



NMUN • NY

DELEGATE PREPARATION GUIDE 2011

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NATIONAL MODEL UNITED NATIONS
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BEGINNING YOUR RESEARCH AND CONFERENCE PREPARATIONS

The NMUN Conference is educational in nature, striving to provide attending delegates with knowledge, skills and experience that will be applicable both during and after college. NMUN prides itself on providing a well-trained volunteer staff, quality resources, and assistance to delegates before and during the Conference, but the materials and volunteer staff provided by NMUN are only the beginning. These resources facilitate a quality Conference, but the main part of its quality is provided by delegates themselves through strong pre-Conference preparation.

The key to being a successful NMUN delegation is thorough preparation. There are six main areas of research which should be addressed from very early in the preparation process through arrival at the Conference itself. It is NMUN's suggestion that the five main areas of study be addressed in the following order, as each area is progressively more in-depth than the one listed before:

- Research the structure and history of the United Nations
- Research your assigned State
- Research your committee
- Research your role in the committee
- Research the agenda topics beyond what is written in the background guides
- Prepare a position paper outlining your Member State's policies towards the agenda topics

Resources

NMUN provides two main resources through the course of your preparation: the Committee Background Guide (including extensive annotated bibliographies) and the Topic Updates. Updates will be entirely Web based, put up as links through the NMUN Web site (www.nmun.org).

Both, Background Guides and Updates should only be viewed as a stepping-stone to begin research. Individual research is indispensable. NMUN highly recommends extensive use of academic books, scholarly journals, newspaper articles, and official documents or other literature provided by bodies associated with the United Nations. Access to many UN documents and resolutions is available on the UN Optical Disc System or the UN treaty database via college or law school libraries. For additional access to UN documents, you should locate the nearest UN depository library.

In the past years, the Internet has developed into one of the main tools of research, providing access to an abundance of information. Though often times very helpful, delegates are advised to evaluate their sources carefully. Some sources which have proved useful in the past include:

United Nations: <http://www.un.org>

The Web site of the United Nations, which will allow delegates to access individual committee sites, links to specific issues on the UN's agenda and related information and data, links to Representations of Member States to the UN, etc.

United Nations Bibliographic Information System: <http://unbisnet.un.org/>

This source is one of the most basic and useful sources delegates should be using when preparing for the Conference. It includes landmark UN documents, resolutions of UN bodies, meeting and voting records or press releases. It provides a research guide to get acquainted with the UN documentation system; it allows delegates to research by organ or by main issues; in short, this is an excellent gateway to explore the work of the United Nations, the agenda items and individual Member States role in committee.

Others include Non-governmental Organizations (particularly those accredited by the UN), country reports and data published by international or regional organizations such as the World Bank, WHO, OECD, APEC, etc. For general socio-economic data, the CIA World Factbook has served delegates in previous years in gaining a first overview of a particular Member States. Delegations representing NGOs are – next

to consulting their NGOs Web site – also advised to visit any of the above links to gain more insight into the issues (and different positions) at hand.

PLEASE NOTE: Not even the best source exempts delegates from coming up with their own ideas and suggestions and framing them in their own words. **Plagiarism will not be tolerated at any point by the NMUN Conference.** Delegates should be aware that position papers and draft resolutions are read and evaluated by NMUN staff that has a profound knowledge of the topics and has prepared committee and agenda items for months. This enables our volunteers to identify and report incidences of plagiarism.

Understanding the History, Structure, and Operations of the United Nations

Thorough preparation must begin with an understanding of the United Nations itself. The following sections provide basic information on the bodies that are simulated at the NMUN Conference. Numerous sources such as *Everyone's United Nations* detail the events leading up to the creation of the UN. In addition, make sure to review:

- The UN Structure: how the various organs of the United Nations System (the Security Council, the General Assembly, the Economic and Social Council, Specialized Agencies, and IGOs) work together and the topic specialties of each.
- *The Charter of the United Nations*: the *UN Charter* in its entirety.
- Past actions by the United Nations: the significant resolutions and decisions that have come from the UN and their impact. This list should include the *Universal Declaration of Human Rights* and UN global conference documents, among others.

Info Box: Structure of the United Nations System

The General Assembly (GA)

The General Assembly is the main deliberative organ of the United Nations System and is comprised of all Member States of the United Nations, with each country having one vote. The General Assembly addresses issues related to the maintenance of international peace and security (except when those issues are before the Security Council), the peaceful settlement of disputes, international law, human rights; essentially, any question within the scope of the UN Charter. The GA also elects the non-permanent Members of the Security Council, elects the membership of the Economic and Social Council (ECOSOC), appoints the Justices on the International Court of Justice, and chooses the Secretary-General of the United Nations.

The Security Council (SC)

The Security Council is the primary organ of the United Nations functioning to maintain international peace and security. It is comprised of fifteen Members: ten serve two-year terms and five are permanent Members with veto power (China, France, the Russian Federation, the United Kingdom and the United States). The passage of any substantive decision by the Council requires an affirmative vote of any nine Members, including affirmation or abstention by the permanent Members. If a permanent Member votes against a resolution before the Council, the resolution is vetoed. Unlike GA resolutions, which are recommendations, Security Council resolutions are binding on the Member States of the United Nations.

The Economic and Social Council (ECOSOC)

The Economic and Social Council is the principal organ of the United Nations responsible for the economic and social work of the organization. ECOSOC has 54 Members, each elected by the GA to a three-year term (eighteen new Members are elected annually). ECOSOC also coordinates the efforts of various Specialized Agencies working concurrently with the United Nations.

The other principal organs of the United Nations are the Trusteeship Council (Chapter XIII UN Charter), the International Court of Justice (Chapter XIV UN Charter), and the United Nations Secretariat (Chapter XV UN Charter). Delegates are strongly advised to research these organs. Though they are not as such part of the NMUN Conference, these organs and their work are crucial to many of the agenda items under discussion.

Specialized Agencies and Related Organs

Specialized Agencies are a network of semi-autonomous organizations that are linked with the United Nations by special agreements through the coordinating machinery of ECOSOC. While the Specialized Agencies are part of the UN System, they are autonomous organizations, with independent constitutions or charters, membership, and rules of procedure.

Intergovernmental Organizations (IGOs)

Intergovernmental Organizations are autonomous organizations, primarily regional in orientation and focus. Although IGOs function independently of the UN, they discuss many of the same issues. Additionally, Chapter VIII of the *UN Charter* specifically addresses regional arrangements between the UN, Member States, and regional agencies.

Researching Your State or NGO

Once you have familiarized yourself with the structure, history and functions of the UN System, the next step in your research should be researching your assigned country. Begin doing this immediately after receiving your assignment. If you have been assigned a country, you may wish to begin by researching its political structure, economic condition, religion(s), history, and culture. Since all of these factors shape a State's foreign policy, familiarity with these areas will assist you in forming a consistent foreign policy. Research the problems within your State regarding ethnic and religious minorities, suppression of dissent, division of wealth, freedom of the press, development, health care, education, poverty, the environment, human rights, etc. Also, do not overlook the more subtle aspects of your State's domestic and foreign policies.

Researching an NGO is very similar to researching a State. If you have been assigned an NGO, you may wish to begin by researching its history, mission, structure, funding, values, purposes, and goals. Since all of these factors shape the way an NGO will interact with Member States, familiarity with these areas will assist you in forming a consistent approach to the issues in hand and a consistent style of interaction. Based on your research, you will decide how your assigned NGO will approach each topic, and the recommendations you will make for potential solutions. This includes identifying blocs of countries and other NGOs that may share the same perspectives and priorities and collaborate with you in committee sessions.

If you are assigned an NGO, much of your research will likely rely on Internet resources. Because most NGOs do not have expansive budgets that allow for the widespread reproduction and dissemination of their written materials and reports, they choose to publish such documents on their Web sites. Additionally, many NGOs pool their resources, and an NGO's partner's Web site can be quite illuminating. The UN Web site, as well as the sites for many of the Specialized Agencies, also contains valuable information about NGO activity. Finally, do not exclude traditional resources from your preparations. Newspapers, scholarly journals, and books will provide differing perspectives on your agenda topics, and may give interesting insight into the evolving role of NGOs.

You may choose to establish contact with the permanent mission to the UN of your assigned country or with your NGO. Obtaining information directly from these sources will often prove very useful in forming a cohesive policy and diplomatic style. Experience has shown that these offices are often very eager to assist you, however please bear in mind that many of these offices run on very limited budgets and have a limited number of staff members. Before contacting any permanent mission, you should have a prepared list of any documents you might need or the specific areas in which you are interested, and you should be prepared to offer to pay for any necessary photocopies and postage.

As a representative of the NGO or State to which you have been assigned, you will be expected to work within the historical confines of your NGO or country's foreign policy at the UN. Even though many Member States and Observer States do not assume strong leadership roles in the UN, the reality of the

Researching Your Committee

Each delegate should have a thorough understanding of their committee. Although the committee Background Guide provides a good introduction to your particular committee and its history, it represents only the basis for the rest of your research. Please also consult the Rules of Procedure in your Background Guide for a description of the working methods of your committee.

Be sure that you understand your committee thoroughly prior to arriving at NMUN, including its history, its mandate and purpose, its jurisdiction, its goals for the future, and its function within the UN System and its voting procedures. Most of the committees simulated at NMUN operate their own Web sites which are regularly updated. Depending on your committee, you may find books or scholarly articles which describe its history in considerable depth. Important past decisions or resolutions of your committee often shed important light on its powers, the types of actions it takes, and the methods by which it acts.

NMUN 2011 Committees Online

The following provides a list of committee Web sites. These are the sites of the actual bodies simulated at the NMUN 2011 Conference. In researching the committee, their role in the committee and the agenda items, these will most likely be the primary points of reference for delegates.

GA First Committee (Disarmament and International Security)	http://www.un.org/ga/first/index.shtml
GA Second Committee (Economic and Financial)	http://www.un.org/ga/second/index.shtml
GA Third Committee (Social, Humanitarian and Cultural)	http://www.un.org/ga/third/index.shtml
Human Rights Council	www2.ohchr.org/english/bodies/hrcouncil/
ECOSOC Plenary	http://www.un.org/docs/ecosoc/
Commission on Crime Prevention and Criminal Justice (CCPCJ)	http://www.unodc.org/unodc/en/commissions/CCPCJ/
Commission on the Status of Women (CSW)	www.un.org/womenwatch/daw/csw/
Economic and Social Commission for Asia and the Pacific (ESCAP)	www.unescap.org/
Economic and Social Commission for Western Asia (ESCWA)	www.escwa.un.org
United Nations Environment Programme (UNEP)	http://www.unep.org/
United Nations Population Fund (UNFPA)	http://www.unfpa.org/
United Nations International Children's Emergency Fund (UNICEF)	http://www.unicef.org/
World Intellectual Property Organization (WIPO)	http://www.wipo.int/
African Development Bank (AfDB)	http://www.afdb.org/
Group of 20 (G20)	http://www.g20.org/
Organization of American States (OAS)	http://www.oas.org/
Organization for Security and Co-operation in Europe (OSCE)	http://www.osce.org/
Security Council A&B	http://www.un.org/Docs/sc/
International Court of Justice (ICJ)	http://www.icj-cij.org
Nuclear Non-Proliferation Treaty Review Conference (NPT RevCon)	http://www.un.org/en/conf/npt/2010/

Researching Your Role in Committee

Delegates to the NMUN Conference serve in four very different roles. Either as political representative of a Member State, as an observer, as an independent technical or judicial expert, or as an NGO representative.

Member States

Each committee, aside from judicial or expert bodies, is made up of a number of Member States. These are the full members of the organization. All Member States may sponsor working papers and have full voting rights within the organization. Member States act through their representatives within its meetings in order to discuss the matters on the agenda and make progress toward solving them on a cooperative international level. The majority of delegates will be serving as representatives of their State's government or political participants. These delegates are expected to understand the foreign policies of their individual governments and to act within those policies during the Conference. The most critical part of having a successful delegate experience at the NMUN Conference is active participation in committee sessions. This includes utilizing the rules of procedure, speaking in formal debate, and most importantly, contributing during caucus sessions.

Observers

Most committees within the UN System maintain observers. Observers are States or international bodies that participate in the negotiations but may not vote on substantive organization matters, such as the approval of reports or resolutions. Observers are afforded public speaking time and caucus participation, and may serve as signatories on working papers but may not sponsor them. Observers often provide valuable insight from organizations that are not political in nature or from States in other areas of the world and often prove vital to the final work of the organization. Observers are expected to fully contribute to the committee's substantive development and are eligible for awards on the same basis as Member States or experts.

Independent Experts

At the National Model United Nations Conference 2011, delegates may serve as an independent judicial expert. This affects delegates serving in the **International Court of Justice** as Counsel. Delegates serving in this role are independent experts in the field, not political representatives of their Member State. Experts are often needed to properly address complex problems and make informed recommendations to UN organs and Member States. It is critical that delegates representing experts understand the complex nature of their role.

Experts are expected to act primarily as individual experts in the field, and their country designation only provides the context of their background. The background of each expert will vary with the country they are from, and as in most cases the nomination of experts is left to States; experts' positions may often correspond, but not necessarily be identical to the position of their nominating States. Additionally, experts are usually quite familiar with the relevant problems faced by their country of origin. As the role of experts varies slightly from committee to committee, delegates assigned as experts should read the relevant portions of their committee Background Guide and should study both the nominating process for members of their committee and the past actions of experts in their committee in order to understand the degree of freedom they possess from their nominating States.

Non-Governmental Organizations (NGOs)

For the past years, NMUN has begun integrating the presence of NGOs into committees at the Conference. It is an ongoing project that improves the educational quality of the simulation and mirrors developments in the UN itself, where NGOs are gaining both visibility and respect as a resource for program design and implementation. NGO delegations maintain all of the privileges accorded to traditional observer delegations, and are required to exhibit the same level of preparedness. NGO delegations are eligible for awards, based on the same criteria as other delegations, and may select head delegates to attend the Head Delegate Meetings each night. NGO representatives are also required to submit position papers reflecting the perspectives and priorities of their assigned NGO on the agenda topics at hand.

NGOs are recognized in Article 71 of the *UN Charter* as consultative bodies in relationship to ECOSOC. These organizations also maintain a close working relationship with almost all ECOSOC Funds and Programs, as well as many of the Specialized Agencies. In this role, NGOs are an invaluable resource to the UN System providing information on political, economic, social, humanitarian, and cultural developments in all parts of the world, and introducing different voices to debate among Member States. Their recommendations may address potential solutions to far-reaching global issues, speak to specific country or regional needs, or call attention to an emerging crisis. The sweeping mandate of ECOSOC is reflected in the exhaustive activities of NGOs.

- NGO delegates maintain the following privileges in each committee to which they are assigned:
- the right to make any procedural motion;
- the right to vote on all procedural motions;
- the right to speak before all assigned committees; and
- the right to act as a signatory on working papers.

In order to ensure a positive educational experience for all delegates, these rights and privileges may not exactly reflect those granted by ECOSOC or by the body in which the NGO is being represented. Any alterations made by the Director-General gave due consideration to existing realities and the need to provide a learning environment that encourages active participation.

State delegates are fully expected to work with NGO delegates in the spirit of collaboration upon which the UN was founded. The recommendations of NGO delegates maintain the same validity as those of Member States, and it is incumbent upon country delegates to ensure that those perspectives are recognized. The exclusion of NGOs from committee work simply because they do not have substantive voting rights is both unrealistic and unprofessional. In almost all cases, actions denigrating the participation of NGOs will be considered extraordinarily out of character.

Researching Your Agenda Topics

The majority of your preparation time for the Conference will be spent researching your actual committee topics.

Each delegate should understand the topics on his or her committee's agenda. The first resource to consult is the committee Background Guide (including the footnotes and bibliography); however, this guide should not be the sole source of research. Search for speeches made by your country on the topic, and also the important resolutions that were discussed and passed in your committee. Also, you may contact the headquarters of your committee and request information on your specific topics.

While reading the Background Guide, develop answers to the following basic questions:

- When considering each topic, what essential questions are being raised?
- In your opinion as a diplomat, why are these issues important?
- Give specific reasons why you believe these issues remain unresolved.
- What important documents are essential to your research?
- What actions have various international bodies taken in the past regarding these issues?
- What actions are they currently taking, or what committees exist to address them?
- What should be done from the perspective of your State to resolve the issues?

Researching a topic is a complex process which calls for determining what various bodies within and related to the UN System have done previously to address the matter, what is currently in place, and what is planned for the future. It is also important to examine the successes and the failures, and to attempt to determine why those approaches have succeeded or failed.

Preparing for committee session at the NMUN also includes identifying blocs of States that may share the same perspectives and priorities and collaborate with you in committee sessions (this is also an important task for NGOs). You should try to answer the following questions:

- Are there other States or other organizations that share your view?
- What States or other organizations are opposed to your view?
- Which Member States are in the same voting bloc as your assigned State?
- Is your assigned State affiliated with any regional organizations?

Position Papers

Please pay careful attention to the following guidelines when drafting and submitting your position papers. **Only those delegations that follow the outlined guidelines will be eligible for position paper awards.** Please follow these guidelines carefully when submitting your work to the Secretariat. Each topic should be addressed briefly in a succinct policy statement representing the relevant views of your assigned country, NGO, or expert role. You should also include recommendations for action to be taken by your committee. All delegations meeting the following criteria will be judged by the same method and equally considered for position paper awards.

All papers must be typed and formatted according to the example in the background guides (following the specifications below will ensure this)

- If printed, length must **not** exceed one double-sided page (two single-sided pages is **not** acceptable)
- Font **must** be Times New Roman sized between 10 pt. and 12 pt.
- Country/NGO name, School name and committee name clearly labeled on the first page
- Agenda topics clearly labeled in separate sections
- National symbols (headers, flags, etc.) are deemed inappropriate for NMUN position papers

Positions paper for the 2011 NMUN Conference need to be submitted via email, unless other arrangements are made with the Directors-General. To be considered timely for awards, please read and follow these directions:

1. **A file of the position paper** (.doc or .pdf) **for each assigned committee** should be sent to the committee email address listed in the Background Guide. These e-mail addresses will be active after November 15, 2010. Delegates should carbon copy (cc:) themselves as confirmation of receipt.

2. Each delegation should also send **one set of all position papers** to the e-mail designated for their venue: positionpapers.sheraton@nmun.org or positionpapers.marriott@nmun.org. This set (held by the Directors-General) will serve as a back-up copy in case individual committee directors cannot open attachments. These copies will also be made available in Home Government during the week of the NMUN Conference *NOTE: This e-mail should only be used as a repository for position papers. Please forward any questions for the Directors-General to dirgen@nmun.org.*

Each of the above listed tasks needs to be completed no later than **March 15, 2011 (Eastern Standard Time) for both the Sheraton and the Marriott venues.**

PLEASE TITLE EACH E-MAIL/DOCUMENT WITH THE NAME OF THE COMMITTEE, ASSIGNMENT AND DELEGATION NAME (Example: AU_Namibia_University of Caprivi)

A matrix of received papers will be posted online for delegations to check prior to the Conference. If you need to make other arrangements for submission, please contact Holger Baer, Director-General, Sheraton

venue, or Amanda Williams, Director-General, Marriott venue at dirgen@nmun.org. There is an option for delegations to submit physical copies via regular mail if needed.

Learning the Rules of Procedure

Familiarizing yourself with the NMUN Rules of Procedure is another vital part of your preparation. The NMUN has developed a set of comprehensive rules for committee proceedings, which resemble those used by the United Nations or other appropriate international bodies as closely as possible in the context of a simulation. Please be aware that the NMUN rules of procedure may differ drastically from the rules used by other conferences. The NMUN Rules of Procedure are discussed in a narrative fashion later in this manual, with a short form presented in Appendix B. The official NMUN Rules of Procedure for your committee are presented in the Background Guide for your committee.

Please make sure to carefully read both the rules of procedure in the background guide as well as the committee information in the background guide update as rules between committees do vary substantively - for examples in terms of majority requirements.

Practicing Public Speaking

You should practice public speaking and presentation of policy statements prior to your arrival at the conference. Your school should organize several practice simulations to improve speaking ability and to practice the rules of procedure. Please consult the final section of this manual for a simulation script which has been designed to provide an introduction to the rules of procedure and the rhetoric of committee proceedings.

Practicing Diplomacy

Delegates to the United Nations and other international bodies treat one another with the utmost of objectivity and respect. While two States may have political difficulties with one another at any given time, the meeting of your NMUN committee is not a time to carry these out unless that conflict is specifically relevant to the topic at hand. Even then, delegates are expected to act with the utmost of decorum and in a professional manner befitting their status as a diplomat. You may not wish to work with delegations with whom you have conflicts while in committee, but you must maintain the proper level respect for your fellow diplomats. Be sure that you understand this distinction prior to arriving at the Conference.

THE PROCESS OF DEBATE: UNDERSTANDING THE CONFERENCE

Opening Session

After a brief introduction of the dais and some announcements, delegates will discuss the order in which the committee will address agenda topics while in formal and caucus sessions. The committee will then vote on a motion from the floor to set the agenda in a proposed order, and will continue to vote on such motions until one passes by a majority vote. If the committee fails to reach agreement on the agenda order by the conclusion of the first evening, the Director and Assistant Director reserve the right to set the agenda. After the agenda has been set, the chair will entertain motions for the opening of the speakers' list to address the first agenda topic.

The process of debate includes two main modes: formal debate and informal debate. During formal debate, the committee rules are enforced and delegates are expected to participate and remain attentive and in decorum.

Informal debate includes caucusing and after hours conversation. While the rules of procedure are suspended during informal debate, delegates are still expected to afford one another diplomatic respect. These two modes of debate are described in further detail below.

Formal Debate

During formal debate, the committee is in session and attentive. The main feature of formal debate is the use of the speakers list, which allows individual members and observers to express their opinions and solutions before the entire body. During formal debate, all members of the committee inside of the chambers must be quiet and respectful to the delegate who has the floor.

Speakers Lists

A new speakers list is opened at the beginning of discussion on each new topic. Once the committee moves into substantive debate, the chair declares the speakers list on the topic area to be open. The chair only declares the speakers list open at the beginning of each new topic. After this time, and throughout debate on a topic, the delegates must request opening or closure of the speakers list. Motions can be made to close the speakers list at any time or the speakers list can be closed by exhausting the speakers list. If a motion is passed by simple majority to close the speakers list, a separate motion can be brought forth to reopen the speakers list by a simple majority. Once the speakers list has been exhausted, a motion cannot reopen the speakers list.

The speakers list is the main forum of formal debate on the topic area and all delegates are eligible to speak on any topic. A Member State, observer, expert, or NGO may address the committee as many times as it would like, but it must wait until it has spoken before placing its name back on the speakers list. Once the chair has opened the speakers list, he or she will ask for the names of those wishing to be placed on the speakers list.

When a Member State is recognized to speak, that country may speak as long as it likes, unless the speaker's time has been set by the committee. Usually, the chair or Director will recommend that the committee set the speaker's time. One to two minutes is generally adequate but delegates are not required to use all of the allotted time. There is no yielding of excess time to any party. A motion to set the speaker's time must specify the time limit, and the motion requires approval by a simple majority of the committee members present. The speaker's time should be suitable for the committee size. If there are 150 delegates on the speakers list, a shorter time may be appropriate in the interest of allowing all delegates to speak. In a smaller committee, a longer time will allow each delegation to fully express its views on the issues. Motions to set the speaker's time may be made at any time during substantive debate, though it is important to note that *multiple motions on speakers time may be ruled dilatory at the discretion of the Secretariat if they become disruptive to the committee*. This rule should be used in the spirit of diplomacy to give each delegation an opportunity to express their views; it is not a tool to hinder debate or slow the substantive work of the body.

If the speakers list is exhausted, debate on the agenda topic will be considered closed, even without a motion to close debate. At that time, the committee will move directly into voting procedure. The committee will then vote on all draft resolutions submitted and approved up to that point in time. If there are no resolutions on the floor, the topic is tabled. All delegates should remain aware of the status of the speakers list to avoid being caught off guard by premature or inadvertent exhaustion of the list.

Informal Debate

Formal, substantive debate via the speakers list is an effective tool for expressing opinions about the topics, but it is not as conducive to formulating agreement about the topic or to drafting resolutions. Because it is impossible under

NMUN rules to ask speakers any questions during formal debate, the only way to actively discuss the issues and draft resolutions is to suspend the meeting. This suspension of the meeting is often called a caucus. A caucus is essentially a procedural “time out,” as formal session temporarily ends and the committee can break down into smaller groups for the purpose of discussing the topic, drafting resolutions, or debating the merits of various resolutions. The committee volunteer staff and officers play no part in caucusing and the rules of procedure are not in effect because the committee is technically not in session. When made, the motion should specify the length of the suspension, and requires a majority vote to pass.

“**Caucusing**” is a parliamentary term for diplomatic negotiation. Effective multilateral caucusing methods vary considerably depending on the respective policies of individual Member States or NGOs and the forum in which deliberation is taking place. For example, the caucusing method employed by the United States in the Security Council will be quite different than that of China. Similarly, caucusing methods used by a delegate in the GA will differ from those employed by a delegate from the same Member State participating in ECOSOC.

Informal caucusing, the type employed by delegates at the NMUN Conference, occurs when the committee is not in formal session and can take place through personal discussions within the committee chambers. Unlike some other MUN simulations, the NMUN does not allow a *moderated caucus* during which questions are posed to speakers. Delegates who wish to stage a moderated caucus during a suspension of the meeting may do so, but the committee volunteer staff and officers cannot participate in any manner.

The Foundation for Effective Caucusing¹

Delegates should gain a historical understanding of the individual and specific situation within their respective States, and then seek out those who may share common concerns. For example, two Island States may caucus and decide to combine forces on issues related to global warming. Additionally, two States otherwise historically divided on ideological issues may find themselves collaborating when an issue of mutual concern is the topic under discussion. This is a rare occurrence, but one that is in character in a limited number of instances. Delegates should realize though that the real delegates work with each other everyday and rhetoric is usually used solely for the benefit of people back home, while delegates usually used much more conciliatory tactics while caucusing.

Regional and trade blocs represent a basic starting point for delegate caucusing endeavors. On a regional level, the UN recognizes five blocs: African States, Asian States, Eastern European States, Latin American and Caribbean States, and Western European and Other States. Additionally, States operating within trade blocs such as NAFTA, the EU, or ASEAN will often consult and work with one another on many global issues.

Implementing a more advanced negotiation strategy, a delegate will employ international instruments pertinent to the topic of discussion and, through caucusing efforts, gain cumulative support for a resolution. In the course of political and security-related debate, for example, many delegates will design potential resolutions based upon historical treaties such as the Geneva or Hague Conventions. The ability to achieve consensus through caucus is facilitated by enlisting these past and broadly acclaimed principles of conduct. Additionally, any potential decision of the international community is considerably reinforced with the application of historical global convention. Conversely, delegates must also be aware of potential

¹ Originally authored for and presented at the 1999 Model United Nations Summit and Leadership Conference by Kurt Herminghausen. Reprinted with permission.

opposition, and those Member States from whom it should be expected. For instance, the Western Bloc, (the United States of America, Canada, and the European States) will routinely ally themselves, whether in support or opposition, on the overwhelming majority of topics deliberated by UN. However, this bloc also maintains radically different policies regarding a few specific issues. For example, deliberation regarding *The United Nations Convention on the Law of the Sea*, particularly in relation to fishing rights, typically finds States within the Western Bloc amid heated conflict. To be effective, delegates must give full consideration to who has or has not been supportive of international Convention related to the topic under discussion.

Informal Caucusing

As previously noted, the majority of successful diplomatic negotiation occurs within informal caucusing sessions between delegations. While formal debate is employed specifically for public announcement regarding the policy of delegations, much of the exchange occurring within informal caucus is off-the-record and designed to inspire negotiation on resolutions or reports. Delegates should exploit informal caucus sessions to introduce State policy initiatives, as well as gather the input of other Member States, observers, experts and NGOs regarding options for resolutions. Additionally, informal caucusing is employed to remedy contrasting opinions regarding both broad policy proposals and the specific language of formal resolutions and reports.

An effective use of informal caucus sessions may also include negotiations extending beyond the current topic under deliberation. For example, in an attempt to garner a broad consensus of support on a resolution regarding the situation in Iraq, the Western Bloc may be willing to grant concessions to China regarding a human rights topic scheduled for the future consideration of the committee.

All delegates must remain aware that in both the UN and Model United Nations forums, too much focus on an individual proposal or the language contained therein can halt the momentum of the committee. Therefore, an effective delegate will be recognized by her or his ability to employ negotiation strategies designed to expedite resolution of the topic under discussion. Informal caucus sessions provide the best opportunity for the deployment of negotiation strategies.

Appendix C provides a variety of examples of caucusing strategy methods and includes a potential interactive illustration of how different Member States may address the issue of global warming.

Analyzing Proposed Resolutions

The task of analyzing resolutions involves identifying first the topic, then the sponsor(s), and finally the intent. Once these have been established, the resolution can be examined in greater detail for the specific actions proposed. The tone of the resolution should be noted. A mild, conciliatory resolution would call on parties to seek a peaceful settlement to a dispute through negotiations, and might not make any reference to a specific solution or outcome. A stronger resolution could take a clear stand by condemning certain actions by a country or countries, and calling for specific actions to solve the dispute.

Bear in mind that some resolutions are intentionally vague, while other resolutions are more comprehensive and bring in specific details from many different sources to guide future actions. Both types can be used to gain widespread support. The structure of the committee itself will dictate the strength of the resolution; if the committee is only advisory, then the wording of the resolutions will use phrases such as “suggests” and “supports.” Language can be stronger in various committees depending on the mandate of the committee. If your committee has its own budget and its own Executive Council, then the resolution should be a detailed outline for future committee actions in that topic area.

The precise wording of the resolution must be examined carefully when you are debating whether to support it in negotiations and how to vote. The references in the preamble should be checked; delegates should know if their State opposed a certain UN resolution or opposes items mentioned in the preamble. If

a State's policies support the general goal of the resolution, but delegates have reservations about certain wording in sections of the resolution, they should attempt to seek changes in the language to make the resolution more acceptable. The basic objective of the simulation is for students to learn the process of negotiation and how to reach consensus on the topics before the committee, despite differences of position.

A few committees at NMUN 2011 will require consensus for passing a resolution and/or will allow only the passage of one final document. Delegates in these committees must keep this requirement in mind at all times and include it in their negotiation strategies.

Amending Proposed Resolutions

An amendment is a clarification or a change in a resolution that incorporates additional interests or concerns after the resolution has been formally submitted to a committee. Keep in mind that prior to formal submission of a resolution changes can be incorporated into the resolution without resorting to the amendment process if all the sponsors are in agreement. This should be done during caucus sessions.

There are two types of amendments

- **Friendly:** A friendly amendment is proposed by any member of the body and accepted by the original sponsors of the resolution. It is typically used to clarify a point. Upon agreement of all the original sponsors, the change is incorporated into the resolution without a vote of the committee. As all sponsors must concur for an amendment to be friendly, drafters of a resolution should carefully consider whom they accept as co-sponsors.
- **Unfriendly:** An unfriendly amendment is a modification that can be proposed by any member of the body, but does not have the support of all of the sponsors. Unfriendly amendments must be formally submitted to the director in writing with a given number of signatures (this number varies by committee and will be provided by the director during the second committee session). A vote will be taken on all unfriendly amendments to a resolution immediately prior to the vote on the entire resolution. It should be noted that the term 'unfriendly' does not mean that such amendments are intended to degrade or contradict the resolution in anyway. It merely means that the amendment has not received the support of all of the resolution's sponsors.

Acceptable amendments may add and/or strike words, phrases or full clauses of a resolution. The addition of new operative clauses is also acceptable. Please note that only operative clauses can be amended. Preambular clauses cannot be changed in any way (except to correct spelling, punctuation or grammar) following formal submission of the resolution to the floor of the committee. Corrections in spelling, punctuation, or grammar in the operative clauses are made automatically as they are brought to the attention of the dais, and do not need to be submitted as official amendments. All amendments, whether friendly or unfriendly, must be presented to the dais and approved prior to the onset of voting procedure. Time permitting, the Director will have amendments printed and distributed to the committee before voting procedure. Otherwise, the Director will read the amendment to the committee before the vote.

The Executive Bureau, the General Committee and Plenary Sessions

Plenary Sessions

Following the formal conclusion of committee sessions and voting procedure within them, three traditional substantive meetings will convene at United Nations headquarters: the General Assembly, the Economic and Social Council Plenary, and the Security Council. The opportunity to make use of UN chambers and other facilities sets the NMUN Conference apart from all others. Participation in the Plenary sessions is not limited to those delegates sitting in GA Plenary or ECOSOC Plenary all week. All delegates are advised to participate in these sessions in order to assist Plenary representatives with their broad scope of work. Minimally, Member State representatives to the Plenary should be briefed in regard to the work of the committees that report to their respective departments. Ideally, the representatives of the committee whose work is being considered will sit with Plenary representatives as expert advisors to the State. The agenda for these sessions will be made available to all delegates.

General Assembly Plenary

During the GA Plenary session, resolutions and reports from a number of committees will be presented to the body for approval. The Plenary committee will debate relevant resolutions and reports and vote on their final approval, in the same way a full congress or parliament debates and votes on bills drafted by its committees. In addition, a number of reports representing the sum of Conference work for various committees will be read to the GA Plenary for its information.

Several other committees will present reports to the GA Plenary body for its information. However, these committees will simply provide a synopsis of the work undertaken throughout the week and a brief summary of any resolutions that were passed. None of these summaries will be debated or voted upon by the GA Plenary committee.

Economic and Social Council Plenary

Committees reporting to the Plenary body will present reports for information or formal approval. Following the presentation of committee reports to the ECOSOC Plenary, the body will debate a fourth topic when time allows for it, to be announced during the week of the Conference. If necessary, appropriate background materials will be provided. In addition to attendance and participation by ECOSOC Plenary delegates, the Secretariat encourages active participation by representatives of NGOs and other Conference committees. Prior to ending formal session, the appropriate committees will select representatives for the fourth topic Plenary debate.

The ECOSOC Executive Bureau and the General Committee

The agenda of the Plenary sessions at the UN is set by the Executive Bureau (EB) for ECOSOC and the General Committee (GC) for GA Plenary. Because NMUN 2011 will not simulate the GA Plenary during the week, General Committee will take a different form compared to previous and will be made up of the staff of the GA department including elected chairs and rapporteurs. Executive Bureau will remain unchanged to previous years.

By the conclusion of the first night session of the Conference, the Economic and Social Council Plenary will select four vice presidents to assist the president (chair) as members of the Council Executive Bureau. Delegates will be given a 20-minute caucus to assemble into their designated regional groups in order to elect their representatives. When the caucus is completed the regional groups will submit the elected names to the Director of the ECOSOC Plenary.

The members of the EB are to be selected with regard for equitable geographic representation from the groups of African States, Asian and Pacific States, Eastern European States, Latin American States and Western European and other States. The General Committee will be composed of the members of the dais of the three main committees of the General Assembly and the Under-Secretary-General for the General Assembly.

The EB and the GC will meet on two separate occasions throughout the week of the Conference to discuss operations and set the agenda for the Plenary session. After reviewing the reports and resolutions submitted by the committee representatives, the Bureau and General Committee will set the agenda for the Plenary sessions.

RESOLUTION WRITING AND REPORT WRITING AT THE NMUN CONFERENCE

The substantive work of committees at the NMUN Conference generally takes the form of either resolutions or reports. At the 2011 NMUN Conference, the International Court of Justice (ICJ) will adopt a variation on these forms. The ICJ will create judgments. Please refer to the chart below which designates whether delegates will be writing resolutions or reports in the committee they are participating in at the 2011 NMUN Conference:

<i>Resolution Writing Committees</i>	<i>Report (or variation thereof) Writing Committees</i>
GA First, GA Second, GA Third, HRC	WIPO, G20
ECOSOC Plenary, CSW, ESCAP, CCPCJ, ESCWA	ICJ (judgment)
UNEP, UNFPA, UNICEF, AfDB, OAS, OSCE	NPT RevCon (final document)
SC A&B	

Although delegates are encouraged to develop resolution and report writing skills, both in classroom scenarios and at regional MUN simulations, the *NMUN will not accept any pre-written resolutions or reports*, and which have not been developed by a plurality of the committee. This determination is at the sole discretion of the Secretariat. Due to the goal of creating an environment where the skill of compromise and conflict resolution skills can be learned, delegates may be asked to merge working documents with other individuals working on the same issue in a committee. In addition, *any delegates found to be submitting plagiarized material within resolutions will be subject to dismissal from further participation within the Conference*. Although UN documents are within the public domain, the verbatim exploitation of these documents *will not be permitted* at the Conference.

Resolutions Overview

A resolution is the most appropriate means of applying political pressure on Member States, expressing an opinion on an important issue, or recommending action to be taken by the United Nations or some other agency. Most UN resolutions are not binding “law”; the only body that may produce resolutions that are binding upon the Member States of the United Nations is the Security Council. Under UN rules of procedure, unlike other more generalized rules of procedure, the topic on the floor is debated in its entirety. This means that during debate, delegates should discuss the whole issue and all of the resolutions regarding that issue. When debate is exhausted, or is ended, the body then votes on each resolution and amendment and the issue are considered closed.

The goal of formal debate and caucusing is to persuade enough countries in the committee to support a particular solution to the topic under discussion. Resolutions formally state the agreed-upon solution by outlining the relevant precedents and describing the proposed actions. The committee is not limited to one resolution per topic; often the committee will pass multiple resolutions dealing with different aspects of a topic.

Reports Overview

Some committees at the Conference will draft reports during the course of negotiations, instead of resolutions. These reports represent the full work of the committee in question. These reports should not be confused with the summary reports of a committee’s work, which are presented at the Saturday Plenary Sessions of either the General Assembly or ECOSOC. Directors of report writing committees will elaborate on the process used in reporting writing committees on opening night.

Reports are similar in nature to resolutions, with only a few key differences. Reports represent the formal recommendation and/or decision of the committee on the agenda topics at hand, in the same manner as resolutions, but in the form of one document. Committees that write resolutions typically produce a number

of draft resolutions for each topic, and each one is subject to a substantive vote by the body. In a similar manner, committees that write reports produce several draft report segments and then vote on each one. The final report of these committees will combine the adopted draft reports into one comprehensive report at the end of the simulation.

Another key difference is the format of reports. While resolutions consist of one long sentence, reports are a series of complete sentences. Thus, where the clauses of a resolution each contain one whole concept, a report is composed of paragraphs, each constituted by a sentence or a few sentences which contain one whole concept.

Life of a Resolution

Note: The bulk of the following section also applies to resolution writing committees. This includes most specifically the definitions and working objectives of sponsors and signatories as well as the working and writing process.

As a given agenda topic is debated in both formal and informal debate, blocs of delegations will begin to work together on writing resolutions. During the initial writing and revision stages, these documents are referred to as **working papers**. Working papers are drafted and are then discussed with a larger number of delegations and revised or merged as needed according to their input. In order to be formally introduced to the floor, working papers must garner a certain number of signatures and then be approved by the director for printing and distribution as draft resolutions. There are two types of supporting a working paper to be brought to the floor.

- The **sponsors** of a working paper are often the ones who created the content of it and who will be most responsible for seeing it through until it is voted on as a resolution. Sponsors of a working paper have the right to allow friendly amendments or to force a committee vote on an amendment. Sponsorship has no other advantages at the NMUN and is not one of the awards criteria. Member States acting as sponsors of a working paper should be prepared to be available to defend the paper and answer questions regarding it during session hours.
- **Signatories** are Member States, observers or NGOs who are interested in bringing the working paper forward for consideration by the committee. They often support the content of the paper, but were not necessarily instrumental in creating it, and may ultimately disagree with its content.

The required number of **signatures** usually for a paper to be submitted totals 20% of the membership, depending on committee size. The Director will provide the required number during the second committee meeting. When the sponsors feel that the working paper is complete, in the correct format, and ready to be distributed to the entire body, they must submit it to the committee director. The **Director** will examine the working paper and may require changes before it can be distributed to the committee at large. The committee director is the final authority on all resolutions. A working paper or draft resolution may not be sent for printing, or be distributed to the committee without the approval of the Director. The Director may require revisions to a working paper, including changes in format and/or content. The Director may also, at his or her discretion, require two or more groups to combine or merge similar working papers before approval.

After approval, the working paper is assigned a number, upgraded to a **draft resolution**, and sent to **Conference Services** for printing. At this time, the names of all sponsors and signatories are removed from the document. The draft resolution cannot be introduced on the floor of the committee until copies have returned from Conference Services, and the committee must be in formal session in order to distribute copies. The distribution of a draft resolution is considered to be its formal introduction to the committee – no procedural motion or reading of the draft resolution by a sponsor is necessary. Once a resolution has been introduced, it is formally debated as part of the topic area, and amendments may be proposed.

A draft resolution only becomes a **resolution** if it is approved by the committee in voting procedure. Delegates should be aware during the process, that the committee should not pass contradicting resolutions

but **speak with a coherent voice**. For more information, see the section of this manual that discusses voting procedure.

Drafting Working Papers during Committee

When drafting and sponsoring a working paper, keep in mind the wording will greatly influence its appeal, or lack thereof. The working paper should be clear, concise, and specific. The substance should be well-researched and reflect the character and interests of the sponsoring States and drafting NGOs or observers. Sponsors and other supporters should expect to discuss and defend the document throughout the session.

Structure

UN resolutions follow a common format. Each resolution has three parts: the **heading**, the **preambular clauses**, and the **operative clauses**. The entire resolution consists of one long sentence, with commas and semi-colons throughout, and only one period at the very end. Working papers should be single-spaced, with each line numbered in the left-hand margin. The first word in each clause should be italicized. Prior to the start of the Conference, a resolution-writing seminar will be held to answer delegates' questions regarding drafting resolutions. This seminar will also discuss the differences between resolution and report writing. In addition, the Conference Services department will provide a template for working paper format.

Delegates are required to use the template provided by NMUN. Committee staff is instructed not to accept draft resolutions based on other file templates.

Preambular Clauses

The purpose of the preambular clause is to supply **historical background** for the issue as well as justify the action. Preambular clauses usually begin with a participle and **cite** appropriate sections of the *UN Charter*, past UN resolutions and precedents of international law relevant to the topic. The preamble should also specifically refer to **factual situations or incidents**. Finally, the preamble may include altruistic **appeals** to the common sense or humanitarian instincts of Members with references to the *Charter*, *Universal Declaration of Human Rights*, etc.

The importance of the preamble depends on the question under consideration. In some cases, the preamble is merely a formality; it is the operative clauses that are difficult to agree on. However, the preamble is still critical because it provides the framework through which the problem is viewed. Remember that preambular clauses begin with participles, are in italics, and are always followed by a comma. Some common preambular clause beginnings are:

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

Operative Clauses

The solution in a resolution is presented through a logical progression of sequentially numbered operative clauses.

These clauses may recommend, urge, condemn, encourage, request certain actions, or state an opinion regarding an existing situation. Each operative clause **calls for a specific action**. The action may be as vague as denunciation of a certain situation or a call for negotiations, or as specific as a call for a cease-fire or a monetary commitment for a particular project. It is important to bear in mind that only Security Council resolutions are binding upon the international community. The General Assembly and the Economic and Social Council can only make recommendations. The power and authority of a committee determine what may be included in the operative clause.

Resolutions are seldom complete **solutions to a problem**; they are usually only one step in the process of developing a solution. Prior research should have revealed alternatives that failed. Operative clauses begin with an active, present tense verb and are followed by a semi-colon, with a period placed after the final clause.

Some common operative clause beginnings are

- *Accepts*
- *Affirms*
- *Approves*
- *Authorizes*
- *Calls*
- *Calls upon*
- *Condemns*
- *Confirms*
- *Considers*
- *Declares accordingly*
- *Deploras*
- *Designate*
- *Draws attention*
- *Emphasizes*
- *Encourages*
- *Endorses*
- *Expresses its hope*
- *Further invites*
- *Further proclaims*
- *Further recommends*
- *Further reminds*
- *Further requests*
- *Further resolves*
- *Have resolved*

Introducing International Instruments

UN resolutions are not adopted in a vacuum, but in the context established by prior international instruments, such as the *UN Charter*, the *Universal Declaration of Human Rights*, and various international treaties or other agreements. These instruments establish the political and legal foundations upon which deliberations can begin. As such, delegates are fully expected to **integrate the relevant documents** in position papers and in draft resolutions and reports. For your convenience, each committee Background Guide contains a section on the introduction of international instruments. Additionally, the committee history and topic sections of each Background Guide indicate instruments of particular relevance to each committee. Below is a sample resolution.

Sample Resolution

Code: GA/1/1 (*will be provided by committee director*)

Committee: General Assembly

Subject: *Financing of Programs and Missions*

- 1 *Recalling* all its previous relevant resolutions,
2
3 *Reaffirming* the commitment of Member States under Article 17 of the Charter of the United Nations
4 to accept expenses of the Organization,
5
6 *The General Assembly,*
7
8 1. *Requests* the Secretary-General, in order to reduce the cost of staff for the Organization,
9 continue to find qualified persons at local posts where an Organization Mission is taking
10 place, matching the requirements of the Mission;
11
12 2. *Takes note* of the report of the Special Assistant to the Secretary-General on the financial
13 performance of the Organization for the period from 1 July 200 to 30 June 2002;
14
15 3. *Requests* the Secretary-General to report to the General Assembly at its fifty-eighth session
16 on:
17
18 a. The status of possible funding arrangements, including a financial package to be
19 provided by the following host countries:
20 i. United States of America;
21 ii. Canada;
21 iii. United Kingdom;
23
24 b. [...]
25
26 4. *Decides* to continue the consideration of this question at its fifty-eighth session.

Reports

Reports follow a drafting process similar to resolutions: working paper; draft report; final report. At the end of the week, each report segment the committee has adopted is combined into one comprehensive report. As the final report is to combine all the draft segments into **one coherent document**, it is vitally important for delegates to work with this goal in mind.

Though different resolutions passed by a body should not contradict each other either, the need for coherence is emphasized in a report. Delegates need to be conscious from the first night of committee sessions that their **segments will need to be combined with those of other groups**. Delegates will be able to articulate diverging viewpoints in a report on matters where there is disagreement; however, this needs to be made explicit in the respective segment of the report dealing with a certain issue. Even if such disagreement exists, it may not lead to contradicting recommendations. Directors and Assistant Directors are aware of the difficulties facing delegates in drafting a coherent report, and their acceptance of draft segments will take into consideration the status of working papers still circulating.

THE NMUN RULES OF PROCEDURE

This guide should provide insight into the NMUN rules of procedure in two ways. The guide explains the rules in simple prose, and the explanation roughly follows the course of a week at NMUN. However, you must read the actual rules of procedure, which vary between the departments at the NMUN and amongst some committees, such as the Security Council. The rules of procedure for each committee are included at the end of their respective Background Guide.

Furthermore, this manual provides a generalized approach to the rules, and you must become aware of the differences that are relevant for your specific committee (e.g., some committees do not set an agenda, some consensus bodies vote once at the end of the week on one final document). It is extremely important to develop a thorough working knowledge of the rules, including when they should be introduced, and in what capacity. The rules of procedure are enforced to facilitate the efficient workings of the committee, not to hinder them. Therefore, the Director, Assistant Director and chair (with the approval of the Director) reserve the right to rule motions out of order which may be considered dilatory or disruptive to the committee proceedings. In this respect, one of the quickest ways for a delegate to alienate him/herself within a committee is to be labeled as someone who attempts to disrupt committee proceedings with the introduction of redundant, inappropriate, or time-consuming motions.

The Philosophy Underlying the NMUN Rules of Procedure

The NCCA Board of Directors and the NMUN Secretariat believe that the best way for students to learn about the UN requires both a detailed study of the issues currently before the organization and an understanding of the procedural and administrative framework within which debate on those issues occurs. A realistic simulation of the topics discussed using the actual rules that govern various UN bodies conveys a clear understanding of the advantages and disadvantages of debating topics according to these rules. Delegates also experience the difficulty inherent in reaching agreement on any particular issue at the UN.

The NMUN adopted, where possible, the verbatim rules of procedure from the governing documents of each simulated committee. Admittedly, a minimal number of changes were made – the actual UN need not complete its work in five days. In cases where the committee volunteer staff was unable to obtain the rules of procedure from certain organizations, the Directors-General adapted the rules that were felt to offer the most realistic simulation possible. Interpretation of these rules is left to the sole discretion of the Directors-General or her/his designate.

The rules of procedure at the UN and in other international organizations emphasize the sovereign equality of Member States. Each member, regardless of wealth or political power, receives the same treatment as any other member of the organization. Differences exist with regard to substantive matters before the organization. However, international organizations exercise care to ensure that each Member's voice is heard and that every State can participate in the proceedings. The rules of procedure are designed to guarantee those rights, but often at some cost to the efficiency of the committee.

A Narrative of NMUN Rules

This narrative is based on the rules of the General Assembly, the largest organ of the UN. Although the rules of procedure in other committees are very similar, substantial differences may exist in the procedures of particular committees. Please read this explanation in conjunction with the rules of your committee. Ask your director, an Under-Secretary-General or the Directors-General any questions regarding the rules. Also remember that this Manual is not intended to replace the committee rules of procedure. It merely explains their application. The printed rules of procedure are to be considered authoritative.

Determining the Agenda

Setting the agenda is the first order of business for most committees. Committee volunteer staff, in most cases, drafted a provisional agenda of three topics. The committee decides the order in which the topics will be discussed, and debate proceeds in the order determined. The order of the entire agenda, all three topics, is determined with one vote; the committee cannot decide to discuss Topic I and to postpone the decision on the other two topics until debate on Topic I is complete. The committee may alter the originally decided order by amending the agenda, but this is a difficult procedure, requiring a two-thirds majority in favor, which can only be undertaken when none of the topics is currently on the floor.

The Director opens the speakers list and delegates on the list address the committee, stating their positions on the topics and preference for an agenda order. The committee typically caucuses on the question of the agenda, and once a majority seems apparent, a delegate will then move to vote on their preferred order. Motions for setting the agenda will be taken one at a time by the director and voted on in the order received. The first motion to receive the support of a simple majority will be adopted and the agenda will be set according to the terms of that motion. (Example: "The delegation from France moves to set the agenda in the following order – Topic III, Topic I, Topic II." If this motion receives the support of the majority of the committee, the agenda will be discussed in that order).

Please note several issues that arise in setting the agenda. Some countries may prefer not to discuss a particular issue for political reasons; countries are always free to express a preference about their choice for the agenda order.

However, setting the agenda is a relatively minor procedural point in the work of the committee and should not hamper the substantive work of the body. If the committee fails to reach a decision about the agenda by the end of The first night, the Director and the Assistant Director will set the agenda according to its order in the Background Guide

Debate on the Agenda Topics and Motions

Once the agenda has been set, the committee automatically discusses the first topic and a new speakers list is opened. No motions are necessary for this to occur. The subject matter of the debate is the topic itself and delegates are not limited to discussing resolutions as they appear on the floor. Substantive debate is designed for countries to express their views on the topic area or on any proposals or resolutions that have appeared or may appear in the future.

At the NMUN, all motions must relate to a specific rule in a committee's rules of procedure. Unlike *Robert's Rules of Order*, or the rules of procedure at other MUN conferences, *point of personal privilege*, *point of inquiry* and *point of information* do **not** exist at the NMUN. Delegates will find every valid motion in the rules. This limitation facilitates efficient debate and prevents the dilatory interruption of speakers or other committee procedures. Complaints about room temperature or requests for water, as well as general questions should be sent to the dais in writing.

Points of order are strictly limited at the NMUN. These must be related to the maintenance of procedure and order in the committee (e.g., questioning a procedural ruling by the chair, requesting that delegates who are interrupting speakers or are otherwise disruptive in the committee room follow decorum). Motions may occur any time when the chair has not recognized a delegate on the speakers list. Motions should come at the very beginning or end of sessions, between speakers, or at any other time the dais asks if there are motions from the floor.

Closure/Adjournment of Debate

A motion to close debate may be made at any time, but requires the support of two-thirds of the committee to pass.

Following closure, no further speakers will be heard on the topic, no further resolutions or amendments will be accepted, and the committee will immediately move into voting procedure. Please note that, as indicated above, closure of debate also occurs automatically when the speakers list is exhausted.

If the committee believes that no decision will be reached on a topic and further debate is futile, a simple majority can adjourn debate on (table) the topic. If debate is adjourned, no further discussion of the topic will occur and no resolutions will be accepted on the topic. The committee is precluded from returning to the topic for the rest of the conference unless there is a successful motion to reconsider the issue. Once debate is adjourned, the committee moves on to begin discussing the next item on the agenda.

Voting Procedure

Following closure of debate or upon exhaustion of the speakers list, the committee moves immediately into voting procedure. Absolute decorum is to be maintained in the committee room at all times, it is essential that there is no talking, note passing or moving about the room during voting procedure. While the committee is in voting procedure, only Faculty advisors and volunteer staff members will be allowed to enter the committee room. Committee members leaving the room during voting procedure will not be allowed to re-enter. This stricture is necessary to ensure efficient explanation of confusing procedural processes and an accurate tally of votes.

Observer delegations and NGOs in a committee are limited in the types of votes that they may cast. Only full members of a committee may cast substantive votes, which are votes on resolutions, amendments or divided clauses.

All other votes in the committee are procedural votes, and all members, observers, and NGOs may vote on procedural questions (like motions). Observers and NGOs in a committee may not vote on any substantive matter.

Please be aware that voting procedure is typically a long process, and in a large committee can last for several hours, depending on the number of resolutions, divisions and roll call votes. Under no circumstance are breaks allowed during voting procedure as the procedure must be completed in its entirety before the room is opened. Voting on resolutions occurs in the order in which they were submitted to the committee. However, before the final vote on a resolution, two significant procedural questions may arise. First, the resolution may be the subject of unfriendly amendments; second, the resolution may be the subject of motions to divide the question.

Amendments

Before voting on a resolution, the committee considers all unfriendly amendments to that resolution. In the event there is more than one unfriendly amendment to a resolution, the amendments are voted on in order of furthest removed from the substance of the resolution to the least removed. This allows the committee to decide, vote by vote, how much damage they wish to inflict upon the original resolution. It is at the Director's sole discretion to order amendments for a vote. Determinations by the Director concerning the substance of the resolution and relation of amendments to the substance of the resolution are not subject to challenge by the committee. In addition, the chair will entertain 2 speakers in favor and 2 speakers against each unfriendly amendment. Once the committee has voted on all unfriendly amendments to a resolution, the committee votes on the resolution in its entirety, which includes any unfriendly amendments accepted by the committee and subsequent motions to divide the question.

Divisions of the Question

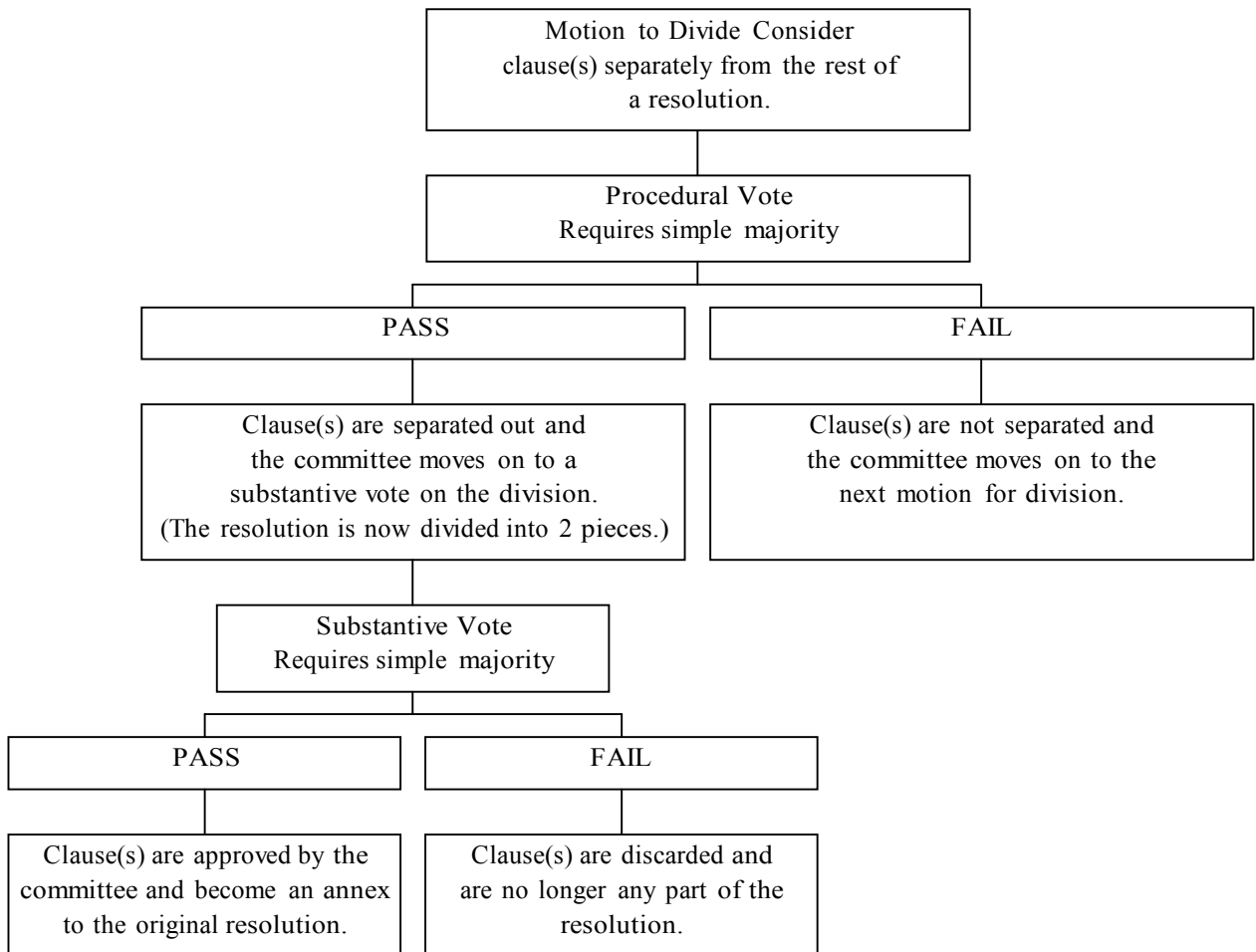
Division of the question is one of the more complex rules of procedure at NMUN. Please carefully note the uses of division of the question and the procedure used to divide. Member States use divisions to vote on an entire operative clause or group of clauses (preambular clauses cannot be divided) separately from the rest of a resolution. Division occurs for one of **two reasons**: A Member State believes that the substance of a particular clause or group of clauses is so significant it must be recognized separately from the rest of the resolution to draw attention to its importance. This is how division is typically utilized in the UN. The second reason could be that a Member State believes it could vote in favor of a resolution after removing certain clauses. Because clauses cannot be removed by unfriendly amendment, division is used to remove objectionable clauses and alter the substance of a resolution in such a way that the new meaning becomes acceptable to the motioning State.

Motions to divide **apply only to complete operative clauses**; words or phrases in clauses must be amended (see the above discussion). This usage is quite rare in the UN, and delegates to the NMUN Conference should carefully consider the purposes for which they intend to divide the question. Immediately before a resolution comes to a vote, a Member State may move to divide the question, and indicate which clause(s) it would like to consider separately (e.g. "I move to divide out clauses 1 and 2."). If there are calls for multiple divisions, they will be voted on in order of the most radical division to the least. This order is at the sole discretion of the Director.

First vote: The first vote on a division of the question is a **procedural vote**. In other words, the committee votes on whether or not to consider the clause(s) separately: this requires a simple majority. The Director will accept two speakers in favor of the motion and two speakers against. However, these speakers are required to limit their comments to procedural issues and cannot speak on the substance of any clause(s) in question. If the procedural motion passes, the clause(s) are separated from the resolution and put to a separate substantive vote. No motions except points of order will be taken in between these two votes. If the procedural vote fails, the resolution remains intact, clauses are not divided out and the committee moves on.

Second vote: The second, **substantive vote** is to decide whether or not to accept the clause(s) separated by the procedural motion. If it passes, the clause(s) become an annex to the original resolution (which no longer contains the clause(s) in question). The annex also includes all the preambular clauses from the original resolution. In the event that the original resolution (from which the clauses were separated) fails, the annex is still considered accepted by the committee and assumes the code number of the original resolution. If the substantive vote fails, the separated clauses are permanently discarded. Note that if *all* operative clauses are divided out and discarded, the resolution fails. After the committee votes on all divisions, it votes on what is left of the original resolution

Division of the Question Diagram



Important Questions

The only committee in which important questions apply is the General Assembly Plenary. The motion to declare a question important is dilatory in any other committee. There are very specific circumstances under which a question may be declared important, listed in the *Charter* in Article 18.2. Categories of important questions are also covered by the *General Assembly Rules of Procedure*, which can be found in its Background Guide.

Declaring a question important renders the entire topic under discussion an important question, not individual resolutions. A motion to declare a particular topic an important question must be made at the outset of voting procedure on that particular topic; the chair entertains two speakers for and two against, and passage requires a majority vote. Declaration of an important question requires all resolutions on the topic to obtain a two-thirds majority vote in order to pass.

Methods of Voting

Placard and roll call are the two permissible types of voting. All procedural votes must be taken by placard as there is no roll call option. The committee volunteer staff will count placards of Member States when they vote on particular issues, and announce the result of the vote. A roll call vote occurs only on substantive votes, and only if a Member State requests a roll call vote. It is the right of any country to request a roll call vote, and there is no vote on the motion as the motion is automatically honored. The chair reads the roll and each Member State casts its vote aloud when called upon; countries may pass once, but then must vote in the affirmative or negative when asked again (they may not abstain). Roll call votes typically take quite a long time, particularly in large committees; at the NMUN, these are usually reserved for politically important resolutions or for resolutions on which a very close vote is expected.

Types of Votes

For a **procedural** vote, the only options are yes or no votes; abstentions are not allowed. In addition, all States must vote on procedural matters. On **substantive** matters (resolutions, amendments, and the second vote on divisions of the question), States may vote yes, no or abstain. Abstentions are essentially non-votes, and are not included in the tally when determining the passage of a resolution; a resolution will pass with a vote of 10 in favor, 5 opposed, and 170 abstentions. Likewise, in consensus bodies, abstentions do not affect the passage of the final document.

Explanations of Vote

A Member State may explain its vote on a particular resolution, briefly addressing the committee immediately after the vote on the resolution in question occurs. Delegates may not address the substance of the resolution in question, speaking only to the reasons for their vote. Sponsors of a resolution may not explain their vote in favor of the resolution, and abstentions cannot be explained. Requests for an explanation of vote must be submitted in writing **before** debate is closed. (Please refer to the rules of procedure section in your background guide.)

After voting on all resolutions, the committee leaves voting and moves on to the next agenda topic.

CONFERENCE OVERVIEW

The Role of Volunteer Staff Members

The NMUN Conference provides a large volunteer staff that has been trained to facilitate the running of the Conference. Volunteer staff members may serve in any one of the following capacities and are selected for these roles through an application process that takes place shortly after the preceding Conference.

Secretary-General (secgen@nmun.org)

The Secretary-General (SG), Ronny Heintze, is the chief administrative officer of the Conference. The SG serves as the primary contact point for schools, consults with the Directors-General, Chiefs-of-Staff and Under-Secretaries-General regarding the hiring and training of the Conference volunteer staff, designs invitational mailings, provides country assignments for participating schools, works in conjunction with the Directors-General to hire the senior volunteer staff and develops the Conference budget with the Executive Director. In addition, the SG serves as the principle liaison between the Conference, the Faculty advisors and the attending delegates. Questions regarding any of these aspects of the Conference can be directed to the Secretary-General.

Senior Director-General (amanda@nmun.org)

The Senior Director-General, Amanda Williams, serves as a bridge for institutional knowledge. The Senior DG assists in preparing the training material, guides for students and coordinating training on site. The Senior DG works on continuity between venues and committees

Directors-General (dirgen@nmun.org)

The Directors-General (DG), Amanda Williams and Holger Baer, are the chief substantive officers of the Conference. The responsibilities of the DG include: working in conjunction with the SG to hire the senior volunteer staff, finalizing hiring decisions with regard to substantive volunteer staff positions; assisting the Secretary-General in the selection of the Chief of Staff; review and approval of committee and topic selections; editing of background guides; finalizing the Conference rules of procedure; volunteer staff training; and overseeing the substantive and procedural functioning of the committees at the Conference. Any questions you may have pertaining to rules, agenda topics, or committee procedure should be directed to the Directors-General.

Chief of Staff (cos@nmun.org)

The Chiefs of Staff (COS), Brianna Noler and Miriam Mueller, prepare volunteer staff newsletters throughout the course of the year, solidify arrangements for volunteer staff and delegate social events, such as the delegate dance. At the Conference, the responsibilities of the COS include ensuring the committee chambers are properly supplied and maintained, as well as coordinating volunteer staff and hotel security.

Assistant Secretaries-General for External Affairs (asg.external@nmun.org)

The Assistant Secretaries-General for External Affairs (ASG), Deena M. Kuko, provides support and assistance to the Chief of Staff and Secretary-General. In addition, the ASG is specifically responsible for organizing the NMUN Speakers Program. The ASG also works with the Secretary-General and the COS in maintaining and updating the Conference Web site and is responsible for publicity and media outreach for the NMUN Conference.

Under-Secretaries-General

The Conference is organized into five substantive departments (General Assembly; the Economic and Social Council; Specialized Agencies, Programmes and Funds; Intergovernmental Organizations; and Peace and Security), each of which has an Under-Secretary-General (USG) who coordinates the planning, preparation and execution of that department. If you have any questions concerning procedures or topics that cannot be answered by your committee director, either prior to or during the Conference, the Under-Secretary-General is the next highest authority to consult.

In addition, the Under-Secretary-General for Conference Services oversees the printing of resolutions, supervises the Delegate Resource and Information Technology Center, and performs related office procedures. Which USG supervises your committee will be noted on the cover letter of your Background Guide.

The Under-Secretaries-General for the 2011 Conference are:

- Eddie Cheung and Laura O'Connor, Under-Secretaries-General for Conference Services, (usg.confserv@nmun.org)
- Sameer Kanal and Thera Watson, Under-Secretaries-General for the General Assembly, (usg.ga@nmun.org)
- Kristina Mader and Vera Todorova, Under-Secretaries-General for ECOSOC, (usg.ecosoc@nmun.org)
- Katharina Weinert and Daniel Lemay, Under-Secretaries-General for Specialized Agencies, Programmes and Funds, (usg.sa@nmun.org)
- Lucas Carreras and Nick Warino, Under-Secretaries-General for Inter-Governmental Organizations, (usg.igos@nmun.org)
- Amanda D'Amico and Alistair Goddard, Under-Secretaries-General for Peace & Security, (usg.ps@nmun.org)

Directors and Assistant Directors

The committee Director and Assistant Director will have a thorough understanding of the rules of procedure and the topics under discussion in your committee. These volunteer staff members construct the committee background guides, update materials, evaluate position papers and, therein, will serve as experts on questions regarding the topics before the committee.

Office & Network Managers

The Office Managers are responsible for overseeing the Administrative Assistants and various tasks with the USG for Conference Services. The Network Manager sets up and oversees the maintenance of computer services.

Administrative Assistants

The Administrative Assistants are responsible for the production of all papers, resolutions, statements, and any other material printed throughout the Conference week. These volunteer staff members work closely with the USG for Conference Services to assist delegates with their work in the Delegate Resource and Information Technology Center.

Committee Officers

Each committee will have a chairperson and rapporteur, selected by the Director and Assistant Director, with the assistance of the Under-Secretary-General and the Directors-General. Delegates wishing to take an active leadership role in the committee, as well as delegates who may be interested in applying for volunteer staff positions in the future are encouraged to apply. Serving as a committee officer provides a unique opportunity to view the Conference from the other side of the dais. Delegates selected to serve in these positions must forfeit their rights to participate in substantive debate within the committee. Although the chair and rapporteur will not be representing their assigned States or NGOs in committee activity, these individuals are equally eligible for consideration for delegation awards based on their performance as officers.

An application for these positions will be available on the NMUN Web site and will be distributed at the Conference on the first night. Applications should be completed and given to the Director prior to the start of the first evening's session. All applicants will be interviewed after the first night session and will be notified of the Director and Assistant Director's decision following the completion of all interviews. Applicants are expected to be reachable by hotel phone after interviewing is finished.

Committee Chair

The chair is responsible for the procedural functions of the committee. Working with the Director and Assistant Director, he or she assures that the committee operates in a smooth and efficient manner. This requires a very thorough working knowledge of the rules of procedure and a professional presence on the dais. Chair applicants should have significant Model United Nations experience, particularly at the NMUN Conference. To ensure consistency and overall preparedness, there will be a mandatory training session for all selected committee chairs. This training session will help both new and returning chairs familiarize themselves with the rules being implemented at the Conference.

Rapporteur

Each committee has a rapporteur who serves as an aide to the Director, the Assistant Director, and the chair. Often, full membership committees appoint two rapporteurs to assist in the management of large rooms. The rapporteur is responsible for maintaining the speakers list, the order of the resolutions on the floor, amendments, verifying vote counts, and similar administrative matters. The rapporteur is also called upon to assist in the preparation of final committee reports. Applicants for this position should be highly organized, alert, flexible, and possess strong writing skills. There will be a mandatory orientation session so that rapporteurs may familiarize themselves with committee and Conference Services procedures.

Conference Services

The Department of Conference Services provides various functions at NMUN. Staff members are on hand to answer questions and guide delegates through the use of the computers and research resources. At each venue delegates will find a computer lab, which is free to use. All sample papers relating to working papers, resolutions and reports can be viewed in the computer labs.

Delegates are entitled to print off one copy of any document they require. Multiple copies of any document are charged a minimal rate. Conference Services also ensures that the final reports and resolutions are made available at the end of the conference.

Conference Services is more than printing and photocopying! Conference Services provides a lost and found service, which has proved exceptionally useful in previous years. Lost badges and placards can be replaced there. Delegates can also buy the official NMUN t-shirt from Conference Services. Conference Services staff are there to help delegates, and support their work through out the conference.

Last but not Least: Delegate's ABC (and D)

Attire

In keeping with the spirit of the simulation, delegates are *required* to wear professional business attire. Delegates can be asked by the committee staff to change attire if it is determined to be inappropriate. For guidelines on appropriate attire, please refer to http://www.nmun.org/nmun_faqs.html (question 20). Further, national symbols of any kind are forbidden in committee chambers, in accordance with practices of the UN. Symbols associated specifically with the United Nations (e.g., the seal of the UN) are allowed in committee chambers

Being a Diplomat

The most important aspect of participating as a delegate to the NMUN is your assumption of the role of a foreign diplomat and/or expert. In this role, delegates are acting as representatives of the government and the peoples of the Member State or NGO to which they have been assigned; experts serving in the Special Court for Sierra Leone and the United Nations Permanent Forum on Indigenous Issues are entrusted with issues at the heart of the United Nations and the aims laid down in its Charter. Delegates are reminded that professional diplomats conduct themselves, and regard one another, with the utmost dignity and respect, regardless of foreign policy affiliation or personal feelings. Even those who observe severely conflicting ideological perspectives will work closely together within the UN on diplomatic matters of mutual concern. Likewise many delegates are forced to work together despite personal conflicts.

While in preparation for and throughout the duration of the Conference, delegates may find personal disagreement with the foreign policy of the country they are representing or with the policy of the NGO they are representing. Delegate's personal opinions are entirely inapplicable during the course of the simulation. Therefore, it is of the utmost importance for all delegates to arrive well-versed in the dynamics of their State's or NGO's or their role as expert. The simulation's quality depends on the collective preparation of its participants.

Delegates should also exhibit the ability to negotiate and compromise, demonstrate leadership, and the ability to influence by gaining the professional respect of fellow delegates. Delegations maintain specific and adaptive policy methods and goals to allow delegates to function in the negotiation process.

Caucusing

Caucusing is an important and logistically difficult component of the United Nations simulation. These informal meetings between voting blocs, as well as between States with positions that are diametrically opposed, often produce compromises acceptable to all parties. However, delegates are required to address issues within a week's time which, in many cases, the international community has failed resolve after years of debate and negotiation. As a result, the bulk of informal negotiation and the construction of working papers will occur within, or in the close proximity of, the committee chambers. In consideration for the other Conference participants, delegates are asked to respect the formal proceedings occurring both within and between all committees participating at the Conference. Finally, given the importance of decorum within committee chambers, all caucusing should occur outside of the committee chambers while committee is in session.

Decorum

Decorum is a *de facto* rule throughout the week of the simulation. In both large and small committees, the ability to conduct normal business while in formal session is an arduous task when decorum is not maintained. Delegates will be asked for their assistance in this endeavor.

APPENDIX A: RULES SIMULATION

In the following pages, you will find a simulation script, which was originally employed to assist Conference volunteer staff with the NMUN rules of procedure. The purpose of this simulation is to provide a study of the NMUN rules of procedure. The prepared script has been designed to address the entirety of the general procedures.

Abbreviated Simulation Script

Represented Member States:*

Costa Rica	Germany	Kuwait	Mexico	Russian Federation
Cuba	India	Lebanon	Myanmar	South Africa
France	Iraq	Libya	Norway	United States
Additional States:				
State of Uncertainty	State of Unruliness	State of Utopia		
* Additional Member States should be assigned with consideration for equitable geographic distribution.				

Chair:

- “If there are no objections, we will bring the committee into formal session. If all delegates will please take their seats, the rapporteur will begin roll call.”

Rapp:

- “Before we begin roll call, allow me to clarify between the two possible and appropriate responses when your State is called: ‘present’ and ‘present and voting’. Delegates who identify their status as ‘present and voting’ are not permitted to abstain on any substantive vote while in this session of the committee. Instead, these delegates must vote strictly in favor of or in opposition to any motion before the committee.”

Proceed with Roll Call...

Please be aware that, by definition, an abstention is a non-vote or, on a more objective level, the decision of the delegate to refrain from voting either in favor or in opposition to a particular substantive question. Therefore, it is inconsistent and inappropriate to respond to roll call as ‘present and voting’ if the possibility exists that your State may wish to abstain on a substantive matter. Please also note that all delegates must vote on procedural motions; the dais will not recognize abstentions on any procedural vote.

After completing roll call...

“For those delegates who may have arrived while the roll call was being taken, and whose attendance has not yet been recorded, please send a note forward to the dais to let us know of your arrival and voting status. Please be certain your State’s attendance has been recorded. You will not be recognized while the committee is in substantive voting session if the dais has not recorded your attendance at this session.”

Chair:

- “Are there any motions on the floor at this time? Seeing none, the first order of business before the committee is to set the agenda order. The topics on the committee agenda are I, II and III. If there are no

objections from the committee, the chair will open the speakers list to begin deliberations upon setting the agenda. All those who would like to be placed on the speakers list, please raise your placards until your State has been recognized.”

Chair recognizes States while rapporteur records their order.

“If any additional members of the committee wish to be placed upon the speakers list, please send a note forward to the dais with an explanation in this regard.”

In large committees, the dais might only recognize the first 20 or so placards raised due to time constraints. Also, please be aware that no State can be placed twice upon the speakers list concurrently: once a Delegate has completed allotted speaking time and has been removed from the current list, he/she may then immediately submit a request to the dais to again be placed upon the list.

“Are there any motions on the floor at this time? [Norway raises placard] Norway, to what point do you rise?”

Norway stands and says:

- “Honorable chair, the delegation from Norway moves to set a limit on the speakers time of two minutes.”

Chair:

- “Thank you delegate, this motion is in order. Are there any additional points or motions on the floor at this time? [no placards] Seeing none, a motion to set a limit of two minutes on the speakers time has been introduced. Is there any objection to this motion? [placards are raised in objection] Seeing objection to this motion, the chair will entertain 2 speakers in favor of this motion and 2 speakers in opposition. Will those delegates wishing to speak in favor of this motion please raise your placards? Norway and Mexico, you will speak in favor of the motion. [both chair and rapporteur record two speakers selected to speak in favor] Will those delegates wishing to speak in opposition to this motion please raise your placards? Cuba and Costa Rica, you will speak in opposition to this motion.” [chair and rapporteur record speakers selected]

Both the rapporteur and chair will record the States chosen to speak on any motion. As a rule, the State initially making the motion will have the opportunity to speak in favor. Additional selections should be based on geographic representation. Please note that debate surrounding a motion to set a limit on speakers time calls for 2 speakers both in favor and opposed to the motion. However, should only one delegate wish to speak, for example, in favor of the motion, the chair will only recognize one speaker in opposition. No additional motions will be entertained until the completion of the current vote.

“The chair recognizes the honorable delegate from Norway. You have fifteen seconds to speak in favor of this motion.” [Norway speaks]

“Thank you delegate. The chair now recognizes the honorable delegate from Cuba. You have fifteen seconds to speak in opposition to this motion.” [Cuba speaks]

Alternating between speakers for and against, the chair allows the final two speakers to complete their statements.

“Thank you delegate. The motion currently before the committee is to set a limit of two minutes on speakers time. The motion is decided by a simple majority vote and, as a procedural matter, the dais would like to remind all delegates that abstentions are out of order. All those in favor of this motion, please raise your placards... [chair and rapporteur record affirmative votes] All those opposed to this motion, please raise your placards... [chair and rapporteur record dissenting votes, tally and compare results] The motion to set the speakers time limit at two minutes passes.”

“Are there any additional motions on the floor at this time. Seeing none, we will begin debate on the adoption of the agenda. *[first speaker on list is delegate from Libya]* The chair recognizes the delegate from the Libyan Arab Jamahiriya. You have two minutes to speak on this matter.”

Libya speaks. The United States of America raises placard to make a motion for suspension of meeting.

Chair:

- “The United States, do you have a point or a motion?”

United States:

- “Yes honorable chair, the United States of America would like to move to suspend the meeting for a period of ten minutes for the purpose of a caucus session to informally discuss the adoption of the agenda.”

Chair:

- “Thank you delegate, this motion is in order. A motion has been made to suspend the meeting for a period of ten minutes for the purpose of caucusing. Is there any objection to this motion? *[placards are raised in objection]* Seeing objection, we will move to a vote. This motion is decided by a simple majority of the committee and no debate is required. All delegates in favor of the motion to suspend the meeting for a period of ten minutes, please raise your placards... *[chair and rapporteur record affirmative votes]* All delegates opposed to this motion, please raise your placards... *[chair and rapporteur record dissenting votes, tally and compare results]* The motion to suspend the meeting passes. The committee will reconvene in ten minutes.”

Delegates break to discuss adoption of the agenda. Meetings both within and between regional blocs result in a distinct division within the committee regarding the agenda order.

Chair:

- “If all delegates will find their seats, we will bring the committee back to order. *[allow a few moments, bang gavel and repeat if necessary]* Are there any motions on the floor at this time? *[placards are raised, the chair chooses India]* India, to what point do you rise?”

India:

- “Honorable chair, India moves to set the agenda in the following order: Topic I as the first topic to be addressed by the committee, Topic II as the second topic before the committee and Topic III as the final topic to be discussed.”

Chair:

- “Thank you delegate. A motion has been made to set the committee agenda order as follows: Topic I as the first agenda topic; Topic II as the second topic; and, Topic III as the third topic. Are there any further motions on the floor at this time? *[more placards are raised, the chair selects Germany]* The chair recognizes the delegate from Germany; to what point do you rise?”

Germany rises and says:

- “Honorable chair, Germany would like to make a motion to set the agenda order as follows: Topic II as the first topic for our deliberation; Topic I as the second topic; and Topic III as the third topic.”

Chair:

- “Thank you, delegate. A second motion has been made to set the committee agenda order as follows: Topic II as the first topic; Topic I as the second topic; and, Topic III as the third topic. Are there any additional motions on the floor at this time? *[placards continue to appear, chair recognizes the delegate from Costa Rica]* The chair recognizes the delegate from Costa Rica; to what point do you rise?”

Costa Rica:

- “Honorable chair, the delegation from Costa Rica moves for suspension of the meeting for a period of five minutes to seek additional clarification on these proposals.”

Chair:

- “Thank you, delegate. That motion is in order at this time. There is a motion on the floor to suspend the meeting for an additional five minutes for the purpose of caucusing. Are there any additional motions at this time? *[more placards, chair recognizes the State of Uncertainty]* The chair recognizes the State of Uncertainty; to what point do you rise?”

State of Uncertainty:

- “Honorable chair, point of order: wasn’t there already a motion on the floor to set the agenda?”

Chair:

- “Yes, thank you delegate. Although I will recognize your point of order, allow me to remind you of the order of precedence, as established within the NMUN Rules of Procedure, which dictates a motion for suspension of the meeting has priority over a motion to adopt the agenda. There is a motion on the floor to suspend the meeting for a period of five minutes for the purpose of caucusing. Is there any objection to this motion? *[no placards are raised]* Seeing no objection, the committee will reconvene in five minutes.”

A Short-Form of the NMUN Rules of Procedure is included within the appendices of this manual. The Short-Form lists the most common motions in order of precedence. Therein, motions provided a higher level of precedence are listed prior to suspension of the meeting: either an appeal of the decision of the chair or a point of order to correct a procedural error.

Delegates break for caucus... chair and rapp confer to ensure motions regarding agenda order are clear.

Chair:

- *[After bringing committee back to order]* “There are two motions on the floor at this time for the adoption of the agenda order, are there any additional motions? *[no placards]* Seeing none, the committee will consider the first motion for the adoption of the agenda order. That order is as follows: Topic I as the first topic; Topic II as the second topic; and, Topic III as the final topic to be addressed by the committee. This motion is decided by a simple majority vote and there is no debate required. All those in favor of this motion, please raise your placards... *[chair and rapporteur record vote]* All those opposed, please raise your placards... *[chair and rapporteur record, tally and compare totals]* By a vote of X in favor and Y opposed, this motion passes and the agenda order has been adopted. *[restate agenda order]* The committee is now moving into substantive session to address Topic I; will those delegates who wish to be placed upon the speakers list for this topic please raise their placards.” *[Chair will repeat the same process used to establish the speakers list on setting the agenda]*

Please note: once a motion to set the agenda has passed, all other motions to set the agenda become dilatory, and no vote is taken. Had the first motion failed, the second motion would have been considered. In the event the second motion had also failed, the committee would have returned to the speakers list and continued the process. In addition, whenever the committee finishes voting on the adoption of the agenda or voting procedure on an agenda topic, the speakers list is considered exhausted and a new one must be opened.

Chair:

- “Are there any motions on the floor at this time? *[many placards are raised, the chair selects Myanmar]* The chair recognizes the delegate from Myanmar; to what point do you rise?”

Myanmar:

- “Honorable chair, for the purpose of brevity, Myanmar moves to change the speakers time limit from two minutes to one minute.”

Chair:

- “Thank you delegate, that motion is in order at this time. A motion has been made to change the speakers time limit from two minutes to one minute. This motion requires two speakers in favor and two speakers opposed; it is decided by a simple majority vote. Is there any objection to this motion? [*placards are raised*] Seeing objection, will those delegates wishing to speak in favor of this motion please raise their placards? [*Myanmar is only State to raise a placard, chair and rapporteur record selection*] Delegates, please

be aware that only one delegate chose to speak in favor of this motion, therefore, only one delegate will be selected to speak in opposition. Will those delegates wishing to speak in opposition to this motion please raise your placards?” [*Chair and rapporteur record selected delegate*]

Delegates are accorded fifteen seconds to speak in regard to the motion.

Please be aware that the time limit on procedural debate is determined by the Secretariat of the NMUN and is purposely accorded a short duration. This time limit has been introduced to discourage the rhetorical abuse of the rules of procedure, as well as to encourage substantive debate relative to the agenda topics.

“Thank you delegates. At this time, we will move to a vote on the motion to change the speakers time from two minutes to one minute. All those delegates in favor of the motion, please raise your placards. [*Chair and rapp record vote*] All those delegates opposed to the motion, please raise your placards. [*Chair and rapp record, tally and compare vote*] By a vote of X in favor and Y opposing, this motion fails. The speakers time will remain set at 2 minutes. The chair will now open the speakers list by recognizing the honorable delegate from France.”

Speakers come, speakers go... two working papers have been submitted to the committee director for review and approval. The director assigns a numerical listing for working papers, submits to conference services for copying, and then provides to the chair for introduction to committee as a draft resolution.

“Thank you delegate. Are there any motions on the floor at this time?” [*Delegate from Russian Federation raises placard*] The chair recognizes the delegate from the Russian Federation; to what point do you rise?”

Russian Federation:

- “Honorable chair, the Russian Federation moves to close the speakers list.”

Chair:

- “Thank you delegate. That motion is in order at this time. A motion has been made to close the speakers list. This requires a simple majority vote with no debate. Is there any opposition to this motion? [*several placards are raised*] Seeing opposition, all those delegates in favor of closing the speakers list, please raise your placards. [*Chair and rapp record vote*] All those delegates opposed to this motion, please raise your placards. [*an overwhelming majority of the committee votes in opposition*] This motion clearly fails.”

The chair reserves the right to omit a formal count on procedural votes if the show of placards is of obvious disproportion.

“Are there any further motions on the floor at this time? [*Cuba raises placard*] Cuba, to what point do you rise?”

Cuba:

- “Honorable chair, the Cuban delegation moves for closure of debate.”

Chair:

- “Thank you delegate. That motion is in order at this time. Are there any additional motions on the floor? [*numerous placards are raised*] The chair recognizes the delegate from France; to what point do you rise?”

France:

- “Honorable chair, France moves for adjournment of debate.”

Chair:

- “Thank you delegate. That motion is also in order at this time. There are now two motions on the floor: one motion for closure of debate and one motion for adjournment of debate. Are there any additional motions on the floor at this time? *[many placards remain raised]* The chair recognizes the delegate from Mexico; to what point do you rise?”

Mexico:

- “Honorable chair, Mexico moves for a suspension of the meeting for a period of twenty minutes for the purpose of a caucus to discuss the previous motions for adjournment and closure of debate.”

Chair:

- “Thank you delegate. That motion is in order at this time. There are currently three motions on the floor: the first motion is for closure of debate; the second motion is for adjournment of debate; and, the third motion is for a suspension of the meeting for a period of twenty minutes for the purpose of caucusing. Are there any additional motions on the floor at this time? *[a handful of placards are raised]* The chair recognizes the delegate from the South Africa, to what point do you rise?”

South Africa:

- “Honorable chair, South Africa moves for a suspension of the meeting for a period of ten minutes for the purpose of caucusing.”

Chair:

- “Thank you delegate. However, the chair would like to ask the honorable delegate from South Africa to reconsider this motion, given that there is already a motion on the floor for the suspension of the meeting for a period of twenty minutes. Would you consider withdrawing your motion?”

South Africa:

- “Honorable chair, with all due respect, the South African delegation firmly believes the motion for a twenty minute suspension of the meeting has been introduced specifically to interrupt the substantive work of the committee. We are convinced a ten minute suspension of the meeting will suffice to adequately discuss the motions currently on the floor.”

Chair:

- “Thank you delegate. Your point is well-taken and the dais will entertain your motion. There are currently four motions on the floor.”

“The committee will now move to a vote on suspension of the meeting for a period of twenty minutes. Prior to this vote, allow me to remind you that there is a second motion pending for suspension of the meeting for a period of ten minutes. Is there opposition to suspension of the meeting for 20 minutes? *[many placards]* Seeing opposition, will all those in favor of this motion please raise your placards? All those opposed? *[seeing more placards raised against the motion than for the motion]* This motion fails.”

“We will now consider the motion for suspension of the meeting for a period of ten minutes. Is there opposition to this motion? *[placards are raised]* Seeing opposition, will those in favor of this motion please raise your placards? All those opposed? By a vote of X in favor and Y opposed, this motion also fails.”

“There are currently two motions before the committee: a motion for adjournment of debate and a motion for closure of debate. Prior to moving to vote, allow the dais to remind the committee of the ramifications that accompany the passage of a motion for adjournment. Adjournment of debate will result in the immediate end of debate on the topic currently under consideration the committee will move on to the

second agenda topic. The committee will not vote on either of the two draft resolutions currently before the committee. Are there any questions regarding this motion?"

Due to the serious and complex nature of the final stages prior to voting procedure, in particular, adjournment and closure, the chair will entertain questions relating to these specific motions.

"The committee will now consider the motion for adjournment of debate. This motion requires two speakers in favor and two speakers in opposition. Will those delegates wishing to speak in favor of this motion please raise your placards? Those delegates wishing to speak against this motion please raise your placards. *[Speakers allotted fifteen seconds to address the specific procedural motion, not to address the substantive topic]* The committee will now move to a vote on the adjournment of debate. The motion is decided by a simple majority vote. Will those in favor of this motion please raise your placards? All those opposed? *[Members overwhelmingly oppose the motion for adjournment]* The motion for adjournment of debate clearly fails."

"Are there any additional points or motions on the floor at this time? *[no placards]* Seeing none, there is a motion on the floor for closure of debate. This motion requires two speakers in opposition and is decided by a 2/3 majority vote. Before requesting speakers on this motion, please remember that the passage of this motion will formally end debate on this topic and the committee will move immediately into voting procedure. Only two draft resolutions have been formally introduced to the committee; any working papers that have not yet been formally approved by the director and introduced to the committee will not be considered following closure. Are there any questions regarding this motion? Seeing none, will those delegates wishing to speak in opposition to the motion for closure of debate please raise their placards?"

The motion for closure of debate allows for only two speakers in opposition. The two delegates selected are allotted fifteen seconds to speak against the specific procedural motion, not the substantive topic.

[The chair notes a placard being raised] "State of Uncertainty, to what point do you rise?"

State of Uncertainty:

- "Honorable chair, we move for suspension of the meeting for a period of twenty minutes for the purpose of caucusing."

Chair:

- "Thank you delegate. However, that motion is out of order at this time. In explanation: the moment when the dais accepts speakers to address the motion, the committee moves into formal voting procedure. While the committee is in voting procedure, no further motions can be accepted from the floor until the completion of the vote. Are there any questions regarding this ruling? Seeing none, we will move to a vote on the motion for closure of debate. Again, the motion for closure requires a 2/3 majority vote. Will those delegates in favor of the motion for closure please raise your placards? Will those opposed to the motion please raise your placards? *[Due to the considerable potential for controversy that surrounds this motion, the chair and rapporteur. are strongly encouraged to very carefully tally this vote.]* By a vote of X in favor and Y opposed, the motion for closure of debate passes."

"Having moved to closure, the committee is now in formal voting procedure. We will now consider the two draft resolutions before the committee. *[the chair should identify the draft resolution being considered by code number, in this case, GA/1/1]* The dais has received no requests for amendments to this draft, therefore we will move directly to a vote. Allow me to remind delegates that you must remain seated at all times and there is to be absolutely no further discussion or note passing during these procedures."

Please note that the chair will only entertain five specific motions once the committee has moved into voting procedure:

1. *a point of order to correct an error in procedure;*
2. *an appeal of the decision of the chair;*
3. *a motion for division;*

4. a motion for roll call vote; and
5. a motion for adoption by acclamation.

The only exception to this rule is a motion to declare the Topic an Important Question. (Once a topic has been declared an Important Question, each resolution requires a 2/3 majority to pass.) However, this exception is applicable only in the General Assembly Plenary committee.

[The chair notes a raised placard] “State of Utopia, to what point do you rise?”

State of Utopia:

- “Honorable chair, the State of Utopia moves to adopt this resolution by acclamation.”

Chair:

- “Thank you delegate. That motion is in order. A motion has been made to accept draft resolution GA/1/1 by acclamation. Allow the dais to provide an explanation of this motion before proceeding to a vote: a motion to pass a resolution by acclamation signifies that the committee is in consensus as to the contents of the draft. States intending to vote in favor of or abstain on the draft currently under consideration should generally be in favor of a motion for adoption by acclamation. States considering voting in opposition to the draft under consideration should be opposed to this motion. Are there any questions regarding the motion? Seeing none, is there any opposition to the motion to adopt draft resolution GA/1/1 by acclamation? *[no placards]* Seeing no opposition, the resolution is adopted by the consensus decision of the committee.”

Several amendments to the second draft resolution have been received by the dais. Please note: all amendments must be submitted to the director prior to closure of debate.

“The second and final draft resolution before the committee is GA/1/2. The dais has received three amendments to this draft: two friendly amendments and one unfriendly. These amendments have been copied and posted. Is there anyone in the committee unaware of these amendments who needs the dais to read them at this time? *[If necessary, the Rapp, who has been diligently keeping track of amendments, will slowly read amendments to the committee and repeat once, if necessary]* Are each of the original sponsors of the draft resolution in favor of the two friendly amendments?” *[sponsors affirm and, the amendments are entered into the draft without a vote]*

“The committee will now consider the unfriendly amendment. The Chair will recognize two speakers in favor of the amendment and two speakers in opposition. Will those delegates wishing to speak in favor of the unfriendly amendment please raise your placards? Will those wishing to speak in opposition to the amendment please raise your placards? *[Speakers are provide fifteen seconds to speak on specific amendment]* Thank you delegate. We will now move to a vote on the proposed amendment. All those in favor of including this amendment within draft resolution GA/1/2 please raise your placards. Those delegates opposed to the inclusion of this amendment please raise your placards. By a vote of X in favor and Y opposed, the amendment passes and will now be entered into the draft resolution as operative clause Z.”

“Before moving to a vote on this draft, are there any motions on the floor?”

“Seeing none, we will now move to a vote on the draft resolution. Will all those delegates in favor of GA/1/2 please raise your placards? Will those delegates opposed to this draft resolution please raise your placards? Will those delegates abstaining from this vote please raise your placards? By a vote of X in favor, Y opposed and Z abstentions, GA/1/2 is adopted by the committee.”

“With the passage of the final resolution, this committee has completed debate upon its first topic. The Chair will now entertain a motion for suspension of the meeting. *[not an idle placard]* Are there any objections to a suspension of the meeting for a period of twenty minutes?” *[no placards]*

Meeting suspends. Upon return from suspension, the process begins again to consider the second agenda topic. The Chair opens a new speakers list, considers speakers time limits, etc.

APPENDIX B: NMUN RULES OF PROCEDURE SHORT FORM

Motion	Purpose	Debate	Vote
**Point of Order	Correct an error in procedure	None	None
**Appeal of the Chair	Challenge a decision of the Chair	None	Majority
Suspension of the Meeting	Recess meeting	None	Majority
Adjournment of the Meeting	End meeting	None	Majority
Adjournment of Debate	End debate without a substantive vote (requires roll call vote)	2 pro / 2 con	Majority
Decision of Competence	Declare committee unable to consider issue or resolution	None	Majority
Closure of Debate	Move to immediate vote	2 con	2/3
Declare an Important Question (applicable in GA Plenary only)	Require all substantive actions to obtain a 2/3 majority to pass	2 pro / 2 Con	Majority
** Amendments and 1 st Vote on Divisions of the Question	Vote on sections separately, prior to voting on the entire resolution (please refer to voting procedure section)	2 pro / 2 con	Majority
** Roll Call Vote (Request)	Vote by roll call, rather than show of Placards	None	None
** Adopt by Acclamation	Pass a draft Resolution as a body	None	Consensus
Reconsideration	Re-open debate on an issue (Motion must be made by member who voted for "Adjournment of Debate")	2 con	2/3
Set the Speakers time	Set or change the speakers time limit	2 pro / 2 con	Majority
Close the Speakers list (also applies to re-opening list)	No additional speakers added to speakers list on topic	None	Majority
Adoption of the Agenda	Approval of agenda order	None	Majority

** Only these Motions are accepted during voting procedure

APPENDIX C: SAMPLE CAUCUSING STRATEGIES

	Diplomatic Objectives	Potential Allies	Potential Opposition	Negotiating Tools	Pertinent Treatise	Potential Diplomatic Liability	Diplomatic Strategy
Developed State A	Stop global warming, but not at the expense of the economy	Industrial and Industrializing Member-States	Island States	Stabilization of the global economy	Annual Report of UNCTAD	Developed world emits significantly more pollution per capita	Seek long-term agreement to slow emission on greenhouse gases over a period of thirty years
		Development-focused NGOs	Environment-focused NGOs	Economic and political clout over natural resources necessary to make the difference		Developed world has centuries-long history of profiting from exploitation of global resources	Seek with reservation agreements dependent upon the state of economic growth
		The WTO and UNCTAD		Multilateral contributions to UN		Imbalance in distribution and control of resources	Avoid "polluter pays" principle at all costs
				Bloc alliances		Threat of loss or reduction of economic resource	
				Bilateral treaty agreements			
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Developing State B	Stop global warming, but not at the expense of the economy	Industrial and Industrializing Member-States	Island States	State has massive rain forest and mineral resources and sovereign right to either conserve or exploit	Declaration on the Right to Development	Possibility of damaging diplomatic relations with important allies and trading partners	Approve long-term and non-binding agreement to reduce greenhouse emissions
		Development-focused NGOs	Environment-focused NGOs	Bloc alliances	Annual Report of UNCTAD	Loss or reduction of economic resource	Seek debt-for-nature swaps and sustainable development exchange
		The WTO and UNCTAD					Avoid "polluter pays" principle at all costs
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Island State C	Stop global warming while the island is still a state	UNEP	Industrial and Industrializing States	International treatise	UN Convention on Climate Change	Possibility of damaging diplomatic relations with important allies and trading partners	Moral pleas for immediate action
		Environment-focused NGOs	Development-focused NGOs	Appeals to global morality	International Bill of Human Rights		Introduction of supportive statistics
		"Green" Member-States	The WTO and UNCTAD	Future diplomatic support			Summons international treatise supportive of cause
							Implementation of "polluter pays" principle