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Dear Delegates,

Welcome to the 56th Model United Nations of the Southwest conference! It has been my privilege to prepare the conference along with the committee chairs and conference staff over the past few months, and we are looking forward to meeting you and hearing your ideas for addressing international issues. While the conference itself is months away, starting your preparations now will help to ensure that you perform at your highest level.

Many of you were disappointed when we did not host a Model UN conference last year, and understandably so: Model UN is a unique experience that cultivates skills with real, everyday uses. Plus, it is an enjoyable way to spend a few days out of school at the end of the year. That is why we are dedicated to making sure that Model UN comes back better than ever this year. You will have a chance to evaluate our performance and the changes that we have made at the end of the conference.

We expect all delegates to come prepared to the conference with a thorough understanding of their country’s positions and a desire to forge consensus. While it can often be forgotten or sidelined, the UN is a body that functions primarily through broad coalitions that create plans with wide levels of support. Delegates that can manage to do the same at MUNSW will be rewarded for their efforts at consensus building. Additionally, delegates should read this handbook and have a good knowledge of its contents, especially parliamentary procedure. Further tips for research and preparation can be found later on in the handbook. Finally, remember to have fun and make the most of your experiences with MUNSW! We look forward to seeing you on Thursday, April 2.

Sincerely,

Garett Hueffed
Secretary General
**Delegate Conduct and Decorum**

While MUNSW is a simulation, its success depends not only on how well prepared its participants are, but also how seriously they take its proceedings. Ultimately, each student must make this decision for themselves, but those that repeatedly disrupt the conference will be asked to leave, with the committee chair having discretion on whether or not they may return.

**Dress Code**

Delegates are expected to dress in business professional styles. This style is standard at the United Nations and most international organizations. Delegates who do not arrive in business professional attire will have points removed from their score, and may be asked to change their clothes.

**Men**

Men should wear a dress shirt (not a polo) with a necktie, dress pants, and comfortable dress shoes. Suit jackets and vests are encouraged but not required.

**Women**

Business suits, pants, blazers, and modest skirts and dresses are all acceptable, as are collared shirts and sweaters. Footwear should be appropriate to the clothing, and should be comfortable enough to walk and stand all day.

**Symbols and Costumes**

Delegates are prohibited from wearing national symbols (such as flag pins and crests) and attire that is not western business dress. This includes, but is not limited to, thawbs, burqas, kangas, kanzu, and gomesi. Headscarves are permissible if worn for religious purposes.

**Role Playing**

Just like the UN, MUNSW is a highly professional environment. Delegates are expected to follow the dress code as outlined, and to remain “in character” at all times that committees are in session, as well as during caucusing. Delegates that do not engage in acceptable role playing can ruin the simulation for everyone else. MUNSW reserves the right to remove delegates that are not in character from the simulation.

**Diplomacy and Negotiation**

Acting diplomatically at all times is essential. Delegates must convey respect and tact when interacting with conference staff and other delegates. While delegates should act in the best interests of their country, they should do so while respecting other countries and those around them. Diplomatic language is expected in speeches, position papers, caucuses, and all other spheres of MUNSW.
Negotiation is key to success at MUNSW and in the real world, and is one of the most important skills learned at the conference. A compromise leaves no one happy, but successful negotiation can result in you being the least unhappy. Knowing when to hold fast to your position and when to compromise is the artistry of negotiation, and each session is different. Remain calm throughout, find allies, persuade others to your side, and you will find yourself in an excellent position.

**Styles of Address**

When debating in a forum that uses parliamentary procedure, it is important to observe traditional customs of address. All officers of an organization should be addressed either as “Mister” or “Madam” followed by their title, or by their title followed by their name. Presiding officers (also called Chairs) should be addressed “Honorable Chair” unless they are an officer entitled to a different form of address. Delegates, when addressed en masse should be called “Fellow Delegates”, while individual delegates should be called “the Delegate from (insert country)”. When rising to address the assembly, it is customary to thank them for their time in the following manner before beginning your remarks: “Thank you honorable chair and fellow delegates.”

Examples

- Mister Secretary General or Madam Secretary General
- Deputy Secretary General Higgins
- The Delegate from Luxembourg

**General Code of Conduct**

1. Delegates must act diplomatically and respectfully at all times, and remain in character.
2. During committee sessions, all delegates must use parliamentary procedure as outlines in this handbook.
3. Despite possessing plenipotentiary powers, UN ambassadors do not have the ability to instigate changes in government policy. If you believe that the simulation would benefit from a change in policy that would have to be initiated by a legislature or executive branch member, please speak to conference staff about it.
4. Cell phones, computers, tablets, and other electronics must be turned off unless authorized by the committee chair.
5. Resolutions and working papers should be formatted correctly when turned into the committee chair. They will be checked for grammar and style, but substantive changes will require the document to be re-submitted after corrections.
6. If committee chairs choose to allow note passing, all notes will be read and those that are off topic will be confiscated. This and other abuses, including excessive note passing, will lead to revocation of note passing privileges.
7. Delegates who do not follow this code of conduct will be warned and may be removed from the committee.

**COUNTRY PREPARATION GUIDE**

Preparing well for Model UN is the most important key to success. Delegates who have not completed research and have a strong grasp on their country’s positions will not be able to perform at a high level during MUNSW.

1. **GET TO KNOW THE UN AND YOUR COMMITTEE**

Researching your country can seem to be an impossibly large task. Many people spend their whole professional career learning just about the foreign relations of one country. We do not expect you to become an expert on your country. But a thorough understanding of the country is necessary, and this is still daunting. However, learning about the UN and your committee can help you to focus your research to make the task easier.

Both the UN and your committee have websites that provide useful background. Reading through these websites can help you to get an initial idea of how the UN and your committee function. Reading the parts of the UN charter that pertain to your committee is also important, so that you know what the committee’s purview is and what powers it has. Once you know about the function of the UN and your committee, you can focus on information that pertains specifically to these areas of inquiry.

2. **LEARN ABOUT YOUR COUNTRY**

Now, start to look for information on your country. Basic information about location, terrain and climate, demographics, politics, foreign affairs, and the economy can be acquired from sources like the CIA World Factbook and the BBC’s Country Profiles. **Wikipedia can be a good resource to find links to authoritative sources about this information, but is not considered a reliable source itself.**

Your country’s foreign ministry (or equivalent) and its Permanent Mission to the UN may also prove to be good sources of information, although the quality of these websites varies greatly by country, and all information may not be available in English.

The following questions can help guide you through the process of starting to learn about your country, but are not meant to be restrictive or all-encompassing.

1. What are the religious, linguistic, and ethnic demographics of your country?
2. What type of political system does your country have? Who are its leaders and how are they chosen? Does this put you at odds with other countries?
3. What are the major industries and exports of your country? Who are its main trade partners?
4. Is your country in debt? If so, what is the ratio of debt to GDP?
5. How large and powerful is your country’s military? This will require more in-depth research.

6. Is your country a member of important international organizations (like OPEC or NATO)?

7. Does your country have strong allies? If so, do these allies have a military presence in your country, or do you have a military presence abroad?

8. Is your country involved in any current conflicts? If so, who are the actors? What historical conflicts have shaped your country?

9. Who does your country vote with most often at the UN? Is it part of one of the major UN voting blocs (like the Group of 77 or the Non-Aligned Movement)?

3. **Research Your Committee’s Agenda Items**

   Look at the two topics that have been chosen for your committee. Check to see if there have been policy announcements or news stories about your country and the topic, and what your country’s position on the topic is. Knowing your country’s position on the topics and their associated sub-topics is the most essential part of research for MUN!

   Many times, smaller countries’ positions on issues are not well defined or may be impossible to find with available English-language resources. Do not worry, we know this is the case. In this situation, look to your country’s major allies. Do they have strong positions on the topic? If they are conflicting, which is more in your country’s best interest. Look at your country’s other positions and using your background knowledge, determine the position that your country would be most likely to take. The US State Department publishes a guide called “Voting Practices in the United Nations”, which is helpful.

4. **Analyze, Organize, Strategize**

   After researching, analyze your data. Does your country have a trajectory that you can rely upon to help guide you through situations that are in new territory? What does the data suggest about who you might be able to work with during the conference? Work with the other delegates on your country team to compare notes and develop a cohesive national agenda.

   Organize your information so that it is easily accessible to you during the conference. Creating a fact sheet for each topic is recommended so that you can cite relevant statistics during your speeches and have information ready to go on the fly. Think about what information you want to put in your position paper.

   Start thinking about strategy for the conference. Who will you be able to work with on issues that will support you and add weight to your proposals? Who will need to be contained to have your resolutions passed? How can you use parliamentary procedure at key points to help you achieve your goals?
5  **Practice Speaking and Writing**

Making public speeches during MUN is one of the important ways to draw others to your cause, and also one of the key areas in which you are evaluated. If you do not have practice with public speaking or are nervous in front of groups, it is okay! Practice on classmates, parents, other delegates from your country (especially helpful), and anyone who will listen. Outline your opening speech and others that you may give during the conference. Starting early will set you up for success.

Resolutions are how the UN expresses its recommendations and opinions, and form an important part of the international narrative on an issue. More about writing resolutions can be found in this guide, but practice writing a few so that you get in the habit of their unique style and language.

6  **Best Practices of Research**

While researching, it is important to corroborate findings across multiple sources, especially when the findings are contentious. In addition, using reputable sources, such as regularly and widely published periodicals (such as newspapers and newsmagazines), academic journals, authentic primary sources (like press releases and policy statements, and reliable statistics-gathering firms (like Gallup, Levada, Rasmussen, and 538), is essential for producing valid and accepted arguments. Be prepared to cite these sources as necessary so that others can check your findings.

**Position Papers**

Position papers are a written representation of your country’s position on the topics in your committee. Normally governments express positions through policy statements, but the position paper is better suited to Model UN. Primarily, they are a resource for you, helping you to organize your research and reduce it to base findings. In fact, your position paper is often a key source for speeches and other interactions. However, position papers are important to MUNSW for two other reasons: they are required for delegates to be eligible for all awards, and the best papers can be nominated for awards. Position papers will be collected by conference staff when schools check-in on the first day of the conference. At that time, advisors may select 10% of their school’s position papers to be graded and be eligible for position paper awards. A school may always turn in at least one position paper for grading. Delegates who do not turn in position papers will not be eligible for awards, but their teammates and country will be unaffected. Remember, it is one position paper per delegate, not per country!

Because position papers are primarily a tool for delegates, a sample will not be included in this handbook. Aside from the general formatting guidelines, structure and content is up to you. If you would like to see a sample, many are available online.
**FORMATTING GUIDELINES**

Please use the following format to help ensure that position papers are readable by us and that they will be accepted by the conference.

- Double spaced with a standard font (like Times New Roman or Garamond), and a font size of at least 10 point but not larger than 12 point.
- Standard 1 inch margins
- Not to exceed two pages in length
- Printed on a single sheet of paper
- Heading contains country name, school name, and committee assignment

**CONTENT RECOMMENDATIONS**

These are recommendations only, and are not required to be included in the position paper.

- Positions should be broad on the individual topics and the descriptions of the positions do not need to be detailed or in-depth.
- A paragraph for each position and an introduction is acceptable.
- Statistics are not required and should be used sparingly.
- Sources do not need to be cited, but plagiarism will result in your removal from the conference.
- Think of your position paper as your opening speech (it may indeed end up serving that purpose).

**RESOLUTIONS**

Resolutions represent the final outcome of the entire process of UN decision making and debate. They express the opinions, findings, and positions of the UN, and often include instructions for member states. Under international law, resolutions that are passed by the General Assembly and its committees are not binding upon member states, but resolutions passed by the Security Council are. It is also important to note that resolutions are not bills or legislation, and should not be called by those names.

It is important to keep a few things in mind when writing resolutions. First, the UN has limited resources, jurisdiction, and enforcement powers. Sweeping reforms that are intended to cure the world of its ills are completely outside the realm of possibility of the UN and will be rejected if submitted. Delegates should be aware of what action by the UN looks like after their research and should pattern their resolutions accordingly. Second, committees have well-defined boundaries of purview and jurisdiction, so make sure to research what actions are possible for your committee to take. Finally, be careful when including specifics in resolutions. Most resolutions are general and somewhat vague, both because the UN has limited resources and because such language is often required to reach consensus. Avoid creating new panels, committees, organizations, or other UN bodies, as a body with a similar function almost
certainly exists. Also, it can be tempting (especially for wealthy countries) to include funding for various actions taken by resolutions. In reality this almost never happens, and it can be difficult for the UN to extract dues from members, let alone large chunks of funding. Additionally, the ability to provide funding from a nation’s treasury lies exclusively with the government, so delegates do not have the authority to act unilaterally. If you think funding from your nation is a natural part of the resolution, speak to the committee chair about it.

**KEY TERMINOLOGY**

- **Working Paper**: A resolution that is in the first stage of the writing process. It has not been accepted by the dais for publication.
- **Draft Resolution**: A resolution that has been accepted by the dais for publication. It will be typed and formatted by conference staff, then debated and amended by the committee.
- **Committee Report**: A resolution that has been passed by the committee. It may look quite different from the working paper or even the draft resolution. Committee reports are sent to the General Assembly for final approval.
- **Sponsors**: Sponsors are the primary authors of the resolution. They control its trajectory through the UN and agree with its content.
- **Signatories**: Signatories are like seconds to a motion: they may not agree with the content but want to see the resolution reach the floor for debate. They have no control over the resolution.
- **Dais**: The dais is the staff of the committee. They will approve resolutions for publication, then send them to be formatted and typed.
- **Friendly Amendments**: Amendments made to the draft resolution by the sponsors. All sponsors must consent, and friendly amendments are only allowed for the draft resolution.
- **Unfriendly Amendments**: Amendments made without the approval of all sponsors. Amendments may also be made in the General Assembly, but are uncommon.
- **Preambulatory Clauses**: These clauses begin the resolution and express the findings and past action of the committee. They may not be amended, as they should be non-contentious.
- **Operative Clauses**: These clauses are the actions, positions, and instructions of the committee (and eventually, the UN). They may be amended.

**STAGES OF THE RESOLUTION WRITING PROCESS**

1. **Working Paper**
   During a recess, delegates should begin creating a working paper. Find others who agree with your positions and who would be willing to author a resolution with you. There should at least two sponsors, but not more than five. Work together to write a resolution that addresses issues in a way that satisfies each sponsor. Then find others
who are willing to support the paper coming to the floor and ask them to sign the
document (they will become signatories). The number of sponsors and signatories for
the resolution should total 20% of the committee’s present membership. Finally, submit
the working paper for approval by the dais. Make sure it is formatted correctly! If
approved, wait for it to return as a draft resolution. If rejected, the dais will give its
reasons for rejection. Work with the sponsors to address their concerns, then check that
the signatories are still willing to sign the document, and re-submit it to the dais.

2 Draft Resolution
The resolution will return to the committee formatted and typed into the standard
resolution template. At this point, the chair will recognize one of the sponsors who will
introduce the resolution (with the other sponsors, if desired) to the committee. At the
conclusion of the introduction, the chair may allow questions to be asked of the
sponsors. The resolution is then on the floor before the committee and may be debated
or amended. A draft resolution is a main motion, and cannot be abandoned except
through use of parliamentary procedure. After a motion for the previous question, the
resolution will be voted upon (see special rules for the Security Council below). If it
passes, it will become the committee’s report and be sent to the General Assembly for
consideration at the end of the conference. Draft resolutions passed by the Security
Council are not considered by the General Assembly and are immediately adopted as
resolutions of the United Nations.

3 Committee Report
Committee reports will be considered by the General Assembly. Because each
member state is represented on each committee, it is unusual that alterations are
made to the committee report, and it is almost always passed again by the GA. At this
point, the resolution has been adopted by the United Nations, and becomes an official
expression of policy.

Formatting
Resolutions have two parts: the heading and the body. The heading contains
information about the resolution like its committee of origin, code, and distribution, and
is completed by conference staff. The other part of the resolution is the body, which is
made up of preambulatory and operative clauses. The body is technically only one
sentence long, but it is divided into the individual clauses.

Preambulatory Clauses
Preambulatory clauses express the findings of the committee and present an overview
of the issue. They may also recall past action on the issue. Preambulatory clauses are
substantive and cannot be amended, so they should be chosen carefully.

Each clause begins with a preambulatory phrase, which is a participle, followed by the
remainder of the clause, and ends with a comma. Below is a list of preambulatory
phrases:
<table>
<thead>
<tr>
<th>Acknowledging</th>
<th>Emphasizing</th>
<th>Fully aware</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deeply convinced</td>
<td>Having examined</td>
<td>Keeping in mind</td>
</tr>
<tr>
<td>Having adopted</td>
<td>Believing</td>
<td>Convinced</td>
</tr>
<tr>
<td>Affirming</td>
<td>Expecting</td>
<td>Fully believing</td>
</tr>
<tr>
<td>Deeply disturbed</td>
<td>Having heard</td>
<td>Noting with regret</td>
</tr>
<tr>
<td>Having considered</td>
<td>Bearing in mind</td>
<td>Declaring</td>
</tr>
<tr>
<td>Alarmed by</td>
<td>Expressing its satisfaction</td>
<td>Further deploring</td>
</tr>
<tr>
<td>Deeply regretting</td>
<td>Having received</td>
<td>Noting with satisfaction</td>
</tr>
<tr>
<td>Having considered</td>
<td>Cognizant of</td>
<td>Deeply concerned</td>
</tr>
<tr>
<td>further</td>
<td>Fulfilling</td>
<td>Further recalling</td>
</tr>
<tr>
<td>Approving</td>
<td>Having studied</td>
<td>Noting with deep concern</td>
</tr>
<tr>
<td>Desiring</td>
<td>Confident</td>
<td>Deeply conscious</td>
</tr>
<tr>
<td>Having devoted</td>
<td>Fully alarmed</td>
<td>Guided by</td>
</tr>
<tr>
<td>attention</td>
<td>Hoping</td>
<td>Noting further</td>
</tr>
<tr>
<td>Aware of</td>
<td>Contemplating</td>
<td></td>
</tr>
</tbody>
</table>

**Operative Clauses**
The operative clauses contain the actions and recommendations of the resolution, and are the most important part of the body. The resolution should be organized so that each clause contains only one idea, which may be expanded in sub clauses. Operative clauses may be amended or removed by the motion to divide the question.

Operative clauses should be numbered and indented, with sub-clauses being lettered and further indented. Operative clauses begin with an operative phrase, which is a verb, and end with a semicolon. The last operative clause should end with a period. Below is a list of operative phrases:

<table>
<thead>
<tr>
<th>Accepts</th>
<th>Calls</th>
<th>Supports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designates</td>
<td>Endorses</td>
<td>Deplores</td>
</tr>
<tr>
<td>Recommends</td>
<td>Resolves</td>
<td>Reaffirms</td>
</tr>
<tr>
<td>Affirms</td>
<td>Calls upon</td>
<td>Confirms</td>
</tr>
<tr>
<td>Draws attention</td>
<td>Expresses its appreciation</td>
<td>Further proclaims</td>
</tr>
<tr>
<td>Regrets</td>
<td>Solemnly affirms</td>
<td>Takes note of</td>
</tr>
<tr>
<td>Approves</td>
<td>Condemns</td>
<td>Considers</td>
</tr>
<tr>
<td>Emphasizes</td>
<td>Expresses its hope</td>
<td>Notes</td>
</tr>
<tr>
<td>Reminds</td>
<td>Strongly condemns</td>
<td>Trusts</td>
</tr>
<tr>
<td>Authorizes</td>
<td></td>
<td>Declares</td>
</tr>
<tr>
<td>Encourages</td>
<td>Congratulates</td>
<td>Accordingly Proclaims</td>
</tr>
<tr>
<td>Requests</td>
<td>Further invites</td>
<td>Urges</td>
</tr>
</tbody>
</table>
56/8. Promoting Human Rights

The General Assembly Third Committee,

Recognizing the need to eliminate all forms of discrimination against women,

Reaffirming the need for a wider participation of women in public life, and for such participation to be protected by the governments of member states,

Acknowledging the growing demand for an empowerment of women to ensure that they are equal members of society,

Finding that there have been significant advances and progress in ensuring that gender discrimination is eradicated,

1. Calls for continued efforts in education to ensure that the female literacy rate and access to employment are improved;

2. Urges all member state to systematically implement the provisions of the Convention on the Elimination of All Forms of Discrimination Against Women;

3. Further urges the cooperation of all branches of government in member states to create and enforce a framework to continue the advancement of women and gender equality;

4. Stresses the need to raise awareness of the importance of education as a human right and as the basis for the empowerment of women.

An example of a draft resolution from the GA-3.

Presidential Statements
At times it may be necessary for the Security Council to express its opinions in a non-legally binding way. Presidential Statements represent the consensus opinion of the
Council, and are short statements of no more than two or three paragraphs. At the UN, these statements would be signed by the President of the Security Council after being approved by all members of the Council (abstentions are allowed). At MUNSW, Presidential Statements may be passed with the same procedure as resolutions with the consensus (abstentions allowed) of all members of the Security Council.

RULES OF PROCEDURE

The rules of procedure for Model UN are often forgotten or considered to be of secondary value to diplomacy and negotiation. However, they are important not only to ensuring that the committee runs smoothly, but also to any person who seeks to have their proposals accepted by the committee, or to prevent a hostile proposal from finding support. The most thorough work on consensus building can be undone in an instant by someone with knowledge of the rules of procedure if everyone else is ignorant. The rules of procedure of MUNSW are based on Robert’s Rules of Order, with some important differences to adapt them to the UN.

LONG FORM RULES OF PROCEDURE (IN ORDER OF PRECEDENCE)

1. **Point of Order:** Used to call attention to a breach of the rules. If necessary, it may interrupt a speaker. The Chair may demand an explanation of the breach of the rules. The Chair shall rule immediately on whether the breach occurred, and remedy it if possible. The Chair’s decision is final unless successfully appealed.

2. **Point of Information:** Used to request information from the Chair or speaker about substantive information pertaining to the debate on the floor. If necessary, it may interrupt a speaker with his or her permission. It must always be phrased as a question, and it is discourteous to address the speaker instead of the Chair. Frequent dilatory usage of the motion may lead to sanctions from the Chair.

3. **Motion to Adopt by Acclamation:** Used to pass motions without voting. The chair will tap his or her gavel and say “without objection” three times. During this time, if any member voices his or her objection, the motion fails and must be voted on using normal procedure. This motion is only in order during voting procedure.

4. **Motion to Call the Roll:** Used to conduct voting procedure by roll call. The Chair or another member of the Dais will call out the name of the country, which shall respond with their vote. The vote will be recorded for reference. This motion is only in order during voting procedure.

5. **Motion to Divide the Question:** Used to separate clauses from a resolution to be considered independently. Clauses separated and passed in this manner will be treated as independent resolutions adopted by the committee.

6. **Motion to Appeal:** Used to secure a parliamentary ruling from the delegates rather than the Chair. It may interrupt a speaker if the Chair makes the ruling while the speaker has the floor. Those in favor of the Chair’s ruling vote in favor of the motion while those against the ruling vote against the motion. A majority must vote against the motion for ruling to be reversed. This may seem
counterintuitive, but the appeal is considered to have started when the motion is seconded, and the vote reflects the opinions of the members on the ruling. This motion may NOT be used to contravene rules of the assembly. Rather, it is a way for the delegates to correct procedural mistakes made by the Chair. This motion can be reconsidered.

7. **Motion to Suspend the Rules:** If an action that the committee wishes to take is prevented by the standing rules (those that are contained in this list), then it may suspend that or another rule so that it can accomplish its business. Rules contained in the Charter and those that protect delegates and regard voting procedures may not be suspended, even by unanimous vote. This motion requires a 2/3 vote to pass.

8. **Point of Inquiry:** Used to ask the Chair about a matter of parliamentary procedure or the rules placed upon the committee by the organization. If necessary it may interrupt a speaker.

9. **Motion to Reconsider:** Used to bring a matter again before the assembly. Unless otherwise noted, only substantive items and certain motions may be reconsidered. If made while other business is pending, the motion to reconsider will be taken up after the pending business is disposed of. Only a member who voted with the prevailing side (in favor if the motion passed or against if it failed) may make the motion to reconsider. The motion may only be debated if the motion to be reconsidered was debatable.

10. **Motion to Adjourn:** Used to end the proceedings of the assembly and close the summit.

11. **Motion to Recess:** Used to temporarily release the committee and have it reassemble at a later time. Delegates are expected to remain close to the building where the meeting is taking place. May also be used for informal debate.

12. **Question of Privilege:** Used to address the assembly on matters that are materially affecting the ability of the committee or member to discharge their duties, such as: temperature, volume of speaker, or other conditions of the meeting place. The member will stand and state “Honorable Chair, I rise on a question of privilege” without waiting for recognition. The Chair will choose whether to hear the question. If necessary, it may interrupt a speaker, although only if the speaker’s continuation would place undue burden on the assembly (if the speaker was being too quiet or a disaster was imminent). Otherwise the member will be heard at the next opportunity.

13. **Call for Orders of the Day:** Used to force the committee to return to its schedule or the agenda if the debate has moved off-topic. Unless overturned by a 2/3 vote, the member’s call must be enforced. If necessary, it may interrupt a speaker.

14. **Motion to Lay on the Table:** Used to temporarily set aside a matter while another is discussed. If the matter is not taken from the table before the end of the summit, it is dead. The motion to lay on the table can only be used on substantive items.
15. **Motion to Take from the Table:** Used to return to business that was previously set aside with the motion to lay on the table.

16. **Motion for the Previous Question:** Used to end debate immediately and begin voting on the motion. This can be used to force voting on motions made with lower precedence than the motion for the previous question. This motion requires a 2/3 vote to pass.

17. **Motion to Introduce a Right of Reply:** If a delegate feels that their personal or national honor or integrity has been slighted by another member, they may be entitled to a right to reply. If the motion is granted by the chair, the member will present a short response in writing to be read by the Chair. The Chair may choose not to grant the motion, or may choose not to read the reply. The Chair’s decision is not subject to appeal. There may not be a reply to a right of reply.

18. **Motion to Censure:** If the Chair feels that a delegate has been overly disruptive to the proceedings of the assembly, then he or she may introduce a motion to censure the delegate. This is a formal declaration of the assembly that the delegate has behaved in an unacceptable fashion. The Chair may choose to attach a revocation of speaking privileges to the motion. Voting privileges cannot be revoked. This motion requires a 2/3 vote to pass, and can be reconsidered.

19. **Motion to Adopt the Agenda:** Used to set the agenda in a certain order. Once set, the agenda can only be changed by a motion to reconsider.

20. **Motion to Set the Speaking Time:** Used to set or change the speaking time allotted to delegates when making substantive speeches. The Chair shall decide speaking time on procedural speeches.

21. **Motion to Close the Speakers List:** Used to disallow delegates to be added to the speakers list.

22. **Motion to Open the Speakers List:** Used to allow delegates to be added to the speakers list.

23. **Motion to Postpone Indefinitely:** Used to end consideration of the main motion for the remainder of the summit. This motion can only be reconsidered if passed.

**NOTES ON PARLIAMENTARY PROCEDURE**
The following are useful notes on parliamentary procedure that will help delegates to become acquainted with how procedure will be used within the committees.

**Making Motions**
Motions are what allow business to be conducted, and making them correctly is essential for the conference to function smoothly. First, it is important to stand when recognized by the Chair to make the motion. Second, realize that motion in this sense is a noun only. When making a motion, say “I move to (insert motion)” followed by the motion that you wish to make. If rising to a point, say “I rise to a point of (insert point)”. If interrupting, stand and state the point loudly so that you can be heard over the speaker. The only motion that does not follow this form is to Call for Orders of the Day, which is made by saying “I call for orders of the day.” Sometime it is necessary to add
clarifying information to the motion, such as the motion to reconsider, when you would want to add which motion you were wishing to have reconsidered. The Chair may also ask you to clarify why you are making the motion (the motion to Recess, for instance, can be used for several purposes).

Examples:
- “I move to adopt by acclamation” not “I motion to adopt by acclamation”
- “I rise to a point of information”
- “Point of order!” (if interrupting)
- “I move to recess at 12:00 until 1:30 for the purpose of lunch”

Types of Motions
There is often a great deal of confusion regarding the different types of classes of motions. The main motion brings substantial business before the assembly and has the lowest precedence of all motions. Agenda items are considered by the assembly as main motions, as are resolutions. Main motions are also known as substantive motions.

Most other motions relate to how the main motion is considered. These motions are known as subsidiary motions. They can modify the main motion in various ways, and help to shape the debate around it.

Privileged motions arise from the privileges granted to members of an assembly, and are primarily used to ensure that these privileges are upheld.

Incidental motions arise during the course of debate, and are used to modify voting procedure and if there has been a breach of the rules.

Precedence
In the event that multiple motions are on the floor at the same time, they will be considered in order of precedence (the motions are listed in order of precedence above). Those with higher precedence will be debated and voted upon before motions of lower precedence.

Killing a Motion and Dead Motions
It is often beneficial to end consideration of a motion. This may be of benefit for the whole assembly or to a single delegate. There are several methods to end consideration of a motion, and this process is called killing the motion. If successful, the motion is dead, meaning that with few exceptions, it cannot be considered again by the assembly until the next meeting (in the case of MUNSW, this would be the next year’s conference). The best way to kill a motion is to make the motion to Postpone Indefinitely. Because it has the lowest precedence of all motions (excluding the main motion), it is also necessary to immediately make the motion for the Previous Question. If both motions are successful, the motion will be dead.
Amendments and Withdrawing Motions

It is often the case that a motion or resolution presented by a delegate is not in the interest of others. When this occurs, there are several options to amend the motion or resolution. When amending a motion:

- Robert’s rules provides a motion to amend. MUNSW rules do not include this motion because it is often unnecessary, as main motions are considered through resolutions. Non-main motions should not be amended, but rather rejected by vote and the alternative motion made.
- If it is clear that a motion does not have enough support to pass, a simple verbal vote will quickly defeat it.
- Non-main motions have a single sponsor, the person who makes the motion (the person who seconds the motion has no standing). The motion’s sponsor can choose to withdraw the motion at any time before voting begins. The motion is taken from the floor and removed from consideration. The same motion can be immediately made by another delegate.

Main motions (i.e. resolutions and agenda items) are handled differently:
- Because all work done on main motions is expressed through resolutions, there is a separate procedure. Amending resolutions can happen in two ways: through friendly or unfriendly action.
- Friendly amendments are supported by all sponsors of the resolution (who are often the sources of such amendments). Signatories do not have to agree to friendly amendments, and can remove themselves if they no longer agree with the amended resolution. After being verified by the Dais, the language is immediately added to the resolution.
- Unfriendly amendments are not supported by all sponsors of the resolution, and require the committee’s approval. To be considered, an unfriendly amendment must have 15% of the committee as signatories. After being verified by the Dais, the amendment is treated in the same manner as a resolution for debate and voting. If passed by the committee, the amendment’s language is immediately added to the resolution, which in turn must be passed.
- If the objective of the amendment is to remove language from the resolution only, then it is easier to use the motion to divide the question to vote on removing the clauses.
- At any point before voting begins sponsors and signatories may choose to remove themselves from the resolution by rising to a question of privilege. If less than 20% of the committee is listed as a sponsor or signatory after this happens, the Chair may call for more sponsors or signatories. If less than 20% of the committee is listed as a sponsor or signatory at this point, or if there is no sponsor, the resolution immediately dies.
- Sponsors and signatories may not remove themselves from the resolution after voting has begun.
Renewing Motions, the Motion to Reconsider, and the Motion to Postpone Indefinitely

Motions that fail are not eligible to be renewed (made again immediately). The Chair will rule them dilatory. There must be a material difference in the motion being made (such as moving to recess for ten minutes instead of thirty minutes), or the debate must have progressed enough to warrant the motion being made again. The Chair will decide if a motion can be renewed.

All resolutions and Presidential Statements can be reviewed through the motion to reconsider. This is true whether they were adopted or rejected by the committee. Implementation of the resolution or Presidential Statement is paused while the motion to reconsider is on the floor.

Certain motions can also be reconsidered, as their implementation or rejection can have serious consequences on the outcome of the committee’s debate. In some cases a motion may only be eligible to be renewed through the motion to reconsider. Consider a delegate who is disruptive and has the motion to censure them introduced by the Chair. The motion fails, but the delegate is no longer disruptive. There has been no material change since the motion to censure failed, so the only way to renew it is through the motion to reconsider. Or, if the delegate is disruptive, a delegate can make the motion to reconsider and thereby circumvent the Chair’s monopoly on introducing the motion to censure.

It is important to remember that passing the motion to reconsider does not in itself reverse the targeted motion. A vote on that motion will occur as if the first vote had not taken place.

The motion to postpone indefinitely can only be reconsidered if it is passed, and motions relating to the postponed main motion cannot be renewed.

Voting

Voting can take many forms in Model UN, and motions may have different thresholds for approval. Most motions only require a simple majority to pass. However, it is important to note which motions require a 2/3 vote to pass, the Call for the Orders of the Day (which only requires a 1/3 vote to be enforced), and the Motion to Appeal (which requires a majority to vote against to reverse the action taken by the chair). Resolutions require a majority vote to pass.

Abstentions

It may be advantageous for your country to abstain from voting at times. Each body treats abstentions differently. At MUNSW, abstentions are treated as non-votes and have no effect on the outcomes of votes, whereas in some bodies it may be required to secure a majority of the body, not just a majority of the votes cast. Countries may not abstain on procedural votes. When determining whether a vote passes, only the margin of those in favor to those against is used.
The Security Council
Because of the Security Council’s special role in the United Nations, it has different rules for how it adopts motions and resolutions. Unlike most other bodies in the world (apart from the US Senate), the Security Council requires nine votes in favor (60%) to pass all motions, and additionally requires that the permanent members vote in favor or abstain on main motions, or else they fail, regardless of the votes in favor (this is known as vetoing). Presidential statements must have the approval of all members (abstentions allowed) to be passed.

The Security Council also has the ability to restrict the ability of other parts of the UN (including the General Assembly and its committees) to take up matters for consideration. This is known as seizure and the Security Council is said to be “seized of a matter”.

CONFERENCE FLOW

It is important that delegates are aware of the flow of the conference, or how it is going to progress. This helps to prevent confusion and allow for smooth transitions that do not take people by surprise. A schedule for the conference will be published online.

DAY ONE OF THE CONFERENCE (4/2/15)

Arrival and Check-In
Delegates should arrive with enough time to receive the materials that their advisor collected during check-in before the first General Assembly Plenary session begins. Position papers must be turned in at this time in order for delegates to be eligible for awards.

First General Assembly Plenary Session
The first General Assembly Plenary (GA-Plen) session is used to welcome delegates, introduce the conference staff, and open the conference. This session will generally last sixty to ninety minutes, and then delegates will move to their committee sessions.

Morning Committee Sessions
During the morning committee session, delegates should spend a good amount of time debating which order to consider the topics in and vote on setting the agenda in that order. If there is time remaining before lunch, opening speeches may be given on the first agenda item.

Afternoon Committee Sessions
Opening speeches will continue during the afternoon committee sessions, and delegates should start caucusing and creating working papers during recesses. There will be a break for dinner, after which committee sessions will resume.
Evening Committee Sessions
Working papers should be completed and submitted to the dais for approval during recesses, while speeches on the first agenda item continue. Draft resolutions should be introduced, debated, and voted upon if time allows.

DAY TWO OF THE CONFERENCE (4/3/15)

Morning Committee Sessions
Remaining draft resolutions should be introduced, debated, and voted upon for the first agenda item. Opening speeches for the second agenda item should begin before the break for lunch.

Afternoon Committee Sessions
Working papers for the second agenda item should be completed during recesses and turned into the dais. Speeches on the topic should continue, and draft resolutions should be introduced and debated if time allows before dinner.

Evening Committee Sessions
All draft resolutions should be introduced, debated, and voted upon for the second agenda item. The committee will issue its committee reports and adjourn at the conclusion of the evening committee session.

DAY THREE OF THE CONFERENCE (4/4/15)

Second General Assembly Plenary Session
The GA-Plen will meet in the morning to vote upon the reports of the committees and hear a report from the President of the Security Council and the Secretary General. Awards will be distributed, and the conference will adjourn by early afternoon.

THE CRISIS
The Crisis is an event that unfolds over the course of Model UN. Each committee will receive a short description of an event that has occurred from a wire service, signaling the start of The Crisis. It will be up to each committee to choose how and when to respond to The Crisis. It is especially important to take note of your committee's purview and ability to handle different aspects of The Crisis. Note that the Security Council may choose to become seized of The Crisis and this may affect your committee's response. The Crisis will unfold naturally and respond to the actions taken by each committee. One committee's actions may affect the work being done in another committee, so it will be important to communicate with other members of your country's delegation during recesses. The Crisis may or may not be resolved by the end of the conference, depending on the actions taken by each committee.
COMMITTEES

THE GENERAL ASSEMBLY FIRST COMMITTEE
The General Assembly First Committee is known as GA-1 and DISEC because its purview includes disarmament and international security (although it lacks the authority of the Security Council). It gives special preference to disarmament in its proceedings, but seeks generally to find ways to implement peaceful solutions to international security problems.

Topics:
- Curbing the proliferation of anti-personnel and cluster munitions to deter civilian casualties.
- Decreasing the number of child soldiers used in state militaries.

THE GENERAL ASSEMBLY SECOND COMMITTEE
The General Assembly Second Committee, also known as GA-2 and ECOFIN, deals primarily with economic and financial matters facing member states, especially the least developed countries (LDCs). It should not be confused with the Economic and Social Council (ECOSOC). It deals primarily with macroeconomic policy of member states, sustainable development, and globalization. It has also done work on related subjects such as renewable energy as it relates to economic regimes.

Topics:
- Promoting the development of renewable energy resources.
- Macroeconomic policy questions affecting member states.

THE GENERAL ASSEMBLY THIRD COMMITTEE
The General Assembly Third Committee, known as GA-3 and SOCHUM, is concerned with social and humanitarian issues, and works closely with other UN organs like UNICEF and the UNHCR. It has one of the widest purviews of any UN committee, but frequently considers the plight of refugees, the advancement of women, protecting and educating children, human rights, and overtly political questions like self-determination.

Topics:
- Use of torture and enhanced interrogation methods.
- Promoting literacy for children.

THE SECURITY COUNCIL
The Security Council is one of the original bodies of the United Nations, created expressly by the charter along with General Assembly, ECOSOC, the now inactive Trusteeship Council, and a few other bodies. One of the conditions of joining the UN is
that member states must allow the Security Council to act in their name to protect international peace and security. Therefore, the Security Council is able to take actions that are not possible in any other body of the UN, including deploying troops into member states’ territory without their consent, creating binding sanctions on member states, and approving new members of the UN (a situation that leads to the continued limited recognition of Palestine). All resolutions passed by the Security Council are binding on member states. Unlike the committees of the General Assembly, the Security Council is not made up of every member state, but includes five permanent members and ten members elected to two year terms. The permanent members may act alone to prevent action from being taken by the Security Council.

Topics:

- The situation in Syria
- The conflict with Islamic State

AWARDS

Awards are given in a variety of categories and described below. Only delegates that submit position papers are eligible for awards.

OUTSTANDING POSITION PAPER

The top three position papers submitted for grading will receive this award. Position papers should be clearly written with no grammatical mistakes or misspellings. More importantly, they should convey transparently a sense of the country’s position on the topics in that committee in simple but elegant language.

OUTSTANDING RESOLUTION

The Secretary General will select the resolution that he believes reflects the very best practices of consensus-building and diplomatic writing to be the given the Outstanding Resolution award. This resolution will follow all of the guidelines established in this handbook, and be of the very highest quality. Each sponsor of the resolution will be given this award.

DAG HAMMARSKJÖLD AWARD

The conference staff will select the delegate who contributes the most to resolving the crisis for this award, named after the second Secretary General of the United Nations who was noted for his efforts in resolving international crises.
DELEGATE AWARDS
Each committee staff will note the delegates who performed most consistently on a high level throughout the conference. From these delegates, each committee will select a Best Delegate and four Outstanding Delegates (two from the Security Council).

DELEGATION AWARDS
The committee staff will, in consultation with the Secretary General and other conference staff, determine the country delegations that performed at an outstanding level in every committee in which they are represented. From these delegations, a Best Delegation and two Outstanding Delegations will be selected. There is no bias toward delegations that have a Security Council member, except that these delegations typically have delegates of a very high quality.

SCHOOL AWARDS
Schools will be divided based on the number of delegates attending the conference into Small Schools and Large Schools. For each category, the school receiving the most points will receive the Best School Award, the school receiving the second greatest number of points will receive the Outstanding School Award, and the school receiving the third greatest number of points will receive the Distinguished School Award.

Points will be allocated to schools in the following manner:

- 1 point for each recipient of an Outstanding Position Paper or Outstanding Resolution award.
- 2 points for the recipient of the Dag Hammarskjöld award.
- 2 points for each Outstanding Delegate award.
- 4 points for each Best Delegate award.
- 4 points for each Outstanding Delegation award.
- 6 points for each Best Delegate award.
- Up to 12 points for the general quality of the school’s delegations, as determined by conference staff.

In the unlikely event of a tie, the school with most Best Delegation and Best Delegate awards will be awarded the higher award.

FAQs

Do I need to memorize the UN Charter?
The short answer is no. However, the Charter provides the legal foundation for the UN, so examining the chapters related to your committee and the Preamble is a good idea.

What news sources should I use?
Ultimately, most mainstream new sources with large audiences are acceptable, although those that provide less biased viewpoints may be taken more seriously. Some of the best include *The Economist, New York Times, Washington Post, The Wall Street Journal, The Financial Times, and Foreign Policy*. Most coverage of international issues by television sources like CNN, Fox News, and MSNBC is not in depth enough for research purposes. The BBC, PBS NewsHour, and television newsmagazines like 60 Minutes can sometimes be useful as well.

**Can I earn speech and debate points from MUNSW?**

Yes, MUNSW counts as a Student Congress event as defined by the National Speech and Debate Association. Your speech and debate coach should speak to your advisor about awarding points to you for attending the conference.

**Can I use another language at MUNSW?**

No, all speaking and writing must be done in English. Exceptions may be made for individual words that need to left in their original language due to translation issues. Delegates who use a language other than English will be forced to leave the floor and/or have their documents returned to them.

**What is the rule about using real-world events?**

At 12:01 AM on the first day of the conference, any events that occur in the real world may no longer be used in the conference simulation.

**Can I crush my country’s foes with my superior military might?**

Military means may only be considered by the Security Council, unless you receive permission to declare military action from your committee chair. Overall, MUNSW is not a military simulation, and most military related proposals will not be accepted.

**Is there any recommended reading?**

In addition to what has already been outlined, Huntington’s *Clash of Civilizations* is a first-rate essay on modern international relations. There are numerous excellent books and papers that have been written about the UN, but Linda Fasulo’s *An Insider’s Guide to the UN* is a good introduction.