Dear Delegates,

The HNMUN 2008 Secretariat is pleased to present you with an entirely revamped Guide to Delegate Preparation. In this guide, you will find an overview of substantive activities at conference, a list of differences between HNMUN and other Model UN conferences in the world, an explanation of the characteristics of our various committees, a listing of the powers of the committee staff and the updated Rules of Procedure. While this guide contains virtually all information regarding the substantive side of HNMUN, I invite you to consult the following documents as well in your preparation. All documents are available in the Content Library of www.hnmun.org.

Guide to First Time Delegations: An innovation at HNMUN 2008, this guide is aimed at familiarizing delegates who are new to Model UN, or to HNMUN, with the events at conference.

Frequently Asked Questions: This document contains the answers to all logistical questions regarding the conference. Information on social events and conference staff is also included. While some substantive basics are covered in this guide, we encourage you to consult this Guide to Delegate Preparation for an in-depth coverage of all substantive issues.

Committee Study Guides: Our committees are directed by Harvard undergraduates, who dedicated their summer to researching and writing a 15,000-word study guide on the issues on the agenda of their committees. Study guides contain not only a history and discussion of the problem at hand, but also a section detailing suggestions for further research and questions a resolution must address. Updates to the study guides, covering the latest developments, will be available online in early December.

Good luck with your research and do not hesitate to contact any of the HNMUN Secretariat and staff with your questions!

Sincerely,

Roxanne C. Krystalli
Secretary-General
HN MUN 2007
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INTRODUCTION

GENERAL COMMENTS

Welcome to Harvard National Model United Nations (HNMUN) 2008, the world’s largest and most prestigious conference of its kind. We are happy to have you with us. Throughout the conference weekend, you will be working with other highly motivated college students toward the common goals of international awareness and consensus-building. This document strives to explain both the philosophy of HNMUN and the technical details of the conference. Without understanding both the overall goal of HNMUN and how the conference operates, delegates may feel overwhelmed and lost. It is our hope that this document will guide delegates throughout the weekend.

Philosophy: The United Nations as an International Forum

Our primary goal is to provide students interested in exploring the difficulties and complexities of international relations with the best possible simulation of diplomacy and negotiation. Our committees are designed to enable delegates to arrive at a comprehensive and pragmatic solution to each of the topics while realistically simulating the dynamics of a true United Nations session. For solutions to be reached in committee, we assume both that compromise is possible and that consensus is a necessary condition for successful negotiation. With these assumptions, we hope that the process of formulating the solution embodied in a document called a resolution will reveal to the delegates the difficulties and complexities of international relations that our conference hopes to help delegates better understand. One could argue that the process of constructing a solution to international problems in itself does not offer much beyond a simple classroom experience. HNMUN allows delegates to examine current global problems through a wholly different lens. The solutions that any individual proposes to a world problem may technically seem correct, but these solutions are biased by the individual’s own political inclinations. Representing a nation’s interest in the global community complicates the issues and forces delegates to question their prior beliefs and arrive at innovative conclusions on problems in international relations today. It is this process of simulation that ultimately advances our goal of teaching the power and complexity of international relations. It is important to clarify why we have selected the United Nations as the primary organ through which HNMUN operates. The United Nations is not a world government. The principle of national sovereignty has been consistently upheld, and nations do not relinquish their sovereignty in joining the United Nations. Through resolutions, the United Nations can offer solutions to world problems, but it has limited enforcement powers beyond the force of international opinion that its decisions represent. The decisions must represent a single unified world voice to be effective and must be constructed through a series of compromises by nations with competing ends. Without solidarity, the United Nations’ decisions would lack any credibility and, therefore, any force. For the United Nations, finding a consensus is no easy task. No other body involves 192 countries debating international issues in unison. Each state wants its own voice heard and its own interests represented as solutions are reached on any given issue. Compromise is therefore necessary for anything to be accomplished. Thus, the need to find a consensus is certainly a hurdle to be overcome for both the real United Nations and for HNMUN, but it is this challenge of using international negotiation and compromise to solve world problems (and sometimes its failure) that makes us believe that the United Nations is the best body through which to advance the goals of the conference.

Structure

For both logistical and substantive reasons, HNMUN simulates only certain parts of the real United Nations. A given college or university attending the conference represents one or more countries, and each country is represented by one or two delegates in each committee. In this way, HNMUN emulates the practices of the UN. Delegates must align themselves with the policy of the represented country to advance the country’s interests in the world community. However, the conference extends beyond the UN. It incorporates simulations of regional bodies outside of the UN system, such as the League of Arab States or the North Atlantic Treaty Organization. Debate in these non-UN bodies focuses on two issues of primary importance to the region, as members try to advance the interests of their own countries within the larger context of the body. It is important to understand that the central goal of our conference is not only to provide a simulation of the United Nations but rather to help delegates understand the complexities of international diplomacy. We do not believe that the United Nations alone is the ultimate method for learning the nuances of international diplomacy. Rather, the UN in conjunction with other bodies offers delegates a comprehensive simulation of international diplomacy and negotiation. HNMUN also gives delegates the opportunity to further their education in global diplomacy by representing non-state actors in our Non-Governmental Organization program and our continual crisis committees. Whether they are representing Amnesty International or serving as a Roman Senator alongside Julius Caesar, these delegates have the chance to experience the ways in which negotiation and compromise operate in settings that depart from the standard state-centric model of the UN and other international organizations.
**Purpose of This Guide**

The main purpose of this guide is to prepare delegates for Model UN conferences in general and for HNMUN 2008 in particular. Delegates who have experience with Model UN should look at the “Differences between HNMUN and other Model United Nations conferences” section below. For those who have not, here is the general structure of the guide and the purpose of each part:

**Procedural Preparation**

In order to perform in committee, delegates must have an understanding of the basic structural elements of Model UN. HNMUN emphasizes the useful application of rules to promote the smooth functioning of the committee rather than as the focus of delegate performance. This Guide to Delegate Preparation contains most of this functional information including details on the rules of debate at HNMUN and the United Nations system. It is important for delegates to understand the rules because they enhance the workings of the committee and the learning experience of the delegate. To prevent misunderstandings and delays, a comprehensive understanding of the rules and their use is vital. Additionally, delegates can use an understanding of the rules to advance their own policies in committee. For example, in large General Assembly committees, the speakers’ list can become quite long, and a delegate may have to wait for an hour or more before it is his or her turn to speak. However, by using the rules governing yielded time, questions, and comments from the floor, a delegate can speak far more frequently. Knowledge of the rules is an important tool to allow you to air your views productively and efficiently. At conference, please do not hesitate to clarify issues of procedure and debate with the committee staff. Specific points of parliamentary inquiry will enable you to ask about procedure at conference. Still, understanding the basics of procedure before the conference will only make you a better delegate.

**Substantive Preparation**

Once delegates understand the rules of committee, they should learn how to contribute substantively to the debate. Substantive preparation, the process by which delegates learn how their ideas can make a difference in the committee, is a three step process. First, delegates should research their committee and its place in the UN system or in the international framework. By knowing the powers and duties of their committee, delegates can get a sense of what types of solution will and will not be possible. Delegates should then master the topics that their committee will discuss. Though the study guide provides a strong foundation of information on the topics, it is essential that delegates build on this foundation with their own research. Lastly, delegates should learn their country’s policy on the topics being addressed, so that they can represent their country strongly and accurately. This Guide to Delegate Preparation will walk you through the research you should do to be prepared in committee. Delegates with a solid grasp of the topics, of their country’s positions, and of the committee’s mandate will be leaders in the attempts to find solutions to the problems being addressed and to write resolutions that carry out those solutions.

**Committee Information**

This section contains other details about HNMUN that will enable you to better understand how the conference as a whole will run. It will first help delegates understand the different organs at HNMUN and how debate functions in each. It will then introduce the dais staff that will run each committee and describe the roles of each staff member. Lastly, it will discuss our expectations of delegates, both substantively (the criteria used for deciding awards) and sartorially (the dress code at HNMUN).

**Differences between HNMUN and other Model United Nations conferences**

For the most part, this Guide to Delegate Preparation is written for the delegate who has not been part of a Model United Nations conference before. It provides an introduction to Model UN as well as information about HNMUN. Therefore, experienced delegates need not read it all the way through. However, these delegates should be aware that HNMUN is not alike in every respect to other Model UN conferences in which you may have participated. In particular, please note the following:

- **Committees at HNMUN, with the exception of the continual crisis committees, may pass only one resolution on each topic area. Because only one resolution can be passed, there is a much greater emphasis on compromise at HNMUN than at other Model UN conferences.**

- **Many procedural rules at HNMUN may differ from those to which you are accustomed. You may want to skim the rules, located at the back of the Guide to Delegate Preparation, to look for such variances so that you are prepared for them in committee.**

- **No prewritten working papers or draft resolutions will be permitted at HNMUN. All written material introduced in a committee must be the product of work done at the conference itself.**

- **Resolutions at HNMUN do not have sponsors. Instead, draft resolutions require a certain number of signatories to be shown to the Director before they are brought onto the floor for debate. Following the Director’s approval, any delegate (whether or not that delegate is a signatory of the draft resolution) may move to introduce the draft resolution. Signing a draft resolution does not mean that you wrote it or that you support it; it means only that you believe it should be debated.**
• Because there are no sponsors, all amendments are considered unfriendly, requiring the majority vote of the committee to be integrated into the draft resolution on the floor. Only non-substantive typographical amendments may be made without a vote, at the Moderator’s discretion.
• There are no Chairs at HNMUN. Instead, a Moderator and a Director jointly run each committee; the Moderator is the enforcer of procedure, while the Director is the substantive expert.
• Debate at HNMUN adheres more closely to the study guide than it does at some other conferences. In particular, all draft resolutions must address the issues mentioned in the “Questions a Resolution Must Answer” section of each study guide.
• Following a speech in formal debate, if no yields are made, two comments are automatically in order. The possible yields are to questions, to another delegate, or to the chair. If a yield is made, no comments are in order. Comments are never in order during a moderated caucus.
• Amendments at HNMUN are substantive, not procedural motions. For detailed amendment procedures, please consult the Rules of Parliamentary Procedure at the end of this guide.

THE PATH TO A RESOLUTION

Before we can discuss the specifics of the debate structure, it is important to note that the purpose of the debate, as stated in our philosophy, is to produce a comprehensive and pragmatic solution to the topic embodied in a document called a resolution. If we are to understand the nuances of the debate, we must first grasp the path towards the resolution. The process for producing a resolution in an HNMUN committee consists of two written stages: the working paper and the draft resolution.

Working Paper

Working papers mainly serve as a point of reference for discussion in committee by putting abstract ideas into a concrete, written form (please see the sample provided later in this guide). Working papers are usually short proposals on one or more aspects of the problem under discussion and serve as a way of breaking down an issue into manageable units. With the approval of the Director, working papers are copied and distributed so that the committee’s delegates can learn about the positions and interests of other delegates. As the committee’s work progresses, new points and ideas should be compiled into new working papers. Amendments cannot be made to working papers. Subsequent working papers must contain ideas that do not appear on any previous or concurrent working papers. Working papers should help advance the committee’s work, not duplicate it. This means that once a variety of proposals and viewpoints are introduced, the committee should begin to formulate the working papers into comprehensive draft resolutions. Delegates should be aware that working papers are not “mini-resolutions” in that they do not need to be in any specific format and do not need to cover all the issues raised in the “Questions a Resolution Must Answer” portion of the study guide. Additionally, ideas do not have to appear in working papers before they can become draft resolutions. That said, working papers do provide a very useful tool for getting the entire committee’s feedback on specific ideas before presenting them as formal draft resolutions.

Draft Resolutions

As in the real United Nations, the main vehicle of action at HNMUN is the resolution, a formal document in which a committee spells out the action to be taken in order to solve a particular problem (please see the sample resolution included in this guide). Each draft resolution should deal specifically with the topic area currently under discussion by the committee. The following criteria must be met before a draft resolution can be introduced to the committee:
• It must adequately address the points set out in the “Questions a Resolution Must Answer” section of the study guide as well as any other points that have been raised in the course of debate.
• It must be well-written, concise, and free of grammatical and typographical errors.
• It must have the minimum number of signatories as stipulated in the Rules of Procedure. HNMUN documents do not have sponsors; instead, they have signatories.
• It must be typed (for photocopying purposes).
• It must receive the approval and signature of the Director. Directors have the discretion of suggesting changes to a working paper or draft resolution, or redirecting the submitters to cooperating with delegates with similar papers, prior to approving of any documents.
• It must be completely original work done at the conference; no prewritten draft resolutions will be allowed, and plagiarism will not be tolerated.

Because the committee can pass only one resolution on each topic at HNMUN, delegates should expect to be asked to revise draft resolutions several times before they meet the Director’s standards. While the Director will not advocate a particular solution, it is his or her responsibility to ensure that the committee has fulfilled its responsibilities and adequately addressed the entire topic before it can be introduced as a draft resolution. Our Directors are trained to be very selective in accepting draft resolutions, and delegates should not be surprised or offended if the dais staff sends a proposal for a draft resolution back to the committee for revision before
Amendments

The amendment process is used to improve draft resolutions as the course of debate evolves to reflect concerns that may not have been addressed in the original document. Amendments can greatly enhance the work of a committee. A clear understanding of the rules of procedure is very important to the process of proposing, debating, and voting on an amendment. At HNMUN, all amendments must be put to a substantive vote of the entire committee. There are no friendly amendments, and all amendments are treated in the same way regardless of the effect they have on the draft resolution in question. To introduce an amendment, delegates will need a number of signatories, as well as the approval of the Director. If an amendment is passed by the body, it is immediately incorporated into the text of the draft resolution for the purposes of debate and voting. Please consult the Rules of Parliamentary Procedure at the end of this document for detailed directions on the introduction and debating of amendments.

Voting

The final act in the discussion of a topic area is voting on the draft resolution(s) on the floor (as amended throughout the course of debate). A resolution is passed when a majority of the committee votes in its favor, and only one resolution may be passed for a topic area. By adopting a resolution, the committee has agreed, by a majority, that this is the best possible solution to the problem. Discussion of the Topic Area is completed upon passage of a resolution. The process is then repeated for the second topic area, time permitting.

SUBSTANTIVE PREPARATION

This section addresses the preparation delegates can make prior to arriving at the conference. Delegates who are new to Model UN or HNMUN are encouraged to consult the Guide to New Delegations, which provides an introduction to Model UN. The preparation tips outlined below will be most useful when combined with a thorough examination of committee study guides and conduct of independent research.

UNDERSTANDING THE MANDATE OF THE COMMITTEE

The first place to look for information one is the committee study guide. Each study guide includes a “History of the Committee” section that gives background on the committee, its responsibilities, and some of its major achievements in the past. However, this section should be only the beginning of one’s research.

The next step should be to investigate the official mandate of the committee. For most committees within the UN system, this is easy: simply look at the UN Charter. The founding document of the United Nations gives detailed descriptions of the powers and responsibilities of the General Assembly, the Economic and Social Council, and the Security Council. The websites of the committees of the General Assembly and the commissions of the Economic and Social Council give more specific descriptions of the mandates assigned them. Similarly, most non-UN international bodies have some sort of charter that describes how much power the body has; for example, the website of the North Atlantic Treaty Organization includes the treaty in its entirety.

Once delegates are aware of the committee’s mandate, the next step is to understand what resources it has available and how it will carry out decisions it makes; this will inform the type of resolutions that can be written.

One of the best ways of getting a sense of one’s committee is to look at some of its past actions. Looking at some resolutions a committee has passed is indicative of the types of solutions it employs. What strategies and formats are generally used by the committee to address international problems? Past resolutions can be accessed on the UN website.

RESEARCHING THE TOPICS

The committee study guides can serve as an excellent starting point for delegate research. The study guides are a result of extensive research and effort on the part of the Directors and are the foundation of substantive preparation for each of the committees. While reading the study guide, delegates should be conscious of the fact that they must act as policy makers, analyzing and molding the information they have received into solutions and resolutions. The study guide updates will add supplementary information and new angles. Updates will be available on the website in early December.

While the study guide and updates will provide a beginning for substantive preparation, it will be necessary and rewarding for delegates to do additional research. Directors have included in their study guides a list of the most useful sources in learning about particular topic areas. It is crucial that participants use these sources to focus their preparation and increase the breadth and depth of their knowledge about the topics. Faculty advisors and head delegates should introduce their students to any resources available in their academic communities to help them learn as much as they can about the topics.

Delegates are encouraged to focus particularly on what new action they feel the committee can or should take. The section of the study guide entitled “Past UN Action” describes
some of the attempts taken by the international community to solve the problem being discussed in the past. Participants can use this and their own research as a starting point for possible solutions, but should remember that the reason this topic is still being discussed is that the past solutions have not been entirely successful. As research proceeds, delegates are encouraged to consider why solutions have not been successful and ponder ways of correcting the errors of past attempts that are in line with the mandate of the committee. Coming into the committee with a solid grasp of what has and has not worked in the past will allow the committee members to propose innovative ideas to address the problem.

**Researching Country Policy**

It is crucial that delegates research their country’s policy on the two topic areas of each committee as well as the state’s political situation in a larger context. While it is understood that some flexibility in positions is necessary to compromise and negotiate with other countries during debate, participants must maintain the assigned country’s policy as much as possible. Directors will be enforcing this aspect of debate, as it is crucial to the simulation and the overall international education.

HNMUN requires delegates to adopt the position of a specific country or character throughout the course of the 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 Model UN because delegates must confront the inherent biases of their own national perspectives and historical understanding. While it may be difficult to find a published account of a country’s position on a particular issue, it may be possible to contact the country’s delegation at the real UN to continue research. Developing a better general understanding of the country - cultural and religious beliefs, political systems, UN voting history, and so forth - will allow committee members to construct a plausible position for each country on each of the topic areas when they are unable to find an explicit, published position by the country’s government.

In addition to a country’s policies and cultural traits, it is useful to research traditional allies of a country, other countries that affect the balance of power in the region, and states with which a delegate’s assigned country has been in conflict in the past. In combination with the Bloc Positions section of the study guide, this type of research will inform delegates of potential allies at the conference, with whom they could discuss solutions to the problems posed by the topic areas.

**Position Papers**

The position papers are the focus of the substantive preparation before the conference. The main purpose of the position paper is to help delegates to express their country’s policy clearly and concisely.

Each study guide has a section entitled “Position Papers” that provides guidelines on how to write these papers. Conventionally, position papers begin with a brief history of how a country has been affected by the topic. They then discuss any policies that the country has used to deal with the topic in the past and describe the success or failure of those policies. Lastly, they state what the country feels the best solution to the problem would be, within the limits of what the particular committee can do. Position papers do not typically exceed two double-spaced pages and should address both topic areas. Specific guidelines can be found in the study guide and guidelines for submission are emailed to Head Delegates and Faculty Advisors in January. Position papers are due on 2 February 2008. A binder with a copy of each position paper submitted will be available at the dais during the conference.

**Committee Information**

This section explains the differences between the various types of committees offered at HNMUN and describes the staff that will be present in each committee.

**Types of Committees at HNMUN 2008**

The differences between committees are not limited to differences in mandates or responsibilities. A large committee, like a GA committee, has different features than a small committee like the Security Council. Understanding the idiosyncrasies of the organ will enable delegates to contribute more effectively to the debate in their committee.

**General Assembly Committees**

Five of the standard committees of the General Assembly (the Disarmament and International Security Committee, the Economic and Financial Committee, the Social, Humanitarian and Cultural Committee, the Special Political and Decolonization Committee, and the Legal Committee), together with the World Health Organization and the World Summit for Children, comprise the General Assembly at HNMUN 2008. All members of the United Nations will be represented in these committees, unless they constitute a special session, such as the World Summit for Children.

General Assembly committees range in size between 200-300 delegates. The Disarmament and International Security Committee, the Economic and Financial Committee, the Social, Humanitarian and Cultural Committee, the Special
Political and Decolonization Committee, and the Legal Committee will consist of double delegations, which means that two participants from the same university will represent each country. The World Summit for Children and World Health Organization will consist of single delegations.

The World Summit for Children differs from standard GA committees more in goals than in procedure; the study guide for this committee explains in detail how it will be run, and how it will differ from a regular GA committee.

**Economic and Social Council Committees**

The committees of the Economic and Social Council consist of the United Nations Human Rights Council, the United Nations High Commission for Refugees, the United Nations Development Program, the International Monetary Fund, and the World Trade Organization. These committees range in size from 30 to over 100 members, depending on their membership. Economic and Social Council committees specialize on a particular aspect of international relations, whether that is humanitarian or financial issues. Economic and Social Council committees will call on delegates to occasionally respond to crises as they emerge, in addition to resolving the topics on their respective agendas.

**Regional Bodies**

The regional bodies are the Organization of American States, the African Union, the League of Arab States and the Organization for Security and Cooperation in Europe. The two former committees consist of approximately 100 members, while the two latter consist of nearly 30 members.

While most committees at HNMUN include countries from every region of the world, each Regional Body only includes the countries of its region, and focuses on issues important to the region. The Regional Bodies are often not part of the United Nations system; nevertheless, they are procedurally identical to other HNMUN committees. They are similar to the Economic and Social Council committees in the style of debate and the way in which they address the topics. Like the Economic and Social Council committees, all Regional Bodies will have a crisis at some point during committee session.

**Specialized Agencies**

Besides the Continual Crisis simulations, the Specialized Agencies comprise the Security Council, the Historical Security Council, the North Atlantic Treaty Organization, and the Conference of Westphalia. The two Security Council simulations will follow a modified version of the rules of procedure that gives the five permanent members (the United States, the United Kingdom, France, China, and the Russian Federation or USSR) a veto in substantive voting. The small size of these committees means that debate will be much more informal; there will be a much greater emphasis on intimate negotiations between delegates to hammer out the details of resolutions, in both moderated and unmoderated caucuses. Like the Economic and Social Council, both Security Council simulations will have a crisis break at some point during the weekend.

The Continual Crisis committees have special rules of procedure, which are listed in the study guides.

**Committees set at a different time period**

The Futuristic WTO, Historical Security Council, Vichy France, Conference on Westphalia, USNSC: Korean War, and triple JCC: Concert of Europe are the committees set at a different time period other than the present. The time given in the study guide and on the first day of committee. Delegates will not be allowed to use or to reference any events that happened or information that was gathered after the date in which the committee is set. Anachronistic references will destroy the historical accuracy of the simulation and detract from the enjoyment and educational experience of all delegates.

**Non-Governmental Organizations**

The NGO Program at HNMUN is an innovative arrangement that provides its delegates with the opportunity to debate multiple topic areas in various committees, while greatly enriching those committees’ discussions. Each delegate in the NGO Program will represent an assigned NGO at the conference, and will have the freedom to travel and represent their organization in one or more committees whose debate directly relates to the mission of their respective NGO. The Amnesty International delegate in the NGO Program, for example, may find themselves presenting and debating issues in committees as diverse as the UN Human Rights Council and the Special Political and Decolonization Committee.

After other committees at the conference have chosen their topic areas, NGO delegates will choose the committees in which they would like to work. They are then introduced to their committee of choice, at which time they become analogous to any other delegate in committee. They are subject to the same rules and courtesies, except for rules governing voting power. Though NGO delegates cannot vote on draft resolutions, they may caucus, negotiate, support draft resolutions, and write their own working papers in committees. In this sense, the NGO program is extraordinarily dynamic and flexible—both in the way that delegates interact and in the topics that delegates choose to undertake at the conference. Delegates involved in the NGO program will have the unique opportunity to see a wide range of committees at HNMUN, and delegates in other committees should take advantage of the resources and insights offered by the NGO delegates participating in their debates.
Continual Crisis Committees

This year’s continual crisis committees include Vichy France, USNSC: Korean War, and triple JCC: Concert of Europe. Instead of debating two distinct topic areas laid out in advance in the study guide, these committees will focus on a particular political, social, or military crisis, reacting to its twists and turns throughout the committee session. Each continual crisis committee has a crisis staff in addition to its dais staff, coordinating events to respond to the decisions delegates make and constantly throwing twists and turns to the committee.

Delegates in continual crisis committees represent characters instead of countries, taking on the personas of historical figures, military heroes, or cabinet members. Representing an individual differs greatly from representing a delegate to the United Nations; if one’s character is a real person, it is crucial to research his or her perspective on the conflict as one would research a state’s policy. Our continual crisis staff will provide delegates with a preliminary biography outlining the character’s role in the cabinet and his or her views and tendencies, but participants will greatly benefit from gathering as many personal details as they can. This information will not only guide delegates through their debate but also add personality and flair to the experience. If the assigned character is fictional or only loosely based on a real figure, delegates have the unique and fun opportunity to develop their own personality within the guidelines provided by their biography.

Continual crisis committees do not pass resolutions; depending on the committee, they can issue communiqués, press releases, statements, decisions, and military commands, to name only a few. In a militarily-oriented committee like the Korean War, delegates will discuss tactical and strategic as well as political maneuvers. The possibilities are virtually endless; continual crisis leaves the delegates free reign to steer the course of history. In these committees, the Directors play a role similar to those of the delegates, embodying the leader of the cabinet.

Unlike traditional committees, continual crises do not operate by the Rules of Procedure. Instead of a speakers’ list, most of debate will be conducted through modified caucuses, allowing for a free flow of ideas and efficient progress. Voting on decisions and other actions taken by the committee is conducted by the Director, but he or she will be granted greater discretion than in a traditional committee; although the Director entrusts his or her cabinet with making decisions in his or her name, he or she holds ultimate veto power over all actions of the committee. Specific rules are stated in each study guide and are at the discretion of the Director.

Perhaps the most important divergence of continual crisis committees from their traditional counterparts is the role of the crisis staff. In addition to voicing concerns verbally in the committee room, individual delegates can also conduct private affairs through liaisons in the crisis room, generating a new and exciting dimension of the crisis. Each delegate has a great deal of agency, and each is responsible for exercising this power through communication with the crisis staff and with the other delegates.

THE SUBSTANTIVE STAFF

The staff at HNMUN takes a more active role than that of some other Model United Nations conferences. The primary job of the staff is to work with the delegates in achieving the goals of the Conference. The staff of each committee includes a Director, a Moderator, and Assistant Directors. At HNMUN, the Director, the substantive expert, and the Moderator, the procedural expert, share the duties of running the committee, rather than being coordinated by one committee “chair.” Each study guide contains a new, detailed section on the powers of the committee staff, but they are briefly summarized below.

Directors

The committee Director is the substantive expert on the issues. At HNMUN, the Directors choose their committees’ topic areas and prepare the study guides. The Director acts as an impartial observer of documents to be discussed and of the proceedings as a whole. Because of their knowledge, all draft resolutions and amendments in committee must be approved and signed by the Director to be presented to the committee as a whole. As the substantive leader of the committee, the Director also has the discretion to rule on all points and motions brought before the committee. Any questions about substantive issues should be raised with the Director.

Directors are not only allowed but also encouraged to address the committee on substantive issues, in order to suggest avenues of debate that the delegates have not yet considered. In this way, Directors can raise questions and make substantive recommendations so that the committee proceedings are most productive and efficient.

Moderators

While the Director is the substantive expert, the Moderator is the procedural expert who chairs the committee when it is in formal session. The Moderator has a full understanding of the rules of procedure, and it is his/her responsibility to facilitate the committee’s work by ensuring that the sessions run smoothly. Any questions about procedural issues should be raised with the Moderator.

Assistant Directors

Before the conference, the Assistant Directors prepare the updates to the committee study guide, as well as the summaries of the position papers that delegates have submitted. During the simulation, their job is to aid the Director by answering
delegates’ questions and by monitoring blocs during caucus, and to provide ‘sounding boards’ for delegate ideas, solutions and concerns. If the committee is producing a large amount of paperwork at some point in the course of discussing a topic, Directors will often rely on the Assistant Directors to work directly with delegates on preparing and revising draft resolutions. The Assistant Directors also help keep track of the Speakers’ List, votes, and other procedural matters. Delegates should feel free to approach the Assistant Directors at any time with questions about the substance or procedure of the committee.

AWARDS

The ultimate goal of being a delegate at HNMUN is to come away with a better understanding of the problems facing the world today and how these problems can be solved. Though awards are certainly not the focus of the simulation, we do feel that certain delegates deserve to be singled out for exceptional diplomatic work in committee. Committee awards will be given at HNMUN 2008 in recognition of superior performances by country delegations: should two delegates jointly represent a specific country in a given committee, the awards will be given to both delegates, based on an evaluation of their overall, combined performance. Keep in mind that awards are not given based on a point system, or based on the ratio of awards won to the size of the delegation. Number of individual awards won by a delegation as well as the ratio of awards won to the size of the delegation.

RULES OF PROCEDURE

INTRODUCTION

HNMUN strives to simulate the actual procedural process of the United Nations and has adopted a series of rules with which to conduct debate. The Rules of Procedure that we use at HNMUN are a synthesis of parliamentary rules from a variety of sources. Don’t be discouraged by their length or complexity. Learning the rules is like mastering a new language – at first it is a bit confusing, but after a little practice you learn how to function in the new environment.

You can find a copy of the Rules of Procedure in both this Guide to Delegate Preparation and the Conference Handbook. The rules in the Conference Handbook supersede the rules listed in this document, but you should take some time to familiarize yourself with them now. In reading over and studying the rules, your goal should be to know the rules so well that you can focus on substantive issues and not be distracted or confused by the procedural aspects of the committee sessions. Often, parliamentary procedure can be employed as a means of diplomatic maneuvering. After you become sufficiently adept at parliamentary procedure, you can use the Rules to your advantage.

Some aspects of parliamentary procedure are often misunderstood. They include:

Precedence: Precedence is the hierarchy established between different motions. Thus, after a Moderator recognizes a motion from the floor, he or she may ask if there are any other motions on the floor. If, for example, another delegate makes a different motion, the Moderator will act on the motion of higher precedence first.

Quorum: A quorum is the minimum number of delegates who must be present for the committee to conduct business. Unless challenged and shown to be absent, a director may permit debate when he or she feels that at least one-quarter of the members are present. To conduct substantive votes (on resolutions or amendments), a majority of the members must be present.

Points: There are three types of points at HNMUN. A delegate may rise to a Point of Personal Privilege. Although they are in order at any time (a delegate may rise to this point even during a speech), delegates should use caution when employing this point; it should only be used when a delegate experiences extreme discomfort which may prevent him or her from engaging in worthwhile debate (for example, if the delegate can not hear the speech being given). A delegate may also rise to a Point of Order. Used to call attention to an instance of improper parliamentary procedure, this point is in order only when the floor is open unless it interrupts a speech.
that is itself out of order. Finally, a delegate may rise to a Point of Parliamentary Inquiry. This point is raised when a delegate is unclear about a specific aspect of parliamentary procedure and is usually phrased as a question. It is not, however, used to obtain substantive information about a topic and may only be raised when the floor is open.

Procedural vs. Substantive Motions: A motion is procedural when it concerns the application of these Rules of Parliamentary Procedure. No abstentions are allowed when voting on such motions; all members of the committee must vote, including those who do not ordinarily have voting power. A motion is substantive if it concerns the passage of the content of a draft resolution or amendment. Abstentions are allowed and only members with voting power are allowed to vote.

The Rules of Procedure are divided into several sections, described below:

“General Rules” includes rules that govern who is entitled to participate in committees, how delegates will interact with the staff of the conference, and under what circumstances and in what ways committee sessions may be held.

“Rules Governing Debate” includes rules that establish how formal debate runs, how the agenda is set, how debate is closed, and how caucuses work.

“Rules Governing Speeches” includes rules on the speakers’ list, speeches, yields, comments, and rights of reply.

“Rules Governing Points” describes the points that can be made during committee session.

“Rules Governing the Path to a Resolution” includes rules on working papers, resolutions, and amendments.

“Rules Governing Voting” describe how procedural votes will be taken and how voting procedure will be conducted.

If you are still unclear about the Rules of Procedure, the committee staff will be able to explain any ambiguities or answer any questions.

**General Rules**

RULE #1 - SCOPE: These rules for the General Assembly, the Economic and Social Council, the Regional Bodies, and the Security Council simulations are self-sufficient, except for modifications provided by the Secretariat and will be considered adopted in advance of session. No other rules of procedure are applicable. If the Director provides alternate rules based on the nature of the committee, those rules will always take precedence over these in the event of a conflict.

RULE #2 - LANGUAGE: English will be the official and working language of the conference. The Director’s decision on this matter will not be subject to appeal.

RULE #3 - DELEGATIONS: Each member will be represented by one or two delegates and one vote on each committee. Observer states are considered non-members (see Rule 5 below).

RULE #4 - CREDENTIALS: The credentials of all delegations have been accepted upon registration. A credential is defined as the permission granted to a delegate or delegates to represent a particular country in a particular committee. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the consent of the Secretary-General. Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the committee staff.

RULE #5 - PARTICIPATION OF NON-MEMBERS: Representatives of Accredited Observers, of Non-Member States, and of Non-Governmental Organizations will have the same rights as those of full members, except that they may not vote on any substantive issues.

RULE #6 - STATEMENTS BY THE SECRETARIAT: The Secretary-General or a member of the Secretariat may at any time make either written or oral statements to the committee.

RULE #7 - POWERS OF THE COMMITTEE STAFF: The committee Moderator will declare the opening and closing of each meeting. The Moderator will accord the right to speak, announce decisions, rule on procedural points, and ensure and enforce the observance of these rules. The Moderator may temporarily transfer his or her duties to another member of the committee staff. Committee staff members may also advise delegates on the possible course of debate. The Director may interrupt committee proceedings to allow for a presentation, guest speaker, or expert witness speaker. Additionally, the Director or Moderator may allow a NGO delegate to speak upon being introduced to the committee. Ruling on all motions is subject to the discretion of the committee staff. In the exercise of these functions, the committee staff will be at all times subject to these rules and responsible to the Secretary-General.

RULE #8 - APPEAL: Any decision of the Moderator or Director, with the exception of those matters that are explicitly stated to be unappealable, may be appealed by a delegate. Appeals only refer to procedural motions, not substantive decisions. A motion to appeal must be made immediately after the decision of the committee staff is made. The delegate will be recognized for thirty seconds to explain his motion and there will be no further debate on this matter. The Director or Moderator may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the dais will stand unless overruled by two-
thirds of the total membership. A “No” vote on the appeal indicates support of the dais’ ruling; a “Yes” vote indicates opposition to that ruling. The following rules may never be appealed by a delegate:

a. Director's approval of a draft resolution or amendment.
b. Moderator's decision to rule a moderated or unmoderated caucus out of order (Rule 13 and 14).
c. Moderator's decision to refuse a right of reply (Rule 24).
d. Moderator's decision to rule a motion for suspension or adjournment out of order (Rule 16).
e. Moderator's decision to refuse Clarificatory Points on a draft resolution.
f. Moderator's decision to rule a motion for a roll call vote out of order.

RULE #9 - QUORUM: The Director may declare a Committee open and permit debate to proceed when at least one-quarter of the members of the Committee are present. A member of the Committee is a representative who is officially registered with the United Nations in that committee or with the given body. The presence of a majority of the members will be required for a vote on any resolution. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum.

RULE #10 - COURTESY: Delegates will show courtesy and respect to the committee staff and to other delegates. No talking is allowed in the committee room. The Moderator will immediately call to order any delegate who fails to comply with this rule.

RULE #11 - LAPTOPS: No laptops are allowed in the committee room during formal debate or moderated caucusing. Laptops may be used outside the committee room, while caucusing, or in the Computer Labs. Laptops may only be used in the committee room during unmoderated caucusing.

RULES GOVERNING DEBATE

RULE #12 - AGENDA: The first order of business for the Committee will be the consideration of the Agenda.

• A motion should be made once the committee has come to order to put a topic area first on the agenda.
• The only topic areas that may be proposed for the agenda are those listed in the preparation materials. The Director may modify these topic areas at his or her discretion.
• A “for-against” Speakers’ List with no comments will be established to debate the motion; speakers “for” will speak in support of the topic area suggested, speakers “against” will speak in favor of the other topic area.

• A motion to close debate on setting the agenda will be in order after the committee has heard at least two speakers for the motion and at least two against the motion. In accordance with the normal procedure described in Rule 15, the Moderator will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure of debate on the agenda. If the Speakers’ List on setting the agenda is exhausted, debate will automatically be closed even if a motion to close debate would not normally be in order.

• When debate is closed, the committee will move 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 first on the agenda.

• After debate is closed and voting procedures on the first topic area are concluded, debate will automatically begin on the second topic area; no motion is necessary.
• The Secretary-General or his/her representative may call upon a committee to table debate on the current topic area so that a more urgent matter may be attended to immediately. A delegate may also motion to table debate for a more urgent matter. After a resolution has been passed on the new topic, the committee will return to debate on the tabled topic. If all resolutions on the new topic fail, the committee may return to debate on the tabled topic area only at the discretion of the committee Director.

RULE #13 - DEBATE: After the Agenda has been determined, one continuously open Speakers’ List will be established for the purpose of general debate. This Speakers’ List will be followed for all debate on the Topic Area, except when interrupted by procedural motions, discussion of amendments, or the introduction of a draft resolution. Speakers may speak generally on the Topic Area being considered and may address any draft resolution or working paper currently on the floor.

RULE #14 - UNMODERATED CAUCUS: A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. No need to specify a purpose is needed. The delegate making the motion must specify a time limit for the caucus. A majority of members is required for passage. The Moderator may rule the motion dilatory, and this decision is not subject to appeal.

RULE #15 - MODERATED CAUCUS: The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. Moderated caucuses are not allowed during setting the agenda. In a moderated caucus, the Moderator will temporarily depart from the Speakers’ List and call on delegates to speak at his or her discretion. 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 explain its purpose and specify a time limit for the caucus as well as the time limit per speech. A majority is required for passage. The Moderator may rule the motion dilatory, and the decision is not subject to appeal. No motions are in order during a moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end. The Moderator may end a moderated caucus early at his or her discretion.

RULE #16 - CLOSURE OF DEBATE: When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Moderator may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Moderator may recognize two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the committee. If the committee is in favor of closure of debate, the Moderator will declare the closure of the debate and move the committee to immediate voting procedure. If a given speaker’s list is exhausted, debate will automatically be closed.

RULE #17 - SUSPENSION OR ADJOURNMENT OF THE MEETING: Whenever the floor is open, a delegate may move for the suspension of the meeting (suspending all committee functions until the next meeting), or for the adjournment of the meeting (suspending all committee functions for the duration of the conference). The Moderator may rule such motions out of order; these decisions will not be subject to appeal. When in order, these motions are not debatable, but will be immediately put to a vote barring any motions taking precedence and they require a majority to pass. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the committee.

RULE #18 - POSTPONEMENT AND RESUMPTION OF DEBATE (TABLING): Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds vote to pass and will be debatable to the extent of two speakers in favor and two opposed. No debate or action, including voting, will be allowed on any draft resolution on which debate has been postponed. A motion to resume debate on a draft resolution on which debate has been postponed will require a majority to pass and will be debatable to the extent of two speakers in favor and two opposed. Resumption of debate will cancel the effects of postponement of debate.

RULES GOVERNING SPEECHES

RULE #19 - SPEAKERS’ LISTS: The Committee will have an open Speakers’ List for the Topic Area being discussed (see Rule #12). The Moderator will either set a speaker’s time or entertain motions to set a speaking time. Separate Speakers’ Lists will be established as needed for procedural motions and debate on amendments. A country may add its name to a Speakers’ List by submitting a request in writing to the dais, provided that the nation is not already on the Speakers’ List, and may remove its name from the Speakers’ List by submitting a request in writing to the dais. At any time, a Moderator may call for members that wish to be added to the Speakers’ List. The names of the next several countries to speak will always be posted or announced for the convenience of the committee. A Speakers’ List for the second topic area will not be opened until the committee has proceeded to that topic. A motion to close any Speakers’ List is never in order. If the Speakers’ List is exhausted and there are no more points or motions, debate is automatically closed.

RULE #20 - SPEECHES: No delegate may address a session without having previously obtained the permission of the Moderator. The dais may call a speaker to order if his or her remarks are not relevant to the subject under discussion or are offensive to committee members or staff. When a delegate exceeds the allotted time decided for speeches as described in Rule 19, the Moderator may call the speaker to order.

Rule #21 - ABSENCE: Delegates who are absent from committee when recognized by the dais forfeit their time. The Moderator shall continue with formal debate.

RULE #22 - YIELDS: After being recognized from the Speakers’ List, a delegate may yield any or all of his or her time in one of three ways: to another delegate, to questions, or to the dais. Please note that only one yield is allowed. A delegate must declare any yield at the conclusion of his or her speech.

• Yield to another delegate: The speaker’s remaining time will be offered to that delegate. If the delegate accepts the yield, the Moderator shall recognize the delegate for the remaining time. The delegate may not make any further yields. To turn the floor over to a co-delegate of the same member state is not considered a yield.
• Yield to questions: Questioners will be selected by the Moderator and limited to one question each, which will be limited to thirty seconds. Follow-up questions will not be allowed. The Moderator will have the right to call to order any delegate whose question is, in the opinion of the Moderator, rhetorical, leading, or not designed to elicit information. Only the speaker’s answers to questions will be deducted from the speaker’s remaining time.

• Yield to the dais: Such a yield should be made if the delegate does not wish his or her speech to be subject to comments (Rule 23). The Moderator will then move to the next speaker.

**RULE #23 - COMMENTS:** If a speech from a Speakers’ List ends with no yields, the Moderator may recognize delegates, other than the initial speaker, to comment for 30 seconds each on the specific content of the speech just completed. The Moderator may rule a comment out of order if it is irrelevant or does not pertain directly to the preceding speech. Commenters may not yield. No comments will be in order during debate on procedural motions, amendment discussion, or in moderated caucuses. A maximum of two comments will be taken on any speech.

**RULE #24 - RIGHT OF REPLY:** A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in writing to the committee staff. The Moderator’s decision whether to grant the Right of Reply is unappealable, and a delegate granted a Right of Reply will not address the committee except at the request of the Moderator.

**RULES GOVERNING POINTS**

**RULE #25 - POINTS 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. A Point of Personal Privilege may interrupt a speaker only if the speaker is inaudible and delegates should use this power with the utmost discretion.

**RULE #26 - POINTS OF ORDER:** During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Moderator in accordance with these rules of procedure. The Moderator may rule out of order those points which are improper. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.

**RULE #27 - POINTS 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 during caucus or send a note to the dais.

**RULES GOVERNING THE PATH TO A RESOLUTION**

**RULE #28 - WORKING PAPERS:** Delegates may propose working papers for committee consideration. Working papers aid discussion of draft resolutions through formalizing (in written form) ideas expressed in the committee. Working papers need not be in draft resolution format. Working papers require the signature of the Director to be copied and distributed, but do not require signatures from committee members. Once distributed, delegates may begin to refer to that working paper by its designated number, but otherwise, debate proceeds normally on the topic. There is no formal introduction of working papers; they are considered introduced as soon as they are distributed. There are no votes for the approval of working papers.

**RULE #29 - SIGNATORIES FOR DRAFT RESOLUTIONS:** A motion to introduce a draft resolution (see rule #30) will be in order when it receives the approval of the Director and is signed by 25 members in the General Assembly, 15 members in the Economic and Social Council and the Regional Bodies, or 5 members in Security Council simulations. The final number of signatories required for each committee will be publicized at the beginning of the conference, as it is contingent on the eventual size of the committee. Signing a draft resolution need not indicate support of the draft resolution. Signing a draft resolution only indicates a desire for the draft resolution to be discussed in committee. The signatory has no further obligations. There are no official sponsors or authors of draft resolutions.

**RULE #30 - INTRODUCTION OF DRAFT RESOLUTIONS:** Once a draft resolution has the requisite number of signatories, has been approved by the Director, and has been distributed, a delegate may move to introduce the draft resolution. A procedural vote is then taken to determine whether the resolution shall be introduced. Should the motion receive the simple majority required to pass, the draft resolution shall be considered introduced and on the floor. More than one draft resolution may be on the floor at any one time, but at most one draft resolution may be passed per topic area. A draft resolution will remain on the floor until debate on that specific draft resolution is postponed or a draft
resolutions proceeds according to the general Speakers' List on the topic area, and delegates may then begin to refer to that draft resolution by its designated number. No delegate may refer to a draft resolution until it is formally introduced.

RULE #31 - CLARIFICATORY POINTS ON RESOLUTIONS: At the Moderator's discretion, he or she may recognize a delegate or group of delegates rising to answer clarificatory points on an introduced draft resolution, or the Moderator may answer these points him or herself. These points are non-substantive and typically refer to typographical errors or mistakes in the punctuation and spelling of the document in question. The Moderator's decision on this matter is not subject to appeal. Any substantive points will be ruled out of order during this period, and the Moderator may end this “clarificatory question-answer period” for any reason, including time constraints. Absolutely no separate motions to allow for certain delegates to field substantive questions will be accepted.

RULE #32 - AMENDMENTS: Delegates may amend any draft resolution which has been introduced. Only one amendment may be introduced at any given time. The motion to introduce an amendment is considered a procedural motion, and the final vote on the amendment is a procedural vote. An amendment must have the approval of the Director and be signed by 12 members in the General Assembly, 5 members in the Economic and Social Council and the Regional Bodies, or 3 members in Security Council simulations. The final numbers for required signatures will be posted at the beginning of the conference, as they are contingent on the eventual size of the committee. Since there are no friendly amendments, all amendments must be voted on by the entire committee to be included in the draft resolution. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended at a later time. Like draft resolutions, there are no official sponsors of amendments. Preambulatory phrases may not be amended.

• A motion to introduce an approved amendment may be made when the floor is open. If the motion receives the simple majority required to pass, the Moderator will read the amendment aloud, time permitting. General debate on the topic area will be suspended, and a Speakers’ List (no comments) will be established for and against the amendment.

• A motion to close debate will be in order after the committee has heard at least two speakers for the amendment and at least two against or if the Speaker’s List has been exhausted. Otherwise, following the normal procedure of Rule 15, the Moderator will recognize at most two speakers against the motion to close debate on the amendment, and a vote of two-thirds is required for closure.

• When debate is closed on the amendment, the committee will move to an immediate procedural vote on whether or not to adopt the amendment. Votes on amendments are procedural, so all delegates must vote with no abstentions. If this vote receives the simple majority required, the amendment will be considered part of the draft resolution. After the vote, debate will resume according to the general Speakers’ List on the topic.

RULES GOVERNING VOTING

RULE #33 PROCEDURAL VOTING: All voting is considered procedural with the exception of voting on draft resolutions. Delegates must vote on all procedural motions, and no abstentions are allowed. A motion that requires a simple majority needs more affirmative than negative votes to pass. A motion that requires two-thirds to pass requires exactly two-thirds of the votes to be affirmative. If there is not required number of speakers for/against a motion, the motion will automatically fail/pass.

RULE #34 - SUBSTANTIVE VOTING: The only substantive voting will be voting on draft resolutions and amendments. All other votes will be procedural votes. After debate has been closed on the general topic area, the committee will move into substantive voting procedures and the chambers are then sealed. At that point, only the following points and motions will be entertained: Division of the Question, Reordering Draft Resolutions, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry, and Point of Order. If there are no such motions, the committee will vote on all draft resolutions. For substantive voting, each country will have one vote. Each vote may be a “Yes,” “No,” or “Abstain.” Members who abstain from voting are considered as not voting. All matters will be voted upon using placards by default, except if a motion for a roll call vote is accepted. A simple majority requires “Yes” votes from more than half the members voting (i.e. more affirmative votes than negative votes). Once any resolution has been passed, the voting procedure is closed, as only one resolution may be passed on a topic area. In Security Council simulations, the five permanent members of the United Nations have the power to veto any substantive vote. In the North Atlantic
Treaty Organization, any member has the power to veto any substantive vote.

RULE #35 - DIVISION OF THE QUESTION: After debate on any topic has been closed, a delegate may move that the operative parts of a draft resolution be voted on separately. Preambulatory clauses and sub-operative clauses may not be removed by division of the question.

- The motion can be debated to the extent of at most two speakers for and two against, to be followed by an immediate procedural vote on that motion.
- If the motion receives the simple majority required to pass, the Moderator will take motions on how to divide the question and prioritize them from most severe to least severe.
- The committee will then vote on the motions in the order set by the Moderator. If no division passes, the resolution remains intact. Once a division, requiring a simple majority, has been passed, the resolution will be divided accordingly, and a separate procedural vote (implying no abstentions) will be taken on each divided part to determine whether or not it is included in the final draft. If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole.
- Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote as a whole, requiring a simple majority of those voting “yes” or “no” to pass.

RULE #36 - REORDERING DRAFT RESOLUTIONS: After debate is closed, a motion to change the order of voting on draft resolutions currently on the floor will be in order. The delegate raising this motion will indicate the desired ordering of draft resolutions. The default order will be the order in which the draft resolutions were introduced. There will be no debate on this motion, and it will require a simple majority to pass. Only one such motion can pass in each round of voting procedures. The reordering proposals will be voted on in the order that they were received; there is no precedence of one over the other. Hence, the Moderator will first take all proposals for reordering, and then proceed to call for votes on each one, until one of them passes.

RULE #37 - ROLL CALL VOTING: After debate is closed on any topic area, any delegate may request a roll call vote on any draft resolution being considered. Such a motion may be made from the floor and agreed on by a third of the committee. A motion for a roll call vote is in order only for substantive votes (and thus, not in order for voting on amendments).

- In a roll call vote, the Moderator will call countries in alphabetical order starting with a selected member.
- In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” or “Pass.” A delegate may request the right to explain his/her vote only when the delegate is voting against the policy of his/her country; such a vote is termed “with Rights.” The delegate may only explain an affirmative or negative vote, not an abstention from voting.
- A delegate who passes during the first sequence of the roll call must vote during the second sequence. The same delegate may not request the right to explain his/her vote. The Moderator will then call for changes of votes.
- All delegates who had requested the right of explanation will be granted time to explain their votes, not to exceed thirty seconds.
- The Moderator will then announce the outcome of the vote.

**Precedence of Motions**

**Precedence:** Motions will be considered in the following order of preference:

1. Point of Personal Privilege (Rule 25)
2. Point of Order (Rule 26)
3. Point of Parliamentary Inquiry (Rule 27)
4. Adjournment of the Meeting (Rule 16)
5. Suspension of the Meeting (Rule 16)
6. Unmoderated Caucus (Rule 13)
7. Moderated Caucus (Rule 14)
8. Introduction of a Draft Resolution (Rule 30)
9. Introduction of an Amendment (Rule 32)
10. Postponement of Debate (Rule 17)
11. Resumption of Debate (Rule 17)
12. Closure of Debate (Rule 15)

At the start of voting procedure, the following points and motions are in order, in the following order of precedence:

1. Point of Personal Privilege (Rule 25)
2. Point of Order (Rule 26)
3. Point of Parliamentary Inquiry (Rule 27)
4. Reordering Draft Resolutions (Rule 36)
5. Division of the Question (Rule 35)
6. Motion for a Roll Call Vote (Rule 37)
The Russian Federation considers separatism to be one of the gravest dangers facing the world today. Separatist groups threaten peace and security around the world. From developing countries like the Philippines to developed countries like Spain, the stability of both the internal structure of states and of the international world order is under attack. The danger of separatism has grown even greater in recent years, as separatist groups in many countries have become increasingly linked both with religious extremism and with international terrorist networks. Though separatism once could be considered an internal affair, it now must be seen within the context of international security. An attack on one country by a separatist group is frequently an attack on the international system itself, as separatist groups increasingly use terrorist tactics designed to destabilize an entire region. Thus, it is essential that the Disarmament and International Security Committee consider ways to address the destabilizing impact of separatism. In particular, Russia believes that the committee, while reiterating the UN’s condemnation of separatism in general, must work to provide aid to states victimized by separatist groups and must facilitate the means by which the international connections of separatists groups can be analyzed.

As a country particularly victimized by separatist movements, Russia strongly opposes any attempt to give legitimacy to any group that uses terrorist tactics and any move by the UN to recognize a so-called “right to secession.” The Russian Federation has contended with separatist terrorists in Chechnya and the North Caucasus for over a decade, and it believes that its experience in this region gives ample reasons for why the UN should never recognize separatist groups, except as agreed to by the victimized state. As Russia has learned over the course of the conflict in Chechnya, “separatists” are frequently aided by international terrorist networks, including those preaching religious extremism. For example, the perpetrators of the atrocity at Beslan in 2004 included two Arabs. It is believed that a great deal of the funding that goes to Chechen separatists comes from religious extremists in the Islamic world. Furthermore, Chechnya provides numerous examples of the vile tactics used by many separatist groups; whether by setting bombs in Moscow apartments, murdering children in Beslan, invading civilian neighborhoods in Nalchik, or raiding homes in Chechnya itself, Chechen separatists seem to stop at nothing to further their end. These are not “freedom fighters.” These are terrorists.

Russia accepts that UN mediation can be extremely useful in ending wars, including wars of separatism; however, it insists that any UN presence can only come with the consent of the UN member state involved, and there should never be an assumption that the end-point of negotiations will be secession. Russia sees the Sudanese experience as the one that should be the framework for any future UN involvement in secessionist conflicts. UN mediation was largely responsible for ending the Sudanese Civil War, but only because the UN’s presence at the negotiating table came as a result of a request from the Sudanese government, because the SPLA was seen to be the legitimate voice of the South Sudanese people, and because the SPLA was not a terrorist organization. The negotiations were successful, ended the war, and created a framework of autonomy for South Sudan; however, if any of these factors had been absent, peace would have been impossible. Therefore, Russia believes that while it is possible for the UN to establish a framework for dealing with separatist groups, it must also work to determine the legitimacy of those groups, the legitimacy of their demands, and any links between those groups and international terrorism; furthermore, it must remember that, from a political rather than military perspective, separatism is an internal issue, and must be treated as such.
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 following is just one example of a possible working paper. To facilitate the process, working papers should include the name and topic of the committee and should list the countries which wrote the paper. Pending the approval of the Director, working papers may be copied and distributed to the committee.

Committee: UN Conference on Trade and Development
Topic: Generalized System of Preferences
Submitted by Bolivia, Peru, and Ecuador

Bolivia, Peru, and Ecuador believe that a GSP should be set up so that Lesser-Developed Countries (LDCs) receive preferential treatment from Developed Countries (DCs). To that end we propose:

1. Each DC reduce their 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:
   - Agriculture
   - Manufactures
   - Semi-manufactures
   - Raw materials

4. Decisions on product coverage by preference giving nations be made in consultation with the affected LDC. Annual re-evaluation of coverage shall take place with the LDC with disputed 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

Membership should be as follows:

a. Five permanent nations from the DCs
b. Five permanent nations from the LDCs and LLDCs
c. Ten members elected annually by UNCTAD

Voting rights will have to be worked out, but the UN format for subcommittees seems best. Of course, we are amenable to change.
RESOLUTION FORMAT GUIDE

Heading
The title should be in capital letters, above the main body of the resolution. The title consists of a letter (signifying the topic area being discussed) and a number (identifying the individual resolution). The committee Director will assign the number once the resolution has been approved.

On the left margin and two lines below the title should be:
(1) the committee name
(2) the topic addressed by the resolution, and
(3) the signatories of the resolution (which will be blacked out before the resolution is copied).

NOTE: There are no sponsors of a resolution.

Body
The resolution is written in the format of a long sentence. Just as grammatical rules make a language more uniform in its usage, so is the resolution in its format.

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 the Security Council use their own names as the introductory line. The rest of the resolution consists of phrases and clauses with the first word of each phrase/clause underlined.

The next section, consisting of Preambulatory Phrases, 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 word and ends with a comma.

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 semi-colon except the last, which ends with a period. Any sub-operative clauses (or sub-sub-clauses, etc.) also should end with a semi-colon. There should be no periods in the body of the resolution.

Content
Of course, the most important characteristic of the final resolution is the content, which will be carefully scrutinized by the Director before approval. A well-written resolution demonstrates:

• Familiarity with the problem. Relevant background information and previous United Nations actions are included.
• Recognition of the issues. Arguments on the topic are specified early. At a minimum, the resolution should address in some form all the issues listed in the Questions a Resolution Must Answer section of the Study guide.
• A clear and concise style. Every clause and phrase should have a purpose.
• Good form. Each phrase and clause should follow the exact format described above.

Pre-ambulatory Phrases

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

Operative Clauses
Accepts
Affirms
 Approves
Authorizes
Calls for
Calls upon
Confirms
Considers
Declares accordingly
Deplores
Draws attention
Designates
Emphasizes
Encourages
Endorses

Expresses its appreciation
Expresses its hope
Further invites
Further proclaims
Further reminds
Further recommends
Further requests
Further resolves
Has resolved
Notes
Proclaims
Reaffirms
Recommends
Reminds
Regrets
Requests
Resolves
Solemnly affirms
Strongly condemns
Supports
Takes note of
Trusts
Urges
Resolution 1.1

Committee: Commission on Information Regulation
Topic: International Newsflow Imbalance

The Economic and Social Council,

Recalling also 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, to operate 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 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 a European Economic Community satellite;

2. Urges the establishment of the University of International Communications, which will be based in Geneva, Switzerland, with 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, The United National Educational, Scientific and Cultural Organization (UNESCO), the UN Development Programme, and other sources of funding including national governments and private donors;

4. Recommends that the distribution of funds be decided by the International Programme for the Development of Communication (IPDC).