

DELEGATE PREPARATION

ACADEMY MODEL UNITED NATIONS 2004

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Delegate Guide

Academy Model United Nations Delegate Guide, Fifth Edition
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Major References	YMUN XXVII Delegate Guide WAMUNC III Delegate Guide United Nations Website
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Welcome

Dear Model United Nations Enthusiasts,

The time of year has risen again for the Bergen County Academies to open its doors wide to delegates and advisors from around the world. Thank you for your consideration of the fifth installment of the Academy Model United Nations Conference to take place from February 5-7, 2004.

In the past, our dedicated staff has excelled by offering to you lively debate in a productive atmosphere, culminating with all delegates learning more about significant international issues and specific nations' viewpoints on those issues.

While our history is exceptional, our future is shaping out to be even bolder! AMUN 2004 boasts eleven committees that are all innovative in nature, seeing as every committee is involved in what has typically been referred to as a Crisis Situation. Throughout the conference, delegates are expected to exhibit the vigilance of one who negotiates in the international arena daily, something that requires much preliminary research and even more quick assessment and response.

Well-trained Chairpersons and their teams have produced in-depth topic papers available to all delegates. These will serve as a starting point for the research process leading up to the conference. It is to a delegate's benefit to study the topics, and learn his or her nation's position. Before diving into the topic papers, the first step to a successful AMUN experience lies in the Delegate Guide.

The Academy Model United Nations Delegate Guide is designed to introduce delegates to the AMUN program, and how it works. Specifically, the Delegate Guide serves as a handbook, outlining the workings of the United Nations, and how AMUN adapts UN processes to this three-day experience. Again, all delegates are urged to review this guide, especially as AMUN may differ from other Model United Nations conferences.

Remember that the goal of this guide is to *help you* prepare for AMUN 2004. Please do not hesitate to contact the Chairperson of your committee with any questions about the topics on the agenda. Please keep in mind that Model UN depends on you, the delegate, to research and prepare for the conference in order for the experience to be successful.

We wish you the best of luck as you prepare for AMUN 2004!

Yours truly,

Anthony Nardini (antnar@bergen.org)
Secretary-General
Academy Model United Nations 2004

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Conference Information

The following information should help you know what to expect once you arrive at the AMUN 2004 conference.

Dress Code

To accurately reflect delegates of the actual United Nations at our conference, participants are required to dress in standard Western business attire. The following is a general explanation of the expected dress code.

GENTLEMEN: A suit, or a jacket with dress pants, a dress shirt and tie. Socks and dress shoes are required. No jeans, hats, or caps are allowed.

LADIES: A dress, suit, dress slacks or skirt, with a blouse or sweater are all acceptable attire. Dress shoes must be worn. No jeans are allowed.

Again, the above outline is only a guideline, and it is expected that delegates will use personal judgment and dress appropriately for the conference.

Awards

The Academy Model United Nations conference strives to provide delegates with an experience that is both educational and enjoyable. Although we do not encourage an overly competitive environment, outstanding delegates and delegations will receive recognition for their achievement. A successful delegate will show some of the following characteristics:

- Shows thorough knowledge of committee topics
- Remains in line with national policies
- Demonstrates ability to work with other delegates effectively
- Exhibits flexibility in pursuit of an international compromise
- Position papers reflect outstanding research
- Overall performance is of remarkable quality

Conference Rules

It is expected that all delegates will act responsibly and maturely, recognizing that their behavior reflects upon both their delegations and the AMUN program. However, in order to ensure an enjoyable experience, a few ground rules have been established:

- Consumption or possession of drugs or alcohol will not be tolerated under any circumstances. If anyone in a delegation is found in possession of alcohol, that delegation will be asked to leave the

conference immediately. AMUN staff reserves the right to preclude future participation. Violators of this policy may be criminally liable.

- Cigarette smoking is not permitted.
- Academy Model United Nations is not responsible for belongings left in meeting rooms.
- All delegates are expected to be present at committee meetings, and must stay in committee meetings for the established duration. Faculty chaperones and the AMUN Staff will log attendance.
- For safety reasons, delegates may not leave the building without a faculty chaperone. The entire conference will take place in the Bergen County Academies building.
- Delegates may use computers only in designated labs. Inappropriate activity or use of the computer will not be tolerated. The delegate may be criminally liable for any illegal activities on the computer.
- Delegates must wear the ID badges provided by the conference at all times while in the building.
- Faculty Advisors are encouraged to visit committee sessions. Please note that Faculty Advisors are responsible for their students' behavior.

Tentative Conference Schedule

Below is a tentative schedule for AMUN 2004.

Thursday, February 5, 2004

1:30 - 2:00	Registration
2:00 - 3:00	Opening Ceremonies
3:30 - 5:30	Committee Session
5:30 - 7:00	Dinner (provided by AMUN)
7:00 - 9:30	Committee Session

Friday, February 6, 2004

3:00 - 6:00	Committee Session
6:00 - 7:30	Dinner (provided by AMUN)
7:30 - 9:30	Committee Session/Activity

Saturday, February 7, 2004

9:00 - 9:30	Light Brunch (Optional, Provided by AMUN)
9:30 - 12:00	Committee Session A
9:30 - 1:00	Committee Session B
12:00 - 1:00	Lunch A
1:00 - 2:00	Lunch B
2:00 - 3:30	Committee Session
3:45 - 4:30	Closing Ceremonies

About the United Nations

The United Nations is central to global efforts to solve problems which challenge humanity. Cooperating in this effort are more than 30 affiliated organizations known together as the UN system. Day in and day out, the UN and its family of organizations work to promote respect for human rights, protect the environment, fight disease, continue development, and work to reduce poverty. UN agencies also define the standards for safe and efficient

The heroes of the world community are not those who withdraw when difficulties ensue, not those who can envision neither the prospect of success nor the consequence of failure— but those who stand the heat of battle, the fight for world peace through the United Nations.

Hubert H. Humphrey

transport by air and sea, improve telecommunications, enhance consumer protection, and work to ensure respect for intellectual property rights and coordinate allocation of radio frequencies. The United Nations leads the international campaigns against illicit drug trafficking and terrorism. In its most publicized activity, the UN and its agencies assist refugees and set up programmes to clear landmines, help improve the quality of drinking water and expand food production, make loans to developing countries and help stabilize financial markets.

The United Nations was established on 24 October 1945 by 51 nation-states committed to preserving peace through international cooperation and collective security. Today, nearly every nation in the world belongs to the UN—191 countries in all.

When nation-states become Members of the United Nations, they agree to accept the obligations of the UN Charter, an international treaty which sets out basic principles of international relations. According to the Charter, the UN has four purposes: to maintain international peace and security, to develop friendly relations among nations, to cooperate in solving international problems and in promoting respect for human rights, and to be a centre for harmonizing the actions of nations.

UN Members are sovereign states. The United Nations is not a world government, and it does not enforce laws. Additionally, the United Nations does not exhibit common qualities of any government; it cannot levy taxes nor can it maintain a standing military force. It does, however, organize the means to help resolve international conflict and formulate policies on matters affecting all of us. At the UN, all the Member States—large and small, rich and poor, with differing political views and social systems—have a voice and vote in this process.

The United Nations has six main organs. Five of them – the General Assembly, the Security Council, the Economic and Social Council, the Trusteeship Council and the Secretariat – are based at UN Headquarters in New York. The sixth, the International Court of Justice, is located in The Hague, Netherlands.

The General Assembly

All UN Member States are represented in the General Assembly—a kind of parliament of nations which meets to consider the world’s most pressing problems. Each Member State holds a single vote. Decisions on “important matters”, such as recommendations on issues relating to international peace and security, admitting new members, the UN budget, and the budget for peacekeeping, are decided by a two-thirds majority. Other matters are decided by simple majority. In recent years, a special effort has been made to reach decisions through consensus, rather than by taking a formal vote.

The Security Council

The UN Charter gives the Security Council primary responsibility for maintaining international peace and security. The Council is the only organ to remain in continuous session, and may convene at any time, day or night, whenever peace is threatened. Additionally, the Security Council may debate regarding any topic pertinent to the international community.

There are 15 Council members. Five of these—the People’s Republic of China, France, the Russian Federation, the United Kingdom and the United States—are permanent members. The other ten are elected by the General Assembly for two-year terms. Leadership of the Council rotates on a monthly basis. In recent years, Member States have discussed making changes in Council membership and veto power to reflect today’s political and economic realities.

The Economic and Social Council

The Economic and Social Council, under the overall authority of the General Assembly, coordinates the economic and social work of the United Nations and the UN family. As the central forum for discussing international economic and social issues and for formulating policy recommendations, the Council plays a key role in fostering international cooperation for development. It also consults with non-governmental organizations (NGOs), thereby maintaining a vital link between the United Nations and civil society. Although ECOSOC does not often find itself in the public eye, its decisions on civil matters are often as influential as those of the Security Council regarding peacekeeping issues.

The Council has 54 members, elected by the General Assembly for three-year terms. It meets for one month each year, alternating its session between New York and Geneva. A special meeting of ministers discusses major economic and social issues. Beginning in 1998, the Council expanded its discussions to include humanitarian themes.

The Trusteeship Council

The Trusteeship Council was established to provide international supervision for eleven Trust Territories administered by seven Member States and ensure that adequate steps were taken to prepare the Territories for self-government or independence. By 1994, all Trust Territories had attained self-government or independence, either as separate States or by joining neighboring independent countries. The last to do so was the Trust Territory of the Pacific Islands (Palau), administered by the United States, which became the 185th Member State.

Its work completed, the Trusteeship Council now consists only of the five permanent members of the Security Council. It has amended its rules of procedure to allow it to meet as and when occasion requires. This organ has been effectively suspended, but UN reform protocols seek to grant the Trusteeship Council a new mission.

The International Court of Justice

The International Court of Justice—also known as the World Court—is the main judicial organ of the UN. Consisting of justices elected by the General Assembly and the Security Council, the Court decides disputes between countries. Participation by States in ICJ proceedings is voluntary, but if a State agrees to participate, it is obligated to comply with the Court’s decision. The Court also provides advisory opinions to the General Assembly and the Security Council upon request.

The Secretariat

The Secretariat carries out the substantive and administrative work of the United Nations as directed by the General Assembly, the Security Council and the other organs. At its head is the Secretary-General, who appoints such additional personnel as required and provides overall administrative guidance.

The Secretariat consists of departments and offices with a total staff of about 8,700 drawn from some 160 countries. Duty stations include UN Headquarters in New York as well as UN offices in Geneva, Vienna and Nairobi.

The UN system

The International Monetary Fund, the World Bank Group and twelve other independent organizations known as “specialized agencies” are linked to the UN through cooperative agreements. These agencies, among them the World Health Organization and the International Civil Aviation Organization, are autonomous bodies created by intergovernmental agreement. They have wide-ranging international responsibilities in the economic, social, cultural, educational, health and related fields. Some of them, like the International Labour Organization, and

the Universal Postal Union, are older than the UN itself. The International Atomic Energy Agency is also linked to the UN by a special agreement.

In addition, a number of UN offices, programmes and funds, such as the Office of the UN High Commissioner for Refugees (UNHCR), the UN Development Programme (UNDP) and the UN Children's Fund (UNICEF), work to improve the economic and social condition of people around the world. These bodies report to the General Assembly or the Economic and Social Council.

(From *The UN in Brief*, www.un.org/Overview/brief.html)

The AMUN Adaptation

The Academy Model United Nations Conference strives to offer delegates a glimpse of the inner workings of the United Nations over a three-day span. This year, the Conference Staff has selected a very diverse group of chairpersons, all former or current award-winning delegates at various Model UN Conferences on the East Coast. The chairpersons and their staffs have also participated in previous AMUN conferences. From this experience, the Conference Staff has put together a wide array of committees, small and large, UN-related and independent. We can promise that the committees, along with their mix of traditional and unorthodox topics, will prove to be unique experiences. Like other Model United Nations conferences, AMUN explores problems currently plaguing our world in the same manner as the international community debates in the UN buildings. In the hopes of more accurately reflecting the United Nations in the so-called "real world", however, AMUN takes a few unique measures.

Time Periods

AMUN will be operating in two concurrent timeframes. The first, of course, is the present day. All committees in the present day will take place *in the present day*. As a result, all delegates must be prepared with up to the minute information; update packets will assist delegates in keeping track of new developments. It is important to note that crises occurring in January may well be addressed in the conference! The only exception to this rule is in the makeup of the committees. That is, AMUN committees will use the membership lists current as of December 2003 to prevent last-minute elimination of delegations, especially in the Security Council. Additionally, the United Nations Commission for Human Rights, as well as the UN Development Programme, will both have adapted memberships for the purposes of AMUN.

Finally, the Future Security Councils is among the most ambitious committee of its type at a high school conference. In addition to developments that have occurred up to 2004, delegates must also consider the years up to the Committee's beginning. The FSC staff will provide a comprehensive briefing to inform delegates of the events in the preceding decades. No delegate may enter committee chambers that are not in their time period.

Only the Justices of the International Court of Justice may travel through time when called upon for an Advisory Opinion.

Committee Interaction

No committee in AMUN operates in a vacuum. Decisions made by committees will become part of the public record, and if appropriate, they will affect all other committees in that time period. This is quite unique to AMUN. Several committees will take this interaction to another level, addressing the same crisis from several points of view. The two joint-crisis committees (the Security Council and the Counter-Terrorism Committee as well as the National Security Council and the League of Arab States) will be the clearest examples of this type of interaction, exploring the tensions between these groups from a different avenue.

Press Corps

The Press Corps will serve as an information nexus during the AMUN conference. Students will serve as journalists from the international print media, covering negotiations in all committees to produce a daily newsletter. Delegates and committees may opt to produce press releases for distribution to this media outlet at the discretion of the chairperson. All participating teams are invited to request positions in the Press Corps, if interested.

Speakers and News Briefs

Most committees will periodically provide a guest speaker to discuss one of the topics and respond to questions. Some committees will also provide news clips and other media presentations. All of these are designed to enhance the experience by immersing the delegates in all the facets of real international events.

Preparation

Anyone who has attended a Model United Nations conference can tell you that much research and preparation is involved. This guide will help you get started and help you understand what will be expected of you at the conference.

Particularly if AMUN 2004 will be your first Model United Nations conference, you should read this section thoroughly. Experienced delegates are also encouraged to read this section of the guide, to ensure that they are prepared for the particularities of the AMUN conference.

As you begin to prepare, it is important to understand the three types of preparation that every delegate must undergo: functional, substantive, and positional preparation. Functional preparation includes understanding how a Model UN conference works, learning and becoming comfortable with Parliamentary Procedure, understanding resolutions and working papers, and other various issues relative to being able to *participate* in the conference. Substantive and positional preparation will probably be the most time consuming, and will require extensive research. Substantive preparation involves thoroughly studying the topics of your committee. Finally, positional preparation requires that you take a position, on behalf of your nation, on the issues to be discussed by your committee.

To prepare for the conference, you should use this guide, the topic packets from your committees, and any update packets you receive. However, it is key to remember that these sources are *not enough*. At the end of this guide, you will find some resources that you can use to start your research. Expect to do a lot of research on both the country you represent and the issues covered in your committee. The resources listed are simply a starting point, and it is unquestionable that your research will carry far beyond these sources

Functional Preparation

This guide will probably be the only textual resource you will need to cover functional preparation, as it provides information about the flow of committees, resolutions, writing position papers, and parliamentary procedure. However, you are encouraged to practice all of the above, because the best functional preparation you can get is by practical experience. We especially recommend in-class or after-school sessions to practice parliamentary procedure and resolution writing. Also, please contact the AMUN conference staff for information about personalized training sessions for your delegation.

Substantive Preparation

The topic packets that you receive from your committee are a major resource in your substantive preparation. You should carefully read them and use the resources they recommend, as a first step in your preparation. The topic packets will introduce you to the issues you will be discussing, and provide you with basic research about those issues, including the background information and problems to be resolved by your committee. *Use them!*

However, the topic packets are only the first step in your research. Use the resources recommended by your topic packet, as well as the resources recommended later in this guide. You will find that the topic packets will not provide all the information you will need in order to fully understand the problem and the solutions that can be proposed for it.

Discuss the issues with other delegates who are in your committee, even if they represent other nations. Remember that substantive preparation deals less with your nation and more with understanding the problems in a universal sense. Thus, do not limit yourself to resources relating to your nation, or to delegates from your nation alone.

Positional Preparation

In the end, your participation in the Academy Model UN conference will focus on the position and policies of the nation that *you* represent. Positional preparation is the stage in which you will research your country's stance on the issues you researched in the substantive phase. Keep in mind that it will be your responsibility to *represent* a nation. Thus, you must be knowledgeable about the nation you represent, and must do your best to *accurately* reflect that nation's stance. Whether you agree with your country's position or not, you will have to adopt its position. This is indeed one of the most difficult aspects of a UN simulation, and yet it is also what makes United Nations simulations exciting.

The difficult part in an argument is not to defend one's opinion, but rather to know it.

André Maurois

The focus of your positional preparation will be the position paper you will write on your topic. Additionally, delegates will find it helpful to be knowledgeable about other issues involving your country, as topics may arise in Crisis situations that are not unexpected. Be forewarned, however, that position papers are deceiving. Their length is relatively short (one page), and yet a significant amount of effort and research is put into them. This guide includes a more detailed section on writing position papers, including a sample position paper.

Beginning your research

As you have seen, research is an essential part of preparing for AMUN, as well as any other Model UN conference. This guide, along with the Topic papers and update packets, should help you with your research.

The Topic papers, from each committee, are comprehensive information packets about the issues that will be discussed in your committee. The chairs and staff of each committee have spent months researching the topics to provide you with a springboard for your own learning. Also, topic papers should point you towards resources for further research.

Some committees will send update packets to their delegates, which will brief you on any changes or additions to information on the topics you are discussing in the committee. For instance, update packets may have information on significant international events relating to your topics.

Although much information will be given to you in the form of topic papers and update packets, do not ignore the necessity to research the issues further on your own! The best-prepared delegates are the ones that do the most in-depth independent research, and this independent effort is vividly apparent in conference. Refer to the topic papers and the end of this guide for resources for your research, and do not hesitate to approach teachers or other knowledgeable persons regarding your topics!

Position Paper

The culmination of your preliminary research is the position paper. AMUN requires delegates to write one single-spaced page paper for each topic area. These papers should be postmarked no later than **January 27, 2004**, or emailed directly to the Chair of each committee by **January 30, 2004**. It is acceptable for delegates to email position papers by the deadline. Please alert the Conference staff as to which method your school will be utilizing. Uniformity amongst a delegation is preferred!

Your position paper should reflect a clear picture of your nation's stance on the topic area at hand. Make sure, in particular, that you address the following three areas:

1. National interests: General, ideal goals to be pursued by the delegate.
2. National policies: Specific attempts taken by the country to secure interests.
3. Potential resolution: Given the interests of your nation, which options are acceptable and which are not.

When writing your position paper, consider the following recommended structure:

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?
- What actions have been previously taken?

B. Position taken by your delegation

- What are your national interests in the situation?
- What are your nation's policies on the topic?
- How are those you ally with affected by the circumstances of the problem?

C. Proposal and Justification

- What will you propose as a solution to solve the problem?
- What are your main reasons for supporting this position?
- What do you predict will be the main opposition to your proposals?

Remember to include the committee, topic, your country, and the name of your school at the top of the page. On the next page, we have provided a sample position paper for your reference. It is not necessary to match exactly the length or structure of the sample, it is only an example of a typical paper. Content is more important than length or appearance.

Generally, a position paper will be single-spaced and address all of the necessary points. Many well-researched delegates even find it essential to increase the paper margins in order to relay all of the information they have discovered throughout their researching process. Also note that it is crucial for you to bring your research to committee session and be prepared to deliver it coherently to the group.

Sample Position Paper

Committee: Security Council
 Topic: Nuclear Proliferation in South Asia
 Country: Bahrain
 School: Academy for the Advancement of Science and Technology

I. India and Pakistan have a history of conflict. Ever since the two states were partitioned and granted independence in 1947, there has been start-and-stop fighting, mostly of a religious nature. Pakistan is mostly Muslim and India is mostly Hindu, though each has a minority of the other religion. Shortly after independence, there were riots and fighting as millions of people who were now part of minority religious group sin the “wrong” country fled across the border. Since then, there have been many other wars, especially over the province of Kashmir. Conflict between India and Pakistan would not, however, be any more important than any other border fighting between countries except for their development of nuclear weapons. In 1974, India tested a small nuclear device of 15 kilotons (KT). Pakistan, lagging behind, announced in 1987 that it had acquired a nuclear bomb. In 1990, USA President George Bush imposed unilateral military sanctions on Pakistan for pursuing a nuclear program. Nevertheless, development continued in both countries, and on May 11, 1998 India tested large-scale nuclear devices. Two weeks later, Pakistan followed suit. Although the two countries have since then met to discuss, among other things, their nuclear situation, and both countries signed the Comprehensive Test Ban Treaty (CTBT), they have refused to sign the NPT. Furthermore, both have worked on developing ballistic missiles capable of delivering their weapons to greater distances. Security Council resolution 1172--passed on June 6, 1998--condemned the two states for their tests, pointed out that under the NPT they could not legally become nuclear states, and urged them to disarm; no action has since been taken.

II. Bahrain is extremely concerned about the proliferation of nuclear arms in India and Pakistan. Its proximity to the region makes it a surety that if any nuclear exchange were to take place, Bahrain would be caught in the fallout. Bahrain is also concerned about the effect on the other nuclear powers--particularly China, which borders on India. This development could destabilize the world nuclear status, and that would be a disaster. Bahrain is, however, equally concerned about the mistreatment of its Muslim neighbor Pakistan. It is clear that in this situation India is the aggressor and Pakistan has trodden this fateful path only to maintain its national security through parity with its belligerent neighbor. As one traces the development of nuclear weapons in South Asia, one can't help but notice that at each landmark, India took the next step before Pakistan did. Furthermore, the imposition of sanctions by President Bush--and especially only on Pakistan--is quite uncalled for. Nevertheless, Bahrain believes that this situation can be defused--particularly since the Security Council (SC) has only issued one resolution dealing with this issue since the weapons tests, compared to many resolutions on such equally pressing issues as Kosovo or Iraq.

Bahrain recognizes the impossibility of adding India and Pakistan to the list of “approved” nuclear states. This would set the terrible precedent that the NPT is worthless, that any state which develops nuclear weapons can demand to “legally” keep them simply because they exist. Though this policy may be less than fair, it is the best way to maintain international peace and security--and that, after all, is the role of the SC.

Bahrain believes that negotiation is the first and best road to disarmament. Perhaps a coalition of nuclear states can by treaty formally declare that they will protect one of the two nations--preferably Pakistan, since it is the victim and will presumably disarm more willingly--in the case of nuclear attack. This would allow that state to disarm its weapons without fear of weakness. The opposing state would then be encouraged to disarm, as there is no longer any question of parity. Perhaps UNMOGIP--the UN Military Observer Group in India and Pakistan--can be utilized to insure security and make the transition a smooth one. UNMOGIP currently has a force of only 45 observers; an enlarged UNMOGIP could be used to safeguard nuclear weapons as they are transported to neutral disposal sites. If this plan proves unworkable, perhaps stronger measures can be taken, although Bahrain is leery of imposing full economic sanctions due to the poverty of both nations.

III. Bahrain believes that this issue is one in which the normal conflicts among permanent members of the SC (P5) will not hamper effective action, as no P5 country is allied with India or Pakistan or has its interests directly entangled with theirs--in fact, it is in the interest of the P5 and all other countries to defuse this situation now. Although it has temporarily stabilized, nobody wants a South Asian Cold War--and the possibility that relations between India and Pakistan could destabilize is frightening. Bahrain believes that at this meeting the SC can really accomplish something significant by dealing with this problem. We must only be careful to understand India and Pakistan's motivation in developing nuclear weapons and seek to work with them. rather than against them.

In Committee

Committee Flow

The purpose of this section is to give an overview of how a typical committee will run over the three days of the conference. After reading this, you will be equipped to read through the Parliamentary Procedure Guide.

The first session opens with the formalities of opening the committee session and roll call. Next, the Chairperson will open a General Speaker's List to facilitate agenda discussion. During this period, you will debate which topic area the committee should address. Agenda setting can take a whole committee session. This is fine, particularly if the debate is of high quality and centers on important issues. Although you will want to finish up with agenda-setting quickly and move on to substantive debate, it is quite possible that your committee will not get around to its second topic, so choose carefully.

Once a topic is chosen, the Chair will open a Speaker's List on that topic. (The General List will be saved; should the committee decide to change topics, that list will be reopened.) Once the committee has chosen a topic, the real work has begun. Through a process of formal speeches and caucuses, you will lay ideas out on the floor, discuss the issues pertaining to the problem, and suggest solutions. These suggestions will eventually be codified into working papers, and finally resolutions. Debate continues as you try to hammer out differences between your resolution and others that are on the floor. When you feel confident your resolution can pass, or when you are tired of discussing the topic, you can move to close debate. This moves the committee into voting procedure.

When the voting is finished, usually the committee will have passed a resolution. If not, don't worry—the quality of the debate is more important than the final result. The committee will revert to the General Speaker's List, and you will proceed through agenda setting again.

Committee Documents

Guide to Working Papers

When in committee, working papers are used to communicate the interests of one or more countries. Working papers can later be used as a basis for resolutions made in the conference. There is no standard format for working papers, and in fact, they do not even have to be typed. Once the Chair approves a working paper, it may be copied and distributed to the committee. Below is a sample working paper, but keep in mind that there is no standard format.

Sample Working Paper

Committee: Commission on Trade and Development

Topic: Generalized System of Preferences

Bolivia, Peru, and Ecuador, Believe that a General System of Preferences (GSP) should be set up so that Less 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 reduction in tariffs.
3. Trade preference 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 reevaluation 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.

Guide to Resolutions

The end goal of committee time is, of course, to come to a resolution. Although resolutions can be based on working papers, they need to be significantly better prepared, more comprehensive, and have very standardized formatting requirements.

Before drafting a resolution, it is essential to assess the committee's reaction to the working papers on the floor. Moreover, make sure to check what other delegates think *not only* about your working paper, but also about other the working papers. There is no point in writing a resolution based on a working paper with which no one agrees. Find out what clauses other delegates like, what changes they would make, and any other details that will allow your committee to reach a consensus on the issue at hand.

The following are the steps involved in preparing a resolution:

- *Ideas.* You and the other countries you are working with (your coalition or “bloc”) should know what you want to include in the resolution. This may be based on a popular working paper, although keep in mind that several changes will probably have to be made. Analyze each idea basic on its individual merits, your country's interests, and its support in the committee.
- *Outline.* Before writing the resolution, it is highly recommended that you outline it. In outline format, it will be easy to see if there are any logical flaws, and if the resolution is well organized. It will also be useful when introducing the resolution to the committee.
- *Drafting.* At this point, you should actually write up a draft of the resolution. Carefully decide how many people you will work on the drafting with. Too many people could mean confusion, disorganization, and little say over the product. Too few people may mean not enough support from the committee and not enough input. Details on how to draft a resolution are included later on in this section.
- *Gaining Support and Input.* Once the draft has been written, announce during formal debate that a resolution has been drafted. Broadly outline the resolution to the committee. Furthermore, welcome delegates to speak to you about the resolution during the next caucus if they have any suggestions.
- *Review.* During the next caucus, as per your announcement, review the resolution with your coalition and discuss it with other delegates. Rather than passing your resolution around, which gives you less time to show it to others, read it aloud to whomever is interested in hearing more about it. If any suggestions are offered that you believe are extremely important, you can change the draft on the spot. On the other hand, changes can also be made through the Amendment process, so if there are suggestions that you do not believe are of pressing importance, you may leave it for the amendment process.
- *Finalizing.* Before typing up a final version of the resolution, review it with an Assistant Chair. After making any changes suggested by the Assistant Chair,

show the draft to the Chair, and make any final changes. Then, type up the resolution in a computer lab. Again, carefully consider how many people should work together on the finalizing process. Be certain that your final resolution is free of any mechanical or stylistic errors, and that it is well written.

- *Signatories and Copies.* As per the Rules of Procedure, you must get the required number of delegate signatures. Finally, submit the resolution to the Chair for his/her signature. At this point, the dais staff will photocopy and distribute your resolution. It is up to the delegate to formally introduce the resolution.

Writing a Resolution

Heading

1. Title: Left-aligned, in bold, above the main body of the resolution. The title can be as simple as "DRAFT RESOLUTION." Your chair will assign a number to the resolution when it is ready to be introduced.
2. On the left margin, two lines below the heading should be:
 - The committee name
 - The topic addressed by the resolution

Body

Keep in mind that resolutions are essentially very long sentences.

1. The resolution begins with either The General Assembly, for GA committees, or with The Security Council for the various SC simulations. Specialized agencies use their own names as the introductory line. The rest of the resolution consists of clauses with the first word of each clause underlined.
2. The second section contains *Preambulatory Clauses*, which describe the problem being addressed, recalls past actions, explains the purpose of the resolution, and offers support for the operative clauses that follow. Each clause begins with an underlined word and ends with a comma.
3. The final section of the resolution contains the *Operative Clauses*, which are numbered and state the actions to be taken by the body. Each clause begins with a strong, active verb, in the present tense. Each clause ends with a semicolon, except for the last one, which ends with a period.

Sample Preambulatory Phrases

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

Sample Operative Phrases

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

Resolutions in Committee

When speaking about (not introducing) your resolution, make sure to *explain* the reasons behind the clauses. Do not be afraid of directly contrasting your resolution to opposing resolutions and working papers on the floor. Your job is to convince the delegates that they should support your resolution. When you finish speaking, it is best to yield to questions, so that other delegates can ask questions and you can clear up misconceptions. Furthermore, during caucus, make sure to go around to as many delegates and blocs as you can to solicit support and answer questions.

A very important and sometimes overlooked point regarding resolutions is that yours is *not* the only resolution on the floor. There will generally be several resolutions on the floor at the same time. One option you have is to attempt to reach a consensus, by merging your resolution with other coalitions' resolutions. On the other hand, you may opt to stay the course and try to convince a majority of the delegates to support yours over the other resolutions.

One final note: you should keep in mind that if a resolution fails, and you believe that it is because the resolution was not satisfactorily explained to the delegates, you can move for *Reconsideration* (see Rules of Procedure for details).

A Brief Note on the Security Council

It is customary to end Security Council resolutions with the clause “Decides to remain actively seized of the matter.”

Sample Resolutions

On the following pages, there are some resolutions for your reference. These two resolutions represent very nearly opposite ends of the spectrum in terms of detail. This often is a function of national positions. You will note that the first resolution outlines proactive measures to balance the flow of information in developed nations and lesser-developed nations. The second, however, calls for assistance in landmine removal for some nations, and a “hands-off” policy in others. Proposing less progressive measures in an attempt to preserve the *status quo* can often be a useful strategy for certain nation-states.

In any resolution, it is important to provide a clear outline of the steps required to solve the problem at hand. Resolutions should contain, at the very least, the same fundamental components as a typical Mock Congress bill, or a debate policy.

- **Precedence:** Is there a precedent for the powers utilized in the resolution?
- **Actors:** Who is going to carry out or enforce the resolution?
- **Authority:** Who will oversee the actions in the resolution?
- **Operation:** How will the ideals of the resolution be carried out?
- **Funding:** Where will the money for the resolution come from?

There is never any page limit for resolutions, but for the purposes of a simulated United Nations conference such as AMUN, a concise resolution may lead to longer and more productive discussion.

Sample Resolution

Resolution 3.4

Committee: Commission on Information Regulation

Topic: International Newsflow Imbalance

The Economic and Social Council,

Recalling 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,”

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 lies in two-way information among countries of a region as this flow is often 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 audiovisual;
 - c. Regional News-Gathering Agencies, having no editorial discretion, will serve to gather information from the nations in their region 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 and transmit said information to Member Nations;
 - f. 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. **Proposes** that the following be designated as regional areas:
 - a. Africa,
 - b. Middle East,
 - c. Asia and the Pacific,
 - d. Latin America,
 - e. Eastern Europe,
 - f. Western Europe and North America;
3. **Urges** the establishment of the University of International Communications, whose main branch will be in Geneva, Switzerland, with additional branches located in each of the aforementioned regions, with the following aims:
 - a. The University and its 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 UN will be equally represented at the University;
 - c. Incentives will be offered to students of communications and journalism at the University to return to their countries to teach upon the 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;
 - e. The number of students admitted to the University will be contingent upon the amount of funding provided by the UN;
4. **Calls for** the continued use of funds from the International program for the Development Communications, Special Account, UNESCO, the UN Development Program, and other sources of funding including national governments and private donors;
5. **Recommends** that the distribution of funds be decided by the IPDC.

Sample Resolution

Resolution 2.2

Committee: Disarmament and International Security Committee
 Topic: Antipersonnel Landmines
 Sponsored by: Islamic Republic of Iran

The General Assembly.

Primarily recognizing the necessity of landmines in nations facing a clear and present danger of land assault,

Recalling the efforts by several aggressor nations towards the forceful removal of landmines in the territories of their victims, further reinforcing the fact that a threat exists,

Noting that these nations, often not cognizant of the severe military force required to prevent all invasion, often attempt to enforce foreign needs and standards upon sovereign Nation-States,

Further noting with concern that states utilizing antipersonnel landmines in manners conducive to aggression or terror strategies lie squarely in the minority,

Fully aware of the desire held by many states to enact mine action policies within their territories,

Recalling the success of programs such as UNMAS and UNDP in states *requesting* aid,

1. **Deplores** those states that use antipersonnel landmines during attacks, especially those that utilize these weapons for attacks upon noncombattants;
2. **Calls upon** member states to cease efforts imposing foreign values upon states requiring landmines for the protection of national integrity and the continued maintenance of peace;
3. **Draws attention** to the situation of nations currently facing a military threat, and understands that these nations are forced by geostrategic situations to defend themselves:
 - a. These nations would face far greater loss of life due to casualties resulting from foreign attack if defensive landmines were to be removed,
 - b. These nations do not lay mines upon civilian areas, nor areas deemed to be currently used for agricultural purposes,
 - c. These nations often maintain mapping systems for mine removal should the threat of attack be resolved,
 - d. The best resolution to this issue lies in domestic solutions bolstered by continuing peace efforts on a global scale, not inordinate levels of regulation;
4. **Declares** that those nations choosing not to act as states parties to the Ottawa Treaty and other acts of international treatise not be forced to do so, ultimately resulting in a “hands-off” policy for nations requesting it including provisions for production and dispersal;
5. **Expresses the hope** that nations can develop alternative defensive mechanisms that can discriminate between civilians and attackers, but notes that until such a defensive mechanism exists, landmines must be available to those nations requiring protection from attack;
6. **Conversely affirms** the necessity for international aid in mine action policy *for those nations requesting it*, including aid in the following directions:
 - a. Trained personnel provisions for the removal of mines, with said personnel respecting the sovereignty and will of the receiving nation,
 - b. Training provisions for nationals of afflicted states,
 - c. Medical aid for victims,
 - d. *Continued* use of successful United Nations organizations (along with current funding) such as UNMAS and UNDP and organizations such as the International Society of the Red Cross and the International Society of the Red Crescent as the vehicle for the above stated goals;
7. **Expresses its acknowledgement** of the fact that easily detectable mines do **not act as an effective** deterrent nor in effective defensive nature, as such, alternate means of civilian casualty prevention and ease of mine removal such as domestic mapping, coded disarmament, and others should be explored and put into practice;
8. **Deeply regrets** that a complete ban for landmines is unrealistic.

Strategy

One of the key things you learn from participating in a Model United Nations conference is communication. This section will help you in preparing for the communication skills you will need at the conference.

Formal Debate

During formal debate, the order in which delegates speak is determined by their order on the Speakers List. You may add your name to the Speakers List by sending a note to the chair, requesting to be added to the list. Especially in a large committee, it is very important to get on the List immediately, otherwise you will have to wait until every other speaker talks before you get a chance. Keep in mind that you can only be on the list once at a time, so a good strategy is to resubmit your name as soon as you finish your speech. And don't worry about what you will say when your turn comes, because enough will have been discussed by then. You can also ask other delegates to yield time to you when they finish speaking, and therefore you can get more speaking time.

Don't plan on writing down every speech you make before going up. It's better to focus your attention on the proceedings, so as not to miss anything. If you jot down a few notes and talk from what you know, you will be better off. There's much you can talk about in your speeches – supporting or contesting other countries' proposals, introducing new ideas, elaborating on previous ideas, etc. Make sure you have a point to make when you go up, so that you don't just ramble because you have speaking time and nothing to say.

When speaking, show your confidence. You spent a lot of time researching, and you know what you're talking about. Everyone is nervous at first, but you will get more comfortable as the conference progresses. The key is to get your point across. Remember, the more you speak, the higher the likelihood that you will discover your most effective style.

As mentioned earlier, you can get additional speaking time by having another delegate yield their remaining time to you. You may also yield to another delegate if you wish. Furthermore, at the end of each speech you can also yield to the chair, yield to points of information, or just sit down. If you yield to the chair, your speaking time is over. If you yield to points of information, then other delegates may ask you questions for the remainder of your speaking time. If you just return to your seat, then two thirty second comments may be made by other delegates, to which you may not respond. Note, however, that these comments are in fact meant to be *comments*, not freebie speech time. Delegates may not use comment time to introduce new ideas, and must directly regard the previous delegate's speech.

Caucusing

A majority of your committee time will be spent in formal debate. However, some of the most productive times may actually be in caucus. In a caucus, the rules of Parliamentary Procedure are suspended. There are two types of caucuses – Moderated and Unmoderated. During an unmoderated caucus, you can walk around the room, talk to other delegates, meet with your coalition, etc. Although it may at first seem like just a bathroom break, caucusing can be used extremely effectively. Moderated caucuses are far more orderly. In a moderated caucus, there is no speakers list; delegates raise their placards to be recognized. Once recognized, the delegate has a designated speaking time (typically thirty seconds to a minute). Moderated caucuses can be extremely useful for hammering out details in proposals, because the speeches are short and to the point, and there is no long wait between opportunities to speak.

There are several circumstances for which a caucus may be called. For instance, a caucus may be called for the purpose of reviewing ideas. This is a perfect opportunity to discuss positions, proposals, working papers, and just random ideas about the topic at hand. Here you can get a feeling for what ideas there are in the committee. Caucus may also be called for the purpose of establishing a consensus. In this case, you will want to talk to as many people as possible and agree on a *fundamental* (not specific) series of proposals that all the major coalitions can agree upon. Another excellent use of caucus time is for developing coalitions. Make sure you use your caucus time effectively!

Although you have the option of moving about the committee chambers during formal debate, it is far more effective to utilize unmoderated caucus time to meet with your allies and develop working papers and resolutions. Such documents gain new levels of effectiveness if they reach the floor after already passing through a gauntlet of national interests. The United Nations hold international cooperation as one of its highest ideals; caucuses should be examples of multilateralism in action.

Coalitions

One of the best strategies that you can use in a Model UN conference is forming a coalition. Find the countries that share your interests and with whom you can work well, regardless of their bloc. Typically you will find that countries in your bloc share your interests, however, if other countries suit your interests better, work with them.

With a coalition, you can achieve much greater support. First of all, each of the members of a coalition also has loose affiliations with other delegates, who can probably yield time to you, sign your resolution, and vote for your resolution. Furthermore, by having multiple delegations united in a coalition, caucus time can

be used even more effectively, because each member of the coalition can talk to other delegates, so that the total number of delegates who have been talked to about your ideas is much larger. Furthermore, as a group, prepare for upcoming speeches during formal debate. Don't forget, however, that there will be other coalitions as well, that may oppose your ideas. Monitor the opposition, and make sure that you are prepared for whatever they do. A good strategy is that if a member of an opposing coalition has an upcoming speech, try to have the next speaker yield time to someone in your coalition, for a rebuttal to their ideas.

Work with your coalition outside of committee sessions as well. Work with them on writing the working papers and resolutions. Try to meet during lunch hours and dinner hours to prepare for the next committee session. When forming coalitions, keep in mind that they too are a reflection of your national policy. Do not ally with a friend or acquaintance, that is, unless your nation's delegate would do so on the floor of the committee chambers in New York.

Preparation (Advanced)

Knowing your country's position and being able to explain it in one or two speeches is great, but where do you go from there? You cannot possibly predict what will happen during the conference, so pre-writing all your speeches is not an option. You need to be able to use the information you have and make the leaps on your own. This will not as difficult as it could be if you have prepared with additional documents.

You will find it useful to bring a small backpack or suitcase with past United Nations documents and treaties. Most of common law and codified law in the international arena is based upon precedent; new resolutions developed during the AMUN conference will be no different. Having at the very least a loose grasp of previous actions (what works, what doesn't, how much actions cost, the repercussions of these actions) can help your delegation become an effective contributor to new documents.

There is another side to this type of preparation. Familiarize yourself with more than your own nation. You will likely receive a summary of national positions from your Chairperson sometime before or during the conference, but you have plenty of time to go further. Check out the positions of nations critical to the topic and its solution. Are you discussing landmines or indigenous peoples? Look at Canada's involvement! Are you discussing the world oil crisis? Examine the positions of the OPEC states and their consumers! If you know the positions of your colleagues beforehand, you are less likely to be surprised during the conference. More importantly, you will know where to look for help.

A final note on preparation, bringing us back to your own national position: know your own position and defend it. Even if sticking to your guns means that you frustrate the entire committee, you will be protecting your national interests.

Knowing when to compromise and when to stonewall is also a key point in your national policy. Keep all of this in mind.

Communication with Other Delegations

When your speaking time is over, your effort is not! Since the United Nations is essentially built upon the ideals of international cooperation, nothing can work without acknowledgement of the positions of all nations. When other delegations are delivering speeches, it is of paramount importance to listen attentively. Perhaps you can even take notes on key points. These speeches will reveal what points certain nations are unwilling to deviate from, but they will also indicate what points hold potential for compromise.

Taking advantage of a Yield to Points of Information also gives you an opportunity to have a short dialogue with the delegation in a manner that everyone in the committee chambers will take note of. At the same time as you get your question answered, you will allow your own point to reach the rest of the committee.

At other times, carefully consider other ideas for working papers or resolutions, even if they differ from yours. Although you should not deviate from your national position, successful resolutions incorporate the strategies of other groups. After all, the entire world will be involved in carrying out the actions outlined in the new resolution. Likewise, if your resolution is very similar to another, combine them. If another resolution brings up a point that you find to be particularly odious, perhaps you could put the opposite into your resolution. As you are considering other resolutions, you must be able to communicate your thoughts. The most important avenue for this communication lies, of course, in formal debate. Be able to defend your resolution and outline all of its merits. Think about the effects of the resolution in the short term and the long term. Emphasize positive points, and remember to edit negative points.

There are two less public forms of communication, and they require writing. At any time, you can write a note to any other delegation at the conference. A rapporteur (Conference Staff Member) or a fellow delegate who volunteered to act as a page will bring your confidential note to its destination. Notes are useful for forming coalitions and revealing essential information. Delegates are not the only possible destination for notes. At the AMUN conference, you will be able to send notes to your home governments. The executive branch will respond with a course of action or some statistics, should the situation arise. Be careful; a government will not be too happy with its representative if he or she relies too much on the Ministry of Foreign Affairs back home.

Rules of Procedure

The AMUN conference and other Model United Nations conferences operate on a set of Rules of Procedure. Again, know them, love them, use them. Although Rules may seem to be confining at times, you can often use them to your advantage. There is a provision for suspension of the rules. When a crisis erupts, this may be appropriate to get your views on the floor quickly and efficiently. There is also a way to table resolutions. Tabling a resolution is a simple way to remove an opposing resolution from discussion, or even to remove your own as a show of solidarity. The Rules of Procedure are full of nuances that can be turned to your advantage if the need arises.

Academy Model United Nations 2004

Rules of Procedure

I. Introduction

1.1 *Scope*

- 1.1.a These Rules of Procedure are applicable to all committees and sessions at AMUN but may be adapted or modified in advance of session by the Secretariat.
- 1.1.b The International Court of Justice shall operate under its own Rules of Procedure in addition to the present Rules of Procedure.
- 1.1.c The Security Councils, the North Atlantic Treaty Organization, the National Security Council, and the League of Arab States shall consider their voting requirements to take precedence over those in the present Rules of Procedure.
- 1.1.d The Secretary-General may alter these Rules of Procedure at any time, provided there is written or verbal notice.

1.2 *Language*

English will be the sole official and working language of the AMUN conference.

1.3 *General Powers and Duties of the Secretariat*

The Secretariat shall have the power to ensure the observance of these rules and interpret them, have the right to address any committee at any time. The Secretary-General, with the guidance of the Secretariat and the Conference Advisors, shall have the final authority to decide on all controversies.

1.4 *General Powers and Duties of the Committee Staff*

The Chairperson or Acting Chairperson (“Chair”) of a committee shall have the power to enforce the present Rules of Procedure, recognize speakers, introduce additional information during formal debate, and rule whether a point or motion is in order. Smooth operation of an AMUN committee is the responsibility of the Committee Staff.

1.5 *Attire*

All delegates and advisors are expected to wear standard Western business attire during committee sessions. While in the Bergen County Academies building, all delegates and advisors **must** wear their identification badges in a visible location.

1.6 *General Conduct*

All delegates are required to maintain decorum during AMUN committee sessions. Disrespect of staff decisions, speaking prior to recognition, usage of undiplomatic language, and destruction of the Bergen County Academies’ property are not acceptable

at any time. Chairpersons and Conference Advisors reserve the right to revoke voting privileges or a seat on any committee if inappropriate conduct is prolonged.

1.7 Topics on Committee Agendas

1.7.a It is not in order to debate topics not placed on the Agenda by the Chairperson of a committee.

1.7.b The Security Council, as noted, has the option of an Open Agenda, which will be addressed by the Chairperson of that committee to Security Council delegates.

II. General Rules and Definitions for Formal Debate

2.1 Opening a Committee Session

At the beginning of the first committee session or the resumption of a recessed committee session, the dais staff will take roll. If a quorum of delegates is present, the chair will entertain motions to open debate. Quorum shall constitute one-fifth of the committee; quorum shall be considered present unless challenged. Once debate is opened, the committee will move into agenda setting.

2.2 Speaker's List

2.2.a When debate is opened at the first committee session, the chair will open a speaker's list for agenda-setting. Upon the opening of a speaker's list, delegates may raise their placards to add their countries to the list. Thereafter, delegates will add their names to the speaker's list by sending a note to the dais.

2.2.b The dais staff will keep one speaker's list for agenda setting, one for each new topic area opened, and one for the amendment under consideration. If a topic area is laid on the table, its speakers' list is laid on the table as well; if the topic area is taken from the table, its speakers list is resumed.

2.2.c If, at any time, the speaker's list for an amendment becomes empty, the committee moves into immediate voting procedure on the amendment. Likewise, if the speaker's list for a topic expires, debate will immediately close.

2.3 Agenda

Delegates on the agenda speaker's list will make speeches regarding what topic area should be discussed first. At any time during the agenda debate process, a delegate may move to set the agenda to a specific topic area. This motion allows one speaker for and one speaker against, requiring a simple majority to pass. If passed, debate proceeds on the topic area selected. If the motion fails, debate continues. If the agenda speaker's list becomes empty and there are no motions on the floor, debate is automatically closed and the chair chooses a topic area at his or her discretion.

2.4 *Formal Speeches*

- 2.4.a Speeches may be delivered by Delegates following recognition by the Chair.
- 2.4.b Speeches must be relevant to the topic at hand. The dais staff holds the right to call a speaker to order or decide that the remaining time be yielded to the Chairperson.
- 2.4.c Formal speeches shall adhere to a time limit of two minutes. This time limit may be changed at the discretion of the Chair. Any delegate may make a motion to change the speaking time when the floor is open. Such a motion is procedural and non-debatable, requiring a simple majority to pass.
- 2.4.d A speaker may yield his or her remaining time to another Delegation. Yields and comments are not in order following this secondary speech.
- 2.4.e A speaker may yield his or her remaining time to Points of Information. (See §III, c. 5.e) Any Delegate may then raise his or her placard for recognition by the Chair in order to ask a question. Only time spent answering the question is counted toward the time limit. There shall be no conversation or banter between the speaker and the Delegate raising a Point of Information, except to clarify a question. A speaker may, at any time, decide to cease acceptance of Points of Information.
- 2.4.f A speaker may yield his or her remaining time to the Chairperson. This immediately ends the speaker's time, and the floor shall be open for points and motions.
- 2.4.g If a speaker chooses not to yield, the Chair shall recognize two Delegates to deliver thirty-second comments. These comments must pertain to the preceding speech. Yields are not in order following a comment.

2.5 *Working Papers*

A Delegate, or group of Delegates, may at any time during committee session, present a Working Paper to the dais staff. Upon approval of the Chair, the Working Paper shall be photocopied and distributed to the committee. The contents of Working Papers need not follow any established format, nor does a Working Paper require signatories.

III. Points and Motions

Parliamentary Points

3.1 *General Guidelines for Parliamentary Points*

Parliamentary Points are non-debatable, and the Chair shall decide their outcome. Points should be short, concise statements. They may not provide debate or rebuttal on any substantive matter. Decisions regarding Parliamentary Points, save those regarding Points of Order, are not appealable.

3.2 *Point of Order*

A Point of Order can be made during the discussion of any matter and is used to note improper parliamentary procedure. A Point of Order can be made during a speech only if the speech itself is out of order.

3.3 *Point of Personal Privilege*

A point of personal privilege is in order when something is hindering the delegate's participation in the proceedings. While a Point of Personal Privilege may interrupt the speaker, use caution. Note that a Point of Personal Privilege is not needed in order to use the bathroom.

3.4 *Right of Reply*

A Right of Reply is in order when a delegate's person or country has been explicitly insulted during formal debate. This motion is in order only directly after the speech containing the impugning language; it is customary to stand upon recognition of inappropriate comments. A Right of Reply to a Right of Reply is not in order.

3.5 *Point of Parliamentary Inquiry*

Delegates may rise to a Point of Parliamentary Inquiry in order to ask a question regarding parliamentary procedure. A Point of Parliamentary Inquiry is in order whenever the floor is open.

Procedural Motions, non-debatable

3.6 *General Rules for Non-Debatable Procedural Motions*

All motions require a second to be considered by the committee. The Chair reserves the right to rule any motion out of order at any given time. Non-debatable procedural motions are put to a vote immediately after they are seconded and approved by the Chair. All Delegates must enter a vote.

3.7 *Adjournment of the Meeting*

The motion is in order only at the end of the last committee session. It closes committee proceedings at the end of the conference. This motion requires a simple majority to pass. If the Chair rules this motion out of order, his or her decision is not appealable.

3.8 *Recess of the Meeting*

This motion temporarily suspends the meeting until the next committee session. The motion requires a simple majority to pass. If the Chair rules this motion out of order, his or her decision is not appealable.

3.9 *Suspension of the Rules of Procedure*

This motion is rarely used, as it moves the committee out of formal debate. Usually, such a motion is designed to facilitate rapid discussion during a crisis situation. When raising this motion, a Delegate must delineate the purpose of the suspension along with limitations, if any. The motion requires a simply majority to pass. If the Chair rules this motion out of order, his or her decision is not appealable. A Delegate may move for a resumption of the Rules or Procedure

3.10 *Moderated Caucus*

A Delegate may motion for a moderated caucus when the floor is open. Such a motion should delineate the purpose for the caucus, speaking time, and total time limit. A simple majority is required to pass this motion. If passed, the committee remains in formal debate, but departs from the speakers list. Speakers are recognized for short speeches by the Chair. Moderated caucuses shall end after the total time limit has elapsed, that is, there shall be no limit on the number of speakers recognized as long as the speeches remain within the time limit. Yields are not in order during a moderated caucus.

3.11 *Unmoderated Caucus*

A Delegate may motion for an unmoderated caucus when the floor is open. Such a motion should delineate the purpose for the caucus and its time limit. A simple majority is required to pass this motion. If passed, the committee shall depart from formal debate, and speakers shall be free to move about the committee chambers.

3.12 *Extend a Caucus*

At the end of a caucus, a Delegate may move to extend it. Such a motion requires delineation of a purpose and time limit. This motion requires a simple majority to pass.

Procedural motions, debatable

3.13 *General Rules for Debatable Procedural Motions*

All motions require a second to be considered by the committee. The Chair reserves the right to rule any motion out of order at any given time. After a debatable procedural motion is seconded, the Chair shall recognize speakers for thirty seconds to speak for and against the motion before it is put to a vote. All Delegates must enter a vote.

3.14 *Postponement of Debate*

- 3.14.a Whenever the floor is open, a delegate may move to lay the topic area on the table. This motion allows one speaker for and two against and requires a two-thirds majority to pass. If this motion passes, substantive debate on the topic area is postponed until the topic area is taken from the table, and the committee moves into agenda-setting. While usually utilized only in crisis committees, this motion is in order in any committee.

3.14.b When a committee is in a crisis situation, a delegate may motion to close debate on a single resolution without closing debate on the topic area. This has the effect of allowing the committee to react as the crisis develops. This motion allows one speaker for closure and two against, requiring a two-thirds majority to pass. If this motion passes, the committee moves straight into voting procedure on the resolution. While usually utilized only in crisis committees, this motion is in order in any committee at AMUN.

3.15 *Take from the Table*

This motion, in order only when the committee has reentered agenda setting, will resume debate on a topic that has been tabled. This motion allows one speaker for and one speaker against, requiring a simple majority to pass.

3.16 *Closure of Debate*

3.16.a At any time after a committee enters into formal substantive debate on a topic, a Delegate may for Closure of Debate. This motion empties the speaker's list and moves the committee directly into voting procedure regarding all resolutions currently on the floor. If the Chair judges that this motion is premature, he or she will rule it out of order. The motion allows two speakers against it and requires the votes of two-thirds of the committee to pass.

3.16.b If a topic area speaker's list becomes empty and there are no motions on the floor, debate is automatically closed and voting will proceed on the first resolution introduced. Debate may not be reopened unless a motion for Reconsideration passes, as per §III, c.17.

3.17 *Appeal of the Chairperson's Decision*

Immediately following a decision made by the Chairperson or Acting Chairperson on any issue (not including non-debatable procedural motions), a Delegate may move to formally Appeal said decision. If this motion is seconded, the Delegate shall be recognized to speak against the ruling. The ruling will stand unless overruled by a two-thirds majority of the committee.

3.18 *Reconsideration*

On any substantive vote (a vote on an Amendment or a Resolution), a Delegate who has voted with the majority may move to reconsider the vote immediately upon its conclusion. This motion allows one speaker for and two against and requires a simple majority to pass. If passed, the vote will be considered null and void, and the committee moves back into substantive debate. If a resolution is to be reconsidered, no new resolutions may be introduced for that topic area.

3.5 *Withdraw a Motion*

A delegate that has proposed a motion may move to withdraw it anytime before a vote is taken. If the motion has not yet reached the floor, withdrawal is automatic. If the motion has been seconded and ruled in order, it has reached the floor and is the property of the committee. If this is the case, the chair shall ask for objections to withdrawal; if there are none, withdrawal is automatic. If there is any objection, the motion becomes debatable

(one speaker for, one against) and requires a simple majority to pass. A withdrawn motion may be immediately reintroduced by another delegate.

3.20 *Close the Speaker's List*

This motion will preclude any Delegates from requesting a place on the Speaker's List. Unless a motion to reopen the Speaker's List is passed, (§III, c.21) debate will automatically close after all Delegates on the list before the motion's passage finish their speeches.

3.21 *Reopen the Speaker's List*

When the Speaker's List is closed, a Delegate may move to reopen it. This motion will allow Delegations to once again request a place on the list. The motion is debatable, with one speaker for each side. A simple majority is required to pass this motion.

IV. Substantive Motions

4.1 *General Rules for Substantive Motions*

4.1.a Substantive Motions are those related to Resolutions and Amendments. The motions themselves are not debatable, rather they fall under the sole discretion of the Chair.

4.1.b Substantive Motions refer to Sponsors and Signatories. A Sponsor is usually a co-author of a document, and Sponsorship generally indicates whole-hearted support of the document. Signatories do not declare support of a document, rather they only express a wish to see it debated.

4.2 *Amend a Resolution*

4.2.a This motion is in order only after the proposed Amendment (in written form, with 15% of the committee acting as signatories) is approved by the Chair and prepared for distribution. Amendments may be proposed for any Resolution currently on the floor. There is no limit to the number of Amendments to any given Resolution.

4.2.b When an Amendment is introduced, the Chair or the Sponsors of the Amendment will read it to the committee. Debate on the Resolution itself is suspended, and a new speaker's list will be established for the Amendment. At the Chair's discretion, this speaker's list may alternate between positive and negative comments. Debate on the amendment will end when a motion to close debate passes or if the speaker's list is exhausted. To pass, a simple majority is required. Once an Amendment passes, the Resolution shall be immediately edited to reflect the new changes. The original Resolution is deemed null and void.

4.2.c If all Sponsors of the original Resolution sponsor an amendment, it is immediately passed, and the Resolution shall be edited to reflect the new changes. This type of Amendment is called a friendly amendment.

4.3 *Introduce a Resolution*

- 4.3.a This motion is in order only after the proposed Resolution (in written form, with 20% of the committee acting as signatories) is approved by the Chair and prepared for distribution. There is no limit to the number of Resolutions introduced for any given topic area.
- 4.3.b Following approval, a Sponsor of the Resolution may move to introduce it. If the Chair allows the motion, the Sponsor or Sponsors will read the Resolution to the committee. This introduction itself is procedural in nature and thus, comments and yields are out of order. Delegates may only read the contents of the Resolution.
- 4.3.c Following introduction of the Resolution, debate will be suspended for the introduction of non-substantive Amendments. These Amendments only alter typography, grammar, or spelling. They are verbal in nature and will automatically pass upon approval by the Chair.
- 4.3.d This motion may only interrupt a Delegate's own speech. If the motion to Introduce a Resolution is made during or before a Delegate's speaking time, he or she may utilize the remaining time or explain or support the Resolution.
- 4.3.e A Resolution may not be debated until it is formally introduced.

V. Voting Procedure

5.1 *General Rules for Voting Procedure*

- 5.1.a When there are no more speakers on the speaker's list, or when a motion to close debate passes, the committee will enter into voting procedure. Rapporteurs will bar the doors; no one may enter or exit the committee chambers during Voting Procedure. All motions pertaining to Voting Procedure should be raised before voting begins.
- 5.1.b After all points and motions have been resolved, the committee shall begin to vote. Unless the committee decides to utilize a roll call vote, the Chair shall call for visual votes.
- 5.1.c The committee will vote on Resolutions in the order they were proposed. Resolutions are voted upon as previously amended.
- 5.1.d The committee may pass multiple Resolutions, but the Chair reserves the right to publicly comment that a Resolution is redundant or contradictory to one that has already been passed. Delegates shall use appropriate discretion in passing multiple Resolutions.

5.2 *Division of the Question*

- 5.2.a After debate on a Resolution or Amendment has been closed, a Delegate may move that the operative parts of the Resolution be voted upon separately. This is a four-tiered process. Delegates will vote on whether to divide, how to divide, on each part, and on the remainder of the Resolution.

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- 5.2.b The first motion relating to Division of the Question decides whether a Resolution should be divided at all. This motion allows two speakers for and two speakers against, and it requires a simple majority vote to pass.
- 5.2.c Following the motion in §V, c. 2.b, the Chair shall entertain motions on how to divide the question. Motions to divide preambulatory clauses are out of order. After all of these motions are on the floor, the Chair shall arrange them for voting. The committee shall vote on them in order of severity, most severe first. Once one motion for division passes, all others are considered to have failed.
- 5.2.d Following the motion in §V, c. 2.c, the committee shall proceed to vote on each portion of the divided Resolution. These votes shall proceed normally, and this paragraph does not preclude §V, c. 3.
- 5.2.e If at least one of the votes from §V, c. 2.d passes, then the committee shall vote on what remains of the Resolution. If none of the votes from §V, c. 2.d passes, the Resolution fails.

5.3 *Roll Call Vote*

- 5.3.a During voting on a substantive matter, a Delegate may move for a roll call vote. This requires the support of one-fifth of the committee.
- 5.3.b In a roll call vote, each country is called by its formal name in English alphabetical order. Countries may respond “yes,” “no,” or “abstain” to not record a vote, or “pass.” If a delegate passes, he or she is skipped in the first round of voting. After all countries have registered their votes, those delegates who passed are called again. In the second round of voting, abstentions are forbidden and a Delegate may not pass for an additional time.
- 5.3.c During a roll call vote, Delegates may vote “yes with rights” or “no with rights” if they are voting against their country’s position or against their expected position on this issue. A Delegation voting with rights will be given thirty seconds to explain its vote after the vote is complete.

5.4 *Designation of a Resolution as an Important Question*

- 5.4.a Immediately preceding a vote on a Resolution, a Delegate may move to make a Resolution an Important Question. Important Questions shall be limited to: the maintenance of international peace and security, the suspension of the rights and privileges of membership, the expulsion of members, questions relating to the operation of the trusteeship system, and budgetary questions. The motion to make a Resolution an Important Question requires a simple majority to pass; if the motion passes, said Resolution requires a two-thirds majority to pass. Upon a second of this motion, one speaker shall be recognized to speak for it, and one speaker shall be recognized to speak against it.
- 5.4.b It is the discretion of the Chair to disallow designation as an Important Question if it does not fit within the described guidelines of limitation as set forth in §V, c. 4.a.

Resources

UN DOCUMENTS

- *Yearbook of the United Nations*, which has general information on what has been done on your topic during any particular year.
- *United Nations Chronicle*, a magazine with general information on the proceedings of the UN.
- *UN Document Index*, has three versions: UNDI (1950-1973), UNDEX (1970-1978), and UNDOC (1979-present).
- *UN Resolutions*, a cumulative index from 1947 onwards.

ONLINE

- United Nations - <http://www.un.org>
- UN Resolution Index - <http://domino.un.org/unispal.nsf/UN%20resolutions!OpenPage>
- MUNweb - <http://home.att.net/~jfgriffin>
- Member Nations of the UN and online missions - <http://www.un.org/Overview/unmember.html>
- UNA-USA Site - <http://www.unausa.org>
- United Nations Press Releases (gopher menu) - gopher://gopher.undp.org:70/11/uncurr/press_releases
- World Food Programme - <http://www.wfp.org>
- UNA-USA Links - <http://www.unausa.org/links.htm>
- BBC Online - <http://www.bbc.co.uk>
- New York Times Online - <http://www.nyt.com>
- The Write News, News Resources - <http://www.writenews.com/newslinks>
- United States Information Agency - <http://www.usia.gov>
- Nando World New - <http://www2.nando.net/nt/world>
- Yahoo - News International - <http://dailynews.yahoo.com/headlines/wl>
- OneWorld Online News - <http://www.oneworld.org/news/index.html>
- WWW Virtual Library: Subject Catalog - <http://www.vlib.org>
- UNDP: Permanent Missions to the United Nations - <http://www.undp.org/missions/index.html>
- Yahoo - Regional Countries - <http://dir.yahoo.com/regional/countries/index.html>
- Voices of Youth Home Page (International Summit for Social Development) - <http://www.unicef.org/voy>
- CNN Interactive - <http://www.cnn.com>
- American Model United Nations International - <http://www.mcs.net/~amun/homepage/amun.htm>
- Model United Nations Resources - <http://www.brown.edu/Departments/ACUNS>
- UN Cyber School Bus: Resource Source - <http://www.un.org/Pubs/CyberSchoolBus/menureso.htm>
- Penn State's Guide to Model UN Research - <http://www.libraries.psu.edu/crsweb/docs/modelun1.htm>

- United Nations Scholars' Workstation Home Page - <http://www.library.yale.edu:80/un>
- United Nations Association of Canada - <http://www.unac-wpg.org>
- *The Library of Congress Country Studies* web site - <http://lcweb2.loc.gov/frd/csquery.html>
- The CIA World Factbook - <http://www.odci.gov/cia/publications/factbook/index.html>
- University of Delaware Library International Relations links page - <http://www2.lib.udel.edu/subj/pols/internet.htm>
- THIMUN (The Hague International Model UN) Research Links - <http://www.thimun.org/research/index.html>

OTHER RESOURCES

- Your nation's Permanent Mission to the UN, located in New York City. You can call Manhattan information (212-555-1212) to get the phone number. This is one of the most helpful resources! They are almost always willing to help! If you are not comfortable with calling the Mission, you can search for its email address in the Member Nations section of the United Nations website. Phone calls tend to yield better results, however.
- Your nation's embassy to the US, located in Washington, DC. You can call DC information (202-555-1212) to get the phone number. Also an excellent resource!
- Your local library. There are numerous up-to-date books which offer great depth. Additionally, periodicals are very helpful. Use the Reader's Guide to Periodical Literature and Infotrac to find the periodical literature you need.
- Journals of international relations and foreign policy. If you have access, any college or university library is likely to have a subscription. Journals, especially those published by the United Nations, offer good synopses of recent developments. Some even have a web presence.
- Your Chairpersons! The Committee Staff of the AMUN Team are willing and able to help you find the appropriate information. Send an email to the addresses provided with your topic papers.

Glossary of Terms

CTBT	Comprehensive (Nuclear) Test Ban Treaty
DISEC	Disarmament and International Security Council (GA committee)
ECOFIN	Economic and Financial Council (GA committee)
ECOSOC	Economic and Social Council (group of UN bodies)
G7 (G8)	Group of Industrialized Nations. Includes USA, Canada, UK, France, Italy, Germany, and Japan. Recently, Russia has been counted as the eighth.
GA	General Assembly
IAEA	International Atomic Energy Association
ICJ	International Court of Justice; located in The Hague, Netherlands

ICRC	International Coalition of the Red Cross
LAS	League of Arab States
NATO	North Atlantic Treaty Organization (former anti-USSR coalition of Western European countries and USA)
NGO	Non-Governmental Organization
NPT	Nuclear Nonproliferation Treaty
NSC	National Security Council of the United States of America
OAS	Organization of American States
OAU	Organization of African Unity
OSCE	Organization for Security and Cooperation in Europe
P5	Permanent members of the SC (USA, UK, Russia, China, France)
SC	Security Council (interchangeable with UNSC)
SOCHUM	Social, Humanitarian, and Cultural Council (GA committee) Pronounced “sock-hume”
SPECPOL	Special Political and Decolonization Council (GA committee)
UK	United Kingdom (Great Britain)
UN	United Nations
UNCHR	UN Commission on Human Rights (ECOSOC subcommittee)
UNDP	UN Development Programme
UNEP	UN Environmental Programme
UNHCR	UN High Commissioner for Refugees
UNICEF	UN Children’s Fund
UNSC	UN Security Council
WHO	World Health Organization
WTO	World Trade Organization

Conclusion

Thank you for deciding to experience the Academy Model United Nations Conference. If you have any questions, please do not hesitate to contact us. We hope that this Delegate Guide has served as a useful resource, and hope that your preparation is both productive and exciting, allowing you to delve into topics that you may not know much about. The entire Academy Model United Nations 2004 Team looks forward to seeing all of you in early February. Good luck!

Academy Model United Nations Rules of Procedure (*Short Form*)

Rules are listed in order of precedence.

Rule	Section #	Debate	Vote	Appeal	Comments
Point of Order	§III, c.2	–	–	No	In order at all times. May interrupt speaker if speech is out of order.
Point of Personal Privilege	§III, c.3	–	–	No	In order at all times. May interrupt speaker only if delegate is unable to comprehend.
Right of Reply	§III, c.4	–	–	No	In order only after a speech.
Point of Parliamentary Inquiry	§III, c.5	–	–	No	In order only when the floor is open for points and motions. This Point can only be directed at the Chairpersons.
Point of Information	§II, c.4.e	–	–	No	In order when a speaker has yielded time to Points of Information. Only time spent answering questions is counted.
Motion to Adjourn	§III, c.7	–	1 / 2	No	In order only at the end of the final session.
Motion to Recess	§III, c.8	–	1 / 2	No	Recesses last until the next session.
Motion to Appeal a Decision	§III, c.17	1+ / Chair	2 / 3	No	Chair speaks to defend the decision. A “Yes” vote overturns the decision.
Motion to Suspend the Rules	§III, c.9	–	1 / 2	No	Motion must set length and purpose. Any variation of the rules also allowed.
Motion to Extend a Caucus	§III, c.12	–	1 / 2	No	Motion must set length and purpose.
Motion for Caucus	§III, c.10-11	–	1 / 2	Yes	Motion must set length, purpose, and type.
Motion to Close Debate	§III, c.16	0+ / 2-	2 / 3	Yes	Moves committee directly into voting procedure on current resolutions.
Motion to Postpone Debate	§III, c.14	1+ / 2-	2 / 3	Yes	Postponed topics and resolutions may not be debated unless taken from the table. If a topic is postponed, agenda-setting ensues.
Motion for Reconsideration	§III, c.18	1+ / 1-	1 / 2	Yes	Only in order when motion is made by a delegate who voted with the majority.
Withdraw a Motion	§III, c.19	1+ / 1-	1 / 2	Yes	Debate in order only if there is an objection.
Motion to Close the Speaker’s List	§III, c.20	1+ / 2-	2 / 3	Yes	Precludes additions to the Speaker’s List. Debate will close after the list’s exhaustion.
Motion to Reopen the Speaker’s List	§III, c.21	1+ / 1-	1 / 2	Yes	Allows additions to the Speaker’s List.
Motion to Resume Debate	§III, c.15	1+ / 1-	1 / 2	Yes	Resumes debate on a postponed topic or resolution.
Motion to Divide the Question	§V, c.2	2+ / 2-	1 / 2	Yes	Four-tiered vote. Please see page 37.
Motion for a Roll Call Vote	§V, c.3	–	1 / 5	Yes	Voting with rights is allowed. Delegates will be called in English alphabetical order.
Motion to Designate as an Important Question	§V, c.4	1+ / 1-	2 / 3	No	Only appropriate with a 2/3 majority, as well as discretion by the Chair as relating to the requirements of an Important Question.
Motion to Amend a Resolution	§IV, c.2	unlimited	1 / 2	No	Amendment approval is required. 15% required as signatories.
Motion to Introduce a Resolution	§IV, c.3	–	–	No	Resolution approval is required. 20% required as signatories. This motion may take place during a speech.
Motion to Change the Agenda	§II, c.3	–	1 / 2	No	Only in order during agenda-setting.