



# Guide to Delegate Preparation

Harvard Model United Nations

January 29 - February 1, 2015

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# Harvard Model United Nations

September 1, 2014

Dear Delegates,

My bet is that you have found this document in order to research how best to prepare for the sixty-second session of Harvard Model United Nations. While this Guide to Delegate Preparation will certainly help you do that, it is also intended to help you develop a better understanding of the history, structure, and philosophy of our conference. It is written for audience of all experience levels, whether HMUN will be your first model United Nations simulation or your umpteenth.

I recommend that delegates with little experience with model United Nations simulations read the entire document carefully, as it will provide a thorough introduction to the dynamics of an actual committee session. Having a familiarity with the flow of committee will allow a new delegate to immediately jump into debate at the start of the conference.

More experienced delegates will find particularly useful the sections that highlight some of the nuances that differentiate HMUN from other conferences. Delegates should specifically turn a careful eye towards the sections

Delegates who have had little experience with Model United Nations simulations will find it useful to read the entire Guide carefully, as it will provide an excellent introduction to the dynamics of an actual committee session. Familiarity with the flow of committee will allow a new delegate to jump into debate immediately upon arrival at the conference.

More experienced delegates will find it useful to look over the sections of the Guide that highlight some of the nuances that differentiate HMUN from other simulations. Specifically, delegates should carefully review the sections that discuss Rules and Resolutions, as our policies on these aspects of the simulation may differ significantly from other conferences.

I hope that this Guide to Delegate Preparation proves helpful to you in your initial research and preparation efforts. Please do not hesitate to direct specific questions about particular committee topic areas to that committee's Director or the corresponding Under-Secretary-General. These individuals are an oft-overlooked resource and you should feel free to contact them while doing further research. They have spent the last six months preparing the Background Guides and are more than willing to assist you in your efforts.

Please keep in mind throughout your preparation that delegates and the quality of their research are the moving force behind the HMUN simulation. Although the HMUN staff provides the framework within which the conference will develop, it is ultimately up to you, the delegate, to give substance to the concept of the model United Nations simulation. The entire staff wishes you well as you begin to prepare for the sixty-first session of Harvard Model United Nations, and we look forward to seeing you in January!

Sincerely,

Ruth D. Kagan  
Secretary-General  
Harvard Model United Nations 2015

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## THE STRUCTURE OF THE UNITED NATIONS

The **United Nations (UN)** was founded in the wake of one of the greatest wars in human history. As the rest of the world busied itself with the resolution of the Second World War, several hundred delegates representing 50 nations met in April of 1945 to confront an even more auspicious challenge: the establishment of a new and lasting global peace. At that meeting, despite considerable obstacles, the UN Charter was authored. Since then, the world has, of course, continued to see conflicts large and small. The UN turned out not to be the mechanism for global peace for which many had hoped; instead, the organization's true success has been in its contributions to a global political culture that demands respect between nations, discourages conflict, and advocates for the peaceful resolution of the conflicts that it cannot prevent. Among the philosophical underpinnings of the UN system are beliefs that all nations are sovereign and equal, that members are to fulfill in good faith the obligations that they have assumed under the UN Charter, that international disputes are to be resolved by peaceful means, and that the organization is not to intervene in matters essentially within the domestic jurisdiction of any state. As the organization has grown in size—the size of its membership has nearly quadrupled since the time of its founding—these principles of respect and amity between nations have become increasingly ingrained in nations' foreign policies.

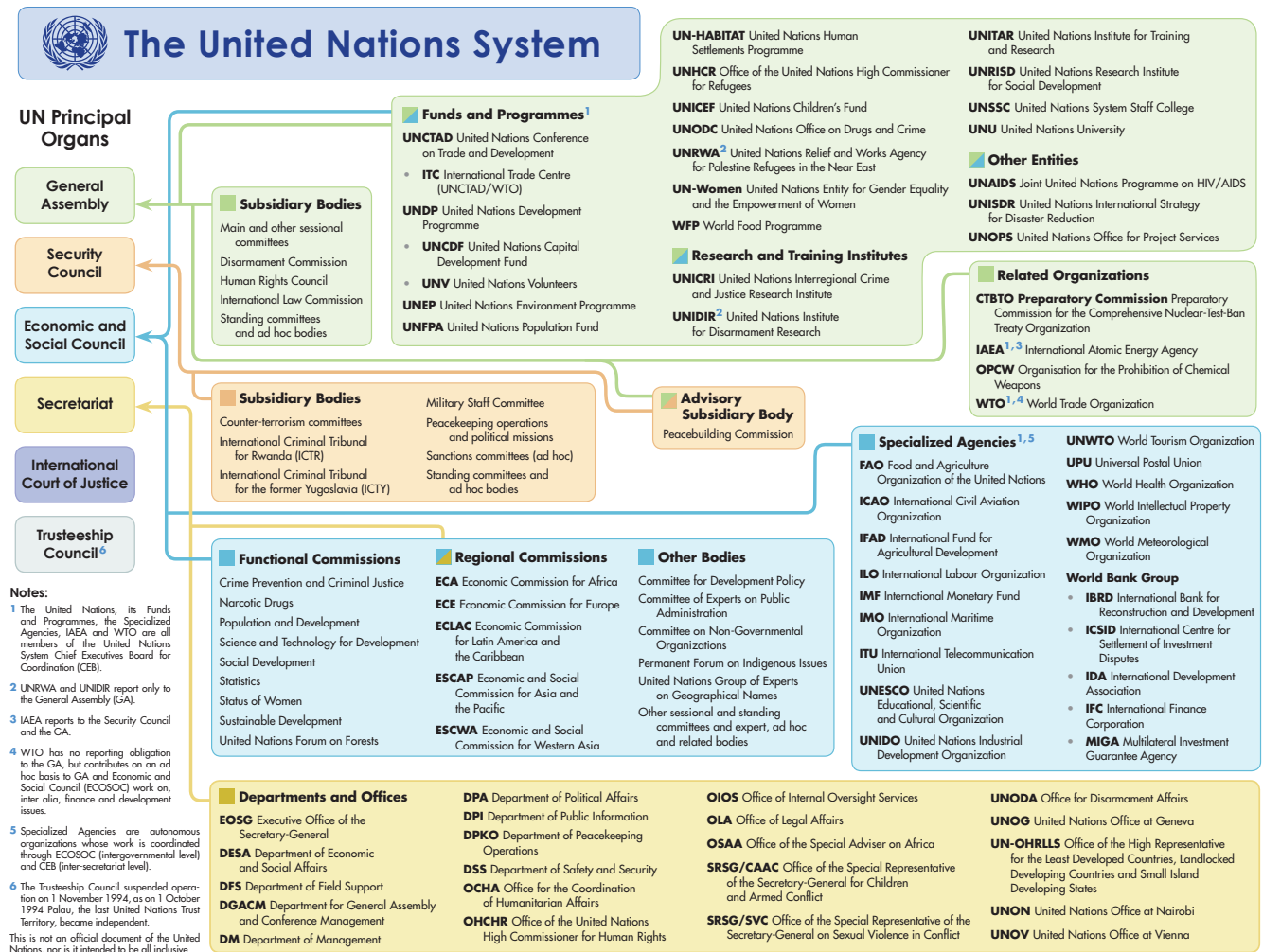
More broadly, the purposes of the organization, as found in Article I of the UN Charter, are:

1. To maintain international peace and security, and to that end: to take effective collective measures for the prevention and removal of threats to the peace, and for the suppression of acts of aggression or other breaches of the peace, and to bring about by peaceful means, and in conformity with the principles of justice and international law, adjustment or settlement of international disputes or situations which might lead to a breach of the peace;
2. To develop friendly relations among nations based on respect for the principle of equal rights and self-determination of peoples, and to take other appropriate measures to strengthen universal peace;
3. To achieve international co-operation in solving international problems of an economic, social, cultural, or humanitarian character, and in promoting and encouraging respect for human rights and for fundamental freedoms for all without distinction as to race, sex, language, or religion; and
4. To be a centre for harmonizing the actions of nations in the attainment of these common ends.

The UN is headquartered in New York and is composed of six organs: the General Assembly, the Security Council, the Economic and Social Council, the Secretariat, the International Court of Justice, and the Trusteeship Council.

At the center of the UN system is the 193-member **General Assembly (GA)**, comprised of seven main committees and various subsidiary and related bodies. The GA serves primarily as a forum for discussing general issues such as international peace and security and international collaboration in economic, social, cultural, educational, and health fields. The GA is also able to establish committees and other bodies to study and report on specific issues. Although the decisions of the GA have no binding legal force upon member-states, they do carry the weight of the moral authority of the world community.

International disputes of pressing concern may be referred to the **Security Council (SC)**, which is charged with maintaining international peace and security in accordance with the principles and purposes of the UN. The SC is composed of five permanent members and ten non-permanent members elected for two-year terms. The SC is capable of directing the use of economic sanctions and military force.



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

The **Secretariat** is responsible for a myriad of administrative and clerical duties such as managing the logistics of peacekeeping operations and making surveys. The Secretariat is led by a Secretary-General, who is assisted by a staff of international civil servants. The Secretariat is the basis of the HMUN staff structure.

The **International Court of Justice (ICJ)** considers disputes of a purely legal nature. The Court is made up of fifteen members and usually hears cases concerning the interpretation of treaties and the UN Charter. In the past, the Court has made such important decisions as declaring in 2007 that, in response to the situation in Serbia, states can be held responsible for genocide.

The **Trusteeship Council** was responsible for overseeing the administration of territories that were not yet self-governing before suspending its action in 1994. The Council is no longer active within the UN, and it not usually simulated at HMUN.

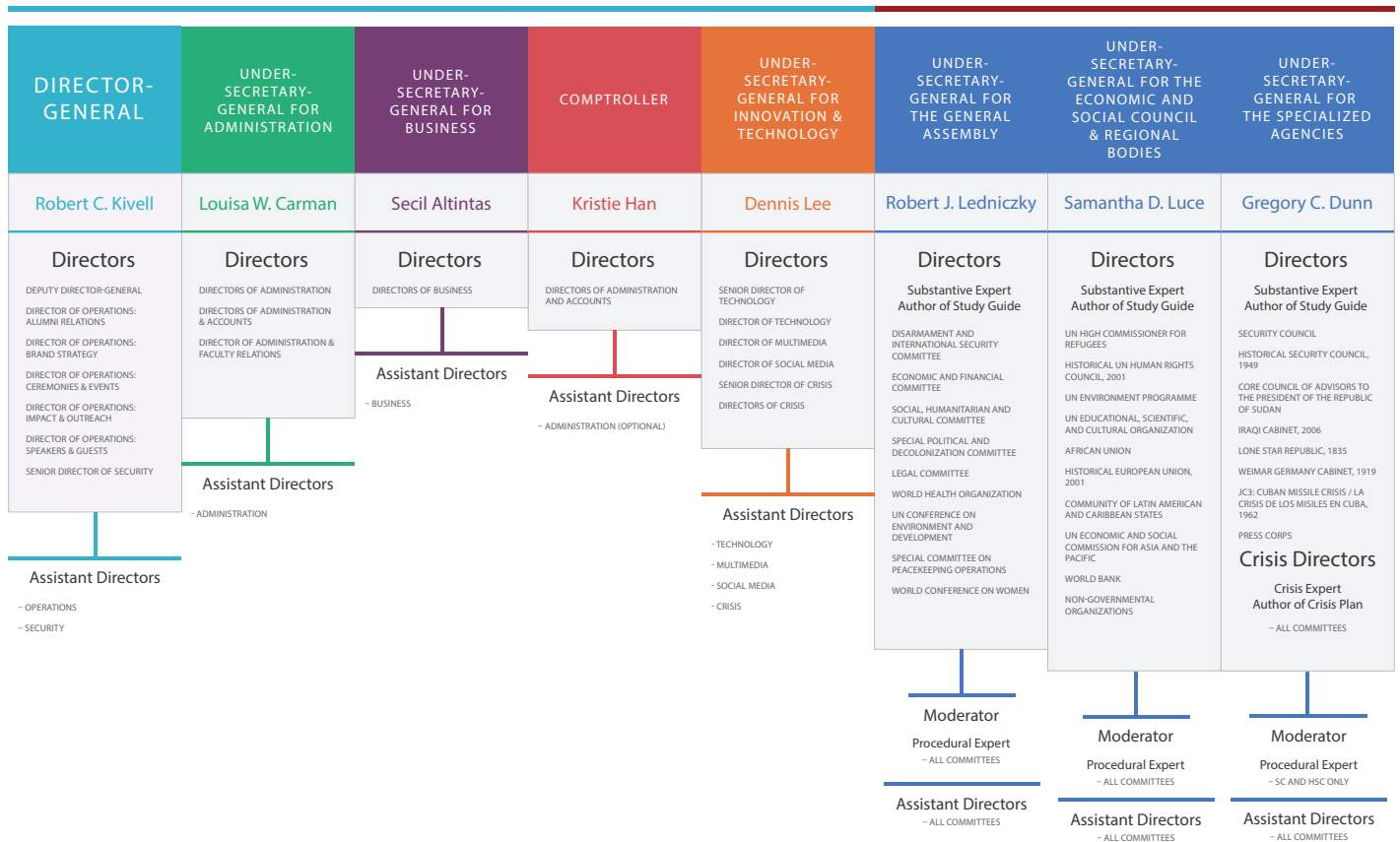
## THE STRUCTURE OF HMUN

HMUN is a four-day international relations simulation for high school students held annually in downtown Boston. Each January, more than 3,000 delegates, 400 faculty advisors and 200 Harvard undergraduates congregate at the Sheraton Boston Hotel to confront and debate issues of international import. In participating at HMUN, delegates experience first-hand the challenges of negotiation by assuming the roles of United Nations representatives and members of other decision-making bodies. HMUN is the longest-running simulation of its kind, built upon a decades-old tradition of excellence. HMUN 2015 is the inheritor of a legacy that stretches back to Harvard's first model United Nations conference, held in 1953 (and even to the university's first Model League of Nations, held in 1927).

This sixty-first session will consist of nine committees of the General Assembly, four committees of the Economic and Social Council, a Non-Governmental Organizations Programme, five Regional Bodies, and ten Specialized Agencies, including a Press Corps. Each school attending the conference has been assigned one or more countries, and each country is represented by one or two delegates in each committee. During the conference, each committee will meet for exactly twenty hours over the course of six sessions. In most committees, this time is divided between formal debate, caucuses, and the resolution writing process.

### Full Staff Structure

#### SECRETARY-GENERAL RUTH D. KAGAN



The HMUN staff is comprised entirely of Harvard undergraduates, who are arranged as follows:

The **Secretariat** consists of the nine most senior ranking members of the HMUN staff: the Secretary-General, the Director-General, the Comptroller, and the six Under-Secretaries-General. Each member of the Secretariat leads one of the eight organs, described below, with the exception of the Secretary-General, who leads the Secretariat. Throughout the year, they have been dedicated to providing an unprecedented experience to the participants of HMUN 2015, and their top priority is to ensure that the conference is rewarding and enjoyable for all.

The **Director-General staff** is comprised of the security staff, the public relations staff, the operations staff, and the Deputy Director-General. The Deputy Director-General is the most senior ranking member of the HMUN staff outside of the Secretariat. He or she coordinates the staff at times when the Secretariat is unavailable, such as during Faculty Advisor Feedback Sessions.

The **Administration staff** occupies the HMUN office between 3pm and 5pm EST every weekday of the year to respond to queries from delegates and faculty advisors, process paperwork, and meet the day-to-day needs of the conference. Several members of the Administration staff have received additional training in either Faculty Relations or Accounts. During the conference, all members of the Administration staff help to manage Registration, Delegate Services, and the Faculty Advisor Lounge, as well as the print centers that copy committee materials.

The **Business staff** may be found at the Business Booth during the conference, selling roses and HMUN 2015 memorabilia. Prior to the start of conference, the Business staff recruits advertisers and sponsors, and organizes the Harvard Campus Walking Tours, the College & Summer Opportunities Fair, and the Delegate Dance.

The **Comptroller** is responsible for all financial aspects of the conference, including the collection of participation fees, the reconciliation of school and vendor accounts, and the HMUN Financial Assistance Program. He or she is supported in this work by the Administration & Accounts staff.

The **Innovation & Technology staff** is comprised of three subdivisions: the crisis staff, the multimedia & technology staff, and the special projects staff. Together, they work to bring as much excitement to as many committees as possible, and to steward HMUN into the future of model United Nations.

Each **committee staff** typically consists of a Director, a Moderator, and Assistant Directors.

- The *Director* is the substantive expert on the issues to be discussed in committee. At HMUN, each Director chooses his or her committee's topic areas and prepares the Background Guide. The Director is responsible for overseeing committee proceedings and ensuring that all aspects of the topic area have been addressed.
- The *Moderator* is the procedural expert who usually chairs the committee when it is in formal session. The Moderator has a comprehensive understanding of the Rules of Procedure, and it is his or her responsibility to ensure that sessions run smoothly.
- The *Assistant Directors* are additional dais members who help guide committee sessions. Their job is to aid the Director by answering delegates' questions, monitoring blocs during caucuses, providing feedback on delegate ideas, and keeping track of the Speakers' List, motions, votes and other procedural elements. Assistant Directors serve as the primary liaisons between delegates and committee Directors. If delegates have either substantive or procedural questions or concerns during committee, they should not hesitate to ask Assistant Directors for guidance.

## CONFERENCE INFORMATION

### *Tentative Schedule*

Please note that this is a *tentative* schedule designed to give delegates and faculty advisors an idea of what to expect at HMUN. All times and dates listed here are subject to change. A more detailed final schedule will be published in the Delegate Handbook, which will be distributed at the start of the conference.

#### **Thursday, January 29**

|                  |                                                     |
|------------------|-----------------------------------------------------|
| 9:00am - 3:00pm  | Registration                                        |
| 2:15pm - 3:00pm  | International Schools Faculty Advisor Reception     |
| 2:00pm - 3:30pm  | HMUN Academy                                        |
| 3:45pm - 4:15pm  | Mandatory Faculty Advisor and Head Delegate Welcome |
| 5:00pm - 6:30pm  | Opening Ceremonies                                  |
| 7:30pm - 11:15pm | Committee Session I                                 |
| 8:30pm - 9:00pm  | Faculty Advisor Meet-and-Greet with the Secretariat |
| 12:30am          | Curfew                                              |

#### **Friday, January 30**

|                  |                                     |
|------------------|-------------------------------------|
| 9:00am - 12:00pm | Harvard Campus Walking Tours        |
| 9:00am - 1:00pm  | Service Outing                      |
| 11:00am - 1:00pm | College & Summer Opportunities Fair |
| 2:30pm - 6:15pm  | Committee Session II                |

#### **Friday, January 30**

|                  |                                  |
|------------------|----------------------------------|
| 3:30pm - 4:30pm  | Faculty Advisor Speaker Series   |
| 7:30pm - 11:15pm | Committee Session III            |
| 9:30pm - 10:30pm | Faculty Advisor Feedback Session |
| 12:30am          | Curfew                           |

#### **Saturday, January 31**

|                  |                                  |
|------------------|----------------------------------|
| 9:00am - 12:30pm | Committee Session IV             |
| 9:15am - 11:15am | Faculty Advisor Discussion Panel |
| 2:30pm - 3:30pm  | Faculty Advisor Speaker Series   |
| 4:00pm - 5:00pm  | Faculty Advisor Feedback Session |
| 2:00pm - 6:15pm  | Committee Session V              |
| 7:45pm - 9:15pm  | Cultural Extravaganza            |
| 9:45pm - 12:30am | Delegate Dance                   |
| 1:00am           | Curfew                           |

#### **Sunday, February 1**

|                  |                      |
|------------------|----------------------|
| 9:00am - 11:30am | Committee Session VI |
| 12:15pm - 1:30pm | Closing Ceremonies   |

### *Curfew Policy*

During HMUN, we will be sharing the Sheraton Boston Hotel with other guests. Delegate curfews are designed to provide all hotel patrons, including HMUN participants, with a quiet environment at night. On Thursday and Friday, no movement in the hallways will be permitted after 12:30am, even to accept food deliveries. On Saturday, curfew will be set at 1:00am to accommodate delegates who choose to attend the Delegate Dance. HMUN staff will serve as hall monitors each night, and Faculty advisors are asked to assist in the enforcement of curfews by performing room checks nightly.

### *Dress Code Policy*

In simulation of the United Nations, we at HMUN strive for professionalism in all aspects of the conference. Delegates are expected to follow a dress code during all committee sessions and conference events. At most times, the prevailing dress code will be Western business attire, although national attire and religious attire are also permitted. The rules of Western business attire are as follows:

- Men must wear a suit or a jacket and dress pants (no jeans or cargo pants) with a dress shirt and tie. Socks and dress shoes must be worn. No hats or caps will be allowed.
- Women must wear a dress, suit, dress slacks (no jeans) or skirt of appropriate length with a blouse or sweater. Dress shoes must be worn. No hats or caps will be allowed.

At all times, we ask that delegates and faculty advisors exercise good sense when interpreting the dress code. When casual attire is permitted, basic rules of propriety will still apply. Delegates who are dressed inappropriately for any event may be asked to return to their rooms to change into more appropriate attire.

## *Awards Policy*

We at HMUN are primarily concerned with providing each delegate an enjoyable and educational experience. We believe firmly that this conference is an opportunity for students to learn about international relations, public speaking, and the challenges of high-stakes diplomacy through first-hand experience. Above all else, we hope that delegates leave the conference as better informed global citizens who are better able to engage others in conversations about important world issues than when they first arrived. However, we also value the recognition of students and delegations that have contributed to the conference in exemplary ways. At Closing Ceremonies, the Secretariat will announce individual and delegation awards.

Each committee Director, in consultation with his or her committee staff, will determine individual awards on the basis of the following criteria:

- Quality of position papers;
- Knowledge of committee topics;
- Knowledge and representation of the nation's interests and policies;
- Skill and effectiveness in caucusing, writing amendments and resolutions, and debate (both formal and informal);
- Ability to work with and persuade other delegates through in-depth explanations and convincing arguments; and,
- Ability to develop pragmatic and actionable solutions.

One hundred and thirty-three individual awards will be given in total: one Best Delegate, one Outstanding Delegate, and one Honorable Mention in each of the committees of the Specialized Agencies; one Best Delegate, two Outstanding Delegates, and two Honorable Mentions in each of the committees of the Economic and Social Council & Regional Bodies; and, one Best Delegate, two Outstanding Delegates, and four Honorable Mentions in each of the committees of the General Assembly. In double-delegation and flexible committees, delegate pairs will be evaluated and, if applicable, recognized jointly.

The Secretariat, in consultation with committee Directors, will then determine delegation awards on the basis of delegations' overall performances. Delegations are eligible in one of three categories: Small, Large, and International. All non-American delegations are automatically eligible in the International category. American delegations whose size registers up to the fiftieth percentile are eligible in the Small category. American delegations whose size registers above the fiftieth percentile are eligible in the Large category. One Best Delegation will be recognized in each category. One Outstanding Delegation will also be recognized in the Large category.

## *Pre-Writing Policy*

Any documents written before the conference may not be submitted to the committee staff at HMUN. The HMUN philosophy rests on the presentation of ideas for collaboration and compromise, and solutions are found through debate. All writing is expected to take place during committee sessions. Committee staff have been instructed that they should not accept a document that does not seem as though it could have been feasibly written during the conference, based on the content of the document and/or the time at which it is submitted. Delegates who, for whatever reason, submit pre-written work will be subject to disciplinary action, up to and including notification of faculty advisors, forfeiture of individual or delegation awards, expulsion from the conference, and/or disqualification from future attendance at HMUN. All documents submitted to the dais will be vetted for pre-writing, but any suspicions regarding an infraction of the pre-writing policy should be brought to the immediate attention of the committee Director.

## ***Plagiarism Policy***

We at HMUN acknowledge that the open exchange of ideas plays a crucial role in debate. Yet, it is important for all delegates to acknowledge clearly when they have relied upon or incorporated the work of others. It is expected that all materials submitted to the committee staff before and during the conference will be the delegates' own work. Delegates should always take great care to distinguish their own ideas and knowledge from information derived from sources through the proper citation of all quoted and paraphrased material. Delegates who are in any doubt should consult their faculty advisor, Director, or Under-Secretary-General before the work is prepared or submitted. Delegates who, for whatever reason, submit work that is not their own without clear attribution to its sources will be subject to disciplinary action, up to and including notification of faculty advisors, forfeiture of individual or delegation awards, expulsion from the conference, and/or disqualification from future attendance at HMUN. All documents submitted to the dais will be vetted for plagiarism, but any suspicions regarding an infraction of the plagiarism policy should be brought to the immediate attention of the committee Director. This policy is adapted from *The Harvard Guide to Using Sources*.

# **CONFERENCE PREPARATION**

## ***General Research and Preparation***

There are three equally important aspects of delegate preparation: functional, substantive, and positional preparation. Functional preparation equips the delegates with basic tools, including an understanding of the rules necessary to perform in committee. The substantive element provides a groundwork of specific information on the topic areas. Finally, positional preparation requires the students to adopt an perspectives that are not their own. With this in mind, the HMUN Secretariat provides three tools to aid you: this Guide to Delegate Preparation, Background Guides, and position papers. Together, these will ensure you will be ready for the conference. Beyond reading and understanding the material we have provided, the more practical experience you can acquire through debate, resolution-writing, making presentations, and the like, the better prepared you will be.

## **Functional Preparation**

In order to perform in committee, delegates must have an understanding of the basic structural elements of model UN. This Guide to Delegate Preparation covers most of that information. Herein, you may find an overview of the UN system and HMUN structure, the Rules of Procedure, and the resolution writing process. Harvard Model United Nations views the application of rules primarily as a means to the end of a smoothly functioning committee, and secondarily as an indicator of delegate performance. Mock sessions in the classroom or club and other practice can be very useful in learning these rules.

## **Substantive Preparation**

The Background Guides are a result of extensive research and effort on the part of the Directors and are the foundation of substantive preparation for each committee. We suggest that you read them, discuss them, and read them again. If a delegate has not read and absorbed the information in the Background Guide, he or she will not be able to contribute effectively to the committee.

An early start on the Background Guides will enable you to fully understand the topics and begin to flesh out your own ideas. Remind yourself that you must act as policymakers, analyzing and molding the information you have received into solutions and resolutions. Discussions with other delegates will also help you develop your ideas.

While the Background Guide will provide most of your substantive preparation, independent research is useful, rewarding and necessary for a successful conference. To this end, we have included a section in the Background Guides called "Suggestions for Further Research." Research on the topic areas should be carried out in conjunction with the exploration of country policies and position papers.

## Positional Preparation

HMUN requires delegates to adopt the position of a specific country throughout the UN simulation. This is a key element of the “international” experience of model UN as it forces delegates to examine the perspectives, problems, and policies of another country at a very fundamental level. It is also one of the most difficult aspects of MUN because students must confront inherent biases of their own national perspectives and historical information.

The position papers are the focus of positional preparation before the conference. Although relatively short, we ask you to spend time and effort on researching and writing them. We have included a list of UN Depositories so that you may write the United Nations for information. The position papers give you practice in the UN style of writing and policy-making.

## *A Note on Single Delegations vs. Double Delegations*

At Harvard Model United Nations, we offer committees that consist of either single or double delegations. It is imperative that students that are members of double delegation effectively role-share their duties both before and at-conference. Students participating in double delegation committees should not divide preparation or knowledge of the topic areas; one partner should not simply focus on Topic Area A while the other focuses on Topic Area B. Moreover, it is important that both members of the delegation participate in debate, caucus, and aid in resolution writing at conference. We discourage students from simply being “speakers” or “caucusers” and encourage an effective balance between the two roles.

The premise of a double delegation committee is not to split the work in half, but to provide different approaches to diplomacy. Double delegations provide an additional element of teamwork necessary for success in developing resolutions: the ability to cooperate with representatives from one’s own country and advocate a position that is in line with their national policy. It is only when both members of the delegation effectively work together and participate in all aspects of the committee that they make the most of their double delegation experience.

## *A Note on Crises*

Each committee staff is supported by a **crisis staff**. The crisis staff in the Innovation & Technology organ support the committees of the General Assembly and Economic and Social Council & Regional Bodies, whereas the committees of the Specialized Agencies (excepting Press Corps) are each supported by their own in-house crisis staff led by a *Crisis Director*, who coordinates the organization and creation of the crisis elements introduced to the committee. Unlike standard committees that have fixed agendas, these Continual-Crisis committees are faced by a constant flow of evolving issues that change depending on the committee’s responses. Moreover, instead of portraying representatives of countries, delegates on continual-crisis committees generally portray actual individuals with real executive power. So while a country sitting in the GA cannot unilaterally decide to declare war on another country, to use an extreme example, it is conceivable that an individual on a crisis committee could (as they have in the past).

Delegates do not normally interact with Crisis Directors or the crisis staff directly because they work apart from the committees in separate crisis rooms. Since the crisis room also stands in for the staffs of individual members on the committee, the crisis room is an excellent source of information for delegates. Moreover, it can be used by delegates as a way to directly influence the proceedings of the crisis without necessarily going through the committee itself. To contact the crisis room, a delegate should simply write a note and pass it up to the Chair; for example, if the Minister of Agriculture wanted to conduct an agricultural survey, the delegate would write a note to the Ministry of Agriculture asking if the survey could be conducted.

Since continual crisis committees are so vastly different from traditional HMUN committees, delegates in the Specialized Agencies should note that the specific policies and resources of their committee will take precedence over the following sections of this Guide to Delegate Preparation.

## *Where to Begin Your Research*

Materials prepared by the HMUN staff are not meant to be a substitute for your individual research. Instead, they should provide a starting point, inspiring you to ask yourself questions about the issues at hand. The best-prepared delegates are those that take the provided materials as the beginning of their research and delve deeper into the topic areas. Beyond HMUN materials are a host of information services, beginning with United Nations sources. UN resources often have compiled statistics, charts, and graphs which you may find helpful in understanding the issues. Most UN document centers carry transcripts of UN meetings; perhaps the best way to understand your country's position is to see it iterated by its ambassador. To assist you in this area, this Guide includes a list of UN document centers by geographical location as well as some finding tools. Specific resources to investigate include:

- **Yearbook of the United Nations:** The Yearbook is a good starting point for your research. The Yearbook will provide you with general information on what has been done on your topic during any particular year. It also provides very helpful references to previous articles and resolutions.
- **United Nations Chronicle:** This magazine gives you general information on the proceedings of the UN. Keep an eye out for special reports on your topic area, which will inform you about the topic and nations' positions on it.
- **UN Document Index:** This index for all UN documents comes in three different versions: UNDI (1950-1973), UNDEX (1970-1978), and UNDOC (1979-present). Depending on which of the three you are using, you will find a subject index, a country index, and an alphanumeric list of all documents published (this is useful because each committee has its own unique alphanumeric prefix and thus you can find all the documents put out by a committee during a certain year regardless of the specific topic).
- **UN Resolutions:** This series is both valuable and very easy to use. The index is cumulative from 1946, which means that you need only check the most current index to find all the resolutions on your topic that the UN has ever passed. The resolution voting records (located in the front of the book) will indicate where your country and others stood on the issues.
- **Other UN Sources:** Depending on the topic, there might be additional relevant UN sources. Check for books and special reports put out by your committee.

Beyond United Nations sources, however, are general sources of information. Investigate your school and local libraries. Check out journals, periodicals, and newspapers for more current sources. Don't forget to ask the librarians for assistance.

- **Books:** Up-to-date books are likely to give you a depth and thoroughness unobtainable from UN sources or periodicals. Make sure to check library listings for bound materials. Book research, however, can take a good deal of time, so use discretion when selecting books.
- **Periodicals:** Periodicals are useful for easy-to-understand, current information on topics (the Reader's Guide to Periodical Literature and Infotrac serve as an index for these materials). Don't expect them to supply you with the depth of information you will need for the Conference.
- **People:** An often neglected source, people can aid you greatly in your research. Some people to keep in mind are: librarians, fellow delegates, faculty advisors, and your committee's Director, Moderator, and Assistant Directors. Not only can these people help you find what you are looking for, but they may also recommend new sources that you had not considered. Do not hesitate to call or email your committee Director. He or she has spent the entire summer doing research for the Background Guide and will be happy to answer any questions.
- **Embassies and Consular Offices:** Contact the embassy or consular office of the country that you are representing. These places are very glad to help you in your research by mailing statistical data and other unclassified information.

## Position Papers

Once you have completed your preliminary research, you are ready to write your position paper. Unless otherwise indicated in the respective committee background guide, HMUN requires delegates to write one single-spaced page paper for each topic area. These papers should be submitted online no later than January 14. Each position paper has three basic parts: your country's national interests, your country's national policies, and your opinion on potential resolution components.

National interests are what a country would like to see happen in the world (e.g. Cameroon, a lesser developed country troubled by terrorism, wants to reduce the incidence of terrorism to stabilize its government). These interests are not subject to compromise, but instead generally idealized goals or methods of solving specific problems.

National policies are the country's attempts to secure its interests (e.g. Cameroon, in an effort to combat terrorism, has sought to enter into new extradition treaties). These policy positions are usually open to negotiation.

Your opinions on potential resolution components are your responses to the "Proposed Solutions" and "Questions A Resolution Must Answer" sections of the Background Guide. Although these sections provide flexibility, you need to keep in mind the interests of your nation. Possible resolutions must be consistent with your country's national interests and current national policies (e.g. Cameroon feels that any resolution on the prevention of terrorism must assign to the injured state the right to try the terrorists. In addition, Cameroon would not be averse to the establishment of an international information network on terrorism. Cameroon, however, will not support any resolution that allows terrorist acts to be protected from extradition under the political offense exception doctrine).

Writing position papers benefits you in many ways. The staff and delegates read the position papers and summarize them in order to gauge what the committee will be like and to see which delegates have done a good job preparing for the conference. You also have a chance to find out who is likely to support your ideas. Most importantly, writing a position paper makes you think about the information you have researched and helps you to express ideas concisely and clearly, making you better prepared for the conference.

## How to Write a Position Paper

The structuring of the position papers is intended to elicit responses from the delegates that provide a clear picture of a nation's stance on a particular topic area. By providing an outline of a position paper, we hope that delegates will be able to illustrate clear knowledge of their country's policies and interests instead of simply reiterating parts of the Background Guide. However, all delegates should also read the section on position papers in their Background Guides and heed their director's specific instructions.

A position paper should include three sections, outlined below:

### A. Background of the Topic

In your country's opinion, what are the main elements of the problem?  
What are the roots of those elements?

### B. Position taken by your delegation

What are your national interests in the situation?  
What are your nation's policies on the topic?  
What steps would you like to see taken to deal with the problem?

### C. Proposed Solutions

What does your nation believe needs to be done to solve the problem?  
What do you predict will be the main opposition to your proposals?

Position papers should roughly adhere to the following form, with the Country, the Committee, and the Topic included at the top. Please limit each topic area to one single-spaced typed page. A sample position paper may be found on page 26.

## COMMITTEE DYNAMICS

### *The Stages of Committee Session*

The twenty-hours of committee session are governed by the HMUN rules of parliamentary procedure. Committee time is divided between formal debate and caucus. During formal debate, delegates have the opportunity to share their views with the entire committee, and the parliamentary rules of procedure are in force. Delegates make speeches, take questions and comments, and debate resolutions and amendments.

While formal debate can further the work of the committee, delegates who lack an understanding of the rules can hamper the progress of an otherwise productive committee session. Thus, in order to prevent misunderstandings and delays during formal committee debate, delegates must have a comprehensive understanding of the rules and their use. In large General Assembly committees, the Speakers List can become quite long, with speakers waiting an hour or more to speak, but yielded time, questions, moderated caucus and comments from the floor, as well as the proposal of amendments, keep the debate current. Thus, knowledge of the rules is vital for airing your views through one of these mechanisms. Committee meetings over the course of the weekend will roughly adhere to the following pattern. The five stages of committee progress are: Agenda, Working Papers, Resolutions, Amendments, and Decision.

### *Agenda*

The first committee session is Thursday night. The main goal of the evening is to set the agenda. Essentially, the committee will decide if it wants to discuss topic area A or B. Once the topic of discussion is selected, a speakers list will be opened, and delegates will sign up in order to give opening remarks and opinions in a formal setting. At some point, a delegate usually calls for a caucus in order to discuss ideas in an informal manner. An unmoderated caucus is a break in formal debate where delegates may speak to one another directly for a certain amount of time free from the constraints of parliamentary procedure. Towards the end of this first session, some delegates will begin writing working papers that will be presented at the following session.

### *Working Papers*

Working papers are the first step towards a resolution. They are the result of caucusing and coordinated writing efforts by the delegates. A working paper provides the delegates with exactly what the name suggests—something to work on. It is the first attempt to place the abstract ideas from debate and position papers into written form. Working papers are concrete in that they are relatively formal, yet they are also flexible because they are not bound by the format of resolutions. They are usually one page proposals and help to focus discussion on certain aspects of the entire topic at hand (see the sample working paper). Likewise, as the papers themselves are rough drafts, they can be combined or altered to piece together a coherent resolution. This is key. In the working paper stage, it is very important for the committee to gain as much consensus as possible. During this interim step toward a resolution, some of the most valuable debate takes place. If problems are dealt with during this phase, the resolution process will usually be much smoother. The director has power over the working paper process; the paper must be approved by the Director (but requires no delegate signatures) before it can be copied and handed out.

Please note that there is no set format for working papers; the sample working paper attached as an appendix at the end of this guide is just one example of a possible working paper.

### *Resolutions*

Your solution to the problems that the committee confronts take the form of a resolution. Resolutions represent the committee's final attempt to draw together the interests of many competing nations into a comprehensive solution that serves the interests of the collective world community. From the procedural perspective, the resolution is the formal document upon which the committee will take action via the amendment and voting processes.

A resolution is a complex document that follows a strict format (see sample draft resolution on page 28) and reflects the negotiation, debate, and innovative proposals that the committee has produced. Before a resolution can be formally introduced into a committee, it must receive the approval of the Director. The Director will sign a resolution if it demonstrates an adequate understanding of the issue, answers the questions posed in the Background Guide, and has a wide base of support. A well-written resolution exhibits the following qualities:

- **Familiarity with the problem:** Relevant background information and previous UN actions should be referenced. In addition, a good resolution should keep in mind the actual power and influence of the committee. An ambiguous, unenforceable resolution is useless.
- **Recognition of the issues.** At the very least, the resolution should address the ideas in the “Questions a Resolution Must Answer” section of the Background Guide.
- **Concision.** Every clause and phrase has a purpose.
- **Good form.** An otherwise sound resolution may suffer from clumsy grammar or sloppy format.

The heading of a resolution should include the committee name, the list of signatories, and the topic addressed by the resolution. Note that there are no sponsors of a resolution. The body of the resolution is written in the format of a long sentence.

- The resolution begins with “The General Assembly,” for all GA committees, and with “The Economic and Social Council,” for all ECOSOC committees. The Regional Bodies and Specialized Agencies committees use their own names as the introductory line. The rest of the resolution consists of clauses, with the first word of each clause underlined.
- The next section, consisting of preambulatory clauses, describes the problem being addressed, recalls past actions taken, explains the purpose of the resolution, and offers support for the operative clauses that follow. Each clause in the preamble begins with an underlined participle and ends with a comma. A list of suggested preambulatory clauses may be found on page 29.
- Operative clauses are numbered and state the action to be taken by the body. These clauses all begin with present tense, active verbs, which are generally stronger words than those used in the Preamble. Each operative clause is followed by a semicolon except the last, which ends with a period. A list of suggested operative clauses may be found on page 29.

Of course, compromise on resolutions is not always possible, as delegates must also protect their own national interests. Thus, every HMUN resolution proposed does not have to be based entirely on compromise and consensus. Such a demand would ignore the essential national interests of the member nations of the UN. Compromise is not an end in itself, and neither is “the compromise resolution.” Delegates should never feel forced to unduly compromise their national interests for the sake of consensus.

To be accepted by the dais, a resolution must be able to be passed in its current form. This includes answering all of the “Questions a Resolution Must Answer” outlined in the committee’s Background Guide.

## *Amendments*

As not everything can be worked out prior to the introduction of resolutions, it is expected that amendments to resolutions will be presented on the floor. The amendment process allows delegates to alter parts of a resolution without scrapping the entire document, strengthening consensus on the resolution by allowing delegates to change sections upon which they disagree. However, delegates must be aware of the direction in which the amendments are steering the committee. If the amendments are not substantive, they merely ensnarl the committee in procedure. Procedure is important for amending resolutions particularly because there are no friendly amendments at HMUN; it is not possible for a resolution to be changed after it has been introduced without a vote.

### *Reaching a Decision*

After debate on a resolution has been closed, voting procedure is fairly standard. There is no turning back once debate has been closed; the committee moves directly into voting procedure. The voting itself, however, can then be altered by moving for a roll call vote, division of the question or reordering the resolutions.

By adopting a resolution, the committee has agreed by a majority vote that the resolution is the best possible solution to the current problem. Discussion of the second topic area begins once a resolution on the first topic has been passed or the committee has moved to close debate on the topic after a proposed resolution has failed. Committees rarely address the second topic area, which is perfectly fine if the quality of debate is excellent. The goal and philosophy of HMUN prioritizes the quality of debate and dedicated work in the committee.

After having compiled extensive research on the topic areas and an understanding of your country's stance on the issue, you are now ready to try to solve the problem while keeping your national interests in mind. But you may be unsure of how the actual committee will run. Because the United Nations strives to include every member of the international community, its membership is very large. As a result, debate must follow an organized procedure to be productive. HMUN strives to simulate that process and has adopted a series of rules with which to conduct debate. The Rules of Procedure that we use at HMUN can be found in a later section of this Guide and in the Conference Handbook, which will be distributed during registration in January.

## THE ART OF COMMUNICATION

Often the most serious obstacle to a committee's progress is not some irreconcilable ideological difference but simply a failure on the part of the delegates to listen to and understand one another. This section is designed to help you better utilize your opportunities for communication to effectively debate the issues at HMUN. The skills you learn from this may help you become a better speaker and debater.

### *Using the Speakers List*

During formal debate, the order in which delegates make their speeches is dictated by their order on the Speakers List (to which names are added as soon as they are submitted). Therefore, especially on large General Assembly committees, it is important to get on the Speakers List right from the start and then as often as you can. Since you can only be on the Speakers List once at any given time, you should resubmit your name as soon as you finish speaking to maximize speaking opportunities. Do not worry about not knowing what you will say next time; by the time that your turn arrives there will be plenty of issues that you will want to talk about. You can also attempt to increase the number of times you can address the committee by asking other delegates to yield their remaining time to you.

### *Speech Preparation and Content*

When you are planning your upcoming speech, you need not write it out word for word. A written speech takes much time to prepare and may lack enthusiasm or spontaneity. You may prefer to outline your points and perhaps jot down a few key phrases. Pay attention to the previous few speeches: their content may prompt you to change what you were planning to say. Also, by referring back to previous speeches, you make it far clearer how your position relates to other delegates' positions.

You have a wide range of choices for the substantive content of your speech. You can introduce new ideas, elaborate on old ones, support and defend allies' positions, attack opposing positions, or do any combination of the above. Keep in mind, however, that the content of your speech should be a balance between what you want to say and what the committee is currently discussing.

## ***Delivery***

The key to a successful speech is strong and effective presentation of your ideas. Be confident in your public speaking. Avoid showing any signs of fear, stress, doubt, anxiety, or nervousness. In terms of style, it is especially important that in your first few speeches you give the impression of confidence: confidence in your preparation, confidence in your ideas, and confidence in your ability to communicate. Remember that the point is to get your ideas across; you know what you want to say, so relax and concentrate on making your views clear.

## ***Yields***

There are three different types of yields (Rule 22) you can make. Please remember, though, that yields only apply to substantive speeches, there is only one yield per speech, and yielding precludes any comments.

- To questions: With this yield, the Moderator selects delegates who wish to ask you questions. Each delegate is allowed one question, and only your answer time is subtracted from your remaining time. Often the best kind of yield that you can make, yielding to questions lets you clear any misconceptions that delegates may have.
- To a delegate: When you yield to another delegate, he or she is given your remaining time to speak. You usually opt for this yield when an ally knows a particular idea especially well and would be better able to express it.
- To the Chair: After you make this yield, the Chair proceeds to the next speaker, unless there are any motions.

## ***Comments***

If a delegate's speech is substantive and involves no yields, then two 30-second comments are allowed. These short speeches provide the timeliness of questions with the latitude of a substantive speech. The only restriction is that the comment must pertain directly to the content of the preceding speech. This will be strictly enforced.

## ***Moderated Caucus***

Compared to the strict parliamentary order of formal debate, caucus may appear to be disorganized and hectic. If it proves impossible to conduct productive caucuses, consider asking the Moderator to give you some help. One successful format for a moderated caucus divides the delegates pro and con on a particular issue and then alternates delegates from both groups, according each one minute to speak. Such moderated caucuses combine the best elements of formal debate and caucus, providing the order of formal debate with the spontaneous flow of ideas associated with caucus.

## ***Unmoderated Caucus***

An unmoderated caucus is a state of committee during which no speakers are recognized by the moderator. Though no debate takes place, the committee invariably hums with activity. During unmoderated caucuses, delegates often try to come to consensus, organize blocs, and write documents. Delegates in double-delegation committees also use this time to check on co-delegates that may have been working outside of the committee room.

## ***How and When to Move to Caucus***

A motion to caucus, since it is a non-debatable procedural motion, takes precedence over all other motions except for Parliamentary Points. When you motion for a caucus, the moderator will ask you for how long and for what purpose you want to caucus. If you feel that discussion among delegates outside of formal debate is necessary, then move to caucus. Generally, delegates will call for a caucus to accomplish one of the following specific goals:

- Review ideas: One of the first things you should do in caucus is meet with your allies and review what was said, deciding which new ideas are acceptable and which are not. Encourage delegates in your caucusing session to put forth any new ideas they have. Also, you should analyze the response of the rest of the committee to the ideas you and your allies brought up.

- Establish a consensus: Try to establish a consensus on the major points as soon as you can. Do not expect to hammer out all the little differences, as that will take a while. Just reach an agreement on the fundamentals so that your bloc can present a unified front to the committee during the next formal debate session.
- Contact other people: Besides talking to delegates in your own bloc, it is a good idea to talk to delegates in other blocs. Try to get some rough idea as to the positions of the other blocs and see which delegates are potential allies and which will be your opposition. In addition, you should talk to the Assistant Directors and let them know your ideas and how negotiations are proceeding. Finally, you should begin thinking about forming strong coalitions.

Regardless of any suggested divisions, simplified or actual, you are, of course, free to caucus with any delegates you choose. In fact, after several caucuses, you will find blocs dividing and recombining in new ways, depending on both personalities and goals.

### ***Negotiation***

While the ability to communicate is necessary to functioning in committee, the art of negotiation is necessary to producing a successful resolution. HMUN's value as a simulation lies not only with the substantive education one gets on current international problems, but more importantly, with the opportunity one has at the conference to hone one's negotiation skills, which are vital to future leaders in any field.

### ***Coming to Resolution***

The desired product of successful negotiation is, of course, the resolution. At HMUN, we allow only one resolution to be passed per topic area and believe that this results in a more rigorous and ultimately more exciting process.

### **Drafting the Resolution**

Every good resolution should merit description by "the Three Cs": comprehensive, collaborative, and conceivable. Virtually all the problems that the UN tackles are quite complex; for a resolution to be a good solution to a problem of global importance it must be comprehensive. If the resolution is to gain enough support to be passed by the committee, then it must also be collaborative. Finally, if the resolution is to gain the approval of the Director, then it must be conceivable. The realistic resolution takes into account UN limitations and the current international balance of power so as to make the most effective use of diplomacy.

### **Finalizing the Resolution**

Before you type up the final version of your resolution, you should review it with an Assistant Director (AD). After hearing the Assistant Director's feedback and making any necessary changes, show it to the Director, and, after getting his/her advice, make any final necessary changes.

You are now ready to type it out (computers are available in the computer lab). At this stage, it is important to carefully check over grammar, syntax, style, etc. Not only is a well-written resolution easier to comprehend, it is more impressive to delegate and hence more likely to gain their support. Both this Guide to Delegate Preparation and the Conference Handbook contain sample resolutions for you to follow. Improperly formatted resolutions will be returned to delegates for revision.

You must now get the required number of delegate signatures (see Rule 29 for the list of the number of required delegate signatures for resolutions for each committee). When attempting to get signatures, it is important to remind delegates hesitant to sign that their signature does not bind them in any way to any future support, a signature only implies a desire to see the resolution out on the committee floor. Finally, you need to present the resolution to the Director for his/her signature so that the resolution can be brought to Delegate Services to be prepared and photocopied.

## **The Amendment Process**

Since there are no sponsors of resolutions, there is no such thing as a “friendly” or “unfriendly” amendment. The resolution is considered the property of the entire committee and it requires a majority of the committee to incorporate an amendment. Amendments require a certain number of delegate signatures and the signature of the Director before they can be introduced (Rule 32).

Amendments to your resolution, assuming they do not radically alter the intention of your resolution, are beneficial in that they validate the legitimacy of your resolution: no one would bother to amend a resolution that they thought would never pass. Bear in mind, however, that an excessive number of amendments, especially poorly written ones, will slow the pace of the committee. Therefore, make sure to keep yourself apprised of the amendments being written. Find out what are the most popularly requested changes, and then draft a comprehensive amendment that incorporates those changes that are acceptable to your coalition.

## ***Voting on the Resolution***

Once debate is closed, the committee immediately moves to a vote on the resolution (or amendment; the parliamentary procedure is analogous). At this point, however, delegates may decide to Divide the Question (Rule 33), Reorder the Resolutions (Rule 34) or have a Roll Call Vote (Rule 35) to their advantage.

## **Division of the Question**

This is the most complicated and, not coincidentally, the most widely misunderstood rule (your Moderator will take time to explain it thoroughly should it be made). The delegate making the motion wishes the committee to consider including only certain operative clauses of the resolution on which debate has been closed in the final version.

## **Roll Call Vote**

If this motion is passed (see rules for required number of seconds), the Moderator shall call the roll in alphabetical order, starting from a randomly selected country. There are two rounds of voting. During the first round, delegates can vote Yes, No, Abstain, or Pass. During the second round, all delegates who passed must then vote Yes or No—there are no abstentions. Delegates may request the right to explain their vote during either the first or second round.

The Roll Call Vote not only allows other delegates to get a better picture of where delegates in the committee stand (which may be especially important if the resolution may be reconsidered), but also allows delegates to air their reasons for voting as they did. For instance, after a Division of the Question, some delegates may find that the changed resolution either does or does not fall in line with their national interests and may desire the opportunity to explain their vote.

With both placard and roll call votes, a majority is defined as those members present and voting; therefore, abstentions do not count.

## **What To Do If Your Resolution Fails**

Remember that the value of HMUN resides not in getting your resolution passed, but in learning both about the UN as an international forum and about how to communicate and negotiate. The true victors at HMUN are those delegates who learn from their experiences in the committee process and take that knowledge from the Conference and apply it to their endeavors beyond.

## RULES OF PROCEDURE

### *General Rules*

1. Scope: These rules apply to the General Assembly, the Economic and Social Council, the Regional Bodies, the Security Council, and the Historical Security Council, except for modifications provided by the Secretariat, and will be considered adopted in advance of session. Other committees are run according to rules set by the Director.
2. Language: English will be the official and working language of the conference.
3. Delegations: Each member state will be represented by one or two delegates and shall have one vote on each committee. Representatives of accredited observers will have the same rights as those of full member states, except that they may not sign or vote on resolutions or amendments. The Secretary-General will provide a list of member states and accredited observers for each committee to the Director, which may be released upon request.
4. Participation of Non-Members: A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Director.
5. Credentials: The credentials of all delegations have been accepted upon registration. The Secretary-General shall be the final arbiter of the validity of all credentials. Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.
6. Statements by the Secretariat: The Secretary-General or a member of the Secretariat whom he or she designates may make either written or oral statements to the committee at any time.
7. General Powers of the Committee Staff: The Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Director will have complete control of the proceedings at any meeting. The Moderator will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Moderator may temporarily transfer his duties to another member of the committee staff or other designees of the Director. Committee staff members may also advise delegations on the course of debate. In the exercise of these functions, the committee staff will be at all times subject to these rules and responsible to the Secretary-General.
8. Appeal: Any decision of the Moderator, with the exception of those matters for which the HMUN Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Moderator may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Moderator will stand unless overruled by a two-thirds majority. The Director has ultimate discretion on any ruling, whether it is appealed successfully or not.
9. Quorum: The Director may declare a committee open and permit debate to proceed when at least one-fourth of the voting members of the committee is present. A member of the committee is considered present if at least one delegate representing that member is in the committee chamber. The presence of a majority of the members will be required for a vote. A quorum will be assumed to be present unless specifically challenged by a point of order and shown to be absent. A roll call is never required to determine the presence of a quorum.
10. Courtesy: Delegates will show courtesy and respect to the committee staff and to other delegates. The Moderator will immediately call to order any delegate who fails to comply with this rule.
11. Electronic Devices: No laptops, tablets, cell phones, or other electronic devices may be used in the committee room during formal debate or moderated caucus. Computers may be used outside the committee room at any time, or in the committee room during unmoderated caucus at the discretion of the Director.

## Rules Governing Debate

12. Agenda: The first order of business for the committee, if the committee has more than one topic area to discuss, will be the consideration of the agenda. If the committee has only one topic area, the agenda is automatically adopted. To set the agenda:
  - A motion should be made to set the agenda to one of the committee's topic areas as stated by the Director in the committee background guide.
  - Two speakers' lists will be established: one in favor of the motion, and one opposed to the motion and in favor of the other topic. The committee will hear alternating speakers from these lists. No motions for moderated or unmoderated caucuses are permitted during this time.
  - A motion to close debate will be in order after the committee has heard at least two speakers for the motion and two against, or when one of the speakers' lists is exhausted. In accordance with the normal procedure described in Rule 16, the Moderator will recognize two speakers against the motion to close debate, and a two-thirds majority is required for closure of debate on the agenda.
  - When debate is closed, the committee will proceed to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other Topic Area will automatically be placed before the committee.
  - When voting procedure is complete on the first topic area, the second topic area is automatically placed before the committee.
  - In the event of an international crisis or emergency, the Secretary-General or his or her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. Under such circumstances, a delegate may motion to table the topic and temporarily set the agenda to the crisis situation. After a resolution has been passed on the crisis, the committee will return to debate on the tabled topic. Until a resolution has passed, the committee may return to debate on the tabled topic area only at the discretion of the Secretary-General or his or her representative.
13. Debate: After the agenda has been determined, one continuously open speakers' list will be established for the duration of the topic area, except as interrupted by procedural points or motions, caucuses, discussion of amendments, and introduction of draft resolutions. Speakers may speak generally on the topic area being considered and may address any working paper or any draft resolution currently on the floor. A draft resolution can only be referred to as such once it has been introduced to the committee.
14. Unmoderated Caucus: An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage. The Moderator may rule the motion dilatory and his or her decision is not subject to appeal. The Moderator may prematurely end an unmoderated caucus if the Moderator feels that the caucus has ceased to be productive, and this decision is not subject to appeal.
15. Moderated Caucus: The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes, for the caucus. Once raised, the motion will be voted on immediately, with a simple majority required for passage. The Moderator may rule the motion dilatory and his or her decision is not subject to appeal. If the motion passes, the Moderator will call on delegates to speak at his or her discretion for the stipulated time. Only speeches will be counted against the overall time of the caucus, and each speech will be counted as taking up the full duration of the speaking time. If no delegates wish to speak, the moderated caucus will immediately conclude, even if time remains in the caucus. The moderator may also decide, subject to appeal, to suspend the caucus early.

16. **Closure of Debate:** When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Moderator may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Moderator may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. If the committee is in favor of closure, the Moderator will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote. If the speakers' list is exhausted and no delegations wish to add their name to the list, debate on the topic at hand is immediately closed.
17. **Suspension or Adjournment of the Meeting:** Whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all committee functions until the next meeting, or for the adjournment of the meeting, to suspend all committee functions for the duration of the conference. A motion to adjourn will not be in order until three quarters of the time scheduled for the last session have elapsed. The Moderator may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.
18. **Postponement and Resumption of Debate:** Whenever the floor is open, a delegate may move for the postponement of debate on a resolution or amendment currently on the floor. The motion, otherwise known as "tabling," will require a two-thirds majority to pass and will be debated by two speakers in favor and two opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed, and if debate on a resolution or amendment has not been resumed before debate is closed, that resolution or amendment may not be voted upon. A motion to resume debate on an amendment or resolution on which debate has been postponed will require a simple majority to pass and will be debated by two speakers in favor and two opposed. Resumption of debate will cancel the effects of postponement of debate.

### ***Rules Governing Speeches***

19. **Speakers' List:** The committee will have an open speakers' list for the topic area being discussed. Separate speakers' lists will be established as needed for motions to set the agenda and debate on amendments. A delegation present may add its name to the speakers' list by submitting a request in writing to the dais, provided that delegation is not already on the speakers' list, and may similarly remove their name from the list by a similar request in writing. At his or her discretion (usually only when a new speakers' list is opened) the Moderator may solicit nations to be added to the speakers' list by raising their placard. The speakers' list for the second Topic Area will not be open until the committee has proceeded to that topic.
20. **Speeches:** No delegate may address a session without having previously obtained the permission of the Moderator. The Moderator may call a speaker to order if his or her remarks are not relevant to the subject under discussion, or offensive to committee members or staff. Delegates who are absent when recognized by the dais automatically forfeit their time, and debate will continue.
21. **Speaking Time:** When any speakers' list is opened, the speaking time is automatically set to one minute. Delegates may also make a motion to set a new speaking time at any time when points or motions are in order during formal debate. This motion requires a simple majority to pass.
22. **Yields:** A delegate granted the right to speak from a speakers' list may, after speaking, yield in one of three ways: to another delegate, to questions, or to the dais.
  - **Yield to another delegate:** Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to a third delegate. To turn the floor over to a co-delegate is not considered a yield.
  - **Yield to questions:** Questioners will be selected by the Moderator and limited to one question each. Follow-up questions will be allowed only at the discretion of the Moderator. Only the speaker's answers to questions will be deducted from the speaker's remaining time.

- Yield to the Chair: Such a yield should be made if the delegate has finished speaking and does not wish to yield to another delegate or to questions, and further does not wish his or her speech to be subject to comments. The Moderator will then move to the next speaker. A yield to the Chair is in order, but not automatic, when a speaker's time has elapsed.
  - Yields are in order only on substantive speeches and not during moderated caucus.
23. Comments: If a substantive speech is followed by no yields, the Moderator may recognize two delegations, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. Delegates who make comments may not yield. No comments will be in order during debate on procedural motions, moderated caucus, or debate on amendments.
24. Right of Reply: A delegate whose personal or national integrity has been impugned by another delegate may request in writing a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Moderator's decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Moderator.

### ***Points***

25. Point of Personal Privilege: Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may rise to a point of personal privilege to request that the discomfort be corrected. While a point of personal privilege may interrupt a speaker, delegates should use this power with the utmost discretion.
26. Point of Order: During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Moderator in accordance with these Rules of Procedure. The Moderator may rule out of order those points that are dilatory or improper; such a decision cannot be appealed. A representative rising to a point of order may not speak on the substance of the matter under discussion. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.
27. Point of Parliamentary Inquiry: When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the Moderator a question regarding the Rules of Procedure. A point of parliamentary inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this point, but should rather approach the committee staff at an appropriate time.

### ***Rules Governing Substantive Matters***

28. Working Papers: Delegates may propose working papers for committee consideration. Working papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, and do not require formal introduction, but do require the signature of the Director to be copied and distributed. Working papers do not have signatories.
29. Resolutions: A resolution may be introduced when it receives the approval of the Director and is signed by twenty-five members in General Assembly committees, eight members in the Economic and Social Council committees and Regional Bodies, and five members in the Security Council and Historical Security Council. Signing a resolution need not indicate support of the resolution, and the signatory has no further rights or obligations and may sign more than one draft resolution. There are no official sponsors of resolutions. The Director's decision not to sign a resolution or amendment may not be appealed. Resolutions require a simple majority to pass unless otherwise stated in specific committee rules. More than one resolution may be on the floor at any one time, but at most one resolution may be passed per topic area.

30. **Introducing Resolutions:** Once a resolution has been approved as stipulated above and has been copied and distributed, a delegate may make a motion to introduce the resolution. This motion requires only authorization by the Moderator and does not require a substantive vote. The dais staff, time permitting, may choose to read the operative clauses of the resolution. Immediately after a draft resolution has been introduced and distributed, the Moderator may entertain non-substantive clarificatory points, typically used to address typographical, spelling, or punctuation errors. A resolution will remain on the floor until debate is postponed or a resolution on that topic area has been passed.
31. **Amendments:** Delegates may amend any resolution that has been introduced. An amendment must have the approval of the Director and the signatures of 12 members in the General Assembly, 4 members in the Economic and Social Council & Regional Bodies, and 3 members in the Security Council and Historical Security Council. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. There are no official sponsors of amendments and all amendments on the floor must be debated and voted upon:
- An approved amendment may be introduced when the floor is open. General debate will be suspended and two speakers' lists will be established, one for and one against the amendment. Debate will alternate between each list.
  - A motion to close debate will be in order after the committee has heard two speakers for the motion and two against, or when one of the speakers' lists is exhausted. In accordance with the normal procedure described in Rule 16, the Moderator will recognize two speakers against the motion to close debate, and a two-thirds majority is required for closure of debate.
  - When debate is closed on the amendment, the Committee will move to an immediate vote. Votes on amendments are substantive votes. After the vote, debate will return to the general speakers' list.

### *Rules Governing Voting*

32. **Division of the Question:** After debate on a topic area or amendment has been closed, a delegate may move to divide the question on any item which is about to be voted on. Division of the question means that a specified set of operative clauses may be voted on separately from the rest. Preambulatory clauses may not be removed by division of the question. The motion may be debated to the extent of two speakers for and two speakers against. This motion requires a simple majority to pass:
- If the motion passes, the Moderator will accept proposals on how to divide the question. Such proposals may divide the question into two or more parts. After all proposals have been accepted, the Moderator will arrange them from most severe to least, and each will be voted on, in that order. If no division passes, the resolution or amendment remains intact.
  - If any proposal passes, all other proposals are discarded and the resolution or amendment is divided accordingly. A substantive vote must then be taken on each divided part to determine whether or not it is included in the final draft. A simple majority is required for inclusion of each part. After all divided parts have been voted on, those that were voted to be included are recombined into the final draft resolution, which must then be voted upon under regular Rules of Procedure. If all of the operative parts of the substantive proposal are rejected, the proposal will be considered to have been rejected as a whole.
33. **Reordering Resolutions:** The default order in which resolutions are voted on is the order in which they were introduced. After debate on a topic has been closed, a delegate may motion to change the order in which resolutions on the committee floor will be voted on. Such a motion must specify a desired order. Once such a motion has been made, the Moderator will accept alternative proposals for ordering. This motion takes precedence over a motion to divide the question on a resolution. Proposals will be voted on in the order in which they were received and require a simple majority to pass; once a proposal has been passed, all others are discarded and resolutions will be voted on in that order.
34. **Voting:** Once committee is in voting procedure and all relevant motions have been entertained, the committee will vote on the resolutions on the floor. Voting occurs on each resolution in succession; once a resolution has been passed, no further resolutions will be voted on. In all matters, both substantive and procedural, each country will have one vote. Each vote may be a "Yes," "No," or "Abstain." All matters will be voted upon by placards, except in the case of a roll

call vote. After the Moderator has announced the beginning of voting, no delegate will interrupt the voting except on a point of personal privilege or on a point of order in connection with the actual conduct of the voting. A simple majority requires more “Yes” votes than “No” votes; abstentions are not counted toward either total. A two-thirds majority vote requires at least twice as many “Yes” votes as “No” votes. A procedural vote is a vote on any matter besides an amendment or resolution, and requires every country to vote either “Yes” or “No” on the question.

35. Roll Call Voting: After debate is closed on any topic area or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions. The Moderator’s decision whether to accept the motion for a roll call vote may not be appealed. Such a motion may be made from the floor and must be seconded by twenty-five members in General Assembly committees and eight members in Economic and Social Council & Regional Bodies committees. All substantive votes are roll call votes in the Security Council and Historical Security Council. Voting will be at the discretion of the Director in all other committees.
- In a roll call vote, the Moderator will call all countries noted by the dais to be in attendance in alphabetical order starting with a randomly selected member.
  - In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” “Pass,” “Yes with rights,” or “No with rights.”
  - A delegate who passes during the first sequence of the roll call must vote “Yes” or “No” during the second sequence. The same delegate may not request the right of explanation.
  - A delegate may only request the right of explanation if his or her vote appears to constitute a divergence from his or her country’s policy and if he or she votes “Yes with rights” or “No with rights” in the first round of voting. After all delegates have voted, delegates who stated their vote with rights will be granted 30 seconds each to explain their votes.
  - The Moderator will then announce the outcome of the vote.

### *Precedence of Motions*

36. Precedence: Motions will be considered in the following order of preference. If a point or motion is on the floor, points or motions lower on this list are out of order.

1. Parliamentary Points
  - a. Points that may interrupt a speaker:
    - i. Points of Personal Privilege (Rule 25)
    - ii. Points of Order (Rule 26)
  - b. Points in order only when the floor is open, i.e. Points of Parliamentary Inquiry (Rule 27)
2. Procedural motions that are not debatable:
  - a. Adjournment of the Meeting (Rule 17)
  - b. Suspension of the Meeting (Rule 17)
  - c. Unmoderated Caucus (Rule 14)
  - d. Moderated Caucus (Rule 15)
  - e. Motion to change the speaking time (Rule 21)
  - f. Introduction of a draft resolution
  - g. Introduction of an amendment
3. Procedural motions that are applicable to a resolution or amendment under consideration: reorder before division
  - a. Closure of Debate (Rule 16)
  - b. Postponement of Debate (Rule 18)
  - c. Reordering Resolutions (Rule 33)
  - d. Division of the Question (Rule 32)
4. Substantive motions:
  - a. Amendments (Rule 31)
  - b. Resolution (Rules 29-30)
5. Other procedural motions, e.g. Resumption of Debate (Rule 18)

## SAMPLE POSITION PAPER

**Committee: Disarmament and International Security**

**Topic: Nuclear Test Ban**

**Country: The Republic of Sierra Leone**

**School: High School Academy**

A. The nuclear test ban issue has been the first item on the agenda of the Conference on Disarmament since 1978 with good reason. In 1963, the United States, the United Kingdom, and the USSR entered into the Partial Test Ban Treaty (PTBT), which prohibited testing in the atmosphere and underwater. In 1974, the United States and the USSR entered into the Threshold Test Ban Treaty (TTBT) which placed an upper limit of 150 kilotons on nuclear tests.

The next logical step, a comprehensive test ban treaty (CTBT), has been long overdue. Nuclear weapon testing allows the arms race to continue and even escalate. The implementation of a test ban would slow down the development of new nuclear weapons and thereby slow down the arms race. Furthermore, a CTBT would not, as some states have claimed, threaten the stability of the policy of nuclear deterrence, on which both superpowers rely. In fact, a CTBT would maintain stability by preventing innovations and developments which could potentially give one nuclear state a unilateral advantage. Moreover, the increasing use of super-computers has essentially eliminated the need for actual testing.

B. The Republic of Sierra Leone believes disarmament to be crucial for the maintenance of worldwide security and considers a nuclear test ban to be an important step in the process of reaching that goal. Sierra Leone is not a nuclear power nor does it aid other countries in producing nuclear weapons.

In the past, the policy of Sierra Leone has been to work diligently towards a CTBT. We wish to accomplish this goal through negotiation in the Conference on Disarmament. In accordance with this policy, the Resolution 485 banning nuclear testing in Africa and Resolution 781 banning nuclear testing in Southeast Asia received wholehearted support from Sierra Leone. Furthermore, our government received glowing reports from the international press for our stance on the issue. The African Journal wrote that "To maintain the fundamental principles of Africa, the UN needs more nations like Sierra Leone" (Volume 48, 1993, pp. 12).

C. The Republic of Sierra Leone supports the following proposals for a nuclear test ban treaty:

The treaty must be a comprehensive and permanent one. Although Japan's proposal to have a progressive lowering of the threshold limit until it reached zero is an interesting idea, not only does this legitimize nuclear weapon testing, it also delays a true resolution of the problem. In addition, it gives the nuclear states a greater opportunity to escape their obligations through inevitable loopholes in the treaty.

Although peaceful nuclear explosions could potentially bring about beneficial results, the nearly insurmountable difficulty in differentiating between nuclear tests for weapons and nuclear tests for peaceful purposes makes such a distinction infeasible. The proposal that a state must provide the Secretary-General with all relevant data about the planned explosion is laudable, yet proper assurance of the peaceful nature of a test would require a degree of monitoring to which most nuclear states would not agree.

States can rely not only on all national means of verification which are consistent with international law, but also an international verification system. Current seismic monitoring systems, such as the Norwegian Seismic Array (NORSAR), are sufficiently advanced to determine whether states are complying with a CTBT. In addition, the 1984 experiment involving the World Meteorological Organization/Global Telecommunications System (WMO/GTS) illustrates the viability of an international seismic network. As per the Ad Hoc Group's report, Sierra Leone is in favor of an international network of seismic monitoring stations which would send their data to International Data Centers (IDCs) for analysis. These IDCs would automatically give out type I data (basic information) with type II data (data subjected to more advanced analysis) available upon request. Of course, even after the conclusion of a CTBT, there should be further research into the development of even more sensitive and accurate seismic monitoring equipment and analysis techniques. If the test ban treaty involved the gradual reduction of the threshold limit, then that limit should reflect current seismic monitoring technology. In addition, on-site inspections should be allowed.

Regarding compliance, a test ban treaty is of such paramount importance that violators should be punished. Yet the fact remains that embargoes would most likely have little if any effect on most nuclear states. Perhaps compliance measures will eventually rely on first convincing the superpowers, and any other nuclear states, to enter into a CTBT and then getting the superpowers themselves to ensure that their allies abide by the treaty.

## SAMPLE WORKING PAPER

The purpose of the working paper is to clearly communicate the interests of one or more countries. Please note that there is no set format for working papers; the below is just one example of a possible working paper. To facilitate the photocopying and delivery, working papers should include the name and topic of the committee. After receiving the approval of the Director, working papers may be copied and distributed to the committee.

**Committee: UN Commission on Trade and Development**  
**Topic: Generalized System of Preferences**

Signatories: Algeria, United States, Colombia, United Kingdom, South Africa, Portugal, Republic of Korea, and Spain

The authors of this working paper believe that a GSP should be set up so that Least-Developed Countries (LDCs) receive preferential treatment from Developed Countries (DCs). To that end we propose:

1. Each DC reduce its tariffs to the lowest level possible. This level will be determined by the below created subcommittee.
2. Bilateral trade agreements should be pursued for further reductions in tariffs.
3. Trade preferences should be granted in the following areas:
  - a) Agriculture
  - b) Manufactures
  - c) Semi-manufactures
  - d) Raw materials
4. Decisions on giving nations preference in product coverage should be made in consultation with the affected LDC. Annual re-evaluation of coverage shall take place with the LDC with dispute going to the below-created subcommittee.
5. A subcommittee of UNCTAD should be created with equal membership of developed and developing countries. This subcommittee would have the following powers:
  - a) To mediate disputes between preference givers and receivers
  - b) Make recommendations which all countries should follow
  - c) Serve as a forum for airing grievances relating to the GSP
  - d) Report regularly to the Secretary-General
6. Membership should be as follows:
  - a) Five permanent nations from the DCs
  - b) Five permanent nations from the LDCs
  - c) Ten members elected annually by UNCTAD

The voting rights will have to be worked out, but the UN format for subcommittees seems best. Of course, we are amenable to change.

## SAMPLE DRAFT RESOLUTION

**Committee: UN Commission on Science and Technology**  
**Topic: International Newsflow Imbalance**

Signatories: Algeria, United States, Colombia, United Kingdom, South Africa, Portugal, Republic of Korea, and Spain

The Economic and Social Council,

*Noting* its Resolution A/36/89 of 16 December 1981, "The Declaration on Fundamental Principles Concerning the Contribution of the Mass Media to Strengthening Peace and International Understanding,"

*Noting further* Article 19 of the Universal Declaration of Human Rights, "Everyone has the right to...receive and impart information and ideas through any media and regardless of frontiers,"

*Recognizing* that the problem of newsflow imbalance is that two-way information among countries of a region is either nonexistent or insufficient and information exchanged between regions of the world is inadequate,

*Realizing* the need for all sovereign nations to maintain their integrity and still play an active role in the international system,

1. Recommends that a three-level information interchange system be established on the National, Regional, and International levels to ameliorate the current problems of newsflow imbalance, operating as follows:
  - a) Each region's member nations will report their national information and receive the information of other nations in their region from the regional level of this interchange system;
  - b) Nations will decide the character of the newsflow media best suited to the need of their sovereign territory, be this printed, audio, or audio-visual;
  - c) Regional News Gathering Agencies will serve to gather information from the nations in their region, and these boards will have no editorial discretion and will serve to forward all information to the International Board;
  - d) Each regional agency will be composed of representatives from every member nation of the region;
  - e) The primary function of the International Board will be to translate information accumulated from the regional news gathering agencies;
  - f) The secondary purpose will be to transmit all information gathered back to the member nations via the regional news gathering agencies;
  - g) In order to expedite the transfer of information from the international to regional level the International Board will utilize a UN frequency on an EEC (European Economic Community) satellite;
2. Urges the establishment of the University of International Communications, with main branch in Geneva, Switzerland, and additional branches located in each of the aforementioned regions, to pursue the following aims:
  - a) The University and branches will be established with the express purpose of bringing together world views and facilitating the transfer of technology;
  - b) All member nations of the United Nations will be equally represented at the University;
  - c) Incentives will be offered to students of journalism and communications at the University to return to their countries to teach upon completion of instruction;
  - d) The instructors of the regional education centers will be comprised of a multi-partisan coalition of educators from throughout the world;
3. Calls for the continued use of funds from the International Program for the Development of Communications, Special Account, UNESCO, the UNDP, and other sources of funding including national governments and private donors;
4. Further recommends that the distribution of funds be decided by the IPDC.

# RESOLUTION FORMATTING GUIDELINES

## Heading

The title should be centered, in capital letters, above the body of the draft resolution. The next two lines should list the name of the committee and the title of the topic, left-aligned. Note that no authors should be listed, as there are no sponsors of draft resolutions at HMUN. Do note, however, that draft resolutions require the approval of the Director and the signature of twenty-five members in General Assembly committees, eight members in the Economic and Social Council committees and Regional Bodies, and five members in the Security Council and Historical Security Council. Signatories should be listed at the top of the first page of the draft resolution.

## Body

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

- The committees of the General Assembly and Economic and Social Council should begin their resolutions with “The General Assembly” and “The Economic and Social Council,” respectively. All other committees should use their own names in the introductory line. The rest of the resolution is comprised of two sets of clauses.
- The first set consists of preambulatory clauses, which describe the problem being addressed, recall past actions taken, explain the purpose of the resolution, and offer support for the operative clauses that follow. Each clause in the preamble begins with an italicized (or underlined, if handwritten) word or phrase and ends with a comma.
- The second set consists of operative clauses, which are numbered and state the action(s) to be taken by the body. These clauses all begin with present tense active verbs, which are generally stronger words than those used to begin preambulatory clauses. These verbs are underlined. All operative clauses, except the last, which ends with a period, are followed by semi-colons.

## Preambulatory Phrases

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

## Operative Clauses

|                            |                   |
|----------------------------|-------------------|
| Accepts                    | Has resolved      |
| Affirms                    | Notes             |
| Approves                   | Proclaims         |
| Authorizes                 | Reaffirms         |
| Calls for                  | Recommends        |
| Calls upon                 | Regrets           |
| Condemns (SC only)         | Reminds           |
| Confirms                   | Requests          |
| Congratulates              | Resolves          |
| Considers                  | Solemnly affirms  |
| Declares accordingly       | Strongly condemns |
| Demands (SC only)          | Supports          |
| Deplores                   | Takes note of     |
| Designates                 | Trusts            |
| Draws attention            | Urges             |
| Emphasizes                 | Welcomes          |
| Encourages                 |                   |
| Endorses                   |                   |
| Expresses its appreciation |                   |
| Expresses its hope         |                   |
| Further invites            |                   |
| Further proclaims          |                   |
| Further recommends         |                   |
| Further reminds            |                   |
| Further requests           |                   |
| Further resolves           |                   |