



# AMUN XVIII

# 2017



# Delegate Guide

**General Information and Strategy Guide  
(Abridged)**

<http://www.AcademyModelUN.org>

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**2017 Academy Model United Nations Secretariat**

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**Major References** YMUN XXVIII Delegate Guide  
WAMUNC III Delegate Guide  
United Nations Website (www.un.org)

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**Dear Delegates and Advisors:**

Welcome, and thank you for coming to the 2017 Academy Model United Nations conference!

Dear Delegates and Advisors,

Over the past year, our Secretariat, Chairs, and Staff, have been working to organize what will become the most stimulating and exhilarating Academy Model United Nations Conference yet. We invite you to join with us in exploring the excitement of international relations through Model United Nations.

Academy Model United Nations prides itself on producing conferences that far exceed the caliber of the average high school conference. As one of the most experienced and decorated Model UN programs in the country, AMUN has the experience to introduce elements only found at some of the most prestigious college conferences. This experience is also passed down through our Secretariat, Chairs, and Staff, all of whom are active Model UN participants.

With the increase of international communication and globalization, it is important for high school students to be aware of contemporary world events. Model UN creates an environment in which delegates learn through participation, gaining experience in international relations, decision-making, and oratory.

In this delegate guide, you will find the guidelines for debate. It includes rules of Model U.N., as well as instructions on Position Papers, Working Papers, and Resolutions. All delegates should complete their own individual research on the topics they will be debating prior to the conference. Please refer to this handbook if there are any questions or issues about procedures at AMUN.

The Secretariat and I look forward to communicating with you before and during the conference. We hope to provide both new and returning schools with another exciting and memorable experience.

Please refer to our website, <http://AcademyModelUN.org> for any further updates or information.

Discuss, debate, problem solve, and most importantly, have fun!

Sincerely,  
Michael Dugan  
Secretary-General  
Academy Model United Nations 2017

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## Conference Information

The following information should help you know what to expect once you arrive at the AMUN 2017 conference.

### Conference Dates

The 2017 Academy Model United Nations conference will take place from January 26 to January 27, 2017.

### Location

Bergen County Academies  
200 Hackensack Avenue  
Hackensack, NJ 07601

### 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, nor 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 demonstrate the following at all points throughout committee:

- Prepares 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
- Presents novel propositions that effectively address the relevant issue
- Articulates ideas in a clear and persuasive manner
- Position papers reflect outstanding research
- Adheres to Rules of Procedure
- 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.

## **Preparation**

To succeed in a Model United Nations competition, research and preparation is required. Not only should delegates thoroughly digest their position, they should be comfortable with the procedures and syntax of Model United Nations conferences.

### **Overview**

As you begin to prepare, it is important to understand the three types of preparation that every delegate must undergo: substantive, positional, and functional preparation. 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. Positional preparation requires that you take a position, on behalf of your nation, on the issues to be discussed by your committee. Finally, functional preparation includes understanding how a Model UN conference works, becoming comfortable with Parliamentary Procedure, and understanding resolutions and working papers.

Remember, this guide and topic papers provided by your chair are not sufficient for success in this conference. You should refer to outside sources such as the United Nations website in order to be fully prepared. Much like role playing or acting, you must fully understand the roles and how they interact in committee sessions.

### **Substantive Preparation (Research)**

The goal of substantive research is to get an overall picture of the topic at hand and not specifically your country's position. When you start your research for AMUN 2013, you should first read through the delegate guide and topic papers provided by chairs. Topic papers are comprehensive documents about the issues that will be discussed in committee sessions. Other sources for information can be found in books, government websites, official websites of organizations, and many websites found in the research portion of our website <http://AcademyModelUN.org>. Sources should also be provided for by chairs in topic papers.

### **Positional Preparation**

Positional preparation is learning what your country would do in a real United Nations meeting. Your responsibility as a delegate is to accurately portray your country's needs and wants. Though your personal opinion may differ from your delegation's, your opinions should never play a role in the debate. Also be prepared to handle unexpected crises within the position of your delegation.

The product of this positional preparation is a position paper. Though only one page, a position paper represents how much effort you put into understanding the position. This paper should be presented to your chair as evidence

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that you have prepared well for the conference. Each delegate should write one position paper for each topic being discussed in committee. “Documents” for more information about the position paper.

### **Functional Preparation**

United Nations in general follows protocols called parliamentary procedures. These are not only meant to facilitate debate, but also allow every delegation to voice its opinion. The Academy Model United Nations conference uses a modified version of these procedures. Delegates should familiarize themselves with procedure before the conference. See “Rules of Procedure” for more information about parliamentary procedure.

## **Documents**

To facilitate communication, there are some standard types of documents that delegates should be familiar with. Documents allow information and ideas to be presented in a more substantive manner. The most important types of documents present during a Model UN conference are position papers, working papers, and resolutions.

### **Position Papers**

To participate in AMUN 2017, a single-spaced, one-sided position paper must be submitted for each topic area. Make sure you include your committee, topic, country, name, and school at the top of the paper. Please e-mail these position papers by the deadlines set by your respective chairs. Committee email addresses can be found on the AMUN website (<http://AcademyModelUN.org>).

Your position paper should include the following:

- National interests: general, ideal goals to be pursued by the delegate
- National policies: specific attempts taken by the country to secure interests
- 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:

- *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 by your nation?
- *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?
- *Proposal and Justification*
  - What will you and your nation 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?

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. Remember to include the committee, topic, your country, and the

name of your school at the top of the page. 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.

### **Working Papers**

Working papers are informal documents that provide a foundation for further debate. Though there is no set format for working papers, the working paper should be a clear representation of the ideas of a delegation or delegations. A working paper requires sponsors – those who wrote and support the document – and signatories – those who do not necessarily support the document but would like to discuss it in debate. Working papers need the Chair’s approval before copying and distribution. Most working papers will be written after debate has started at the conference however, delegates can (if they so choose) draft a working paper prior to the conference.

### **Resolutions**

The goal of a committee session is to create resolutions that solve the crises or international issues at hand. Resolutions are formal documents with a specific format. Below, the process of creating and formatting a working paper is described in detail. Resolutions will be written during the course of the committee sessions.

#### **Preparation of a Resolution**

1. *Develop Ideas* – You and the other nations you are working with (your “bloc”) should know the different aspects of the issue you would like to include in your resolution. In addition, you should discuss and decide what stipulations you would like to include in your paper. In order to do find what your country would want in a resolution, analyze thoroughly your country’s position on the topic being debated and look at how that position may gain support in committee.
2. *Outline* – Check that there is a logical flow to the ideas of the paper. Outlining is also useful when an idea needs to be introduced in debate.
3. *Draft* – Decide how many delegates should write the draft of the resolution. Too many delegates will cause the process to become cumbersome. Too few delegates will make it difficult to gain support and input. Resolutions can (and should) be based off working papers and must have the format described below prior to voting.
4. *Gain 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 suggestions.
5. *Review* – During the next caucus, as per your announcement, review the resolution with your coalition and discuss it with other delegates. Read aloud your resolutions to expedite the process of disseminating information. Good suggestions from other delegates can be implemented on the spot or through the amendment process.
6. *Finalize* – Before submitting the final version of the resolution, review it with the chairs and make final changes. Be certain that the final resolution is without any mechanical or stylistic errors and that it is well-written.
7. *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 approval. At this point, the staff will photocopy and distribute your resolution. It is up to the delegate to formally introduce the resolution.

#### **Formatting a Resolution**

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- The title (e.g. Resolution 2.1) should be left-aligned, in bold, above the main body of the resolution. Numbers (e.g. 2.1) will be assigned by chairs when the resolution is introduced.
- The two lines below the title should be left-aligned and consist of:
  - the committee name
  - the topic addressed by the resolution
- The resolution body begins with the name of the committee or agency from which the resolution originates. The name of the committee should be underlined. For example, the resolution may begin with “The Security Council.”
- The second section contains *Preambulatory Clauses*, which describes the background of the resolution (i.e. the problem being addressed, past actions, purposes for the resolution). Each clause starts with an underlined word or phrase and ends with a comma.
- The final section of the resolution contains the *Operative Clauses*, which state the actions to be taken by the body. Each clause:
  - starts with a strong, active verb in the present tense
  - ends with a semicolon except for the last which ends with a period
  - is numbered
- Below are therapeutic phrases that are frequently used to start Preambulatory Clauses and Operative Clauses.

Sample Preambulatory Phrases

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

Sample Operative Clauses

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

Congratulates	Expresses its hope	Reaffirms	Trusts
Considers	Further invites	Recommends	Urges

### Supporting a Resolution

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?*

In a resolution, reasons for all clauses should be explained. Do not be afraid of contrasting with opposing resolutions or working papers. Your job as a delegate is to gain enough support in your committee for your resolution. Do not forget that there are other competing resolutions and that merging of resolutions often occurs. Yet, you may opt to keep supporting your own and try to win the majority. If your resolution fails, but you believe it was because of inadequate explanations, you can move for reconsideration (see “Rules of Procedure for details). Additionally, there is no page limit for resolutions, but for purposes of a simulated U.N. conference such as AMUN, a concise resolution may lead to longer and more productive discussion.

***Sample Position Paper***

Name: Ban Ki Moon  
 Committee: United Nations Security Council  
 Topic: Nuclear Proliferation in South Asia  
 Country: Bahrain  
 School: Bergen County Academies

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 groups in 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.

**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:
  - A] Agriculture
  - B] Manufactures
  - C] Semi-manufactures
  - D] 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.

**Sample Resolution**

Resolution 3.4

Committee: Commission on Information Regulation

Topic: International News Flow 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 news flow 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 news flow imbalance, to operate as follows:
  - a. Each region’s member nations will report its 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 news flow 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 a European Economic Community satellite;
2. *Proposes* that Africa, the Middle East, Asia and the Pacific, Latin American, Eastern Europe, Western Europe, and North America be designated as regional areas for the scope of news flow;
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 instructions;
  - 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;
6. *Decides* to remain actively seized on the matter.

## 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 Security Council and all other organizations that stipulate their own voting requirements different from those adapted in the Rules of Procedure shall have their voting requirements take precedence over those presented in the present Rules of Procedures.

1.1.c – 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, destruction of property, and passage of notes between delegates or to chairpersons on topics unrelated to pertinent committee manners 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 Chairwoman 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 being discussed. 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 delegate. 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. 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 simple 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 of

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 in to 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 motion 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 as per §III, c.18.

### 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.

### 3.19 – 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 – Introduce A Resolution

4.2.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 Resolution introduced for any given topic area.

4.2.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.

4.2.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.

4.2.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.

4.2.e – A Resolution may not be debated until it is formally introduced.

#### 4.3 – Amend A Resolution

4.3.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.

4.3.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.

4.3.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.

### **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.

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.

## 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. Contact information for members of the Secretariat can be found on the AMUN website, at <http://AcademyModelUN.org>. 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 Secretariat and staff looks forward to seeing all of you in early February. Good luck!

## Appendix

### Resources

We strongly recommend that, in doing your research, you utilize a wide variety of sources, including fact books, encyclopedias, newspapers, magazines, and journals. Because many problems that are being discussed may have significant developments in the weeks leading up to the conference, we strongly recommend that you consult news websites, such as CNN, the BBC, the New York Times, and the Wall Street Journal. For a full list of resources, visit our Resources page at <http://www.academymodelun.org/research.html>

### Glossary of Terms

AMUN	Academy Model United Nations Conference
AU	African Union

APEC	Asia–Pacific Economic Organization
CTBT	Comprehensive (Nuclear) Test Ban Treaty
DISEC	Disarmament and International Security Council
COFIN	Economic and Financial Council
ECOSOC	Economic and Social Council
EU	European Union
GA	General Assembly
G8	Group of Industrialized Nations
ICRC	International Coalition of the Red Cross
IMF	International Monetary Fund
IOC	International Olympic Committee
JCC	Joint Crisis Committee
LAS	League of Arab States
MUN	Model United Nations
NGO	Non–Governmental Organization
NATO	North Atlantic Treaty Organization
NPT	Nuclear Nonproliferation Treaty
OSCE	Organization for Security and Cooperation in Europe
OAU	Organization of African Unity
OAS	Organization of American States
P5	Permanent Members of the SC (U.S.A., U.K., Russian Federation, China, France)
SC (UNSC)	Security Council
SOCHUM	Social, Humanitarian, and Cultural Council
SPECPOL	Special Political and Decolonization Committee
G20	The Group of Twenty Finance Ministers and Central Bank Governors
UNDP	UN Development Program
UNEP	UN Environmental Programme
UNHCR	UN High Commissioner for Refugees
UNHRC	UN Human Rights Council
UN	United Nations
WHO	World Health Organization
WTO	World Trade Organization

### **Rules of Procedure (Quick Reference)**

Rules 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 with impugning language.
Point of Parliamentary Inquiry	§III, c.5	-	-	No	In order when the floor is open for points and motions; this Point may only be directed at the chairperson.
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 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+ / 2-	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. (Take from the Table).
Motion to Divide the Question	§V, c.2	2+ / 2-	1/2	Yes	Four-tiered Vote. See pages 17-18.
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.3	no limit	1/2	No	Amendment approval is required. 15% required as signatories.
Motion to Introduce a Resolution	§IV, c.2	-	-	No	Resolution approval 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.