

ARSAKEIA TOSITSEIA SCHOOLS MODEL
UNITED NATIONS

DELEGATE MANUAL



Introduction

Dear Delegates, the present manual contains all the essential information in regard to the rules of procedure followed in the ATSMUN General Assembly as well as certain non – General Assembly Committees. It also contains some important preparation tips in order to help you make the most out of your participation in the conference. Please, note that separate guides will be uploaded for the committees not included in this document. It is the utmost desire of the Organising Team to see well prepared delegates at ATSMUN, who are both eager to participate and have good knowledge of their chosen committee topics. Therefore, you are highly encouraged to study this guide carefully and conduct thorough research on the conference’s agenda.

Who is this guide for?

The rules of procedure found in this guide find uniform application to all General Assembly (hereinafter referred to as “GA”) committees of the ATSMUN as well as the Economic and Social Council (ECOSOC), the United Nations Environment Programme (UNEP) and the World Health Organisation Executive Board (WHO EB).

What should you do prior to the conference?

There is a pre – ATSMUN checklist. So, before coming to the conference, make sure you have completed all the tasks listed below:

- ✓ Read the present guide
- ✓ Select the committee that suits you best
- ✓ Learn essential information about the country you represent
- ✓ Conduct research on the two topics of your committee’s agenda
- ✓ Contact your Chairs, should you have any questions
- ✓ Write a Resolution
- ✓ Prepare an opening policy statement

Read the present guide

Even if you are a veteran, do take a few moments of your time to read this guide. The reason behind that suggestion is that ATSMUN has certain unique rules of procedure you may not be familiar with.

Select the committee that suits you best

Every MUNer takes a particular interest in something. Some like to talk about human rights, others prefer a heated debate on nuclear weapons and then there are the people who want the thrilling experience of the Security Council. Hopefully, ATSMUN has a Committee for every taste. Thus, in consultation with your MUN Director(s), you should choose the committee that best suits your interests.

Learn important information about the country you represent

At an MUN you are not a High School Student any more. You are an official diplomatic representative of a UN Member State. So, imagine yourself in a business attire, walking in downtown Manhattan in order to attend a session at the UN Headquarters, during which you will safeguard your country's vital interests, whilst solving global problems (or at least find the means to solve them). Yet, to do that, knowledge is required. Therefore, you are expected to know a few important facts about the Member State you represent. Some interesting questions to seek answers to are these:

- *“What is the population of the country?”*
- *“What is the GDP per capita?”*
- *“What is its relationship with the UN?”*
- *“Does it have any enemies on the world stage?”*
- *“Is it a military superpower?”*
- *“Does the country get along well with its neighbors?”*
- *“Does the country possess weapons of mass destruction?”*
- *“What is its political system like?”*
- *“Have your country ever fought a war or is it currently involved in a conflict?”*
- *“Have there ever been any allegations of human right abuses by the country?”*

Some useful websites to find those answers include:

- CIA – The World Factbook (<https://www.cia.gov/library/publications/the-world-factbook/>)

- United Nations Member States (<http://www.un.org/en/member-states/>)

Conduct research on the two topics of your committee's agenda

Research is key to any preparation for an MUN committee. Once you have adequate capacity of a topic, you can actively participate in every procedure without fear. Study guides written by your Chairs will be provided prior to the conference. However, you should definitely conduct your own research as well and not rely entirely on those guides for two reasons. First, you may detect an aspect of a topic that has not been noticed by the chair who drafted the study guide. Second, you can find the exact policy position of your delegation towards a particular agenda item.

There is no such thing as a standard way to conduct research. Here are some suggestions that might assist you in this process:

- Always look out for the newest developments on an issue
- Find out if any major countries are involved
- Contact the embassy of the country you represent, explain to them you are taking part in an MUN and ask for clarifications of their country's policy on the issue
- Search for any relevant UN resolutions
- Visit the website of the Ministry of Foreign Affairs of your assigned country

Contact your Chairs, should you have any questions

Prior to attending an MUN conference, many questions occupy your thoughts. You might be unsure regarding the research approach you should adopt towards a particular agenda item or you may have a question in regard to a procedural matter. In this cases, you should not hesitate to to contact us and we will provide you with your Chairperson's contact details.

Write a Resolution

This is one of the most essential steps in your preparation for ATSMUN. In a nutshell, resolutions are draft proposals of a delegation on a specific agenda item. Draft resolutions are official documents, reflecting a Member State's policy. As such, the resolutions must be carefully drafted in a particular format, containing all the

information you found during your research. They must also be in accordance with the provisions of the United Nations Charter.

At ATSMUN, we want to simulate the real UN Rules of procedure to the best possible extent. Hence, the resolution you write for ATSMUN should **only contain** operative clauses. The operative clauses are the suggested solutions and the measures you propose to be adopted so as to tackle a problem or solve a dispute.

Operative clauses must be numbered and should end with a semi colon (;). The last operative clause of your resolution must end with a full stop. Operative clauses are introduced with particular verbs. Each of these verbs can only be used once. They can be reused on the condition that you add “further” or “deeply” in front of them. Below, you shall find a list of the verbs that introduce operative clauses:

Accepts	Designates	Regrets
Affirms	Encourages	Requests
Approves	Endorses	Resolves
Asks	Expresses its satisfaction	Seeks
Authorises	Expresses its hope	Suggests
Calls for	Hopes	Supports
Calls upon	Invites	Trusts
Congratulates	Proclaims	Transmits
Confirms	Proposes	Urges
Deplores	Recommends	Strongly urges

Each resolution must also begin in the following format:

FORUM: [The full name of your committee)

QUESTION OF: [The Agenda Topic addressed by the Resolution]

SUBMITTED BY: [The official name of your country]

THE [Name of your Committee in capital letters],

Below you can find a sample Resolution, with the appropriate format, heading and operative clauses:

FORUM: Special Political and Decolonisation Committee

QUESTION OF: The situation in Jamnu and Kashmir

SUBMITTED BY: The Islamic Republic of Pakistan

THE SPECIAL POLITICAL AND DECOLONISATION COMMITTEE,

1. Urges the Government of the Republic of India to fully comply with its undertaken duties pursuant to the United Nations Security Council Resolution 47;
2. Encourages the UN Human Rights Council as well as international non – governmental human rights organisations to investigate human right violations committed by the Indian Occupation Forces;
3. Suggests holding a referendum in Jamnu and Kashmir to decide the future or the region. The referendum is in accordance with UN resolutions and shall be held by 2019. The referendum will be organised in such a manner:
 - a) International Observers will oversee the organisation of the plebiscite,
 - b) The Indian Occupation Forces must:
 - i. Be reduced to the minimum numbers needed to maintain public order,
 - ii. Have a minimal presence in electoral centers,
 - iii. Not, by any means, interfere during the electoral process or the counting of the votes;
4. Decides to remain actively seized on the matter.

Prepare an opening policy statement

At ATSMUN, we do not have an ambassadors' opening speeches event, following the official opening ceremony. **It is however highly desirable (yet, not mandatory)** to deliver an opening statement before your committee, prior to lobbying. You **do not** have to deliberate upon both topics of your committee's agenda. You can simply pick the one you are more passionate about or is deemed more important in terms of your

assigned country's interests. Before commencing the lobbying procedure, your chairs will ask you to deliver your opening statement. It should be noted that this is a procedure followed in real UN committees! The opening statement must be less than one minute and must be in the form of a policy statement. Here is an example:

Distinguished chairs, your excellencies the representatives of fellow UN Member States,

The Republic of Armenia is delighted that this committee will discuss the issue of the Nagorno Karabakh. For many decades, ethnic Armenians have been brutally oppressed by Azerbaijan and their democratic rights, particularly their right to self determination, have been infringed upon. Not anymore though. The time has come for the international community to shed light on what is going on behind the iron curtain Azerbaijan has deliberately set up in our neighboring Nagorno Karabakh region. This will be done in good faith, through the means of diplomacy and in accordance with international law. Armenia does not resort to the gunboat diplomacy tactics that Azerbaijan favors.

Thank you very much for your attention. Armenia yields the floor to the Chairs.

What should you do during the conference?

Roll Call

Before any session starts, your Chairs will conduct the Roll Call. Essentially, they are checking to see if everyone is present and whether the committee has an established quorum, or in plain English, the majority of the represented countries is present.

During Roll Call, once you hear your country's name, raise your placard and state "Present"

Lobbying

If there were two synonyms to MUN style lobbying, these would be negotiations and drafting. At ATSMUN, lobbying takes place on the first and second day, following the Roll Call and the opening statements by the delegates. You are free to move around the committee room, discuss with fellow representatives and form alliances (or

abstain from doing so). Within the context of these alliances, you will draft a resolution, using clauses from your own resolutions. You will then present an alliance resolution to the Chairs, who are going to check it and then print it. The resolution is then ready to be debated upon.

Debate

Debate is the process when you openly deliberate upon the resolutions drafted during Lobbying. During the Debate, you essentially do two things: deliver a speech, either in favour or against the resolution under discussion, and raise different points.

At ATSMUN, we have adopted the “Open Debate” Mode, which means that at any time you can ask for the floor and speak, either in support or against the resolution. The Chair will inform the house that “*The Floor is Open. Are there any delegates wishing to speak?*”. If in fact you wish to deliver a speech, raise your placard and wait until you are recognised by the Chairs.

Speeches should not exceed 1.5 minutes and must always be in line with diplomatic courtesy. Delegates may refer to their country by its name or as “we”. They should refrain from using the first person “I” or from addressing other delegates as “You”.

In regard, to the points and motions, we refer you to the next sub section of this Guide.

Points and Motions

Points during debate may **not interrupt** a speaker apart from a Point of Personal Privilege, which refers to audibility. Delegates must first be recognised by the Chair, to state their point.

Point of Personal Privilege

- It refers to the well being of the delegate
- Only in the case of audibility, may it interrupt the speaker
- It is not debatable
- Does not reunite a second to be entertained

Example: “*Is it possible to turn the lights on? It’s rather dark.*”

Point of Information to the Speaker

- A question directed to the delegate who has the floor and who has clarified that he / she will answer to points of information
- You must be recognised by the Chair to raise such a point and you should remain standing whilst doing so
- The point must be formulated in the form of a question

Example: *“Could the delegate of South Sudan explain to the House what is meant by “Establishing African refugee camps” under clause 5 of the Resolution she supports?”*

Point of Parliamentary Inquiry

- A question to the Chairs regarding the Rules of Procedure
- Wait until you are recognised before raising the point

Example: *“Could the Chairs please explain what does the Point of Personal Privilege entail?”*

Point of Information to the Chairs

- A question to the Chairs
- Can not interrupt the speaker
- A question relating either to the clarification of an agenda issue or the conference logistics

Example: *“Could the Chairs please clarify whether Mexico has signed the NAFTA?”*

Point of Order

- It aims at alerting or calling the chairs to explain whether another delegate has violated a rule of procedure / made an error / was diplomatically uncourteous
- Can not interrupt the speaker
- It must refer to something that just happened
- Should not be used to cause disorder in the committee
- It is not debatable

Example: *“Can a delegate of Colombia yield the floor to the delegate of Sudan in light of the fact that it was previously yielded to him by the ambassador of Armenia?”*

Motions

Motion to approach the Chairs

The motion is self explanatory, you may raise it if you want to discuss something with the Chairs

Motion to move to the previous question

- Calls for the closure of debate and a vote to be taken on the pending action
- When discussing an amendment, in time in favor, this motion means to move to time against the amendment
- May be raised by the Chair or a delegate, may not interrupt a speaker
- Requires a “second” by the house, and is quickly voted upon if an objection on it is raised

Motion to extend debate time

- It is not debatable
- Needs a “second”
- Needs a simple majority

Motion to follow up

- It is used by the delegate if he / she wishes to clarify or elaborate further on the answer he / she gave to the former’s point of information
- May not be used to answer an entirely different question

Motion to divide the House

It can be brought forth in the event of a tie during the voting procedure. If entertained, the House votes again, this time with no abstentions allowed

Amendments

Amendment of First Degree

- ❖ An Amendment must be written on the Official Amendment Sheet And submitted to the Chairs
- ❖ An Amendment could call for adding, striking out or altering a particular resolution clause
- ❖ Delegates can vote in favour, against or abstain from an Amendment

Amendment of Second Degree

- ❖ Can only be submitted in time against the Amendment of the First Degree, and debate on this amendment does not count as time against the Amendment of the First Degree
- ❖ Same procedure as for normal amendments
- ❖ Debate on the Amendment of the First Degree will always be continued, whether the Amendment of the Second Degree passes or fails

Voting

- Only member states of the UN may exercise a vote right. No NGO is allowed to vote, on either amendments or resolutions
- Delegates voting on a resolution or an amendment may vote in favour, against or abstain
- Delegates and NGOs voting on procedural matters, may only vote in favour or against
- During voting procedure, all points and motions are out of order, except the Point of Order
- A resolution will pass if the number for exceeds the number against, regardless of the number of abstentions; i.e. abstentions do not count either for or against the adoption of a resolution;
- A resolution or an amendment with a tied vote fails. Close votes should be followed, upon request through the motion to divide the house (note that abstentions are out of order).
- Clapping is allowed when a resolution passes

Closing remarks

Congratulations, you made it to the end of this Guide! Should you have any questions, please, do not hesitate to contact us!

We are looking forward to meeting you in Patras!