

Contents

Preface
Introduction
Basic Vocabulary
Etiquette
Points of Action
Process of a Conference
Roll Call
Voting Procedure
Caucusing
Right of Reply
Document Writing
Resolutions
People Power
Research Binder
Awards
Other Terminology
Committees
Speeches
Resolution Writing
Report Writing
Further Resources

Preface

In order to get a better understanding, it is important to know some background information about the actual United Nations. Created in 1945, the United Nations (UN) was created as a meeting place for representatives of all countries following World War II. Rather than fighting in battlefields, diplomats waged wars of words with goal of resolving disputes peacefully. Today, the United Nations encompasses 193 different Member States, covering almost all of the land in the world.

As attendees of Model United Nations (MUN) conferences, you will research a country, also known as a Member State. In general, you also participate in a real-world committee playing the role as a representative of your assigned Member State. Intensive research will be required, but you'll come to understand your role as the representative of a perspective different than that of your own country. At the conference, you'll need to deliver speeches, work with other delegates, and compromise for a diplomatic solution that satisfies as many parties, including yours. These ideas will be written down in Resolutions or Reports, voted on at the end of the conference. Sounds confusing? Everything will be explained in detail throughout this manual.

Why should I join MUN? Regardless of your academic background, MUN conferences provide a great deal of experience in research, public speaking, teamwork, compromise, and initiative. At the same time, you'll be addressing some of the most pressing issues affecting our world today. MUN also allows for, not only technical and professional growth, but also personal growth. For example, a relatively quiet individual can gain self-confidence in his or her self, and take advantage of leadership roles in the future.

To help you understand and make your MUN experience enjoyable, I hope this guide will help answer your questions. It is written to be as clear and concise as possible, while thoroughly covering the necessities. Some of the content will be aimed at the very beginners of MUN, while other parts may assist those seeking to improve their diplomacy skills. Much of the content varies in applicability by conference. Always check carefully with your conference's official delegate preparation and background guides.

Introduction

In the Greater Western Washington area, the WASMUN [Washington State Model UN] and VIKMUN [VikingMUN] Conferences are held in the late spring each year for High Schools, while the NWMUN [Northwest Model UN] Conference caters to local Colleges in autumn. WASMUN and VIKMUN are led mainly by the Model UN teams of the University of Washington and Western Washington University respectively, while NWMUN is led by a consortium of regional colleges. Nationally, most conferences are located in California and the East Coast, though conferences are found throughout the world. Generally, it is important to note that not all conference run the same, each one with a different style and different set of rules. For example, WASMUN is different from other high school conferences in the Northwest, with heavier emphasis on realism, substance and academics.

Each school sends a *delegation*, or team, that represents one or more countries. Each student or *delegate* will be placed in a committee that is part of the UN during the conference. Some larger conferences will allow delegates to represent their Member State in pairs within their committee.

Research is vital in attending a conference; your statements are directed from the views of the nation you are representing, not your own opinions! As a first-timer, the idea of working with so many strangers may sound scary, but everyone there is like you; motivated, hyped, and enjoying international diplomacy. Nobody likes anything boring either, and after a few hours, you'll learn how to add some fun. There are three types of people that attend these conferences; the newcomers (who are silent for the first hour or two, then open up and learn how simple MUN really is); the silent outcasts (who make little attempt to join in on conversations, and sit alone all day); and the extremists/rouge members (people who want awards, speak loudly, try to dominate conversations, or are way too into this stuff. There are also academic extremists (who want to be the best at everything and get awards), and the social extremists (who just try to create arguments and debate with everyone). As an experienced delegate, you'll learn how to work with these people not just at conferences, but in the classroom and workplace as well.

In any case, generally half the participants are typically newcomers. If you're nervous, make friends with someone sitting next to you, and if you don't know what to do, walk around with them during unmoderated caucuses. If they (or you) join in on a group conversation, the other person can tag along too. Don't be afraid to say it's your first time- for many others, this may also be their first time.

Each and every nation has an equal say—this reflects the actual UN, which is a forum that promotes inclusivity and diversity. All individuals have the chance to think of ideas that can improve a specific issue, from social justice to counter-terrorism. Even though someone is the United States doesn't mean they're special- such nations are usually reserved for experienced schools, but St. Vincent and the Grenadines or Nauru or Lesotho all can shout in opposition to whatever the US, Russia, or China says. Moreover, certain nations can rally together to make their voices heard about a certain issue. Big nations do not always have to be right, and it is not about being the best. MUN, as well as the UN itself, is intended to foster cooperation and collaboration among individuals to find the best and most realistic way to improving an issue.

Basic Vocabulary

Committee

A body of the United Nations, which addresses a specific topic. Examples include the WHO (World Health Organization), IAEA (International Atomic Energy Agency), and HRC (Human Rights Council). More examples can be found towards the end of this guide. Any committee may be referred to as a 'body', 'organ', or 'assembly'.

Dais

The dais generally has two or three people, who are known as the Director, Assistant or Chair. It can be one, two or more people, but in any case, all questions are directed at the Dais whenever all delegates are seated. If you go off topic, the Dais may say something like, "The Dais smiles upon... (...you getting back to work!)" Their job is pretty simple; direct debates, keep track of time, ensure everyone is following the rules, but most of all, review draft resolutions and reports; the goal of the conference. The Dais may seem intimidating and a little scary, but they have a few primary goals: 1) to ensure that the committee runs smoothly; 2) that delegates are enjoying themselves; and 3) be a guide and mentor, both in content of the work produced and rules of the committee.

‘Decorum’

This is also known as diplomatic etiquette, or put simply, being professional. Similar to ‘Order in the Court!’, the Dais may shout ‘Decorum’ to quiet down the committee. In some cases, although quite rare, the Director of the committee may also use a gavel to restore order in the committee.

Caucus

Simply, diplomatic talks. There are two types; unmoderated and moderated caucuses. Unmoderated caucuses are similar to lobbying. Moderated caucuses are similar to round-table debates; you raise your placard, the Dais calls on you, you get to say something. Everyone remains seated. Most high school conferences encourage moderated caucuses, while collegiate conferences highly encourage unmoderated caucuses. WASMUN likes to be in the middle, encouraging both types—we’ll discuss this more later. WASMUN’s style regarding caucuses is also highlighted in the official delegate preparation guide.

Etiquette

Most conferences require all delegates to show respect during formal session (e.g. when a speech is being delivered, or when the dais is speaking). This includes no cell phone or laptop use, no conversations, and no walking around. During informal session (unmoderated caucus), you are free to use laptops, cell phones, walk around, and leave the room. Moderated caucuses, also counted as informal sessions, allow for the use of laptops, but delegates are expected to remain in their seats out of respect for others giving speeches.

When seated, all questions are directed towards the Dais. Simply raise your placard (country’s name card) to be called on by the Dais. Don’t randomly speak without being called or you’ll promptly be given a stare down by all the countries. You shouldn’t turn around and speak to another country whenever delegates are seated either. You ARE allowed to pass notes; simply write the names of the receiving and sending countries and any delegate that receive the message are required to pass it on. You are not allowed to peek, and in many conferences, messages must be sent by pages (messengers) or in envelopes to prevent espionage. Pages, or messengers, may be provided or volunteers may be called upon from the committee to deliver messages. Many schools in collegiate conferences will also have notepads and business cards prepared by your school, to write diplomatic messages on.

Attire seems to be highly important for females. For men, a business suit, or other formal jacket is all you need. A polo with a jacket on top is good, and as always, ties are the norm. For women, it often takes a few days to decide. A professional skirt, slacks, and a coat will do. Colors should be kept to black, brown, beige, or tan. However, there are students (especially girls) who push this dress code, and will appear in bombastic colors. Also, keep skirts at a reasonable length, and don’t forget to wear tights if the legs are showing. While your dais typically won’t bring it up unless it’s an issue, please fit in with everyone and appear professional. Unnecessary accessories, including hats and sunglasses, and especially any cultural or national accessories (flags, pins, etc.) are strictly banned. Do not wear a turban or headscarf unless you normally include it in your everyday attire; you will be removed before the conference even starts.

Lastly, the most important rule is how to address yourself and others. There are two words banned from MUN conferences; “I” and “You”. Instead of ‘I’, refer to yourself as your country’s name (China believes... The delegate from Argentina proposes...) and refer to others by their countries; (As the delegate of Belgium said... while India’s resolution states...). If you use personal pronouns, the Dais will remind you to avoid them. You probably won’t learn the real names of your fellow diplomats, but you’ll easily remember their country names.

Committees

The committees at conferences change each year, but some are consistently there. For WASMUN, such committees include the General Assembly and International Court of Justice. Delegations (schools) send delegates ONLY to groups that they are part of (i.e., Germany would not send someone to the African Union [for African nations only], Mexico wouldn’t to the European Union [for European nations only]). Smaller nations are likely in fewer committees as well. Some committees, such as the Security Council and ECOSOC, have memberships that change. A matrix of possible countries is available on conference websites.

LARGE: (100-193 members, in real UN)

> General Assembly 6: Legal (GA6 – 193 members)

This committee talks about international laws, and how to use them to incorporate peace, alleviate hunger, combat climate change, and educate children, amongst other things

- > General Assembly 3: Social, Cultural, Humanitarian (GA3 – 193 members)
Focuses on human rights, as well as religious and cultural issues, and how to promote education and acceptance
- > Food and Agriculture Organization (FAO – 191 members)
Talks about food security and how to feed the hungry, along with food scarcity, crop development, and famine

MEDIUM: (30-60 members [usually 30-50])

- > Economic and Social Council (ECOSOC – 54 members)
Focuses on economic health of developing nations, and how to keep financial stability around the world
- > Human Rights Council (HRC – 47 members)
Focuses on how to provide equal treatment and stop human rights violations of women, children, religions, indigenous, and minorities
- > Commission on the Status of Women (CSW – 45 members)
Focuses on how to provide better rights and welfare for women worldwide including health, education, rights

SMALL: (10-25 members [usually 10-20])

- > Security Council (SC – 15 members)
The most important and active group, there are 15 members. Five; the ‘veto-nations’ can turn down any resolution presented. Very small and engaged group. You should learn more about the SC in class/club.
- > International Court of Justice (ICJ – 10 members)
The judicial arm of the UN, seeks to resolve conflicts and issues between member nations. Topics include land disputes, refugee crises, and ecological damage
- > Association of South East Asian Nations (ASEAN – 10 members)
Regional organization from Southeast Asia with 10 members. Focuses on very specific regional topics such as drug trade, human trafficking, and environmental degradation.

Committees change every year, and by conference, but the General Assembly (GA), Economic and Social Council (ECOSOC), and Security Council (SC) are at almost every conference. The Human Rights Council (HRC), World Trade Organization (WTO), and United Nations Educational, Scientific, and Cultural Organization (UNESCO) are often present as well.

Different committees have different membership sizes, and may write resolutions or reports. Many smaller committees report to higher bodies like ECOSOC or the General Assembly. No committee (aside from those with 10-15 delegates) are ever completely filled; there are usually empty slots if schools do not have enough students to sit on all committees. Although some committees do have a certain, minimum number of delegates who must be present in order to start committee sessions, not having enough people is generally not a concern.

Points of Action

The UN process is basically made up of three requests; each called a ‘Point of Action’. With these requests, delegates can control the flow of sessions. Each ‘Point of Action’ must be brought up by a delegate when called on by the Dais. Most require a vote to pass; others are automatic. Simply raise your placard, and when chosen on by the Dais, use one of the following;

1 Point of Preference

The least used action, ‘Point of Preference’ is used when a delegate wants something that they prefer. Vague, huh? But it almost never relates to the UN works. Here are some examples;

“Point of Preference: Qatar would like the window closed. It’s a bit chilly.”

“... France would like to entertain five more speeches.” “... Rwanda would like to have a page.”

... and the sort. You won’t use it too often, but just know it exists.

NOTE: Many collegiate conferences do *not* use Point of Preference, as it does get abused to waste time.

2 Point of Order

Used to correct an error made by the Dais. Although more experienced delegates tend to use this point/motion, know that you are able to correct the dais. You are allowed to interrupt the dais if using Point of Order. Sometimes, the dais make mistakes and they will generally be receptive of point of orders.

For example, a delegate may say, "Point of Order: Shouldn't we take Roll Call before resuming committee?" A potential response by the Dais may include, "Thank you delegate—that is an order. We will now take Roll Call before resuming committee."

3 Point of Inquiry/Information

The most helpful for beginners! If you have a question- any question related to the conference at all; you can ask the Dais a question using this action. Some examples include:

"Point of Inquiry: What time is lunch?"

"...does voting bloc occur after the resolutions are approved?"

Don't hesitate to use POI if you're confused, didn't hear something, or have a question. The Dais is always happy to answer any questions you may have.

4 Point of Motion (or simply "Motion to/for...")

Point of Motion enables any delegate to request an action by the Dais for the purpose of facilitating work and committee flow for the committee. Some common ones raised by delegates include:

"Motion to open/close/suspend session until..."

"Motion to set the agenda in the order 1, 3, 2"

"Motion to open/close the speakers list"

"Motion to change the Speaker's time to 30 seconds"

"Motion to enter voting bloc"

"Motion for a 30 minute unmoderated caucus for the purpose of... (discussing the usage of tulips as a biofuel)"

"Motion for a 15 minute moderated caucus for the purpose of... (discussing cannibalism as population control)"

The requirements and number of votes required varies by conference. Some of these motions (moderated caucus, short comment) do not exist in some conferences like NMUN. Keep your conference's guidelines in your delegate binder.

If a request cannot be approved (because it is not allowed) the Dais will say "That is not in order..." (and explain why). It's not your fault if you make a mistake; we all will. If it is approved, the Dais will say "That is in order."

Almost all of the time you are in session will be determined by what the assembly approves above.

MUN Conference Layout

Nearly all MUN conferences run the same way and include the following:

1. Opening Ceremony
2. Each committee session (there are generally up to 7 of these)
 - (go to your Committee Room)
 - Roll Call! (Say 'Present' or 'Present and Voting'. See below for more info)
 - Motion to set time limit on speeches (unless set by conference)
 - Motion to open speakers list
 - <delegates add names to speakers list>
 - [#] ... speeches begin! (the first speeches given are usually on a country's stance. Speeches later usually point out something, offer a solution, or offer a country's ideas)
 - Motion for an unmoderated caucus (to discuss the agenda)

After three speeches, any of the following can occur:

- [%] Motion to set agenda
- Continue speeches {go back to #}

- Motion for a caucus (moderated or unmoderated)

After a caucus, return to (#) UNLESS any of the below are motioned for:

- Motion for an extension of the current caucus, or transition to a new one (not all conferences do this)
- Motion to suspend session (for lunch or for the day)
- Motion to close the speakers list [1]
- Motion to enter voting bloc of a resolution/amendment [requires '1' to pass first (and approval by Dais)]

[After voting bloc, a resolution/report/amendment may pass or fail. (More info later) After this;]

- Motion to suspend session (till tomorrow)
- If it was the last topic... motion to adjourn session!

3. Closing ceremonies, awards given out

It must sound terribly boring, but when you are in committee, time really flies. You will be extending caucus after caucus, talking to people, and having debates. Honestly, if you're doing your part as a diplomat, hours will pass by faster than you imagine.

Roll Call

Before each session, roll call will be taken. This includes the start of each day, and when you return from meals or other suspensions. All delegates present are required to state, their positions, and have two options—

1. "Present"

This means you can choose to vote 'yes', 'no' or 'abstain' on any resolution/report/amendment

2. "Present and Voting"

This means you must choose either 'yes' or 'no' on any resolution/report/amendment

What's the difference? If you choose 'present', you are not obligated to say yes or no, and can choose to remain neutral. This is a popular choice for not so powerful nations that don't want to offend anyone. Likewise, large nations may choose 'present and voting' to make clear their stances. Whichever one you pick doesn't matter *that* much, so just pick one and get it over with.

Quorum

To take a vote in any assembly, there needs to be a certain number of delegates present. Most committees will place this at 1/3 of the total delegates who are present at roll call. In extreme cases, if enough delegates leave the room, it is impossible for voting bloc to occur (e.g. if there are only four delegates in the room).

Unmoderated Caucus vs Moderated Caucus?

What's the difference between these two? Quite a bit, but not much actually;

Unmoderated Caucus

Essentially, lobbying. Walk around and talk to your fellow delegates, and find who's your ally (or who's willing to talk to you). Workaholics who want awards will pull out laptops and start writing resolutions, and form big groups. Join them if you want a say, or form/join a group of your own. You may go to the bathrooms, vending machines, and make phone calls outside the hall at this time. Please do return on time! This is important in ensuring the productivity of the committee sessions.

Moderated Caucus

Essentially, round-table discussions. Raise your placard, and the Dais will call on you. You can say whatever you want (the Dais will not stop you), but do realize that you should stay on topic. You can pass notes during moderated caucuses. Moderated caucuses are the most effective method for letting everyone know your intentions, or stating an idea/opinion. This is also an opportunity for delegates to respond to what other individuals in the committee say.

Right of Reply

You will rarely use this (if you ever do), but most collegiate conferences do not allow you to comment on speeches because of time constraints. You can, however, respond if you feel as though you have been directly attacked by a nation based on your country's or personal attributes. You must fill out a Right of Reply form, have it approved by the dais, and deliver your Reply to the assembly. If you feel a delegate is harassing you on personal reasons, bring it up with Conference Staff.

Speeches

You add your name to the speakers' list (either by sending a note to the Dais, or by putting your placard vertically; their choice of style). When it is your turn to give a speech, you'll walk to the podium (or stand at your seat) and talk about the topic; anything you want to say. The time limit is agreed upon early in the session or preset, but most will yield any excess time. Please do caucuses will take a huge chunk of time, and if you had something to say for a speech, your speech may come an hour or two after you requested it! In large committees, you may be number 70 on the speakers list! Moderated caucuses will allow you to voice your opinions better.

If there are no more speakers on the list, the committee will automatically enter voting bloc. This typically happens during the last committee session on the last day of the conference. At the beginning of the conference, most nations will make speeches about their country's view on the topic. Use this time to find allies that have similar views. Placing your name on the speakers' list is highly encouraged.

Most people do not pay too much attention to speeches. Use them to establish a few points clearly, such as your stance or working paper's contents. While formality is expected, it may make your speech sound dry. It is recommended that you jot some notes or a script down prior.

Example of an Intro Speech

Qatar – Economic and Social Council (ECOSOC)

“Good Morning, Honorable Chair, esteemed delegates,

As climate change continues to sweep the globe, and as progress towards the Millennium Development Goals' success continues to dawdle, the State of Qatar firmly stands with the United Nations stressing the need for an expedited solution to both crises.

In terms of climate change, Qatar has always stood to provide humanitarian aid to our neighbors and nations all around the world. Having the second highest per capita income worldwide, Qatar feels an obligation to assist those who are not yet at par with world standards, and who may be struck down by famine, drought, plague, or otherwise- derived from climate change. We will continue to support nations financially in pursuing ecologically sustainable practices.

In regards to the Millennium Development Goals, especially with women's rights, Qatar would like to express its support for the current measures taking place, while calling for action needed worldwide. As the first nation in the Persian Gulf to offer complete suffrage, Qatar calls for all nations to move forward similarly. Empowering women, empowers nations. And in doing such, other areas of the Millennium Goals may be tackled as well.

For this reason, Qatar wishes to set the agenda in the order 2, 1. Women are the basis of our societies, and must be allotted the full attention needed. Please support our request if you share similar sentiments as Qatar does. We thank you for your support, and look forward to working with you today.”

Time: 2 Minutes (this is more of 1:45)

Basic Format

Salutations/Greetings

The topics

Topic 1; past action, stance, future action

Topic 2; past action, stance, future action

Order of Agenda

Resolutions

Depending on your committee, resolutions can enact military intervention (such as in the Security Council) or just provide ideas (such as in ECOSOC). The delegate who writes a resolution is likely experienced, as there is a specific format to follow. Try to partner up with one of these people, and support them as best as you can. You can be a **'sponsor'** (co-creator) of the resolution. At minimum, be a **'signatory'** (approver) of the resolution if you like it. If you don't agree with it, either come up with your own resolution, an amendment to theirs, or sulk in solitude. Resolutions generally are filled with technical language that nobody understands; so be prepared to use some vocab from the provided lists. (For more on how to write a resolution, see below and in the delegate preparation guide). Luckily, these documents aren't too long, and are just lists of ideas. Resolutions must be approved by the Dais before they can be submitted for voting bloc, and committees can have anywhere from 6 to 20 floating around, depending on the committee size. These "Bundle of Ideas", most commonly used at WASMUN, are known as Working Papers or Draft Resolutions prior to becoming resolutions during voting bloc. Talk to as many delegates and see what they want; you don't want them voting against because you left out something you're fine adding in. If you don't agree with just adding it, come to a compromise! After all, the UN is all about cooperation and collaboration towards a common goal, even in spite of differences and disagreements.

Reports

Some committees, particularly those that are advisory bodies to larger committees, do not have the power to bring about action alone. They draft reports instead, and pass them on to their higher committees as a source of information on what current issues are, and what solutions can be considered. Reports use a different format, but function quite similarly to that of resolutions.

How to Write a Resolution (this is a basic outline. For more info, refer to other documents!)

A resolution is split into two parts; Preambulatory and Operative Clauses.

Preambulatory (blue) = what is going on now.

Operative (red) = what we want to happen!

Below is an example of a (very) short resolution. Yours should be much much longer and detailed. Unlike the one below, cite SPECIFIC examples of actions that you want to see happen. Resolutions are usually a couple pages long, and each clause or 'demand' is a sentence or two, which can have multiple bullet points.

All clauses start with a perambulatory or operative phrase, always in italics.

(Format changes by conference)

Resolution A.1 (number assigned by Dais)

Committee: General Assembly: Legal (GA6)

Topic: The Ongoing Conflict in Darfur

Sponsors: Ethiopia, Gabon, Mauritius, Rwanda, Tunisia, United Kingdom

Signatories: Botswana, Croatia, Ecuador, Germany, Haiti, Ireland, Kyrgyzstan, Kuwait, Malawi, Malta, New Zealand, Peru, Portugal, Russian Federation, San Marino, Seychelles, Sierra Leone, Slovakia, Thailand, Togo, Venezuela, Zambia

Recognizing the past efforts of African Union troops in Sudan for the promotion of peace and stability,

Recognizing the deteriorating situation in the struggle for lasting peace,

Reaffirming the need for humanitarian and peacekeeping forces within the borders of Sudan,

Further noting that current troop levels in Sudan are not sufficient,

Requests that additional measures be enacted for the stability of the Darfur region, including;

1 *The protection of non-governmental organizations and humanitarian groups,*

2 *The inclusion of neighboring nations in the 2012 Doha Peace Talks,*

3 *The trials of Sudanese leaders found responsible for war crimes in the International Criminal Court,*

Encourages the belligerent parties of Sudan to halt fighting until June 2012;

Condemns those in the Darfur region who oppose democracy, and their international supporters;

Calls for more international attention and for more parties to be involved in diplomatic talks;

Congratulates all Member States who have devoted troops to the Sudanese effort.

The Resolution/Report Process

In committee, a document passes through many phases in order to become a resolution:

Working Paper

A basic document that uses the layout of a resolution, but has little content. All clauses are written in the resolution style, and are continuously being updated.

Draft Resolution

A Working Paper that has been sufficiently completed by its sponsors, has garnered signatories, and has been presented to the Dais. Once it has been approved by the dais, it will be given a name/number, and will be an official Draft Resolution. Most Working Papers are rejected by the dais three or four times for revisions.

Resolution

A draft resolution that has been approved by the committee in voting bloc. It cannot be altered any more, and is officially adopted by the United Nations.

Sponsor vs Signatory?

When drafting a resolution or report segment, you might notice that delegates may join a document as a sponsor or signatory. What's the difference?

Sponsors are the initial drafters of a document, and are the leaders of the document's ideas. They are expected to be fully supportive of it, and may be called upon by the dais to explain its documents.

Signatories are delegates who assisted, approve, or support a document, and wish to see it in voting bloc. There are typically many more signatories than sponsors for any document. Delegates who may not support a document, but wish to see it brought up in voting bloc may sign a document as well.

People Power

The world of politics in general is known for the amount of skill required to get what you want. Delegates will deliver well-written speeches, and make promises to you as they look into your eyes. They'll work in groups, but continue to work towards their country's ultimate goals. Many delegates have ultimate goals (as a nation, or as a delegate wanting to win an award), and some are quite ruthless in achieving these goals. Ideas can be stolen, people can be kicked off sponsor lists, and working papers can be altered when nobody's looking to please a delegate's views.

But at the same time, understand that the point of Model UN conferences is to demonstrate the virtue of diplomacy. You can choose to be a power player in groups, or a diplomatic mediator. You can risk taking control and losing support, or risk working with everyone, but not getting everything you wanted. For most delegates, the latter option creates a peaceful working group where everyone's issues are heard, recognized, and addressed. Also, keep in mind that some of the best delegates are the ones working to include everyone and striving to be diplomatic at all times, especially in the face of conflict or disagreement.

Different committees and topics may provide more hostile and reluctant delegates (particularly those dealing with conflicts or weaponry), while others may have little hostility (malnourishment, clean water, education). The epitome of the UN is to work towards a resolution peacefully, with the cooperation of as many Member States. Unfortunately, some delegates do not see this, and represent their countries more fiercely than in real life. If you choose to follow suit, understand that your MUN experience will be quite different than if you had not.

In any case, whether your working group is peaceful, hostile, apathetic, or has each individual plotting, you'll learn a lot about teamwork—and if it worked or not in your group. These valuable lessons will carry on into future projects you may have to do as a team.

Voting Procedure

There are two types of votes taken in committee;

Procedural Matter is when votes are taken for procedure. This includes approving a caucus, setting an agenda, suspending the meeting, changing the speakers time, and otherwise. You may *not* abstain from procedural matters.

Substantive Matter is when votes are taken for documents. This include the approval of resolutions, reports, and amendments. This also means you can only vote for substantive matter in voting bloc.

Voting Bloc

Mentioned above, you can choose ‘yes’, ‘no,’ or ‘abstain’ (if you selected ‘Present’ only). You may also say ‘pass’ if you want to dais to hear from everyone else first, but you must make your decision the second time. There are multiple types of voting; each need to be motioned for, though the default is usually roll call vote.

In voting bloc, the doors are locked, and in most conferences, speeches and caucus will not be entertained. This also means that anyone who is not in the room at the time of voting bloc cannot vote, and once you leave, you may not return. Do note that you only need a simple majority to pass a resolution! If you cannot get everyone, then don’t worry (though it displays your diplomatic skills if you can!). Clap if your paper passes, stare at your feet if it doesn’t.

Voting bloc generally can consist of three different types of motions/points for voting. These include:

1. *Vote by Acclimation*
 - a. In this method, the dais asks if there are any rejections or abstentions from the body. If there are none, the document passes. If there are, a roll call vote will immediately follow.
2. *Vote by Placard*
 - a. (Not all conferences do this) In a Vote by Placard, all members of the body will raise their placard when asked if they support, reject, or abstain from a document.
3. *Vote by Roll Call*
 - a. In this method, the dais will call out each Member State, who will answer with ‘yes’, ‘no’, ‘abstain’, or ‘skip’. If Vote by Roll Call is being used in a large committee (e.g. 193 members of General Assembly!), it can take a long time.

Division of the Question

When there is a long or controversial resolution, Division of the Question may be used. A delegate may motion for it, which will require the body to approve it. If successful, the body may choose to vote on a half of a resolution, or on everything but a single clause (which likely fails). This allows delegates to approve of papers even if clauses may be controversial. The entire goal of this motion is to highlight a particular clause, one that you believe is so powerful and important that it can stand on it’s own. This is not meant for removal of clauses. Division of the Question is quite confusing and are used in very rare cases.

Amendments

Sometimes, resolutions don’t satisfy delegates, who still like the content. These delegates may submit amendments to the dais. Amendments can add, remove, reword, or move around words or clauses. Amendments are voted on after their relevant resolutions, and are also part of voting bloc. There are two types;

Friendly Amendments are amendments that have the approval of all the original sponsors of a paper. They are automatically added into the resolution/report, and do not get voted on.

Unfriendly Amendments are amendments that do not have approval of the original sponsors, or are submitted without the knowledge of the original sponsors. They require delegates to vote to pass them.

Position Papers

The most annoying and difficult document of the conference, Position Papers are written before you even attend the conference. Essentially, Position Papers are what the name implies; “a paper with your country’s position.” Requiring lots of research, you will need to understand your committee, your topics, your country’s stance on them, and possible

solutions to these issues. They are typically two pages or less (which is good), but require you to be efficient at wording (which is bad).

Each topic in a Position Paper looks like this

I. The Ongoing Conflict in Darfur

[Paragraph 1: Background on the issue, why it's important, what has happened, etc.]

[Paragraph 2: What my country thinks, what it has done, what it sees as the problem]

[Paragraph 3: What my country proposes, what solutions we think will help, etc.]

Awards

At nearly every conference, awards are given out to delegates and delegations based on their Position Papers, Resolutions, involvement, or other criteria. Awards are typically awarded in the order of:

Outstanding Delegate/Delegation [highest]

Distinguished Delegate [second highest]

Honorable Mention [third highest]

Winning any award is an amazing achievement, and not an easy one either. Criteria for awards is listed in conference guides, and typically includes; realistic representation (of Member State), participation, diplomatic skill, and proper use of Rules of Procedure. Most conferences have awards picked by the dais, others have awards picked by a vote from delegates in a committee.

There are typically Position Paper, Committee, and Delegation awards. Of course, it gets harder the larger a committee or conference you are in, but work hard, and you might be surprised.

Other Terminology

| | |
|--------------------------|---|
| Adjourn | To finish, end (see Suspend) |
| Abstain | To refrain from taking a vote or position |
| Chair | The Dais |
| Division of the Question | Voting on resolutions by individual sections, than as a whole |
| Member State | Formal name of any UN member |
| Quorum | Number of delegates required in the hall for a vote to occur |
| Seconding | To agree, and approve a motion |
| Signatory | Member State who agrees with a resolution/treaty |
| Sponsor | Member State who was involved in the writing of a resolution/treaty |
| Suspend | To temporarily pause, postpone |
| Working Paper | Any proposal that is being created |
| Draft Paper | Any proposal that has been approved by the hall |
| Veto | Ability of the P5 nations (US, UK, France, Russia, China) to reject any measure in the SC |

Member State vs Country vs Nation?

What's the difference between these three? Aren't they the same? In English, maybe, but to the UN, no.

Member States are the members of the United Nations. Currently, there are 193 Member States of the United Nations, that can vote. They are all members of the General Assembly. The Vatican City (Holy See) is a Member, but cannot vote, and thus is not counted. The State of Palestine is a non-Member observer; it is in the General Assembly, but cannot vote, and is not considered a Member. (see 'Other Countries' below)

Nations are individual cultural groups that typically inhabit a region. They may have their own government, or are part of a larger nation. Examples include indigenous groups and other separatist groups (Native American

tribes, Tibet, Taiwan, Kosovo, Chechnya, Guam, Puerto Rico, Quebec, Greenland, etc.) You should only attribute 'nation' to examples like the above when using the word.

Countries are individual governments, even if they are not members of the United Nations. While most are, examples such as Taiwan, Palestine, and Kosovo consider themselves independent, and have their own governments, though they are considered parts of other countries by the UN (China, Israel, and Serbia respectively).

Territories are governments that are wholly controlled by a higher government. Examples include Guam, Puerto Rico (USA), Falkland Islands, Gibraltar (UK), French Polynesia, Martinique (France), Greenland (Denmark), and Niue, Cook Islands (New Zealand). The last two are allowed to sit on some committees, but are not allowed to vote.

Other Countries

Like mentioned above, there are numerous countries that are not part of the UN, but have their own governments of varying degrees. Taiwan (China), Kosovo (Serbia), Palestine (Israel), South Ossetia (Georgia), Abkhazia (Georgia), and Western Sahara (Morocco) have their own independent governments, but are considered to be part of other countries by the UN. Tibet (China), Northern Ireland (UK), Chechnya (Russia), Darfur (Sudan), and Transnistria (Moldova) are separatist states, but do not have governments that can control their own areas.

In order to become a member of the United Nations, you must have 2/3 of the General Assembly, and 9/15 of the Security Council (with 5/5 Permanent Members) approving your entry. Many of the countries above have some countries recognizing them, but not enough to fulfill all the requirements.

The Security Council

The Security Council (SC) is by far the most powerful organ of the United Nations. It has only 15 members, 5 of which are Permanent (US, UK, France, Russia, and China). The other 10 members are elected by the General Assembly, with 5 changing each year. Each of the 10 seats represents a different part of the world.

Why are the Permanent 5 (P5) there? At the end of WWII, these five nations were the leaders of the Allies, and were the founders of the United Nations. While they wanted everyone to have a voice (including the Axis powers), they still wanted to have a slight authority.

What can the P5 do? P5 nations have the power to veto, or the ability to reject almost anything. The other 10 members (often rotating each year) do not have this power. If just one of these five countries vetoes a resolution, the whole thing fails. Therefore, if you want to pass anything, you want to have the support of all the P5 members. However, it takes 9/15 members to pass anything in the Security Council—if the P5 wants to pass anything, they also need support from the other members. This has created a system in which any action must be carefully thought out, but has been criticized for not allowing quick action to be taken to intervene in conflicts.

Research Binder

Do not doubt the importance of research. A research binder, in addition to your position paper, will significantly help you as you prepare for and attend the conference. How much you use it depends on your tendency—some highlight and use their binders heavily, while others barely glance at it. Nevertheless, it helps you get a sense for materials that may be useful when the need arises.

Some items you should bring are:

- Plenty of writing paper (like a spiral)
- Stationary or notepad (for writing messages)
- Enough pens, a highlighter

- Committee Background Guide
- Your Position Paper
- Schedule of Conference
- Sample Resolution/Report
- Conference Manual
- Short, Prepared Speeches
- Rules of Procedure
- Preambulatory/Operative Phrase List
- UN Documents (Sustainable Development Goals, UN Charter, Decl. of Human Rights, International Covenant on Civil and Political Rights, Declaration of the Rights of Indigenous Persons, etc.)
- Previous Resolutions/Reports...
 - ... addressing the issue previously
 - ... from other committees that have addressed the issue
 - ... that involve your country
 - ... that created your committee
- Your country's actual Embassy, Ministry of Foreign Affairs, etc. website with info on your topic/stance
- News headlines proving your country's stance and any recent action/opposition
- Basic info summary (HowItWorks, Wikipedia, eHow, Britannica) on certain issues, esp. scientific ones
- Pros/Cons on different stances, and how to respond to them
- A durable binder!
- Phone numbers of your fellow delegation!

You'll end up with with a minimum of 30 pages to a maximum of 100 pages, and you will not use them all. Still, it's important to have something to refer to, and it's painful to not be able to answer someone declaring "Show me proof!" They also will come to your aid when writing a Working Paper, and you need some reference to plug in.

Laptops

Laptops are essential in conferences, and are the tool needed to draft resolutions. If Internet is available, use it to research, email other delegates, and using a system like Google Drive, to work collaboratively. This system enables users who are invited to type simultaneously on the same document, with changes visible to everyone in real time.

Sources for Research

As an American, it's difficult to find the perspectives of other nations when we turn to our common information sources. Here are some sources to start off:

1. Wikipedia and CIA World Factbook

Don't cite from here, but skim through to get a brief understanding on your country, your topics, your country's actions, and other relevant terms. Take an hour and just explore on your own. Whatever you find interesting, you're more likely to remember automatically. The CIA World Factbook is (obviously) biased towards the United States, though it is an excellent source for statistics.

2. Foreign Ministry website

The United States Department of State, Chinese Ministry of Foreign Affairs, German Foreign Office, or Indian Ministry of External Relations often provides official stances, and features speeches by Ambassadors, Consuls, Permanent Representatives to the UN, Heads of Foreign Ministries (Sec. John Kerry for the US), and Heads of State (President, Prime Minister, King, etc). If there is a page dedicated to the Permanent Mission to the United Nations, look for any statements diplomats have made (see #6).

3. Government News Sources / State-run Media

Many governments have official news sources directed at other countries, almost always available in English. The Voice of America (USA), British Broadcasting Corporation, or BBC (UK), China Radio International and Xinhua News Agency (China), Nippon Hōsō Kyōkai, or NHK (Japan), Deutsche Welle (Germany), Arirang (South Korea), and Radio Pyongyang broadcast official views of their governments.

4. Mainstream News Sources

Every country has domestic news broadcasters, and many are supported by the government (such as BBC and NHK above). News sources that are privately run, or are run as non-profits are also important to gauge a varied

perspective. Examples of non-state-run sources include The Associated Press and CNN (USA), Reuters (UK), and Deutsche Presse (Germany). Again, many countries have news agencies that are owned, operated, or partially supported by their governments, so research the sources you use.

5. UN Resolutions, Reports, Treaties, and Other Documents

These documents (especially resolutions) are the products of previous sessions for your committee. Look at resolutions that are relevant to your topics, and see how your country voted on them. Many will explicitly refer to other Resolutions, Treaties, Declarations, Sessions, or Committees that may be beneficial.

6. UN Transcripts (UN On the Record)

There is no source more accurate than the exact words said by the Permanent Representative to the UN from your country. UN sources such as 'On the Record' provide transcripts and comments made by individual delegates. Smaller committees and sub-committees will often have these transcripts included on their pages, listed under 'Previous Sessions' or 'Submitted Statements'. Each committee will have them in different places, and not all committees will have them. Check your country's Permanent Mission to the UN page for statements, if they do have such a page.

7. Your Committee's Page

If your topics will match that of an upcoming session, check to see if preparatory documents are available. Also, check to see if it was brought up in a previous session. Read over prior reflections to see what was passed, what was suggested, and what can be done next as a body.

8. Non-Government, Intergovernmental, and Non-Profit Organizations

Often documents and pages from these groups will go into lengthy detail the issues at hand, and will often bring up solutions that have worked in specific countries. Feel free to use such examples in your research and speeches, even if your country has not used them before.

Sounds like it's a lot of work, huh? It is, but it will certainly be beneficial when you don't need to refer constantly at conference. You'll be going through lots of PDFs and lengthy, dry documents, but they will be packed with information.

Still not sure where to start? Break it down:

1. Your Country

2. Your Topics

3. Your Country's Position

4. Solutions (make sure they are in the committee's mandate!)

Concluding Remarks

While International Affairs are the bulk of Model UN's interest, you do not need to have strong experience to participate—just an eagerness to learn and explore your world. The skills of teamwork, initiative, compromise, dialogue, public speaking, and formal writing are difficult to find in college environments, nevertheless all together in one opportunity. For many, this might sound very scary, and most of the time, it is. However, do not forget that about half or more of participants to any conference are completely new too. No matter how many conferences you've been to, you're always learning as well.

Further Links:

www.bestdelegate.com

<http://bestdelegate.com/research/>

www.unausa.org/munpreparation

- TONS of concise info on how to set up a binder, speak, get awards.

- Links for starting research

- Basic examples of MUN stuff

Questions? Don't hesitate to contact the Secretary-General at sg@wasmun.org.