I.

DELEGATE GUIDE
MUN

Preparing Resolutions

The MUN conferences issue *resolutions*, (official statements of intention) at the end of each conference. Within each committee, members debate the topics based on the country positions as outlined in each country's position paper (summary of that country's policies and attitudes towards a topic). Draft resolutions can be introduced by individual countries or a group of countries which are then debated following the ground rules. Following both formal debate and informal discussion, the committee will vote on the resolution before moving on to the next topic.

II.   Researching your country

It is important to complete your research. It is your responsibility to have knowledge of:

- political structure: government, prime minister/king/queen, cabinet (other ministers), parties etc., constitution, stability and policy of present government, role and influence in the world, membership of blocs and geopolitical groupings

- geography, history, culture including ethnic groups, religions etc.

- economy: debts, membership of trade organizations etc.

III.   Writing Background Papers

You should write a background paper on each topic. One or two pages are adequate as this background paper is only for your personal use. This background paper ensures that you have understood the problem and have gained some insight into what may be discussed in your committee. Your paper should include a summary of the problems involved and potential solutions. For example if your topic is "sustainable energy": a background paper should explore what sustainable energy is, why we need it and how different countries are tackling the problems involved.

IV.   Writing a Position Paper (Policy Statement)

Once you have researched your committee's topics, it is important view these topics from the point of view of your country. If you cannot get specific information from official sites, try to determine the general position of your country from other sources such as the websites of international organizations (World Bank, IMF, UNESCO, etc). You may find newspaper articles with statements from officials of your country, or even treaties or resolutions that your country has signed in the past. If you cannot find any official information, use your knowledge of the country's political system, economic status or culture to infer what the most logical standpoint would be.

While researching your topics, begin with the sources that have been provided for you. Make sure any other sources you use are credible sites; NOT Wikipedia or About.com. **All information you use in your paper MUST BE CITED using Chicago style.** Plagiarism includes both word-for-word borrowing of text and material and paraphrasing of material without citation. All material acquired from existing sources, including text quotations, charts, graphs, diagrams, and data must be cited (NHSMUN 2015).

If you have MS Word 2010, watch this brief video to learn how to easily insert citations and create your bibliography: https://www.youtube.com/watch?v=fQyQl0lCEyo. *See Appendix 1 for a text version of the instructions.*

If you have MS Word 2008, watch this brief video to learn how to insert endnotes and a bibliography: https://www.youtube.com/watch?v=gBzjFecJPOE

Plagiarism will not be tolerated, even if it is unintended.

Position papers should be concise, accurate, and well written. The staff looks for the demonstration of the following skills in evaluating the papers: (NHSMUN 2015)

Original and critical thinking

- True understanding of the dynamics of your country
- Functional and applied knowledge of the topics

Your policy paper serves three important purposes:

- It allows you to think about your country's position and policy more thoroughly
- It serves as a document on your country's policy. Ideally each delegate of your country should be familiar with all issues, even if they do not directly affect his/her country, so that there is a consistency of your country's position (policy) during the <u>conference</u>.
- It acts as an outline for your draft resolution.
- It can serve as the text for your country's speech (if time permits).

V.   Writing a Resolution

The Model United Nations Association provides this overview of resolutions for students:

The final results of discussion, writing and negotiation are resolutions—written suggestions for addressing a specific problem or issue. Resolutions, which are drafted by delegates and voted on by the committee, normally require a simple majority to pass (except in the Security Council). Only Security Council resolutions can compel nations to take action. All other UN bodies use resolutions to make recommendations or suggestions for future action.

Draft Resolutions

- Draft resolutions are all resolutions that have not yet been voted on. Delegates write draft resolutions alone or with other countries. There are three main parts to a draft resolution: the heading, the preamble and the operative section. The heading shows the committee and topic along with the resolution number. It also lists the draft resolution's sponsors and signatories (see below).
- Each draft resolution is one long sentence with sections separated by commas and semicolons. The subject of the sentence is the body making the statement (e.g., the General Assembly,

Economic and Social Council, or Security Council). The preamble and operative sections then describe the current situation and actions that the committee will take.

Bringing a Resolution to the Floor for Debate:

- A draft resolution must always gain the support of a certain number of member states in the committee before the sponsors (the delegates who created the resolution) may submit it to the committee staff. Many conferences require signatures from 20 percent of the countries present in order to submit a draft resolution. A staff member will read the draft resolution to ensure that it is relevant and in proper format. Only when a staff member formally accepts the document and assigns it a number can it be referred to in formal debate.

- In some cases a delegate must make a motion to introduce the draft resolution, while in other cases the sponsors are immediately called upon to read the document. Because these procedures can vary, it is essential to find out about the resolution process for the conference you plan to attend.

Tips for Resolution Writing

- Be sure to **follow the format** for resolutions provided by the conference organizers. Each conference may have a slightly different format.
- Create a **detailed resolution**. For example, if your resolution calls for a new program, think about how it will be funded and what body will manage it.
- Try to **cite facts** whenever possible.
- **Be realistic**. Do not create objectives for your resolution that cannot be met. Make sure your body can take the action suggested. For example, the General Assembly can't sanction another country – only the Security Council can do so.
- Try to find **multiple sponsors**. Your committee will be more likely to approve the resolutions if many delegates contribute ideas.

VI.   Format of a Resolution

According to the THIMUN Instructional Guide, a resolution consists of a long sentence divided into clauses. It must be typed according to the official format with each line numbered. It is divided into two parts: perambulatory and operative clauses.

Perambulatory Clauses

- refer to background information, arguments, justifications and aims of the action
- begin with a present or past participle (Acknowledging/ Alarmed by). *See Appendix 2 for a list of commonly used verbs.*
- are separated by commas

Operative Clauses

- are numbered

- say which kind of action you want to take (Attention: each operative clause must contain only one clear statement!)

- are arranged in logical order

- begin with a verb in 3rd person singular of the Present Tense (Proposes/Hopes). *See Appendix 3 for a list of commonly used operative clauses.*

- are separated by semicolons

A resolution should stimulate negotiation and compromise for the greater good and rarely be condemnatory in nature to avoid alienation and to promote peaceful solutions to world problems. In addition to diplomatic tone and style, it must follow a very specific format:

- The following headings must appear on each page:

  FORUM: name of the forum (e.g. Environment Commission)

  QUESTION OF: the issue which the resolution deals with (e.g. "Sustainable Energy Use")

  SUBMITTER: one main submitter (the country which presents the resolution)

  CO-SUBMITTERS: the countries which helped to draft and signed the resolution

- The pages must be numbered.

- The introductory word or phrase of each clause is underlined.

- There is a line-space between each clause.

- The lines of the text are numbered.

- Each operative clause is numbered.

- Sub-clauses are lettered: a), b), c).

- Sub-sub-clauses are numbered: I), II), III).

- Operative clauses and sub-clauses are indented (by using the tab settings not the space-bar!)

- Acronyms and abbreviations are written out in full the first time they are used.

Appendix I – How to Insert References Using MS Word 2010

Microsoft Word 2010 makes it easy for you to insert citations in your document. Here is a simple set of instructions:

1. Open the Word document.

2. Click on the document where you wish to insert the new citation.

3. Click the "References" tab on the command ribbon.

4. Click the arrow in the "Style" text box. A list of styles includes "MLA Sixth Edition" and "APA Fifth Edition." Select Chicago style.

5. Click the "Insert Citation" button in the "Citations & Bibliography" group. A short list of options appears.

6. Click the "New Source" option. A "Create Source" fillable form appears.

7. Select "Type of Source" from the list. For example, "Book", "Website" or "Document from Website."

8. Type the publication information in the text boxes. Include as much information as you can, but do not worry if some of the boxes are left blank. If there is no individual author named, use the name of the organization and click "corporate author".

9. Click "OK." The citation inserts in the document. The citation also copies to the "Insert Citation" menu for quick access when you need to quote this reference again.

10. When you finish your document, insert a page break then click on the "References" tab, find the "Bibliography" button and select "Insert Bibliography".

Appendix 2 – Perambulatory Phrases

UN resolutions are written according to a very specific formula and style. Make sure you use the present or past participle of the verb and make sure you use a verb that reflects the fact that outside the Security Council, the UN cannot enforce its resolutions. Below is a list of commonly used phrases:

Affirming	Fully aware
Alarmed by	Further deploring
Approving	Further recalling
Bearing in mind	Guided by
Believing	Having adopted
Confident	Having considered
Contemplating	Having examined
Convinced	Having received
Declaring	Keeping in min
Deeply concerned	Noting with deep concern
Deeply conscious	Nothing with satisfaction
Deeply convinced	Noting further
Deeply Disturbed	Observing
Deeply Regretting	Reaffirming
Desiring	Realizing
Emphasizing	Recalling
Expecting	Recognizing
Expressing its appreciation	Referring
Fulfilling	Seeking
Fully aware	Taking into consideration
Emphasizing	Taking note
Expecting	Viewing with appreciation
Expressing its appreciation	Welcoming
Fulfilling	

See more at: http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/resolutions/preambulatory-and-operative-clauses#sthash.UQWSb4Xp.dpuf

Appendix 3 – Operative Phrases

Operative clauses offer solutions to issues addressed earlier in a resolution through the perambulatory section. These clauses are action oriented and should include both an underlined verb at the beginning of your sentence followed by the proposed solution. Each clause should follow the following principals:

- Clause should be numbered;

- Each clause should support one another and continue to build your solution;

- Add details to your clauses in order to have a complete solution;

- Operative clauses are punctuated by a semicolon, with the exception of your last operative clause which should end with a period.

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

See more at: http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/resolutions/preambulatory-and-operative-clauses#sthash.UQWSb4Xp.dpuf

Appendix 4 - Sample Resolution

Resolution GA/3/1.1

General Assembly Third Committee

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

<u>Reminding</u> all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, **[use commas to separate preambulatory clauses]**

<u>Reaffirming</u> its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

<u>Noting</u> with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

<u>Stressing</u> the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. <u>Encourages</u> all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**

2. <u>Urges</u> member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;

3. <u>Requests</u> that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;

4. <u>Calls</u> for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;

5. <u>Stresses</u> the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;

6. <u>Calls</u> upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and

7. <u>Requests</u> the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development.

[Remember to end resolutions with a period]