



CPSSMUN IX

Delegate Handbook

Introduction To Model UN

Model United Nations is a club rooted in diplomacy that aims to simulate UN conferences. It tests an individual's patience, creativity, leadership, public speaking, and critical thinking. There are three different types of committees in MUN: General Assemblies (GA), Specialized Agencies (SA), and Crisis Committees.

General Assemblies

The GA imitates the protocol used in UN meetings, both in size and in discussion. All GAs are either branches of the United Nations or particular periods in time when they have met to discuss a world issue. This means that General Assemblies are often UNESCO, WHO, UNSC, etc. You are not assigned a character, instead serve as a delegate for a given country – countries are given randomly. As such, personal pronouns are not to be used, and you would refer to yourself or other people as, “delegate of/from (country)” or “the delegation of (country)”. All appropriate conclusions come through the form of resolutions. Note: GA can only suggest action to be taken as a whole and can't outright take action on behalf of others, it is up to the delegate who is representing a country to take action on behalf of their delegation.

Specialized Agencies

Specialized Agencies can be similar to both a Crisis and a GA, dependent on the conference and the directors that are hosting the committee; they sometimes function as a smaller GA and are not limited to just sub-branches of the UN, or they can include crisis arcs and be entirely fictional. Either way, they use resolutions as opposed to directives.

Crisis Committees and ADHOCs

Unlike the GA, these can either be fictional or non-fictional, which is also dependent on the conference and the directors that are hosting the committee. You usually serve as a character, and personal pronouns are permissible. With multiple crisis arcs being thrown at you, there is no telling what to expect. It is up to you as a delegate to overcome these challenges while staying as close to your character role as possible; you will generally be given a list of information about your character and their abilities, goals, and pitfalls although, you're always able to also ask the Chair for more information. Furthermore, conclusions are reached through the use of directives, either group or personal. You are also able to send private directives in order to establish individual goals only regarding your own character's wants and needs. ADHOCs are crisis committees, but the only difference is that delegates are not aware of the committee details or their characters prior to the committee session.

Role Terminology

General

Delegate

- ❖ Are the participants of the conference

Secretariat

- ❖ The organizers of the conference and are in-charge to ensure everything runs smoothly and equitably.

Dias

- ❖ The team of individuals that are responsible for creating, running, and managing individual committees

Dias in Detail

Director

- ❖ Responsible for writing the background guide. They may participate as another member of the dais during committee sessions and are flexible to assume any role.

Moderator

- ❖ Responsible for moderating the flow of conversation, while minimizing equity concerns.

Typist

- ❖ Responsible for updating documents (often speaker lists) and running timers.

Page

- ❖ Responsible for handing out notes from delegates and the chair.

Crisis Analyst (also known as Backroom)

- ❖ Responsible for replying back for private directives, assuming characters as part of a crisis arc, or concluding public directives which the committee works together on
- ❖ Only part of specific SAs and all Crises

Committee Articles

Placards

Piece of cardstock placed in front of delegates with the name of character or country portrayed by the delegate. The Placard must be raised to be considered for a speaking role during a moderated caucus.

Gavel

Object in the hand of the moderator to uphold decorum (proper etiquette). One bang indicates ten seconds left of speaking time for the delegate speaking, two bangs means the time has elapsed. However, it is important to clarify with the chair as all procedures are not the same.

Directives

These are actions that the committee wishes to take in Crises or SAs (only when met with a crisis arc). They include a title, clauses of action, and a specific number of sponsors and signatories which the dais decides, dependent on the size of the committee. There are such things as “private directives.” These are similar to regular directives except private directives are used to further a personal agenda and do not need to be voted on or have sponsors and occur privately between the Dias and yourself.

Resolutions

These are meant to simulate real United Nations Resolutions and are used to come to conclusions for a particular topic in a GA. Like Directives, they require a specific number of sponsors and signatories to be considered, which are dependent upon the size of your committee. Although it is good to know what your country desires out of the committee session, resolutions are NOT to be written beforehand and must be done collaboratively, in committee sessions. Resolutions attached [here](#) and [here](#) are great resolutions to use for inspiration.

Resolutions contain three main parts:

- ❖ Sponsors // Signatories
 - A sponsor is someone who wrote the resolution

- A signatory is anyone who wants to see it presented - they do not necessarily have to be in favour of it

- ❖ Preambulatory Clauses
 - These help layout the main aim of the resolution, they address past UN resolutions/legislature, allude to sponsor specific case studies, acknowledge past work/topics relating to the topic
 - Must start with an italicized action word and end with either a comma or a semicolon
 - Refer to the following [link](#), for some keywords that can be used
 - Keeping that in mind, the following resolution proposes that all sponsors, signatories and the UN Member States: is the most favourable final line

- ❖ Operative Clauses
 - These are numbered clauses and are what the resolution hopes to achieve
 - Must start with an italicized action word and end with a comma or a semicolon
 - Refer to the following [link](#), for some keywords that can be used
 - The last clause should be, “Resolves to remain actively seized in the matter.” (only the last clause has a period, to state the working paper or resolution has now been ended.)

Position Papers

- ❖ Written beforehand and submitted to the dais to show them: what your goals for the committee are, what your character values, and what your viewpoint is on each topic
 - Answering the Guiding Questions are a great way to streamline your views and seeing exactly what the Dais wants you to answer
- ❖ They should reference the background guide, certain case studies relevant to the character role, and past UN legislation (in the case of GAs)
- ❖ Attached [here](#) is a position paper to use for inspiration regarding Crises and attached [here](#) is a position paper to use for inspiration regarding GAs. An SA is either similar to a GA or similar to a Crisis, depending on the specific committee.

Flow of Debate

Dias does roll-call, delegates reply with “present” or “present and voting”. In either case, all delegates must vote on procedural matters, but if ‘present’ they can choose to abstain from voting on resolutions or directives.

GAs and SAs

- ❖ Motion to open debate
- ❖ Motion for a primary speaker’s list (standard procedure gives 10 delegates a 1-minute time slot to speak)
 - Works much like a moderated caucus, however there is no set topic
 - Based on the wishes of your dais, you can either present your delegation’s stance on all three topics or highlight one you believe should be talked about first
 - Deliver strongly with passion and interest to mesmerize both the Dias and the other delegates
- ❖ Motion to set the topic
- ❖ Committee then usually moves into a secondary speaker’s list:
 - Delegates give their stance on the topic through an opening statement which might include character specific experiences, a favourable outcome in the resolution, or reaches out to other delegates
- ❖ Motion for a moderated or unmoderated caucuses
 - Standard procedure generally requires 3 moderated caucuses to stimulate debate before an unmoderated caucus can be called to work on Resolutions in Blocs
 - Blocs → are all those who share the similar views with you regarding a specific topic and would like to work with you together on resolving them
- ❖ Motion to present and vote on a respective Resolution
- ❖ When a topic has been exhausted and tabled after reaching an appropriate resolution, agenda is set again to the next topic
- ❖ When committee session ends, a “motion to recess” must be motioned

Crisis

- ❖ Motion to open debate
- ❖ Motion for a moderated caucus or round-robin
- ❖ After some discussion, an unmoderated caucus may be motioned to work individually, with other delegates to pass a private directive, or work together to pass a public directive
- ❖ Motion to present and vote on a respective working paper to handle an issue
- ❖ When committee session ends, a “motion to recess” must be motioned

Voting Procedure

Dias does roll-call, delegates reply with “present” or “present and voting”. In either case, all delegates must vote on procedural matters, but if ‘present’ they can choose to abstain from voting on resolutions or directives.

Introducing Resolutions (GAs)

- ❖ Motion to present resolution
- ❖ Sponsors read resolution
 - Sponsors are all those who create the Resolution and contributed the most to ideating them
 - Signatories are all those who believe the Resolution should be discussed further and are interested in voting on the matter.
- ❖ Other delegates may motion to either: have a Q&A session, hold a moderated caucus to discuss it, engage in a for & against, and/or head right into the voting procedure (often a denied motion, best to read the room)
- ❖ Delegates who are not sponsors may wish to present an amendment (through a motion after it is passed to the dais on a sticky note or publicly mentioned on an online conference)
 - After it is proposed, the sponsors can vote on it, if all vote in favour, it is considered friendly
 - If all sponsors do not vote in favour, it is unfriendly and must be debated on
 - If majority of the council votes yes, it gets added onto the resolution regardless of sponsor input
- ❖ When the room decides to enter voting procedure - note-passing is temporarily disabled, no one is allowed in or out of the room, and all those who labelled themselves, “present and voting,” must vote

Introducing Directives (SAs + Crises)

- ❖ Motion to introduce directives, state title of directive
- ❖ Sponsors read directives
 - Sponsors are all those who create the Working Paper and contributed the most to ideating them
 - Signatories are all those who believe the Working Paper should be discussed further and are interested in voting on the matter
- ❖ Other delegates may motion for Q and A session
- ❖ Motion to enter voting procedure. A simple majority needed to pass. The specific numbers are based on the size of your committee

Addressing the Dias

Motions are required from delegates to advance the committee. All motions must be voted on and all delegates must vote on motions.

Motion to Open Debate

Motioned after roll call, a formality that allows delegates to begin debating

Motion for a Moderated Caucus

Delegates are able to speak on a topic for a set amount of time and may choose to speak first or last
Yield extra time to the dais or another delegate

Motion to Set the Topic/Set Agenda

After a primary speakers list, this motion is used to determine which topic is discussed first

Right of Reply

Used when a delegate feels as though they have been personally attacked by another delegate

Motion for an Unmoderated Caucus

Delegates are able to move throughout the room to discuss with other delegates about any topic for a set amount of time

Motion for a Gentlemen's Unmoderated Caucus

Delegates are able to discuss with other delegates but must remain in their seats for a set amount of time

Motion to Read Directives in Chronological Order

When multiple directives are passed, it is best to motion for chronological order just to see that you are on the same page as the Dias

Motion for a Q&A

Often used after a Resolution or Working Paper is presented, the respective group is questioned for a set amount of time

Motion for a For & Against

One or two delegates speak for the resolution at hand whereas one or two

Motion to Divide the Question

Sponsors read their directive or resolution clause by clause, allowing a Q&A session between each clause

delegates speak against it for a set amount of time

Motion to Exhaust/Recess

Also known as ‘tabling,’ the topic at hand is concluded

A motion to recess is motioned when a committee session ends

Points

Point of Personal Privilege - Used when delegates need something (washroom break, air conditioning, heating, etc.)

Point of Order - Used when a delegate feels as though the dais is deviating from decorum and ROPs

Point of Parliamentary Inquiry - Used to ask any questions to the dais

