

Model United Nations



Sponsor's Handbook

<http://tmun.schools.officelive.com/default.aspx>

Updated: September 2009

Table of Contents

Sponsor Responsibilities.....3

About Model United Nations.....4

- Preface
- Purpose
- Delegate Responsibilities
- Procedures of Study
- Councils
- Final Preparation
- Debating Cycle

Sample Sponsor Materials.....11

- Delegate Country Request Form
- Country Research Form
- MUN Basic Knowledge Sheet
- Action Plan
- Delegate List
- MUN Schedule

Writing Position Papers.....20

Writing Resolution Papers.....23

Guidelines to Authorship Speeches.....30

Preparing Amendments.....32

Floor Procedures.....33

Parliamentary Procedure Guide.....35

Sponsor Responsibilities

(See website for month to month calendar “to-do” list)

1. Publicize for Model UN delegates and encourage applications or other show of interest within school.
2. Assign countries to your delegates after you receive them from the director’s office.
3. Attend MUN sponsor meetings.
4. Assist delegates with research on their countries.
5. Require a position paper from each delegation (country).
6. Assist with the writing of resolutions, if needed. Be certain that each resolution is in correct form before it is submitted to the director’s office. Please proofread them! Adhere to deadline for submission of resolutions!
7. After resolutions have been selected for debate, check with your delegates who have a resolution printed in the resolution packet. Be certain he/she is prepared with an authorship speech.
8. Assist in distributing the delegate handbook and resolution packets to your students. (See samples of delegate handbooks on the website.)
9. Provide training and practice opportunities for your delegates; either within your school, or in cooperation with another one.
10. You may be asked to find a judge or to serve on a committee for MUN to share the workload. Please follow-through on whatever duties you are assigned.
11. Pay participation fees by the stated deadline.
12. Vote in the selection process for officer awards. (See website for details.)
13. High School only: encourage your experienced delegates to consider applying for an officer position. Work with your officer candidates on submitting resolution topics that are appropriate for councils based on the council functions found in the About MUN Councils section of this handbook. (Officer job descriptions and application form are found on the website.)

About Model United Nations

Preface

The Topeka Model United Nations creates a unique educational experience for participating students as they attempt, through an elaborate simulation, to mirror the general structure and political tasks of the real United Nations. Delegates must react, argue, negotiate, temporize, make decisions, compromise, strategize, fail and succeed. Students gain insight into the complexities of international affairs and the skills needed to make diplomatic decisions in light of political, cultural, economic, and religious differences, just to name a few.

Delegates are assigned to represent specific United Nations member-countries, in particular councils, during the two-day event.

Purpose

The Topeka Model United Nations is a two-day event where delegates represent countries from all over the world, attempting to accurately represent their country's position on various council topics. The objects of debate are "resolutions" which are proposals by one or more nations, attempting to solve a world problem. Topic areas are chosen in advance by the sponsors of the event.

The MUN is divided into formal councils: the General Assembly (GA), Economic and Social Council (ES), Security Council (SC), and the Political Council (PC). For 8th grade students only, there is the World Council (WC). Though all participating nations are invited to be in the General Assembly, for example, only the "Big Five" (United States, United Kingdom, France, China, and the Russian Federation) along with ten other nations (chosen by the event sponsors) are represented in the Security Council.

In the interest of specific and acceptable formats, Parliamentary Procedures are implemented under the direction of specially-trained student officers in each council. A copy of these procedures is included in this handbook.

A Delegate's Responsibilities

1. Research into the assigned country and the topics associated with your council.
2. Timely completion and submission of a **Position Paper**.
3. Timely completion – in correct format - and submission of one quality **Resolution**. (NOTE: All submitted resolutions are read/reviewed by event sponsors in order to select the best for actual debate in the councils.)
4. Have a working knowledge and understanding of Parliamentary Procedure.
5. Before the MUN event, review all resolutions that will be debated in your council. (Copies of the selected resolutions for your council will be given to you by your

sponsor.) Write some for and/or against speeches that you could use when addressing a resolution in council.

7. At the MUN event, remember you are representing your school, ultimately. Be a well behaved and respectful delegate.

Procedures of Study

Once you get your country and council assignment, study of that country should include its foreign and domestic policies, and activities on the UN and International level.

Questions to be considered during the research phase include, but are not limited to, the following examples:

1. How does the data pertaining to my country affect its foreign policies or organizational structure?
2. Of what regional and international organizations is my country a member? To what treaties and conventions does it espouse an allegiance?
3. What is the current status regarding its relationships with neighboring states and major powers and/or other international organizations? With whom are there any strong ties or antagonisms?
4. Which issues at the UN are its greatest concerns and why?
5. If your country is a member of a “bloc” at the UN, what are the “blocs” relationships to various UN organizations and to particular issues? What is the country’s role within that “bloc”? Is it considered radical, conservative, or a leader?

Each member of a delegation usually represents their country or organization in different councils of the Model UN. Each council deals with different agenda topics, with which all representatives in that council should be familiar with by the time of the scheduled event. Additionally, delegates should understand the function of their council within the UN. For each agenda topic, you should determine the following:

1. UN action: past, present, and political.
2. Your country’s policy statements.
3. Your country’s performance and voting (not always the same as its state policies) – review relevant resolutions which the country has sponsored, determined, or opposed.

For each topic to be addressed in your council, it is worthwhile to create some sort of “fact file.” This would be reference resource for you regarding what position your country would take and why. You would want to address the major reasons to support or oppose an issue and possible solutions to the problem. The result should be a determination of which of the issues scheduled for discussion in the various councils at the Model UN sessions is of the greatest importance to your particular country. For research resources, consider the web site list included in this manual, as well as, encyclopedias, news magazines, newspapers, etc. If you go to the official web site for the United Nations, you should be able to find all kinds of helpful links, including access

to UN official records which include summary accounts of past meetings in the General Assembly, Committees, and Councils. These official records are comprised of reports and other documents presented to these bodies, and the resolutions passed in the meetings.

Councils

General Assembly

The GA is composed of all UN member states/nations. It is the main deliberative organ of the UN and has the right to discuss and make recommendations on all matters within the scope of the Charter. It has no power to compel action by any government but its recommendations carry moral weight as an expression of world opinion. As new problems arise, the Assembly initiates activities to deal with them – ranging from humanitarian efforts to development programs, campaigns against colonialism and apartheid, or negotiation of treaties and other agreements on matters of global concern, such as the seas and outer space, to name a few. Voting in the GA is by simple majority; each member has one vote.

Possible Functions:

TO CONSIDER and make recommendations on the principles of international cooperation in the maintenance of peace and security, including the principles of governing disarmament and the regulation of armaments;

TO DISCUSS any problem affecting peace and security and, except where a dispute or situation is currently being discussed by the Security Council, to make recommendations on it;

TO INITIATE studies and make recommendations to promote international political cooperation, the development of international law and its codification, the realization of human rights and fundamental freedoms for all, and international collaboration in economic, social cultural, educational and health fields;

TO RECEIVE and consider reports from the Security Council and other organs of the UN;

TO MAKE recommendations for the peaceful settlement of any situation, regardless of origin, which might impair friendly relations among nations;

TO ELECT the non-permanent Members of the Security Council and the Members of the Economic and Social Council; to take part with the Security Council in the election of Judges of the International Court of Justice; and, on the recommendation of the Security Council, appoint the Secretary-General;

TO CONSIDER and approve the budget of the United Nations, to apportion the contributions among Members, and to examine the budgets of specialized agencies.

Political Council

The Political Council was created as a separate body to enable the Topeka Model UN to accommodate a larger number of participants. The Political Council has been placed under the authority of the General Assembly. This Council makes recommendations and initiates activities relating to problems of arms control and disarmament, nuclear proliferation, political settlements, colonization of space, military uses of space, and many other problems dealing with armaments and expansion. Voting in the PC is by simple majority; each member has one vote.

Possible functions:

TO DISCUSS recommendations for arms control and disarmament;
TO CONVENE special sessions on disarmament;
TO CALL international conferences to draft treaties to preserve outer space for peaceful purposes;
TO MAKE recommendations for scientific and technical cooperation in the uses of space;
TO REVIEW political settlements and to make recommendations on situations which are consistent with respect to human rights;
TO CONDUCT research in the disarmament field;
TO PROMOTE the peaceful uses of nuclear energy.

Economic and Social Council

The Economic and Social Council, under the authority of the General Assembly, is the organ which coordinates the economic and social work of the UN and the specialized agencies and institutions under the United Nations “umbrella.” The Council makes recommendations and initiates activities relating to problems of development, world trade, industrialization, natural resources, human rights, the status of women, population, social welfare, science and technology, prevention of crime, and many other economic and social concerns. Voting in the ESC is by simple majority; each member has one vote.

Possible functions:

TO BE RESPONSIBLE, under the authority of the General Assembly, for the economic and social activities of the United Nations;
TO MAKE or initiate studies, reports and recommendations on international economic, social, cultural, educational, health, and related matters;
TO PROMOTE respect for, and observance of, human rights and fundamental freedoms for all;
TO CALL international conferences and prepare draft conventions for submission to the General Assembly on matters within its competence;
TO NEGOTIATE agreements with specialized agencies, defining their relationship with the United Nations;
TO COORDINATE the activities of the specialized agencies by means of consultations with them and recommendations to them, and by means of recommendations to the General Assembly and the Members of the UN;
TO PERFORM SERVICES, approved by the Assembly, for Members of the UN and, upon request, for the specialized agencies;
TO CONSULT with non-governmental organizations concerned with matters in which the Council deals.

Security Council

This Council has the primary responsibility of maintaining peace and security. The Council has fifteen members: five of these – China, France, the Russian Federation, United States, and the United Kingdom – are permanent members. The other ten are elected by the General Assembly for two-year terms. Each member of the Council has

one vote and decisions on matters of procedure are made by an affirmative vote consisting of at least nine votes, including the concurring votes of all five permanent members. Any of the five permanent members can exercise their right to “veto” and have done so at one time or another on various issues. If a permanent member does not want to make a decision on a matter but neither does it want to necessarily block a vote, it may abstain from voting without that being regarded as a “form” of a veto.

Under the Charter, all Members of the UN agree to accept and carry out the decisions of the SC. While other organs of the UN make recommendations to governments, the SC alone has the power to make decisions which Member states are obligated under the Charter to carry out. The Council has the right to investigate any dispute or situation which might lead to friction between two or more countries. When a complaint concerning a threat to peace is brought before it, the Council’s first action is usually to recommend that the parties try to reach an agreement by peaceful means. In some cases, the Council itself undertakes the investigation and mediation. It may appoint special representatives, or request the involvement of the Secretary-General.

When a dispute leads to fighting, the Council’s first concern is to bring this to an end as soon as possible. Over the decades since its establishment, the Security Council has issued many cease-fire directives which have been instrumental in preventing wider hostilities in various parts of the world. The SC may decide on enforcement measures, economic sanctions (such as trade embargoes) or collective military action. Sometimes it sends UN peace-keeping forces to help reduce tensions in troubled areas and keep opposing forces apart.

Functions and Powers:

TO MAINTAIN international peace and security in accordance with the purposes and principles of the United Nations;

TO INVESTIGATE any dispute or situation that might lead to international friction;

TO RECOMMEND methods of adjusting such disputes or the terms of settlements;

TO DETERMINE the existence of a threat to the peace or act of aggression and to recommend what action should be taken;

TO CALL ON MEMBERS to apply economic sanctions and other measures to involving the use of force in order to prevent or stop aggression;

TO TAKE MILITARY ACTION against an aggressor;

TO RECOMMEND the admission of new Members and the terms on which States may become parties to the Statute of the International Court of Justice;

TO EXERCISE the Trusteeship functions of the United Nations in “strategic areas;”

TO RECOMMEND to the General Assembly the appointment of the Secretary-General and, together with the GA, to elect the judges of the International Court;

TO SUBMIT annual and special reports to the General Assembly.

Final Preparation

In the last few weeks prior to the MUN event, there are several things you might want to attend to.

First, you should **have regular meetings with your delegation in order to discuss how you will vote on each resolution.** Voting is very important and you can vote correctly if you stick to what you know to be true about your nation's foreign policy.

Second, **prepare speeches in favor of or against certain resolutions.** If one of your resolutions was accepted for your council's agenda, you need to write down or outline a speech that explains and advocates your resolution as a viable means of solving the problem you have identified. Your speeches on the other resolutions should be in line with the way you plan to vote.

Third, **prepare amendments to selected resolutions.** If your policy agrees with the general message of a certain resolution, yet there is a point within the resolution that you cannot vote for, you may wish to amend or change that resolution. The amendment that you would want to offer would delete the part of the resolution that your country disagrees with. Amendments must always be offered in speeches against the resolution and must receive a majority vote before they take affect. You may wish to ask your sponsor for help and guidance in this area or check out the national web site for USA Model UN.

Debating Cycle for MUN Resolutions

Authorship Speech	for approx. 2-3 minutes	no longer than 3 minutes
Questions	for approx. 2 minutes	against speech
Questions	for approx. 2 minutes	for speech
Questions	for approx. 2 minutes	against speech
Etc. etc. etc...		

Note: Questions for speakers are usually held to approximately 2 minutes or to a designated number of questions. Delegates are free to move to extend the questions to a particular delegate, if the need arises. The debate order noted above does not take into account any amendments, etc. which can alter the flow of the debate.

Sample Sponsor Materials

A number of sample materials for sponsors follow. You are welcome to use any that are helpful to you to or revise them to meet your needs. None are required.

Delegate Country Request Form – One way to let students know what countries are available. They indicate their choices and return the sheet to you.

Country Research Form – Basic information about a country. Kids may use it as a guide for their research. You may add/subtract as you wish.

MUN Basic Knowledge Sheet – A form/quiz to help students understand key pieces of information relating to MUN.

Action Plan – The sample calendar shows how a typical year works. You can get some idea as to deadlines, etc...

Delegate List – You will be required to list your delegate's names, countries, and councils and send the list about six weeks prior to MUN. Please type and proofread your list prior to emailing it to the director. This list is used for programs, judges, etc...

MUN Schedule – Although the officers determine the final schedule for any given year, the sample will be close to how the event will run.

MUN Delegate Country Request Form

GA = General Assembly
PC = Political Council
ESC = Economic and Social Council
SC = Security Council

Countries/Councils Available:

SAMPLE

Netherlands	GA, PC, ESC
Indonesia	GA, PC, ESC
Romania	GA, PC, ESC
Austria	GA, PC, ESC
El Salvador	GA, PC
Morocco	GA, ESC
Kampuchea	GA, PC
Cameroon	GA, PC
Tanzania	GA, PC
Niger	GA, PC

Total Delegates: 24

Your Name: _____

Choice of Country:

1st: _____

2nd: _____

3rd: _____

Choice of Council:

1st: _____

2nd: _____

3rd: _____

Who would you like to work with on your council?

Country Research Form

Student Name: _____

Name of Country:

Location:

Geographical Neighbors:

Area (sq. miles):

SAMPLE

The Land

1. Terrain (plains, mountains, etc...):
2. Climate:
3. Chief agricultural products:
4. Natural Resources (oil, minerals, etc...):

The People

1. Population of the Country:
2. % Rural: % Urban:
3. Population density:
4. Per Capita Income:
5. Standard of Living:
6. Language(s):
7. Educational Level of the People:
8. Religion(s):
9. General Health of the People (doctors, hospitals)
10. Diet, What do people eat?
11. Average life span:
12. Housing:

13. Important Cultural Aspects (dance, art, music):

The Economy

1. Currency:
2. Gross National Product:
3. Imports:
4. Exports:
5. Manufacturing:
6. Foreign Trade: What countries do they trade with and what do they trade?
7. Member of any economic bloc?
8. Transportation:
9. Mining?
10. Science/Research – level of development:

The Government

1. Capital:
2. Type of Government:
3. Current Ruler/Leader:
4. Branches of Government:
5. Military, Armed Forces:
6. General Freedom of the People:
7. Defense, Budget and Level of:

The History

List any important historical facts or dates relating to the country's development.

MUN Basic Knowledge Sheet

Your Name: _____

Country: _____ Council: _____

1. What is the purpose of Model UN?

SAMPLE

2. Name the four councils of MUN.

3. What countries participate in the Security Council?

4. Objects of debate are called _____.

5. List some good sources for learning about your country.

6. For in-depth study, what are good references?

7. What is a position paper?

8. Name the three steps in writing a resolution.

9. Lines 1 – 3 of a resolution are called the _____.

10. What is the “preamble”?

11. What is the “actuating clause”?

12. Describe a “bloc”.

13. List four functions of YOUR council.

14. Briefly describe these procedures:

Right of explanation –

Change of agenda –

Caucuses –

Credentials check –

“To” speech –

Leading question –

2008-09 Topeka MUN Action Plan

SAMPLE

- 9-19-08 Organization materials mailed by this date.
- 10-10-08 School reply forms, delegate # requests and officer applications due to Jenay Weekly. Robinson MS, 1125 W 14th, Topeka, KS 66604
Fax: 785-575-6720
- 10-14-08 Secretary-General Interviews begin at 3:00 PM with Weekly and Lamb. Robinson MS, 1125 W. 14th. Park in front on W. 14th.
- 10-21-08 Country Assignment Committee meets at Travis Lamb's. 3120 SW Atwood. 3:30 PM. Bring a snack to share with the group.
- 10-24-08 All officers chosen by this date.
- 11-03-08 Country assignments ready. Are your delegate fees paid? (\$15.00 per student) Resolution topics, etc on website.
- 11-12-08 Officer organizational meeting at Robinson MS. 1125 W 14th
- 1-20-09 Absolute deadlines for UN resolutions. Are they in the correct form? Selection committee meets. Time/Place TBA.
- 2-2-09 Joint sponsor-officer meeting @ Robinson MS. 3:30-5:00 PM. Officer pics and bios due; Delegate list due. \$5.00 for resolution packets per school.

March 2 and 3, 2009: Topeka Model UN at Ramada Inn Hotel!!

Sunday evening: Informal round table discussion @ the Ramada 6:30-8:00 PM.

Monday, March 2nd: Registration begins at 8:00 AM. Opening session. Councils meet 9:15-11:30; 1:00-3:00. Probable social activity in the evening at the hotel.

Tuesday, March 3rd: Council sessions 8:00 – 11:30, Lunch 11:30-1:00. Awards and closing at 1:00 PM.

Delegate List for 2008-09

School: _____

Sponsor: _____

List alphabetically (last, first) all delegates participating in MUN and their corresponding country and council.

SAMPLE

	<u>Name</u>	<u>Country</u>	<u>Council</u>
1	Adams, Jill	Switzerland	PC 1
2	Beyer, Tom	United Kingdom	SC
3	Cotton, Samuel	Brazil	PC 2
4	Dornwood, Judy	Brazil	ES 2
5	Eppinger, Stephanie	Poland	GA 2
6	Franz, Christina	United Kingdom	ES 1
7	Hanson, Jeff	Brazil	GA 1
8	Kauffman, Jonathan	Togo	PC 1
9	Mason, Matt	Saudi Arabia	ES 2

Sponsors: *If submitting electronically please be sure to include sponsor name, school, students in alpha order (last, first), country, and council.*

**Topeka Model United Nations
Monday, March 2, 2009
Schedule**

SAMPLE

8:00 – 8:15 AM	Registration
8:15 – 9:00 AM	Opening General Session Call to Order Introduction of Sponsors and Officers Introduction of Speaker Announcements and Adjournment to Council
9:15 – 11:30 AM	Council Sessions
11:30 – 1:00 PM	Lunch
1:00 – 3:00 PM	Council Sessions

**Tuesday, March 3, 2009
Schedule**

7:45 – 8:00 AM	Delegates and Sponsors Arrive
8:00 – 11:30 AM	Council Sessions
11:30 – 1:00 PM	Lunch
1:00 – 2:30 PM	Closing Session Status Report on Resolutions Model UN Makes a Difference Day Recognition of Judges Presentation of Awards Adjournment

Writing Position Papers

Each delegation (country) is to prepare a one-page Position Paper concerning their country's *general policy* toward the established agenda topics.

A Position Paper contains a nation's perception of the main world problems or issues, the points that need solving and the reasons for it, and the nation's recommendations for a solution. Specifics need not be included and all agenda items need not be covered. Those items that the nation feels are most important should be stressed/highlighted, based upon your research and the agenda topics.

The written statement will provide you with a better understanding of your nation's position in relation to other nations; it should not include everything your country has to say on a certain topic but be a brief overview – perhaps one paragraph for each agenda topic you are addressing. Your position paper will serve as an outline or springboard for constructing your Resolution Paper.

The following is a list of items (adapted from www.unausa.org) to consider when writing your position paper:

1. A brief introduction to your country and its history concerning the topic and committee;
2. How the issue(s) affect your country;
3. Your country's policies with respect to the issue and your country's justification for these policies;
4. Quotes from your country's leaders about the issue;
5. Statistics to back up your country's position on the issue;
6. Actions taken by your government with regard to the issue;
7. Conventions and resolutions that your country has signed or ratified;
8. UN actions that your country supported or opposed;
9. What your country believes should be done to address the issue;
10. What your country would like to accomplish in the committee's resolution;
11. How the positions of other countries affect your country's position.

Good sites for country information in the past have included:

www.cia.gov/cia/publications/factbook

www.un.org/esa/sustdev/natlinfo/natlinfo.htm

www.usauna.org

Position Paper Example #1

The Republic of Austria

Position Paper

We the delegates of the Republic of Austria, promote world peace and universal prosperity. Accomplishing these goals will take time and effort, but the right action must be taken now to achieve them.

The Somalian effort that is taking shape now should be one of our main focuses. We do not feel, however, that military force is the answer. Instead, UN peacekeeping forces should concentrate on humanitarian needs while trying to form some sort of government.

Environmental policy should be another particular interest of the United Nations. More funds and effort should be directed into protecting the ozone layer from depletion, finding alternative energy sources, and increasing worldwide recycling efforts.

Our country also feels that the increasing rate of world poverty should be a focus of the UN. Arbitrary programs, such as space research, could be eliminated and those funds redirected to maximize the efforts of aiding the poor and hungry.

These concerns, as well as others, such as political endeavors in the former Soviet Union and Yugoslavia, should be addressed and resolved.

Position Paper Example #2

Saint Lucia Position Paper

We the delegates of Saint Lucia feel that international diplomacy is most important to be able to maintain prosperity throughout the world. Action must be taken by each nation to reach out to other countries in order to form stronger ties to promote peace in times of difficulties.

Human trafficking is a growing problem in our country. The proliferation of this modern day form of slavery is most likely due to an increase in adult entertainment houses, as well as our open borders, which makes the importation of these people relatively unproblematic. While at this time there is no quantitative number of people trafficked into the country at a given time, there are cases of victims similar to human trafficking cases. This problem needs to be one of our main focuses, and steps must be taken to prevent this industry from escalating.

Our country feels that piracy in the Caribbean and around Africa should be addressed in the United Nations. Piracy affects almost all countries in these areas as well as Saint Lucia, which has become an illicit drug transit point between South America and the United States or Europe. Because pirates hinder trade, jeopardize communications, and endanger lives, piracy is a problem of international concern. More funds should be concentrated on finding pirates and bringing them to justice to help insure safety on the high seas.

The humanitarian crisis in East Congo should be another particular interest to the United Nations. Thirty eight thousand (38,000) people are dying each month from easily treatable diseases. Saint Lucia does not support the sending of troops in the region, but we feel that more aid and greater quality health care should be provided to help the innocent people affected by the fighting.

All of these problems need to be addressed in the United Nations, and a resolution must be made to ensure the prosperity of all countries.

Writing Resolution Papers

The MUN Resolution is a *proposal* by one or more nations *which attempts to solve a world problem*. The resolutions are objects of the debates at Model UN as they are written suggestions for addressing a specific problem or issue.

When proposing a resolution, you should first consult your Position Paper and research notes for a possible resolution topic. Remember, your resolution topic must be within the guidelines set by the Model UN sponsors. In your notes and Position Paper, you should address the established topics your country has a *strong position* on. You may find only one issue that fits the criteria or you may find several. However, once you determine the issue/issues within the established topics, you should take the following steps towards writing your resolution(s):

1. Identify the problem, its current effects and/or its possible effects.
2. Look for a solution to the problem that you have identified. This solution may have to be one of your own, as many countries do not spell out their solutions to various world problems. If you happen to find a solution proposed by your country, use it. If you do not find a solid solution to the problem, you should at least have a fairly good idea about the problem that you are tackling. Make sure that your solution does not violate your country's foreign policy.
3. Write your resolution, using formal phrasing and order that is suggested by your MUN sponsor.

There are three main parts to a draft resolution: the **heading**, the **preamble**, and the **operative section**.

The **heading** shows the committee and topic along with the resolution number. It also lists the draft resolution's sponsors and signatures. Each draft resolution is one long sentence with sections separated by commas and semicolons. The subject of the sentence is the body (e.g. General Assembly, etc...) making the statement. The preamble and operative sections then describe the current situation and actions that the committee will take.

The **preamble** states the reasons for which the committee is addressing the topic and highlights past international action on the issue.

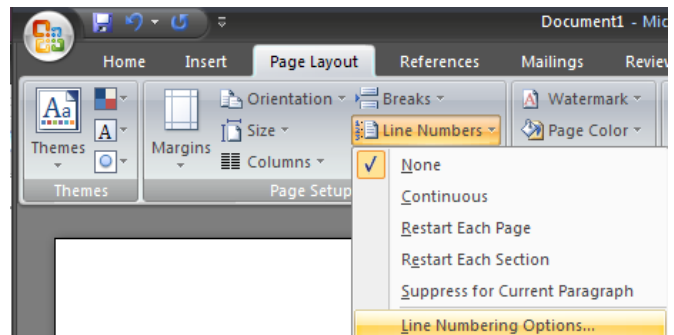
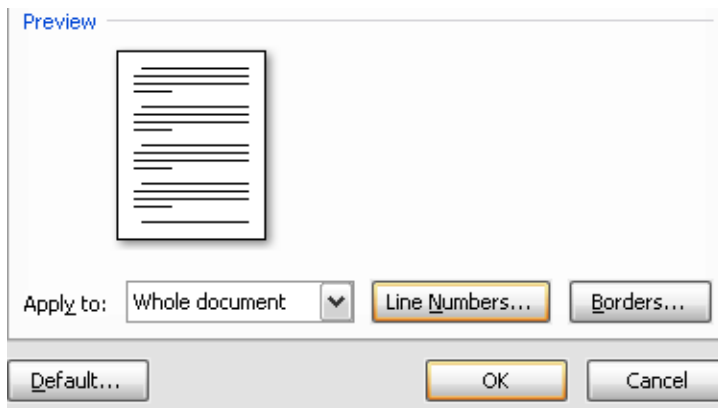
The **operative clause** identifies the actions or recommendations made in the resolution. Each operative clause begins with a verb and ends with a semicolon. They should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires explanation, bulleted lists set off by letters or Roman numerals can also be used. After the last operative clause, the resolution ends in a period.

TIPS:

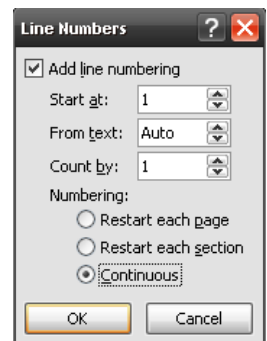
1. Create a detailed resolution and consider all of the factors involved if your resolution were to pass.
2. Try to cite facts whenever possible.
3. Be realistic. Do not create objectives for your resolution that cannot realistically be met and make sure that your council can actually take the action you are proposing.
4. Try to find multiple supporters of your resolution within your council.
5. Pre-ambulatory clauses are historical justifications for action. Use them to cite past resolutions, precedents, and statements about the purpose of action.
6. Operative clauses are policies that the resolution is designed to create. Use them to explain what the council will do to address the issue.

Add Line Numbers In Word 2007 Margins

1. Open your Word 2007 document and click the Page Layout tab on the ribbon. Click on Line Numbers and then Line Numbering Options...



2. You will now get The Page Setup dialog window. At the bottom of the page click on Line Numbers.



3. In the Line Numbers dialog box place a check in the Add line numbering box. Here you can select spacing between the text and line numbers what number to start at and the counting sequence. When you're done choosing your settings click OK. Then Click OK again in the Page Setup dialog window.

That's it! You now have numbering added to the margins in your document.

Model U.N. 2009 Resolution Topics

SAMPLE

General Assembly

1. Fair treatment of workers (especially women & children)
2. Addressing poverty in developing countries through economic viability
3. Safeguarding the world's fishing industry
4. Efficient planning for urban and rural areas, including sanitation
5. Achieving sustainable development through global partnership to ensure the protection and proper use of natural resources
6. Long term health care, housing, & services for the over 600 million people worldwide who are over 60 years old
7. Deforestation in Papua New Guinea
8. Eliminating International Drug Trafficking
9. Addressing the current international economic crises, including such topics as a coordinated stimulus package and reforms in financial regulation
10. Ending the use of child soldiers

Political Council

1. Piracy on the high seas, especially around Africa
2. Role of diamonds in fueling conflict
3. Worldwide human trafficking & smuggling, including recent cases in Yemen
4. Calling for end to misrule and the abuse of human rights in Burma
5. Humanitarian crisis in East Congo
6. Large numbers of illegal immigrants mainly from Africa into Malta
7. Regulating international space colonization
8. Russian disagreement with its' neighbors
9. Political stability in Zimbabwe
10. Education, prevention, and removal of landmines

Economic & Social Council

1. Combating land degradation for sustainable agriculture, including the rainforest
2. Human Rights violations by military personnel executing civilians
3. The sale of body organs by the poor
4. Strengthening of the coordination of humanitarian and disaster relief assistance of the United Nations, including special economic assistance
5. Access to technology in developing countries
6. Reducing infant mortality rate worldwide
7. Food shortages in Haiti after hurricanes
8. Potable water
9. Addressing disease, epidemics, medications and vaccinations
10. Protecting the rights and cultures of the world's indigenous peoples

Suggested Initiating and Operative Phrases

1. Initiating Phrases	2. Operating Phrases
Affirming	Accepts
Having...adopted	Solemnly...affirms
Approving	Approves
Having devoted attention	Authorizes
Fully...aware	Calls
Fully...alarming	Calls upon
Fully...believing	Condemns
Fully...bearing in mind	Congratulates
Being...convinced	Confirms
Contemplating	Considers
Confident	Declares...accordingly
Deeply...concerned	Deplores
Deeply...conscious	Draws attention
Deeply...convinced	Strongly...depreciates
Deeply...disturbed	Encourages
Deeply...regretting	Designates
Having...considered	Expresses in appreciation
Having...considered further	Express in hope
Having...examined further	Further...invites
Having...studied	Further...proclaims
Having...heard	Further...reminds
Having...received	Further...recommends
Desiring	Further...resolves
Further...deplored	Have...resolved
Declaring	Further...requests
Expecting	Solemnly...reaffirms
Emphasizing	Supports
Expressing its appreciation	Trusts
Fulfilling	Takes note of
Guided by	Transmits
Keeping in mind	Urges
Noting...with regret	
Noting...with satisfaction	
Noting...further	
Noting...with approval	
Observing	
Realizing	
Reaffirming	
Recalling	
Recognizing	
Seeking	
Taking into consideration	
Taking into account	
Taking note	
Viewing with appreciation	
Welcoming	

Explanation of Sample Resolution

(refer to sample on next page)

1. Lines 1-8 are called the **heading** of the resolution. The date reflects the days of the MUN event – *not* the day you write the resolution.
2. Lines 10-14 are called the **preamble** of the resolution. This is where the actual problem and its consequences are identified. In the preamble section you must break down the problem into different areas and make each area a paragraph. Skip lines between paragraphs or **clauses** and start each clause with identifying words such as NOTICING, REALIZING, RECOGNIZING, NOTING, AWARE OF THE FACT, etc... When finished with the preamble, move on to the final part of the resolution, the **actuating clauses**.
3. Lines 16-30 are known as the **actuating clauses** because they spell out the solution being proposed to solve the problems listed in the preamble. In your research, you should have either found a solution to a problem proposed by your country or have obtained a general idea of how your country wishes to solve a particular problem. If you found an actual solution proposed by your country, prepare to put it into the actuating clauses by breaking the solution down, step by step, as done in the sample.

NOTES:

1. Put your name on the *back* of your paper prior to submission to your sponsor.
2. It is important that you follow this format. Pay particular attention to how the heading is formatted.
3. The numbering of lines is essential to speed up the debate in the sessions. It is much easier to find a word if the number of the line that contains the word is stated.

Sample Resolution Paper #1

1 Subject of Resolution: War Crimes
2
3 Submitted to: Political Council
4 Proposed by: Germany
5
6 Date: March 19 and 20, 1993
7

8 THE POLITICAL COUNCIL,
9

10 RECOGNIZING the extreme acts of violence committed against innocent people
11 in the nations of Iraq, Bosnia, and Herzegovina, and Somalia, and
12

13 REALIZING that an organization founded to protect the rights of all human
14 beings cannot allow atrocities in these nations to go unpunished, and
15

16 CONVINCED that an attempt to punish war criminals will deter future tyrants
17 from slaughtering and torturing helpless millions,
18

19 HEREBY,
20

- 21 1. Requests that trials be held before the International Court of Justice for
22 the leaders and war criminals in Iraq, Yugoslavia, and Somalia in
23 absentia.
24
- 25 2. A reward of ten million Deutsche Marks will be offered by the UN for
26 the capture of Saddam Hussein or Slobodan Milosevic. Another
27 reward of 2.5 million Deutsche Marks will be paid by the UN for each
28 of the Somalian warlords. A reward of 250,000 Deutsche Marks will
29 be paid by the UN for the capture of any other war criminals convicted
30 by the International Court of Justice in absentia.

Sample Resolution Paper #2

1 Subject of Resolution: Humanitarian Aid
2
3 Submitted to: Economic and Social Council I
4 Proposed by: Switzerland
5
6 Date: March 2009
7

8 THE ECONOMIC AND SOCIAL COUNCIL,
9

10 OBSERVING the staggering worldwide hunger crisis severely affecting a third of the
11 planet, and
12

13 REALIZING the role of current relief programs including the World Health
14 Organization and the World Food Program in providing aid to those who have severe
15 difficulty in obtaining the required amount of food,
16

17 EMPHASIZING the dependence not fully relieved by the current system of
18 distributing food,
19

20 DESIRING a more permanent solution to the hunger crisis,
21

22 HEREBY,
23

- 24 1. Approves the creation of an in-depth research team with the purpose of:
 - 25 I. discovering current faults with the food distribution efforts of relief
26 agencies;
 - 27 II. testing different possible food distribution methods to increase
28 efficiency;
 - 29 III. devising a process by which a family can be made to be self-
30 sufficient;
 - 31 IV. testing the process in various areas of the world;
- 32 2. Supports the development of an oversight committee to better coordinate
33 relief efforts of large organizations;
- 34 3. Trusts the committee to implement recommendations made by the
35 research team to improve relief efforts;
- 36 4. Further recommends that current and future relief organizations take
37 greater action in creating long-term self sufficiency for those they help.

Guidelines for Authorship Speeches at Model UN

One way build an authorship speech is by using the same format as a five-paragraph essay.

Introduction

1. Think of an introduction. Often, students use quotations from great leaders and thinkers as a way of introducing their speeches.
2. Add a simple thesis. Your thesis should be something like

“This resolution must be passed because it addresses _____, a serious problem in our world, and gives the UN a way to solve this problem.”

Body

3. Now, think of three main reasons that your resolution is a good one. These are your three main paragraphs of your essay/speech.
 - Often, these are related to the ideas expressed in the “hereby” section.
 - What will happen if we don’t pass this resolution? This can be the basis of a paragraph or two.
4. Next, think of supporting points or details that explain, enhance, go along with, add to, support, and expand upon your three main reasons. These are the supporting sentences for each paragraph.
 - Here’s where a little reading and research will pay off, helping you to come up with details and information that support your main points.
 - Talk to classmates, teachers, parents, etc., too, if you feel stuck about what to say.

Conclusion

5. This is the last paragraph of your speech/essay. Refer back to your thesis, restating it a little. Use another quote if you want to, to help wrap it up. Refer back briefly to the main ideas of your three paragraphs as a way of emphasizing what you’ve already said, driving it home to listeners.

When you're actually speaking:

- You can read aloud, word-for-word from your essay. If you do this, practice a few times so your eyes aren't glued to the paper.
- You can "boil the essay down" down to an outline and speak from that. This is more effective. Again, you have to practice a few times.
- Make eye contact. Be a bit of an actor/actress.
- Go fairly slowly.
- Sound relaxed and enthusiastic.
- If you have time at the end (if no one has called "time" yet), remember to say, "I now yield the rest of my time for questions."

Preparing Amendments to Resolutions

Amendments must be submitted in proper written form to the President prior to being proposed and considered on the floor. The order in which amendments are considered will be in the order in which they are proposed from the floor. Amendments must be written on the amendment forms. Amendment forms will be provided to each country in their packets. Extra forms may be obtained from the Secretary. Amendment forms must contain all requested information or the amendment will not be accepted by the President. The following information must be provided:

1. Name of your country.
2. Title and number of resolution being amended.
3. State your amendment using line numbers of the resolution.
4. State how the resolution is deleted, added, substituted, or corrected by the amendment.

When the amendment is moved on a resolution, the amendment will be voted on first. When two or more amendments are moved on a resolution, the amendments will be considered in their order as submitted to the President. However, where the adoption of one amendment necessarily implies the rejection of another amendment, the second amendment will not be put to a vote. If one or more amendments are adopted, the amended resolution will be voted upon by the GA. A motion is considered an amendment to a resolution it adds to or deletes from any part of the resolution.

Resolution Number: _____ Sponsor of Amendment (Nation): _____

Date: _____ Second (Nation): _____

DELETE: _____

ADD:

Floor Procedures

“Right of Explanation” Speeches – Explanation speeches may be requested when voting IF you are voting contrary to your country’s usual policy. Speeches will be limited to one minute. These will follow the voting and precede the Secretary’s announcement of the results.

Changing the Agenda – The agenda for each Council is set as resolutions are numbered by the event organizers. The agenda can be changed only by a motion from the floor to change the orders of the day and a majority vote of the Council is obtained. This will be allowed at the discretion of the Council President to maintain fairness. If a Council goes through all its resolutions, it then must go back and address and “tabled” resolutions. A resolution cannot be passed to another Council for their action.

Disputes – The work on disputes and parliamentary procedures will be that of the Coordinator. Two other sponsors will be selected to assist in the matter.

Caucuses – Councils can adjourn only at the times designated in the printed program. This time is planned to enable delegates to caucus if they so desire. Caucusing on the floor on the Councils is NOT permitted.

Credentials Check – The purpose of a credentials check is to ultimately remove a country’s delegate from a council. The removal is based on improper/incorrect speaking or voting by the country (ie, speaking or voting in opposition to the country’s official position.)

Generally, it is believed that a credentials check is called when a novice delegate doesn’t know what he/she is doing or is an action used to pester a major speaker. Procedures to be followed for a credentials check are as follows:

- First occurrence: an oral warning is given to the offending delegate by the council president, if the allegation is justified.
- Second occurrence: a formal petition is circulated, requiring signatures from 1/3 of the council and a Roll Call Vote, passing with a 2/3 majority vote by council delegates.

“To Speech” – The “To Speech” will be used in one of the three following cases: clarification of the resolution’s intent; clarification of debate specific to the resolution; or introduction of “new” factual information which may not be known.

The intent of the “To Speech” is not to debate for or against the resolution, but rather it is used to clarify the intent or to submit new information regarding the resolution. It is left to the President’s discretion to determine whether the “To Speech” properly follows the established guidelines. If the delegate is called on this point, the council president will direct the delegate to suspend his/her speech and be seated. The Presidents of each council will explain this procedure to delegates prior to the debate on resolutions.

Amendment Process – Note that amendments may be made only with a speech against the resolution UNLESS it is a friendly amendment. Friendly amendments must be made in the authorship speech.

How to Avoid a Leading Question – Delegates may not ask leading questions. If a leading question is used, the chairperson will call the delegate out of order and move on to another speaker. Examples of phrases that begin leading questions are as follows: Are there not....? Is it not true...? Don't you do...?

Delegates can avoid asking leading questions by simply asking for information using the phraseology: What would your country do if...? What is your country planning to do about...? What are your reasons for doing...?

Inviting a Non-Member to a Council – A Council shall invite any member of the UN which is not a member of a Council to participate in its deliberations on any matter which the Council considers of particular concern to the member. The invited member may not vote; however, he/she may submit proposals which may be put to vote by the request of a member of the Council.

MUN Parliamentary Procedure Guide

Rule Order	Motion	Purpose	Second Required?	Debatable?	Required Vote	Interrupt Speaker?
1	Adjourn	To dismiss session	Yes	No	Majority	No
2	Recess	To take a break	Yes	Yes	Majority	No
3	Point of Order/Info	To clarify procedure	No	No	Chair	No
4	Appeal Decision of Chair	To reverse Chair's Decision	Yes	Yes	Majority	Yes
5	Method of Voting	To confirm vote	No	No	Chair	No
6	Motion to Suppress	To suppress a motion	No	No	2/3	Yes
7	Divide a Motion	To consider parts separately	Yes	Yes	Majority	No
8	Suspend the Rules	To suspend the rules	Yes	No	2/3	No
9	To Take from the Table	To consider tabled motions	Yes	No	Majority	No
10	To Lay on the Table	To defer action	Yes	No	Majority	No
11	To Call the Previous Question	To move to immediate vote	Yes	No	2/3	No
12	Limit/Extend Debate	To change rules of debate	Yes	Yes	2/3	No
13	To Refer to Another Body	To send resolution to another council	Yes	Yes	Majority	No
14	To Amend	To modify a motion	1/3	Yes	Majority	No
15	To Postpone Indefinitely	To kill a resolution	Yes	Yes	Majority	No
16	Main Motion	To introduce business	Yes	Yes	Majority	No

This is a partial list of motions in order of preference – motions with higher precedence are considered first.

Examples of how to word motions: (Please note that you say, “I move” NOT “I motion”)

- #1 – “I move we adjourn.”
- #2 – “I move we recess until...”
- #3 – “Point of order.”
- #14 – “I move to amend Resolution #4.”