



ATS MUN

Delegate Manual



Table of Contents:

-Introduction

-Research

-Lobbying

Rules of Procedure

-Debate

-Points

-Motions

-Amendments

-Yielding

-Voting

-Note-passing

-Funding

-Miscellaneous

Appendix

-Words and Phrases to introduce Clauses

-Sample Resolution Format



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 and are not included in this document. It is the utmost desire of the Organizing 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) the International Labour Organisation (ILO), the Association of Southeast Asian Nations (ASEAN) and the Young Delegates Forum (YDF).

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:

- ✓ Select the committee that suits you best
- ✓ Read the present guide
- ✓ Learn essential information about the country you represent
- ✓ Conduct research on the three topics of your committee’s agenda
- ✓ Contact your Chairs via the emails provided in your study guides
- ✓ Write a Resolution
- ✓ Prepare an your position paper

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 inclination. 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 three 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 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 contain both preambulatory and 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.

Words and Phrases to introduce Preamble Clauses

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



Words and Phrases to introduce Operative Clauses

Accepts	Emphasizes	Proposes
Affirms	Encourages	Recommends
Approves	Endorses	Regrets
Asks	Expresses its appreciation	Requests
Authorizes	Expresses its hope	Resolves
Calls for	Further invites	Seeks
Calls upon	Further proclaims	Strongly affirms
Condemns	Further recommends	Strongly condemns
Congratulates	Further requests	Strongly urges
Confirms	Further resolves	Suggests
Declares accordingly	Hopes	Supports
Deplores	Identifies	Trusts
Draws the attention	Invites	Transmits
Designates	Proclaims	Urges

Sample Resolution Format

FORUM: Special Political and Decolonization Committee (4th GA)

QUESTION OF: The situation in Pakistan

SUBMITTED BY: Brazil

CO-SUBMITTED BY: Argentina, Belarus, Iran, Mexico, Somalia, Venezuela

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

THE SPECIAL POLITICAL AND DECOLONISATION COMMITTEE,

Guided by the principles and the objectives of the Charter of the United Nations and the Universal Declaration of Human Rights,

Expressing its appreciation for the work of the United Nations Development Programme (UNDP) in Pakistan,

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 your Position Paper

At ATSMUN, we do not have an ambassadors' opening speeches event, following the official opening ceremony. It is however mandatory to prepare and up to the discretion of the your chair to deliver an opening statement before your committee, prior to lobbying. This opening statement is calls Position Paper.

Before commencing the lobbying procedure, your chairs will ask you to deliver your Position Papers. It should be noted that this is a procedure followed in real UN committees! The position Paper must follow the guidelines of your chairs' which you will get by contacting them as mentioned in all study guides.

Yet we believe that showing you an example would clarify some of your first concerns.:

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 Happens 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

Open Debate is the mode followed in ATSMUN when debating resolutions. This means that a member of the House can deliver a speech and take any appropriate stance against a resolution. However, upon debating amendments the mode changes to Closed Debate, meaning that there is separate and set time for speakers in favour and speakers against.

We would like to remind you that speeches should always respect diplomatic courtesy and you should refrain from using the first person.

Points

Points Note: The only point allowed to interrupt a speaker is the Point of Personal Privilege, when referring to audibility.

i. Point of Personal Privilege ▪ Refers to the comfort and well-being of the delegate ▪ It may only interrupt a speaker if it refers to audibility ▪ It may not refer to the content of a speech ▪ Not debatable and does not require a second

ii. Point of Parliamentary Enquiry A point that may not interrupt the speaker and is a question referring directed to the chairs referring to the Rules of Procedure.

iii. Point of Order ▪ It refers to procedural matters only, i.e. if the chair makes an error in the order of debate or in the setting/observing of debate time ▪ May NOT interrupt a speaker and is not debatable. It can only interrupt the voting procedure, if a char makes an error concerning



voting. ▪ It can only refer to something that just happened, direct referral. ▪ If used by a delegate simply to cause disorder or to get their point across, called out of order.

iv. Point of Information to the Speaker ▪ Point of Information to the speaker is a question directed to the delegate having the floor, and who has opened himself/herself to points of information. ▪ The delegate asking the Point of Information may only speak if recognized by the Chair. ▪ Delegates asking questions should remain standing when the speaker is replying to their Point of Information. Male delegates should have their jacket on. ▪ Must be formulated in the form of a question. A short introductory statement may precede the question. Only ONE question comes by the same questioner. ▪ There will be no dialogue between speaker and questioner on the floor. There are NO follow-ups!

v. Point of Information to the Chair ▪ It is a question directed to the chair and may NOT interrupt a speaker ▪ It is a question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege. ▪ Delegates should remain standing when the chair is answering their point of information.

Motions

a. Motion to Move to the Previous Question ▪ This motion indicates the closure of debate and a vote to be taken. ▪ It requires a second from the house and the Chair has to ask for possible objections. ▪ When in time in favour of discussing an amendment, this motion means that the delegates wish to move to time against. ▪ This motion is up to the discretion of the Chair, who can overrule it if he/she thinks that the topic at hand has not been fully covered.

b. Motion to Adjourn Debate ▪ Calls for the temporary disposal of debate. ▪ The delegate putting the motion forward will have to deliver a short speech as a justification and then the Chair will have to give to give the floor to some other delegates as well (either in favour or against the motion). ▪ Then there will be voting, in which simple majority is needed, so that the resolution debated is put aside. ▪ If the motion fails, debate will continue, if the forum passes the motion, debate on the resolution will come to an immediate end but can be restarted by any member of the forum, if a two thirds majority of the forum supports this.

c. Motion to Reconsider a Resolution ▪ Needs a majority of 2/3 of the house to pass. ▪ It is not debatable and refers to a resolution that has been previously debated and voted upon.

d. Motion to withdraw a resolution ▪ This motion can be put forward only if all co-submitters of a resolution agree on the withdrawal. ▪ Is only to be entertained and raised before voting on the resolution takes place. ▪ The motion can be moved by any member of the forum. ▪ A resolution can also be withdrawn by the Chair/ a secretariat member due to plagiarism or any other important reason.

e. Motion to extend debate time ▪ It is up to the discretion of the Chairs whether this motion will be entertained or not. ▪ Needs a second from the house.

f. Motion to divide the house ▪ This motion disables voting delegations from abstaining, thus only votes in favour and against are valid. ▪ No Roll-Call takes place. Delegates vote collectively. ▪ May only be entertained when voting on resolutions. ▪ It is at the Chair's



discretion to entertain it or not.

g. Motion to vote by Roll-Call ▪ This motion should only be raised if votes in favour and against are very close, and the delegate feels that Admin Staff and/or Chairs have made a mistake in counting the votes or that a delegate has accidentally voted twice. ▪ It is not debatable and at the Chair's discretion to entertain it or not. ▪ This motion is almost never entertained, as it is EXTREMELY time-consuming, and most of the time the voting outcome has little to no difference from the original since abstentions are allowed

h. Motion to retake the vote ▪ Should only be raised if the delegate feels that Staff and/or Chairs have made a mistake in counting the votes or that a delegate has accidentally voted twice. ▪ Not debatable. It is at the Chair's discretion to entertain it or not.

Amendment of the First Degree

The Amendment should be written on an official Amendment Sheet that is available at the Chairs desk. The handwriting should be clear and legible. The delegate is responsible for moving the amendment and the Chair, knowing who has submitted an amendment, will recognize or not the delegate in particular. It is therefore the responsibility of the delegate to put an amendment forward.

If the Chair entertains an amendment, he/she will have to read it out to the house, so that the delegates are informed about the content of the proposed change. The amendment will be debated, and must always be put to a vote even if it is only a change of one word. However, if there is a grammatical/spelling mistake, it is up to the discretion of the Chair to step in and speed up the process. This change can be adopted without a vote, as long as there are no objections from the submitters of the resolution.

Closed debate is the norm for amendments and the guillotine time is usually set to 2 minutes in favour, two minutes against the amendment. However, the time is flexible, according to the significance of the change proposed. In any case, the debate on the amendment will have to take place with the same amount of speakers in favour and against of it (e.g. 2 for, 2 against).

Amendment of the Second Degree

An amendment of the second degree can only be entertained in time against of the amendment of the first degree (though it should have been sent to the Chairs earlier). The same procedure followed in the debate of Amendments of the first degree also applies here. The debate time on this amendment does not count as time against the Amendment of the first degree and the discussion on the initial amendment will be continued, regardless of the result of the voting on the amendment of the second degree.

There are no third and further degree amendments.



Yielding the floor to other delegations

The floor may be yielded by one delegation to another only once consecutively. Points of Information are in order even after yielding the floor to another delegation. It is still however under the Chairs discretion if they are going to allow the yield.

Voting

All delegations can vote on resolutions and amendments. When voting for resolutions and amendments, the members of the house can vote in favour, against or abstain from voting. When voting on procedural issues there are no abstentions from voting. During the voting procedure all points are out of order, except for the point of order, when it refers to the actual voting procedure. A resolution with a tied vote fails.

Note-passing

Note-passing is allowed between the delegates. All notes passing through the House will be read by members of the Administrative Staff. Note-passing between Committees is not allowed. Please keep in mind that Notes are only for diplomatic discussions and Notes with inappropriate content will be delivered to the Student Officers.

Funding

There is common confusion, on whether a Committee whose focus is not financial, has to include methods of funding the measures mentioned in the resolution. You should keep in mind that it is in order to include possible funding methods, without however explicitly referring to sums (e.g. Asks the World Bank to provide 5.43 million US dollars funds to...).

Miscellaneous

- Always make reference to Less Economically Developed countries as LEDCs, not ‘Poor Countries’ or ‘Third World’.
- Mobile phones must be switched off at all times.
- You may use Laptops/Tablets in the Committee room only during lobbying and only to type a resolution. Otherwise all other devices are prohibited.
- Decency for both sexes is essential. Women should not wear revealing clothes and men should always wear their jackets while standing.
- There will be a Computer room available for you to go and type your Resolutions. At any given moment only two members may exit to type the Resolution, one of which should be the Main Submitter.
- Whenever you exit the room individually (meaning that not the entire Committee exits for lunch or a plenary session), you should leave your badge on the Chairs desk.

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!