

Delegates Guide



Law

3 MUN

Dreilinden Gymnasium Berlin

3 MUN Delegates Guide

In order to participate in MUN successfully, one needs to prepare well in advance. A delegate needs to examine the official position of the state they represent, as well as be familiar with the rules of procedure.

1 Committees

1.1 Human Rights Council

- protecting ethnic minorities in areas of conflict with special reference to: Myanmar

1.2 Security Council

- addressing rising conflicts in the Sea of Azov

1.3 Joint Crisis Committee

- the Cuban Missile Crisis of 1962

2 Delegates Information

2.1 Ambassadors

Each delegation must have an ambassador. At 3MUN, ambassadors give short speeches at the opening ceremony.

2.2 Dress Code

As 3MUN is an academic conference, a certain dress code is required. Female delegates are asked to wear blazers and either skirts or suit trousers. If the delegate chooses to wear a skirt, it must not be shorter than one palm width above the knee. Male delegates are asked to wear a suit with tie (or bowtie). All delegates must wear formal shoes.

Delegates are asked not to wear scarves, hats, sport shoes, denim clothing or military clothing. Should delegates not dress according to the rules, chairs of every committee will give punishments.

2.3 Formal Language

During the conference delegates must use formal language, meaning all delegates must speak in third person (“The delegate believes that...”) or first person plural (“We believe that”).

All working dialogue will be conducted in English.

Should delegates not use formal language during the conference, it will result in punishments.

2.4 Eating and Drinking

During committee sessions, eating is not allowed. However, food will be provided during cookie break and lunch. Delegates may drink water or tea at all times. Alcohol or any drugs are not permitted during the conference and on the school grounds.

Any violation of these rules will result in punishments and/or a talk with the MUN director.

2.5 Lunch

Lunch is available in the Mensa or cafeteria of the school. Delegates will receive lunch upon showing their delegates badge. There will also be short cookie breaks during sessions (any delegate who has allergies or is a vegetarian/vegan will receive different food, provided they have informed the school at least a day prior).

2.6 Cell Phones

Cell phones being used in order to contribute to the debate are permitted. However, their usage is restricted to the duration of Unmoderated Caucus, if possible.

2.7 Computers

Delegates are highly encouraged to bring a computer and a USB-stick, as there will only be limited Wi-Fi.

2.8 Notepaper

Delegates are asked to prepare their own notepaper. All notes have to be appropriate and in English. The Administrative Staff will read the note to determine if the note is appropriate to the debate. Notes may also be passed to the chairs if a delegate has a question.

**3MUN is not responsible for any loss
or damage of personal belongings.
Any damage caused to 3MUN or Dreilinden Gymnasium
will be charged to the participating school immediately.**

3 Preparation

All delegates are asked to write a short position paper and are encouraged to write at least a few operative clauses. Delegates are always welcome to write a draft resolution.

3.1 Before the Conference

Exploring the country:

During the conference, delegates must not express their personal viewpoints but the official position of the country they represent.

When researching the country, it is important to know as much as possible about:

- historical background
- structure of government
- socio-economic factors
- international relations

3.2 Policy Statement Structure

A policy statement is a short speech given by a delegate that gives an overview of a country's opinion on the topic. A policy statement should include:

- brief background on the topic
- past actions taken by the international community and evaluation of their effectiveness
- country policy
- possible solutions

*(See **Samples** for a sample policy statement)*

3.3 Understanding the Draft Resolution

What is a resolution?

- A resolution is a formal UN document devoted to a particular issue; preparing, discussing and voting on resolutions are the main activities of MUN conferences.
- A resolution is normally one sentence, no matter how long it is; the resolution is divided into clauses and sub clauses.
- A resolution is divided into three parts:
 - heading
 - pre-ambulatory clauses
 - operative clauses.

3.4 Rules for Writing a Resolution

There is a special formal language that is always used in resolutions.

- Pre-ambulatory and operative clauses must start with verbs (their forms depend on the clause)
- since a resolution is a single, very long sentence, no capital letters or points are used
- Pre-ambulatory clauses may mention previous UN efforts to solve the problem (passed resolutions, international treaties, UN charter)
- Operative clauses offer complete solutions and must be detailed.

4 Rules and Procedures

4.1 Order of Debate

1. Roll Call
2. Lobbying
3. Main Submitter reads operative clauses of the resolution
4. Main submitter gives a speech
5. Presiding chair sets debating time
6. Open debate
7. Time in favor
8. Time against
9. Voting procedure

4.2 Points

Point of Information: If a speaker has finished the speech and opens himself up to points of information, delegates may rise to ask the speaker a question.

Point of parliamentary inquiry: Delegates may rise and ask a question to the chairs about rules of procedure.

Point of personal privilege: Delegates may use this point to express personal discomfort which affects their participation (such as, but not limited to, the need to use the restroom).

Point of order: This point can be raised to state any procedural inaccuracy, i.e. if the chair or a delegate makes any mistake during the procedure of the committee. E.g.: If a delegate uses the point of personal privilege to question another delegate, another delegate can raise a 'point of order'.

Note: This cannot interrupt the speaker.

Request for a right to reply: If a delegate is mentioned or offended in a speech of another delegate, the former delegate may use this point to defend himself. They may also request an official apology.

4.3 Motions

Motion to extend debate time: Allocates more time for debate in the current time period.

Motion to make an amendment: An amendment is used to either change, add or strike a clause in the resolution. Delegates must vote upon the amendment.

Motion to make an amendment to the second degree: An amendment to the second degree is used to change an amendment and is voted upon. If the amendment to the second degree passes with a simple majority, the entire amendment passes.

Motion to make a friendly amendment: A friendly amendment fixes an error in grammar, spelling or similar in the resolution. If the main submitter agrees to the change, there will be no voting on a friendly amendment.

Motion to declare this an important question: This motion increases the majority that a resolution needs to pass to 75%. Only issues involving international peace and security can be made an important question. Delegates will vote upon the motion and it will only be entertained if a simple majority (50%) votes in favor of the motion.

Motion to entertain a moderated caucus: A form of continuous debate in which speakers give their positions on the topics at hand. Usually, you must give a purpose, speaking time, and total time when making this motion.

Motion to entertain an unmoderated caucus: An informal form of debate where delegates are free to leave their seats and discuss with other delegates. This motion is normally made to get time to merge or write draft resolutions.

Motion to move into time against: This motion is made when those planning on speaking against a resolution wish to speak.

Motion to move into time in favor of: This motion is made when those planning on speaking in favor of a resolution wish to speak.

Motion to move into voting procedure: When a delegate feels the topic has already been thoroughly discussed, they motion to move into voting procedure so that whatever was being discussed is put to a vote.

Motion to table a resolution: This motion is to put aside the resolution at hand to discuss it at a later time. This is normally done if the resolution isn't producing debate or if the committee is running out of time and you want your resolution to be discussed.

Motion to divide the house / motion to vote by roll call: This motion is granted by the Chairs if voting by placards seems inaccurate or if the vote was very close. Delegates vote one-by-one and abstentions are not in order.

Motion to table the amendment: This motion is granted if the debate can't move forward and delegates feel like another amendment should be discussed. If the motion is used, the amendment will be set aside for later debating and the committee will debate on the resolution as a whole.

4.4 Lobbying

During Lobbying, delegates have the opportunity to take their resolutions to other delegates and try to gain support for their ideas. Delegates have the option to modify their resolution at the suggestion of others, or merge resolutions if they find another delegate with similar proposals. Lobbying takes place in the individual committee rooms. This also provides a chance for delegates to “break the ice” and meet other delegates from different schools.

Delegates should aim to locate and get to know their potential allies, and identify those who share their goals.

4.5 Resolution

Before the conference, each delegate should at least prepare a few operative clauses, at best a draft resolution. Resolutions are meant to make suggestions for improvement or solutions for the issue at hand. While writing resolutions, delegates should pay attention to and represent their country's opinion. During lobbying time, delegates should aim to improve their draft resolutions, co-sign other resolutions (by co-submitting a resolution, a delegate does not agree to speak in favor of it, but merely expresses their wish to debate the resolution) or merge their operative clauses with those of other delegates.

Before a resolution can be debated on, it will be sent to the Approval Panel.

*(See **Samples** for a sample resolution)*

4.6 Amendments

An amendment is a change to a [resolution](#). If you think much of the resolution is good, but there are some parts that need adjustments, then an amendment will help you make the necessary changes. In many cases there may be a single clause that ruins the rest of the resolution, or a certain aspect of the solution that the resolution has not addressed. This may lead to a situation in which many delegates feel that the resolution will not pass. In order to 'save' the resolution, delegates can submit amendments to alter the original resolution.

An amendment will have to be debated on in the same way that resolutions are debated on. Delegates will have to speak in favor of or against the amendment and then vote upon whether or not it will be added. Delegates are not allowed to abstain from voting on amendments.

4.7 Voting Procedures

Voting on amendments:

If a delegate submits an amendment, they will hold a brief speech about said amendment. The debate will then first move into time in favor, in which delegates who plan to vote in favor of the amendment will try to convince other delegates of their opinion.

When the debate moves into time against, an amendment to the second degree may be submitted. If the amendment to the second degree passes, the entire amendment is added directly into the resolution, therefore passes. If the amendment to the second degree does not pass, delegates will have to further debate on the amendment. In time against, delegates who do not support the amendment will try to convince other delegates to vote against the amendment.

If either a delegate makes the motion to move into voting procedure or the set debate time runs out, the debate will move into voting procedure. During voting procedure, all note passing will be suspended. All delegates will have to vote either in favor or against the amendment. Abstaining is not in order. The amendment can pass with a simple majority.

Voting on resolutions:

After the set debate time on the resolution has run out, the committee will vote on the resolution as a whole. During the voting procedure, all talking and note passing will be suspended. The chairs will entertain no motions or points and the admins will secure the doors.

Whilst voting on a resolution as a whole, delegates may vote in favor, against or they may abstain. If a simple majority (50% + 1) votes in favor of the resolution it passes, unless there has been a motion to declare the resolution an important question (in that case 75% of the committee will have to vote in favor of the resolution to make it pass).

5 Samples

5.1 Sample Resolution

Forum: Political Committee (PC)
Question of: Preventing Foreign Interference in the Elections of Member States
Main Submitter: Bangladesh [Only 1 main submitter]
Co-Submitter: Japan, France, Denmark, Finland, Norway
[at least 5 Co-Submitters]

THE POLITICAL COMMITTEE, [Committee/organ must be in all capital letters followed by a comma]

Reaffirming the UN resolution A/RES/50/172 which reminds all nations of the world that any kind of Interference in Elections of Member States undermines the right of every country to be self-determined, [use spacing and comma to separate pre-ambulatory clauses]

Expressing its hope to find a solution for this issue which not only solves problems on the short term but provides an international long-term solution,

1. Calls for [Underline every operative phrase] the creation of a UN organization called International Election Monitoring Organization (IEMO) with tasks such as, but not limited to: [use a colon to introduce sub-clauses]
 - a) Cooperation on election monitoring with the following organizations: [use a colon to introduce sub-sub clauses, there are no sub-sub-sub-clauses]
 - i) Organization for Security and Co-operation in Europe (OSCE)
 - ii) The EU Election Observation Missions (EUEOMs)
 - b) (If given) Reporting every possible foreign interference to the GA and the UN Security Council
 - c) Giving suggestions to member states (which are monitored) to farther improve Democracy and to prevent foreign interference in the future; [use spacing of a line and semicolons to separate operative clauses]
2. Emphasizes with more international secret service co-operation on
 - a) Counter intelligent measures
 - b) Cyber security;
3. Further recommends to support independent media to prevent hybrid warfare and fake news;
4. Calls upon all member states to respect the right of every Nation to express themselves in free and democratic elections. [Resolution ends with a period]

5.2 Sample Policy Statement

The sovereignty of all nations on earth is extremely valuable and highly prioritized by the United Nations, however, when it comes to nuclear weapons and mutually assured destruction, every single citizen of planet earth is affected. Therefore strict and consequent international involvement is needed to assure peace and prevent nuclear annihilation.

For Sweden, peace has a high value and is the basis of stability and progression. Therefore the latest developments concerning nuclear arms have been watched with great concerns from Stockholm. Especially countries like North Korea or Iran, that are actively involved in a conflict that is just a single incident away from becoming a global catastrophe, are part of the nuclear problem emerging in the 21st century.

The United Nations have introduced and signed treaties to control the development and deployment of nuclear weapons in the past, however, it seems that some countries secretly get around the treaties, and by doing so betray the world society. In addition, some countries openly oppose the treaties and continue to test nuclear warheads.

Sweden calls upon these nations, the entire Security Council, the world's nuclear powers, Iran and North Korea, to stop the aggression and actively work for a peaceful solution including gradual disarmament. A good example for an effectively working solution is the nuclear deal between the West and Iran. Such a deal, in combination with a final peace treaty with North Korea, would be the optimal solution to secure stability in peace, globally.

To secure the peace of the 21st century, all factions have to come together to an open discussion on a diplomatic level, to renegotiate how to best eliminate the threat of nuclear weapons.

Sweden would hereby take the role as a mediator and pursue a peaceful diplomatic solution, so that no one on earth has to live with the imminent threat of nuclear warfare.

6 List of Important Clauses

6.1 Pre-ambulatory Clauses

Affirming	Fully aware
Alarmed by	Further developing
Approving	Further recalling
Aware of	Guided by
Bearing in mind	Having adopted
Believing	Keeping in mind
Confident	Noting with regret
Contemplating	Noting with concern
Convinced	Noting with satisfaction
Declaring	Noting further
Deeply concerned	Observing
Deeply convinced	Reaffirming
Emphasizing	Recalling
Expecting	Taking notes
Fully alarmed	Viewing with appreciation

6.2 Operative Clauses

Accepts	Further requests
Affirms	Further resolves
Approves	Further recommends
Authorizes	Has resolved
Calls	Proclaims
Class upon	Reaffirms
Condemns	Recommends
Confirms	Regrets
Congratulates	Reminds
Considers	Requests
Declares accordingly	Strongly affirms
Designates	Strongly condemns
Draws the attention	Supports
Emphasizes	Takes note of
Encourages	Transmits
Endorses	Trusts
Expresses its appreciation	Underlines
Expresses its hope	Underscores
Further invites	Urges
Further proclaims	Welcomes
Further reminds	
Further recommends	