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The 2003 National Model United Nations

Sponsored by the National Collegiate Conference Association, Inc.

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Dear Delegates,

Welcome to the 2003 National Model United Nations Conference (NMUN). This year's conference will be an exciting challenge as you prepare to address some of the most salient issues facing global leaders at the turn of the millennium. Our goal is to look forward at new developments in international peace, security and diplomatic relations while using lessons from the past to make educated decisions for action.

This Delegate Preparation Manual has been provided as a resource for your preparation for the 2003 NMUN. In it you will find answers to many common questions, as well as new explanations and inclusions this year. Topics discussed include:

- The Structure of the United Nations
- The Role of Staff Members
- Research
- Position Papers
- Research Resources
- The Role of Non-Governmental Organizations in the Simulation
- The NMUN Web Site
- Resolution Writing
- Rules of Procedure
- Topic Brief with Accompanying Resolution and Simulation Script

This Manual, in combination with the Background Guide for each respective Committee, will provide a solid basis for your research. However, these should not be your only sources. There is a wealth of information available on the United Nations, its agencies, and related bodies. The Secretariat strongly encourages all Delegates to exploit the resources available, including the Internet, in your preparations. Please remember that there is a wealth of information available in books, scholarly journals, and newspapers, in addition to electronic sources. There is no substitute for a trip to the library.

The quality of your preparation determines the quality of the Conference. In addition to learning about your assigned country or non-governmental organization, you must also have a thorough understanding of the topics before your respective Committees, as well as the NMUN Rules of Procedure. Please contact any member of the Secretariat if you have questions regarding these materials or if you require assistance in your preparation. We are happy to assist you.

We look forward to welcoming you to the National Conference in April. Until then, we wish you best of luck!

Sincerely,

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A Quick Guide to the Structure of the United Nations

The General Assembly (GA)

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

The Security Council

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

The International Court of Justice (ICJ)

The ICJ was founded in 1945 as the principle judicial organ of the United Nations. The Court functions to decide disputes between states in accordance with the provisions of its statute and to provide judicial guidance and support for the work both of other United Nations organs and for autonomous Specialized Agencies through the provision of advisory opinions. As part of our goal to introduce Conference participants to other deliberative bodies, the ICJ will not be simulated at the 2003 Conference, and will be replaced by the Inter-American Court of Human Rights.

The Economic and Social Council (ECOSOC)

The Economic and Social Council is the principle organ of the UN responsible for the economic and social work of the organization. ECOSOC has 54 members, each elected by the GA to a three-year term (eighteen new members are elected annually). ECOSOC also coordinates the efforts of various Specialized Agencies working concurrently with the United Nations. Please note that Delegates in many of the Committees which operate under the auspices of the Economic and Social Council serve as technical field experts and not as political representatives. Should you have any questions regarding this status, please consult your Committee Director or departmental Under-Secretary-General.

Specialized Agencies and Related Organs

Specialized Agencies are a network of semi-autonomous organizations that are linked with the United Nations by special agreements through the coordinating machinery of ECOSOC. While the Specialized Agencies are part of the UN system, they are autonomous organizations, with independent Constitutions or Charters, membership, and rules of procedure. Most importantly, these Agencies are composed of technical experts, which necessitates a different type of preparation for and participation at the NMUN Conference.

The United Nations, particularly the General Assembly, is essentially a political organization. The most important distinction between technical experts and political representatives is the relevance of global objectives, as opposed to national priorities. While the political needs and limitations of the delegates' individual countries and regions are important, and must be considered in the appropriate context, delegates are charged with serving as experts in the fields addressed by these respective committees. In other words, the top priority of a technical expert is to assess challenges and propose solutions to relevant issue areas, not to present or promote the political agenda of one particular country.

Intergovernmental Organizations (IGOs)

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

The NMUN Web Site Project

The National Model United Nations Conference web site is a project that evolves each year to better serve Delegates, Faculty Advisors and Staff. This year, our site has been redesigned to provide more general conference and research information, as well as preparation assistance to conference participants. In addition to registration, hotel, and basic committee information, this year, the web site will include topic summaries for each committee topic and a range of important United Nations documents for delegates' reference. The conference will also provide committee topic updates on the web site. We hope this change will improve access and on-time delivery of the updates to conference participants. Finally, the NMUN web site is an important point of communication for Delegates and Faculty Advisors. You may contact any member of the conference Secretariat through the site. Please make use of this resource and do not hesitate to contact Staff members with questions or concerns.

The Role of Non-Governmental Organizations in the Simulation

Non-governmental organizations (NGOs) are recognized in Article 71 of the UN Charter as consultative bodies in relationship to ECOSOC. These organizations also maintain a close working relationship with almost all ECOSOC Funds, Programmes, and Specialized Agencies, as well as General Assembly committees and regional organizations. In this role, NGOs are an invaluable resource to the UN System because they provide information on political, economic, social, humanitarian, and cultural developments in all parts of the world. Their recommendations may address potential solutions to far-reaching global issues, speak to specific country or regional needs, or call attention to an emerging crisis. The sweeping mandate of ECOSOC is reflected in the exhaustive activities of NGOs.

NGOs are a crucial link between policy-makers and the individuals directly affected by those policies. They represent civil society and its impact on the UN System. There are two primary advantages NGOs have over the UN in terms of information gathering and program implementation. First, NGOs are often locally based and have better knowledge of regional conditions, needs, and constraints. Second, NGOs may find it easier to gain the acceptance, trust and cooperation of the communities in which they work because they are more aware of the indigenous cultural climate than many intergovernmental organizations. If the UN attempted to gather independently all of the information available to NGOs, it would consume vast amounts of time and scarce financial resources that are better applied to actual programs.

The global summit process that characterizes much of the UN's work in the 1990s has brought new attention to NGOs. At the Earth Summit in Rio de Janeiro in 1992, participation in the NGO forum surpassed all previous records. Although they were not invited to formally participate in negotiations, the massive NGO presence indicated recognition of their importance by conference organizers. In 1993, at the World Conference on Human Rights in Vienna, the NGO forum took place in the same building as the official meetings. This increased access to the proceedings brought NGOs to a new level of integration in global summits. At later conferences, such as the Cairo Conference on Population and Development, the Copenhagen World Summit on Social Development, the Fourth World Conference on Women in Beijing, and Habitat II in Istanbul, NGO forums grew in numbers as well as in their abilities to contribute substantively. As the UN community continues to review Conferences of the past ten years, it is apparent that the influence of NGOs will set a new precedent for the incorporation of civil society into UN activity at the global level.

NGOs at the National Model United Nations Conference

Over the past several years, the NMUN has begun integrating the presence of NGOs into a small number of committees at the conference. It is an ongoing project that improves the educational quality of the simulation and mirrors developments in the UN itself, where NGOs are gaining both visibility and respect as a resource for program

design and implementation. We have asked a large number of delegates to take on a challenging task and participate as NGO delegations for the 2003 NMUN.

NGO delegations maintain all of the privileges accorded to traditional country delegations, and are required to exhibit the same level of preparedness. NGO delegations are eligible for awards, based on the same criteria as country delegations, and may select head delegates to attend the Head Delegate Meetings each night. NGO representatives are also required to submit position papers reflecting the perspectives and priorities of their assigned NGO on the agenda topics at hand.

All delegates should take the role of NGOs at the 2003 NMUN very seriously. NGO representatives must be prepared to fully participate in all committee activities, including formal debate, caucusing and drafting working papers. In turn, Member State delegates must be prepared to engage NGO delegates these activities. Mutual recognition and respect between NGO and country delegates is necessary to a successful conference experience.

NGO delegates maintain the following privileges in each committee to which they are assigned:

1. the right to make any procedural motion;
2. the right to vote on all procedural motions;
3. the right to speak before all assigned committees; and
4. the right to act as a signatory on working papers.

Please note that NGO delegates *do not* have procedural voting rights, and *may not* sponsor working papers. In order to ensure a positive educational experience for all delegates, these rights and privileges may not exactly reflect those granted by ECOSOC. Any alterations made by the Director General gave due consideration to existing realities and the need to provide a learning environment that encourages active participation.

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

How to Prepare as an NGO Delegation

As an NGO delegation, your preparation should be structured in the same way as a typical country delegation. The most basic pieces of this process include fundamental knowledge of the organization and of the agenda topics. Based on your research, you will decide how your assigned NGO will approach each topic, and the recommendations you will make for potential solutions. This includes identifying blocs of countries and other NGOs that may share the same perspectives and priorities and collaborate with you in committee sessions.

In this Background Guide, each agenda topic contains a section specific to NGO action. This will provide you with basic information on the general role of NGOs in that topic area. These sections may not specifically address your assigned NGO, but will provide a broad discussion of relevant NGO activities. You should not hesitate to contact the main office of your assigned NGO during the course of your preparations. In addition, you should arrange a mission briefing with the UN Liaison Office in New York City of the NGO you are representing. If you need assistance in arranging this briefing, visit the NMUN website at www.nmun.org or contact the Conference Secretary-General at sg@nmun.org.

Much of your research will likely rely on Internet resources. Because most NGOs do not have expansive budgets that allow for the widespread reproduction and dissemination of their written materials and reports, they choose to publish such documents on their websites. If you have difficulty obtaining materials from these electronic sources, please contact your Director, Assistant Director, departmental USG, or the Director General for assistance. The UN website, as well as the sites for many of the Specialized Agencies, also contain valuable information about NGO activity.

Finally, do not exclude traditional resources from your preparations. Newspapers, scholarly journals, and books will provide differing perspectives on your agenda topics, and may give interesting insight into the evolving role of NGOs.

NGO position papers should be constructed in the same fashion as traditional position papers. Each topic should be addressed briefly in a succinct policy statement representing the relevant views of your assigned NGO. You should also include recommendations for action to be taken by your committee. It will be judged using the same criteria as all country position papers, and is held to the same standards of timeliness.

The most critical part of a successful NGO delegate experience at the NMUN conference is active participation in committee sessions. This includes utilizing the rules of procedure, speaking in formal debate and contributing during caucus sessions. Although you may not sponsor working papers or vote on draft resolutions, you have both the right and the obligation to participate in their composition and refinement. You may act as a signatory to any working paper on the floor of your committee if you wish to illustrate your support for continued development of the document. Getting involved in the simulation is the best way to enhance your own educational experience and that of your fellow delegates.

NGO Contact Information

The following table contains the names and Internet addresses of NGOs assigned as delegations to the 2003 NMUN.

| Non-Governmental Organization | Internet Address |
|--|--|
| Association of Women in Development | www.awid.org |
| Amnesty International | www.amnesty.org |
| CARE International | www.care.org |
| EarthAction | www.earthaction.org |
| European Commission on Refugees and Exiles | www.ecre.org |
| International Alert | www.international-alert.org |
| International Coalition for Development Action | www.icda.be |
| International Council on Social Welfare | www.icsw.org |
| International Federation of Red Cross and Red Crescent | www.ifrc.org |
| International Save the Children Alliance | www.savethechildren.net |
| International Union of Local Authorities | www.iula.org |
| Medecins Sans Frontieres International | www.msf.org |
| OXFAM | www.oxfam.org |
| Solidarity for Africa | www.solidarityvoice.org |
| World Conservation Union/IUCN | www.iucn.org |
| Youth for Unity & Voluntary Action | www.south-asian-initiative.org |

The Role of Staff Members

Executive Staff

Secretary-General – [Bret Bergst](mailto:secgen@nmun.org) (secgen@nmun.org)

The Secretary-General (SG), Bret Bergst, is the chief administrative officer of the Conference. The SG serves as the primary contact point for schools, consults with the Director-General, Chief-of-Staff and Under-Secretaries-General regarding the hiring and training of the Conference Staff, designs invitational mailings, provides country assignments for participating schools, appoints the Chief-of-Staff, and develops the Conference budget. In addition, the SG serves as the principle liaison between the Conference, the faculty and the attending delegates. Questions regarding any of these aspects of the Conference can be directed to the Secretary-General.

1 **Director-General – [Aaron Markowitz](mailto:dirgen@nmun.org) (dirgen@nmun.org)**

The Director-General (DG), Aaron Markowitz, is the chief substantive officer of the Conference. The responsibilities of the Director-General include: finalizing hiring decisions with regard to substantive staff positions; assisting the Secretary-General in the selection of the Chief-of-Staff; review and approval of Committee and topic selections; editing of Background Guides; finalizing the Conference Rules of Procedure; Staff training; and overseeing the substantive and procedural functioning of the committees at the Conference. Any questions you may have pertaining to rules, agenda topics, or committee procedure should be directed to the Director-General.

Chief-of-Staff – [Carrie Krisak](mailto:cos@nmun.org) (cos@nmun.org)

The Chief-of-Staff (COS), Carrie Krisak, is responsible for numerous duties which closely relate to both Staff and Delegates. The COS prepares Staff newsletters throughout the course of the year, as well as a Delegate newsletter during the week of the Conference. In addition, the Chief-of-Staff arranges mission briefings for participating delegations. At the Conference, the responsibilities of the COS include press communications, developing Staff and Delegate entertainment events, ensuring the Committee Chambers are properly supplied and maintained, as well as coordinating Staff and Hotel security.

Assistant Secretary-General, Internal Affairs – [Renee Tillery](mailto:asg.internal@nmun.org) (asg.internal@nmun.org)

The Assistant Secretary General, Internal (ASGI) assists the DG, USGs and other staff with substantive matters including hiring, topic selection, the writing process, delegate preparation materials and staff training. The ASGI is also responsible for ensuring the substantive quality of the NMUN website, including posting of relevant information for staff and delegates. The ASGI is also available to answer any questions or address any concerns regarding the substantive program.

Assistant Secretary-General, External Affairs – [Jennifer Franco](mailto:asg.external@nmun.org) (asg.external@nmun.org)

The Assistant Secretary-General, External Affairs (ASGE) provides support and assistance to the Chief-of-Staff and Secretary General. In addition, the ASGE is specifically responsible for organizing the NMUN Speakers' Program. The position's many duties also include the compilation of UN Mission contacts to be distributed to schools to allow those delegations to set up mission briefings for themselves in New York. The ASGE will work closely with USGs, Directors, and Assistant Directors in the selection of possible speakers. The ASGE also works with the ASGI and the COS in maintaining and updating the Conference website.

Senior Staff

Under-Secretaries-General

The Conference is organized into four substantive departments (General Assembly and Security Council Affairs; the Economic and Social Council; Specialized Agencies and Related Bodies; and Intergovernmental Organizations), each of which has an Under-Secretary-General (USG) who coordinates the planning, preparation and execution of that department. If you have any questions concerning procedures or topics that cannot be answered by your Committee Director, either prior to or in the duration of the Conference, the Under-Secretary-General is the next highest authority to consult. In addition, the Under-Secretary-General for Conference Services oversees the printing of resolutions, supervises the Delegate Resource and Information Technology Center, and performs related office procedures.

Staff

Directors and Assistant Directors

The Committee Director and Assistant Director will have a thorough understanding of the rules of procedure and the topics under discussion in your committee. These Staff members construct the Committee Background Guides and Update materials and, therein, will serve as experts on questions regarding the topics before the Committee.

Administrative Assistant (AA)

The Administrative Assistants are vital to the workings of the Conference. The AAs are responsible for the production of all papers, resolutions, statements, and any other material printed throughout the Conference week. These Staff members will also work closely with the USG for Conference Services to assist Delegates with their work in the Delegate Resource and Information Technology Center.

Committee Officers

Each Committee will have a Chairperson and Rapporteur, selected by the Director and Assistant Director, with the assistance of the Under-Secretary-General and the Director-General. Delegates wishing to take an active leadership role in the Committee are encouraged to apply, as well as Delegates who may be interested in applying for Staff positions in the future. Serving as a Committee Officer provides a unique opportunity to view the Conference from the other side of the dais. Although the Chair and Rapporteur will not be representing their assigned countries/NGOs in Committee activity, these individuals are eligible for consideration for delegation awards based on outstanding performance as Officers.

An application for these positions is available on the website, www.nmun.org; it should be completed and given to your Director prior to the start of the first evening's session. All applicants will be interviewed after the Tuesday night session and will be notified of the Director's decision following the completion of all interviews late Tuesday night. Applicants are expected to be reachable by hotel phone throughout the evening and early morning hours.

Committee Chair

The Chair is responsible for the procedural functions of the Committee. Working with the Director and Assistant Director, he or she assures that the committee operates in a smooth and efficient manner. This requires a very thorough working knowledge of the rules of procedure and a professional presence on the dais. Chair applicants should have significant Model United Nations experience, particularly at the National Conference. To ensure consistency and overall preparedness, there will be a mandatory training session Wednesday morning for all selected Committee Chairs. This training session will help newly selected Chairs familiarize themselves with the rules being implemented at the 2003 Conference.

Rapporteur

Each Committee has a Rapporteur who serves as an aide to the Director, the Assistant Director, and the Chair. Often, full membership Committees appoint 2 Rapporteurs to assist in the management of large rooms. The Rapporteur is responsible for maintaining the speakers' list, the order of the resolutions on the floor, amendments, verifying vote counts, and similar administrative matters. The Rapporteur is also called upon to assist in the preparation of final Committee reports when required. Applicants for this position should be highly organized, flexible, and possess strong writing skills. There will be a mandatory orientation session on Wednesday so Rapporteurs may familiarize themselves with NMUN Committee and Conference Services procedures.

Guide To Research

The key to a successful NMUN delegation is thorough preparation. Your research should begin with the history, culture, and political structure of your assigned country. You should then study the structure of the United Nations, the history and structure of your individual committee, and finally, the agenda topics themselves. The final step is to combine all of the above into a cohesive national policy that will guide you in your representation of your country.

National Background

Once you have received your country assignment, you should immediately begin to research the political structure, economic condition, religion(s), history, and culture of your State; since all these factors shape a nation's foreign policy, familiarity with these areas will assist you in forming a consistent foreign policy.

In your research, do not overlook the negative aspects of your national policy. Research the problems within your nation regarding ethnic and religious minorities, suppression of dissent, division of wealth, freedom of the press, development, health care, education, poverty, the environment, human rights, etc. Do not overlook the more subtle aspects of your domestic and foreign policies.

Understanding the History, Structure and Operations of the United Nations

Thorough preparation must begin with an understanding of the United Nations itself. Begin with *Everyone's United Nations* to gain an understanding about the events leading up to the creation of the UN. In addition, make sure you review:

1. **The UN Structure:** how the various organs, of the United Nations system (the Security Council, the General Assembly, ECOSOC, the ICJ, Specialized Agencies, IGOs) work together and the topic specialties of each.
2. **The Charter of the United Nations:** the UN Charter in its entirety.
3. **Past actions by the United Nations:** the significant resolutions and decisions that have come from the UN and their impact. This list should include the Universal Declaration of Human Rights and UN global conference documents, among others.
4. **Your committee:** although your Background Guide is a good introduction, it represents only the basis for the rest of your research. Search for speeches made by your country on the topic, and also the important resolutions that were discussed and passed in your committee. Also, contact the headquarters of your committee and request information on your specific topics.

Knowledge of Agenda Topics

Each Delegate should understand both the committee's function within the UN system and the topics on its agenda. The first resource to consult is the committee Background Guide. However, this guide should not be the sole source of research.

The 5 Questions

1. When considering each topic, what essential questions are being raised?
2. In your opinion as a diplomat, why are these issues important?
3. Give specific reasons why you believe these issues remain unresolved.
4. Are there countries that share your country's view?
5. What countries are opposed to your country's view?

Practice In Public Speaking/Practice Simulations

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

Guide to Position Papers, Research Resources and Resolution Writing

Position Papers

This year, several changes have been made in the Position Paper requirement. These changes reflect a need for clarification and efficiency in the Position Paper submission process. Please pay careful attention to the following guidelines when drafting and submitting your Position Papers.

Each delegation (including NGOs) is required to submit a one-page (single-spaced, double-sided) position paper reflecting its policy position, recommendations, and objectives, for each Committee to which that delegation is assigned. Two copies of each position paper should be sent to the Conference Director-General and one copy to each of the relevant Committee Directors, postmarked no later than **March 1, 2003**.

Due to computer viruses, Position Papers **will not be accepted via e-mail**. Please send the Director-General's copies of the position papers to: Aaron Markowitz; Director-General, 2003 NMUN; 4775 Muir Ave.; San Diego, CA 92107.

The following format specifications are required of all Position Paper submissions:

- All Papers must be typed.
- Length must not exceed **one (1) double-sided page—two single-sided pages is not an acceptable alternative**.
- Font must be Times New Roman sized between 10 pt. and 12 pt.
- Country/NGO name, School name and Committee name clearly labeled at top of page.
- Agenda Topics clearly labeled in separate sections.
- Do not bind, staple, paper clip or put covers on any Papers.

These specifications have been designed to ensure uniformity, ease of reading, and ease of reproduction. Please assist the Conference Staff in these tasks by adhering to the above guidelines. Failure to conform to these specifications will reduce delegations consideration for awards. Position Papers will be on file at the Conference as a resource for all Delegates, Staff and Faculty.

The Introduction of Organizational Instruments

The introduction of these instruments within the Committee provides a historical understanding of the global moral and juridical foundations upon which deliberations can begin. I am including, as a limited example, a random sample of potential applications below:

- To achieve in setting a unified tone within the Committee, as comparable as possible to that of the United Nations Organization, Delegates should review documents conceived by the current and former-Secretaries-General. *An Agenda for Peace, An Agenda for Development and Building Peace and Development*, although authored by the Honorable Boutros Boutros-Ghali and, therein, a few years dated, provide excellent examples of the style and tone which all Background Guides should attempt to emulate. Documents of this nature also provide an authoritative synopsis of international perspectives regarding a myriad of issues relative to the global condition. Additionally, all Delegates would be well-advised to review recent Reports of the Secretary-General[s] to gain current perspectives and authoritative support for the development of their work.
- Delegates should consult the Preamble and “Purposes and Principles” (Chapter I) of the *Charter of the United Nations* as a potential foreword to the topics before their Committees and, therein, introduce an established moral guideline and legal jurisdiction for Delegates. The *Charter* Preamble, for example, calls upon all representatives of the Organization “to save succeeding generations from the scourge of war, which twice in our lifetime has brought untold sorrow to mankind, [and] to combine our efforts to accomplish these aims.” These historical declarations introduce the very impetus upon which the United Nations was founded. Additionally, Delegates should review the entirety of the *Charter*, particularly in relation to the functions and powers of individual departments within the Organization.
- Within Committees discussing issues relating to conflict, in particular, the Security Council, the General Assembly (GA) Plenary, the Special Committee on Peacekeeping Operations and GA Fourth Committee, Delegates should consider the potential application of *The Geneva Convention Relative to Civilian Persons in Time of War of 12 August 1949*, and *The Protocol Additional to the Geneva Conventions of 12 August 1949 and Relating to the Protection of Victims of Non-International Armed Conflicts*, as well as similarly relevant documents, such as the *Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects*.

- For Committees which will address topics most closely related to the *Universal Declaration of Human Rights*, Delegates should not only be intimately familiar with the contents of the *Declaration*, but should also be study the additional instruments which have been developed to provide international legal status to the human rights standards established within the *Universal Declaration*. In particular, the *International Covenant on Civil and Political Rights and Optional Protocol* and the *International Covenant on Economic, Social and Cultural Rights*, should be considered for introduction within Background Guides at all applicable opportunities. In addition, Delegates should review *The Vienna Declaration and Programme of Action*, as adopted by the 1993 World Conference on Human Rights on 25 June 1993, for potential application within Guides.
- Documents which provide regional perspectives in relation to human rights include: *The Tunis Declaration*, adopted by the Regional Meeting for Africa in the context of preparations for the 1993 World Conference on Human Rights, as well as the *African Charter on Human and People's Rights*, as adopted by the Eighteenth Conference of Heads of State and Government at Nairobi, Kenya; *The San Jose Declaration*, adopted by the Regional Meeting for Latin America and the Caribbean in preparation for the World Conference; *The American Convention on Human Rights (Pact of San Jose)*; *The Bangkok Declaration*, adopted by the Regional Meeting for Asia for the World Conference; and, *The Cairo Declaration*, prepared by the Organization of the Islamic Conference.
- Additional Conventions and Declarations which may apply to your Committee include: *International Convention on the Elimination of All Forms of Discrimination*; *Convention on the Elimination of All Forms of Discrimination Against Women*; *Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment*; *Convention on the Rights of the Child*; *International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families*; *Convention on the Prevention and Punishment of the Crime of Genocide*; *Declaration on the Right to Development*; *Declaration on the Rights of Persons Belonging to National or Ethnic, Religious and Linguistic Minorities*; *Vienna Declaration and Programme of Action*; *Report of the Working Group on the Right to Development*; *The Third Decade to Combat Racism*; *The United Nations Decade for Human Rights Education*; and, *The International Decade of the World's Indigenous People*.
- Similar supportive documentation: Annual *Human Development Report[s]* from the United Nations Development Programme (UNDP); The United Nations Department of Economic and Social Development's *Report on the World Social Situation*; *World Economic and Social Survey:1996*, from the UN Department for Economic and Social Information and Policy Analysis. In addition, the United Nations Blue Books Series includes: *The United Nations and Apartheid, 1948-1994*; *The United Nations and Cambodia, 1991-1995*; *The United Nations and Nuclear Non-Proliferation*; *The United Nations and El Salvador, 1990-1995*; *The United Nations and Mozambique, 1992-1995*; *The United Nations and the Advancement of Women, 1945-1995*; and, *The United Nations and Human Rights, 1945-1995*. As a source to the aforementioned Geneva Conventions, consult the *United Nations Treaty Series*.

Should you experience difficulties in obtaining any of these documents, please contact your Director or Assistant Director as soon as possible. Should these Staff members experience similar obstacles to acquiring these documents, please consult with the Director-General for copies. In addition, consult the United Nations Publications web site, <http://www.un.org/Pubs/sales.htm>, or directly contact the publications department at the numbers listed below, if interested in the purchase of any of these documents.

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Resolutions and Reports

The United Nations passes resolutions and drafts reports; it does not enact 'laws'. Resolutions and reports are the most appropriate means of applying political pressure on Member States, expressing an opinion on an important issue, or recommending action to be taken by the United Nations or some other agency.

Under UN rules of procedure, unlike other more generalized rules of procedure, the topic on the floor is debated in its entirety. This means that during debate, Delegates should discuss the whole issue and all of the resolutions regarding that issue. When debate is exhausted, or is ended, the body then votes on each resolution or report, and amendments. The issue is then considered closed.

The National Model United Nations does not allow pre-written resolutions or reports on any agenda topic. The NMUN process of writing resolutions and reports during committee sessions is designed to teach Delegates the concepts of negotiation and concession; pre-written resolutions or reports hinder that learning process.

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

Drafting Resolutions

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

Preambulatory Clauses

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

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

Preambulatory Clauses (First Word)

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

Operative Clauses

The solution in a resolution is presented through a logical progression of sequentially numbered operative clauses. These clauses may recommend, urge, condemn, encourage, request certain actions, or state an opinion regarding an existing situation. Each operative clause calls for a specific action. The action may be as vague as denunciation of a certain situation or a call for negotiations, or as specific as a call for a cease-fire or a monetary commitment for a particular project. Keep in mind that only Security Council resolutions are binding upon Member States. The General Assembly and the Economic and Social Council can only make recommendations.

Resolutions are seldom complete solutions to a problem; they are usually only one step in the process of developing a solution. Prior research should have revealed alternatives that failed; imagination and study will hopefully produce new ideas.

Operative clauses begin with an active, present tense verb and are followed by a semi-colon, with a period placed at the very end.

Operative Clauses (First Word)

| | | |
|----------------------|--------------------|------------------|
| Accepts | Affirms | Approves |
| Authorizes | Calls | Calls upon |
| Condemns | Confirms | Considers |
| Declares accordingly | Deplores | Designate |
| Draws attention | Emphasizes | Encourages |
| Endorses | Expresses its hope | Further invites |
| Further proclaims | Further recommends | Further reminds |
| Further requests | Further resolves | Have resolved |
| Notes | Proclaims | Reaffirms |
| Recommends | Regrets | Reminds |
| Requests | Resolves | Solemnly affirms |
| Supports | Takes note of | Urges |

Analyzing Proposed Resolutions

The task of analyzing resolutions involves identifying first the topic, then the sponsor(s), and finally the intent. Once these have been established, the resolution can be examined in greater detail for the specific actions proposed.

Tone

The tone of the resolution should be noted. A mild, conciliatory resolution would call on parties to seek a peaceful settlement to a dispute through negotiations, and might not make any reference to a specific solution or outcome. A stronger resolution could take a clear stand by condemning certain actions by a country or countries, and calling for specific actions to solve the dispute.

Wording

Keep in mind that some resolutions are intentionally vague in order to gain widespread support, while other resolutions have specific details that guide future actions. The structure of the committee itself will dictate the strength of the resolution; if the committee is only advisory, then the wording of the resolutions will use phrases such as “suggests” and “supports.” If your committee has its own budget and its own executive council, then the resolution should be a detailed outline for future committee actions in that topic area.

The precise wording of the resolution must be examined carefully when you are debating how to vote. The references in the preamble should be checked; if your country opposed a certain UN resolution or opposes items mentioned in the

preamble, than you should voice your opposition to the working paper. If your country's policies support the general goal of the resolution, but you have reservations about the wording of certain sections in the resolution, you should attempt to seek changes in the language to make the resolution more acceptable.

Amendments

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

There are two types of amendments:

1. Friendly – A friendly amendment is proposed by any member of the body and accepted by the original sponsors of the resolution; it is typically used to clarify a point. Upon agreement of all the original sponsors, the change is incorporated into the resolution without a vote of the committee.
2. Unfriendly – An unfriendly amendment is a modification that can be proposed by any member of the body, but does not have the support of the sponsors. Unfriendly amendments must be formally submitted to the Director in writing with a given number of signatures (this number varies by committee and will be provided by the Director during the first committee session). A vote will be taken on all unfriendly amendments to a resolution immediately prior to the vote on the entire resolution.

Acceptable amendments may add and/or strike words or phrases in a resolution. The addition or removal of entire operative clauses is also acceptable. Please note that only operative clauses can be amended. Preambular clauses cannot be changed in any way (except to correct spelling, punctuation or grammar) following formal submission of the resolution to the floor of the committee.

Sample Resolution

| | |
|------------|---|
| Code: | GA/1/1 (will be provided by Director or Conference Services) |
| Committee: | General Assembly First Committee |
| Subject: | Chemical and Biological Weapons |
| 1 | <u>Realizing</u> that technology has created new forms of weapons that pose serious and long-term threats to all |
| 2 | forms of life on this planet, |
| 3 | |
| 4 | <u>Recognizing</u> the urgent global need for an immediate agreement on prohibiting further development, |
| 5 | production and stockpiling of all forms of chemical and biological weapons, |
| 6 | |
| 7 | <u>Noting</u> that past United Nations Resolutions attempting to control the diversification and proliferation of |
| 8 | chemical and biological weapons have met with repeated resistance from member states, |
| 9 | |
| 10 | THE GENERAL ASSEMBLY: |
| 11 | |
| 12 | 1. <u>Strongly Urges</u> all nations to ratify the Protocol of the Use in War of Asphyxiating, Poisonous, |
| 13 | or Other Gases, Bacteriological Methods of Warfare, signed on 17 June 1925, at Geneva, and the |
| 14 | Convention of the Prohibition of the Development, Production, and Stockpiling of Bacteriological |
| 15 | and Toxic Weapons; |
| 16 | |
| 17 | 2. <u>Requests</u> the Conference of the Committee on Disarmament to intensify its present efforts to |
| 18 | reach a comprehensive position on defining: defoliants and environmental degradation. |

Delegate Guide to NMUN Rules of Procedure

This guide should provide insight into the rules of procedure for National Model United Nations in two ways. The guide explains the rules in simple prose, and the explanation follows roughly the course of one week at NMUN. However, you must read the actual rules of procedure, which vary between the General Assembly, ECOSOC, and the various Specialized Agencies and Inter-governmental Organizations. The rules of procedure for each committee are included at the end of each background guide.

Furthermore, this guide provides a generalized approach to the rules, and you must become aware of the differences that are relevant for your specific committee (e.g., some committees do not set an agenda, some consensus bodies vote once at the end of the week on one final document).

Understanding these rules of procedure will help you facilitate realistic debate and avoid extravagant use or unnecessary abuse of the rules when in committee.

Introduction: The Philosophy Underlying NMUN Rules of Procedure

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

The NMUN adopted, where possible, the verbatim rules of procedure from the governing documents of each simulated committee. Admittedly, a minimal number of changes were made – the actual UN need not complete its work in five days. In cases where the committee Staff was unable to obtain the rules of procedure from certain organizations, the Director-General and the appropriate Under Secretary-General adapted the rules that were felt to offer the most realistic simulation possible.

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

A Narrative Explanation of NMUN Rules

This narrative is based on the rules of the General Assembly, the largest organ of the UN. Although the rules of procedure in other committees are very similar, substantial differences may exist in the procedures of particular committees. Please read this explanation in conjunction with the rules of your committee; call your director, an Under Secretary-General or the Director General with any questions regarding the rules.

This guide is not intended to replace the committee rules of procedure, it merely explains their application. The printed rules of procedure are to be considered authoritative.

Determining the Agenda

Setting the agenda is the first order of business for most committees. Committee Staff, in most cases, drafted a provisional agenda of three topics. The committee decides the order in which the topics will be discussed, and debate proceeds in the order determined. The order of the entire agenda, all three topics, is determined with one vote; the committee cannot decide to discuss Topic I and to postpone the decision on the other two topics until debate on Topic

I is complete. The committee may alter the originally decided order by amending the agenda, but this is a difficult procedure, requiring a two-thirds majority in favor.

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

Please note several issues that arise in setting the agenda. Some countries may prefer not to discuss a particular issue for political reasons (e.g. Chinese objections to the discussion of the status of Tibet in the General Assembly); nations are always free to express a preference about their choice for the agenda order. However, setting the agenda is a relatively minor procedural point in the work of the committee and should not hamper the substantive work of the body. If the committee fails to reach a decision about the agenda by the end of Tuesday night, the Director and the Assistant Director will set the agenda, typically in the same order that appears in the Background Guide.

Debate on the Agenda Topics and Motions

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

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

Points of order are strictly limited at NMUN – these must be related to the maintenance of procedure and order in the committee (e.g., questioning a procedural ruling by the chair, requesting that delegates who are interrupting speakers or are otherwise disruptive in the committee room follow decorum). Motions may occur any time when the chair has not recognized a nation on the speaker's list and asked that nation to address the committee. Motions should come at the very beginning or end of sessions, or between speakers. ***No points or motions should ever interrupt a speaker***.

Speakers' Lists

A new speakers' list is opened at the beginning of discussion on each new topic. Once the committee moves into substantive debate, the chair declares the speakers' list on the topic area to be open. The chair only declares the speakers' list open at the beginning of each new topic. After this time, and throughout debate on a topic, the Delegates must request opening or closure of the speakers' list.

The speakers' list is the main forum of debate on the topic area and all Delegates are eligible to speak on any topic. A nation can address the committee as many times as it would like, but it must wait until it has spoken before placing its name back on the speakers' list. Once the Chair has opened the speakers' list, he or she will ask for the names of those wishing to be placed on the speakers' list.

When a member state is recognized to speak, that country may speak as long as it likes, unless a motion is passed to set the speakers' time. Usually, the chair or director will recommend that the committee set the speakers' time. One to two minutes is generally adequate, and delegates are not required to use all of the allotted time. However, ***there is no yielding of excess time to any party*** – the committee simply proceeds to the next speaker on the list. A motion to set the speakers' time must specify the time limit, and the motion requires approval by a simple majority of the committee members present. The speakers' time should be suitable for the committee size. If there will be 150

nations on the speakers' list, a shorter time may be appropriate in the interest of allowing all nations to speak. In a smaller committee, a longer time will allow each country to fully express its views on the issues. Motions to set the speakers' time may be made at any time during substantive debate. However, if the committee staff finds that there are too many motions to set the speaker's time being made, and these are disrupting the operation of the committee, these motions may be ruled dilatory and not be entertained until some progress has been made in the work of the committee.

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

Caucusing

Formal, substantive debate via the speakers' list is an effective tool for expressing opinions about the topics, but it is not very conducive to formulating agreement about the topic or to drafting resolutions. Because it is impossible under NMUN rules to ask speakers any questions during formal debate, the only way to actively discuss the issues and draft resolutions is to suspend the meeting. This suspension of the meeting is often called a caucus. A caucus is essentially a procedural "time out" – formal session temporarily ends and the committee can break down into smaller groups for the purpose of discussing the topic, drafting resolutions, or debating the merits of various resolutions. The committee Staff and Officers play no part in caucusing and the rules of procedure are not in effect because the committee is technically not in session. When made, the motion should specify the length of the suspension (e.g. "I move for a 15-minute suspension of the meeting."), and requires a majority vote to pass. Most caucuses should last approximately 20 to 40 minutes.

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

Informal caucusing, the type employed by delegates at the NMUN conference, occurs when the committee is not in formal session and can take place through personal discussions within the committee chambers, in "smoke-filled rooms," or at the deli across the street from the UN Plaza. As one historical example of informal caucusing, diplomatic rumor notes that United Nations Security Council Resolution 242, which brought the 1967 Arab-Israeli War to a cessation, was composed on a bar napkin after formal negotiations had failed. In this regard, it is typically through informal caucusing that diplomatic negotiation is most productive.

Unlike some other MUN simulations, the NMUN does not allow a *structured caucus* during which questions are posed to speakers. Delegates who wish to stage a moderated caucus during a suspension of the meeting may do so, but the committee Staff and Officers cannot participate in any manner.

***The Foundation for Effective Caucusing*¹**

In order to be effective in any caucusing scenario, Delegates must consider the five central factors that form the foundation of diplomatic negotiation. They include:

1. the concerns and objectives of the represented Member State regarding the topic under discussion;
2. potential allies and adversaries and common and/or conflicting characteristics;
3. the historical precedent of the respective State in relation to the topic under discussion;
4. international instruments historically supported by the Member State; and,

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

5. the negotiating tools available to the State.

First, Delegates should gain a historical understanding of the individual and specific situation within their respective States, then seek out those who may share common concerns. For example, two Island States may caucus and decide to combine forces on issues related to global warming. In addition, two States otherwise historically divided on ideological issues may find themselves collaborating when an issue of mutual concern is the topic under discussion. An example of this might be cooperation between the United States and China on a resolution addressing the security situation on the Indian subcontinent. This is a rare occurrence, but one that is in character in a limited number of instances.

Regional and trade blocs represent a basic starting point for Delegate caucusing endeavors. On a regional level, the UN recognizes five blocs: African States, Asian States, Eastern European States, Latin American and Caribbean States, and Western European and Other States (for a listing of States within each bloc, see the annual edition of *The United Nations Handbook*). Additionally, States operating within trade blocs such as NAFTA, the EU, or ASEAN will often consult and work with one another on many global issues.

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

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

Informal Caucusing²

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

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

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

² *Ibid.*

Appendix D provides a variety of examples of caucusing strategy methods and includes a potential interactive illustration of how different Member States may address the issue of Global Warming.

Drafting Resolutions

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

In order to be formally introduced to the floor, resolutions must garner a certain number of signatures and then be approved by the Director for printing and distribution. (The required number of signatures usually totals about $\frac{1}{4}$ of the membership, depending on committee size. The Director will provide the required number during the first committee session.) Sponsors of a resolution have assisted in drafting the document, and signatories are Delegates interested in seeing it brought to the floor for further refinement and debate. The NMUN does not distinguish between signatories and sponsors when calculating the number of countries required to bring a resolution to the floor. However, sponsors of a resolution have the right to allow friendly amendments to the resolution or to force a committee vote on an amendment. Sponsorship has no other advantages at NMUN and is not one of the awards criteria. Sponsors' names are removed from the copies of the resolution distributed to the committee and from all official conference documentation.

The committee Director is the final authority on all resolutions. A resolution may not be sent for printing, or be distributed to the committee without the approval of the Director. The Director may require revisions to a resolution, including changes in format and/or content. The Director may also, at his or her discretion, require two or more groups to combine or merge similar resolutions before approval.

After approval, the resolution is assigned a number and sent to Conference Services for printing. The resolution cannot be introduced on the floor of the committee until copies have returned from Conference Services, and the committee must be in formal session in order to distribute copies. The distribution of a resolution is considered to be its formal introduction to the committee – no procedural motion is necessary. Once a resolution has been introduced, it is formally debated as part of the topic area, and amendments may be proposed.

Closure/Adjournment of Debate

A motion to close debate may be made at any time, but requires the support of two-thirds of the committee to pass. Following closure, no further speakers will be heard on the topic, no further resolutions or amendments will be accepted, and the committee will immediately move into voting procedure (see below). Please note that, as indicated above, closure of debate also occurs automatically when the speakers' list is exhausted.

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

Voting Procedure

Following closure of debate, the committee immediately moves into voting procedure. Absolute decorum is to be maintained in the committee room at all times – it is essential that there is no talking, note passing or moving about the room during voting procedure. While the committee is in voting procedure, no one, including head delegates and faculty advisors, will be allowed into the committee room. Also, upon leaving, no person will be allowed to re-enter the room. This stricture is necessary to ensure efficient explanation of confusing procedural processes and an accurate tally of votes. Staff members may enter and leave the chamber during voting procedure.

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

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

Please be aware that voting procedure is typically a long process, and in a large committee can last anywhere from 2 to 4 hours, depending on the number of resolutions, divisions and roll call votes. Under no circumstance are breaks allowed during voting procedure – the procedure must be completed in its entirety before the room is opened.

Voting on resolutions occurs in the order in which they were submitted to the committee. However, before the final vote on a resolution, two significant procedural questions may arise. First, the resolution may be the subject of unfriendly amendments; second, the resolution may be the subject of motions to divide the question.

Amendments – Friendly vs. Unfriendly

An amendment modifies a resolution in some way, by adding new clauses or by adding or deleting language. Again, entire clauses can only be removed using a friendly amendment or division of the question. If all of the sponsors of a resolution agree to a particular change, the amendment is deemed friendly and becomes part of the original resolution without a committee vote. If all of the sponsors do not agree on a particular amendment, the amendment is unfriendly, and the committee must vote on whether or not to include the amendment in the resolution. The procedure for the submission of an amendment is the same as for resolutions – the authors of the amendment must obtain the requisite number of signatures and submit the amendment to the Director for approval. All amendments must be submitted and approved prior to closure of debate; after debate is closed, no further amendments will be considered. Time permitting, the Director will have amendments printed and distributed to the committee. Otherwise, the Director will read the amendment to the committee before the vote.

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

Divisions of the Question

Division of the question is one of the most complex rules of procedure at the NMUN. Please carefully note the uses of division of the question and the procedure used to divide. A diagram of the procedure is provided in Appendix C to assist you in learning the application of this rule.

Member States use divisions to vote on an entire operative clause or group of clauses (preambular clauses cannot be divided) separately from the rest of a resolution. Division occurs for one of two reasons:

- A Member State believes that the substance of a particular clause or group of clauses is so significant, it must be recognized separately from the rest of the resolution to draw attention to its importance. This is how division is typically utilized in the United Nations.
- A Member State that believes it could vote in favor of a resolution after removing certain clauses. Because clauses cannot be removed by unfriendly amendment, division is used to remove objectionable clauses and alter the substance of a resolution in such a way that the new meaning becomes acceptable to the motioning state. Motions to divide apply only to complete operative clauses; words or phrases in clauses must be amended (see the above discussion). This usage, while quite rare in the UN, is much more prevalent at NMUN.

Immediately before a resolution comes to a vote, a Member State may move to divide the question, and indicate which clause(s) it would like to consider separately (e.g. “I move to divide out clauses 1 and 2.”). If there are calls for

multiple divisions, they will be voted on in order of the most radical division to the least. This order is at the sole discretion of the Director.

The first vote on a division of the question is a procedural vote. In other words, the committee votes on whether or not to consider the clause(s) separately: this requires a simple majority. The Director will accept two speakers in favor of the motion and two speakers against. If the procedural motion passes, the clause(s) are separated from the resolution and put to a separate substantive vote. No motions except points of order will be taken in between these two votes. If the procedural vote fails, the resolution remains intact and the committee moves on the next motion to divide.

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

Important Questions

The only committee in which Important Questions apply is the General Assembly Plenary Committee; the motion to declare a question important is dilatory in any other committee. There are very specific circumstances under which a question may be declared important, listed in the Charter in Article 18.2. Categories of Important Questions are also covered by the General Assembly Rules of Procedure.

Methods of Voting

Placard and roll call are the two permissible types of voting. All procedural votes must be taken by placard – there is no roll call option. The committee Staff will count placards of nations when they vote on particular issues, and announce the number voting for and against the question. A roll call vote occurs only on substantive votes, and only if a Member State requests a roll call vote. It is the right of any country to request a roll call vote, and there is no vote on the motion – the request is automatically honored. The chair reads the roll and each Member State casts its vote aloud when called upon; countries are not permitted to pass and vote at the end. Roll call votes typically take quite a long time, particularly in large committees; at NMUN, these are usually reserved for politically important resolutions or for resolutions on which a very close vote is expected.

Types of Votes

For a procedural vote, the only options are yes or no votes; abstentions are not allowed. In addition, all countries must vote on procedural matters. On substantive matters (resolutions, amendments, and the 2nd vote on divisions of the question), nations may vote yes, no or abstain. Abstentions are essentially non-votes, and are not included in the tally when determining the passage of a resolution; a resolution will pass with a vote of 10 in favor, 5 opposed, and 170 abstentions. Likewise, in consensus bodies, abstentions do not affect the passage of the final document.

After voting on all resolutions, the committee leaves voting procedure and moves automatically to the next topic on the agenda, beginning the entire process again.

Saturday Plenary Sessions

On Saturday, following the formal conclusion of committee sessions Friday afternoon, three traditional substantive meetings will convene at United Nations headquarters: the General Assembly, the Economic and Social Council Plenary, and the Security Council. The opportunity to make use of UN chambers and other facilities sets the NMUN conference apart from all others.

Participation in the Saturday Plenary sessions is not limited to those delegates sitting in GA Plenary or ECOSOC Plenary all week. The NMUN encourages all delegations to observe the proceedings at the UN and share the responsibility of attendance at the sessions.

General Assembly Plenary

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

The GA General Committee (GC) will meet on two separate occasions outside of regular committee sessions to discuss procedure and determine the agenda for Saturday's session. The GC will be comprised of the Presidents and Vice-Presidents of the General Assembly. The 21 Vice-Presidents will consist of the General Assembly Plenary representatives from the five Permanent Members of the Security Council and elected representatives based on the following regional distribution: six from African States, five from Asian States, one from Eastern European States, two from Latin American and Caribbean States, and two from Western European and Other States. The Chair of GA Plenary shall act as Chair of the GC meeting, and the GC shall adopt Saturday's agenda order by majority vote.

Several committees will be presenting reports and/or resolutions to be voted on at the Saturday session of the GA Plenary. These committees will be listed in the Conference Program. Several other committees will present reports to the GA Plenary body for its information. However, these committees will simply provide a synopsis of the work undertaken throughout the week and a brief summary of any resolutions that were passed. None of these reports will be debated or voted upon by the GA Plenary committee. The following committees will present summary reports: the North Atlantic Treaty Organization, the Organization of American States, the Organization of African Unity, the Organization of the Islamic Conference, the Commonwealth of Independent States, and the Association of Southeast Asian Nations.

Economic and Social Council Plenary

The Economic and Social Council Executive Board (EB) will be composed of five delegates from ECOSOC Plenary: one representative from each of the five geographic blocs. These five delegates will be elected by the delegates from their respective geopolitical blocs. The Chair of ECOSOC Plenary will serve as Chair of the EB.

Similar to the General Assembly General Committee, the EB will meet on two separate occasions throughout the week of the conference to discuss operations and set the agenda for the Saturday Plenary session. Committees reporting to the Plenary body will present reports for information or formal approval.

Following the presentation of Committee reports to the ECOSOC Plenary, the body will debate a fourth topic, to be announced during the week of the Conference. If necessary, appropriate background materials will be provided. In addition to attendance and participation by ECOSOC Plenary delegates, the Secretariat encourages active participation by representatives of NGOs and other Conference committees. Prior to ending formal session on Friday afternoon, the appropriate committees will select representatives for the fourth topic Plenary debate.

Appendix A: Rules Simulation

In the following pages, you will find a topic brief, resolution and simulation script which was originally employed to assist Conference Staff with the NMUN rules of procedure. The purpose of this simulation is two-fold: first, to provide a study of the NMUN Rules of Procedure; and, second, to have a bit of fun. The prepared script has been designed to address the entirety of the general procedures. We suggest shifting Chairs throughout the simulation, so as to allow as many participants as possible to work in this position.

Topic Brief

I. The Effects of International Economic Sanctions

Throughout the international community, the effects of economic sanctions remain a contentious issue. Sanctions are most often applied against States that are recognized as perpetrators of gross violations of international treatise. Most conspicuous among States currently struggling under the imposition of international economic sanctions are the Federal Republic of Yugoslavia, Iraq and Cuba. The leaders of these States, condemned as global outlaws, have had economic sanctions applied against their nations in an effort to force them from control of their governments. However, in consideration of the hardships these sanctions incur upon the citizenry of the States, the international community must reconsider their effects.

International economic sanctions rarely serve to punish the guilty. Quite to the contrary, evidence reveals the imposition of sanctions results in grave reductions of investment within national social infrastructures. This trend primarily punishes those people subsisting in conditions of poverty, while the leaders whom these penalties are intended to discipline remain largely immune to hardship. Historically, most applications of economic sanctions as a political device have failed. Contradictory to the intentions of the international community, the introduction of sanctions in an effort to force the recognition and protection of human rights, has deprived countless millions of innocents of the very most basic of human requirements: access to safe water, shelter, sanitation, food, and medical care.

In an effort to find justice through sanctions, the international community has inadvertently subjected innocents to oppressive hardship and squalor. Certainly the intentions of the founders of the United Nations did not foresee Article 41 of the Charter to be applied in a manner which violated the human rights of civilian populations. What steps can Member States suggest to alleviate the suffering of civilian populations resulting from the imposition of international economic sanctions? Are sanctions that threaten civilian populations in violation of international treatise calling for the protection of these populations? Are the innocent victims of sanctions which created conditions of endangerment and loss entitled to reparations? If so, what party is liable for these damages?

The following draft resolution, although developed specifically for the situation in the Iraq, addresses the plight of the innocents who truly suffer the effects of inappropriately applied economic sanctions.

Sample Resolution

CODE: GA/1/1

COMMITTEE: GENERAL ASSEMBLY PLENARY

TOPIC: ECONOMIC SANCTIONS AGAINST IRAQ

THE GENERAL ASSEMBLY:

1 Alarmed by the severe and continued suffering of the civilian population of the Iraqi State,

2
3 Deeply appreciating the efforts of the Secretary-General and his Special Mission to Iraq in their assessment of the
4 devastation in the Iraqi nation,

5 Emphasizing the Secretary-General's portrayal of the "apocalyptic" slaughter of the Iraqi State,

6
7
8 Deeply concerned that the massive destruction of the Iraqi infrastructure has resulted in dangerously deficient
9 standards of health for the civilian population in Iraq,

10
11 Reaffirming the enumerated principles for the Protection of Civilians in Occupied Territories as applied within the
12 1949 Geneva Convention,

13
14 Fully understanding that the victims of the currently applied economic sanctions are innocent civilians within Iraq,

- 15
16 1. Demands the United Nations Security Council mandate the immediate cessation of economic sanctions
17 currently applied upon the Iraqi nation;
18
19 2. Calls upon the Secretary-General of the United Nations, with the assistance of the International Red
20 Crescent and the World Bank, to establish relief programs for the immediate alleviation of suffering and
21 the long-term reconstruction of the Iraqi State;
22
23 3. Requires the wealthiest 50% of the declared "international coalition" forces to assist through financial
24 support the programs established under the authority of the Secretary-General with contributions
25 equaling a minimum of 50% of their nation's contribution to the "coalition" war against the Iraqi State;
26
27 4. Encourages private relief organizations to assist in the effort to halt the tremendous levels of suffering
28 currently plaguing the Iraqi peoples;
29
30 5. Decides to establish an International Reparations Committee, under the auspices of the Secretary-
31 General, to determine the valid claims for damages inflicted upon the Iraqi nation by "coalition" forces;
32
33 6. Authorizes the International Court of Justice to submit an advisory opinion, in accordance with Article
34 36 (2-D), on the recommendations of the International Reparations Committee;
35
36 7. Requests the World Bank, with the assistance of the Iraqi government, to assess and determine the type
37 and amount of property seized, damaged, or destroyed by "coalition" forces;
38
39 8. Further requests the World Bank to maintain "coalition" reparation contributions and assist in
40 establishing peaceful development projects in the Iraqi State;
41
42 9. Recommends the International Court of Justice, in accordance with Article 38 of the Statute of the Court,
43 act immediately in an investigation of "coalition" violations of the Geneva, Hague and Nuremberg
44 Conventions;
45
46 10. Decides to remain seized of this matter.

Abbreviated Simulation Script

The following script has been developed to assist NMUN Staff in rules training sessions and is constructed as an explanation of motions that cover as many aspects of Committee operations as possible. Although each individual Chair and Director will provide a slightly different approach to the rhetorical style presented below, the specific application of the National Model United Nations Conference Rules of Procedure will not be deviated from in any way, or for any reason. Please take note of the working relationship between the Chair and Rapporteur (Rapp).

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

Chair:

- “If there are no objections, we will bring the Committee into formal session. If all Delegates will please take their seats, the Rapporteur will begin Roll Call.”

Rapp:

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

Proceed with Roll Call...

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

After completing roll call...

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

Chair:

- “Are there any motions on the floor at this time? Seeing none, the first order of business before the Committee is to set the Agenda Order. The topics on the Committee Agenda are I, II and III. If there are no objections from the Committee, the Chair will open the Speaker’s List to begin deliberations upon setting the Agenda. All those who would like to be placed on the Speaker’s List, please raise your placards until your State has been recognized.”

Chair recognizes States while Rapp records their order.

“If any additional members of the Committee wish to be placed upon the Speaker’s List, please send a note forward to the dais with an explanation in this regard.”

Please be aware that no State can be placed twice upon the Speaker’s List concurrently: once a Delegate has completed allotted speaking time and has been removed from the current list, he/she may then immediately submit a request to the dais to again be placed upon the list.

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

Norway:

• “Honorable Chair, I move to set a limit on the speaker’s time of two minutes.”

Chair:

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

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

“The Chair recognizes the Honorable Delegate from Norway. You have fifteen seconds to speak in favor of this motion.” *[Norway speaks]*

“Thank you Delegate. The Chair now recognizes the Honorable Delegate from Cuba. You have fifteen seconds to speak in opposition to this motion.” *[Cuba speaks]*

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

“Thank you Delegate. The motion currently before the committee is to set a limit of two minutes on speaker’s time. The motion is decided by a simple majority vote and, as a procedural matter, I remind all Delegates that abstentions are out of order. All those in favor of this motion, please raise your placards... *[Chair and Rapporteur record affirmative votes]* All those opposed to this motion, please raise your placards... *[Chair and Rapporteur record dissenting votes, tally and compare results]* The motion to set the speakers time limit at two minutes passes by a vote of X in favor and Y opposed.”

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

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

Chair:

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

United States:

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

Chair:

- “Thank you Delegate, this motion is in order. A motion has been made to suspend the meeting for a period of ten minutes for the purpose of caucusing. Are there any other motions on the floor at this time? *[no placards]* Seeing none, is there any objection to this motion? *[placards are raised in objection]* Seeing objection, we will move to a vote. This motion is decided by a simple majority of the Committee and no debate is required. All Delegates in favor of the motion to suspend the meeting for a period of ten minutes, please raise your placards... *[Chair and Rapp record affirmative votes]* All Delegates opposed to this motion, please raise your placards... *[Chair and Rapp record dissenting votes, tally and compare results]* The motion to suspend the meeting passes by a vote of X in favor and Y opposed. The Committee will reconvene in ten minutes.”

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

Chair:

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

India:

- “Honorable Chair, I move to set the Agenda in the following order: Topic I as the first topic to be addressed by the Committee, Topic II as the second topic before the Committee and Topic III as the final topic to be discussed.”

Chair:

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

Germany:

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

Chair:

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

Costa Rica:

- “Honorable Chair, I move for suspension of the meeting for a period of five minutes to seek additional clarification on these proposals.”

Chair:

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

State of Uncertainty:

- “Honorable Chair, point of order: wasn't there already a motion on the floor to set the Agenda?”

Chair:

• “Yes, thank you Delegate. Although I will recognize your point of order, allow me to remind you of the order of precedence, as established within the NMUN Rules of Procedure, which dictates a motion for suspension of the meeting has priority over a motion to adopt the Agenda. Are there any additional motions on the floor at this time? *[no further placards]* Seeing none, there is a motion on the floor to suspend the meeting for a period of five minutes for the purpose of caucusing. Is there any objection to this motion? *[no placards are raised]* Seeing no objection, the Committee will reconvene in five minutes.”

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

Delegates break for caucus... Chair and Rapp confer to ensure motions regarding agenda order are clear.

Chair:

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

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

Chair:

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

Myanmar:

• “Honorable Chair, for the purpose of brevity, Myanmar moves to change the speaker’s time limit from two minutes to one minute.”

Chair:

• “Thank you Delegate, that motion is in order at this time. A motion has been made to change the speaker’s time limit from two minutes to one minute. This motion requires two speakers in favor and two speakers opposed; it is decided by a simple majority vote. Is there any objection to this motion? *[placards are raised]* Seeing objection, will those Delegates wishing to speak in favor of this motion please raise their placards? *[Myanmar is only State to raise a placard, Chair and Rapp record selection]* Delegates, please be aware that only one Delegate chose to speak in favor of this motion, therefore, only one Delegate will be selected to speak in opposition. Will those Delegates wishing to speak in opposition to this motion please raise your placards?” *[Chair and Rapp record selected Delegate]*

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

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

“Thank you Delegates. At this time, we will move to a vote on the motion to change the speaker’s time from two minutes to one minute. All those Delegates in favor of the motion, please raise your placards. [*Chair and Rapp record vote*] All those Delegates opposed to the motion, please raise your placards. [*Chair and Rapp record, tally and compare vote*] By a vote of X in favor and Y opposing, this motion fails. The speakers’ time will remain set at 2 minutes. Are there any further motions at this time? [*no placards*] Seeing none, the Chair will open the speaker’s list by recognizing the honorable Delegate from France.”

Speakers come, speakers go... two working papers have been submitted to the Committee Director for review and approval. The Director assigns a numerical listing for working papers, submits to Conference Services for copying, and then provides to the Chair for introduction to Committee as a draft resolution.

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

Russian Federation:

- “Honorable Chair, the Russian Federation moves to close the speaker’s list.”

Chair:

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

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

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

Cuba:

- “Honorable Chair, I move for closure of debate.”

Chair:

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

France:

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

Chair:

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

Mexico:

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

Chair:

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

South Africa:

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

Chair:

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

South Africa:

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

Chair:

- “Thank you Delegate. Your point is well-taken and the dais will entertain your motion. There are currently four motions on the floor. Are there any additional motions?” *[no placards]*

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

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

“There are currently two motions before the Committee: a motion for adjournment of debate and a motion for closure of debate. Are there any further motions? *[no placards]* Seeing no additional motions on the floor at this time, the Committee will consider the motion for adjournment of debate. Prior to moving to vote, allow the dais to remind the Committee of the ramifications that accompany the passage of a motion for adjournment. Adjournment of debate will result in the immediate end of debate on the topic currently under consideration the committee will move on to the second Agenda topic. The committee will not vote on either of the two draft resolutions currently before the Committee. Are there any questions regarding this motion?”

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

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

“Are there any additional points or motions on the floor at this time? *[no placards]* Seeing none, there is a motion on the floor for closure of debate. This motion requires two speakers in opposition and is decided by a 2/3 majority vote.

Before I ask for speakers on this motion, I remind you all that the passage of this motion will formally end debate on this topic and the Committee will move immediately into voting procedure. Only two draft resolutions have been formally introduced to the Committee; any working papers that have not yet been formally approved by the Director and introduced to the Committee will not be considered following closure. Are there any questions regarding this motion? Seeing none, will those Delegates wishing to speak in opposition to the motion for closure of debate please raise their placards?"

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

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

State of Uncertainty:

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

Chair:

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

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

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

1. a point of order to correct an error in procedure;
2. an appeal of the decision of the Chair;
3. a motion for division;
4. a motion for roll call vote; and
5. a motion for adoption by acclamation.

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

[The Chair notes a raised placard] "State of Utopia, to what point do you rise?"

State of Utopia:

- "Honorable Chair, the State of Utopia moves to adopt this resolution by acclamation."

Chair:

- "Thank you Delegate. That motion is in order. A motion has been made to accept draft resolution GA/1/1 by acclamation. Allow the dais to provide an explanation of this motion before proceeding to a vote: a motion to pass a resolution by acclamation signifies that the Committee is in consensus as to the contents of the draft. States intending to vote in favor of or abstain on the draft currently under consideration should generally be in favor of a motion for adoption by acclamation. States considering voting in opposition to the draft under consideration should be opposed

to this motion. Are there any questions regarding the motion? Seeing none, is there any opposition to the motion to adopt draft resolution GA/1/1 by acclamation? *[no placards]* Seeing no opposition, the resolution is adopted by the consensus decision of the Committee.”

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

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

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

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

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

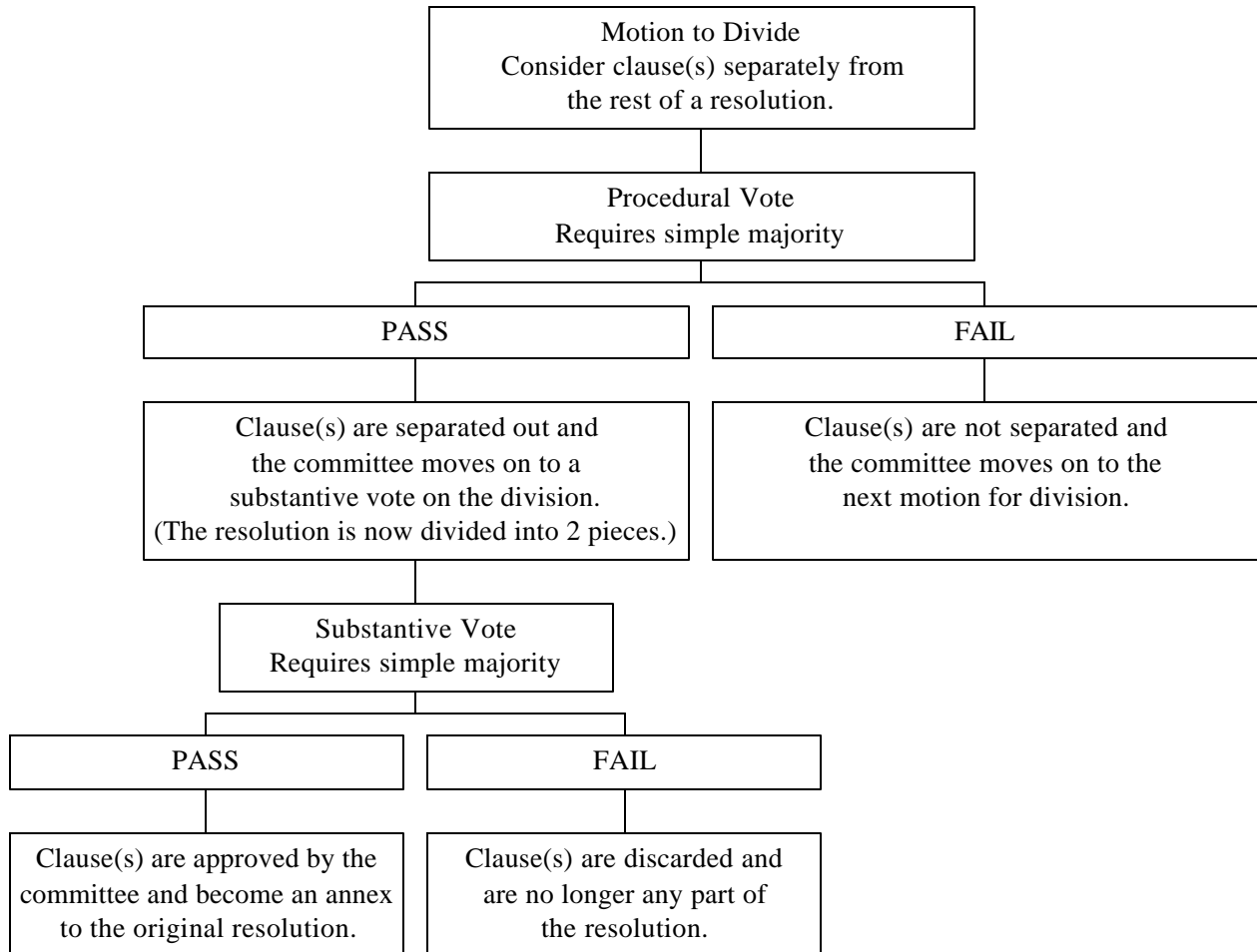
“With the passage of the final resolution, this Committee has completed debate upon its first topic. The Chair will now entertain a motion for suspension of the meeting. *[not an idle placard]* Are there any objections to a suspension of the meeting for a period of twenty minutes?” *[no placards]*

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

Appendix B: 2003 NMUN Rules of Procedure – Short Form

| Motion | Purpose | Debate | Vote |
|--|---|---------------|-------------|
| Point of Order | Correct an error in procedure | None | None |
| Appeal of the Chair | Challenge a decision of the Chair | None | Majority |
| Suspension of the Meeting | Recess meeting | None | Majority |
| Adjournment of the Meeting | End meeting | None | Majority |
| Adjournment of Debate | End debate without a substantive vote | 2 pro / 2 con | Majority |
| Decision of Competence | Declare committee unable to consider issue or resolution | None | Majority |
| Closure of Debate | Move to immediate vote | 2 con | 2/3rds |
| Declare an Important Question (applicable in GA Plen only) | Require all substantive actions to obtain a 2/3 majority to pass | 2 pro / 2 con | Majority |
| Amendments and 1 st Vote on Divisions of the Question | Vote on sections separately, prior to voting on the entire resolution | 2 pro / 2 con | Majority |
| Roll Call Vote | Vote by roll call, rather than show of placards | None | None |
| Reconsideration | Re-open debate on an issue | 2 con | 2/3rds |
| Set the Speakers' Time | Set or change the speakers' time limit | 2 pro / 2 con | Majority |
| Close the Speakers' List (also applies to re-opening list) | No additional speakers added to speakers' list on topic | None | Majority |
| Adoption of the Agenda | Approval of agenda order | None | Majority |

Appendix C: Division of the Question Diagram



Appendix D: Sample Caucusing Strategies³

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

³ *Ibid.*