NMUN

DELEGATE PREPARATION GUIDE

NATIONAL MODEL UNITED NATIONS

nmun.org

NATIONAL COLLEGIATE CONFERENCE association™

Table of Contents

Beginning Your Research and Conference Preparations

National Model United Nations (NMUN) conferences are held annually in New York City; Washington, DC; and in a rotating city outside the United States; and strive to provide attending delegates with knowledge, skills, and experience that will be applicable both during and after their university experience. While NMUN prides itself on having a well-trained volunteer staff, superior resources, and assistance to delegates before and during each conference, the quality of these conferences is largely contingent on the preparation of the delegates.

The key to being a successful NMUN delegation is thorough preparation. There are six steps that should be taken before the Conference. It is our suggestion that the six main areas of study be addressed in the following order, as each area is progressively more in-depth than the one listed before:

- Research the structure and history of the United Nations
- Research your assigned Member State or non-governmental organization
- Research your committee
- Research your role in the committee
- Research the agenda topics beyond what is written in the background guides
- Prepare a position paper outlining your Member State's policies towards the agenda topics

Resources

NMUN provides two principal resources through the course of your preparation: the committee background guide (including annotated bibliographies) and the Topic Updates. All items will be posted on the NMUN Web site (www.nmun.org).

Both background guides and Updates should be only viewed as a stepping-stone to begin research. Individual research is indispensable. We recommend extensive use of academic books, scholarly journals, newspaper articles, and official documents or other literature provided by bodies associated with the United Nations. Access to many UN documents and resolutions is available on the UN treaty database (or via college or law school libraries or on the following Web sites:

United Nations: www.un.org
The Web site of the United Nations, which will allow delegates to access individual committee sites, links to specific issues on the UN's agenda and related information and data, links to missions of Member States to the UN, etc.

United Nations Bibliographic Information System: http://unbisnet.un.org
This source is one of the most basic and useful sources delegates should be using when preparing

for the conference. It lists all UN documents archived by the UN Dag Hammarskjöld Library, including landmark UN documents, resolutions of UN bodies, meeting and voting records, and press releases. It provides a research guide to get acquainted with the UN documentation system; it allows delegates to research by organ or by main issues; in short, this is an excellent gateway to explore the work of the United Nations, the agenda items and individual Member States role in committee.

United Nations Official Documents System (UNODS): http://documents.un.org
This is another documents database provided by the United Nations System, covering all types of official United Nations documentation, beginning in 1993. This is a great tool to research specific documents by code, as the user interface is relatively simple. It also contains advanced and keyword search functions.

United Nations Documents (UN-Docs): http://undocs.org
The latest document service by the United Nations allows for direct download of many documents, by entering the document code to the URL provided above, e.g.: http://undocs.org/S/Res/1373(2001). It also offers various forms of subscriptions and RSS feeds to many thematic areas.

In addition to these universal databases, many committee sites feature their own documents collections and/or databases. The same holds true for several excellent Web sites provided by the UN Secretariat. Delegates are highly encouraged to research documents through a combination of the abovementioned tools.

PLEASE NOTE: Delegates are expected to utilize these sources but still form their own ideas and suggestions and frame them in their own words. NMUN does not feature "agreed language". **Plagiarism will not be tolerated at any point**. Delegates should be aware that position papers and draft resolutions are read and evaluated by NMUN staff that has a profound knowledge of the topics and has prepared committee and agenda items for months. This enables our volunteers to identify and report incidences of plagiarism.

Understanding the History, Structure, and Operations of the United Nations

Thorough preparation must begin with an understanding of the United Nations itself. The following sections provide basic information on the bodies that are simulated at the NMUN Conference. Numerous sources detail the events leading up to the creation of the UN. In addition, make sure to review:

- *The Charter of the United Nations*
- *United Nations Handbook*
- The UN Structure: how the various organs of the United Nations System (the Security Council, the General Assembly, the Economic and Social Council, Specialized Agencies, and Secretariat) work together and the topic specialties of

each. A good starting point is this non-exhaustive organizational chart:
http://www.un.org/en/aboutun/structure/org_chart.shtml
- Past actions by the United Nations: the most significant resolutions and decisions by the UN and their impact. This list should include the *Universal Declaration of Human Rights,* the *Millennium Development Goals* and other UN conference documents.

The Structure of the United Nations System

The General Assembly (GA)
The General Assembly is the main deliberative organ of the UN system and is comprised of all Member States of the United Nations, each having one vote. The General Assembly addresses issues related to the maintenance of international peace and security (except when those issues are before the Security Council), the peaceful settlement of disputes, international law, development and human rights issues. The GA also elects the non-permanent Members of the Security Council, elects the membership of the Economic and Social Council (ECOSOC), appoints the Justices on the International Court of Justice, and chooses the Secretary-General of the United Nations.

The Security Council (SC)
The Security Council is the primary organ of the UN mandated to maintain international peace and security. It is comprised of fifteen Members: ten serve two-year terms and five are permanent Members with veto power (China, France, the Russian Federation, the United Kingdom, and the United States). The passage of any substantive decision by the Council requires an affirmative vote of any nine Member States, including affirmation or abstention by the permanent Members. If a permanent Member votes against a resolution before the Council, the resolution is vetoed. Unlike GA resolutions, which are recommendations, Security Council resolutions are binding on the Member States of the United Nations.

The Economic and Social Council (ECOSOC)
The Economic and Social Council is the principal organ of the UN responsible for the economic and social work of the organization. ECOSOC has 54 Members, each elected by the GA to a three-year term (eighteen new Members are elected annually). ECOSOC also coordinates the efforts of various Specialized Agencies working concurrently with the United Nations.

The other principal organs of the UN are the Trusteeship Council (Chapter XIII, UN Charter), which officially suspended operation on 1 November 1994 with the independence of the last UN trust territory, the International Court of Justice (Chapter XIV UN Charter), and the United Nations Secretariat (Chapter XV UN Charter). Delegates are strongly advised to research these organs. Though they are not as such part of the NMUN conference, these organs and their work

are crucial to many of the agenda items under discussion.

International Organizations, Specialized Agencies, Programmes, and Funds
The United Nations as such is an International Organization. While it is the only international organization with a universal mandate and nearly universal membership, other international organizations, some of them pre-dating the UN, exist, such as the Food and Agriculture Organization or the International Labour Organization. Many of these international organizations are Specialized Agencies, which means that they have entered into agreements with the UN as foreseen in Article 63 of the UN Charter. As Specialized Agencies, they work closely together with the United Nations through the coordinating machinery of ECOSOC. While Specialized Agencies are part of the UN system, they are autonomous organizations, with independent constitutions or charters, membership, and rules of procedure and budgets. Programmes and Funds are normally set up by the General Assembly and work on specific issues coordinated by the ECOSOC. Specialized Agencies and programmes and funds cover many facets of the global agenda and operate in the areas of development, human rights and humanitarian affairs.

Researching Your State or Non-Governmental Organization

Once you have familiarized yourself with the structure, history, and functions of the UN system, the next step should be researching your assigned country. Begin doing this immediately after receiving your assignment. If you have been assigned a country, you may wish to begin by researching its political structure, economic condition, religion(s), history, and culture. Since all of these factors shape a State's foreign policy, familiarity with these areas will assist you in forming a consistent foreign policy. Research the problems within your State regarding ethnic and religious minorities, suppression of dissent, division of wealth, freedom of the press, development, health care, education, poverty, the environment, human rights, etc. Also, do not overlook the more subtle aspects of your State's domestic and foreign policies.

Researching a non-governmental organization (NGO) is very similar to researching a state. If you have been assigned an NGO, you may wish to begin by researching its history, mission, structure, funding, values, purposes, and goals. Since all of these factors shape the way an NGO will interact with Member States, familiarity with these areas will assist you in forming a consistent approach to the issues in hand and a consistent style of interaction. Based on your research, you will decide how your assigned NGO will approach each topic, and the recommendations you will make for potential solutions. This includes identifying blocs of countries and other NGOs that may share the same perspectives and priorities and collaborate with you in committee sessions.

You may choose to establish contact with the permanent mission to the UN of your

assigned country or with your NGO. Obtaining information directly from these sources will often prove very useful in forming a cohesive policy and diplomatic style. Experience has shown that these offices are often very eager to assist you, however please bear in mind that many of these offices run on very limited budgets and have a limited number of staff members. Before contacting any permanent mission, you should have a prepared list of any documents you might need or the specific areas in which you are interested, and you should be prepared to offer to pay for any necessary photocopies and postage. NMUN provides a time slot at the beginning of the conference when delegations are invited to schedule these mission briefings.

As a representative of the NGO or State to which you have been assigned, you will be expected to work within the historical confines of your NGO or country's foreign policy at the UN.

Researching Your Committee

Each delegate should have a thorough understanding of his or her committee. Although the committee background guide provides a good introduction to your particular committee and its history, it represents only the basis for the rest of your research. Please also consult the Rules of Procedure in your background guide for a description of the working methods of your committee.

Be sure that you understand your committee thoroughly prior to arriving at NMUN, including its history, mandate and purpose, jurisdiction, goals for the future, function within the UN system, and voting procedures. Most of the committees simulated at NMUN operate their own Web sites that are regularly updated. Depending on your committee, you may find books or scholarly articles that describe its history in considerable depth. Important past decisions or resolutions of your committee often shed important light on its powers, the types of actions it takes, and the methods by which it acts.

Member States
Each committee, aside from judicial or expert bodies, is made up of a number of Member States. These are the full members of the organization. All Member States may sponsor working papers and have full voting rights within the organization.[1] Member States act through their representatives within a body's meetings in order to discuss the matters on the agenda and make progress toward solving them on a cooperative international level. The majority of delegates will be serving as representatives of their State's government or political participants. These delegates are expected to understand the foreign policies of their individual governments and to act within those policies during the Conference. The most critical part of having a successful delegate experience

---

[1] In case the membership rights of a country have been partly or fully withdrawn in reality, please contact the Directors-General. These situations will be evaluated on a case-by-case basis.

at the NMUN Conference is active participation in committee sessions. This includes utilizing the rules of procedure, speaking in formal debate, and most importantly, contributing during caucus sessions.

Observers

Most committees within the UN system maintain observers. Observers are States or international bodies that participate in the negotiations but may not vote on substantive organization matters, such as the approval of reports or resolutions. Observers are afforded public speaking time and caucus participation, and may serve as signatories on working papers but may not sponsor them. Observers often provide valuable insight from organizations that are not political in nature or from States in other areas of the world and often prove vital to the final work of the organization. Observers are expected to fully contribute to the committee's substantive development and are eligible for awards on the same basis as Member States or experts.

Non-Governmental Organizations

NMUN has occasionally integrated the presence of NGOs into committees at the Conference. It is an ongoing project that improves the educational quality of the simulation and mirrors developments in the UN itself, where NGOs are gaining both visibility and respect as a resource for program design and implementation. NGO delegations maintain all of the privileges accorded to traditional observer delegations, and are required to exhibit the same level of preparedness. NGO delegations are eligible for awards, based on the same criteria as other delegations, and may select head delegates to attend the Head Delegate Meetings each night. NGO representatives are also required to submit position papers reflecting the perspectives and priorities of their assigned NGO on the agenda topics at hand.

NGOs are recognized in Article 71 of the *UN Charter* as consultative bodies in relationship to ECOSOC. These organizations also maintain a close working relationship with almost all ECOSOC Funds and Programmes, as well as many of the Specialized Agencies. They are also present in many fora under the auspices of the General Assembly, e.g. the Human Rights Council. In this role, NGOs are an invaluable resource to the UN system providing information on political, economic, social, humanitarian, and cultural developments in all parts of the world, and introducing different voices to debate among Member States. Their recommendations may address potential solutions to far-reaching global issues, speak to specific country or regional needs, or call attention to an emerging crisis. The sweeping mandate of ECOSOC is reflected in the exhaustive activities of NGOs. NGO delegates maintain the following privileges in each committee to which they are assigned:

- the right to make any procedural motion;
- the right to vote on all procedural motions;
- the right to speak before all assigned committees; and
- the right to act as a signatory on working papers.

In order to ensure a positive educational experience for all delegates, these rights and privileges may not exactly reflect those granted by ECOSOC or by the body in which the NGO is being represented. Any alterations made by the Directors-General gave due consideration to existing realities and the need to provide a learning environment that encourages active participation.

State delegates are fully expected to work with NGO delegates in the spirit of collaboration upon which the UN was founded. The recommendations of NGO delegates maintain the same validity as those of Member States, and it is incumbent upon country delegates to ensure that those perspectives are recognized. The exclusion of NGOs from committee work simply because they do not have substantive voting rights is both unrealistic and unprofessional. In almost all cases, actions denigrating the participation of NGOs will be considered extraordinarily out of character.

Researching Your Agenda Topics

The majority of your preparation time for the Conference will be spent researching your actual committee topics.

Each delegate should understand the topics on his or her committee's agenda. The first resource to consult is the committee background guide (including the footnotes and bibliography); however, this guide should not be the sole source of research. Search for speeches made by your country on the topic and also important resolutions discussed and passed in your committee. Check UNBISnet's voting records to see whether your country supported the latest resolutions on a specific item. Also, you may contact the headquarters of your committee and request information on your specific topics.

Many topics on the UN agenda are extremely vast and complex, and there are several topics that can be discussed in more than one organ within the United Nations System. It is therefore important to understand how the topics on your committee's agenda are discussed specifically in this committee. Look to the mandate of your committee, which will give you an idea of the tone and type of work done within your committee.

While reading the background guide, develop answers to the following basic questions:

- When considering each topic, what essential questions are being raised?
- In your opinion as a diplomat, why are these issues important?
- Give specific reasons why you believe these issues remain unresolved.

- What important documents are essential to your research?
- What actions have various international bodies taken in the past regarding these issues?
- What actions are they currently taking, or what committees exist to address them?
- What should be done from the perspective of your State to resolve the issues?

Researching a topic is a complex process which calls for determining what various bodies within and related to the UN system have done previously to address the matter, what is currently in place, and what is planned for the future. It is also important to examine the successes and the failures, and to attempt to determine why those approaches have succeeded or failed.

Preparing for committee session at the NMUN also includes identifying blocs of States that may share the same perspectives and priorities and collaborate with you in committee sessions (this is also an important task for NGOs). You should try to answer the following questions:

- Are there other States or other organizations that share your view?
- What States or other organizations are opposed to your view?
- Which Member States are in the same voting bloc as your assigned State?
- Is your assigned State affiliated with any regional organizations?

Position Papers

Please pay careful attention to the following guidelines when drafting and submitting your position papers. **Only those delegations that follow the outlined guidelines will be eligible for position paper awards**. Please follow these guidelines carefully when submitting your work to the Secretariat. Each topic should be addressed briefly in a succinct policy statement representing the relevant views of your assigned country, NGO, or expert role. You should also include recommendations for action to be taken by your committee. All delegations meeting the following criteria will be judged by the same method and equally considered for position paper awards.

All papers must be typed and formatted according to the specifications below will ensure this:

- Length must **not** exceed one double-sided page. Margins on the sides, top and bottom are to be 1 inch.
- The text of the body **must** be between 10 pt. and 12 pt. font, Times New Roman.
- Country/NGO name, School name and committee name clearly labeled on the first page.
- Agenda topics clearly labeled in separate sections.

- National symbols (headers, flags, etc.) are deemed inappropriate for NMUN.

Please see the attached Appendices to learn about the requirements for submission for each NMUN conference.

Learning the Rules of Procedure

Familiarizing yourself with the NMUN Rules of Procedure is another vital part of your preparation. NMUN has developed a set of comprehensive rules for committee proceedings, which resemble those used by the United Nations or other appropriate international bodies as closely as possible in the context of a simulation. Please be aware that the NMUN rules of procedure may differ drastically from the rules used by other conferences, and NMUN rules vary between committees within the same conference. The NMUN Rules of Procedure are discussed in a narrative fashion and short guide later in this manual. The official NMUN Rules of Procedure for your committee are presented in the background guide for your committee.

Please make sure to carefully read both the rules of procedure in the background guide as well as the committee information in the background guide update as rules between committees do vary substantially, depending on each committee's mandate and working methods.

Practicing Public Speaking

You should practice public speaking and presentation of policy statements prior to your arrival at the conference. Your school should organize several practice simulations to improve speaking ability and to practice the rules of procedure. Please consult the rules of procedure section of this manual for a simulation script, which has been designed to provide an introduction to the rules of procedure and the rhetoric of committee proceedings.

Practicing Diplomacy

Delegates to the United Nations and other international bodies treat one another with the utmost objectivity and respect. While two States may have political difficulties with one another at any given time, the meeting of your NMUN committee is not a time to carry these out unless that conflict is specifically relevant to the topic at hand. Even then, delegates are expected to act with the utmost of decorum and in a professional manner befitting their status as a diplomat. You may not wish to work with delegations with whom you have conflicts while in committee, but you must maintain the proper level respect for your fellow diplomats. Be sure that you understand this distinction prior to arriving at the Conference.

The Process of Debate: Understanding the Conference

Committee sessions include two main modes: formal session and informal session. During formal debate, the committee rules are enforced and delegates are expected to participate and remain attentive and in decorum. Informal session (also known as a suspension of the meeting) includes caucusing and meal and evening breaks. While the rules of procedure are suspended during informal session, delegates are still expected to afford one another diplomatic respect. These two modes of debate are described in further detail below.

Opening Session

After a brief introduction of the dais and some announcements, the committee will move directly into formal session. The Chair will open a speakers' list to hear formal speeches from delegates regarding the order of the agenda topics. At this point, delegates may move to set the agenda, or they may wish to suspend the meeting to discuss the order in which the committee will address agenda topics while in formal and caucus sessions. After resuming formal session, delegates may propose to set the agenda topics in a particular order; the committee will then vote on a motion from the floor to set the agenda in a proposed order, and will continue to vote on such motions until one passes by a majority vote. If the committee fails to reach agreement on the agenda order by the conclusion of the first evening, the agenda will be set in the order given in the committee background guide. After the agenda has been set, the chair will entertain motions for the opening of the speakers' list to address the first agenda topic.

Formal Debate

During formal debate, the committee is in session and attentive. The main feature of formal debate is the use of the speakers' list, which allows individual members and observers to express their opinions and solutions before the entire body. During formal debate, all members of the committee inside of the chambers must be quiet and respectful to the delegate who has the floor.

Speakers' Lists

A new speakers' list is opened at the beginning of discussion on each new topic. Once the committee moves into substantive debate, the chair declares the speakers' list on the topic area to be open. The chair only declares the speakers' list open at the beginning of each new topic. After this time, and throughout debate on a topic, the delegates must request opening or closure of the speakers' list. Motions can be made to close the speakers' list at any time or the speakers' list can be closed by exhausting the list. If a motion is passed by simple majority to close the speakers' list, a separate motion can be

brought forth to reopen the speakers' list by a simple majority. Once the speakers' list has been exhausted, a motion cannot reopen the speakers' list.

The speakers' list is the main forum of formal debate on the topic area and all delegates are eligible to speak on any topic. A Member State, observer, expert, or NGO may address the committee as many times as it would like, but it must wait until it has spoken before placing its name back on the speakers' list. Once the chair has opened the speakers' list, he or she will ask for the names of those wishing to be placed on the speakers' list.

When a Member State is recognized to speak, that country must speak within the set speaker's time. Delegates are not required to use all of the allotted time. There is no yielding of excess time to any party. A motion to set the speaker's time must specify the time limit, and the motion requires approval by a simple majority of the committee members present. The speaker's time should be suitable for the committee size. If there are 150 delegates on the speakers' list, a shorter time may be appropriate in the interest of allowing all delegates to speak. In a smaller committee, a longer time will allow each delegation to fully express its views on the issues. *Multiple motions on speaker's time may be ruled dilatory at the discretion of the Secretariat if they become disruptive to the committee.* This rule should be used in the spirit of diplomacy to give each delegation an opportunity to express their views; it is not a tool to hinder debate or slow the substantive work of the body.

If the speakers' list is exhausted, debate on the agenda topic will be considered closed, even without a motion to close debate. At that time, the committee will move directly into voting procedure. The committee will then vote on all draft resolutions submitted and approved up to that point in time. If there are no resolutions on the floor, the topic is tabled. All delegates should remain aware of the status of the speakers' list to avoid being caught off guard by premature or inadvertent exhaustion of the list.

Informal Debate

Formal, substantive debate via the speakers' list is an effective tool for expressing opinions about the topics, but it is not as conducive to formulating agreement about the topic or to drafting resolutions. Because it is impossible under NMUN rules to ask speakers any questions during formal debate, the way to actively discuss the issues and draft resolutions is to suspend the meeting. This suspension of the meeting is often called a caucus. A caucus is essentially a procedural "time out," as formal session temporarily ends and the committee can break down into smaller groups for the purpose of discussing the topic, drafting resolutions, or debating the merits of various resolutions. The committee volunteer staff and officers play no part in caucusing and the rules of procedure are not in effect because the committee is technically not in session. When made, the motion should specify the length of the suspension, and

requires a majority vote to pass.

Caucusing is a parliamentary term for diplomatic negotiation. Effective multilateral caucusing methods vary considerably depending on the respective policies of individual Member States or NGOs and the forum in which deliberation is taking place. For example, the caucusing method employed by the United States of America in the Security Council will be quite different than that of the People's Republic of China. Similarly, caucusing methods used by a delegate in the GA will differ from those employed by the same Member State participating in ECOSOC.

Informal caucusing, the type employed by delegates at the NMUN Conference, occurs when the committee is not in formal session and can take place through personal discussions within the committee chambers. Unlike some other MUN simulations, the NMUN does **not** allow a *moderated caucus* during which questions are posed to speakers. Delegates who wish to stage a moderated caucus during a suspension of the meeting may do so, but the committee volunteer staff and officers cannot participate in any manner.

The Foundation for Effective Caucusing[2]

Delegates should gain a historical understanding of the individual topic within their respective States, and then seek out those who may share common concerns. For example, two island States may caucus and decide to combine forces on issues related to climate change. Additionally, two States otherwise historically divided on ideological issues may find themselves collaborating when an issue of mutual concern is the topic under discussion. This is a rare occurrence, but one that is in character in a limited number of instances. Delegates should realize though that the real delegates work with each other every day and rhetoric is usually used solely for the benefit of people back home, while delegates usually used much more conciliatory tactics while caucusing.

Regional and trade blocs represent a basic starting point for delegate caucusing endeavors. On a regional level, the UN recognizes five blocs: African States, Asian States, Eastern European States, Latin American and Caribbean States, and Western European and Other States. Additionally, States operating within trade blocs such as NAFTA, the EU, or ASEAN will often consult and work with one another on many global issues.

Implementing a more advanced negotiation strategy, a delegate will employ international instruments pertinent to the topic of discussion and, through caucusing efforts, gain cumulative support for a resolution. In the course of political and security-related debate, for example, many delegates will design potential resolutions based

---

[2] Originally authored for and presented at the 1999 Model United Nations Summit and Leadership Conference by Kurt Herminghausen. Reprinted with permission.

upon historical treaties such as the Geneva or Hague Conventions. The ability to achieve consensus through caucus is facilitated by enlisting these past and broadly acclaimed principles of conduct. Additionally, any potential decision of the international community is considerably reinforced with the application of historical global convention. Conversely, delegates must also be aware of potential opposition, and those Member States from whom it should be expected. For instance, the Western Bloc (the United States of America, Canada, and the European States) will routinely ally themselves, whether in support or opposition, on the overwhelming majority of topics deliberated by UN. However, this bloc also maintains radically different policies regarding a few specific issues. For example, deliberation regarding *The United Nations Convention on the Law of the Sea*, particularly in relation to fishing rights, typically finds States within the Western Bloc amid heated conflict. To be effective, delegates must give full consideration to who has or has not been supportive of international Convention related to the topic under discussion.

Informal Caucusing

As previously noted, the majority of successful diplomatic negotiation occurs within informal caucusing sessions between delegations. While formal debate is employed specifically for public announcement regarding the policy of delegations, much of the exchange occurring within informal caucus is off-the-record and designed to inspire negotiation on resolutions or reports. Delegates should exploit informal caucus sessions to introduce State policy initiatives, as well as gather the input of other Member States, observers, experts, and NGOs regarding options for resolutions. Additionally, informal caucusing is employed to remedy contrasting opinions regarding broad policy proposals and the specific language of formal resolutions and reports.

An effective use of informal caucus sessions may also include negotiations extending beyond the current topic under deliberation. For example, in an attempt to garner a broad consensus of support on a resolution regarding the situation in Iraq, the Western Bloc may be willing to grant concessions to China regarding a human rights topic scheduled for the future consideration of the committee.

All delegates must remain aware that in both the UN and Model United Nations forums, too much focus on an individual proposal or the language contained therein can halt the momentum of the committee. Therefore, an effective delegate will be recognized by her or his ability to employ negotiation strategies designed to expedite resolution of the topic under discussion. Informal caucus sessions provide the best opportunity for the deployment of negotiation strategies.

Sample Caucusing Strategies

Developed Country A:
Diplomatic Objective: Stop global warming, but not at the expense of the economy

Potential Allies:
1. Industrial and Industrializing Member States
2. Development-focused NGOs
3. WTO and UNCTAD

Potential Opposition:
1. Island States
2. Environment-focused NGOs

Negotiating Tools:
1. Stabilization of the global economy
2. Economic and political clout over natural resources necessary to make the difference
3. Multilateral contributions to the UN
4. Bloc alliances
5. Bilateral treaty agreements

Pertinent Treatise:
1. Annual Report of UNCTAD

Potential Diplomatic Liability:
1. Developed world emits significantly more pollution per capita
2. Developed world has centuries-long history of profiting from exploitations of global resources
3. Imbalance in distribution and control of resources
4. Threat of loss or reduction of economic resources

Diplomatic Strategy:
1. Seek long-term agreement to slow emission on greenhouse gases over a period of thirty years
2. Seek with reservation agreements dependent upon the state of economic growth
3. Avoid "polluter pays" principle at all costs

Developing Country B:
Diplomatic Objective: Stop global warming, but not at the expense of the economy
Potential Allies:
1. Industrial and Industrializing Member States
2. Development-focused NGOs
3. WTO and UNCTAD

Potential Opposition:
1. Island States
2. Environment-focused NGOs

Negotiating Tools:
1. State has massive rainforest and mineral resources and sovereign right to either conserve or exploit
2. Bloc alliances

Pertinent Treatise:
1. Declaration on the Right to Development

2. Annual Report of UNCTAD

Potential Diplomatic Liability:
1. Possibility of damaging diplomatic relations with important allies and trading partners
2. Loss or reduction of economic resource

Diplomatic Strategy:
1. Approve long-term and non-binding agreement to reduce greenhouse emissions
2. Seek debt-for-nature swaps and sustainable development exchange
3. Avoid "polluter pays" principle at all costs

Island State C:
Diplomatic Objective: Stop climate change
Potential Allies:
1. UNEP
2. Environment-focused NGOs
3. "Green" Member States

Potential Opposition:
1. Industrialized and Industrializing States
2. Development-focused NGOs
3. WTO and UNCTAD

Negotiating Tools:
1. International treatise
2. Appeals to global morality
3. Future diplomatic support

Pertinent Treatise:
1. UN Convention on Climate Change
2. International Bill of Human Rights

Potential Diplomatic Liability:
1. Possibility of damaging diplomatic relations with important allies and trading partners

Diplomatic Strategy:
1. Moral please for immediate action
2. Introduction of supportive statistics
3. Summons international treatise supportive of cause
4. Implementation of "polluter pays" principle

Analyzing Working Papers and Draft Resolutions

The task of analyzing proposed resolutions (referred to as "Working Papers" if they have not been formally recognized by the dais, and as "Draft Resolutions" if formally recognized by the dais[3]) involves identifying first the topic, then the sponsor(s), and

---

[3] Note that Working Papers must be circulated by delegations, while copies of Draft Resolutions will be provided to delegates. See below section on Resolutions and Reports for further detail.

finally the intent. Once these have been established, the resolution can be examined in greater detail for the specific actions proposed. The tone of the resolution should be noted. A mild, conciliatory resolution would call on parties to seek a peaceful settlement to a dispute through negotiations and might not make any reference to a specific solution or outcome. A stronger resolution could take a clear stand by condemning certain actions by a country or countries and calling for specific actions to solve the dispute.

Bear in mind that some resolutions are intentionally vague, while other resolutions are more comprehensive and bring in specific details from many different sources to guide future actions. Both types can be used to gain widespread support. The structure of the committee itself will dictate the strength of the resolution; if the committee is only advisory, then the wording of the resolutions will use phrases such as "suggests" and "supports." Language can be stronger in various committees depending on the mandate of the committee. If your committee has its own budget and its own Executive Council, then the resolution should be a detailed outline for future committee actions in that topic area.

The precise wording of the resolution must be examined carefully when you are debating whether to support it in negotiations and how to vote. The references in the preamble should be checked; delegates should know if their State opposed a certain UN resolution or opposes items mentioned in the preamble. If a State's policies support the general goal of the resolution, but delegates have reservations about certain wording in sections of the resolution, they should attempt to seek changes in the language to make the resolution more acceptable. The basic objective of the simulation is for students to learn the process of negotiation and how to reach consensus on the topics before the committee, despite differences of position.

A few committees at NMUN 2011 will require consensus for passing a resolution and/or will allow only the passage of one final document. Delegates in these committees must keep this requirement in mind at all times and include it in their negotiation strategies.

Amending Proposed Resolutions

An amendment is a clarification or a change in a resolution that incorporates additional interests or concerns after the resolution has been formally submitted to a committee. Keep in mind that prior to formal submission of a resolution, changes can be incorporated into the resolution without resorting to the amendment process if all the sponsors are in agreement. This should be done during caucus sessions.

There are two types of amendments

- **Friendly**: A friendly amendment is proposed by any member of the body and accepted by the original sponsors of the resolution. It is typically used to clarify a point. Upon agreement of all the original sponsors, the change is incorporated into the resolution without a vote of the committee. As all sponsors must concur for an amendment to be friendly, drafters of a resolution should carefully consider whom they accept as co-sponsors.
- **Unfriendly**: An unfriendly amendment is a modification that can be proposed by any member of the body but does not have the support of all of the sponsors. Unfriendly amendments must be formally submitted to the Director in writing with a given number of signatures (this number varies by committee and will be provided by the Director during the second committee session). A vote will be taken on all unfriendly amendments to a resolution immediately prior to the vote on the entire resolution. It should be noted that the term 'unfriendly' does not mean that such amendments are intended to degrade or contradict the resolution in anyway. It merely means that the amendment has not received the support of all of the draft resolution's sponsors.

Acceptable amendments may add and/or strike words, phrases, or full clauses of a resolution. The addition of new operative clauses is also acceptable. Please note that only operative clauses can be amended. Preambular clauses cannot be changed in any way (except to correct spelling, punctuation, or grammar) following formal submission of the resolution to the floor of the committee. Corrections in spelling, punctuation, or grammar in the operative clauses are made automatically as they are brought to the attention of the dais and do not need to be submitted as official amendments. All amendments, whether friendly or unfriendly, must be presented to the dais and approved prior to the onset of voting procedure. Time permitting, the Director will have amendments printed and distributed to the committee before voting procedure. Otherwise, the Director will read the amendment to the committee before the vote.

Resolution and Report Writing at NMUN

The substantive work of committees at the NMUN Conferences generally takes the form of either resolutions or reports. Please see your Conference's Appendix to learn about the output of your committee.

Although delegates are encouraged to develop resolution and report writing skills, both in class scenarios and at regional MUN simulations, the *NMUN will not accept any pre-written resolutions or reports*. This determination is at the sole discretion of the Secretariat. Due to the goal of creating an environment where the skill of compromise and conflict resolution skills can be learned, delegates may be asked to merge working documents with other individuals working on the same issue in a committee. In addition, *any delegates found to be submitting plagiarized material within resolutions will be subject to dismissal from further participation within the Conference*. Although UN documents are within the public domain, the verbatim exploitation of these documents *will not be permitted* at the Conference.

NMUN is aware that many committees adopt similar resolutions in a periodic fashion, operating with what is called "agreed language". While some of the topics discussed at NMUN reflect current agenda items from the UN, the above policy also pertains to agreed language. NMUN believes that the educational mission of the conference also extends to providing innovative, yet realistic solutions to some of the issues discussed within the UN System, and therefore consciously parts from reality in this point.

Resolutions Overview

A resolution is the most appropriate means of applying political pressure on Member States, expressing an opinion on an important issue, or recommending action to be taken by Member States, the United Nations or some other agency. Most UN resolutions are not binding "law;" the only body that may produce resolutions that are binding upon the Member States of the United Nations is the Security Council. Under UN rules of procedure, unlike other more generalized rules of procedure, the topic on the floor is debated in its entirety. This means that during debate, delegates should discuss the whole issue and all of the resolutions regarding that issue. When debate is exhausted, or is ended, the body then votes on each proposed resolution and amendment and the issue is then considered closed.

The goal of formal debate and caucusing is to persuade enough countries in the committee to support a particular solution to the topic under discussion. Resolutions formally state the agreed-upon solution by outlining the relevant precedents and describing the proposed actions. The committee is not limited to one resolution per

topic; often, the committee will pass several resolutions dealing with different aspects of a topic.

Life of a Resolution

As a given agenda topic is debated in both formal and informal debate, blocs of delegations will begin to work together on writing resolutions. During the initial writing and revision stages, these documents are referred to as **working papers**. Working papers are drafted and are then discussed with a larger number of delegations and revised or merged as needed according to their input. In order to be formally introduced to the floor, working papers must garner a certain number of supporting Member States and then be approved by the Director for printing and distribution as draft resolutions. There are two ways to support a working paper to be brought to the floor.

- The **sponsors** of a working paper are often the ones who created the content of it and who will be most responsible for seeing it through until it is voted on as a resolution. Sponsors of a working paper have the right to allow friendly amendments or to force a committee vote on an amendment. Sponsorship has no other advantages at the NMUN and is not an awards criterion. Member States acting as sponsors of a working paper should be prepared to be available to defend the draft resolution and answer questions regarding it during session hours.
- **Signatories** are Member States, observers, or NGOs who are interested in bringing the working paper forward for consideration by the committee. They often support the content of the paper but were not necessarily instrumental in creating it and may ultimately disagree with its content.

The required number of **signatures** for a paper to be submitted usually totals 20% of the membership in attendance. The Director will provide the required number during the second committee meeting. When the sponsors feel that the working paper is complete, in the correct format, and ready to be distributed to the entire body, they must submit it to the committee Director. In order to ensure correct formatting, delegates are required to use the templates provided by NMUN's conference services. Directors will not accept documents using a different template. The **Director** will examine the working paper and may require changes before it can be distributed to the committee at large. The committee Director is the final authority on all resolutions. A working paper or draft resolution may not be sent for printing or be distributed to the committee without the approval of the Director. The Director will often require revisions to a working paper, including changes in format and/or content. The Director may also, at his or her discretion, require two or more groups to combine or merge similar working papers before approval.

After approval, the working paper is assigned a number, considered a **draft resolution**,

and sent to **Conference Services** for printing. At this time, the names of all sponsors and signatories are removed from the document. The draft resolution cannot be introduced on the floor of the committee until copies have returned from Conference Services. These copies will be provided by NMUN free of charge. The distribution of a draft resolution is considered to be its formal introduction to the committee – no procedural motion or reading of the draft resolution by a sponsor is necessary. Once a resolution has been introduced, it is formally debated as part of the topic area, and amendments may be proposed.

Please note that, while working papers may be circulated during informal session at the discretion of their authors, they may not directly be referred to during formal session, unless they have been officially introduced to the body as a draft resolution.

A draft resolution only becomes a **resolution** if it is approved by the committee in voting procedure. Delegates should be aware during the process that the committee should not pass contradicting resolutions but **speak with a coherent voice**. For more information, see the section of this manual that discusses voting procedure.

Structure of a Resolution

UN resolutions follow a common format. Each resolution has three parts: the **heading**, the **preambular clauses**, and the **operative clauses**. The entire resolution consists of one long sentence, with commas and semi-colons throughout, and only one period at the very end. Working papers should be single-spaced, with each line numbered in the left-hand margin. The first word in each clause should be italicized. Prior to the start of the Conference, a resolution-writing seminar will be held to answer delegates' questions regarding drafting resolutions. This seminar will also discuss the differences between resolution and report writing. In addition, the Conference Services department will provide a template for working paper format. **All working papers submitted to the dais for review must use this template.** Committee staff will not accept draft resolutions based on other file templates.

Preambular Clauses

The purpose of the preambular clause is to supply **historical background** for the issue as well as justify the action. Preambular clauses usually begin with a participle and **cite** appropriate sections of the *UN Charter*, past UN resolutions, and precedents of international law relevant to the topic. The preamble should also specifically refer to **factual situations or incidents**. Finally, the preamble may include altruistic **appeals** to the common sense or humanitarian instincts of Members with references to the *Charter*, *Universal Declaration of Human Rights*, etc.

The preamble is still critical because it provides the framework through which the problem is viewed. Remember that preambular clauses begin with participles, are in italics, and are always followed by a comma. Some common preambular clauses begin with:

- *Affirming*
- *Alarmed by*
- *Aware of*
- *Bearing in mind*
- *Believing*
- *Confident*
- *Contemplating*
- *Convinced*
- *Declaring*
- *Deeply concerned*
- *Deeply conscious*
- *Deeply convinced*
- *Deeply disturbed*
- *Deeply regretting*
- *Desiring*
- *Emphasizing*

- *Expecting*
- *Fulfilling*
- *Fully alarmed*
- *Fully aware*
- *Fully believing*
- *Further deploring*
- *Further recalling*
- *Guided by*
- *Having adopted*
- *Having considered*
- *Having considered further*
- *Having devoted attention*
- *Having examined*
- *Having heard*
- *Having received*

- *Having studied*
- *Keeping in mind*
- *Noting further*
- *Noting with deep concern*
- *Noting with regret*
- *Noting with satisfaction*
- *Observing*
- *Realizing*
- *Recalling*
- *Recognizing*
- *Referring*
- *Seeking*
- *Taking note*
- *Welcoming*

Operative Clauses

The solution in a resolution is presented through a logical progression of sequentially numbered operative clauses. These clauses may recommend, urge, condemn, encourage, request certain actions, or state an opinion regarding an existing situation. Each operative clause **calls for a specific action**. The action may be as vague as denunciation of a certain situation or a call for negotiations, or as specific as a call for a cease-fire or a monetary commitment for a particular project. It is important to bear in mind that only Security Council resolutions are binding upon the international community; the General Assembly and the Economic and Social Council can only make recommendations. *The scope, power, and authority of a committee determine what may be included in the operative clause.*

Resolutions are rarely complete **solutions to a problem**; they are usually only one step in the process of developing a solution. Prior research should have revealed alternatives that failed. Operative clauses begin with an active, present tense verb and are followed by a semi-colon, with a period placed after the final clause.

Some common operative clause beginnings include the following:

- Accepts
- Affirms
- Approves
- Authorizes
- Calls

- Condemns
- Confirms
- Considers
- Declares accordingly
- Deplores

- Designates
- Draws attention
- Emphasizes
- Encourages
- Endorses

- Expresses its hope
- Further invites
- Further proclaims
- Further recommends

- Further reminds
- Further requests
- Further resolves
- Have resolved

Introducing International Instruments

UN resolutions are not adopted in a vacuum, but in the context established by prior international instruments, such as the *UN Charter*, the *Universal Declaration of Human Rights*, and various international treaties or other agreements as well as previous resolutions on the topic under discussion. These instruments establish the political and legal foundations upon which deliberations can begin. As such, delegates are fully expected to **integrate the relevant documents** in position papers and in draft resolutions and reports. The committee history and topic sections of each background guide indicate instruments of particular relevance to each committee. Below is a sample resolution.

Reports Overview

Some committees at the conference will draft reports during the course of negotiations, instead of resolutions. These reports represent the full work of the committee in question. (For NMUN-NY delegates, these reports should not be confused with the summary reports of a committee's work, which are presented at the Saturday Plenary Sessions of either the General Assembly or ECOSOC.) Whether a committee writes a report or a resolution depends on each committee's mandate. Some bodies within the UN are tasked specifically with examining specific situations and reporting on them as well as develop specific *suggestions* on policies to be adapted, as opposed to deliberative or policy-making organs. Directors of report writing committees will elaborate on the process used in reporting writing committees on opening night.

Reports are similar in nature to resolutions, with only a few key differences. Reports represent the formal conclusions and recommendations of the committee on the agenda topics at hand, in the same manner as resolutions, but in the form of one document. Committees that write resolutions typically produce a number of draft resolutions for each topic, and each one is subject to a substantive vote by the body. In a similar manner, committees that write reports produce several draft report segments and then vote on each one. The final report of these committees will combine the adopted draft reports into one comprehensive report at the end of the simulation. Clauses in a report are usually longer than those in a resolution.

Another key difference is the format of reports. While resolutions consist of one long sentence, reports are a series of complete sentences. Thus, where the clauses of a resolution each contain one whole concept, a report is composed of paragraphs, each constituted by a sentence or a few sentences which contain one whole concept.

Life of a Report

Reports follow a drafting process similar to resolutions: working paper, draft report segment, report segment. At the end of the conference, each report segment the committee has adopted is combined into one comprehensive report. As the final report is to combine all the draft segments into **one coherent document**, it is vitally important for delegates to work with this goal in mind.

Though different resolutions passed by a body should not contradict each other either, the need for coherence is emphasized in a report. Delegates need to be conscious from the first night of committee sessions that their **segments will need to be combined with those of other groups**. Delegates will be able to articulate diverging viewpoints in a report on matters where there is disagreement; however, this needs to be made explicit in the respective segment of the report dealing with a certain issue. Even if such disagreement exists, it may not lead to contradicting recommendations. Directors and

Assistant Directors are aware of the difficulties facing delegates in drafting a coherent report, and their acceptance of draft segments will take into consideration the status of working papers still circulating.

Structure of a Report

A report has three basic parts: (I) Introduction, (II) Mandate, (III) Conclusions and Recommendations. The Mandate Section will be provided by the NMUN Secretariat. Within the Introduction and the Conclusions and Recommendations sections, there should be sub-headers (outlined as A, B, C, etc.) regarding the subtopics the committee is discussing. Each subtopic should have enumerated clauses which outline the substance of the report. Each sub-header (A, B, C, etc.) should be repeated in all parts of the report. Usually, one sub-header would correspond to one draft report segment. For example, if a final report is the combination of three report segments, then sub-header A would correspond to the first segment, B to the second segment and C to the third segment. Thus, the introduction of the first draft report segment would become sub-header A of the introduction of final report, and same goes for the other parts of the report.

Drafting Working Papers during Committee

When drafting and sponsoring a working paper, keep in mind the wording will greatly influence its appeal, or lack thereof. The working paper should be clear, concise, and specific. The substance should be well-researched and reflect the character and interests of the sponsoring States and drafting NGOs or observers. Sponsors and other supporters should expect to discuss and defend the document throughout the session.

The National Model United Nations Rules of Procedure

This guide should provide insight into the NMUN rules of procedure in two ways. The guide explains the rules in simple prose, and the explanation roughly follows the course of a week at NMUN. However, you must read the actual rules of procedure, which vary between the departments at the NMUN and amongst some committees, such as the Security Council. The rules of procedure for each committee are included at the end of their respective background guide.

Furthermore, this manual provides a generalized approach to the rules, and you must become aware of the differences that are relevant for your specific committee (e.g., some committees do not set an agenda, some consensus bodies vote once at the end of the week on one final document). It is extremely important to develop a thorough working knowledge of the rules, including when they should be introduced, and in what capacity. The rules of procedure are enforced to facilitate the efficient workings of the committee, not to hinder them. Therefore, the Director, Assistant Director and Chair (with the approval of the Director) reserve the right to rule motions out of order which may be considered dilatory or disruptive to the committee proceedings. In this respect, one of the quickest ways for a delegate to alienate him/herself within a committee is to be labeled as someone who attempts to disrupt committee proceedings with the introduction of redundant, inappropriate, or time-consuming motions.

The Philosophy Underlying the NMUN Rules of Procedure

The NCCA Board of Directors and the NMUN Secretariat believe that the best way for students to learn about the UN requires both a detailed study of the issues currently before the organization and an understanding of the procedural and administrative framework within which debate on those issues occurs. A realistic simulation of the topics discussed using the actual rules that govern various UN bodies conveys a clear understanding of the advantages and disadvantages of debating topics according to these rules. Delegates also experience the difficulty inherent in reaching agreement on any particular issue at the UN.

The NMUN adopted, where possible, the verbatim rules of procedure from the governing documents of each simulated committee, sometimes using wording such as "present and voting" in a different context and with a different meaning than generally used in the MUN world. Admittedly, a minimal number of changes were made – the actual UN need not complete its work in five days. In cases where the committee volunteer staff was unable to obtain the rules of procedure from certain organizations, the Directors-General adapted the rules that were felt to offer the most realistic simulation possible. Interpretation of these rules is left to the discretion of the Directors-General or their designate.

The rules of procedure at the UN and in other international organizations emphasize the sovereign equality of Member States. Each member, regardless of wealth or political power, receives the same treatment as any other member of the organization. International organizations exercise care to ensure that each Member State's voice is heard and that every State can participate in the proceedings. The rules of procedure are designed to guarantee those rights, but often at some cost to the efficiency of the committee.

NMUN Rules of Procedure (Short Form)

Motion	Purpose	Debate	Vote
**Point of Order	Correct an error in procedure	None	None
**Appeal of the Chair	Challenge a decision of the Chair	None	Majority
Suspension of the Meeting	Recess the Meeting (Suspends the rules to allow informal discussions)	None	Majority
Adjournment of the Meeting	End Meeting	None	Majority
Adjournment of Debate	End debate without a substantive vote (requires a roll call vote)	2 pro/ 2 con	Majority
Closure of Debate	Move to immediate vote	2 con	2/3 majority
Declare an Important Question (applicable in GA Plenary only)	Require all substantive actions to obtain a 2/3 majority to pass	2 pro/ 2 con	Majority
**Amendments and 1st Vote of Division of the Question	Vote on sections separately, prior to voting on entire draft resolution or draft report segment	2 pro/ 2 con	Majority
**Roll Call Vote	Vote by roll call, rather than show of Placards	None	None
**Adopt by Acclamation	Pass a draft Resolution or draft Report Segment as a body by consensus	None	
Reconsideration	Re-open debate on an issue (Motion must be made by member who voted for "Adjournment of Debate"	2 con	2/3 majority
Set the Speakers' Time	Set or change the Speakers' Time Limit	2 pro/ 2 con	Majority
Close the Speaker's List (also applies to re-opening the list)	No additional speakers can be added to the speakers' list	None	Majority
Adoption of the Agenda	Approval of agenda order	None	Majority

** Only these Motions are accepted during voting procedure

A Narrative of NMUN Rules

This narrative is based on the rules of the General Assembly. Although the rules of procedure in many other committees are similar, substantial differences may exist in the procedures of particular committees. Please read this explanation in conjunction with the rules of your committee. Ask your Director, Under-Secretary-General, or the Director-General any questions regarding the rules. Also remember that this manual is not intended to replace the committee rules of procedure; it merely explains their application.

Determining the Agenda

Setting the agenda is the first order of business for most committees. Committee volunteer staff, in most cases, drafted a provisional agenda of three topics. The committee decides the order in which the topics will be discussed, and debate proceeds in the order determined. The order of the entire agenda, all three topics, is determined with one vote; the committee cannot decide to discuss Topic I and to postpone the decision on the other two topics until debate on Topic I is complete. The committee can alter the originally decided order by amending the agenda, but this is a difficult procedure, requiring a two-thirds majority in favor, which can only be undertaken when none of the topics is currently on the floor.

The Director opens the speakers' list and delegates on the list address the committee, stating their positions on the topics and preference for an agenda order. The committee typically caucuses on the question of the agenda, and once a majority seems apparent, a delegate will then move to vote on their preferred order. Motions for setting the agenda will be taken one at a time by the Director and voted on in the order received. The first motion to receive the support of a simple majority will be adopted and the agenda will be set according to the terms of that motion. (Example: "The delegation from France moves to set the agenda in the following order – Topic III, Topic I, Topic II." If this motion receives the support of the majority of the committee, the agenda will be discussed in that order).

Please note several issues that arise in setting the agenda. Some countries may prefer not to discuss a particular issue for political reasons; countries are always free to express a preference about their choice for the agenda order. However, setting the agenda is a relatively minor procedural point in the work of the committee and should not hamper the substantive work of the body. If the committee fails to reach a decision about the agenda by the end of the first night, the Director and the Assistant Director will set the agenda according to its order in the background guide.

Debate on the Agenda Topics and Motions

Once the agenda has been set, the committee automatically discusses the first topic and a new speakers' list is opened. No motions are necessary for this to occur. The subject matter of the debate is the topic itself and delegates are not limited to discussing

resolutions as they appear on the floor. Substantive debate is designed for countries to express their views on the topic area or on any proposals or resolutions that have appeared or may appear in the future.

At the NMUN, all motions must relate to a specific rule in a committee's rules of procedure. Unlike *Robert's Rules of Order*, or the rules of procedure at other MUN conferences, *point of personal privilege, point of inquiry and point of information do **not** exist at NMUN*. Delegates will find every valid motion in the rules. This limitation facilitates efficient debate and prevents the dilatory interruption of speakers or other committee procedures. Complaints about room temperature or requests for water, as well as general questions, should be sent to the dais in writing or raised during a suspension in a personal conversation.

Points of order are strictly limited at the NMUN. These must be related to the maintenance of procedure and order in the committee (e.g., to correct an error in procedure). Motions may occur any time when the chair has not recognized a delegate on the speakers' list. Motions should come at the very beginning or end of sessions, between speakers, or at any other time the dais asks if there are motions from the floor. Points of order are not to interrupt a speaker.

Closure/Adjournment of Debate

A motion to close debate may be made at any time but requires the support of two-thirds of the committee to pass.

Following closure, no further speakers will be heard on the topic, no further resolutions or amendments will be accepted, and the committee will immediately move into voting procedure. Please note that, as indicated above, closure of debate also occurs automatically when the speakers' list is exhausted.

If the committee believes that no decision will be reached on a topic and further debate is futile, a simple majority can adjourn debate on (table) the topic. *If debate is adjourned, no further discussion of the topic will occur and no working papers will be accepted on the topic*. The committee is precluded from returning to the topic for the rest of the conference unless there is a successful motion to reconsider the issue. Once debate is adjourned, the committee moves on to begin discussing the next item on the agenda.

Voting Procedure

Following closure of debate or upon exhaustion of the speakers' list, the committee moves immediately into voting procedure. Absolute decorum is to be maintained in the committee room at all times, it is essential that there is no talking, note passing or moving about the room during voting procedure. While the committee is in voting procedure, only Faculty Advisors and volunteer staff members will be allowed to enter the committee room. Committee members leaving the room during voting procedure will not be allowed to re-enter. This structure is necessary to ensure efficient

explanation of confusing procedural processes and an accurate tally of votes.

Observer delegations and NGOs in a committee are limited in the types of votes that they may cast. Only full members of a committee may cast substantive votes, which are votes on resolutions, amendments, or divided clauses.

All other votes in the committee are procedural votes, and all members, observers, and NGOs may vote on procedural questions (like motions). Observers and NGOs in a committee may not vote on any substantive matter.

Please be aware that voting procedure is typically a long process, and in a large committee can last for several hours, depending on the number of resolutions, divisions, and roll call votes. Under no circumstance are breaks allowed during voting procedure as the procedure must be completed in its entirety before the room is opened. If delegates decide to leave the room during voting procedure, they will not be allowed back in before the end of voting procedure. Voting on resolutions occurs in the order in which they were submitted to the committee. However, before the final vote on a resolution, two significant procedural questions may arise. First, the resolution may be the subject of unfriendly amendments; second, the resolution may be the subject of motions to divide the question.

Amendments
Before voting on a resolution, the committee considers all unfriendly amendments to that resolution. In the event there are more than one unfriendly amendments to a resolution, the amendments are voted on in order of furthest removed from the substance of the resolution to the least removed. This allows the committee to decide, vote by vote, how much damage they wish to inflict upon the original resolution. It is at the Director's sole discretion to order amendments for a vote. Determinations by the Director concerning the substance of the resolution and relation of amendments to the substance of the resolution are not subject to challenge by the committee. In addition, the chair will entertain two speakers in favor and two speakers against each unfriendly amendment. Once the committee has voted on all unfriendly amendments to a resolution, the committee debates and votes upon the draft resolution in its entirety, including any unfriendly amendments accepted by the committee.

Divisions of the Question
Division of the question is one of the more complex rules of procedure at NMUN. Please carefully note the uses of division of the question and the procedure used to divide. Member States use divisions to vote on an entire operative clause or group of clauses (preambular clauses cannot be divided) separately from the rest of a resolution. Please keep in mind that this motion is typically used at the United Nations in order to create an annex. Sometimes, a particular clause or group of clauses is so significant that Member States believe it must be recognized separately from the rest of the resolution to draw attention to its importance. Good examples are declarations, or treaty texts,
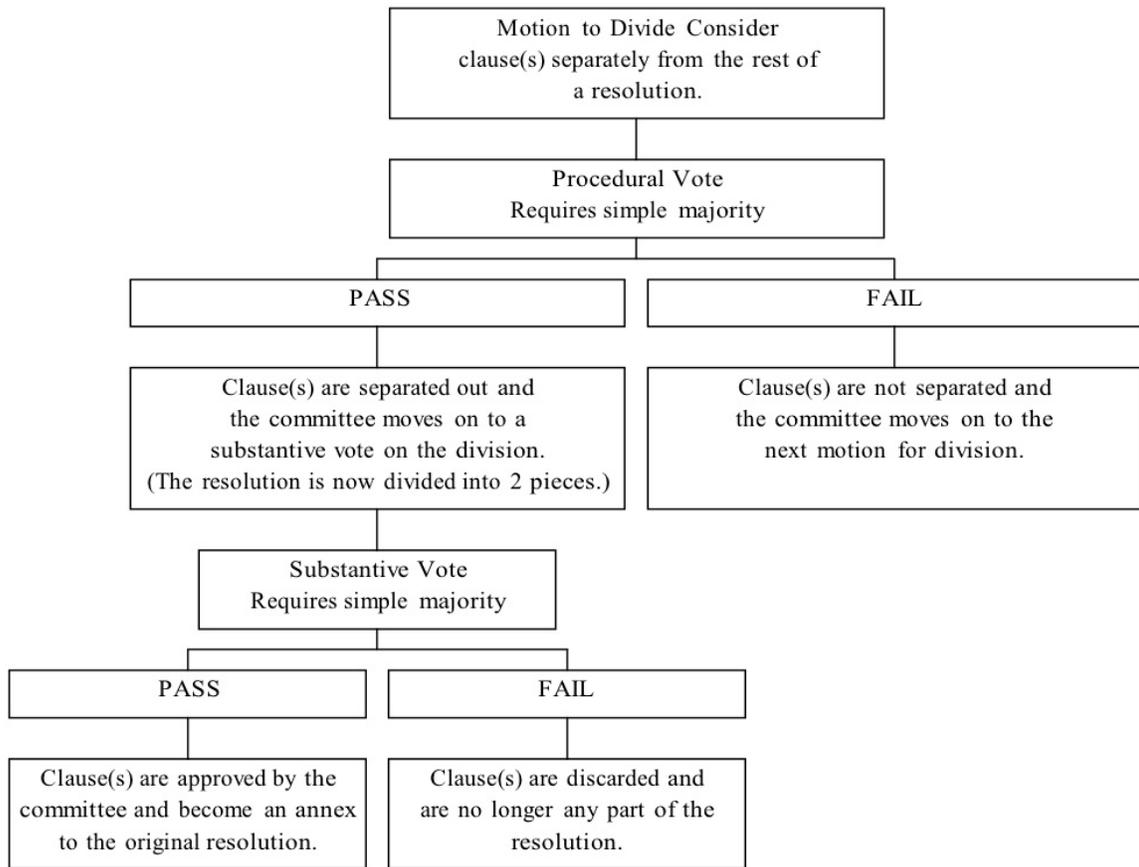
where resolutions have only one operative clause ("decides to adopt the following declaration"), and the text of the actual declaration is contained in an annex.

Motions to divide **apply only to complete operative clauses or a group of clauses**; words or phrases in clauses must be amended (see the above discussion). Immediately before a resolution comes to a vote, a Member State may move to divide the question and indicate which clause(s) it would like to consider separately (e.g. "I move to divide out clauses 1 and 2."). If there are calls for multiple divisions, they will be voted on in order of the most radical division to the least. This order is at the sole discretion of the Director.

First vote: The first vote on a division of the question is a **procedural vote**. In other words, the committee votes on whether or not to consider the clause(s) separately: this requires a simple majority. The Director will accept two speakers in favor of the motion and two speakers against. However, these speakers are required to limit their comments to procedural issues and cannot speak on the substance of any clause(s) in question. If the procedural motion passes, the clause(s) are separated from the resolution and put to a separate substantive vote. No motions except points of order will be taken in between these two votes. If the procedural vote fails, the resolution remains intact, clauses are not divided out and the committee moves on.

Second vote: The second, **substantive vote** is to decide whether or not to include and highlight the clause(s) separated by the procedural motion. If it passes, the clause(s) become an annex to the original resolution (which no longer contains the clause(s) in question). In the event that the original resolution (from which the clauses were separated) fails, the annex is still considered accepted by the committee and assumes the code number of the original resolution. If the substantive vote fails, the separated clauses are permanently discarded. Note that if *all* operative clauses are divided out and discarded, the resolution fails. After the committee votes on all divisions, it votes on what is left of the original resolution.

Delegates are reminded that the purpose of the motion is to highlight operative clauses, not to have them deleted from a draft resolution. While this is a legitimate interest as such, the correct way to do it, would be by proposing a respective amendment.

```
┌─────────────────────────────────┐
│   Motion to Divide Consider     │
│ clause(s) separately from the rest of │
│         a resolution.           │
└─────────────────────────────────┘
                │
┌─────────────────────────────────┐
│        Procedural Vote          │
│    Requires simple majority     │
└─────────────────────────────────┘
         │                    │
┌──────────────┐      ┌──────────────┐
│     PASS     │      │     FAIL     │
└──────────────┘      └──────────────┘
         │                    │
┌─────────────────────┐  ┌─────────────────────┐
│ Clause(s) are separated out and │ │ Clause(s) are not separated and │
│ the committee moves on to a     │ │ the committee moves on to the   │
│ substantive vote on the division.│ │    next motion for division.    │
│ (The resolution is now divided into 2 pieces.) │ │                     │
└─────────────────────┘  └─────────────────────┘
         │
┌─────────────────────┐
│    Substantive Vote     │
│  Requires simple majority │
└─────────────────────┘
      │              │
┌──────────┐    ┌──────────┐
│   PASS   │    │   FAIL   │
└──────────┘    └──────────┘
      │              │
┌─────────────────┐  ┌─────────────────┐
│ Clause(s) are approved by the │ │ Clause(s) are discarded and │
│ committee and become an annex │ │ are no longer any part of the │
│ to the original resolution.   │ │        resolution.          │
└─────────────────┘  └─────────────────┘
```

Methods of Voting

Placard and roll call are the two permissible types of voting. All procedural votes must be taken by placard as there is no roll call option. The committee volunteer staff will count placards of Member States when they vote on particular issues and announce the result of the vote. A roll call vote occurs only on substantive votes, and only if a Member State requests a roll call vote. It is the right of any country to request a roll call vote, and there is no vote on the motion as the motion is automatically honored. The chair reads the roll and each Member State casts its vote aloud when called upon; countries may pass once, but then must vote in the affirmative or negative when asked again (they may not abstain). Roll call votes typically take quite a long time, particularly in large committees; at the NMUN, these are usually reserved for politically important resolutions or for resolutions on which a very close vote is expected.

Types of Voting

For a **procedural** vote, the only options are yes or no votes; abstentions are not allowed. In addition, all States must vote on procedural matters. On **substantive** matters (resolutions, amendments, and the second vote on divisions of the question), States may vote yes, no, or abstain. Abstentions are essentially non-votes and are not included in the tally when determining the passage of a resolution; a resolution will pass with a vote of 10 in favor, five opposed, and 170 abstentions. Likewise, in consensus bodies, abstentions do not affect the passage of the final document.

Explanations of Voting

A Member State may explain its vote on a particular resolution, briefly addressing the committee immediately after the vote on the resolution in question occurs. Delegates may not address the substance of the resolution in question, speaking only to the reasons for their vote. Sponsors of a resolution may not explain their vote in favor of the resolution, and abstentions cannot be explained. Requests for an explanation of vote must be submitted in writing **before** debate is closed. (Please refer to the rules of procedure section in your background guide.)

After voting on all resolutions, the committee leaves voting and moves on to the next agenda topic.

Abbreviated Simulation Script

Represented Member States:

Brazil	Germany	Lebanon	Norway	Russian
Costa Rica	India	Libya	Pakistan	Federation
Cuba	Iraq	Mexico	Republic of	South Africa
France	Kuwait	Myanmar	Korea	United States

Chair:

"We will now begin formal session. If all delegates will please take their seats, the rapporteur will begin roll call."

Rapporteur:

"Before we begin roll call, allow me to clarify between the two possible and appropriate responses when your State is called: 'present' and 'present and voting.' Delegates who identify their status as 'present and voting' are not permitted to abstain on any substantive vote while in this session of the committee. Instead, these delegates must vote strictly in favor of or in opposition to any motion before the committee."

Proceed with Roll Call...

Please be aware that, by definition, an abstention is a non-vote or, on a more objective level, the decision of the delegate to refrain from voting either in favor or in opposition to a particular substantive question. Therefore, it is inconsistent and inappropriate to respond to roll call as 'present and voting' if the possibility exists that your State may wish to abstain on a substantive matter. Please also note that all delegates must vote on procedural motions; the dais will not recognize abstentions on any procedural vote.

After completing roll call...

"For those delegates who may have arrived while the roll call was being taken, and whose attendance has not yet been recorded, please send a note forward to the dais to let us know of your arrival and voting status. Please be certain your State's attendance has been recorded."

Chair:

"Are there any motions on the floor at this time? Seeing none, we will open the speakers' list to begin deliberations upon setting the agenda. All those who would like to be placed on the speakers' list, please raise your placards until your State has been recognized."

Chair recognizes States while rapporteur records their order.

"If any additional members of the committee wish to be placed upon the speakers' list, please send a note forward to the dais with an explanation in this regard."

In large committees, the dais might only recognize the first 10 or so placards raised due to time constraints. Also, please be aware that no State can be placed twice upon the speakers' list twice; once a Delegate has completed allotted speaking time and has been removed from the current list, the delegate may then immediately submit a request to the dais to again be placed upon the list.

"Are there any motions on the floor at this time. Seeing none, we will begin debate on

the adoption of the agenda. *[first speaker on list is delegate from Libya]* The chair recognizes the delegate from the Libyan Arab Jamahiriya. You have two minutes to speak on this matter."

Libya speaks. The United States of America raises placard to make a motion for suspension of meeting.

Chair:
"The United States, do you have a point or a motion?"

United States:
"Yes honorable chair, the United States of America would like to move to suspend the meeting for a period of 10 minutes for the purpose of a caucus session to informally discuss the adoption of the agenda."

Chair:
"Thank you delegate, this motion is in order. A motion has been made to suspend the meeting for a period of 10 minutes for the purpose of caucusing. This motion is decided by a simple majority of the committee and no debate is required. All delegates in favor of the motion to suspend the meeting for a period of 10 minutes, please raise your placards... *[chair and rapporteur record affirmative votes]* All delegates opposed to this motion, please raise your placards... *[chair and rapporteur record dissenting votes, tally and compare results]* The motion to suspend the meeting passes. The committee will reconvene in 10 minutes."

Delegates break to discuss adoption of the agenda.

Chair:
"If all delegates will find their seats, we will bring the committee back to order. *[allow a few moments, bang gavel and repeat if necessary]* Are there any motions on the floor at this time? [placards are raised, the chair chooses India]* India, to what point do you rise?"

India:
"Honorable chair, India moves to set the agenda in the following order: Topic I as the first topic to be addressed by the committee, Topic II as the second topic before the committee and Topic III as the final topic to be discussed."

Chair:
"Thank you delegate. A motion has been made to set the committee agenda order as follows: Topic I as the first agenda topic; Topic II as the second topic; and, Topic III as the third topic. Are there any further motions on the floor at this time? *[more placards are raised, the chair selects Germany]* The chair recognizes the delegate from Germany; to what point do you rise?"

Germany rises and says:
"Honorable chair, Germany would like to make a motion to set the agenda order as follows: Topic II as the first topic for our deliberation; Topic I as the second topic; and Topic III as the third topic."

Chair:
"Thank you, delegate. A second motion has been made to set the committee agenda order as follows: Topic II as the first topic; Topic I as the second topic; and, Topic III as the third topic. Are there any additional motions on the floor at this time? *[placards continue to appear, chair recognizes the delegate from Costa Rica]* The chair recognizes the delegate from Costa Rica; to what point do you rise?

Costa Rica:
"Honorable chair, the delegation from Costa Rica moves for suspension of the meeting for a period of five minutes to seek additional clarification on these proposals."

Chair:
"Thank you, delegate. That motion is in order at this time. There is a motion on the floor to suspend the meeting for an additional five minutes for the purpose of caucusing. Are there any additional motions at this time? *[more placards, chair recognizes the Brazil]* The chair recognizes the Brazil; to what point do you rise?"

Brazil:
"Honorable chair, point of order: wasn't there already a motion on the floor to set the agenda?"

Chair:
"Yes, thank you delegate. Although I will recognize your point of order, allow me to remind you of the order of precedence, as established within the NMUN Rules of Procedure, which dictates a motion for suspension of the meeting has priority over a motion to adopt the agenda. There is a motion on the floor to suspend the meeting for a period of five minutes for the purpose of caucusing. All delegates in favor of the motion to suspend the meeting for a period of five minutes, please raise your placards... *[chair and rapporteur record affirmative votes]* All delegates opposed to this motion, please raise your placards... *[chair and rapporteur record dissenting votes, tally and compare results]* The motion to suspend the meeting passes. The committee will reconvene in five minutes."

A Short Form of the NMUN Rules of Procedure is included within this manual. The Short Form lists the most common motions in order of precedence. Therein, motions provided a higher level of precedence are listed prior to suspension of the meeting: either an appeal of the decision of the chair or a point of order to correct a procedural error.

Delegates break for caucus.

Chair:
[After bringing committee back to order] "There are two motions on the floor at this time for the adoption of the agenda order, are there any additional motions? *[no placards]* Seeing none, the committee will consider the first motion for the adoption of the agenda order. That order is as follows: Topic I as the first topic; Topic II as the second topic; and, Topic III as the final topic to be addressed by the committee. This motion is decided by a simple majority vote and there is no debate required. All those in favor of this motion, please raise your placards... *[chair and rapporteur record vote]* All those opposed, please raise your placards... *[chair and rapporteur record, tally and compare totals]* By a vote of X in favor and Y opposed, this motion passes and the agenda order has been adopted. *[restate agenda order]* The committee is now moving into substantive session to address Topic I; will those delegates who wish to be placed upon the speakers' list for this topic, please raise their placards." *[Chair will repeat the same process used to establish the speakers' list on setting the agenda]*

Please note: once a motion to set the agenda has passed, all other motions to set the agenda become dilatory, and no vote is taken. Had the first motion failed, the second motion would have been considered. In the event the second motion had also failed, the committee would have returned to the speakers' list and continued the process. In addition, whenever the committee finishes voting on the adoption of the agenda or voting procedure on an agenda topic, the speakers' list is considered exhausted and a new one must be opened.

After several days of work, the body has two draft resolutions on the floor and is nearing the end of their session.

Chair:
"Are there any motions on the floor at this time? *[Cuba raises placard]* Cuba, to what point do you rise?"

Cuba:
"Honorable chair, the Cuban delegation moves for closure of debate."

Chair:
"Thank you delegate. That motion is in order at this time. Are there any additional motions on the floor? *[numerous placards are raised]* The chair recognizes the delegate from France; to what point do you rise?"

France:
"Honorable chair, France moves for adjournment of debate."

Chair:
"Thank you delegate. That motion is also in order at this time. There are now two

motions on the floor: one motion for closure of debate and one motion for adjournment of debate. Are there any additional motions on the floor at this time? *[no placards are raised.]*

"There are currently two motions before the committee: a motion for adjournment of debate and a motion for closure of debate. Prior to moving to vote, allow the dais to remind the committee of the ramifications that accompany the passage of a motion for adjournment. Adjournment of debate will result in the immediate end of debate on the topic currently under consideration the committee will move on to the second agenda topic. The committee will not vote on either of the two draft resolutions currently before the committee?"

Due to the serious and complex nature of the final stages prior to voting procedure, in particular, adjournment and closure, the chair may choose to entertain questions relating to these specific motions.

"The committee will now consider the motion for adjournment of debate. This motion requires two speakers in favor and two speakers in opposition. Will those delegates wishing to speak in favor of this motion please raise your placards? Those delegates wishing to speak against this motion please raise your placards. *[Speakers allotted fifteen seconds to address the specific procedural motion, not to address the substantive topic]* The committee will now move to a vote on the adjournment of debate. The motion is decided by a simple majority vote. Will those in favor of this motion please raise your placards? All those opposed? *[Members overwhelmingly oppose the motion for adjournment]* The motion for adjournment of debate fails."

"There is a motion on the floor for closure of debate. This motion requires two speakers in opposition and is decided by a 2/3 majority vote. Before requesting speakers on this motion, please remember that the passage of this motion will formally end debate on this topic and the committee will move immediately into voting procedure. Only two draft resolutions have been formally introduced to the committee; any working papers that have not yet been formally approved by the Director and introduced to the committee will not be considered following closure. Are there any questions regarding this motion? Seeing none, will those delegates wishing to speak in opposition to the motion for closure of debate please raise their placards?"

The motion for closure of debate allows for only two speakers in opposition. The two delegates selected are allotted fifteen seconds to speak against the specific procedural motion, not the substantive topic.
[The chair notes a placard being raised]

Chair:
"Brazil, to what point do you rise?"

Brazil:
"Honorable chair, we move for suspension of the meeting for a period of twenty minutes for the purpose of caucusing."

Chair:
"Thank you delegate. However, that motion is out of order at this time. In explanation: the moment when the dais accepts speakers to address the motion, the committee moves into formal voting procedure on that motion. While the committee is in voting procedure, no further motions can be accepted from the floor until the completion of the vote. We will move to a vote on the motion for closure of debate. Again, the motion for closure requires a 2/3 majority vote. Will those delegates in favor of the motion for closure please raise your placards? Will those opposed to the motion please raise your placards? *[Due to the considerable potential for controversy that surrounds this motion, the chair and rapporteur. are strongly encouraged to very carefully tally this vote.]* By a vote of X in favor and Y opposed, the motion for closure of debate passes."

"Having moved to closure, the committee is now in formal voting procedure. We will now consider the two draft resolutions before the committee. *[the chair should identify the draft resolution being considered by code number, in this case, GA/DR/1/1]* The dais has received no requests for amendments to this draft, therefore we will move directly to a vote. Allow me to remind delegates that you must remain seated at all times and there is to be absolutely no further discussion or note passing during these procedures."

Please note that the chair will only entertain five specific motions once the committee has moved into voting procedure:
1. *a point of order to correct an error in procedure;*
2. *an appeal of the decision of the chair;*
3. *a motion for division;*
4. *a motion for roll call vote; and*
5. *a motion for adoption by acclamation.*

[The chair notes a raised placard]
Chair:
"Pakistan, to what point do you rise?"

Pakistan:
"Honorable chair, the Pakistan moves to adopt this resolution by acclamation."

Chair:
"Thank you delegate. That motion is in order. A motion has been made to accept draft resolution GA/DR/1/1 by acclamation. Allow the dais to provide an explanation of this motion before proceeding to a vote: a motion to pass a resolution by acclamation signifies that the committee is in consensus as to the contents of the draft. States

intending to vote in favor of or abstain on the draft currently under consideration should generally be in favor of a motion for adoption by acclamation. States considering voting in opposition to the draft under consideration should be opposed to this motion. Is there any opposition to the motion to adopt draft resolution GA/DR/1/1 by acclamation? *[no placards]* Seeing no opposition, the resolution is adopted by the consensus decision of the committee and becomes GA/Res/1/1."

Several amendments to the second draft resolution have been received by the dais. Please note: all amendments must be submitted to the Director prior to closure of debate.

"The second and final draft resolution before the committee is GA/DR/1/2. The dais has received three amendments to this draft: two friendly amendments and one unfriendly. These amendments have been copied and posted. Is there anyone in the committee unaware of these amendments who needs the dais to read them at this time? *[If necessary, the Rapp, who has been diligently keeping track of amendments, will slowly read amendments to the committee. Friendly amendments are entered into the draft without a vote]*

"The committee will now consider the unfriendly amendment. The Chair will recognize two speakers in favor of the amendment and two speakers in opposition. Will those delegates wishing to speak in favor of the unfriendly amendment please raise your placards? Will those wishing to speak in opposition to the amendment please raise your placards? *[Speakers are provide fifteen seconds to speak on specific amendment]* Thank you delegate. We will now move to a vote on the proposed amendment. All those in favor of including this amendment within draft resolution GA/DR/1/2 please raise your placards. Those delegates opposed to the inclusion of this amendment please raise your placards. By a vote of X in favor and Y opposed, the amendment passes and will now be entered into the draft resolution as operative clause Z."

"Before moving to a vote on this draft, are there any motions on the floor?"

"Seeing none, we will now move to a vote on the draft resolution. Will all those delegates in favor of GA/DR/1/2 please raise your placards? Will those delegates opposed to this draft resolution please raise your placards? Will those delegates abstaining from this vote please raise your placards? By a vote of X in favor, Y opposed and Z abstentions, GA/DR/1/2 is adopted by the committee and is now GA/Res/1/2."

"With the passage of the final resolution, this committee has completed debate upon its first topic. We will now move into the second topic. We will now open the speakers' list for this topic." *[the chair follows the same steps to open a new speakers' list as before. Committee work begins on the second topic.]*

Conference Overview

The Role of Volunteer Staff Members

NMUN Conferences provide a large volunteer staff that has been trained to facilitate the running of the Conferences. Volunteer staff members may serve in any one of the following capacities and are selected for these roles through an application process that takes place shortly after the preceding Conference. Please note that some of these roles may not be filled at all NMUN Conferences. For contact information for these staff members at your conference, please read the appropriate appendix.

Secretaries-General
The Secretaries-General (SG) are the chief administrative officers of the Conference. The SGs serve as the primary contact point for schools, consult with other senior staff regarding the hiring and training of the Conference volunteer staff, design invitational mailings, provide country assignments for participating schools, work in conjunction with the Directors-General to hire the senior volunteer staff, and develop the Conference budget with the Executive Director. In addition, the SGs serve as the principle liaison between the Conference, the Faculty advisors and the attending delegates. Questions regarding any of these aspects of the Conference can be directed to the Secretaries-General.

Directors-General
The Directors-General (DG) are the chief substantive officer of the Conference. The responsibilities of the DGs include: working in conjunction with the SG to hire the senior volunteer staff, finalizing hiring decisions with regard to substantive volunteer staff positions; assisting the Secretary-General in the selection of the Chief of Staff; review and approval of committee and topic selections; editing of background guides; finalizing the Conference rules of procedure; volunteer staff training; and overseeing the substantive and procedural functioning of the committees at the Conference.

Chiefs of Staff Team
The Chiefs of Staff Team (COS) Team includes the Chiefs of Staff and Assistant Chiefs of Staff. The Chiefs of Staff (COS) prepare volunteer staff newsletters throughout the course of the year and solidify arrangements for volunteer staff and delegate social events, such as the delegate dance. At the Conference, the responsibilities of the COS include ensuring the committee chambers are properly supplied and maintained, as well as coordinating volunteer staff and hotel security. The Assistant Chiefs of Staff (A-COS) work closely with the Chief of Staff as they organize the logistical needs of the conference.

Assistant Secretaries-General for External Affairs
The Assistant Secretaries-General (ASGs) provide support and assistance to the Chief of Staff, Directors-General, and Secretary-General. In addition, the ASGs are specifically responsible for organizing the NMUN Speakers Program and preparing the conference awards. The ASGs also work with the Secretary-General and the COS in maintaining and updating the Conference Web site and is responsible for publicity and media outreach for the NMUN Conference.

Under-Secretaries-General
As head of a substantive department, the Under-Secretaries-General (USG) coordinate the planning, preparation, and execution of that department. If you have any questions concerning procedures or topics that cannot be answered by your committee director, either prior to or during the Conference, the Under- Secretary-General is the next highest authority to consult. In addition, the Under-Secretary-General for Conference Services oversees the printing of resolutions, supervises the Delegate Resource and Information Technology Center, and performs related office procedures.

Directors and Assistant Directors
The committee Director and Assistant Director will have a thorough understanding of the rules of procedure and the topics under discussion in your committee. These volunteer staff members construct the committee background guides, update materials, evaluate position papers, and, therein, will serve as experts on questions regarding the topics before the committee.

Office & Network Managers
The Office Managers are responsible for overseeing the Administrative Assistants and various tasks with the USG for Conference Services. The Network Manager sets up and oversees the maintenance of computer services.

Administrative Assistants
The Administrative Assistants are responsible for the production of all papers, resolutions, statements, and any other material printed throughout the Conference week. These volunteer staff members work closely with the USG for Conference Services to assist delegates with their work in the Delegate Resource and Information Technology Center.

Conference Services

The Department of Conference Services provides various functions at NMUN. Staff members are on hand to answer questions and guide delegates through the use of the computers and research resources. At each venue delegates will find a computer lab, which is free to use. All sample papers relating to working papers, resolutions, and

reports can be viewed in the computer labs.

Delegates are entitled to print off one copy of any document they require. Multiple copies of any document are charged a minimal rate. Conference Services also ensures that the final reports and resolutions are made available at the end of the conference.

Conference Services is more than printing and photocopying! Conference Services provides a lost and found service, which has proved exceptionally useful in previous years. Lost badges and placards can be replaced there. Delegates can also buy the official NMUN t-shirt from Conference Services (when available). Conference Services staff members are there to help delegates and support their work throughout the conference.

A Delegate's ABC (and D)

Attire

In keeping with the spirit of the simulation, delegates are *required* to wear professional business attire. Delegates can be asked by the committee staff to change attire if it is determined to be inappropriate. For guidelines on appropriate attire, please refer to http://www.nmun.org/nmun_faqs.html#Q18 (question 19). Further, national symbols of any kind are forbidden in committee chambers, in accordance with practices of the UN. Symbols associated specifically with the United Nations (e.g., the seal of the UN) are allowed in committee chambers

Being a Diplomat

The most important aspect of participating as a delegate to the NMUN is your assumption of the role of a foreign diplomat and/or expert. In this role, delegates are acting as representatives of the government and the peoples of the Member State or NGO to which they have been assigned; experts serving in the Special Court for Sierra Leone and the United Nations Permanent Forum on Indigenous Issues are entrusted with issues at the heart of the United Nations and the aims laid down in its Charter. Delegates are reminded that professional diplomats conduct themselves, and regard one another, with the utmost dignity and respect, regardless of foreign policy affiliation or personal feelings. Even those who observe severely conflicting ideological perspectives will work closely together within the UN on diplomatic matters of mutual concern. Likewise many delegates are forced to work together despite personal conflicts.

While in preparation for and throughout the duration of the Conference, delegates may find personal disagreement with the foreign policy of the country they are representing or with the policy of the NGO they are representing. Delegates' personal opinions are entirely inapplicable during the course of the simulation, unless they are serving as a technical expert in a judiciary committee. Therefore, it is of the utmost importance for all delegates to arrive well-versed in the dynamics of their State's or NGO's or their role as expert. The simulation's quality depends on the collective preparation of its participants.

Delegates should also exhibit the ability to negotiate and compromise, demonstrate leadership, and the ability to influence by gaining the professional respect of fellow delegates. Delegations maintain specific and adaptive policy methods and goals to allow delegates to function in the negotiation process.

Caucusing

Caucusing is an important and logistically difficult component of the United Nations simulation. These informal meetings between voting blocs, as well as between States with positions that are diametrically opposed, often produce compromises acceptable to all parties. However, delegates are required to address issues within a week's time which, in many cases, the international community has failed resolve after years of debate and negotiation. As a result, the bulk of informal negotiation and the construction of working papers will occur within, or in the close proximity of, the committee chambers. In consideration for the other Conference participants, delegates are asked to respect the formal proceedings occurring both within and between all committees participating at the Conference. Finally, given the importance of decorum within committee chambers, all caucusing should occur outside of the committee chambers while committee is in session.

Decorum

Decorum is a *de facto* rule throughout the week of the simulation. In both large and small committees, the ability to conduct normal business while in formal session is an arduous task when decorum is not maintained. Delegates will be asked for their assistance in this endeavor.

Appendix I: National Model United Nations – New York

Below you will find information that is specifically related to the 2013 National Model United Nations – New York Conference.

Speakers' Time

Speakers' time in all committees is automatically set at NMUN-NY. Motions can be made to change the speakers' time *after the first session*; it is the dais's discretion whether to accept this motion or not.

Simulated Committees

The following committees will be simulated at NMUN-NY 2013:

Committee	Department	Output
General Assembly First (GA1)		Resolution
General Assembly Second (GA2)		Resolution
General Assembly Third (GA3) – *2nd Week Only*	General Assembly	Resolution
General Assembly Fourth (GA4)		Resolution
Special Committee on Peacekeeping Operations (C-34)		Report
ECOSOC Plenary		Resolution
Commission on Crime Prevention and Criminal Justice (CCPCJ)		Resolution
Commission on the Status of Women (CSW)	Economic and Social Council	Resolution
Economic and Social Commission for Western Asia (ESCWA)		Resolution
Economic Commission for Africa (ECA)		Resolution
United Nations Children's Fund (UNICEF)		Resolution
United Nations Development Programme (UNDP)		Resolution
United Nations Settlements Programme (UNHABITAT)	Development	Resolution
United Nations Conference on Trade and Development (UNCTAD)		Report
Human Rights Council (HRC)		Resolution
United Nations Population Fund (UNFPA)	Human Rights and Humanitarian Affairs	Resolution
United Nations Permanent Forum on Indigenous Issues (UNPFII)		Report
Commission on the Exercise of the Inalienable Rights of the Palestinian People (CEIRPP)		Report
Security Council A (SC-A)	Peace and Security	Resolution
Security Council B (SC-B		Resolution

Security Council A (SC-C)		Resolution
International Atomic Energy Agency (IAEA)		Resolution

Submitting Position Papers

Positions paper for NMUN-NY need to be submitted via e-mail, unless other arrangements are made with the Directors-General. To be considered timely for awards, please read and follow these directions:

1. **A file of the position paper** (.doc or .pdf) **for each assigned committee** should be sent to the committee's e-mail address listed in the background guide. Delegates should carbon copy (cc:) themselves as confirmation of receipt.
2. Each delegation should also send **one set of all position papers** to the e-mail designated for their venue, Conference A: positionpapers.nya@nmun.org or Conference B: positionpapers.nyb@nmun.org. This set (held by the Directors-General) will serve as a back-up copy in case individual committee Directors cannot open attachments. These copies will also be made available in Home Government during the Conference. Please forward any questions for the Directors-General to [dirgen.ny@nmun.org.](mailto:dirgen.ny@nmun.org)

Each of the above listed tasks needs to be completed no later than midnight on **March 1, 2013** (Eastern Standard Time) for both Conference A and B. **Please use the committee name, your assignment, Conference A or B, and delegation/school name in both the e-mail subject line and in the filename (example: GA1st_Cuba_ConfA_Mars College).**

Volunteer Staff Members

The senior staff of the 2013 NMUN-NY conference is as follows:
- Holger Bär and Mimi Müller, Secretaries-General (secgen.ny@nmun.org)
- Hannah Birkenkötter and Nicholas Warino, Directors-General (dirgen.ny@nmun.org)
- Rachel Johnson and Thera Watson, Chiefs of Staff (team.cos@nmun.org)
- Sameer Kanal and I-Chun Hsiao, Assistant Secretaries-General (asg@nmun.org)
- Lucas Carreras and Laura O'Connor, Assistant Chiefs of Staff (team.cos@nmun.org)
- Kristina Mader and Dan Leyva, Under-Secretaries-General for the General Assembly (usg.ga@nmun.org)
- Yvonne Jeffrey and Harald Eisenhauer, Under-Secretaries-General for the Economic and Social Council (usg.ecosoc@nmun.org)
- Meg Martin and Théo Thieffry, Under-Secretaries-General for Development (usg.development@nmun.org)

- Roger Tseng and Sasha Sleiman, Under-Secretaries-General for Human Rights and Humanitarian Affairs (usg.hr_ha@nmun.org)
- Cara Wagner and Katharina Weinert, Under-Secretaries-General for Peace and Security (usg.ps@nmun.org)

Committee Officers

NMUN-NY is unique among NMUN conferences, as it allows an additional manner for delegates to be involved in committee. Each committee will have a chairperson and rapporteur, selected by the Director and Assistant Director, with the assistance of the Under-Secretaries-General and the Directors-General. Delegates wishing to take an active leadership role in the committee, as well as delegates who may be interested in applying for volunteer staff positions in the future are encouraged to apply. Serving as a committee officer provides a unique opportunity to view the Conference from the other side of the dais. Delegates selected to serve in these positions must forfeit their rights to participate in substantive debate within the committee. Although the chair and rapporteur will not be representing their assigned States or NGOs in committee activity, these individuals are equally eligible for consideration for delegation awards based on their performance as officers.

An application for these positions will be available on the NMUN website. Detailed information about the application process can be found on the application itself. **Applicants are HIGHLY encouraged to submit their application via e-mail to the Directors-General (dirgen.ny@nmun.org) by March 1, 2013.**

Committee Chair
The chair is responsible for the procedural functions of the committee. Working with the Director and Assistant Director, he or she assures that the committee operates in a smooth and efficient manner. This requires a very thorough working knowledge of the rules of procedure and a professional presence on the dais. Chair applicants should have significant Model United Nations experience, particularly at the NMUN Conference. To ensure consistency and overall preparedness, there will be a mandatory training session for all selected committee chairs. This training session will help both new and returning chairs familiarize themselves with the rules being implemented at the Conference.

Rapporteur
Each committee has a rapporteur who serves as an aide to the Director, the Assistant Director, and the chair. Often, full membership committees appoint two rapporteurs to assist in the management of large rooms. The rapporteur is responsible for maintaining the speakers' list, the order of the resolutions on the floor, amendments, verifying vote counts, and similar administrative matters. The rapporteur is also called upon to assist in the preparation of final committee reports. Applicants for this position should be highly organized, alert, flexible, and possess strong writing skills. There will be a

mandatory orientation session so that rapporteurs may familiarize themselves with committee and Conference Services procedure.

Plenary Sessions, General Committee, and Executive Bureau

Plenary Sessions

Following the formal conclusion of committee sessions and voting procedure within them, three traditional substantive meetings will convene at United Nations headquarters: the General Assembly, the Economic and Social Council Plenary, and the Security Council. The opportunity to make use of UN chambers and other facilities sets the NMUN Conference apart from all others. Participation in the Plenary sessions is not limited to those delegates sitting in GA Plenary or ECOSOC Plenary all week. All delegates are advised to participate in these sessions in order to assist Plenary representatives with their broad scope of work. Minimally, Member State representatives to the Plenary should be briefed in regard to the work of the committees that report to their respective departments. Ideally, the representatives of the committee whose work is being considered will sit with Plenary representatives as expert advisors to the State. The agenda for these sessions will be made available to all delegates.

General Assembly Plenary

During the GA Plenary session, resolutions and reports from the GA Main Committees will be presented to the body for approval. The Plenary committee will debate relevant resolutions and reports and vote on their final approval, in the same way the General Assembly Plenary Session at the United Nations considers work done in the Main Committees. In addition, a number of reports representing the sum of Conference work for various committees will be read to the GA Plenary for its information. Several other committees will present reports to the GA Plenary body for its information. However, these committees will simply provide a synopsis of the work undertaken throughout the week and a brief summary of any resolutions that were passed. None of these summaries will be debated or voted upon by the GA Plenary committee.

Economic and Social Council Plenary

Committees reporting to the Plenary body will present reports for information or formal approval. Following the presentation of committee reports to the ECOSOC Plenary, the body will debate a fourth topic when time allows for it, to be announced during the week of the Conference. If necessary, appropriate background materials will be provided. In addition to attendance and participation by ECOSOC Plenary delegates, the Secretariat encourages active participation by representatives of NGOs and other Conference committees. Prior to ending formal session, the appropriate committees will select representatives for the fourth topic Plenary debate.

The General Committee and the ECOSOC Executive Bureau

The agenda of the Plenary sessions at the UN is set by the Executive Bureau (EB) for ECOSOC and the General Committee (GC) for GA Plenary. Because NMUN 2013 will not simulate the GA Plenary during the week, General Committee will be made up of the staff of the General Assembly First, General Assembly Second, and General Assembly Third Committees, including elected chairs and rapporteurs, and the Under-Secretary-General of the General Assembly department.

By the conclusion of the first night session of the Conference, the Economic and Social Council Plenary will select five vice presidents to assist the president (chair) as members of the Council Executive Bureau. Delegates will be given a 20 minute caucus to assemble into their designated regional groups in order to elect their representatives. When the caucus is completed, the regional groups will submit the elected names to the Director of the ECOSOC Plenary. The members of the EB are to be selected with regard for equitable geographic representation from the groups of African States, Asian and Pacific States, Eastern European States, Latin American States and Western European and other States.

The EB and the GC will meet on two separate occasions throughout the week of the Conference to discuss operations and set the agenda for the Plenary session. After reviewing the reports and resolutions submitted by the committee representatives, the Bureau and General Committee will set the agenda for the Plenary sessions.

Opening and Closing Ceremonies

Depending upon the schedule of the United Nations, NMUN-NY delegates often have the opportunity to attend opening or closing ceremonies in the Great Hall of the United Nations.

Holding ceremonies in the Great Hall is a privilege. In order to ensure this opportunity for future delegates, we ask that all attendees – delegates and faculty advisors – adhere to the requests of staff members. Often, these requests include

1. Waiting in line before moving into the Hall;
2. Remaining in the Hall once seated;
3. Not saving of seats in the Great Hall; and
4. Respecting the space by observing proper decorum.

If you have any questions about opening and closing ceremonies, please contact the Assistant Secretaries-General at asg@nmun.org.