



NAME:

FORM:

ROOM:

2016-17

What is the Model United Nations?

Model United Nations (MUN) is the simulation of activities of the United Nations. Security Council, General Assembly and its commissions are usually present in all MUN conferences. It is a “learning by doing” method of studying the United Nations. Participants of MUN assume the roles of representatives of Member States and the United Nations and consider items from the vast agenda of the UN.

MUN began as early as 1923 with simulated sessions of the then “League of Nations”. MUN is held in many countries of the world. Each year about 60,000 secondary and university students participate in Model United Nations programs worldwide. Each program is run independently, but maintains similar goals, to increase international understanding and develop the art of peaceful negotiations.

MUN is a great program for students to learn about international relations, public speaking, international law and debate. Delegates are developing a response to global competitiveness in the field of knowledge based economies, humanitarian issues along with many other real world situations that we are currently living in.

Member Rules

MUN, being an academic organisation, holds the academic performance of its members in the highest regard. You must be in good standing with the school. Research is a critical part of the preparation process for the simulations. Students may miss no more than four meetings per term. As a measurement of research, assignments will be given with deadlines. These assignments are critical to conference preparation as well as debate simulations during meetings.

As members of MUN, you represent some of the best here at DBS and you must conduct yourselves in a positive manner while in school and out of school. Students should follow all school rules and refrain from receiving detentions, or reprimand due to behaviour or academic reasons. Students who receive any out of school suspension will be immediately removed from the MUN team.

All MUN participants from DBS will be responsible for the following, based on your committee assignment for each session: preparations of the policy statement, submit a position paper, and submit a resolution.

The following rules must be followed:

1. All school rules are to be followed at all times. Any violations to these rules will result in a penalty and/or immediate expulsion from the club.
2. Delegates are required to attend all scheduled meetings. If you need to leave during a meeting or miss any meeting you must let the Advisor know as soon as possible. 2 absences will result in probation, upon the 3rd absence you will be removed from the club.
3. Delegates are to be respectful to their fellow delegates, MUN directors/advisors, MUN Club Officers, etc. Therefore when a person is speaking or asking a question other must remain quiet and listen. Distracting behaviour will result in a penalty and/or warning.
4. DBS MUN is a student ran club therefore members are to follow the decisions made by the student officer team (President, Vice-President, etc.)
5. During conferences delegates are expected to adhere to all school rules as well as rules set forth by the conference, Secretary General, the conference President of the General Assembly, and all Chairpersons. If you encounter a problem talk to your Directors.

Application rules:

- Students must apply to this club before TERM 1 ends.
- Student who want to join MUN after the application due date can apply for Term 2 but it is subject to availability.
- The selection of DBS MUN President and Vice President will be done by application and interview with the Principal and Directors of MUN. The Secretary- General will be appointed by application and interview with the President, Vice President and Directors. These positions will be selected before the final term before 2016-17 club commences..

Dress Code

Dressing professionally and appropriately is an important aspect of Model United Nations preparations Conservative dress shoes and socks are also important. Skirts and dresses may also be worn as long as they fall below the knee. The main thing to remember is to always insure that your appearance is tidy and put-together, and that you are well-covered.

	Females/Males must be in suit at all times during conferences
Suits	A suit always looks professional. Be sure to keep suits clean and wrinkle-free. They must be dark colours: Black, browns, grey or dark blue. Men have to wear ties at all time.
Tops	No t-shirts. Girls: A blouse, sweater, or button-down shirt of any kind is appropriate. No see through clothing in any way or form. Professional tops only no loud patterns or bright colours. Boys: button dress shirt white or black, brown or dark blue. No loud colours will be allowed.
Bottoms	No jeans or shorts. Slacks and suit-trousers only. Bottoms should have a subtle pattern; avoid loud designs. Pants should be loose fitting, nothing tight! Girls: Skirts but be lower than the knees when sitting down. Clothing must be professional and approved prior to the conference.
Shoes	No trainers or open-toe sandals. Remember: high-heeled shoes may look pretty, but they can also be very uncomfortable, maximum 2 inch heels. No platforms allowed. Shoes must be closed toe no excuses. Formal shoes only
Jewellery	No flashy jewellery is allowed. No dangling earrings or large necklaces or bracelets are allowed for the conference. You must stay in a professional appearance throughout the conference.
Hair	Keep hair clean and out of your face for a professional look. During conference time hair is recommended to be tied back to look professional. No bright coloured hair. No two tones or multiple tones in the hair.

Attending International Conferences

Attending conferences is a great privilege and should be treated as such. Students who travel are a direct representation of the DBS MUN and must behave as such. The following guidelines must be followed to have eligibility.

1. Acceptable school attendance.
2. Satisfactory discipline record.
3. Completed all required tasks before the conference.
4. Have approval of school Administrator(s) and parental consent.

Selection of delegates who can attend conferences:

Selection of the DBS MUN team will be made by the advisor and student officers based on their achievements and behaviour in past conferences and their behaviour and grades in school.

Your acceptance in the club does not mean you have the right to travel with the team; you have to earn your spot by following all MUN and DBS MUN rules

Rules of attending Conferences:

1. Delegates are required to listen to their Directors' rules at all times
2. Delegates are required to listen to their President and Vice President, they are the leaders of the delegation and they will be treated with upmost respect and dignity
Failure to do so will lead to severe consequences
3. Being late to a conference, meeting in the lobby or anything set by the advisors, being rude towards your advisor, officers or any other members or other people will lead to consequences such as but not limited to:
 - a curfew shortage or the privilege of going out will be taken away, other than the conference
 - participation in entertainment events such as social night can be taken away
 - not being allowed to come to any other conferences that specific year
4. Doing anything against Qatar's cultural policy like drinking, smoking or drug usage will result in an immediate sending back home at your parent expenses.
5. Your Director has the right to enforce all the rules and appoint consequences based on what they perceive as appropriate in the time of the offence
6. Failure to accept the consequences will result in your removal from MUN for the rest of the year

Meetings

- Meetings will be held on once a week.
- Attendance at the meetings is imperative as it plays a large part in team selection.
- Officer meetings are held once a week after school (more may be called at the request of the President or Director.)

Advisors

Advisors are the faculty mentors of the MUN team. All activities and events are coordinated by the adviser(s). All rules, schedules and assignments are made and enforced by the advisers and the advisers are responsible for the training, preparation, and filing of all paperwork for the conferences. The advisers are also responsible for the selection of delegates, committee assignments, and the removal of delegates from the team. Advisors will be the point of contact when traveling and is fully in charge. The MUN Director is the overall in charge.

Club Officers

President

The candidate must have at least 2 terms of MUN experience or sufficient leadership abilities.

Duties of the President shall include the following:

- Chairs all club meetings.
- Maintains close contact with the Secretary General.
- Decides on the Chair of debates.
- Writes articles for newsletter & other publications

Vice President

The candidate must have at least 1 term of MUN experience or sufficient merit in a conference to earn recognition from the other members of the club before they can apply.

Duties of the Vice Presidents shall include the following:

- Co-chairs club meetings. If the president is not present, the vice-president assumes the role of the president and may chair club meetings as well as office meetings.
- Makes sure that all the relevant documents are ready at meetings.
- Maintains close contact with the President and Vice President.

Secretary - The Secretary General must be present at all meetings.

The candidate must have at least 1 term of MUN experience or sufficient merit in a conference to earn recognition from the other members of the club before they can apply.

Duties of the Secretary shall include the following:

- The secretary is responsible for handling all the bureaucratic matters of the club i.e. taking minutes, register.
- The secretary makes photocopies of the resolutions to be discussed well in advance and puts a copy of them on the website.
- The secretary manages and keeps the notice board tidy.

Public Relations Coordinator:

- publicise the activities of the club
- Inform members of upcoming club meetings/events
- Notes on members' accomplishments
- Special honors bestowed upon members
- Birthdays (cards etc)
- Attends all weekly officer and club meetings
- Make sure all dues are paid
- All receipts of payment is kept on record with the director
- All funds collected are accounted for and turned in to the appropriate person

DELEGATES

Roles and Functions

- Writes Resolutions
- Presents Resolutions
- Defends Resolutions
- Presents Country Statement
- Meet with interest groups
- Lobby for their Resolutions
- Attend and contribute to discussions of General Assembly and the various Commissions
- Acts as a diplomat
- Must be courteous
- Refrain from being arrogant during lobbying sessions
- Remain strong but flexible, cooperate and make compromises
- Consider the suggestions proposed by sponsors
- Must honour their commitments at all times
- Must project an image of seriousness and professionalism
- Must use proper language and should not be vulgar
- Must project the best image of the country being represented and the school
- Must always remember that national interest should have propriety over personal interest
- Should be punctual during the conferences and to meetings
- Always follows school rules during conferences
- Always appears professional in business pants suits
- Always shows respects to Directors and hosting conference members.

RESEARCH

SEVEN-STEP STRATEGY FOR MODEL UN RESEARCH (FROM STANFORD MUN)

1. **Familiarise yourself with the country that you are representing**

A number of standard sources found in documents collections are available for providing the current information they need. Alternatives to this source include the United States State Department's **BACKGROUND NOTES**, (http://www.state.gov/www/background_notes/) and Statesman's Year Book (latest only). Two publication series of the Economist [Magazine's] Intelligence Unit are also helpful: the annual COUNTRY PROFILE and quarterly COUNTRY REPORT series. The COUNTRY PROFILES provide a very current overview of domestic political and economic policies for over 160 countries. Finally, the United States Department of the Army **AREA HANDBOOK SERIES**, (<http://lcweb2.loc.gov/frd/cs/cshome.html>) provides an exhaustive source of background information on the social, cultural, historical, political and economic context in individual countries. However, their publication pattern (only five to ten countries per year) reduces their usefulness for all Model UN participants.

2. **Gather Background Information on the United Nations Organization**

Successful participation at a Model UN session requires a baseline understanding of the United Nations organization itself, including its structure and rules of procedures. Some very good sources for obtaining this information include the latest editions of two regularly-updated UN Department of Public Information publications: EVERYONE'S UNITED NATIONS: A HANDBOOK ON THE WORK OF THE UNITED NATIONS and BASIC FACTS ABOUT THE UNITED NATIONS. An excellent source for current information on the organization's structure and membership is an annual publication of the New Zealand Ministry of Foreign Affairs and Trade, the UNITED NATIONS HANDBOOK. The rules of procedure for each organ are published separately in the masthead series. However, the latest version for each organ is conveniently reproduced in the CHRONOLOGY AND FACT BOOK OF THE UNITED NATIONS: 1941-1991.

3. **Gather Background Information on the Assigned Issues**

At the same time that Model UN participants immerse themselves in the foreign policy stance of their assigned country, they need to acquaint themselves with the international issue areas--and the status of discussions at the UN in these areas--that are on the agenda of their Model UN Session. The United Nations Association-- USA has published on an annual basis A GLOBAL AGENDA: ISSUES BEFORE THE GENERAL ASSEMBLY (on reserve in HHS Library) which includes a good subject index and references to UN documents related to all issues on the upcoming agenda for the United Nations General Assembly. The UNITED NATIONS YEARBOOK (JX1977 A37 U65 Gov Docs Reference) provides more detailed information and indexing for the entire UN organization than is found in A GLOBAL AGENDA, including selected full-text resolutions and voting records. Another generally underutilized source of background information is the annual ANNOTATED PRELIMINARY LIST OF ITEMS TO BE INCLUDED IN THE PROVISIONAL AGENDA OF THE REGULAR SESSION OF THE GENERAL ASSEMBLY. For very current information, newspapers such as the NEW YORK TIMES, THE TIMES (London), LE MONDE and LE MONDE DIPLOMATIQUE include significant coverage of United Nations activities as do

magazines such as the UNITED NATIONS CHRONICLE and the ECONOMIST. And up to date information about activities of the UN organizations is available by searching the United Nations Press Release database.

4. Review Speeches at the UN by the Country's Representatives

Speeches and statements in discussions in meetings of the principal organs of the United Nations (General Assembly, Economic and Social Council, Security Council, Trusteeship Council)--and their subsidiary standing and ad hoc committees-- are key sources for establishing the international policy position of UN member nations.

5. Review Policy Statements from the Country's Political Leadership

There are other useful sources for locating official statements of policy from foreign countries. Perhaps most important are **letters** written by heads of state and foreign ministers to the Secretary-General on issues of mutual interest.

A popular source for finding statements of official national policy is the Foreign Broadcast Information Service Daily Reports series which includes English-language translations of foreign news broadcasts, press releases, newspaper articles, including official government statements. The FBIS DAILY REPORTS CD-ROM is accessible at the Government Documents International/Foreign CD-ROM Workstation.

Other sources include newsletters and other information emanating from the embassies of foreign states in the United States.

6. Study the Texts of Resolutions Sponsored by the Country

Model UN participants are interested in resolutions and draft resolutions for several reasons. First, these documents serve as examples for writing their own resolutions in terms of form. But MUN participants are also interested in the content of the resolutions that their own country has participated in sponsoring.

It is also possible to easily identify draft resolutions sponsored by particular countries on selected topics.

Draft resolutions that have been officially passed are first printed in the masthead series (A/RES; S/RES; E/RES) and then republished in a supplement to the Official Records for each of the principal UN organs. The United Nations gopher includes the full text for General Assembly resolutions, Economic and Social Council resolutions, and Security Council resolutions. The most timely official index to General Assembly resolutions is an annual press release from the UN Department of Public Information called **RESOLUTIONS AND DECISIONS ADOPTED BY THE GENERAL ASSEMBLY DURING THE FIRST PART OF ITS...SESSION** (Government Documents Reference unclassified) This press release contains an excellent index to the resolutions passed by the General Assembly during its longer session, including the recorded vote and references to related reports.

7. Develop an Understanding of the Country's Voting Pattern

Establishing the voting pattern for a nation in particular issue areas at the United Nations is a challenge. The only source for locating votes on draft resolutions in all of the four principal organs is the record found in the summary ("SR") or verbatim ("PV") meeting record at which the vote on a draft resolution is held.

For the record of all resolutions that have been passed, the most current source for the General Assembly is the annual **RESOLUTIONS AND DECISIONS** press release cited above. Voting tables for recent sessions of the General Assembly, Economic and Social Council, and Security Council are available full text online. Selected key resolution voting records are found in the UNITED NATIONS YEARBOOK (Government

General Rules of Debate

- The decisions of the Chair are final.
- Only the Chair, a member of the house recognised by the Chair for a point, or the speaker holding the floor has any right to speak.
- All speakers, including those rising to points, must stand when speaking and address the Chair first.
- The Chair may, if circumstances warrant it, extend or reduce debate times or speaking times and limit the number of points of information.
- Except by a decision of the Chair, there will be no suspension of the rules or changes in the order of debate.

Definition of Debating Terms

- The **Chair** (Chairman, Chairperson): The Chair's role is very important. It is his/her job to conduct the debate and to maintain order while remaining totally impartial.
- The **house**: All the members of the class/conference, except the Chair.
- The **submitter**: The person who is proposing the motion in the form of a draft resolution for debate.
- The **motion**: The proposal for debate, which will eventually be voted on.
- A **point of information**: A question directed either to the speaker who has the floor or to the Chair by a member of the house who has been recognized by the Chair.
- A **point of order**: A question directed to the Chair by a member of the house who feels that a mistake has been made in the order of the debate or who requires clarification of the rules of procedure.
- A **point of personal privilege**: A question directed to the Chair by a member of the house referring to the comfort or well-being of the member. It may not refer to the content of any speech and may only interrupt a speaker if the speech is inaudible.
- A **point of parliamentary inquiry**: A point of information directed to the chair concerning rules of procedure.
- A **call for the orders of the day**: A call for the return to the main agenda of the committee, council or assembly. It may not interrupt a speech and must not refer to the content of any speech.
- A **move to the previous question**: A call for the closure of debate and for a vote to be taken for a motion pending.

Rules of Procedure

Procedure	Speaker Must Yield	Second	Vote	Used When...	Example
Point of Inquiry	N	N	N/A	A question is raised about something the speaker has said	You want to know more about how the resolution will be implemented in developing nations
Point of Clarification	Y	N	N/A	There is confusion about that language of a resolution when it is being presented; cannot be used in debate	You are confused about the meaning of a very large word in the resolution
Point of Information	Y	N	N/A	A factual error has been said by the speaker	The speaker claims that inflation rate of a country is 15% when it is actually 15,000,000%
Point of Order	Y	N	N/A	The moderator errs in procedure during presentation or debate of resolutions	There is a motion to the previous, but the chair person does not acknowledge it
Motion to Amend	N	N	N/A	When a delegate proposes adding or subtracting a clause to the resolution	You feel that airlifting cheese to developing nations should be added to a hunger relief resolution
Motion to the Previous Question	Y	Y	Simple Majority (Half of Delegates)	Closing debate phase and proceeding directly to voting phase	Debate arguments have been exhausted on particular resolution

Policy Statement

(Taken from the McKendree College Invitational MUN Handbook)

This is an overall statement outlining a particular nation's views on major world matters. An outline must be submitted by the date stated by the Secretary-General, on the topic assigned by the Executive Committee. Each school may have one speaker, and the speech must be given on the assigned date and time. The regulations regarding the Policy Statements are as follows:

1. The speech will be no longer than three minutes in length.
2. A speaker can use no more than four 4x6 note cards.
3. Visual aids may be used.

Those who wish to give a brief policy statement on a topic in their committee will be given the opportunity to do so. The chairperson in each committee will ask for policy statements at the beginning of the session.

POSITION PAPERS

The Position Papers should conform to your countries foreign policy and be in standard grammatical English. It should cover those agenda items assigned to your committee. The following outline may be helpful in writing your paper

1. Background
 - Main elements of the problem
 - General position on the issue of the major powers, blocs, etc.
 - Action taken on the issue, resolutions adopted and the studies and opinions of other Assembly organs.
2. National Position
 - List the objectives of the issue and identify possible sources of support and opposition.
 - Outline strategy for introduction resolutions and securing support.
3. Justification
 - Primary reasons for supporting your nation's views.
 - Strongest opposing positions and rebuttal.

Sample Policy Statement

Delegation: Botswana

Commission: Disarmament

The Question of Nuclear Weapon Free Zones (NFZs)

Botswana sees it as vital for peaceful development that we encourage the establishment of nuclear weapon free zones in various regions of the world as we hope that such efforts will lead to a total denuclearization of the world. As defined in previous UN General Assembly (GA) resolutions, nuclear weapon free zones shall be any zone, recognized as such by the GA, established by a group of states in the free exercise of their sovereignty, under a treaty or convention, which:

1. defines the status of a complete absence of nuclear weapons to which the zone shall be subject; and
2. establishes an international system of verification and control to guarantee compliance with the obligations derived from this status.

Botswana applauds the recent efforts made by members of the UN to facilitate the establishment of a nuclear weapons free zone in Africa, under the 1996 Treaty of Pelindaba. We also praise the setting up of such zones in Asia, the Middle East and Latin America. Botswana hopes that all nations will lend support to the creation of nuclear weapon free zones in such areas and urges that nuclear energy be used only for peaceful means. However, Botswana expresses its deepest regret that, in recent efforts to establish NFZs, some countries have refused to abide by the will of the international community. It is in our deepest interest to see that nuclear energy is used for peaceful purposes and that nations with nuclear capability prevent the proliferation of such weapons to nations in potential NFZs.

Source: Stein, Irwin and David L. Williams, The Hague International Model United Nations Instructional Guide, 11th Edition, 2000, p. 18.

RESOLUTIONS

Many decisions made by the organs of the United Nations are expressed in the form of resolutions. These are statements of action which countries submit on world problems. They are first submitted under sponsorship of one or more countries and then discussed in the appropriate committees. While in committee, the resolution may be changed or amended, in accordance with the Rules of Procedure.

There is a specific format that each resolution is required to have. The entire resolution is one continuous sentence, separated by commas and semi-colons. There are two parts to every resolution: the **preambulatory clauses** and the **operative clauses**.

Preambulatory clauses contain background information, argumentation and the arguments brought forth to support the operative clauses. Operative clauses contain the policy statements of the body making the decision. Each operative clause should contain only one clear, unambiguous statement of the decision being taken by the body. Each operative clause should be numbered separately, arranged in a logical or chronological sequence and each must begin with a verb in the third person singular of the present tense.

When writing a resolution, it is best to write the operative clauses first (so you know what action you would like to see the United Nations take or what attitude it ought to adopt) and then to write the preambulatory clauses, which will provide background information to the problem and the reasoning behind the calls for action contained in the operative clauses.

Preambulatory Phrases

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

Operative Phrases

Accepts
Affirms
Approves
Asks
Authorizes
Calls for
Calls upon
Condemns
Congratulates
Confirms
Declares
accordingly
Deplores
Designates
Encourages
Endorses

Expresses its
appreciation
Expresses its
hope
Further invites
Further
proclaims
Further
recommends
Further requests
Further resolves
Hopes
Invites
Proclaims
Proposes
Recommends

Regrets
Requests
Resolves
Seeks
Strongly
affirms
Strongly
condemns
Strongly urges
Suggests
Supports
Trusts
Transmits
Urges

Resolution Tips

1. Each resolution will have three headings at the start of the first page:
 - a. Committee:
 - b. Question of:
 - c. Submitter or Co-Submitters:
2. The introductory clause or phrase of each preambulatory clause is underlined.
3. The introductory clause or phrase of each operative clause is in *italics*.
4. There is a line space between each clause.
5. There is an additional line space separating the preambulatory clauses from the operative clauses.
6. The lines of the text are numbered consecutively (if the empty lines between the clauses are numbered, that's OK, too).
7. Each operative clause is numbered successively.
8. Subclauses are lettered a., b., c., etc.; sub-sub-clauses are numbered i., ii., iii., etc.
9. Acronyms and abbreviations are written out in full the first time they are used in the resolution, e.g. UN is written United Nations (UN) the first time it is used.
10. School names do not appear anywhere in the resolution.
11. Co-submitting countries' names appear only on the first page of the resolution.

Sample Resolution

Committee: Economic and Social Council (ECOSOC)

Question of: Promoting Gender Equality in Africa

Co-submitters: United Kingdom, Belgium, Germany

Taking note that 1/3 of children in Africa does not go to school and that 2/3 of the 40 million non-attendees are girls,

Aware of the average African woman's life expectancy of 46,

Noting with deep concern that the probability of an African girl to go to school is 60%, compared to the same probability for a British girl, which is 100%,

Realizing that the annual amount of African women who died during childbirth is 9.2 million and that an additional 29,800 African women die from abortions, compared to only 8 in the United Kingdom (UK),

Fully aware of the fact that African women have an average of 5.5 children and only about 15% of African women use any form of contraception,

Observing that women have the responsibility to collect clean water and food to support their families,

Noting further that in most African nations, when their husband dies, women lose all rights to cultivate their husband's land, and lose cattle, livestock, and farm equipment,

Deeply concerned about the 25 million people living with HIV/AIDS in Africa, 57% of whom are women, mostly between the ages of 15 and 19,

Emphasizing that domestic violence, including rape, kills more women aged 15 to 44 than the combined number of deaths resulting from cancer, malaria, traffic accidents and war,

1. *Encourages* African Member States to create campaigns in order to educate the public about women's situations and increase gender equality in Africa;
2. *Recommends* developed countries to help African governments to disseminate information regarding the reality of gender inequality in Africa;
3. *Recommends* further that United Nations (UN) organizations (like the United Nations International Children's Emergency Fund [UNICEF], World Health Organization [WHO], International Labor Organization [ILO] and United Nations Educational, Scientific and Cultural Organization [UNESCO]) develop publicity campaigns to end the problems associated with gender inequality in Africa;
4. *Requests* African businesses to assist women to assume more leadership roles in order to address the evident gender inequality in the workplace.

How to make an opening speech

- Address the presiding/official by saying Mr. / Madame/ Honourable Chair/ President..."
- Then begin by providing a brief history on the issue as it relates to your country.
- Speak about how the issue is currently affecting your country.
- Provide your country's position on the issue. Include an explanation for your country's stance, such as economic or security concerns or political or religious ideology.
- You may choose to give an explanation of how your country's position relates to the positions of other member states such as the major powers or countries in your regional bloc.
- You should discuss some of the past actions taken by the UN, member states and NGOs to address the issue.
- Present ideas for a resolution, stressing your country's objectives for the resolution.
- Talk about the role that NGOs or regional organizations have to play in addressing the issue.
- Indicate to the committee members whether your country is willing to negotiate.

Sample Opening Speech

Delegate : Greece

Your Excellencies, Mr. Chairman, fellow delegates, honoured guests.

It is no secret to the international community that the Hellenic Republic and the Republic of Turkey are the worst of friends and the best of enemies. Even as members of NATO, we have spent too much time watching each other instead of watching a common foe.

The list of issues that divide my country and Turkey is very long. However, we have started to improve our relationship with Turkey since they cooperated with us in solving the refugee crisis in Kosovo. We have been united in our grief and the aid we have given each other in the aftermath of devastating earthquakes. If our two countries, with our centuries of historical differences, can work towards reconciliation, so too can we, as the United Nations, come to a consensus on this same topic, the refugee crisis in Kosovo.

Lobbying & Merging

“Lobbying” is simply the process of informally influencing other delegates to support your views and/or position on a particular issue. The lobbying and merging process is a casual one which takes up much of the conference time (officially and unofficially). It is during this time that delegates will sign onto each others’ resolutions and get to know each other more personally.

DO

- Be friendly, nice and polite. It will help you later on in the conference both during and outside of meetings.
- Push hard to get other delegates to sign onto your resolution. It is the people who most actively “advertise” their resolutions who get to talk the most.
- Take the advice of your peers. If they say something can be better phrased, it probably can.
- Feel free to merge with another country (not an enemy). You are not God and therefore will not have the perfect resolution. You don't have a monopoly on ideas. Welcome new ideas as long as they don't go against the tone of your resolution.
- Let other people co-submit, especially if you merged with them.
- Suggest ideas if you don't have a resolution on the topic
- Insist that your ideas or objections be inserted or altered before you sign onto a resolution.

DON'T

- EVER be rude, mean or act superior to anyone else in the room (even if they deserve it).
- Let anyone push you into signing onto a resolution you don't want to or shouldn't sign onto.
- Sign onto your enemy's resolution unless circumstances dictate that you have no choice.
- Act out of character (country's viewpoint) even if someone else is.
- Sign a resolution without reading it.
- Sign onto a resolution which does not address the topic
- Sign onto a resolution which does not maintain your country's stance on the topic.

Glossary of MUN Terms & Phrases

1. **General Assembly (GA)** – in the real UN, it is the body in which every country of the world is represented. Even though we won't have all the countries present at our Conference, the GA is still our biggest committee that every delegation will attend. Sometimes (in the MUN world) the General Assembly may be also called the *Plenary Session*.
2. **Specialized Committee** (or **Regional Body/Bloc**) – A committee that is smaller than the GA, typically it contains 20-30 delegations. The specialized committees are usually focused on particular geographic area (such as the African Union, or League of Arab States), or on a particular problem
3. **Debate** – is what goes on in the committee. Formal debate is governed by the *Speakers' List* and moderated by the *Chairperson*. Debate is regulated by official Rules of Procedure.
4. **Chairperson** (Chair, Chairman, Chairwoman) – the person who is responsible for the smooth running of the Committee. He/she writes the study guides, moderates the entire proceedings of the Committee, decides on some matters that are at his/her discretion and generally does everything to keep the debate smooth and productive.
5. **Speakers' List** – is the order in which delegations will address the Committee. It is the backbone of the proceedings; it gives the Committee a basic structure.
6. **Caucus** – is an opportunity for a less formal debate for duration of the caucus delegates are not according to the speakers list. There are two kinds:
7. **Unmoderated Caucus** – delegates are free to discuss without the guidance of the Chairperson or the formal rules.
8. **Moderated Caucus** – Speakers' List is abandoned; delegates raise their *placards* to speak and the Chairperson chooses the next speaker.
9. **Floor** – essentially means the opportunity to speak, or it can denote the subject matter that is currently debated. If someone "has the floor", it means they are allowed to speak. If a resolution is "on the floor", it has been formally introduced, it is being debated and it will be voted on.
10. **Placard** – the sign that has the name of the country you are representing on it. You *raise* your placard to vote or to propose a point or motion – it is a way for the Chairperson to see you have something to say.
11. **Gavel** – the little wooden hammer the Chairperson uses to keep the Committee in order. Make sure they don't have to use it too much, *banging* the gavel does not make a very pleasant sound.
12. **Dais** – officially, the table upfront behind which the Chairperson is sitting. Practically, the Dais denotes also the Chair and the staff of the Committee. Any concerns related to the proceedings of the Committee you may have you should address to the Dais. Same goes for notes to the Chairperson, or resolutions/amendments you want approved.
13. **Procedural** – all points/motions that have something to do with the official procedure of the debate – e.g. motions for caucuses, motion for a roll call, etc...
14. **Substantive** – all matter that has to do with the *content* of the Committee session – generally related to draft resolutions or amendments.
15. **Point** – if you want to ask a question, or point the attention of the Chairperson to something, you use a Point. For example, when you cannot hear the speaker, when you think the Chair has made a procedural mistake, or when you do not understand the decision of the Chair and want to clarify the procedure. There are three types of Points (*Point of Personal Privilege*, *Point of Parliamentary Inquiry* and *Point of Order*); for further explanations please see the Rules.
16. **Motion** – motion is essentially a suggestion for action to the Committee. If you want to change the way of debating, introduce a resolution or generally move the proceedings forward, raise your

placard and make a motion. There are several types of motions allowed in a Committee – for their list and further explanations, see the Rules.

17. **Second** – whenever a motion is made, it requires a Second – that is, there needs to be another delegation that wants to see the motion implemented. To second is easy – when you hear a motion you agree with, just raise your placard and say “Second”.
18. **Yield** – is what you do with the remainder of your speaking time. Yielding essentially means giving the rest of your time to someone. You may yield to other delegation, to questions (if you are willing to answer them), or to the Chairperson (if you have finished speaking or you have no more time anyway). For further info see the Rules.
19. **Roll Call** – when the Chairperson reads the names of all delegations in alphabetical order, to see if they are present (or to hear their vote, in a Roll Call voting).
20. **Working Paper** – a document that is authored by one or more delegates, presented to all delegations, and which helps the work of the Committee in some way. It does not have to be in a resolution format, it can be a list of ideas; nevertheless, a good working paper provides a backbone for a resolution.
21. **Resolution** – is the final product of the Committee. It is a document that says how you want to change the world; what actions you want to take; how you are using your authority as a body. A resolution is created during the Committee sessions and in the end you vote on whether to implement it or not. Resolution has to be in a specific format, it is made of clauses and it has two main parts:
22. **Preamble / Preambulatory clauses** – the introduction, in which you state upon what principles you are acting (or what values you are upholding with the resolution), what events you are condemning or congratulating, and/or what other documents were used as a basis for this resolution. Preambulatory clauses cannot be amended or divided out of a resolution.
23. **Operative clauses** – these are the sentences that describe the actions you want to take (or want other organizations to take). You may directly order something to the bodies you have authority over, or urge independent organizations to take some action that is in their power. You may create new bodies, or terminate old ones. In operative clauses, you should also explain the financing mechanisms of your plan, as well as the enforcement mechanism it will use.
24. For more about resolutions, see the How to Write a Resolution article, sample resolution and, the Rules.
25. **Clause** – a paragraph in a resolution describing one specific guiding principle (preambulatory) or action to be taken (operative).
26. **Sponsors** – are the delegations that author a resolution, and are committed to supporting it.
27. **Signatories** – are the delegations that wish to see the draft resolution formally debated during the Committee session. They do not have to agree with the resolution; they just want to see it on the floor.
28. **Amendment** – is a change to the operative clauses of a draft resolution (after it is introduced but before it gets voted on. Just a reminder, preamble cannot be amended. There are two types of amendments:
29. **Friendly** – all the sponsors agree to it and it becomes incorporated into the draft resolution automatically
30. **Unfriendly** – not all the sponsors agree with it; therefore it will get debated and voted upon, before it can be incorporated into the resolution.
31. **Straw Poll** – a non-binding vote for the purpose of gauging the opinion of the Committee. If you want to see what everyone thinks about your proposal, you may make a motion for a Straw Poll – the Chair will then have the delegates simulate voting on the proposal, but the vote is only for information purposes – it is not binding and the count may, of course, change later.

32. **to be in order** – if a type of a point or motion is said to be “in order” it means that the rules allow you to make such a point or motion. E.g. “a motion for a roll call is in order only when voting on draft resolutions” means you may only move for a roll call during the final voting procedure, but not when voting on amendments or other motions.
33. **to rule st. out of order** - when a chairperson rules something out of order, (s)he is basically saying either that the rules do not allow it, or that he believes it would hurt the committee and therefore he will not allow it (the second is sometimes also called “ruling something dilatory”). If a delegate is out of order, it means that the action s (he) has made (offensive speech, incorrect motion) is inappropriate at that time and will not be considered.
34. **dilatory** – see ruling something out of order

I _____ agree to the following terms present in the delegate guide book. If I am to violate any of the rules or not maintain my agreement I will be exempt from the DBS MUN organisation for the remainder of the scholastic year. I will be allowed to re-apply for admittance into the club the following year with Director's approval.

Student Name

Date

Director Name

Date

Student Signature

Director Signature