt relief,

15

16 OBSERVING the scarcity of tiered sets of local, national and regional support structures, as espoused in
17 the Monterrey Consensus, that work from the ground up to address debt management and capacity
18 building,

19

20 REALIZING that regional economic integration among developing states contributes to development and
21 debt relief,

22

23 DEEPLY CONCERNED that soil degradation affects more than 2 billion hectares of land, damaging the
24 livelihoods of up to 1 billion people,

25

26 ALARMED at the global effects of illegal logging, coupled with an average of only 12% of the Earth's
27 land surface area is protected from deforestation for biodiversity,

28

29 RECOGNIZING the efforts of the Johannesburg World Summit on Sustainable Development to refocus
30 the goals of the Rio Conference and Agenda 21,

31

32 NOTING that due in part to insufficient reporting in use of development aid to furthering Millennium
33 Development Goals (MDGs), the target of allocating 0.7% of donor nations' Gross National Income
34 (GNI) to furthering the MDGs has not been fulfilled,

35

36 1. EMPHASIZES the need for further expansion of the Enhanced HIPC Trust Fund, UNDP
37 Thematic Trust Fund for Poverty Reduction, and the World Bank/IMF Poverty Reduction and
38 Growth Facility, which will facilitate faster, more comprehensive and more inclusive
39 eligibility among developing countries as an important factor in achieving development
40 oriented durable solution to the debt problem;

41

42 2. URGES the expansion and more extensive application of the Cologne Terms and the Paris
43 Club commitments towards the reduction or cancellation of bi-lateral external debt as an
44 essential step towards debt relief and development;

45

46 3. ENCOURAGES the enhancement of the United Nations Committee on Trade and
47 Development (UNCTAD) Debt Management and Financial Analysis System (DMFAS)

- 48 program as it creates regional workshops for capacity building in debt management and local,
49 national and regional programs that account for nation specific debt issues;
50
- 51 4. EXPRESSES ITS HOPE for further economic integration through regional structures among
52 developed and developing states, utilizing frameworks such as Mercosur, in South America,
53 Association of South East Asian Nations (ASEAN) in South East Asia, Economic
54 Community of West African States (ECOWAS) and the Southern African Development
55 Community (SADC) in Africa, and the Union of the Arab Maghreb (UMA) and Gulf
56 Cooperation Council (GCC) in the Middle East, the North American Free Trade Agreement
57 (NAFTA), and the European Union (EU);
58
- 59 5. RECOMMENDS wider application of Global Environment Facility (GEF) Small Grants
60 Programs aimed at the development of projects on the prevention of arable land degradation,
61 the education of farmers pertaining to sustainable agricultural practices, and the increased
62 enforcement of arable land and forest protection programs;
63
- 64 6. ENDORSES the cooperation between United Nations Environmental Program (UNEP) and
65 the Intergovernmental Panel on Forests to facilitate the operations of member states in the
66 creation of national strategies on sustainable forest management;
67
- 68 7. SUGGESTS strengthening of alliances amongst regional NGOs and creation of alliances
69 between IGOs and NGOs and the public and private sectors such as the partnership of the
70 World Bank and the World Wide Fund for Nature that aimed to establish a network of
71 protected areas amounting to at least 10% of the world's forest species;
72
- 73 8. CALLS UPON developing nations, developed nations and the UNDP to participate in a
74 reporting initiative that would facilitate transparency in allocation of donor funds to recipient
75 nations that runs on a biennial reporting process.
76