

Instruction Booklet
for
Delegates



Leiden Model United Nations

Instruction Booklet
for
Delegates

Composed by
Lorenzo Nieuwenburg

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Part I: Introduction

This Instruction Booklet will assist you in finding your way through the preparation for the conference. The first time at a conference it may seem very complex to participate, but this guide will make things easier for you by giving step-by-step advice, divided into three main portions – a concise introduction, the preparation and the conference itself. An additional fourth part includes some sample documents and overviews to clarify the more or less pedantic first three parts. This makes the booklet a good reference book as well.

1. General Overview

Model United Nations (MUN) is a simulation of the real *United Nations* (UN). Students *representing* a variety of *member states* and organisations attempt to reach a consensus in the various UN forums. *Issues* of international importance are debated in Committees such as the Security Council, *General Assembly* sub-commissions and the Human Rights Council. MUN is of ever growing importance in the modern, globalising world. Students learn to appreciate the different side of the story and understand that each issue has various aspects which must all be dealt with. MUN participants improve their written and spoken English through debate and resolution writing, learn to research issues thoroughly and work on their debating skills, as well as becoming more aware of global issues.

1.1 Delegation

A few months before the conference, *delegates* are assigned a country or organisation to represent and a forum in which to represent it. They could for example be the delegate of the People's Republic of China in the Security Council. Once they know who they represent, it is important for delegates to find out the issues and whether or not their country plays an exceptional role in these matters. For example, if you are the delegate of Iraq in the Fourth Committee of the General Assembly and one of the issues is the Rebuilding of Iraq, you should of course focus more on this issue than on the other ones.

1.2 Research

It is imperative for delegates to prepare thoroughly before attending a conference. They must learn all about the issues that will be debated, and find out their *delegation's* opinion on the matters. When they have finished this research, they will write this opinion down, which is then called a *policy statement*. Delegates must also learn the *rules of procedure*, so as to understand how the debate will be conducted.

It is usual for delegates to write a policy statement before getting started on preparing a *resolution*. A policy statement is a brief explanation of their delegation's view regarding the issues. A resolution is a solution to the issues at hand in the form of a formal document.

1.3 Lobbying and Merging

Before the actual debate begins, delegates *lobby* with each other and try to come up with a single resolution that complies with the policies of the submitters' countries. They could for instance take the resolution Greece prepared, take out a few controversial lines and add some *clauses* from Belgium's resolution. This process, called *merging*, is often more important than the debate itself. Real diplomats spend months preparing and lobbying, effectively making the debate a mere formality. Due to time restraints, this process is not possible at MUN. For this reason, the debate is very important. It gives the submitters the chance to make a speech for all the delegates they have not yet spoken to, and persuade them to support the resolution.

1.4 Opening speech

During the *opening ceremonies*, a limited number of *ambassadors* will get the opportunity to make a one-minute opening speech. Ambassadors wishing to give an opening speech should notify the LEMUN staff in advance, but some delegations will be required to hold an opening speech. The opening speech should offer a statement about either the main topics your delegation will focus on during LEMUN or any other current issues concerning your delegation in particular or concerning all countries. It should give the strongest arguments in support of your delegations's primary concerns about the state of the world. It is wise to limit the speech to one or two subjects. It is forbidden to insult other members of the United Nations or present your own delegation in an unworthy fashion, but you should also refrain from making an insubstantial speech and try to be original in your speech.

1.5 Debate

In normal debate, you win by proving the other party wrong. In Model United Nations, this is not enough. You must also propose new ways of tackling the problem. Delegates are expected to be productive rather than destructive. It is possible to change parts of a resolution to make it more effective. This is called *amending*, which means you do not have to reject a resolution in which one sentence does not comply with your delegation's opinion, but you can attempt to change that sentence.

1.6 Voting

At the end of the debate, when those in favour and those against the resolution have had their say, and all *amendments* have been debated or time has run out, the forum votes on whether or not to pass the resolution. If a majority of the delegates is in favour of the resolution, it is passed as the opinion of all members of the forum. If it is failed, another attempt must be made to create a good resolution. The debate on this particular resolution is over, and the forum moves on to debating a different resolution.

1.7 Resolutions

Before the merging starts, there are many different resolutions on the same topics. After the merging process, usually two or three resolutions per topic are left with broad enough support to be debated. Each forum strives to amend resolutions so as to create a consensus and provide solutions to the issues. Note that two resolutions on the same topic may be passed, as they might be about different aspects of a problem. A forum does not necessarily have to pass a resolution on each topic. If consensus cannot be reached, the matter will have to be tabled and discussed at another point in time. The *President* or *Chair* leading the forum will attempt to make sure that all issues get an equal amount of *debate time*. The Chairs will also see to it that the rules of procedure are respected and that the debate runs smoothly.

1.8 Referral

If a forum encounters a matter they cannot deal with, such as a matter of international law or the question of using force, they may refer it to bodies such as the International Criminal Court, the International Court of Justice or the Security Council who are equipped to deal with such matters. Sometimes, it is also possible to invite a country's ambassador or the head of delegation of an organisation to visit your forum. They can elaborate on some specific situations with regard to the country or organisation they represent.

1.9 Guest speakers

To emphasise the educational nature of MUN and raise the level of debate in the forums, *guest speakers* will address the delegates in the forum during the conference. The guest speakers are experts on particular topics, and will attempt to teach the delegates more about the issues on the agenda.

1.10 Dress code

In order to emphasise the serious and diplomatic atmosphere of the conference, all delegates must be dressed appropriately. This means a suit and tie for men, and for girls a skirt or smart trousers and a blouse, preferably with jacket. Male delegates are not allowed to speak without a jacket. Wearing nationalistic items, such as your country's flag, is prohibited, as is wearing military uniforms. Access may be denied to meetings if you are not dressed suitably.

1.11 Approval Panel

The *Approval Panel* consist of teachers and other persons familiar with MUN whose task is to assist students in correcting the resolutions after merging. At LEMUN you can find the Panel in one of the computer rooms. It has been split into two separate divisions: one division for the correcting of lay-out, spelling, grammar et cetera and one for checking the content of the resolution.

1.12 Website

The official *website* of LEMUN, www.lemun.org, is an important starting point for all main information with respect to the conference. All issues, downloadable content, contact information and a time schedule of the conference can be found online. The downloadable content includes, for instance, this booklet, sample documents and research reports. There is also a page with Frequently Asked Questions and an overview of the history of LEMUN.

1.13 Other aspects of the conference

To accentuate the importance of diplomacy, delegates will – apart from the fact that they are expected to attend the conference in formal attire – all speak English. The whole atmosphere is much the same as it is at a real United Nations world summit. Besides an educational experience, MUN also offers a great opportunity for social interaction. Delegates from all over the world debate complex issues, and then have lunch together. This way students not only learn more about the issues, but also find out about a topic from someone else's point of view. To offer some relaxation in between the difficult debates, most MUNs, including LEMUN, organise a party, where delegates get to know each other a bit better and have fun. In short, Model United Nations is a wonderful experience, where students interact, learn, debate and have a lot of fun.

Part II: Preparation

The second part of this booklet focuses on aspects before the conference. Success in a Model United Nations conference requires proper and thorough preparation. In order to do well at LEMUN it is of the utmost importance to be well-prepared. Lacking preparation results into a situation in which debates seem dull and tedious. However, with a proper preparation these debates are very interesting and multidimensional.

2. Research

Once you have been assigned to a delegation and forum, you can start doing your preparation. The preparation exists of five consecutive steps. First of all, it is important to do research on the United Nations in general and the committee you are part of in specific. Second, you are going to research the delegation you are a delegate of. This is called country research or organisation research. The third step is writing your policy statements. The next step is writing resolutions and the final one is getting involved in the rules of procedure and the lobbying process. This chapter deals with the first three steps and the next chapter deals with the last two.

2.1 United Nations and Committee

It is of the utmost importance to understand the organisations of the United Nations fully. You will find your answers to this subject in textbooks and of course on the internet. Your main source on the Internet is the homepage of the United Nations, www.un.org, where you will find a lot of answers and more. This site contains among others a list of all member states, information about the structure of the UN and the *UN Charter*. The latter is the foundational *treaty* of the United nations and you can look up in the it, what the functions and powers of all UN forums, organisations and committees are. It is vital to understand what the functions and powers of the UN and your committee are in order to understand what you can and cannot do to solve the issue through the UN.

You can find an extensive list of useful United Nations websites on page 48.

2.2 Delegation

As stated before, the delegation you represent can be a country as well as an organisation. You should understand the country or organisation as if you were one of its diplomats. You have to identify yourself with the delegation you represent and set aside all your personal beliefs. For instance, if you are a Dutchman with a tolerant attitude towards abortion and you happen to represent Poland on the issue of abortion you cannot be tolerant of the matter, since you are representing a conservative Catholic country. Furthermore, a general understanding of the history, economy, culture, geography and foreign relations of the country you represent will help you understand the political viewpoints of your country, while an clear overview of the history, power and role of your organisation is useful for organisation research. This information can be found in books, newspapers, newsmagazines and on the internet.

A way to find necessary information is to visit the embassy of the country you are representing. Moreover, when you are representing an organisation, you can check whether it might have an office in your country. If you do something like this, it can be useful to make an arrangement to visit the embassy or office with your whole delegation. It can be easier to arrange a visit for a small group than for one person and you can also make sure that the embassy or office does not receive the same email five times.

2.3 Issues

If you have gained enough knowledge on the structure of the United Nations, the powers of your committee and the necessary information with regard to your delegation, it is time to do research on the issues. This paragraph explains you how to find the information needed to understand an issue. It also includes some important information on resources.

2.3.1 Issue research in general

At the conference a few issues that concern all nations will be debated. You can find these under the link “Issues” at our website. These issues are different for all committees. In order to understand the debate and what the possible solutions for an issue could be, the very first step is to understand what the problem is. For example the hypothetical issue: “The tensions between the People’s Republic of China and Taiwan.” What exactly are the tensions between these entities, how long have there been tensions, why are there tensions, what attempts have been taken in the past to solve the issue and why did these fail, are there any relevant treaties concerning this issue?

These kind of questions should be asked and researched. Nevertheless, these are not the easiest questions to find answers to. Therefore, the *Student Officers* will provide a research report on each issue, which contains a brief explanation of the issue and useful links to further research an issue. These research reports can also be found under the link “Issues”.

To further research an issue you can take a look at previous resolutions of the UN, in which you can for example find the main focus of the UN on the issue or aspects of the issue you had not thought of before. The Internet is of course a huge source of information, but once again, be aware that not all sources are trustworthy. The best way to gain information is to find organisations that are involved in the issue. So, for an issue about drugs, go to the official site of the UN Office on Drugs and Crime www.unodc.org.

You may also want to go to the library to find complete background information on issues, although books may sometimes be too elaborate for the purpose of MUN research. Your library probably also provides several newspapers and magazines, which may be useful for your research.

While researching, keep the following things in mind:

- Make sure that every source you use is reliable. An official government website is of course a better source of information than a personal website from someone who naturally has his or her own opinion on the way his or her country is ruled. For instance, if you find a Dutch pro-capital punishment website, that of course does not mean that the whole of the Netherlands is in favour of capital punishment.
- Subjective resources could be useful as well. Of course, they do not always give an impression of the policy of a country's government or an organization, but they could give you an insight in what people think of certain issues and in what way the explanation of a government differs from reality. You should always represent the policy of the government, but you should never blindly believe the words from other delegates, who are representing their governments rather than their residents too.
- Make sure that whatever you read, whether books or the Internet, is not out of date. It is very likely that the policy a country had in 1985 on for instance AIDS has changed over the years.
- Keep an eye on the latest news, so you do not end up giving a speech on the war between two countries if they signed a peace treaty a week earlier.

You can find a list of useful websites on pages 48 and 49.

2.3.2 Policy and Point of view

An issue would not be an issue if the parties concerned did not have different opinions about it and to be able to voice your country's opinion during the debate, you will have to learn which opinion your country has. It depends on the extend to which countries are involved in an issue, whether they only have a viewpoint, or a policy on it. Since delegates represent a government or an organisation, the starting point of your research on its policy or viewpoint may well be the official website of a government, ministry or department in case of a government, and the official website of an organisation, agency or office in case of an organisation. Very useful sites are the government sites about their UN mission, www.un.int. Most countries have such a site and post statements about different UN issues there. Of course, you cannot find all information literally on the internet. In this situation it is important combine facts, official publications and similar policy with each other:

Overlapping policies

You may not always find a policy about your exact issue, but about issues that show some overlap with your issue. If you are looking for a policy about, for instance 'desertification', you may not find this, but you do find a policy about 'lack of water'. Read these overlapping policies and you may find enough to form the right policy to your issue.

Related statements

Some international organisations publish statements too about certain issues. For instance, the European Union also has a link on www.un.int and statements can be found here that concern the EU. Also, the G77 is an international organization of which most developing countries are a member. This organisation provides statements on their site www.g77.org. It is, however, always preferable to find your country's own opinion, since your country may sometimes disagree with the international organisations of which it is a member.

Combining facts

For some issues it may seem as if there is absolutely nothing to be found. In this case, logical thinking is all you can do. When you are in the Environment Commission, read all relevant facts about your country in the Central International Agency (CIA) World Factbook and through this you will be able to figure out which issues are important to your country and which are not. Try to find as many facts as possible about your country concerning your issues and you will be able to make up a policy. Making up a policy this way is fine since there are no official documents to follow and you have based your policy on true facts.

You can find the link to the CIA World Factbook on page 49.

3. Written preparation

This chapter is about your own input in the preparation for conference. With the information on your committee, delegations and issues in mind, you are able to write a policy statement on each issue. When you have finished this you can start writing clauses for a resolution.

3.1 Policy statement

A policy statement will help you with collecting ideas on the issue at hand, since it will be a type of summary of your research. You can use it at the conference to remind yourself what your point of view and policy is or to help you formulate a speech during debate. Lastly, it can be used as the basis of the resolution you will be writing. A policy statement basically is a general statement of the country's or organisation's policy on the issue and includes the following four components:

- the *history* of the issue,
- the *definition* and *interpretation* of the issue according to your delegation,
- the *viewpoint* and policy of the delegation with regard to the issue,
- possible *solutions* to the issue.

You could add some elements to make your policy statement more elaborate and specific, but keep in mind that a policy statement is a concise overview on a viewpoint. Examples of these elements are a short summary of recent international action related to the question, a reference to key documents relating to the issue and a more specific point of view with regard to what your delegation needs to see in a resolution and what may be a possible compromise.

You will find an example of a policy statement on page 44.

3.2 Resolution

As stated in the first chapter, a resolution is a solution to the issues at hand in the form of a formal document. Resolutions are written in accordance with some strict rules regarding lay-out and structure. They exist of four major parts: a heading, the subject, a *preamble* and the *operative clauses*. This paragraph firstly elaborates on the exact structure and format of a resolution and then it deals with the content of the *clauses*.

3.2.1 Structure and Format

Aside from the heading, which only covers some references, all parts of a resolution together form one long sentence. The sentence consists of several more or less similar units called clauses. This does not apply to the subject. There are operative clauses and pre-ambulatory clauses. The latter appear in the preamble followed by the operatives. The below standing scheme shows the structure of the sentence by means of showing a subject and two examples of both perambulatory clauses and operative clauses. It is advisable to have a look at the sample resolution on page 46 and 47. before and while reading this part on the structure and format.

Heading

The very first part, before the long sentence, is the heading. In this heading you mention the forum in which the issue is discussed, the issue itself, the *main-submitter* and the *co-submitters*. While making your own draft resolution, the main-submitter of course will be you. Co-submitters can be filled out in one of the computer rooms during the conference. Use the official names of states and organizations. This will look as follows:

| | |
|----------------|---|
| FORUM: | Economic and Social Council |
| QUESTION OF: | Strengthening UN coordination of humanitarian assistance in complex emergencies |
| SUBMITTED BY: | New Zealand |
| CO-SUBMITTERS: | Portugal, Luxembourg, Czech Republic, Cuba, The Netherlands, Saudi Arabia |

Subject

Now you again write down the name of your forum, but this time in capitals and followed by a comma. It will be the subject of your one long sentence, which is the resolution.

| |
|----------------------------------|
| THE ECONOMIC AND SOCIAL COUNCIL, |
|----------------------------------|

Pre-ambulatory clauses

After this, you write the pre-ambulatory clauses. Every pre-ambulatory clause starts with one of the *pre-ambulatory phrases*, which you can find on page 45. These phrases have the function of a subordinate clause as to grammatical relations. Most of the pre-ambulatory phrases are or include adjectives or participles. You will have to italicise the whole pre-ambulatory phrase and can then go on with the clause. Every clause starts with a capital. A pre-ambulatory clause always ends with a comma. All pre-ambulatory clauses together

are called the preamble. The preamble is a motivation of the actions that will be exposed in the part of the operative clauses.

Noting with satisfaction those past efforts of various relevant UN bodies and non-governmental organisations,

Operative clauses

After the pre-ambulatory clauses, the most important part of your resolution comes, namely the operative clauses. Every operative clause has to be numbered and starts with one of the *operative phrases*, which you can also find on page 45. All these operative phrases are or include verbs. These verbs are capitalised and connected with the subject and thus the subject is the body responsible for the execution of the content of the clauses. Operative clauses are always underlined and end with a semi-colon, except for the last one, which ends with a period. This marks the end of the sentence.

6. Calls upon all member states to respond quickly and generously to consolidate appeals for humanitarian assistance;

Enumeration

All clauses can be divided into *sub-clauses* and *sub-sub-clauses*. They only appear in operative clauses. Sub-clauses and sub-sub-clauses do not start with a capital or with specific phrases. They end with a comma, except the last one, which ends with a semi-colon. Clauses with only one sub-clause and sub-clauses with only one sub-sub-clause should be rephrased into one clause without sub-clauses and one sub-clause without sub-sub-clauses respectively.

1. *clause 1*
 a) *sub-clause a*
 b) *sub-clause b*
 i. *sub-sub-clause i*
 ii. *sub-sub-clause ii*

Abbreviations

Abbreviations may only be used when the concept, organisation or body referred to is written out full at least at its first appearance. The abbreviation should then be put in brackets directly after the full term. From this point on, the abbreviation may be used. An exception is UN, which may always be abbreviated.

3.2.2 Content

Before writing the actual clauses, you will need to have ideas about what actions need to be taken to solve the problem. That is a real challenge, because if the solutions were simple, why would it still be a problem? Try to find, for example in past UN resolutions, what actions have been taken in the past to solve the issue and why these have failed. Maybe you could try to improve these. Your policy statement may be used as the basis of the resolution. Otherwise, try your young and fresh ideas and you might come up with new solutions. However, remember to always abide by your policy.

You start with writing your operative clauses, since the pre-ambulatory clauses are used merely to introduce, set the tone or explain things of the resolution. It is often heard that a resolution is “vague”. This indicates that the operative clauses of your resolution lack essential information for the action to be actually taken. In order to prevent this from happening, write every clause step-by-step, as following:

- *What* action needs to be taken? Every operative clause basically states one action, thus if a clause does not clearly ‘take action’, it is often proposed to change it into a pre-ambulatory clause.

Calls for meaningful, constructive negotiations;

- *Who* will take this action or will set up this action? Specify the person, organisation, country, or other entity that has to enforce the action. However, this is not always needed. Use your own judgement to determine if your clause needs this or not. Most of the time it is wise to include who will set up the action.

Calls upon the Greek and Turkish Cypriot community leaders to have, under auspices of the Secretary General, meaningful, constructive negotiations set up by the UN Secretariat;

- *How* will this action be taken? Often it is forgotten to include how to organise the action stated. You will not have to go into the deep specifics, but you need to show the main idea of the action; otherwise the action will be too vague to be ever executed.

Calls upon the Greek and Turkish Cypriot community leaders to have, under auspices of the Secretary General, meaningful, constructive negotiations, in neutral locations with independent chairpersons set up by the UN Secretariat;

- *When* will the action be taken? Often it is not needed to specify a time frame for actions, but sometimes when there is the urge to have it happened at a certain time, include this as well.

Calls upon the Greek and Turkish Cypriot community leaders to have, under auspices of the Secretary General, meaningful, constructive negotiations, to be set up within one month in neutral locations with independent chairpersons by the UN Secretariat;

After writing the operative clauses, start writing your pre-ambulatory clauses. Is there any background information your readers need? Is there any treaty or resolution on which your resolution is based? Is there anything you want to remind the readers of? Is there a main point in your resolution you want to clear out? Do you need to explain a certain action you want to take in the resolution? These are some questions you could ask to get an idea what you should write in your pre-ambulatories. Do not forget that you can make these clauses important during lobbying and debate.

While you are writing a resolution, always keep in mind that you are not only writing it for yourself, but that other countries will have to agree with you. For instance, when you represent Burkina Faso, you can put in a clause asking all countries to accept the President of Burkina Faso as the ruler of the world, but it is not very likely that a resolution containing such a clause will pass. In all forums, except the Security Council, a resolution is a *non-binding* advice to all member states. Security Council is the only UN body that can decide to take action and force member states to implement a resolution. Its resolutions are *binding*.

Part III: Conference

You have now finished your preparation. You have considerable knowledge on the issues, you know what your delegation wants to reach in debate and you have some clauses and a resolution to try to make that come true. The third part of this booklet is about all aspects to do the latter.

4. Lobbying and Negotiating

Make sure you have both digital and paper copies of your resolution and policy statements. The paper copies of your resolution will be used during lobbying, while the digital copy can be amended in the computer room after merging. If your resolution is debated and passed in your forum, you will have to give the digital copy to your Chair or President.

The first item on the agenda at LEMUN is *lobbying*. Imagine you come to Leiden Model United Nations with a resolution on your subject and some additional clauses on the others. Lobbying will give you the opportunity to start enthusing other delegates about your solutions to world problems, which is your resolution. Now your diplomatic skills, your persuasiveness and your flair come into action. You go and speak to other delegates and you try to convince them of the brilliance of the draft resolution you have written. Sometimes, when you find delegates who have written a resolution on the same issue as you have, it will be really hard to make them believe that you have done a better job than they have done. First try to find out what points you have in common and if the other delegate has good ideas. If you almost have no points in common or do not agree with his or her resolution, forget this delegate. If you do figure out a way to cooperate, start *merging*: you form a group of two or more delegates. Usually this is about five, but you can make the group as big or small as you like. You start blending all the resolutions everyone made into a big one, which contains all the good points from different resolutions. One way of merging is by taking the best resolution as a basis. You can use other resolutions to add and alter parts. When you have finished merging, you again start lobbying with your new resolution together with the others from your merging group. You try to find as many supporters of your resolution as possible, who are willing to co-submit. If you do not find enough co-submitters, your resolution will not be discussed in your assembly, and that would be a shame after all the hard work you put into making it.

Do remind yourself every time that you are representing a country or organization and not your own ideas. If you do not feel confident that you know what your country's or organisation's view is on certain issues, first do some more research before you start agreeing on things. It would be a bit embarrassing if you were to tell someone that you totally support their resolution and then suddenly find out that your country could never be in favour of three of the clauses which are put in there, for example because of religious beliefs or your economic condition.

5. Rules of Procedure

There are three *main modes of debate*. All these have different rules of procedure. At LEMUN, the standard form of debate is used in the four General Assembly committees, the Economic and Social Council, the Environment Commission, the Human Rights Council and the Special Conference. In contrast, the Security Council, Crisis Committee and Arab League use *ad-hoc* debate and the Group of Twenty Summit and North Atlantic Council will use a special form of debate resulting in statements instead of resolutions. Committees that produce statements are ad-hoc committees as well. The International Court of Justice and the International Criminal Court use totally different rules of procedure. This chapter will first explain the standard mode of debate and will then address the peculiarities of the forums using other debating formats. An overview on Main modes of debate can be found at page 42.

5.1 Main mode I: Standard form of debate

After the official opening by the Chair, the resolutions made by the members of the assembly will be discussed. It all starts with the main submitter reading out the operative clauses. When that has been done, the Chair sets debate time, for example two hours of debate. All LEMUN forums use *open debate*, which means that both supporters and opponents of the resolution can get the *floor* at any time the floor is open.

After the debate time is set, the main submitter has the floor. He or she will now have the time to defend the resolution, for example by explaining which points are vital and why. When this speech is finished, the Chair will ask if the speaker is open to *points of information*. There are now three options:

1. The speaker can be open to *any at all* points of information.
2. The speaker can be open to a *certain number* of points of information.
3. The speaker is *not open* to points of information.

In the first option, the delegate just answers all the questions there are. If there are too many, the Chair decides when there have been enough. In the second option the delegate could say, for instance “I am open to two points of information”. This can be handy if you do not want to answer many question, but still want to show off that you simply endure some critical questions. Not answering questions, which is the third option, is not advisable because it can look unprofessional. However, when you have only made a short statement and you are absolutely sure that everyone understood what you meant, it can also look good when you do it.

When all questions have been answered the speaker has finished answering points of information, the delegate has to yield the floor to someone else. A lot of times, this will be the Chair. The Chair can now decide who the next speaker is going to be. He or she will probably ask for the delegates who wish to have the floor to raise their *placards*. It is also possible for the Chair to call on a delegate who does not request the floor. This delegate has to accept the floor first and then should speak in the interest of debate. Accepting the floor in this case is not obligated. The speaker can also yield the floor to another delegation. In that case, the speaker says: "I yield the floor to Nigeria". When the floor has been yielded to a delegate, that delegate cannot yield the floor to someone else. For instance, France can yield the floor to Sweden, but Sweden cannot yield the floor to Spain then, but only to the Chair.

When the floor is yielded back to the chair, the whole process of giving a speech, entertaining points of information and yielding the floor will repeat itself, until debate time has elapsed.

5.1.1 Amendments

During this period, delegates can submit amendments, proposed changes to the text of the resolution. All amendments must be submitted to the Chair. The intention of an amendment should be constructive: it should improve the resolution. A separate amendment sheet must be used for each *amendment* or *amendment to an amendment*. Ask a member of the *Administrative Staff* for these amendment sheets. By means of filling out this sheet, you can strike, replace or add a clause. More information on the Administrative Staff can be found on page 35.

If you want to submit an amendment, you have to request the floor and state that you want to submit it. The Chair will then confirm that an amendment has been submitted, read out the text of the amendment and set debating time for the amendment. This debating time will consist of time in favour and time against. During time in favour, only speeches in favour of the amendment are in order, while during time against, the opposite is true. The submitter of the amendment will always have the first speech in favour. During time against, it is also possible to submit an amendment to the second degree, which is an amendment to the amendment. The procedure for such an amendment is the same as for a regular amendment, but amendments to the third degree or higher are not in order.

After debating time on the amendment has elapsed, the amendment will be voted upon. Delegates can vote either in favour or against; the amendment will pass when the number of votes in favour exceeds the number of votes against. While voting on an amendment you cannot *abstain*. Only United Nations member states can vote; *non-member* delegations (NMDs), including *non-governmental organisations* (NGOs) such as Amnesty International, UN organisations such as UNESCO and some other entities such as the State of Palestine and the Holy See, are not allowed to vote on any matter of substance. They can, however, vote on procedural matters, such as *motions*.

5.1.3 Voting on the resolution as a whole

Finally, when debate time is elapsed, the forum will vote on the resolution as a whole. This is the main-submitted resolution including all the changes that were made by means of amendments during debate. Some parts may be stricken, while some others have only been changed. Not infrequently, many new clauses have been added by other delegates. The voting procedure on a resolution as a whole goes the same way as the voting procedure on an amendment. The only difference is the fact that member states are allowed to abstain. If there is a majority in favour of the resolution, it passes. Without such a majority the resolution fails.

5.2 Points and Motions

During debate, several *points* and motions can arise. These can never interrupt a speaker, unless you cannot hear what the speaker is saying, in which case you can rise to a point of personal privilege. If you want to make a point, you have to call out the name of your point out and, when you have been recognised by the Chair, stand up and state your point. Motions can just be made, without letting anyone know who you are. When others agree on your motion, they can call out: “Second!”, and if they do not agree, they have to call out “Objection!”. We will now run through the points and motions.

5.2.1 Points

Point of order

When the Chair or another delegate makes a mistake – for instance, he forgets to yield the floor to the submitter of an amendment which has just failed – you can use this point. The Chair will recognise you and correct him or herself if your point is valid.

Point of information

A point of information is a question directed to the speaker who has the floor. Points of information are always questions concerning the contents of the debate. The procedure for this point differs from other points and is explained in the previous paragraph.

Point of personal privilege

If anything bothers you and you would like to see it changed, you have to use this point. If your problem is that you cannot hear the speaker, then you can mention it during the speech. If, for example, your discomfort is that it is too hot and you would like to see window opened, you should also use this point, but you cannot interrupt a speaker.

Point of parliamentary inquiry

When you are not sure about what is happening or what should happen during the debate, you have to use this point. When the Chair recognises you, you can rise and ask your question. For instance, if you cannot remember if you are allowed to abstain while voting on an amendment, you ask the Chair by using this point.

Point of information to the chair

When a delegate has a question which does not concern the Rules of Procedure, this point may be raised. It can concern any questions related to the lunch times, the way to the loo or time at which the debate will end, but may concern the content of debate too. Questions concerning the content of the debate have to be factual questions, which the chair can answer in an impartial manner.

5.2.2 Motions

Motion to move directly into voting procedures

When debating time has not yet expired, but you feel that there is nothing left to say and that the assembly should vote on the resolution, you can exclaim “Motion to move into voting procedures!”. If there are no objections, the House will vote.

Motion to extend debating time

This motion is the opposite of the previous one. When debating time has elapsed, but you feel that there is still more to say about the resolution, you can ask the Chair to give the assembly the chance to debate it a little bit longer by using this motion.

Motion to call for a division of the house

If there is a very small difference between the number of votes in favour and against and you want a recount, you can use this motion. If the Chair agrees that there should be a recount, he will ask every delegation to call out their vote one by one. Since this is a very time-consuming and boring procedure, this motion should only be used for an extremely close vote. Note that abstentions are still allowed when this motion is used.

Motion to table the resolution

If, for some reason, you believe that the resolution which your assembly is discussing, is not worth discussing anymore and should be saved for later, if there is any time left, you can say: “Motion to table the resolution!”. If the majority agrees that the resolution

should be tabled, it will be put at the bottom of the resolution-pile of your forum and will be discussed after all the other resolutions have been debated on. You should have a really good reason for being willing to table a resolution, because it is not very nice to the submitters of the resolution, if their resolution is finally discussed and then all of a sudden it is being tabled, especially because there is a chance that there will not be any time left for the tabled resolution, in which case their efforts would be futile.

Motion to adjourn debate

This motion calls for a break of debate. You should suggest the amount of minutes you want to adjourn.

5.2.3 Follow up and Right of reply

Follow up

A *follow up* is a request from a delegate to ask another question after her or she received an answer to a point of information. This will far from always be entertained by the Chair or President. However, sometimes it is obviously in the interest of debate.

Right of reply

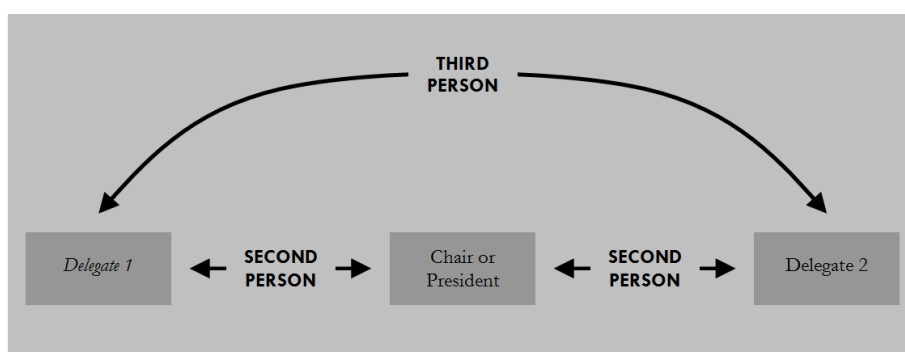
After a speech that attacked the national honour or integrity of a member state, a delegate can ask the *right of reply*. This has to be done with a note to the chair. The chair has to grant the right.

5.3 Modes of address

A debate is a formal type of discussion. Therefore, delegates and Chairs have to follow certain rules and have to use some formal phrases. The most important rules and phrases for delegates are listed on the next page. Below you find a simplified overview on the modes of address. The exceptions and specific situation are described on the next page.

5.3.1 Simplified overview

Delegates and the Chair or President speak in the second person to each other and delegates address each other in the third person.



5.3.2 Specific overview

- A speech always starts with addressing the delegates and chairs:

“Distinguished Chairs, honourable delegates...”
“Honourable Chairs, fellow delegates...”

- Always speak on behalf of your delegation and keep in mind that other delegates do so as well while addressing specific delegations:

“We believe that...”
“France is in favour of...”
“The delegation of France is of the opinion that...”
“The delegate of Sudan has just stated that they are against, but we think that...”
“They disagree with us. However, we would like to reach consensus.”

Do not use the word ‘I’, except when you have to yield the floor.

- Yield the floor back to the chair or to another delegate after finishing your speech and having answered points of information:

“I yield the floor to the Chair.”
“I yield the floor to the delegate of Brazil.”

You are allowed to use the word ‘I’ when yielding the floor.

- Point of information:

“Is the honourable delegate (not) aware of the fact that...”
“Wouldn’t the honourable delegate agree with France that...”
“Does the delegate of Brazil not think that...”

You are not allowed to address other delegates by saying ‘you’.

5.4 Notes and Administrative Staff

During the debate it is possible to send notes to delegates in your committee. Write your message on a piece of your delegation's *official notepaper* and pass it to one of the members of the Administrative Staff. The Administrative Staff, generally known as 'Admins', are present at every meeting to pass your notes around, assist the Chair and generally keep things running smoothly. They scan all the notes you pass, to make sure you are not being offensive or discussing matters not relating to the conference.

Messages not relating to the meeting and informal messages will not be passed on. For example: a note asking another delegate what he is doing in the evening will not be passed on, but confiscated by the Admin Staff. A message such as "What do you think of sub-clause 3?" or "I'm in favour of this reso, back me up when I give my speech" is perfectly fine, and will be passed onto the addressee as soon as possible.

For reasons of fraud – some delegates may want to give the impression they are writing on your behalf – this notepaper should be official. Therefore, your delegation must create its own notepaper, with official letterhead and logo identifying the country your delegation represents, before the conference. Creating the notepaper is the responsibility of the ambassador.

5.5 Plenary Session

The *Plenary Session* is not a separate committee itself, nor has it a quintessentially own form of debate; it is the joint assembly of all General Assembly committees. In the afternoon, on Sunday, all delegates in these committees come together to discuss most the resolutions that passed the sub-committees of the General Assembly. There are several differences with the standard form of debate.

Since amendments have already been made in the sub-committees and given the fact that the resolution has passed the sub-committee, there is no right to amend during the plenary session. There is an open debate with opportunity to make speeches on the resolutions as they stand. After debating time of about half an hour, there is a voting procedure on the resolution as a whole. All delegation count for one, except, of course, non-member delegations.

During the plenary session delegates of the same delegation sit together. The size of such a delegation represented is four at most. This number does not weight in voting procedures, since all member state delegations count for one. Once a resolution is voted upon, the plenary session continues with the next one.

Emergency Special Session

Sometimes the Security Council fails to reach consensus on an issue because of lack of unanimity of the permanent members. In this case there are specific conditions under which the issue may be passed on to the General Assembly. The Plenary Session will then discuss clauses of the failed draft-resolution from the Security Council. All clauses will be voted upon and when debate time has elapsed there is a vote on the passed clauses together as a resolution as a whole. There is no right to amend during this session.

There will not always be a Emergency Special Session, nor will it always be for sake of lack of unanimity. This session gives an extra dimension to the experience of the Plenary Session. It also connects the Security Council with the General Assembly and enlarges the involvement of all their delegates in the conference as a whole.

5.6 Main mode II: Ad-hoc debate

The Security Council, Crisis Committee, Arab League, Group of Twenty Summit and North Atlantic Council use another form of debate. They debate through an ad-hoc debate. The Group of Twenty Summit and North Atlantic council write statements instead of resolutions.

5.6.1 Security Council

Ad-hoc debate means that the debate starts with an empty resolution. Delegates submit operative clauses to the Chair, which will then be discussed much as amendments are discussed in standard debate. After all operative clauses have been discussed, the forum will vote on the operative clauses as a whole and continue with the pre-ambulatory phrases, which are debated the same way. Finally, the forum will vote on the resolution as a whole.

The fact that these forums do not require resolutions prepared before the conference, does not indicate that delegates of this council will not need to prepare some clauses beforehand. This is almost always useful, because it is hard to write good clauses while having to pay attention to the debate. The Security Council also has the right to use more pre-ambulatory and operative phrases than other committees. You can find these on page 45.

The third difference is related to the rules for voting, as stipulated by the UN Charter. In order to pass anything, at least nine of the Council's fifteen members have to vote in favour. For non-procedural matters, none of the five permanent members of the Security Council, also called the P5 Countries, may vote against. Such a vote against is a veto. This is because they have veto right. The five permanent members are the United States of America, China, the United Kingdom, France and the Russian Federation.

5.6.2 Group of Twenty Summit and North Atlantic Council

The Group of Twenty Summit and North Atlantic Council, almost always abbreviated to G20 and NAC respectively, also debate through ad-hoc procedure. However, compared to the Security Council, these committees also have a fourth difference with respect to the standard form of debate, namely they write statements instead of resolutions. This means that the delegates will be writing a joint statement, which is free of all the strict rules applying to a resolution. It is also possible to have opt-outs within statements, which should make it easier to reach a consensus. The procedures of these two forums will be less formal than is usual in other committees. With a limited number of issues but a lot of time to lobby and some of the most experienced delegates, those two committees will be very challenging.

Another interesting aspect of the NAC is that the primary focus of this council is the well-being of the NATO member states, and not the well-being of the entire world, which usually is the case in MUN. This should provide an interesting twist for the participants. The NAC has no official Rules of Procedure.

The Group of Twenty Summit is the other statement using forum. The G20 is a group of Finance Ministers and central bank Governors of the 20 major economies, plus the European Union. The G20 was formulated for cooperation and consultation on matters pertaining to the international financial system. Their statements state the reached consensus on a certain issue. The NAC and G20 will not always be hosted during LEMUN.

5.6.3 Arab League

The Arab League is an independent council of 22 states in the Middle East, including for example Morocco, Egypt, Iraq, Saudi Arabia and Somalia. Syria has been officially suspended from the council, but will regularly attend the LEMUN simulation of the Arab League with right to speak but not to vote. The committee uses ad-hoc debate, which means delegates should prepare statements, to be discussed at the conference and debated into resolutions on the four topics the Arab League will focus on. Also the Arab League will not always be hosted during LEMUN, which is subject to development.

5.6.4 Crisis Committee

Preparing for the *Crisis Committee* contains a new challenge; a broad knowledge of the given area will be needed, but also a general understanding of your country and its foreign policy. During the conference the issue and more background information concerning the issue will be given. Delegates are then expected to be able to respond to the crisis by writing a resolution with the rest of committee through an ad-hoc debate. The crisis will be disclosed to participants shortly before the conference.

5.7 Main mode III: Courts

One of the unique aspects of LEMUN is that it hosts an international court. This is whether the International Criminal Court or the International Court of Justice. These courts have completely different rules in comparison to a political debate in a committee, commission, council or league.

The court accepts applicants with a wide range of knowledge and experience, also those new to international law. The most important quality a judge should have is his common sense of justice, not a superb familiarity with judicial trials.

5.7.1 International Court of Justice

The International Court of Justice (ICJ) tries to settle a dispute between two states. The trial will also involve pleadings, memorandums, counter-memorandums and cross examinations by the prosecuting and defending parties. The ICJ gives advisory opinions on legal questions as well.

5.7.2 International Criminal Court

The International Criminal Court (ICC) prosecutes criminals on an international basis for genocide, crimes against humanity and war crimes. Since these crimes are executed by individuals, the trial has a much more human aspect compared to a trials based on disputes between two states. The ICC involves the same aspects as the ICJ and thus the only difference is the fact that the former tries to judge individuals and the latter states.

Part IV: Attachments

This last part of the Instruction Booklet includes some useful attachments, such as diagrams, lists and sample documents. Some are connected with parts of the previous paragraphs of the booklet. In that case, this fourth part was referred to. This part is also very serviceable for experienced delegates to look something up.

Appendix I: Committees

| | Forums | Debate form | Results |
|----------------------|---|-------------------------|-------------|
| Main mode I | General Assembly Plenary Session (GA) GA1: Disarmament & International Security GA2: Economic & Financial GA3: Social, Humanitarian & Cultural GA4: Special Political & Decolonization The Economic & Social Council (ECOSOC) Environment Commission (EC) Human Rights Council (HRC) Special Conference (SpC) | Standard form of debate | Resolutions |
| Main mode II | Security Council (SC) Arab League (AL) Crisis Committee (CC) | Ad-hoc debate | Resolutions |
| | North Atlantic Council (NAC) Group of Twenty Summit (G20) | Ad-hoc debate | Statements |
| Main mode III | International Court of Justice (ICJ) International Criminal Court (ICC) | Court | Judgement |

Appendix II: Points and Motions

| | 1 | 2 | 3 | 4 | Description |
|---|---|---|-----|---|---|
| Points | | | | | |
| <i>Point of personal privilege</i> | v | x | x | x | To notify the chair that you cannot hear the speaker. |
| <i>Point of personal privilege due to audibility</i> | x | x | x | x | To notify the chair that you experience discomfort. |
| <i>Point of order</i> | x | x | x | x | To notify the chair that there has been made a mistake regarding the Rules of Procedure. |
| <i>Point of parliamentary inquiry</i> | x | x | x | x | To ask the chair a question about the rules of procedure. |
| <i>Point of information to the chair</i> | x | x | x | x | To ask the chair a question about something not concerning the rules of procedure. |
| Motions | | | | | |
| <i>Motion to move directly into voting procedures</i> | x | v | x x | ½ | To close the debate on the current amendment or resolution. |
| <i>Motion to extend debating time</i> | x | v | x v | ½ | To extend debate time on the current amendment or resolution. |
| <i>Motion to call for a division of the house</i> | x | v | x | ½ | To propose a roll call vote. Only possible when there is a minor difference between <i>in favour</i> and <i>against</i> . |
| <i>Motion to table the resolution</i> | x | v | x v | ¾ | To adjourn debate on the current resolution. Debate will continue after discussion on other resolutions |
| <i>Motion to adjourn debate</i> | x | v | x | ¾ | To propose a break. You should suggest the amount of minutes you want to adjourn. |

¹ interruption of the speaker allowed

² second needed

³ speakers on the point or motion

⁴ majority needed (when there is a vote after an objection)

x no

v yes

x x two speakers against

x v one speaker in favour and one speaker against

Appendix III: Sample policy statement

POLICY STATEMENT ON THE QUESTION OF THE PREVENTION AND REDUCTION OF ARMS BUILD-UP IN THE ARCTIC

DELEGATION: Saudi Arabia
FORUM: GA1: Disarmament & International Security

The question of the prevention and reduction of arms build-up in the Arctic

For ages, the Arctic has been an unattractive and peaceful area due to its rough conditions. It has been a major area destined to the unhampered nature with great wealth of Arctic animals, fish and other marine animals. Only a small number of indigenous people has been able to live under these conditions.

Unfortunately we are witnessing quickly changing circumstances in the Arctic. Climate change has had profound effects upon the Arctic environment. A lot of ice has already melted and an unprecedented amount will do so. The Kingdom of Saudi Arabia is rather concerned about the circumstances in the Arctic, since the area plays a bilateral key role in the process, in which it is not only a victim of climate change, but also a cause of global effects of it.

However, this self-reinforcing process has more consequences. The molten ice has uncovered a unknown landscape as well as it has opened the way to economic chances, natural resources, international straits – such as the Northwest Passage and the Northern Route – and its tactical pivots. To this day it is unacquainted how the Arctic is divided in terms of possession, which has led to several claims from the Arctic countries.

We are startled by the fact that the concerning countries have applied their claims by besieging the Arctic with naval vessels and nuclear submarines. Even worse, nuclear tests and nuclear training mission have already taken place as well as conventional missions. In addition countries have confirmed their persistent ambitions and missions.

Saudi Arabia is all for an entire disarmament of the Arctic, so that the environment will not be affected. Although we know that it would be difficult to achieve, we hope some confident-building and interdependent initiatives could be undertaken. We see a central role for the Arctic Council in the negotiations. In the same time there can be built upon what is already agreed. We support the ideas of a nuclear-weapon-free zone for which a basis has been established due to ratification of the Seabed Treaty by all the Arctic states.

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Miniature representation of a policy statement on A4 paper format

Appendix IV: Pre-ambulatory and Operative phrases

Every clause of your resolution has to start with one of the phrases stated below. There are separate phrases for pre-ambulatory clauses and operative clauses. There are some phrases only the delegates of the Security Council are allowed to use. Of course, they can also use the other phrases. These phrases are listed separately.

Pre-ambulatory phrases

| | | |
|-------------------|-----------------------------|---------------------------|
| Acknowledging | Expecting | Noting with appreciation |
| Affirming | Expressing its appreciation | Noting with approval |
| Alarmed by | Expressing its concern | Noting with deep concern |
| Approving | Expressing its satisfaction | Noting with regret |
| Aware of | Fully alarmed | Noting with satisfaction |
| Bearing in mind | Fully aware | Observing |
| Believing | Fully believing | Pointing out |
| Confident | Further recalling | Reaffirming |
| Congratulating | Guided by | Realising |
| Conscious | Having adopted | Recalling |
| Contemplating | Having considered | Recognising |
| Convinced | Having considered further | Referring |
| Declaring | Having devoted attention | Reminding |
| Deeply concerned | Having examined | Seeking |
| Deeply conscious | Having heard | Stressing |
| Deeply convinced | Having received | Taking into account |
| Deeply disturbed | Having studied | Taking into consideration |
| Deeply regretting | Keeping in mind | Taking note |
| Desiring | Noting | Viewing with appreciation |
| Emphasising | Noting further | Welcoming |

Operative phrases

| | | |
|----------------------------|--------------------|------------------|
| Accepts | Expresses its hope | Regrets |
| Affirms | Further invites | Requests |
| Approves | Further proclaims | Resolves |
| Asks | Further recommends | Seeks |
| Authorises | Further requests | Stresses |
| Calls for | Further resolves | Strongly affirms |
| Calls upon | Hopes | Strongly urges |
| Confirms | Insists | Suggests |
| Congratulates | Invites | Supports |
| Emphasises | Proclaims | Trusts |
| Encourages | Proposes | Urges |
| Endorses | Reaffirms | |
| Expresses its appreciation | Recommends | |

Security Council Pre-ambulatory Phrases

Declaring
Deploring
Further declaring
Further deploring

Security Council Operative Phrases

Condemns
Decides
Declares
Declares accordingly

Deplores
Designates
Strongly condemns

Appendix V: Sample resolution

| | |
|---|-------------------------------|
| <p>FORUM: Economic and Social Council</p> <p>QUESTION OF: Strengthening UN coordination of humanitarian assistance in complex emergencies</p> <p>SUBMITTED BY: New Zealand</p> <p>CO-SUBMITTERS: Portugal, Luxembourg, Czech Republic, Cuba, The Netherlands, Saudi Arabia → Use official names of states and organisations</p> | <p>heading</p> |
| <p>THE ECONOMIC AND SOCIAL COUNCIL, → This is the subject of the sentence, written in capitals and followed by a comma</p> <p>→ capital and italics</p> | <p>subject</p> |
| <p><i>Reminding</i> all nations of the celebration of the 50th anniversary of Universal Declaration of Human Rights, which recognises the inherent dignity, equality and inalienable right of all global citizens, → comma</p> <p><i>Reaffirming</i> its resolution 33/1996 of 25 July 1996, which encourages governments to work with established UN Bodies aimed at improving the effectiveness of humanitarian assistance,</p> <p><i>Noting</i> with satisfaction that past efforts of various relevant UN bodies and non-governmental organisations,</p> <p><i>Stressing</i> the fact that the UN are in a financial crisis and in dire need of reform, especially in the humanitarian realm, → capitalised, numbered and underlined</p> | <p>pre-ambulatory clauses</p> |
| <ol style="list-style-type: none"> 1. <u>Encourages</u> all relevant agencies of the UN and all non governmental agencies involved, to collaborate more closely with countries at the grass roots level to enhance the efficiency of relief efforts; → semicolon 2. <u>Urges</u> member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid; <p>→ Write the meaning of the abbreviation out, when first used, except UN.</p> <ol style="list-style-type: none"> 3. <u>Requests</u> that all member states develop rapid deployment forces (RDF) to better enhance the co-ordination of relief efforts of humanitarian assistance; | <p>operative clauses</p> |

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Miniature representation of a policy statement on A4 paper format

5. Stresses the continuing need for impartial and objective information of all countries on aspects such as, but not limited to:
 - colon
 - a) political circumstances, → comma
 - b) economic developments,
 - c) social conditions,
 - d) special events such as, but not limited to: → semi-colon
 - i. administrative instability,
 - ii. substantial escalations of tensions between citizens;
 - end of the clause: semicolon
- numeration of sub-clauses: lower case letter and round bracket
- numeration of sub-sub-clauses: lower case roman numeral and full stop
6. Calls upon all member states to respond quickly and generously to consolidate appeals for humanitarian assistance;
7. Requests the expansion of preventive actions and assurance of post-conflict assistance, reconstruction and development;
8. Decides to remain actively seized of the matter.
 - End resolution with a full stop.

operative clauses

Appendix VI: List of useful websites

| General | |
|--|--|
| www.lemun.org | Website of Leiden Model United Nations |
| www.un.org | United Nations website |
| www.un.int | Links to a lot of relevant websites, among which those of all permanent missions of UN members |
| www.nato.int | Website of NATO |
| www.g77.org | Website of the G77 |
| www.g20.org | Website of the G20 |
| en.wikipedia.org | Good starting point for researching a specific subject |

| UN committees | |
|--|---|
| www.un.org/en/documents/charter | UN Charter, including all juridical basic information on the UN |
| www.un.org/en/aboutun/structure | UN website on their structure and organizations |
| www.un.org/en/sc | UN website of the SC |
| www.un.org/en/ga | UN website of the GA |
| www.un.org/en/ecosoc | UN website of the ECOSOC |
| www.arableagueonline.org | Website of the AL |
| www.icc-cpi.int/Menus/ICC | Website of the ICC |
| http://www.icj-cij.org/ | Website of the ICJ |
| www.un.org/en/peace | UN website on peace and security (SC, GA1, GA4) |
| www.un.org/en/rights | UN website on human rights (GA3, HRC, UNOs) |
| www.un.org/en/law | UN website on international law (SC, ICC) |
| www.un.org/en/development | UN website on development (GA2, GA3, ECOSOC, UNOs) |
| www.un.org/en/humanitarian | UN website on humanitarian affairs (GA3, HRC, UNOs) |

| Countries, issues, background, history and news | |
|--|---|
| www.bbc.co.uk | BBC website including timelines, country profiles and analyses |
| www.cnn.com | CNN website including timelines, country profiles and analyses |
| www.aljazeera.com | Good information from a not western point of view |
| www.europa.eu | Website of the European Union (EU) |
| www.au.int | Website of the African Union (AU) |
| www.acddialogue.com | Website of the Asia Cooperation Dialogue (ACD) |
| www.oas.org | Website of the Organization of American States (OAS) |
| en.wikipedia.org/wiki/List_of_intergovernmental_organizations | Useful list from Wikipedia of all Intergovernmental Organisations in the world (IGOs) |
| www.foreignpolicy.com | A well-established magazine on international politics and economy |
| books.google.com | Lots of free accessible books |
| www.crisisgroup.org/ | Website of the International Crisis Group, including a lot of reports on international security |

| Factbooks | |
|---|--|
| https://www.cia.gov/library/publications/the-world-factbook/ | The CIA World Factbook |
| http://www.nationmaster.com | Factbook with an opportunity to compare statistics and graphs in many ways |
| www.sipri.org | Website of Stockholm International Peace Research Institute. A clear overview on international security and its threats. This website also includes graphs and statistics on military expenditures and armament. |
| hdr.undp.org/en/statistics | UN website of the Human Development Reports including a lot of economic and humanitarian statistics |

Appendix VII: Index

A

Abstention

Voting neither in favour nor against

22 26 27

Ad-hoc debate

A debate that does not start with a complete resolution, but in which a resolution is built up clause by clause during debate

This type of debate is used in the Security Council, the Group of Twenty Summit, the North Atlantic Council and the Arab League.

21 [31] 36

Admin

Member of the Administrative Staff

22 [30]

Administrative Staff

The assistants of the Chair

They assist in voting procedures and passing notes.

22 [30]

Ambassador

The head of a country's delegation

The MUN ambassadors carry responsibility for their delegation. When trouble arises, the ambassador is called upon, but he or she also has the honour to give an opening speech at the opening ceremonies. The ambassador of an NMD is called the Head of Delegation. Some forums, such as the Security Council, may call upon the ambassador of a specific country to explain the country's views on one of the issues of the Council.

5 6 43

Amending

Adding, replacing or striking clauses during the debate on a resolution

5 [22] 26 38 30 31 37

Amendment

alteration to a specific part of the resolution

The intention of a proposed amendment to a resolution should be to improve the resolution, thus helping the resolution to pass. Amendments are either of the first or the second degree; amendments of further degrees are not in order.

5 [22] 26 38 30 31 37

Amendment sheet

Official sheets on which amendments should be sent to the Chair or President

[22]

Amendment of the first degree

An amendment made to a resolution

[22]

Amendment of the second degree

An amendment made to an amendment of the first degree

[22]

Approval Panel

A panel that consists of teachers and other persons familiar with MUN whose task is to assist students in correcting the resolutions after merging

[7]

B

Binding resolution

A passed resolution in the Security Council

These resolutions may be enforced with military power.

[18]

C

Chair

The person who is in charge of the debate in the committees and commissions

The Chair decides who may speak, what is and what is not in order et cetera. The Chair's decision is always final.

6 20 21 22 26 27 28 29 30 31 37

Co-submitter

A delegate who does not necessarily agree with a resolution, but thinks it is worth debating it

15 20

Crisis Committee (CC)

a special committee that deals with a crisis that is developed in real time by the LEMUN staff

21 36

Clause

more or less similar parts of a resolution

5 14 [15] [16] [17] [18] 19 20 21 22 [26] 30 31 [41]

Course of debate

The way in which the rules of procedure are applied during the debate

[25]

Dress code

The way delegates are expected to be dressed

This means a suit and tie for men, and for girls a skirt or smart trousers and a blouse, preferably with jacket.

[7] [30]

D

Debate

A formal meeting during which representatives of countries and organization try to find solutions for world problems in a constructive way

4 [5] 6 7 8 10 14 18 19 20 [21] [25] [26] [27] [28] [30] [31] [32] [33] 34 36 37

E

Economic and Social Council (ECOSOC)

A committee that deals with economic and social problems in the world.

21 [36] [44]

Debate time

The time a chair or president is attending to have a debate on a resolution

5 6 21 22 26 [27] 30 31 [37]

Environment Commission (EC)

A committee that deals with environmental issues

It has jurisdiction over the United Nations Environment Programme (UNEP).

13 [21] [36]

Delegate

A member of a delegation

4 5 6 7 8 9 11 20 21 22 26 27 28 29 30 31 33

Executive Staff

Students in charge of the organisation of the MUN conference.

Delegation

A group of delegates representing a certain country or organisation.

[4] 5 [9] 10 14 19 22 27 29 30

F

Floor

metaphor for the right make a speech

A delegate who has the floor has the right to speak in front of the committee.

[21] [22] 26 [29]

Follow up

A request from a delegate to ask another question after he or she received an answer to a point of information

32

G

General Assembly (GA)

The main deliberative body of the UN

At LEMUN, the four GA committees will form the General Assembly Plenary Session on Sunday.

4 [21] [30] [31] [36]

Group of Twenty Summit (G20)

A group of Finance Ministers and central bank Governors of the 20 major economies, plus the European Union

[21] 31 29 36 [44]

Guest speaker

An expert on a particular topic who will attempt to teach the delegates more about the issues on the agenda.

[6]

H

Human Rights Council (HRC)

the UN body dealing with issues related to human rights.

It replaces the earlier Human Rights Commission.

4 [21] [36] [44]

I

International Criminal Court (ICC)

One of the two judicial organs of the UN, which prosecutes criminals on an international basis for genocide, crimes against humanity and war crimes

[6] [21] [34] [36]

International Court of Justice (ICJ)

One of the two judicial organs of the UN, which settles in accordance with international law the legal disputes between States and gives advisory opinions on legal questions.

[6] [21] [34] [36]

Main-submitter

The delegation submitting the resolution
The main submitter will read out the operative clauses at the start of a debate and will give the first speech.

15 21 26

Issue

A problem within the context of international relations and politics

4 5 6 7 9 [10] [11] 13 14 15 17 19

Member state

A full member of the United Nations that has the right to vote on both on procedural matters and when amendments and resolutions are voted on.

4 5 6 9 13 18 22 26 30 32

L

Lobbying

The negotiating, concerning resolutions, between delegates before the actual debate

[5] 9 18 [20]

Merging

The process where several draft resolutions are put together and become one resolution, which can be discussed in the forum

[5] 6 7 [20]

M

Main mode of debate

A type of debate applied to multiple forums

There are three main modes of debate.

[21] [22] [25] 26 [27] [28] [29] [30] [31] 33 [34] [35] [36]

Model United Nations (MUN)

A conference during which the United Nations is simulated

4 5 6 7 11

MUN director

The teacher accompanying the students from his or her school

Motion

A procedural proposal concerning the whole forum

22 [26] [27] [28] [37]

members of the UN. These NMDs have speaking rights but no voting rights, except in procedural matters.

[22] 30

N

Non-binding resolution

A passed resolution in one of the forums, except the Security Council where passed resolutions are binding

[18]

North Atlantic Council (NAC)

the highest decision-making body of the North Atlantic Treaty Organisation

21 31 [36]

O

Non-Governmental Organisation (NGO)

Organisation represented in the United Nations

Non-Governmental Organisations are Non-Member Delegations and are therefore only allowed to vote on procedural matters.

22

Official notepaper

The delegation's notepaper that should be used for sending notes to other delegates or to the Chair or Presiden

[30]

Open debate

Course of debate in which it is possible to speak either in favour or against a resolution when the floor is open to be obtained

21 [30]

Non-Member Delegation (NMD)

An entity or organisation represented in the United Nations that is no full member of the UN

Non-Member Delegation include Non-Governmental Organisations (NGOs), Official Observers (OOs) and United Nations Organizations (UNOs). Non Member Delegations are representatives of organisations or nations which are not

Opening ceremonies

The official opening of LEMUN

[5]

Operative clause

A clause in a resolution, which states a certain measure which needs to be taken

[14] [15] [16] [17] [18] 21 31 [41]

Policy statement

A brief but comprehensive summary of the issue and its relationship to the delegation's interest

[4] 9 [14] 17 20 [38]

Operative phrase

An element an operative clause has to start with

[16] 31 [41]

Point

A question concerning the delegate who states the point, the Chair or President, or another delegate

[21] [22] [26] [27] [29] [37]

P

Placard

Name plate with the name of the delegation on it

[22]

Point of information

A question either to the speaker who has the floor or to the Chair by a member of the house, who has been duly recognised by the Chair

[21] [22] [26] [27] [29] [37]

Plenary session

The joint meeting of the General Assembly sub-committees

The resolutions that have been passed in the sub-committees will be debated again. During this debate, no amendments are allowed. Sometimes there is an Emergency Special Session, with different rules of procedure.

[30] [31] [36]

Preamble

The part of the resolution including the pre-ambulatory clauses

[15] [16] 17 [18] [31] [41]

Pre-ambulatory clause

A clause in a resolution which gives background information on the issue the resolution is dealing with

[15] [16] 17 [18] [31] [41]

Pre-ambulatory phrases

An element an pre-ambulatory clause has to start with

[15] [16] [31] [41]

Right of reply

The right of a delegation to defend itself after a speech that attacked the national honour or integrity of a member state

[32]

President

The person who is in charge of the debate in the councils and courts

Presidents have the same functions and powers as chairs.

[6] [20]

Rules of Procedure

The way a debate is structured and the rules related to it

4 6 9 [21] [22] [25] [26] [27] [28] [29] [30] [31] [29] [34] [36] [37]

President of the General Assembly (PGA)

The person who is in charge of the debate in the Plenary Session of the General Assembly

S

Secretary General (SG)

The president of the conference

The Secretary General is responsible for everything that happens during LEMUN. Not following his or her orders can result in removal from the conference.

R

Representing

Speaking and negotiating in a country's or organisation's interest instead of in your own interest

[4] 6 [9] [10] [11] [20] 30

Security Council (SC)

The UN Council with the most far-reaching powers compared to other forums and the right to adopt binding resolutions

The UN Charter gives the Security Council primary responsibility for maintaining international peace and security and the Council alone has the power to back up its declarations with actions to ensure compliance with them.

4 6 [18] [21] [31] 29 [36] [41]

Resolution

The proposal made by the delegates on how to deal with a certain issue.

[4] 5 [6] [7] 9 10 [14] [15] [16] [17] [18] [20] 21 22 26 [27] [28] [30] [31] 32 [36] [37] [41] [42] [43]

Special Conference (SpC)

A committee that does not exist in the real United Nations system, but focuses on the main theme of the conference

The Special Conference, unlike the other committees councils, deals with a different topic every year. This topic is related to the main theme of the conference.

[21] [36]

Student Officers (StOff)

The Presidents, Chairs, and Deputies.

[10]

Sub-clause

A clause subordinated to a operative clause

[16]

Sub-sub-clause

A clause subordinated to a sub-clause

[16]

T

Treaty

An agreement between sovereign states and international organisations

[9] 11 [18]

U

United Nations (UN)

An Organisation set up after the second World War with the aim of achieving peace, justice and social progress.

[4] [5] [6] [7] [9] [10] [11] [16] [17]
[18] [22] [25] [26] [27] [28] [29] [30]
[31] [44] [45]

United Nations Charter

foundational treaty of the United nations

[9] 31

United Nations Organisations (UNO)

Category of Non-Member Delegations

Examples of UNOs are UNICEF and UNESCO.

W

Website

The official website of LEMUN, www.lemun.org, is an important starting point for all main information with respect to the conference.

[7]

explanation

22 *relevant information*

[8] *additional information*

