

World Interest Club

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Preparation Pack

Name: _____

DO NOT MISPLACE THIS PACKET

POSITION PAPERS

Different Model United Nation Simulations (MUN) requires different things. However, they usually require that each delegate submit a brief position paper that provides a clear outline of the nation's policy on the topics to be discussed. We strongly recommend that delegates submit comprehensive position papers because they are an impetus for valuable research and encourage delegates to synthesize facts into a coherent outline for action. Position papers also provide the opportunity for our staff to give delegates due credit for their preparation through recognition and awards.

Though the submission of a position paper is not a prerequisite for participation in debate, delegates are strongly encouraged to write position papers.

Every position paper should start with a header that includes the following information:

- Committee
- Topic
- Country Represented
- Block (used at Harvard Only)
- Delegate Name(s) (Used at most MUN's, however not Harvard)
- School

Good position papers will be concise and will include specific information relevant to the topic at hand. A clear statement of facts will demonstrate research and insight about the challenges that face the committee. Position papers may discuss:

- National interests and historical actions related to committee topics
- The delegation's approach toward the problem and why that approach is in policy
- Bloc allegiance on a topic and the basis for that bloc's policy

Position papers should be no longer than one typed page per topic. A separate position paper should be written for each of the topics.

Below is a position paper written by Former President Alex Zander Gelman. Use it as an example.

Committee: Economic and Financial
 Topic: Combating Economic Corruption
 Country: **Federal Republic of Germany**
 Bloc: Western Bloc
 School: **Oceanside High School**

- A. Corruption is a pandemic that eats through a nation's economy. The Federal Republic has recognized a logical exchange of corruption, which is: The *buyer* (the person offering the bribe: the corrupter) wants a *rare good* (an order, license, or position) which the *seller* (the person to be bribed: the corruptee) can assign. The latter receives an *additional incentive* (money or payment in kind) for the assignment above the normal price. The corruptee thereby *violates* generally accepted *moral standards* and *damages the interests* of a third party, competitor, and/or the public interest. Therefore *corruption is hidden* and concealed. This pathway is the cause of all corruption, and it should be the focus of the second committee to break one of these chains. The only two links that can be reformed are the additional incentive link and the moral standard link. If the additional incentive is made small enough and the moral standard is increased, then corruption will decrease. The moral standard can be made higher by educating the public to see corruption as black corruption, as opposed to grey and white corruption. White corruption is when corruption is seen as coded tolerantly, grey corruption is when it is regarded with some opprobrium, but black corruption is regarded as a severe violation of culturally and legal norms. Germany believes that the lack of anti-corruption laws has made corruption immune to punishment of violation of cultural and legal mores, and therefore the moral violation by the corruptees and corrupters does not outweigh the incentive that they receive.
- B. Almost every single regional organization around the world has discussed and come up with some sort of anti-corruption policy. Most of these policies are similar, however they are not uniform. The Federal Republic of Germany believes that one, universal, anti-corruption treaty should be made. To create this treaty, to enforce it, and to amend it as needed, Germany recommends the creation of a permanent United Nations subcommittee. This organisation would be titled the United Nations Anti-Corruption Organisation (UNACO), and would combine the anti-corruption policies of various organisations as it sees fit.
- C. This United Nations Anti-Corruption Organisation would be a combination of various anti-corruption policies, but would be mainly based on the European Union's policy. The Organisation for Economic Cooperation and Development sites more than 20 different worldwide and regional initiatives to combat corruption, why not just combine them all? Every member state of the United Nations would be represented in UNACO with one vote per nation. Anti-Corruption initiatives have been taken by organisations ranging from the International Monetary Fund to the Inter-American Development, therefore UNACO would have plenty of plans to discuss and debate in order to formulate an effective and efficient anti-corruption treaty. By creating this organisation, corruption will successfully be combated yet national sovereignty of nations will still be recognized and respected. If every member state of the UN will be in UNACO then any treaty passed will be accepted by the majority of the global community. UNACO will work with the United Nations Development Programme (UNDP) to combat corruption on a case by case basis in nations. For some nations the most effective way of combating corruption is to follow the Singapore model of paying government officials extremely high salaries, equivalent, if not higher, then their colleagues in the private sector. Although this is an effective method for Singapore and other highly developed nations, it can not possibly be effective in developing nations, and the UNDP and UNACO can assist these nations in developing their own anti-corruption policies based on the treaties passed by UNACO. Germany would like to see UNACO focus on the ratification of conventions criminalizing the active and passive corruption of government officials, eliminating the tax deductibility of bribes, reforming public procurement and auditing systems, and establishing anti-corruption policies, similar to that of the European Union's, in developing nations. Countries that would oppose the formation of UNACO are nations that have high level corruption in their governments. These nations would oppose UNACO because it would be an organization that actually achieves something. Corruption thrives on bureaucracy and the formation of UNACO would decrease bureaucracy by making a universal system and treaty against corruption.

Research is essential for delegates to obtain an understanding of the issues and the positions of their nations, so that they can effectively represent them.

Clear statements of national policy are rarely found in libraries. It is more likely that you will find general information about your nation's interests, outlook, and foreign policy that let you make a reliable inference about its position. One way to investigate a national position is determining which nations are in its bloc and finding a prominent bloc member's position or a joint statement. Blocs are groups of nations that share outlooks and interests on topics. Geography, common interests, economy or background may be factors unifying Blocs. For example, New Zealand is often part of a bloc that includes the United Kingdom and former British colonies such as Canada and Australia. Similarly, it may be difficult finding a policy statement from Qatar without contacting an embassy or using U.N. transcripts. A Saudi statement might be easier to find and may provide a good approximation of the Qatari position.

Model United Nations is solution oriented. In your research try to understand what changes to the status quo, your nation would support. Look for directions a resolution could take and arguments for and against that approach. Understanding the problem is important as a framework to debate possible solutions. Some useful research questions include:

- What is the problem? What are some possible solutions? Who favors them?
- Where does my nation stand?
- How has my nation acted on similar topics in the past?
- How might similar events my nation has undergone effect its perception of the topic at hand?
- How do the given topics affect my nation?
- With what bloc does my nation work on committee topics?
- What do other bloc members' positions suggest about my nation's position?
- Which countries think differently and why?
- To what degree has my nation agreed to compromise on issues in the past?
- Is my nation inflexible because of religion, national principles of sovereignty, or internal conflict, or does it generally facilitate international agreements?

SOURCES FOR RESEARCH

Each background paper contains a bibliography, but your research should go beyond the sources that your chair lists. Your research should include web sources, books, and articles. The balance between internet-based research and library sources will vary depending upon the topic you are researching. Although the web is often a good place to start, you should exercise critical judgment in evaluating the quality of web resources. Beware of mysterious websites with no citations and no well-known authors— they may be of dubious creditability and reliability. To avoid such sites, we have included a list of some good starting points for both online and library research. Most of these should be available at a good public library, and none of the websites that we have suggested charge fees for use.

ONLINE RESOURCES:

Search Engines: Search Engines can provide a good starting point for your research. Some search engines that you may find helpful include <http://www.google.com>, the "countries" section of Yahoo (<http://dir.yahoo.com/Regional/Countries/>) and <http://www.ask.com>, which allows you to search multiple search engines.

United Nations: The United Nations main website (<http://www.un.org>) includes links to the pages of the U.N. committees and specialized agencies. The various sources on that site also include U.N. Resolutions (<http://www.un.org/News/Press/>) and press releases (<http://www.un.org/News/Press/>).

International Organizations: International organizations other than the United Nations maintain many websites that you might find helpful. Though delegates on the League of Arab States, NATO, the EU, and IAEA are sure to go to the sites for those committees, they may prove valuable to others as well. International Organizations with useful sites include the NATO (www.nato.org), the EU (<http://europa.eu.int/>), League of Arab States (<http://www.imf.org/external/np/sec/decdo/las.htm>), and the IAEA (www.iaea.org).

NGOs: Non-Governmental Organizations (NGOs), such as Amnesty International (<http://www.amnesty.org>), Economists Allied for Arms Reduction (<http://www.eaar.org>), and Lawyers Committee for Nuclear Policy (<http://www.lcnp.org>) often produce very thorough and accurate analysis of issues. You can find such organizations online or send away for information.

National Websites: Most nations maintain websites of their national governments that may prove helpful, and may be especially useful in hammering out arguments in favor of stances that might be “unpopular” or “unusual.” However, some countries have sites that are very out of date, so it is important to keep up with current events from other sources.

News: The New York Times (<http://www.nytimes.com>), PBS (<http://www.PBS.org>), and The Wall Street Journal (<http://interactive.wsj.com/home.html>) maintain web pages that are reliable. CNN allows users to choose a region of the world, and receive daily updates on that region (<http://www.mycnn.com>). These sources are especially useful for delegates in crisis committees who must keep up-to-date on current issues.

The U.S. State Department: The State Department (<http://www.state.gov/www/regions.html>) maintains background notes on many other countries. Though these notes are often in-depth and useful, it is important to remember that they are the products of the United States, and not of the country that they are about.

BOOKS AND ARTICLES:

Encyclopedias: Encyclopedias are good for gaining general facts about a country. Encyclopedias generally contain information about a country's economic situation and historical events, which may help you gauge how your country would feel about a specific issue. However, encyclopedias will not have in-depth analysis of pressing issues.

United Nations Publications: *The Yearbook of the United Nations* provides a general background on U.N. actions in every field over the last year. *The United Nations Chronicle* is the magazine of the United Nations. It provides information on the latest topics of debate at the United Nations and on U.N. programs. To obtain U.N. publications that are not available in your library, call U.N. Publications at (212) 963-8302.

Analytical Sources: Analytical sources include books about your country as well as books about specific events or topics that may pertain to the issues you are researching. One general resource is Lawrence Ziring's *The United Nations: International Organization and World Politics* (2000). The book can be ordered from Harcourt Brace at (800) 782-4479. Though this source will offer little insight into specific national policy, it gives an overview of many policy problems, and the structure of world politics. History books are also very valuable sources. By researching historical events that have occurred in your country, you will be able to judge what course of action will be appropriate in BUSUN debate. In your school or public library, you will find many other sources that will be quite helpful. If you have trouble finding books, you may always ask your chair for further recommendations.

Magazines: *The Economist* reports international events that no other major news weekly covers, including details about domestic politics in nations around the world. Its editorials, called “Leaders”, take strong stances on pressing issues. *Time*, *Newsweek*, and *US News and World Report* cover high profile international issues.

Journals: Journals such as *Foreign Affairs* are easily accessible both online and in libraries. Academic journals on foreign affairs also provide great thought-provoking resources, though they may be more difficult to find in public libraries. *Foreign Affairs* have extensive, careful analyses of current international issues by academics and policy makers. This is one of several scholarly international affairs journals that are excellent sources of analysis on ongoing issues.

PRIMARY SOURCES:

Interviews: If you know someone who has extensively studied, traveled, or worked in the nation you are representing, or is otherwise familiar with the region, he or she may be a helpful contact. An interview may help you to establish how those who have visited and/or lived in that nation view it. If the person has worked in the government of the country you represent, you may find it helpful to interview him or her.

Embassies: Contacting your embassy is a good way to find out where your nation stands. Embassies tend to be busy and work slowly, so it is advisable to give them lead-time. Some embassies will be thrilled to send out information about their country, either by regular mail or by fax. Sometimes it is also possible to arrange for a meeting with an embassy official so that you can pose your questions directly to them.

United Nations: You may also choose to contact the United Nations at the following address:

U.N. Public Inquiries Unit
Room GA-57
United Nations
New York, NY 10017

WRITING RESOLUTIONS

The purpose of researching, speaking, and debating is to generate ideas that will ultimately become working papers and resolutions. The preliminary step is to prepare your country's policies, and truly get to understand them before the committee. Upon arrival at BUSUN, the first step is to confer with other delegates by exchanging ideas in committee session and during caucuses. Identify a few other countries that share your opinion, and begin to compile a list of potential operative clauses. An operative clause is a single action—a criticism, suggestion, request or directive—that helps to solve the problem at hand. Operative clauses are numbered and attached to a subject and a preamble to form a resolution.

The subject is the parent organ to which the resolution is being addressed. In most United Nations resolutions, this is the General Assembly. In situations of international security or military action, this will be the Security Council. Please check with your chair if you are unsure what to use. In the real United Nations, a resolution that passes in the committee is submitted to the parent organ for further debate and another vote, and it is technically the parent body that takes the action specified by the resolution.

The preamble is composed of preambulatory clauses, which are individual observations and statements of recognition. They explain the need for the action to be taken and put it in the context of any preceding action. Each clause is indented and begins with a special preambulatory clause operative word, which should be underlined. Individual clauses are separated by commas. The last two preambulatory clauses are separated by a comma and the word “and.”

The operatives are complete independent clauses. Each clause begins with an operative clause operative word, which, once again, should be underlined. Clauses are indented and sequentially numbered, and must be separated by semicolons. A single operative can have lettered subsections (for example, when listing specific guidelines for something).

The entire resolution is thus read as one sentence, albeit a long and complicated one, with the organ as the subject and the operative words as the verbs.

When you format every resolution, you should have a header at the top, identifying the committee, the subject, and the sponsors.

WORKING PAPERS

A paper in resolution format that has not been submitted to the chair is referred to as a “working paper in progress,” and must not be identified as a resolution in speeches or debate. Delegates wishing their paper to be recognized as a resolution should review formatting, then confirm that they have at least three sponsors and at least one fifth of the committee members as signatories or sponsors, at which time they can submit their paper to the chair. The chair will review format, syntax, competence, and relevance, and may approve the paper. Approved papers are marked as resolutions and will be sent to the operations center to be reproduced. Once the paper returns with photocopies for all delegates, it is eligible for introduction as a resolution. A sponsoring delegate should make a motion to introduce the resolution, at which time it will be distributed to the committee. Only at that time is it a substantive piece that can be debated, amended, and voted on by the committee.

Sponsorship indicates official support of a resolution. If all sponsors withdraw, a resolution is invalidated. Signatories do not necessarily support a resolution, and they are not obligated to speak or vote in favor of it. Withdrawal of signatures after a resolution has been introduced does not invalidate it.

You may have noted that turning a paper into a resolution is a rather complicated process. We offer another option — you may submit a paper to be an officially-recognized working paper. This is a good option when you are having trouble coming to consensus on issues and need a fast way to get some written ideas on the floor. Working papers require signatures from one-fifth of the committee and do not have sponsors. A paper can be submitted to the chair, and at the chair's discretion, reproduced, made into a transparency, or written on the board. There are no specific formats for a working paper. Some recommended formats are outlines and simple lists of operative clauses.

In order to be recognized as a resolution, the paper must be put in resolution format, have at least three sponsors and at least one-fifth of the committee as signatories, and be approved by the chair.

RESOLUTIONS

The process of compromising, arguing, and creating working papers in consultation with as many delegations as possible is more valuable than the phrases that result. If we find clear and convincing evidence that any part of a working paper is prefabricated, we will consider disqualifying the delegation from awards and withdrawing the prefabricated resolution from consideration.

This rule does not mean that delegates should avoid considering the kind of operative language their country would support. Indeed, thinking about the kinds of provisions in your national interest is an integral part of preparation. Delegates are welcome to bring a small number (no more than three per topic) of operative clauses created specifically for BUSUN. We encourage participants to work on ideas for operative language with advisors and veteran delegates before the conference.

We encourage delegates to familiarize themselves with U.N. resolutions and actions on their topics. Participants are free to bring government and U.N. documents including resolutions and treaties as reference material and a foundation for new action. However, resolutions should not plagiarize these documents or only rehash prior actions.

PREAMBULATORY CLAUSE KEY WORDS

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

OPERATIVE CLAUSE KEY WORDS

Accepts	Designates	Further resolves	Strongly condemns
Affirms	Draws the attention	Invites	Supports
Approves	Emphasizes	Notes	Takes note of
Authorizes	Encourages	Proclaims	Transmits
Calls	Endorses	Reaffirms	Trusts
Calls upon	Expresses its appreciation	Recommends	Urges
Condemns	Expresses its hope	Regrets	
Confirms	Further invites	Reminds	
Congratulates	Further proclaims	Requests	
Considers	Further recommends	Resolves	
Declares accordingly	Further reminds	Solemnly affirms	
Deplores	Further requests	Strongly affirms	

SAMPLE RESOLUTION

This is a sample working paper. Note the adherence to the style, language, and format described above.

Committee: Disarmament and International Security
Topic: Chemical and bacteriological Weapons
Sponsors: Palestine, United Kingdom, United States
Signatories: Argentina, Australia, Brazil, Bulgaria, France, Ireland

The First Committee of the General Assembly,

Reaffirming the Paris Weapons Convention signed in 1993,

Aware of the fact that many countries are presently in possession of disturbing quantities of chemical weapons,

Emphasizing the success of Russia and the United States in negotiations and compromises on the destruction of chemical weapons,

Expressing its appreciation to the United States for the environmental precautions taken in the dismantling of its chemical weapons, Realizing that UN-sponsored intervention of this kind in the past has been optimized for speed, with the environment being of little or no concern, Deeply disturbed by the inhumanity of chemical and bacteriological weapons,

Bearing in mind the potential for accidents caused by the presence of chemical weapons, and the deadly gases they contain, and

Seeking compromise and action in the field of chemical weapons,

1. Deplores the use of chemical and bacteriological weapons as a standard form of warfare and urges nations to discontinue their use;
2. Requests an international ban on the production of these chemical and bacteriological weapons;
3. Encourages nations to dismantle any remaining chemical weapons;
4. Reminds these nations that the environment is of paramount concern, and should always come before expediency;
5. Calls upon nations with experience and technology in the field of dismantling, such as the United States, to assist these countries;
6. Endorses United Nations penalties and the placement of economic sanctions against any countries that refuse to accept the following guidelines:
 - a) Discontinue the importation or exportation of bacteria, media (growing place for bacteria) irritant gases, nerve gases, and assembled chemical weapons or warheads to any nation,
 - b) Discontinue the use, stockpiling, proliferation, and manufacturing of chemical weapons and their components,
 - c) Start programs to dismantle existing chemical weapon stockpiles;
7. Urges all nations to ask for assistance from the United Nations in the event of any further disaster;
8. Reminds all nations that supporting the non-proliferation and dismantling of chemical weapons is a compromise for the whole world and international diplomacy, and also places great diplomatic pressure on nations to follow this model.

RULES OF PROCEDURE

These rules are provisional and are subject to change before conference. They apply to all General Assembly Committees and all Specialized Agencies. Similar, but not identical, rules apply to other commissions like a Regional committees or a Cabinet Committee. These rules have been annotated to help delegates and advisors understand them.

Rule 1 Language • English shall be the only working language of the conference.

By working language, we mean the language that delegates use in committee sessions and caucuses. We allow delegates to use phrases from languages other than English in speeches, but the content of the speech must be understandable to all delegates. We strongly oppose the use of affected accents, which are found by many to be wholly unnecessary and often insulting.

Rule 2 Courtesy • Delegates shall show courtesy and respect to all staff and delegates. Delegates shall be attentive to those who hold the floor and shall maintain decorum during all sessions of the Committee. The Moderator shall call to order immediately all delegates who fail to comply with this rule.

Rule 3 Credentials • Every registered delegation has had its credentials reviewed and accepted by the Secretary-General. Challenges to the credentials of any member should be addressed in writing to the Secretariat.

We do not allow delegates to challenge each other's credentials in committee, as it causes unnecessary disruption and is impolite. When a delegate is out of policy, he will be corrected by the Chair, the Information Staff, or the Undersecretary-General for Committees, but never publicly in front of the entire committee. Complaints about delegates being out of policy should be made directly to the Secretariat.

Rule 4 Non-Members • Representatives of Accredited Observers shall have all the rights of Members, except those of voting on resolutions or amendments. A representative of a state or organization which is neither an Accredited Observer nor a Member of the United Nations may address the Committee only with the approval of the Chair and a majority of the Committee.

Rule 5 Statements by the Secretariat • The Secretary-General or any representative of the Secretariat may address the Committee at any time, superseding all other rules of procedure.

Rule 6 Staff • The Secretary-General shall appoint the Undersecretaries-General, Chairs, Moderators, Assistant Chairs, Information Staff, and Administrative Staff, who shall hold office until the close of the Conference.

Rule 7 Duties and Powers of the Committee Staff • The Committee Staff includes a Chair, a Moderator, and a number of Assistant Chairs.

The *Chair* shall open and close each session and may limit speaking time, limit the speakers' list, and decide the propriety of any procedural motion. The Chair also has the final word on all substantive matters of the Committee.

The *Moderator* shall direct debate, grant the right to speak, put questions, announce decisions on points of order, and ensure and enforce observance of these rules of procedure.

The *Chair* and *Assistant Chairs* may advise delegates on the courses of debate.

If the Chair is absent, the Moderator shall assume all duties of the Chair. If the Moderator is absent, the Chair or a designated member of the Committee Staff shall assume all functions of the Moderator. The Moderator may also temporarily transfer moderating duties to another member of the Committee Staff at any time.

In some smaller committees, Presidents and Vice Presidents take the place of Chairs, Moderators, and Assistant Chairs. In the large committees the three-way division of labor is very efficient, as it gives the Chair more time to review substantive documents produced by the committee and answer delegates' questions on the topic areas. In smaller committees, where debate moves faster, the Chair and Moderator positions are combined into a President. Greater interaction in these committees between the delegates and the staff is expected during formal and informal moderated session, and having the same person moderate debate and run the committee allows greater access to the committee leader. It also prevents frequent gavel turnovers from the Chair to the Moderator, which occur less often in larger committees.

Rule 8 Voting • Only delegates who have been recorded as present in the latest roll call may vote. A motion that requires a "simple majority" passes only if the number of delegates voting in favor of the motion exceeds the number voting against. If equal numbers vote for and against, the motion fails. A motion which requires a "two-thirds majority" passes only if the number of delegates voting in favor of the motion equals or exceeds twice the number voting against. The number of abstentions shall not be considered in determining the results of the vote. Members may vote on both procedural and substantive issues, while Accredited Observers may vote only on procedural issues; all eligible delegations have an equal vote. Proxy votes are not allowed.

Placard votes shall be taken on substantive matters unless there is a motion made for a roll call vote. Roll call votes are not in order when deciding a procedural motion. Once the Committee enters voting procedure, only points of order concerning the conduct of voting will be accepted. During voting on amendments and resolutions, absolute

decorum will be maintained, the chamber will be secured, and no one but a member of the Secretariat may enter or exit the room except in cases of emergency.

Depending on the motion, a simple majority or two-thirds majority vote may be required. The rules clearly define what majority is required to pass each motion. Two-thirds majorities are required on some motions to allow the minority to retain a voice in proceedings.

The method of calculating majorities is conventional, and is taken from Robert's Rules of Order. Unlike some older variants of parliamentary procedure, abstentions are not counted for determining a two-thirds majority on a question.

Only delegates present at the most recent roll call may vote. This encourages promptness, but also adds an incentive for tardy delegations to register with the dais when they arrive, allowing for accurate attendance reports. There are no proxy votes.

There is only one vote per delegation, not per delegate.

Because of their speed, placard votes are encouraged on all matters except resolutions. Securing the Chamber implies that no one is allowed to enter or leave the committee room, including delegates, advisors, and visitors. The only exceptions are members of the Secretariat or Hotel Management. An attempt is usually made to warn all delegates outside the chamber caucusing when a move to Close Debate is imminent, but is not always possible. Therefore, it behooves the individual delegate to keep up with the formal debate and not lose voting privileges on an important issue by ignoring parliamentary proceedings. We request the assistance of advisors in keeping voting procedures solemn and dignified by obeying these procedures and encouraging their students to do the same.

Rule 9 Quorum • The Chair may declare the Committee open when at least one-quarter of the Members are present. The presence of a quorum shall be assumed unless specifically challenged. Any delegate may call for quorum if its presence is in doubt, at which point a placard count of delegates is taken. A roll call is not required to determine the presence of a quorum.

The most common failure to achieve quorum is immediately following the expiration of a caucus, at which time either the caucus is extended if the Chair deems it productive, or an attempt is made to gather delegates back into the chambers. MUNUC never dismisses a committee for the remainder of a session or even part of a session because quorum could not be maintained.

Rule 10 Agenda • The first task of the Committee shall be the determination of the order of topics on the agenda. The only motion in order when the Committee is first called to order is a motion to set the agenda, in the form "I move that topic X be placed first on the agenda."

The motion to set the agenda requires a second and is debatable. Debate may proceed until it is formally closed. The Chair may limit the speakers' list at his discretion, but a minimum of two speakers in favor and two against must be heard before a motion to close debate is in order. When debate is closed, the Committee will move to an immediate vote on the motion. A simple majority is necessary for passage. Since it is a procedural motion, abstentions are not in order. If the motion passes, the topic area named in the motion is put first on the Committee's agenda, and debate on this topic area begins immediately. If the motion fails, and there are only two topics, the other topic area is placed first on the agenda, and debate on the other topic area begins immediately. If there are more than two topics, a motion to set the agenda to another topic is acceptable; if all but one topic have been moved and failed, the remaining topic is automatically placed first on the agenda.

Please be aware that a Motion to Set the Agenda simply determines which topic the committee will debate first; it does not omit a topic from the committee's consideration entirely.

Rule 11 Debate and Speakers' List • After the agenda has been determined, a single continuously open speakers' list shall be established for the purposes of general debate on substantive issues. Speakers on this list may speak on the topic area being considered and any resolution currently on the floor. This speakers' list shall be followed for all debate on a topic area, except when superseded by speakers' lists on procedural motions or amendments. A delegation may add its name to the speakers' list at any time when it is not already on the list by submitting a written request to the dais. The top of the speakers' list shall always be posted for the convenience of the Committee.

Keeping a speakers' list has a number of purposes. The speakers' list serves to inform delegates of when speaking time is approaching, thereby giving speakers time to prepare and polish their remarks before taking the floor. It guarantees all committee members an opportunity to address the committee if they so wish. Finally, it lets the dais take its time in drawing up the list: rather than responding to a sea of placards every time a speech ends, the dais is able to choose delegates at once sitting on all parts of the room and from all blocs, disabling any biases that might creep into a speech-by-speech procedure. Delegations may hand their names to the dais as soon as they have completed a speech to immediately be placed again on the list; however, no delegate may appear twice on the list.

Rule 12 Speeches • No representative may address a session without having been recognized by the Moderator or Chair. The Moderator or Chair may call a speaker to order if his remarks are not relevant to the topic or the issue under discussion.

Speakers not being germane to the topic at hand will be called to order, usually by the dais, but sometimes by a delegate rising to a point of order on the floor. The dais will reprimand delegates who persistently interrupt speeches as being non-germane without apparent basis.

Delegations, not delegates, are recognized to speak. Hence a two person delegation may approach the microphone at one time if they desire. This modus operandi is not often effective, but it is an allowed practice.

Rule 13 Speaking Time • The time allowed for speeches will be set by the Chair at his sole discretion. If a speaker speaks past his allotted time, the Moderator shall immediately call him to order.

Speaking time begins as soon as the speaker is recognized so that the committee's time is not lost to long approaches to the front of the chamber. Delegates who continue to speak past the allotted time will not be tolerated. A delegate may rise to a Point of Parliamentary Inquiry and ask the Chair to change the speaking time, but this remains at the Chair's sole discretion.

Rule 14 Yields • A delegate who has been granted the right to speak on a substantive issue (a topic area or amendment) may yield the remainder of his time to another delegate, to questions, or to the chair. Delegates speaking on procedural matters may not yield. If a speaker yields, comments on his speech are not in order. There are three types of yields:

- a) Yielding to *another delegate*. The delegate who is yielded to may speak for the remaining time, but may not make any yields.
- b) Yielding to *questions*. Delegates who wish to ask questions of the speaker will raise their placards, and questioners shall be selected by the Moderator. Only the speaker's responses shall be deducted from the speaking time.
- c) Yielding to the *chair*. The speaker's time will simply end.

A delegate may yield at any point during his speech, but yielding at the beginning of the speech is preferred.

Yields cannot be made on procedural speeches. Yields made to another delegate or to questions are considered an extension of the substantive speech; thus, only Points of Personal Privilege or Points of Order can interrupt them (see Order of Precedence at the end of this manual). Delegates and staff alike must be watchful during the questioning process to make sure that proper precedence is followed. Once yielded to, a delegate cannot yield again. Only the speaker's responses to questions are deducted from remaining speaking time. There is no limit on the number of questions asked, and a delegate, if he chooses to do so, may spend his entire allotted speaking time answering questions. A delegate may ignore a question at his prerogative. Questioners who try to make speeches while questioning will be called to order, as will questions put that are not germane. Rhetorical questions are allowed as long as the question does not grow lengthy. No dialogue is allowed during the questioning process. The best place to carry out lengthy discussions is in caucus and not in formal session.

Rule 15 Point of Personal Privilege • If at any time a delegate experiences personal discomforts which impair his ability to participate in the proceedings, he may rise to a Point of Personal Privilege to request that the discomfort be corrected.

A Point of Personal Privilege may interrupt a speech. However, the delegates are urged to exercise this ability with extreme discretion.

The reason that a Point of Personal Privilege is highest in precedent among all other points and motions is because it can be used to notify the body of emergencies threatening the safety of the assembly, and to inform the dais if the speaker can not be heard. Only with these two purposes in mind should a delegate use a Point of Personal Privilege to interrupt a speech.

Rule 16 Point of Order • If at any time a delegate feels that parliamentary procedure is not being followed properly, he may rise to a Point of Order. The Moderator shall immediately decide upon Points of Order according to these rules of procedure. The Moderator may rule out of order those Points that are dilatory or improper.

A Point of Order may interrupt a speaker only when the speech itself is not following proper parliamentary procedure. Delegates are urged to exercise this ability with extreme discretion.

Both delegates and staff will accept corrections to procedural errors eagerly when offered in a Point of Order with graciousness.

Rule 17 Comments • The Moderator may recognize two delegates other than the speaker to comment on any substantive speech. Comments are only in order after substantive speeches without yields, and are considered part of a substantive speech for purposes of precedence. Commentators may not yield and must keep their comments germane to the speech they are commenting upon.

Comments take precedence over a Point of Parliamentary Inquiry.

Comments are treated as a continuation of the speech for precedence purposes; thus, only Points of Personal Privilege and Points of Order can interrupt them. One of the most common failures of delegates to follow procedure is not directly addressing the speech upon which they are supposed to be commenting. Delegates and staff should be particularly

watchful to ensure that all comments made are germane to the substantive speech they follow. It is not possible to comment on a comment.

Rule 18 Point of Parliamentary Inquiry • If the floor is open and a delegate has a question regarding parliamentary procedure, he may rise to a Point of Parliamentary Inquiry. The question will be answered immediately by the Moderator.

A Point of Parliamentary Inquiry may never interrupt a speaker.

Delegates uncertain of the validity of a motion should inquire using a Point of Parliamentary Inquiry prior to making the motion.

Rule 19 Right of Reply • A delegate whose personal or national integrity has been seriously impugned by the speech of another delegate may request a Right of Reply. The Chair's decision to grant this Right is at his sole discretion and is not appealable. The length of the reply granted is also at the Chair's discretion. A request for a Right of Reply cannot interrupt a substantive speech.

A motion for a right of reply to a reply is out of order.

Delegates are severely cautioned against making remarks that warrant a Right of Reply or to use a Right of Reply to utter equally belligerent statements. However, we continue to include this right since it permits impugned individuals to reassert their dignity and gain catharsis in a civilized manner.

Rule 20 Informal Session • A delegate may move to recess to informal session, or caucus, at any time when the floor is open, prior to closure of debate. The motion to recess to informal session shall immediately be put to a vote; a simple majority is required for passage. The motioning delegate must specify a time limit for the caucus and briefly explain its purpose. The time limit is subject to the Chair's approval. The Chair may rule the motion out of order.

Delegates are urged to remember to put forth the two necessary pieces of information when making a Motion for Informal Session:

- (1) (1) **The length of time that the proposed session will last;**
- (2) (2) **The purpose of the session.**

Rule 21 Working Papers • Working papers are a means of sharing ideas on the topic with other delegates in an organized manner. A Working Paper may be, but is not required to be, in resolution format. Working papers may be copied and distributed at the Chair's discretion; he may require any number of delegates' signatures for this purpose. Signing a working paper does not necessarily signify a delegates support for the ideas within it; rather, it merely shows a the delegate's desire to see the ideas discussed by the entire committee. Delegates may propose Working Papers for the Committee's consideration in any designated topic area. Because a Working Paper cannot be formally introduced to the committee, it may not be formally amended. Instead, caucusing sessions shall be used for the purpose of combining and amending Working Papers. Working papers shall not be voted on by the Committee.

NO Working Papers written before the Conference will be accepted.

Rule 22 Resolutions • Resolutions are the final product of deliberation in the Committee. They should pose a solution to the problem confronting the Committee and supply a rationale and historical basis. They should represent the views of a significant portion of the Committee, arrived at through debate and discussion among the Members. Passage of a resolution requires a simple majority in favor. All resolutions must be in proper format, as described in the *Delegate Handbook*. Resolutions may not be discussed in the Committee's substantive speeches until they have been formally introduced (see rule 23). Once introduced, a resolution remains on the floor while the topic area it addresses is on the floor, unless an amendment or procedural debate takes precedence, or debate on the resolution is closed.

The Committee may pass no more than one resolution per topic area. NO resolutions written before the Conference will be accepted.

Rule 23 Introducing Resolutions • At any time when the floor is open, a delegate may introduce a resolution on the topic area under consideration. Delegates may introduce a resolution when it has the approval of the Chair and has been signed by any prescribed number of Members. Signing a resolution does not indicate support of the resolution, only a desire to see its ideas discussed; a signatory to a resolution has no further rights or obligations with respect to the resolution. There are no sponsors of resolutions. No special substantive comments are in order when a resolution is introduced, but the resolution shall immediately become subject to debate.

Once a resolution has been introduced it remains on the floor and may be debated until the Committee closes debate on it, the Committee moves to the next topic area, or an amendment or procedural issue takes precedence.

A resolution is considered the property of the committee. There are no individual owners or sponsors of substantive documents at MUNUC.

Rule 24 Amendments • Amendments allow the Committee to alter any previously introduced resolution on the current topic. All amendments must be proposed in writing and must receive the Chair's approval. When an amendment to a resolution on the current topic area has been moved to the floor, general debate on the topic area shall be suspended. Speakers' lists shall be drawn up for and against the amendment, and all speeches must remain germane to the amendment itself. Speeches made for and against the amendment are necessarily substantive; thus, comments and yields are in order. Debate on the amendment shall continue until a motion to close debate on the amendment is made. A motion to close debate is in order when the Committee has heard at least two speakers for and two speakers against the amendment. The amendment requires a simple majority to pass. If the amendment passes, its changes are immediately incorporated into the resolution. Once the Committee has acted upon the amendment, general debate on the topic shall resume.

The preambulatory clauses of a resolution may not be amended.

Amendments are considered the property of the committee. There are no individual owners or sponsors for an amendment. As there are no sponsors to resolutions, there are no 'friendly' amendments.

Rule 25 Introducing Amendments • Amendments must be signed by a prescribed number of Members and obtain the approval of the Chair before being introduced to the Committee. A delegate may introduce an amendment to any resolution on the current topic area whenever the floor is open. Amendments not approved by the Chair or dealing with resolutions not yet introduced are not in order. The Chair may rule any amendment out of order if he believes it would render the resolution nonsensical. This decision is not appealable. Amendments to amendments are not in order.

Rule 26 Postponement of Debate • At any time after the introduction of an amendment, a delegate may move to postpone debate on the amendment. Once at least one resolution on a topic area has failed, a delegate may move to postpone debate on that topic area. The motion for postponement is debatable to the extent of one speaker for and one against and requires a two-thirds majority for passage. If the motion passes, the amendment or topic area is postponed or "tabled" and may not be discussed until a motion for resumption of debate is passed (see rule 27).

Delegates are reminded that Postponement of Debate is only in order for amendments and topic areas where one resolution has already failed a vote. In effect, Postponement "tables" an issue: it sets aside a topic area or amendment when debate has grown stagnant until the committee deems it appropriate to examine the issue again (see Rule 27, Resumption of Debate). Postponement of Debate on a topic area is a serious motion and should only be put forth when the committee feels that it can no longer discuss an issue productively at that particular time.

Rule 27 Resumption of Debate • Delegates may move to resume debate on a previously postponed amendment or topic area. This motion is debatable to the extent of one speaker for and one speaker against and requires a simple majority for passage. If the motion passes, the item on which debate was postponed is again placed on the floor.

The Committee may resume debate on a previously postponed topic only after it has concluded discussion of the current topic.

Rule 28 Closure of Debate • A delegate may move to close debate on an amendment, a resolution, or the selection of the agenda, after the required debate has taken place. The Chair may rule such motions out of order if they are dilatory, and his decision on a Motion for Closure is not appealable. Closure of debate is debatable to the extent of two speakers against the motion; no speaker in favor shall be recognized. The motion requires a two-thirds majority for passage. Once debate is closed, the Committee moves to an immediate vote on the amendment, resolution, or agenda.

Closure of debate is automatic if a particular substantive speakers' list has been exhausted, or when the specified maximum number of speakers have been heard on procedural motions. In these cases, the matter upon which debate has been closed shall be brought to an immediate vote.

Rule 29 Division of the Question • After debate on a resolution has been closed, a delegate may move to divide the question. Division of the question allows Members to vote on operative clauses of a resolution separately. Preambulatory clauses cannot be divided. By division of the question, delegates can remove one or more operative clauses from the resolution before it is voted on by the Committee.

Once division is moved, the Moderator will ask for any objections to the motion. If there are objections, the motion will be voted upon immediately. The motion requires a simple majority for passage. If the motion fails, the Committee proceeds to an immediate vote on the resolution itself. If the motion passes, the Moderator calls for division requests.

Each request must state how the operative clauses of the resolution are to be divided. The Chair can rule a division request dilatory at his discretion. After all division requests have been made, the Moderator will announce the requests in order of decreasing complexity; the requests are discussed and voted on in this order.

Each division request is debatable to the extent of one speaker in favor and one against. After debate, the request is put to an immediate vote; it requires a simple majority for passage. The next most complex division request is then considered. Division requests incorporated in previously passed requests are rendered unnecessary and are therefore not discussed. If all division requests fails, the Committee proceeds to an immediate vote.

After all division requests are considered and the resolution has been fully divided into a number of sections, the Committee votes on each section so divided. The sections are voted on in the order in which they appear in the resolution. A simple majority is required for the inclusion of each section in the final resolution.

Once all sections have been voted on, the resolution is reconstituted to include only those operative clauses which have passed. If no operative clauses remain, the resolution fails automatically. Otherwise, the Committee votes on the reconstituted resolution as detailed in rules 28 and 34.

Rule 30 Procedure for Roll Call Votes • After debate is closed on any resolution or amendment, any delegate may request a roll call vote. This motion must be seconded by fifteen Members of the Committee. A roll call vote is in order for substantive votes.

In a roll call vote, the Moderator shall call the roll in alphabetical order starting with a randomly selected Member of the Committee. A delegate may vote Yes, No, Abstain, or Pass. Delegates who vote Yes or No may request rights of explanation to explain their vote to the Committee. Delegates who Pass will be returned to during the second round of voting; these delegates must vote Yes, No, or Abstain during the second sequence, and may not request rights of explanation. After all votes have been cast, delegates who requested rights of explanation will be allowed to explain their votes. Finally, the Moderator shall announce the outcome of the vote. Roll call votes are not in order on procedural matters.

Rule 31 Recount of Vote • If a delegate feels that a placard vote on a substantive issue has been incorrectly counted, he may call for a recount of the vote. This motion for a recount may take the form of a roll call vote or a placard vote. The decision to recount the vote is at the discretion of the Chair. This decision is not appealable.

Rule 32 Suspension of the Rules • A delegate may move to suspend the rules at any time when the floor is open, after the general speakers list has been opened. The delegate must specify what specific rules will be modified or discarded, to what purpose, and for what period. This motion will be accepted at the discretion of the Chair. The Chair's decision is not appealable. If the Chair accepts the motion to suspend the rules, an immediate vote will be taken. This motion requires a two-thirds majority for passage. Delegates are urged to use this motion sparingly.

The rules may be suspended to facilitate debate or to deal with unexpected occurrences. Suspensions are often used to move into some form of moderated informal session or to hear an address by an expert or eyewitness.

Rule 33 Appealing the Decision of the Chair • Any substantive decision of the Chair, excluding decisions otherwise specified elsewhere in the rules, may be appealed immediately by a delegate. The Chair may speak briefly in defense of the ruling. The appeal shall then be put to a vote; delegates voting in favor of this motion are opposed to the chair, while those voting against are in support of the chair. A two-thirds majority in favor of the appeal is required to overrule the decision of the Chair.

The Chair's decision not to sign a resolution or amendment is never appealable.

We continue to offer a limited power of Appeal to allow delegates as much freedom over the course of debate as is compatible with an orderly committee. Delegates are urged to use this motion only out of necessity due to policy.

Rule 34 Suspension of the Meeting • If the floor is open and there are less than thirty minutes remaining in the current session, a delegate may move to suspend the meeting. This motion ends all committee functions until the opening of the next session. This motion is not debatable and, if in order, shall be put to an immediate placard vote. A simple majority is required for passage. The Chair may rule this motion out of order at his discretion; this decision is not appealable.

Rule 35 Adjournment of the Meeting • If the floor is open, it is the last session of the Conference, and there are less than thirty minutes remaining, a delegate may move to adjourn the meeting. This motion ends all committee functions until for the duration of the Conference. This motion is not debatable and, if in order, shall be put to an immediate placard vote. A simple majority is required for passage. The Chair may rule this motion out of order at his discretion; this decision is not appealable.

Order of Precedence

1. Points which may interrupt a speaker

Points of Personal Privilege
Points of Order

2. Comments (only immediately after a substantive speech)

3. Points which are in order only when the floor is open

Points of Parliamentary Inquiry
Requests for Rights of Reply

4. Procedural Motions which are not debatable

Recess to Informal Session
Suspension of the Meeting (only during the last half-hour of a session)
Adjournment of the Meeting (only on the last half-hour of the Conference)

5. Procedural Motions pertaining to the matter under consideration

Suspension of the Rules

Postponement of Debate

Closure of Debate

6. Substantive Motions

Introduction of Amendments

Introduction of Resolutions

7. Other Procedural Motions

Resumption of Debate

Setting the Agenda (only while no agenda topic is under discussion)

Division of the Question (only after debate has been closed on a resolution)

Motion for a Roll Call Vote (only after debate has been closed on a resolution)

Precedence-At-A- Glance

Motion	Debatable	Majority	Comments
Point of Personal Privilege Point of Order	No	NA	These are the <i>only</i> points that can interrupt a speaker.
Comments	No	NA	Comments must be germane to the previous speech.
Right of Reply	No	NA	No right of reply to a right of reply is allowed.
Point of Parliamentary Inquiry	No	NA	Used only to ask questions about Parliamentary Procedure.
Suspension or Adjournment of the Meeting	No	1/2	Suspension is only in order at the end of a session. Adjournment, at the end of the last scheduled committee session.
Informal Session	No	1/2	Caucus for a specific purpose and time.
Closure of Debate Agenda	2 con	2/3	Brings a resolution, an amendment, or selection to an immediate vote.
Postponement of Debate	1 pro, 1 con	2/3	Applicable to amendments and topic areas (once a resolution has failed).
Division of the Question	1 pro, 1 con	1/2	Allows voting on parts of resolution separately; must be accompanied by a particular division scheme.
Introducing Amendments	NA		Amendments must have the requisite number of signatures and be signed by the chair before introduction.
Introducing Resolutions	NA		Resolutions must have the requisite number signatures and be signed by the Chair before introduction.
Resumption of Debate	1 pro, 1 con	1/2	Resumes discussion on a topic area or amendment which was postponed.

Other procedural motions include appealing the Decision of the Chair, Roll Call Vote, Consideration of Agenda, Recount of Vote, and Suspension of the Rules. Consult your rules for more information about procedural motions.