



# Beginning Delegate Booklet

## LmunA 2023



# LMUNA

Lorentz Lyceum  
Model United Nations  
Arnhem



Dear Delegate,

We welcome you to LmunA (Lorentz Model United Nations Arnhem). This is the sixteenth edition of this three-day Model United Nations, organised at the Lorentz Lyceum in Arnhem. This Model United Nations conference focuses especially on getting beginning delegates acquainted with the preparations necessary for participating in a MUN and with the rules of procedure during the conference itself.

A Model United Nations conference can be very complicated at first. Therefore, we supply every delegate with this guide, which will help you to get through the complicated part of the MUN. In this booklet you will find information on how to prepare before coming to the conference and on the procedure of the debate. Furthermore, there are two lists at the back of this booklet, one with the points and motions used during debate and one with typical MUN vocabulary. Seeing as this booklet contains all the information needed in order to get through an MUN conference, we sincerely advise delegates, especially beginning delegates, to take this booklet with them to the conference.

Do not worry too much if there are things which you do not understand after reading this booklet. You can always ask any questions to your Chairs, Presidents or fellow delegates during the conference. Remember that *everyone* started just like you, without exactly knowing what they could expect. Furthermore, do not forget that a Model United Nations is not only supposed to be very educational, but also an enjoyable experience!

Good luck preparing,

The LmunA Organising Committee



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## **Parties involved in LmunA**

### The Secretariat

The Secretariat of LmunA consists of the Secretaries General (SG's), Deputy Secretary General External (DSGE) and Deputy Secretary General Internal (DSGI). They are expected to serve as the leaders of the Student Officer team, as well as the Executive Team and the conference. If any problems or questions arise, they are the first people you should inform.

### The Executive Team

The Executive team of LmunA 2023 consists of a group of 28 Head-of's and Deputies that are responsible for a certain part of the conference. They have organised the conference from the beginning and coordinate all the necessary activities. They can be contacted at any time to answer questions.

### The Board of Directors

The Board of Directors consists of three MUN Directors from the Lorentz Lyceum, who are in charge of guiding the Secretariat through the process of preparing the conference and any major decision making. This includes the content of the conference and choosing the Student Officer team.

### MUN Directors

All the supervising teachers are considered MUN Directors. They are responsible for the behaviour and preparation of the delegates and chairs from their school.

### Presidents and Chairs

Although similar, there is a difference between the Presidents and the Chairs. While the Presidents are responsible for an entire committee, Chairs are responsible for a sub committee. They are responsible for smooth and fruitful debates as well as writing the research reports and helping the delegates prepare.

### Deputy Presidents and Deputy Chairs

The Deputy Presidents and Deputy Chairs have the same responsibilities as the Presidents and Chairs. They work in collaboration to uphold the standard of debate.

### Delegates

Delegates represent Member States, NGO's, UNO's and Observers during the LmunA conference. They are the body of the conference and are responsible for representing their country or organisation according to their policy.

### Admin Staff

It is the task of admins to make the conference run by setting up the forums, taking the form of copying resolutions, passing notes between delegates in the same committee, etc.



## Research

### What to research for LmunA

There are two aspects on which a delegate should be very well informed. The first is the delegate's country or NGO, the second are the issues the delegate is going to debate on during the conference.

### The country policy (also known as a country profile)

#### *General information*

- ★ Is it a Developing Country or a Developed Country?
  - example: Is a big percentage of the population below the poverty line?
  - example: Is the literacy rate high?
- ★ What type of government does it have?
  - example: Democracy?
  - example: Dictatorship?
- ★ Which nations are my allies?
  - example: Which nation is my main trade partner?
- ★ What are the greatest difficulties my nation faces?
  - example: Rebels?
  - example: Trans-national disputes?

#### *Geological information*

- ★ Location:
  - example: Continent?
  - example: Landlocked?
  - example Neighbours?
- ★ Natural resources?
  - example: Oil?

#### *Economic information*

- ★ What do we export?
- ★ Is it a stable economy?
- ★ Who are our main trade partners?

#### *Cultural information*

- ★ Which religion is most common?
- ★ Which ethnic groups live in my country?
- ★ Are there any difficulties in the relation between the different ethnic groups?



***Information concerning the issues***

- ★ Is my country directly involved in the issue?
  - example: Does the issue concern one of your allies?
  - example: Does your economy indirectly suffer from it?
  - example: Negotiation nation?
  - example: Peacekeeper nation?
  - example: Aid workers?
- ★ Has my nation signed any treaties concerning the issue?
- ★ Why/Why not?

The NGO (Non-Governmental Organisation) or UNO (United Nations Organisation) policy:

***General information***

- ★ What is the purpose of the organisation?
  - example: Amnesty International - compliance with Human Rights
- ★ How does it attempt to achieve this?
- ★ How is the system organised?
  - example: Where does it get funding from?
- ★ Where does it mainly operate?
- ★ When was it founded?
- ★ Is it affiliated with other organisations?

***Information concerning the issues***

- ★ Is my organisation directly or indirectly involved in the issues?

The issues

- ★ What is the issue?
- ★ What is the background to the issue?
- ★ Is the issue related to recent events?
- ★ Who is involved in the issue?
  - example: NGO's
  - example: Countries
  - example: Unions, etc.
- ★ What has been done to solve the issue?
  - example: Conventions
  - example: Agreements
  - example: Resolutions
- ★ Has anything been effective?
- ★ Why has or hasn't it been effective?



### Where to research

Before the conference, research reports made by the chairs will be uploaded to the LmunA website. Make sure to read the research report made by the chairs of your committee. It contains most of the general information you need on the issue. When you are representing an NGO, they will have their own site which you can look on for information. Furthermore, there a number of useful websites which you can use for your research as well:

CIA World Factbook	<a href="http://www.cia.gov/cia/publications/factbook">www.cia.gov/cia/publications/factbook</a>
United Nations (UN):	<a href="http://www.un.org/">www.un.org/</a>
Official UN documents:	<a href="http://documents.un.org/">http://documents.un.org/</a>
Global Policy:	<a href="http://www.globalpolicy.org">www.globalpolicy.org</a>
International Monetary Fund (IMF):	<a href="http://www.imf.org/external/index.htm">www.imf.org/external/index.htm</a>
World Health Organization (WHO):	<a href="http://www.who.int/en/">www.who.int/en/</a>
Amnesty International:	<a href="http://www.amnesty.org/">www.amnesty.org/</a>
Human Rights Watch (HRW):	<a href="http://www.hrw.org/">www.hrw.org/</a>
European Union:	<a href="http://europa.eu/index_en.htm">http://europa.eu/index_en.htm</a>
Embassy world	<a href="http://www.embassyworld.com">www.embassyworld.com</a>
CNN	<a href="http://www.cnn.com">www.cnn.com</a>
BBC - country profiles	<a href="http://news.bbc.co.uk/2/hi/country_profiles/default.stm">http://news.bbc.co.uk/2/hi/country_profiles/default.stm</a>



## Writing a Position Paper

In order to formulate a Position Paper, both in writing and in speaking, students must prepare by doing thorough research. It is important for all delegates to be informed about their country, to have specific knowledge of the issues on the agenda, and to be aware of the opinions of the experts.

Each delegate must write a brief, yet comprehensive Position Paper for the issues on his or her committee's agenda. This serves three important purposes.

1. Writing a Position Paper generally allows the delegate the opportunity to think out his policy more thoroughly.
2. It is in the interest of every delegation to have a document that contains that country's policy on all issues at the conference so that there will be consistency among the various members of the delegation on all policy lines. Ideally, all delegates should have some familiarity with all the issues so that they will feel comfortable in representing their country's view, when asked, even if they are not specifically prepared on a particular issue. This is also useful in the GA, where the delegates from the three separate GAs will have to debate on all the topics discussed previously.
3. A Position Paper serves as an outline for the preliminary draft resolution.

These are the different components which should all be in a Position Paper:

1. An explanation and definition of the question and its key terms exactly as they appear on the committee agenda. In a discussion of the creation of a nuclear free zone (NFZ) in Central Europe, for example, it is essential for a delegate to define terms such as NFZ, what would or would not be part of an NFZ, and the limits of what constitutes "Central" Europe.
2. A summary of recent international events related to action on the question.
3. Some reference to key documents relating to the issue (these should be underlined).
4. A general statement of the country's position on the issue.
5. Specific suggestions for a solution to the question (to serve as the first draft for the operative clauses of a resolution).

Delegates should share their Position Papers only with those directly concerned in the lobbying and negotiation process. These Position Papers are not meant for general distribution. All delegates should send their Position Papers to their chairs a week before the conference starts. The emails can be found on the LmunA website.

In the Position Paper on the next page, note the format and the way in which the above outline is followed.





## Example of a Position Paper

Position Paper

Delegation: Russian Federation

Committee: Security Council

Question of: Situation in Iraq

Russia strongly reaffirms the absolute necessity of Iraq's compliance with the relevant Security Council resolutions. In many cases, however, Iraq has actually fulfilled many of the requests and this fact must be acknowledged, too. UNSCOM reported "significant" and "important" progress. All facilities and components of the manufacturing of chemical weapons have been eliminated. Russia believes that this action alone already shows not only Iraq's willingness to cooperate but also the strong degree to which it is willing to do so.

Numerous IAEA inspection teams have confirmed the absence of activity relating to nuclear weapons. Nonetheless, Russia is willing to acknowledge that there may have been some drawbacks in this cooperation. Such isolated instances, however, in no way justify the adoption of additional sanctions. (This was provided for in Reso 1115.)

The situation continues to deserve serious attention. We cannot, however, continue to punish Iraq for the reason that they are not complying with respective resolutions when, in fact, they are doing so at this moment. We must note the progress UNSCOM has made in the Iraqi program of products of mass destruction and draw our consequences from this, which should not be additional sanctions.

According to the reports by the IAEA, there has been significant progress in the nuclear sphere so that we can now view this part of the UN mission as accomplished. The Russian Federation fails to comprehend why these valuable reports made by the IAEA are so often brushed aside by many of our fellow delegates. We also do not understand the problems that to our knowledge are being created about the composition of the investigative groups that draw up these reports.



## Writing a Resolution

Resolutions are the foundation on which every UN action is based. They are actually statements made by the different committee's expressing the desire to change a certain situation and prescribing ways by which it can be done. Debating and adopting resolutions is therefore the main activity of UN delegates.

A resolution is one very long sentence divided into clauses indicating what the problem is and how to solve or work towards solving it.

In a MUN conference, a resolution shows how your country/NGO thinks about a topic. It reflects your policy statement with more depth. Resolutions are a base for discussion. It is a tool to achieve an agreement or a compromise between the member states on a certain issue. At a MUN, resolutions may not go into the specifics of financing, as it is assumed that the UN has unlimited funding for the sake of the debate of ideas. Resolutions concern one issue and have a strict format (this format can be seen on page 16). This format has to be followed. Resolutions are composed of three main parts: the heading, Preambulatory clauses and operative clauses.

### Headings

The heading of a resolution must contain the following four things:

1. The forum where the resolution is to be debated (e.g. ECOSOC, Security Council),
2. The question the resolution is dealing with, the main submitter and the co-submitters.
3. Finally, the resolution starts by addressing the forum (which is the beginning of the sentence).

Remember that resolutions can only be debated if they have eight submitters. NGO's are also not allowed to be a main or co-submitter of a resolution.



### Preambulatory clauses

Preambulatory clauses are the clauses that start off the resolution and take no action. They will, for example, define the issue, recognize it as important, or take note of previous actions or decisions taken concerning the issue. Basically, they describe what the submitters consider the problem is and mention thoughts or assumptions concerning the problem.

Preambulatory clauses are not numbered, and must start with the presence of perfect participles (e.g. approving, concerned) or with adjectives (e.g. aware, alarmed). They end with a comma ( , ) and are separated by a blank line (see sample resolution). Usually they are not really paid attention to during the formal debate as they only provide information and do not ask for action to be taken. The list on the following page can be used to start the Preambulatory clauses. You can also add words like ‘deeply’, ‘firmly’, ‘fully’, ‘further’, etc to these words.

### Examples Preambulatory clauses

Acknowledging	Expressing its appreciation	Noting with satisfaction
Affirming	Expressing its concern	Observing
Alarmed	Expressing its hope	Observing with approval
Approving	Expressing its satisfaction	Pointing out
Aware	Fulfilling	Praising
Bearing in mind	Fully alarmed	Reaffirming
Believing	Fully aware	Realising
Concerned	Fully believing	Recalling
Confident	Guided by	Recognizing
Conscious	Having adopted	Referring
Contemplating	Having considered	Regretting
Convinced	Having considered further	Seeking
Declaring	Having examined	Stressing
Deploring	Keeping in mind	Taking into account
Desiring	Noting	Taking into consideration
Disturbed	Noting with alarm	Taking note
Emphasising	Noting with regret	Viewing with concern
Expecting		Welcoming



Operative clauses

Operative clauses are the third part of the resolution, on which the debate is focused. The operative clauses ask for the action needed to solve the issue. Each clause addresses a certain aspect of the issue; therefore one clause should not call for a variety of measures but stay focused on one particular aspect.

When writing operative clauses, you should make sure to stay concrete and rational. If you call for a certain action, also explain briefly how you think it should be carried out. The final clause is usually a sort of conclusion, reserved for expressing hope that countries will cooperate on the issue, although this is not mandatory.

Operative clauses are numbered, must start with a verb in the third person present tense (e.g. declares, stresses), and end with a semicolon ( ; ). The last operative clause ends with a full stop ( . ). The clauses are also separated by a blank line and are placed a bit further from the margin than the Preambulatory clauses. The following words can be used to start an operative clause. Words with an asterisk ( \* ) are only allowed in the Security Council.

Examples Operative clauses:

Accepts	Deplores*	Recognizes
Affirms	Designates	Recommends
Appreciates	Draws the attention to	Regrets
Approves	Emphasises	Reminds
Asks	Encourages	Requests
Authorises	Endorses	Resolves
Calls for	Expresses its concerns	Solemnly affirms
Calls upon	Expresses its hopes	Solemnly condemns*
Condemns*	Insists*	Stresses
Confirms	Invites	Supports
Congratulates	Notes	Takes note of
Considers	Proclaims	Transmits
Declares	Proposes	Trusts
Demands*	Reaffirms	Urges



## Example of Resolution

FORUM:	Environmental Commission
QUESTION OF:	Working to reduce the vulnerability of LEDCs in the face of climate change through sustainable development
MAIN SUBMITTER:	Indonesia
CO-SUBMITTERS:	Mozambique, Algeria, Bangladesh, Turkey, Qatar, UAE, Pakistan and Romania

*Recognizing* that doing nothing to solve the vulnerability of LEDCs (Less Economically Developed Countries) would lead to disasters with devastating consequences,

*Pointing out* that most developing countries are unable to take informed decisions to deal with the consequences of climate change, because of either lack of information or resources or both,

*Disturbed* that some developed countries understand climate change and its consequences, however don't feel obliged to take action, believing the problem will resolve itself,

*Noting* that not all countries agree that global warming is an outcome of human activity and not a natural phenomena and that remedial action should be taken,

*Seeking* international cooperation from all countries within the UN to accept the Kyoto protocol,

*Aware* that if nothing is done, millions of lives are in danger,

*Keeping in mind* that some governments are taking no action against climate change, because they fear the impact on their economy,

*Realising* that Belarus produces 0,2% of the world's CO<sub>2</sub> emission and the USA produces 22% of the world's CO<sub>2</sub> emissions,

*The Environmental Commission,*

1. Calls for efforts to get the USA to accept the Kyoto Protocol;



2. Urges for extra care and investments of LEDCs to protect existing natural resources which will in turn:
  - a. Bring tourism and wealth,
  - b. Help reduce the CO2 emissions;
  
3. Asks the MEDCs (More Economically Developed Countries) to use their economic advantage to help the LEDCs by:
  - a. Informing them of the dangerous consequences of climate change,
  - b. Helping them to prepare and to defend themselves against natural disasters that may occur as a result of climate change,
  - c. Giving them the intelligence, technical support and means to attack the problem;
  
4. Reminds richer and more developed countries that they will have to play a bigger part in solving global warming than developing countries;
  
5. Trusts that developed countries will try to stop unnecessary CO2 emission by:
  - a. Applying energy efficiency technologies,
  - b. Using renewable energy sources,
  - c. Protecting and replanting of trees and forests,
  - d. Reducing the use of polluting energy resources such as the ones which make use of fossil fuel,
  - e. Making clean car technology available and, if possible, less expensive, because also cars contribute a lot to the emission of CO2;
  
6. Invites the UN to persuade countries which are either not intending to ratify or have not expressed a position yet to accept the Kyoto Protocol as soon as possible;
  
7. Encourages governments to lead the way for their citizens to change their behaviour to stop global warming by encouraging maximum energy efficiency at home, by:
  - a. Distributing pamphlets and folders possibly with symbols and drawings for the illiterate,
  - b. Launching media campaigns through:
    - i. Television,
    - ii. Internet,
    - iii. Newspapers;
  
8. Calls upon governments to set rules and regulations about the amount of greenhouse gases produced by livestock;
  
9. Decides to remain actively seized in the matter.



## The Conference

### Lobbying

All forums have what is called lobbying time. At this moment there is informal discussion on an issue, without a particular structure. Although it may seem like a boring time you would rather spend talking with your friends, lobbying, if done well, makes debate much more productive. It is truly an essential part of the conference. It may seem difficult to approach random people to show them your resolution, but remember that the other delegates are just like you.

During lobbying time, which is during the conference, but before the formal debate, you must discuss resolutions with the representatives of other countries, so that you can improve your resolution by rewording, adding their clauses or merging. Merging is to make one resolution out of two or more. Lobby time is very important, as the idea behind the United Nations is to cooperate. Lobbying will also give you an idea of who will support or oppose your resolution during debate, as well as what criticisms will be made. This gives you the opportunity to prepare and therefore be more confident during debate.

Once you have come up with a final draft resolution, you have to find co-submitters. A resolution has to be presented by a minimum of eight submitters, which means one main submitter and seven other co-submitters. When you have enough co-submitters, the resolution has to be approved by the Approval Panel, which checks the resolution on the format, spelling and general content. Once this is done, you can submit the resolution to your chairs, which will decide when it will be debated.

As the idea of lobbying is to improve resolutions in an informal atmosphere, it will be necessary for you to bring in your resolution not only printed, but also on a memory stick.



### Formal debate

#### *Order of debate:*

1. Opening by the chair
2. Roll call
3. Drawing up the agenda
4. Reading out the operative clauses of the resolution by the main submitter
5. Setting debate time and mode
6. Speakers delivering speeches and answering questions
7. Voting on the resolution
8. Repeating point 4 to 7 for each resolution
9. Closing by the chair

#### *Debate procedure:*

1. After lobbying, delegates sit in alphabetical order, and the chair opens the session.
2. Roll call is taken. All delegates should be there on time. Those absent or late will be noted down and the MUN directors will be informed.
3. The chair instructs delegates on which resolution they will debate and resolutions are handed out by the admin.
4. The main submitter takes the floor, which means he/she goes up to the front of the forum and has the right to speak. The main submitter reads out the operative clauses of the resolution.
5. The chair sets debate time, which is the amount of time intended to debate the resolution. Also, the chair decides if the debate is going to be open or closed. Open debate means that delegates may speak either in favour or against at any time, while in closed debate the first half of the debate is restricted to speakers in favour and the second half to people against.
6. Once this is done, the chair asks the main submitter, who has just read out the operative clauses, whether he/she is willing to make a speech. Usually a short speech is given on the resolution, highlighting its key points and explaining why it is a good resolution.

After the first speaker has delivered their speech, there are three options. First of all, points of information (questions) may be asked to the main submitter if they are willing to answer them. The chair then chooses who will ask the point of information. Second of all, the main submitter may indicate that he/she is not open to points of information, and is therefore asked to “yield the floor to the chair”, which means give their right to speak back to the chair and go back to their seat. In this case the chair will ask if there are “any delegations willing to take the floor”, and then chooses who will be the next speaker to take the floor.





Lastly, the main submitter may also yield the floor to another delegation, which means they choose who the next speaker will be, normally because they know that that delegate will speak along the same lines as they did. In this case the chosen delegation takes the floor.

A succession of speakers follows who speak on the resolutions and may then answer points of information. This is the debate. Speakers explain why they think the resolution is good or bad, highlighting its main strengths or weaknesses, and urging delegates to vote in favour or against. The forum may also amend, which means change, the resolution by making amendments to it (amendments are explained later on), which is usually more constructive than criticising the resolution for lack or vagueness.

7. Once debate time has elapsed and the forum has had a good debate, it “moves into voting procedure”. During the voting procedure note passing is suspended.

Delegates can vote in favour, against or can abstain, which means they choose not to vote at all. NGOs and non-member states do not have a right to vote, they can, however, raise their placards to show support. To pass a resolution, a simple majority is needed.

8. After a whole resolution has been debated and voted on, the forum moves on to the next.
9. After all resolutions have been debated, or at the end of the day, the session is closed by the chair.



## Amendments

In addition to speaking on the resolution, delegates may submit amendments. An amendment is a change to the resolution, and can only be done on the operative clauses, since Preambulatory clauses are not really debated.

Amendments must only concern one clause at the time: they may add a clause, strike a clause or change an already-existing clause.

The procedure to amend a resolution is basically like a mini-debate. The delegation with an amendment submits it by writing it on an amendment sheet (which can be asked from the admins) and sending it to the chair. The delegate then has to introduce their amendment by taking the floor and saying they submitted an amendment, which the chair will then decide to entertain or not.

If the amendment is to be entertained, the chair sets closed debate time, usually 3 minutes in favour and 3 minutes against. This time is added to the time the resolution was set for. The same procedure as with resolutions then follows, but speakers can only talk about the amendment.

Amendments to the second degree (a change to the change suggested) can be entertained and follow the same procedure, usually with 1 minute in favour and 1 minute against. If amendments to the second degree passes, the debate on the amendment to the first degree continues. If it fails, debate on the amendment continues.

Once debate time has elapsed, UN member states vote on the amendment, either for or against (abstaining is not in order). If the amendment fails, the submitter of the amendment retains the floor. If it passes, the resolution is amended and debate continues.

## Points

Points are questions to the chair or speaker during debate that does not require delegates to take the floor. Delegates simply have to raise their placards and shout out “point of ...” to be recognized by the chair.

## Motions

Motions are suggestions by the delegates for the forum to do something, and require a ‘second’ (another delegate to support the motion too). If there are objections however, motions will be voted on or can be overruled by the chair.

## Voting

Only Member States of the United Nations may vote on resolutions, amendments or motions. Non-Member Delegations, such as NGOs, UNO’s or observers, are not allowed to vote. NGOs, UNO’s or observers may raise their placards to show support, but their vote will not be taken into account. When voting on a resolution, delegates may vote in favour, against or abstain. When voting on amendments or motions, delegates may only vote in favour or against. A resolution or amendment with a tied vote fails.



### Funding

While funding is an important part of solutions to many issues, in MUN, we can assume there is unlimited funding. This can cause confusing situations for both Chairs and delegates. Take into account that funding may be discussed and included in the resolutions. However, clauses or statements referring to funding should be broad. This means that there should be no specific numbers or funds named.

### General Assembly

Once the GA committees have all debated their resolutions (the third day at LmunA), one of the passed resolutions is selected in each committee to be debated in the GA. This is when the first, second, fourth, and sixth GA come together to have a final debate on these resolutions. This debate follows the same procedure as in the committees, but without lobbying or amendments. It is simply a way to discuss the resolutions as the debates have made them and take a final decision on whether they pass or fail.

### Security Council

The Security Council procedure is not very different from that of the other forums. The main difference is that rather than debate on a whole resolution, a resolution is made ad hoc. This means that at the start of debate the resolution does not have any content, and clause by clause it is built up. A clause is then an amendment to the resolution, and so each clause, which delegates submit, is debated and then voted on. If the clause passes it becomes part of the resolution. Once debated time has elapsed or there are enough clauses, the Security Council votes on the whole resolution, which requires a two third majority to pass. Resolutions usually pass since they only consist of clauses voted on and passed. This allows the Security Council to be more productive and to deal with problems in a clause straight away.

The P5, namely France, the UK, the USA, China and Russia, do have a considerable influence in the Security Council, due to their veto power. If they vote against an amendment, then they are asked by the chair if this will affect their veto. If it does, it means that if the clause passes, then they might veto the whole resolution, which obviously means that all the work done on the resolution will not end up in anything. Therefore cooperation, compromise and negotiation, with and between the P5, play a crucial role.

Otherwise, the debate procedure, including points and motions, is the same as in the other forums.



Important rules to adhere to:

1. Laptops, tablets or mobile phones may be used during lobbying by delegates. However, during debate time, this is not in order.
2. In resolutions, refer to Developing Countries and Developed Countries, rather than “poor and rich countries”.
3. Participants should always wear a jacket, shirt and tie. Only in exceptional circumstances can jackets be taken off, such as a very hot room. When speaking, delegates should always wear their jackets closed. Participants can also choose to wear dresses and skirts, which should always be appropriately lengthy. They cannot be shorter than three fingers above the knee. Cleavage should reach below one hand under the collarbone.
4. When a Secretaries General walks in, the entire forum must rise and clap.
5. Singing, informal jokes, or any other inappropriate behaviour is out of order, except during punishments.
6. Eating and drinking during the debates is not in order. Exceptions can be made as long as it does not disturb anyone in the forum, water is always allowed.
7. Clapping is only in order after a resolution passes. The Chairs must call the house to order soon thereafter, clapping without permission of the Chairs is never in order. (The only exception being the Secretaries General walking in.)

*Note: further rules are mentioned in the terms and conditions. If an Executive Staff member feels that these rules have been violated, measures will be taken.*



## List of points

1. *Point of Personal Privilege*

This point refers to the comfort and the well-being of the delegate. It may not refer to the content of a speech. It may only interrupt a speaker if it refers to audibility.

E.g.: “Could the windows please be opened? It is very hot in here”

2. *Point of order*

This point refers to procedural matters only. It may not interrupt a speaker, and can only refer to something that just happened. It may also be used when a delegate feels insulted by another delegate.

E.g.: “The chair has made an error in observing the debate time.”

3. *Point of Information to the Speaker*

The initiative for this point is usually taken by the Chair. If a speaker has finished their speech, the Chair will ask “Are there any points in the house?”. The delegate may only speak when recognised by the Chair. Point of Information must be in the form of a question, although a short introductory statement may precede the question. The speaker may answer the question, but there is no direct dialogue on the floor. Motions to follow-up are allowed during LmunA.

E.g.: “Could the honourable delegate please explain to the house what they intend with clause 3?”

4. *Point of Information to the Chair*

This point is a question to the Chair referring to something of domestic nature. This motion may be used when something is unclear to the delegate. It can refer to almost anything, from a question about the issue to personal priorities.

E.g.: “At what time do we adjourn for lunch?”

5. *Point of Parliamentary Inquiry*

This point is a question to the Chair concerning the Rules of Procedures. It is to be used by the delegate when something is unclear to them concerning the Rules of Procedure.

E.g.: “Could the Chair please explain to the house what is meant by closed debate?”

6. *Call for the Orders of the Day*

This point is a call by the delegate to return to the main agenda of the forum. It may be called if someone feels that the debate drifts away from the original agenda issue.

E.g.: “Could the Chair please ensure that we stay focused on the original issue?”



## List of motions

1. *Motion to move into Previous Question*

A motion to move into Previous Question may be confused with the “motion to move directly into voting procedure”. However, this does not exist. The motion calls for the closure of the debate and a vote to be taken on the motion pending. It requires a “second” by the house, and is overruled if an “objection” is proposed.

2. *Motion to Extend Debate Time*

This motion calls for extension of the debate time on the resolution, amendment or motion.

3. *Motion to Divide the House*

This motion may be called if there are enough abstentions during the voting procedure which, if forced to vote in favour or against, could topple the result of the voting. The Chair will ask every delegate individually for their vote and abstentions are no longer in order.

4. *Motion to Vote by Roll Call*

This motion may be called if the delegate feels uncertain the administrative staff has properly counted the votes. The chair will ask every delegate individually for their vote and abstentions are still in order.

5. *Motion to Table the Resolution*

This motion calls for the temporary disposal of a resolution. It will be done if a deadlock in the debate has occurred and more lobbying or time is needed. It will be voted upon and needs a simple majority to pass.

6. *Motion to reconsider a resolution*

This motion calls for a re-debate and re-vote of a resolution that has already been discussed. This will only be necessary if no other draft resolutions on the issue are present, and may so be used as a basis to create a new resolution. It may, however, also be used when it is not necessary and there are no other resolutions. It will be voted upon and needs a two-thirds majority to pass.

7. *Motion to Appeal from the Decision of the Chair*

This motion overrules a decision made by the chair. It must be made by the delegate directly after the Chair has made the decision. The Chair will ask the delegate to express the nature and justification of the appeal. The Chair may either grant the appeal, thereby accordingly altering the previously reached verdict, or call upon the SG to reach a final decision. It may only correct one of the Chair’s decisions.



8. *Motion to refer a resolution to another forum*

If the resolution is to take action which the forum may not take, this is a mandatory motion. For example, when a GA committee wants to send peacekeeping troops. It can be avoided through an amendment.

9. *Motion to amend to the Agenda*

This motion must be proposed in writing at the start of business of every forum. They must be proposed in the form of a motion to be debated. Normally only amendments to the agenda which suggest adding an issue will be in order, but there are exceptional circumstances. A simple majority is needed to pass an Amendment to the Agenda.

10. *Objections to the Main Motion*

This motion means that the delegate objects to the main motion, which means the resolution. The delegate proposing the objection has one minute to explain his or her proposal. The objection will be put to a vote, and needs a two-thirds majority to pass. It will mostly be proposed if the delegation feels the issue is an infringement of national sovereignty.

11. *Motion to Withdraw the Resolution*

This motion may be called by a main- or co-submitter of a resolution, before the debate. It can only be called if all supporters agree with the motion. It can also be done during the debate, but only by the unanimous consent of the forum.



## MUN Language

### Commonly used words and abbreviations

<i>Abstention</i>	A vote neither in favour or against (only on a whole resolution)
<i>Ad hoc</i>	Added on (e.g. time added on, or an issue added on, or an amendment added on)
<i>Against</i>	A vote opposed to a resolution or amendment
<i>Amendment</i>	Alteration, change, to a resolution
<i>Clause</i>	The parts into which a resolution is divided, each concerning one particular aspect of an issue
<i>Closed debate</i>	Debate where time in favour and against is separated
<i>Committee</i>	Forum preparing a resolution for the General Assembly
<i>Co-submitter</i>	Co-author or co-signer of a resolution
<i>Delegate</i>	Representative of a country or organisation
<i>Floor</i>	When a delegate has the floor he/she has the right to speak in debate
<i>House</i>	The forum, used to indicate the entire assembly (all members of the forum except for the chairpersons)
<i>IGO</i>	Inter-governmental organisation
<i>In favour</i>	A vote supporting a resolution or amendment
<i>In order</i>	If something is in order, it means it is 'allowed'
<i>Lobbying</i>	To debate informally in the lobby (usually in the forum already)
<i>Main submitter</i>	Author or main author of the resolution, who officially proposes it to the committee
<i>Merge</i>	To put two or more resolutions together to form one
<i>Motion</i>	A proposal for the forum to do something
<i>NGO</i>	Non-Governmental Organisation
<i>NMD</i>	Non Member Delegation
<i>Objection</i>	This is used when a delegate is against a motion
<i>Open debate</i>	Debate where delegates may speak in favour or against at any time





<i>Operative clause</i>	These are the numbered clauses which take action
<i>Preambulatory clause</i>	These are the non-numbered clauses which define the issue and outline certain assumptions or references
<i>Placard</i>	Wooden board or sheet of paper with the country/NGO's name, used to be recognized during the debate
<i>Resolution</i>	Proposal suggesting ways to deal with a certain issue
<i>Second</i>	Used when a delegate supports a motion
<i>Submit</i>	Propose, suggest
<i>UNO</i>	United Nations Organisation
<i>Yield</i>	To give (e.g. to yield the floor to the chair/another delegation)

Points to keep in mind during the debate:

- Referring to yourself in the first person is not allowed. You can start your speeches with your country's name or with "the delegation of..."
- Referring to other delegates in the first person is also not in order. You can replace terms such as "you" with "the delegation of..."
- When starting a speech, you always have to address the chair and the house first. Therefore, you should start your speech with a stock phrase such as "honourable Chairs, fellow delegates,"
- Delegates should stand when speaking and should not sit down until after the speaker has finished answering the delegate's question.
- Delegates must avoid the use of insulting or abusive language at all times.
- Delegates must yield the floor when required to do so by the Chair.