

Delegate's Manual



2023

ATSMUN 2023

Delegate's Manual

Dear Delegates,

The present manual contains all the essential information regarding the rules of procedure followed in the ATSMUN General Assembly as well as in certain non – General Assembly Committees. It also contains some important preparation tips to help you make the most out of your participation for 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 United Nations Development Programme (UNDP), the UNICEF Committee, COP28, the International Court of Justice(ICJ), and the Security Council (SC).

What you should 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 two topics of your committee's agenda
- Contact your Chairs via the emails provided in your study guides
- Write a Resolution
- Prepare a position paper (policy statement) and be ready to send it to your chairs if they ask you to do so.
- Even if you are a veteran, do take a few moments of your time to review this guide since there are rules in ATSMUN you might not be familiar with or might need to remember prior to the conference.

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.***

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?”
- “Has your country ever fought a war or is it currently involved in a conflict?”
- “Have there ever been any allegations of human right abuses?”

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

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

Contact your Chairs

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 any case, ***do not hesitate to contact your chair.***

Writing 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 preambles are clauses that basically explain the problem. They should be informative and, they should not propose any action. 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.

Resolutions bring delegates together so they should be open and engaging, and never offensive. The goal is to craft a cooperative resolution that the entire committee can support and benefit from, not to pass one resolution as the best in a competitive manner.

At the end of the resolution you should have solid clauses that agree with your country's policy and that can make a significant contribution towards resolving the issues on the committee agenda. Merge your clauses with other nations that align with you and good luck debating your resolution!

Words and Phrases to introduce Preamble Clauses

| | | |
|-------------------|-----------------------------|---------------------------|
| Acknowledging | Expecting | Noting with appreciation |
| Affirming | Expressing its appreciation | Noting wit 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

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

FORUM: Special Political and Decolonization Committee

QUESTION OF: The situation in Pakistan

SUBMITTED BY: Brazil

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

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 of the region. The referendum is in accordance with UN resolutions and shall be held by 2022. The referendum will be organised in such a manner that:
 - 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 (or Policy Statement)

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 your chair to deliver an opening statement before your committee, prior to lobbying. This opening statement is called a Position Paper.

Before commencing the lobbying procedure, your chairs may 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.

During the conference

LOBBYING

Reaching agreements for resolutions is called “Lobbying”. Basically, it is the first step towards creating alliances and/or submitting resolutions.

Once you have worked out your policies for operative clauses, you will have to write them down and share them with other delegates representing different countries in your committee. During lobbying, delegates share their ideas with other delegates and present clauses to form a resolution. Once you have formed an alliance and gathered the minimum number of the signatures required (including your own), you must decide on one person from your group who will “Submit” the resolution formed with your ideas to the “Chairs” of your committee to debate them. This person will be the “Main Submitter” of the resolution. He or she must be prepared to stand up and explain to the committee why the ideas are good and important for the United Nations to put into practice. Your allies should also be prepared to speak and answer questions to support the “Main Submitter” in this. These delegates are called “Co-Submitters”. Your aim as a group is to convince everyone else to vote FOR the resolutions you propose.

DEBATE AND NOTE PASSING

Remember first that only one person may speak at a time. The person who has the right to speak is said to “Have the Floor”. This right belongs to the chair, until he/she gives it to another person, or the person who has the floor, gives it to another speaker. Giving up the right to speak is called “Yielding the Floor”. Although you may not speak if you do not have the floor, you may communicate with other people by writing messages. These must be on your notepad, with a clear indication of the delegate or chair to whom the note is addressed. “Notepapers” will be passed to the receiver by the “Administrative Staff, who will check them to see that

- a. they are written in English, as English is the official language of the conference,
- b. they are polite and respectful,
- c. they are relevant to the agenda issues under debate.

Memos not fulfilling these requirements will not be passed on, but will be shown directly to the Chair for the necessary disciplinary actions to be taken, or thrown in the waste bin. If delegates start talking when they do not have the floor, the Chair may order the passing of memos to be stopped for a certain period of time.

DEBATE MODES

Debate modes are divided into two: open and closed debates.

In an open debate, delegates can take the floor and discuss any issue that is related to the resolution. They can either make a speech for or against the issue.

In a closed debate, the debate time is divided into two as “in favor” and “against” speeches. The chair decides the duration of the closed debate and informs the house. In ATSMUN, the debates start as open debates and switch to closed ones only when an amendment is made.

AMENDMENTS

Changes to a resolution are called “Amendments”. You can propose “changes” to part of a resolution that you do not like or cannot agree with. These changes could be to “add” a clause or/and a point you do not accept at first, into one that you could agree with and vote for. “Ideas” and “changes” to a resolution should be written down on a special form called an “Amendment Sheet”. Amendments written on notepapers will not be accepted.

JOURNEY OF THE CONFERENCE

- ✓ Research your country.
- ✓ Research your committee and its agenda items
- ✓ From your research, write down position papers on each item for your country and committee if required.
- ✓ Develop ideas for good operative clauses and amendments for the resolutions to be debated.
- ✓ Share ideas with other delegates. Find allies who agree with you and will support you. Find people with good ideas that you want to support in turn.
- ✓ Write down the best ideas as amendments to the resolutions for debate.
- ✓ When you finish your resolution, get the required number of allies to sign it.
- ✓ Prepare to speak about your ideas, explaining why they are good and important ones, as well as answer any likely questions the other delegates in your committee may ask.
- ✓ Gain the floor in your committee debate and speak about your ideas, encouraging everyone to vote for them.
- ✓ Ask questions of other speakers during debate, so that you are sure you understand the issues at stake.
- ✓ Get help when necessary either from the Chairs or from other delegates through writing memos during the debate.
- ✓ Vote sensibly, representing your country and its policies well.
- ✓ Enjoy the experience!



Points & Motions

Points during debate may NOT interrupt a speaker except for a Point of Personal Privilege, which refers to audibility. Delegates may not just immediately state their point, they must wait until the chair recognizes a Point.

Points Point of Personal Privilege

- Refers to the comfort and well-being of the delegate.
- May only interrupt a speaker if it refers to audibility.
- May not refer to the content of a speech.
- Is not debatable.
- Does not require a second (support).
- Example: "Could the windows please be opened? It is very hot in here."

Point of Parliamentary Inquiry

- Point of information to the chair concerning Rules of Procedures
- May NOT interrupt a speaker.
- Don't simply overrule them because they are unknown.
- Example: "Could the Chair please explain to the house what is meant by open debate?"

Point of Information to the Speaker

- Always remain standing when the speaker is replying to your Point of Information.
- A question directed to the delegate having the floor, and who has indicated that he/she is willing to yield to points of information.
- Speaker asking the Point of Information may only speak if recognised by Chair
- Must be formulated in the form of a question, i.e. "Is the speaker aware of the fact that..." A short introductory statement may precede the question.
- Be fair and treat all delegates equally when recognizing points of information to a speaker.
- Example: "Could the honorable delegate, as she is the main submitter of this resolution, please explain to the house what she implies with clause 3?"

Point of Information to the Chair

- A question to the chair.
- May not interrupt a speaker.
- Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege.
- Example: "At what time do we adjourn for lunch?"
- ALSO: Question asking for a statement by the Chair or clarification on an issue.
- Example: "Could the Chair please explain to the house, whether the Darfur Liberation Army has signed the Darfur Peace Agreement?" Be aware, however, as some delegates might use this in order to get their opinion across.
- The respective Chair should hold a short statement and swiftly move on with the session
- Raised by delegate to raise a follow up question to their point of information. It can be raised once per point of information at most.

Motion to follow up

- Raised by delegate to raise a follow up question to their point of information. It can be raised once per point of information at most.
- ***At ATSMUN POI and the motion to follow up will be in order and granted at the discretion of the Presidents.***

Point of Order

- Delegates use this point when they want to bring the Chair's attention to a speaker's or another delegate's mistake or violation of parliamentary procedure, 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.
- Is not debatable.

Right of reply

- This is a short statement to a Speech by a delegate who has the floor.
- Entertained only in opening speeches by Student Ambassadors.

Motions

Motion to approach the Chair

- When you want to speak to the Chair.

Motion to follow up

- Raised by delegate to raise a follow up question to their point of information. It can be raised once per point of information at most.
- ***At ATSMUN POI and the motion to follow up will be in order and granted at the discretion of the Presidents.***

Motion to move to the previous question

- Calls for the closure of debate and a vote to be taken on the motion (resolution/amendment) pending.
- When discussing an amendment, in time in favor, this motion means to move to time against the amendment.
- May be moved 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 isvoiced.
- May be overruled by Chair if time needs to be filled.
- Although delegates like to say “Motion to move directly into votingprocedure” the correct expression is “Motion to move to the previous question”. Please, remind the delegates of this new wording. Chair needs to ask for objections.

Motion to extend debate time

- At the chairs' discretion/ not debatable.
- Needs a second, if proposed by the house.
- Needs a simple majority or a ruling by the chair to be adopted (e.g. due tolack of time or a guest speaker).

Motion to divide the House

- It is used when the majority of the final vote on a much - disputed issue comes to a tie to be considered conclusive. The house is then asked to vote again, but this time, with no abstentions allowed.

Motion to reconsider a resolution

- (This motion will be entertained only in the Specialized Agencies).
- Calls for a re - debate and a re - vote of a resolution that has already been discussed (adopted).
- Done at the end of all other business.
- Only necessary if no other draft resolutions on the issue are present.
- Needs 2/3 majority (abstentions are not in order)



