

## *Model United Nations*

### INTRODUCTION

Model United Nations (Model U.N.) is a student-run replica of the United Nations in New York. It consists of student delegates representing various United Nations member countries on specific topics of world interest.

The students learn to be citizens of a country other than their own and represent that country's views on world matters and on several specific pre-assigned topics. The delegates research, draft and propose resolutions to be presented to the other member nations.

Delegates are required to learn the basic skills of research, public speaking, writing resolutions, negotiation and working with other students. The main responsibilities of the student delegates are to be able to state the views of the country they represent on one or more major issues. They must be aware of the views of other countries on these issues and be prepared to defend or modify the position of the country they represent in order to achieve a solution. In Committee or General Assembly, they may be expected to deliver speeches, prepared or impromptu, in defense of their Resolutions. They must also be prepared to follow parliamentary rules of procedure in both Committee and General Assembly.

### I. GENERAL RULES

#### **A. Participation:**

1. The number of MUN delegates to be sent by IASAS schools shall be 14-16 (16 for the current and future host schools, 14 for the other four IASAS schools). (05/07)
2. The host school will establish the total number of NON-IASAS MUN participants. Non-IASAS schools may be limited to 6 delegates.
3. No school may send fewer than two representatives per country.
4. Non-IASAS schools will be charged up to **US\$275.00** per student by the host school. All non-IASAS schools are required to submit payment in full for their

convention fees on acceptance of their invitation to participate (which should be no later than September). (05/15)

5. Flagrant violations of IASAS Rules & Guidelines by non-IASAS schools (students or sponsors) may result in a suspension of one or more years.

#### **B. Guidelines and General Rules:**

1. IASAS rules of conduct will be in effect throughout the convention, and no exception to these rules will be allowed.
2. Debate topics are to be suggested at the Annual Advisors' meeting and finalized in subsequent mailing in March-May.
3. It is stressed that all participants dress in a dignified and appropriate manner.
4. Every attempt will be made to ensure that each school will be assigned at least one important country, which will be heavily involved in that year's debate areas.
5. Advisors should refrain from directing their students and guiding their performances while the conference is taking place.
6. In conformance with normal diplomatic procedures, speeches or notes directed at delegates will not contain ethnic, religious, sexual or racial slurs. Any deviation from this rule will result in expulsion from the conference. Similarly, obscene language will not be tolerated. (Messengers delivering notes will be authorized to read such notes and to report any violation of this rule.) (04/10)
7. Advisors will be scheduled to supervise all venues during the conference. This supervision schedule will be arranged by the host school.
8. The host school of MUN will be responsible for replacing missing/new country name placards, to be paid for by the IASAS Secretary from IASAS funds. A

receipt will be necessary for reimbursement.

9. Accompanying advisors/sponsors must be present throughout the convention, and attend the pre- and post-convention meetings. (05/05)

The MUN convention may not be held at the same site for two consecutive years.

**C. Awards:**

Each participant will receive an IASAS patch and “Certificate of Participation”. Students (including non-IASAS visiting students) attending IASAS MUN for four years also receive a 4-Year patch. (4/13)

**II. COUNTRY ASSIGNMENTS**

Country assignments are made by the conference coordinators in mid-May. Each participating school should have at least four countries. Each delegation is comprised of two students. Please notify the conference coordinator of any unrepresented countries so they may be reassigned as necessary.

Ideally, delegates should be assigned to countries reflecting their experience and knowledge. Delegates may NOT represent their own nationality (this includes dual delegates who represent a superpower, such as the United States, who should be experienced in Model U.N.). It is also beneficial to partner experienced delegates with new delegates so that the newer participants gain from the knowledge and guidance of the seasoned delegates.

**III. CONFERENCE FORMAT**

The conference will proceed over a period of three days, normally a Thursday, Friday and Saturday, broken down in the following manner:

- 2 days – Committee
- 1 day – General Assembly

**A. Bloc Meetings or Caucusing:**

Bloc meetings allow delegates to approach other delegates and gain support for their Resolutions. It is the time for them to

negotiate and gain as much support as possible so their Resolutions will have strong support when raised in the Committee Meetings. This is the time to collaborate with Co-Submitters and find Co-Sponsors. Midway during this period the Vetting Committee for Resolutions will convene.

The informal caucuses emerge in several ways. Bloc meetings are set up on the basis of regional interests such as Latin American states, Asian states, African states, Eastern European states, and Western and other states. Besides these regional groups there are several other negotiating groups which operate at the Model U.N. (and the U.N. itself!). The more organized are: the “Group of 77” with a membership of 125 countries, the Non Aligned Movement (NAM) with a membership of 101 countries, the European Communities with a membership of 12 countries, the Organization of African Unity (OAU), the Association of the South East Asian Nations (ASEAN), the Organization of American States (GAS), and the G-7 or Economic Summit Countries. Bloc Meetings are open for any delegate to speak with any other delegate regardless of affiliation. Students will find it necessary to travel between bloc or caucus meetings.

These meetings are usually very informal with no one person presiding. Delegates speak to whomever they wish.

Parliamentary procedure is not observed. It usually takes the form of a large informal gathering. This provides a unique opportunity for delegate initiated leadership.

**B. Resolution Committee Meetings:**

Committee meetings provide the forum for delegates to formally propose their resolutions. These proposed Resolutions may be amended, defeated, or passed by a simple majority vote. The strongest Resolutions (those with the highest margin of support) then go to the General Assembly to be debated by the other member nations.

These meetings are formal. The Parliamentarian or Committee Chairman will preside over these meetings. The use of parliamentary procedure is required.

**C. The General Assembly:**

The General Assembly is the grand finale of the entire conference. Resolutions passed in the Committee Meetings will be discussed and voted on by the entire assembly of delegates. Each committee issue will receive equal time before the General Assembly, depending on final conference structure (Guest Speaker and Emergency Issue time are variable). Each issue will receive approximately 2 hours of debate before the General Assembly – For, Against, and To the Question.

Points of Personal Privilege, Parliamentary Inquiry, and Parliamentary Procedure cannot be raised in General Assembly. Points of Order do however apply in General Assembly, as do Points of Information.

The Secretary-General presides over the Assembly. The Secretary-General recognizes Rights to Reply, grants Points of Information, and generally applies all rules and procedures in the interest of a participatory and productive gathering. He/She is assisted by two Parliamentarians and possibly a secretary. The Assembly is held in a large hall with all delegates present and in assigned seats. Seats are assigned by country in alphabetical order in a semi circle by country around the Secretary General.

The Secretary-General sets the schedule of events for the Assembly. He/she presents the topics of discussion and the Resolutions offered by the respective (and now just concluded) Committees. If all resolutions failed in Committee, the Secretary-General will review the votes from Committee, and the resolution with the highest count of “for” votes will go to the General Assembly. If this is not the case, the Secretary-General will select the resolution that is well-written and will generate healthy debate in the General Assembly. (04/10)

Delegates are permitted to make speeches For, Against, and To the Resolution. Then the Assembly votes, whether to accept or reject the Resolution. After completion of the first topic, the Secretary-General presents the next topic and the relevant resolution.

This final meeting is formal and the use of parliamentary procedure is required.

**IV. PARLIAMENTARY PROCEDURE**

Parliamentary procedure is observed in Resolution Committee Meetings and in The General Assembly. All delegates are required to be knowledgeable in its proper use. See the Rules of Procedure.

**V. RESOLUTIONS**

Resolutions are to be typed in the proper format. It is recommended that delegates arrive with 20 copies. Initial Resolutions should not exceed 80 lines. A sample of the proper format can be found in the Appendix.

Delegates should be aware of the different ways in which their country may become attached to a Resolution. The author of the Resolution shall be called its Subcommittee. Co-Subcommittees may be accepted at the discretion of the original Subcommittee (and, in fact, at least one Co-Subcommittee is required). (see below). A Co-Submitted Resolution has been mutually developed. An alternative to Submission is Sponsorship or (Co-Sponsorship, if more than one). Delegations wishing to Co-Sponsor may add their names at the end of the Resolution or on a separate sheet of paper attached to the Resolution. When voting in Committee or General Assembly, Co-Subcommittees and Co-Sponsors must vote for their Resolution unless they have formally withdrawn their support. This should not be done in a frivolous manner, especially in the case of Co-Subcommittees.

Resolutions must be Co-Submitted by at least two delegations. Resolutions must be vetted (approved) and stamped by the Faculty Vetting Board before they can be submitted in Committee. Once approved, a Resolution will be copied by the Secretariat, and sufficient copies for each member of the appropriate Committee will be carried to the Chair of that Committee by a Courier. (05/04)

After receiving approval, The Resolution should be submitted to the appropriate Committee Chair. Chairs will select resolutions to be considered on the basis of debatability and time available.

A delegation may only Co-Submit, Sponsor, or Co-Sponsor a Resolution if that delegation has not Co-Submitted, Sponsored or Co-Sponsored any other Resolution on a particular topic. Please be clear on these alternatives for submission of a Resolution. At least at first, a delegation may officially support in writing only one document.

There are three main steps in the development of a good Resolution. First, the delegates must recognize and investigate the need for action. Second, they should attempt to find a solution. Third, delegates must be able to justify their proposed solution.

**A. Recognition and Investigation of the Need for Action:**

After defining the problem, delegates should proceed to research the problem. Investigating previously suggested solutions, relevant resolutions that have already passed the United Nations, and current news articles are several good places to start. Most importantly, the delegates need to discover any and all views, positive and negative, of the country that he/she is representing.

Delegates should try to obtain information from more than one source to prevent bias in the information.

After compiling this information, delegates should proceed to Step B. However, they should continue to keep up with current news to have the most up-to-date information at all times and to adjust their resolutions or views if necessary.

**B. Finding the Solution:**

Utilizing the information developed through extensive research, delegates should research for consistencies that may serve to unite member nations in a possible common solution. Examine from all angles: economic, military, political, social and environmental. Learn the positions of the other member nations and look for areas of similarity. Identify areas of compromise and decide what compromises a country and other countries would be prepared to make.

Develop a plan of action that would be acceptable to the assigned country and would

also gain the support of the other countries, especially a superpower.

Proceed to Step C.

**C. Justify A Plan of Action:**

Be prepared to back up every point with facts. For each step and statement, have statistics and policy statements. Prepare a projected impact for the plan, both positive and negative. Again, cover all angles; economic, military, political, environmental and social.

Write the Resolution. Follow the exact format found in the next section and in the appendix.

**VI. RESOLUTION FORMAT**

(Refer to the sample Resolution provided in the Appendix clauses)

Each resolution has three main sections: the Organ, the Preambulatory Clauses and the Operative Clauses.

Before getting started on the content of the Resolution, please note the appropriate heading at the top of every resolution.

A. The committee, the committee topic, main submitting, co-sponsoring, and co-submitting countries are listed in block form on the left side, each on its own line. (04/10)

Proceed to the content of the resolution.

**1. The Organ:**

The organ is the audience to whom the resolution is directed. If the resolution is for a Committee Meeting, then the organ should state the Committee name (Political, ECOSCO, Human Rights, or Environment). If the resolution is passed, then the Organ would be changed to “The General Assembly” before being presented to the General Assembly or Secretary-General. The Organ should be typed in capital letters, followed by a comma. (04/10)

**2. The Preambulatory Clauses:**

The Preambulatory clauses provide the reasoning and justification for the proposed action that will follow later in the Resolution. Each clause constitutes a paragraph followed by a comma.

Each preambulatory clause is begun by using a present or past participle (suggestions are provided with the sample resolutions). Some examples are “Affirming”, “Alarmed by”, “Emphasizing,” etc. Please note that each introductory word in each point has an initial capitalized letter and is bold, italic, and underlined. (04/10)

**3. The Operative Clauses:**

The operative clauses are the statements of the plan of action, recommendations, or statements of concern or condemnation.

Each clause is numbered and indented. Each introductory word is again bold, italicized, and underlined. Each clause ends with a semicolon. Introductory words are verbs and again suggestions are provided, but examples are “Accepts,” “Condemns,” “Supports,” etc. The last clause, which acts as the conclusion to the resolution, is ended with a period. Sub-clauses within operative clauses are separated by commas. There is no need to include as a final operative clause, “Decides to remain actively seized on the matter.” (04/10)

Please note that the lines are numbered on the left side of the article with the numbers in parentheses. The line numbering starts with the beginning of the Operative clause. (04/10)

**4. Notes:**

Resolutions should be:

- a) Typed
- b) Accurate in reflecting the views and policies of the country they represent;
- c) Specific and not containing generalizations, and finally;
- d) Clear and concise, using language that is direct and easily comprehended by all delegates.

**VII. SPEECHES**

Delegates will have to be able to speak comfortably in public if they are to be effective, efficient participants. Providing the delegates with a format for a persuasive speech and the experience to make at ease with speaking in front of 150-200 other delegates is invaluable. Students should also be aware of the necessity of time limits to facilitate debate.

As with any article or speech, there are three main sections – Introduction, Body, and Conclusion. But in persuasive speaking, there is a more effective format – it is called Monroe’s Motivated Sequence.

Monroe’s Motivated Sequence:

- A. Attention
- B. Need
- C. Evidence
- D. Solution
- E. Feasibility/Action

Use of this format can greatly enhance the effectiveness of any speaker and speech.

**1. Attention:**

This is introduction. Effective types of introductions can be dramatic stories emphasizing need, quotations, or proverbs. If the speaker cannot command the attention of the audience from the beginning, the rest of the speech is lost, as well as the message. Introductions make or break a speech.

**2. Need:**

In this section of the speech, the speaker must convince the audience of the need for action and the need to follow their suggestions. The speech should contain at least three to four major needs. Each need should be supported by at least two to three sub-points containing logic, statistics, policy statements, or statements of events emphasizing this need.

**3. Evidence:**

The speaker must now provide even more facts or supporting evidence, yet guide the audience to see the view of the speaker and, in essence, bring them to the conclusion that a need is evident. Facts, statistics, stories, event policy statements, and interviews with involved parties are all examples of evidence.

**4. Solution:**

Now he/she provides the audience with the solution to the need, explaining it point by point, in detail. If the audience does not understand the plan of action, then they will not support it.

**5. Feasibility/Action:**

Finally the speaker provides the audience with evidence that the plan of action can and would work. Time permitting, he/she takes each need and shows how the plan satisfies the need. The speaker highlights the plan in several major ways, illustrating its feasibility, support, and benefits.

In these speeches, it is important to remember that the objective is to present ones' views and to gain an understanding in the eyes of other member nations as to one's views and proposed plan. It is not the time to be overly concerned with eloquence or showing off vocabulary.

The following are some hints in making a speech as effective and understandable as possible.

- a. Use speech that is clear, concise, and direct. Be straightforward.
- b. Make the organization clear by using signposts, such as "point number 1, point number 2".
- c. Establish the overall organization of the speech early on so the audience can follow it throughout.
- d. Emphasize the message by proper use of voice inflection. It is probably the most important and effective aid in any speech. Use it.
- e. Be aware of excessive body movement which may distract the listener. Exaggerated gestures, though sometimes effective, can also be an impediment.
- f. Be aware of the effective use of pauses. Do not rush the audience.

The above advice is largely applicable to the prepared speeches. Much of the Model U.N. debate will rely on precise, witty repartee for effectiveness. Speeches are often limited to one or two minutes.

Becoming a delegate is the process that transforms a student into a representative of a country different from his/her own nationality. The student learns about the country through guided research into culture, economics, and political structure. In essence, the student must learn to be from that assigned country. A delegate must try to gain as broad a knowledge as possible of a variety of global issues. Delegates are expected to keep abreast of current events and develop an understanding of issues beyond their assigned field. Each delegate should be assigned one of the designated topics to research in depth and to sit in Committee on that issue. This does not mean that delegates need not have to research other issues. In the General Assembly all delegates will be expected to react to and vote on topics from all four Resolution Committees.

Therefore the delegate should have broad knowledge plus specific expertise in the Committee assignment.

It is the delegate's responsibility to act as professionally as possible. Although Model U.N. is a fun and educational activity, it is dealing with serious world concerns and therefore deserves respectful treatment. This should be evident in sportsmanship, dress, and stature.

Getting started can be a problem for students. The following is a guide to help the delegate in beginning basic research. This country background research is the first step prior to looking at assigned topics. Teachers may want to include background lectures to help focus students on relevant issues.

**A. Political Structure:**

1. Origin of the political structure.
2. Government structure/country's constitution.
3. Stability of the government.
4. Major domestic and foreign policies.

**B. Cultural Factors: people, society in general:**

1. Ethnic groups represented
2. Religions represented.
3. Cultural History.
4. Ethnic/religious interaction.

**VIII. BEING A DELEGATE**

**C. Geographic Considerations:**

1. Bordering countries: defensible borders.
2. Topography of the country (by region if possible).
3. Geopolitical considerations.

**D. Economic Structures:**

1. Monetary system.
2. Outside economic dependency.

**E. Resources:**

1. Basic commodities mined and produced.
2. Trade agreements
3. Degree of self-sufficiency.

**F. Military Factors:**

1. Military structures.
2. Dependence on their nations for defense.
3. Military alignment and alliances.

**G. Establish Views on World Problems:**

1. Role and capability to influence developments.
2. "Bloc" membership: Economic Summit Countries (G-7), Non-Aligned, NATO, ASEAN, etc.

**H. Individuals, Groups, Movements:**

1. General.
2. Last 50 years.
3. Last 25 years.
4. Major historical events  
Delegates should devise a method of data collection which suits their needs. It should be a system that allows easy access to data should they need it and not require excessive time in the location of evidence. Most students use the note card/note card-box system quite successfully.

The following are some suggested sources for research:

- a. Magazines: *Time*, *Newsweek*, *U.S. News and World Report*, *The Atlantic*, *Far Eastern Economic Review*, etc.

- b. Newspapers: *International Herald Tribune*, *The New York Times*, *The Washington Post*, and local newspapers.

- c. U.S. Embassy Library: This library can have excellent periodical facilities. It also has international relations files consisting of State Department releases and other various articles. Students usually find the USIS office, as well as other departments very helpful.

Students should also investigate the libraries of other embassies.

- d. United Nations Offices.

**IX. SECRETARY GENERAL**

The Secretary-General is the top of the power hierarchy in the Model United Nation.

The Secretary-General is responsible for the maintenance of order, efficient flow of proceedings, guidance in the discussion of topics, presiding over the General Assembly and the Resolution Committee Meetings if necessary and any other administrative duties associated with General assembly. This person should be a mature, responsible, dedicated and highly motivated individual. He or she should be able to be an effective leader and authoritative, if necessary. He or she should be able to work under intense pressure and be extremely well organized.

This position requires extensive amounts of coaching. The position requires immense responsibilities and requires total dedication on the part of the student. If the Secretary-General is not capable, the whole conference can break down.

The host school for the conference provides the Secretary-General.

The Secretary-General, during the conference, should hold regular meetings with chairs, parliamentarians, and pages, to review procedures and gather feedback on the progress of the event. It is up to the Secretary-General to determine how often these meetings should be held; however, at a minimum, one should be held at the close of the first day. (04/10)

**X. PARLIAMENTARIAN**

The parliamentarian is second only to the Secretary-General in the power hierarchy of the Model U.N. The responsibilities and duties are the same as the Secretary-General's but the Parliamentarian provides any necessary assistance to the Secretary-General. It is recommended that a position of Parliamentary Assistant be added to the Secretariat, with responsibility to read notes, remove frivolous and inappropriate notes (04/10). Within the General Assembly this should enable the Secretary General to focus on debate. (5/03)

The host school of the Conference provides the Parliamentarian, but any school may request to provide a Resolution Committee chair, if one is needed.

**XI. INSTRUCTIONAL ACTIVITIES**

The following activities may be utilized to supplement the instruction provided to the delegates.

- A. Provide controversial speech topics, both pro and con for each topic. Require delegates to prepare an impromptu speech in 10 minutes. Delegates present their speeches and the other participants cross question the speaker to expose and question contradictions, factual errors, and illogical thinking. The format and presentation of the speech can be critiques.
- B. Hold special public speaking meetings for those students who have had no prior

experience and for those students who wish to improve their speaking abilities.

- C. Require all delegates to present a verbal country report, concentrating especially on the Committee topics and the viewpoints of the country in question. The country report should be presented in proper speech format. The other delegates cross question each speaker.
- D. All rules of Parliamentary Procedure can be placed on separate sheets of paper and placed in a hat. Each delegate draws a "rule" and is required to explain in detail this rule and its application. The other delegates are responsible for correcting all mistakes and are permitted to question the speaker on his "rule".
- E. Organize a field trip to an Embassy or High Commission and ascertain research facilities available.
- F. Hold Mock Resolution Committee and Bloc Meetings.
- G. Require submittal of resolutions on all assigned topics.
- H. Hold open discussion of topics for general informational purposes.
- I. Implement quizzes on Parliamentary Procedure and Rules of Order.
- J. Hold individual country team meetings for personalized instruction and discussions.



## *Sample Resolution*

COMMITTEE/FORUM: The General Assembly

QUESTION OF: The role of the UN in Rebuilding Iraq.

MAIN SUBMITTERS: Iraq, Egypt

CO-SPONSORS: Ethiopia, Mozambique, Syria, Yemen, Saudi Arabia, Malaysia

THE GENERAL ASSEMBLY,

- (1)        **Reminding** that the United Nations has a vital responsibility in the reconstruction and administration  
(2)        of Iraq,  
(3)        **Believing** that the International Community and the neighboring Arab countries should participate in  
(4)        the reconstruction and administration of Iraq,  
(5)        **Aware** of the need for rehabilitation of public services,  
(6)        **Approving** the work undertaken to establish a permanent Iraqi constitution,  
(7)  
(8)        1. **Requesting** direct support from the League of Arab States and the United Nations for  
(9)        helping Iraq's sovereignty by:  
(10)        a.) Governing council be given to Arab observers designated by the delegates of the  
(11)        League of Arab States to protect the administration process, especially elections,  
(12)        constitution, and government body from becoming biased,  
(13)        b.) Aiding with funds raised by the League of Arab States to assist the formation of  
(14)        Iraqi government in terms of elections, especially the advertisement of education of  
(15)        elections;  
(16)        2. **Urges** the coalition authority and Iraqi governing council to allow a greater role for the UN  
(17)        and the international community in the following areas:  
(18)        a.) More multinational forces for reconstruction, designated by the UN, especially in  
(19)        the area of engineering,  
(20)        b.) To secure and to enhance the situation of Iraq's stagnant domestic economy,  
(21)        c.) Control over all international funds by a special committee designated by the UN to  
(22)        insure the proper distribution of funds;  
(23)        3. **Suggests** regular international conferences held under US auspices to recognize the  
(24)        international community's role by:  
(25)        a.) Seeking investment opportunities in Iraq to expand foreign money reserves,  
(26)        b.) Providing humanitarian aid by raising funds, and distributing it to meet civilian needs;  
(27)        4. **Urges** the United Nations Development Program (UNDP) to continue to:  
(28)        a.) Improve water and sanitation sector by supporting the rehabilitation of sewage  
(29)        treatment plants, repairing pumping stations and assisting in the clearance of  
(30)        wastes and cleaning of the sewage system,  
(31)        b.) Building and improving water distillation plants,  
(32)        c.) Improve electricity sector by rebuilding and maintaining power services in major  
(33)        cities of Iraq,  
(34)        d.) Encourage hospital rehabilitation by improving hospital facilities and equipment,  
(35)        as well as improve public health and environmental conditions around hospital areas;  
(36)        5. **Reminds** of the importance of rebuilding the Iraqi civilian police force by the donation of funds  
(37)        efficiently used for Iraqi police training;  
(38)        6. **Requests** the United Nations Electoral Assistance Division (EAD) in Iraq to ensure the  
(39)        nationwide elections may take place by the January 31<sup>st</sup>, 2005 deadline by:  
(40)        a.) Ensuring all nominations are received by the new Iraqi election commission,  
(41)        b.) Revising and updating the current electoral framework,  
(42)        c.) Guaranteeing that all candidates are not to be intimidated and that the elections will  
(43)        remain free and fair,  
(44)        d.) Providing technical assistance to the Iraqis by:  
(45)        i. Registering voters,  
(46)        ii. Budgeting funds provided for the election,  
(47)        iii. Reviewing the electoral framework,  
(48)        iv. Training election officials,  
(49)        v. Improving infrastructure such as polling stations to ensure that voting is fair,  
(50)        accurate, and effective,  
(51)        e.) Screening all candidates to avoid the selection of candidates that will invoke violence  
(52)        and turmoil in Iraq,  
(53)        f.) Publicizing information about registering and the elections through the means of but  
(54)        not limited to TV, radio, posters, and the internet;  
(55)        7. **Decides** to remain actively seized of the matter.

**SAMPLE PREAMBULATORY PHRASES:**

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

**SAMPLE OPERATIVE CLAUSES**

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

## *Rules of Procedure*

These rules have been adapted for the special needs of the IASAS Model U.N. Conference. Though some adjustments may be contrary to what specifically happens in the United Nations itself, they are made in consideration of time, and to expedite debate. Nonetheless, The Model United Nations for East Asia (“A 3 Day Play”) conveys the essence of the procedure, promise, drama, and problems of the World Body.

### **1. Scope:**

These rules are self sufficient and shall be considered adopted in advance of the session. No other rules of procedure are applicable.

### **2. Language:**

English shall be the official and working language of the session.

### **3. Statements by the Secretariat:**

The Secretary-General, or a member of the Secretariat designated by them as their representative, may at any time address the session.

### **4. Delegations:**

Each member nation shall be represented by one voting delegate. In addition, delegations will include one alternate representative only.

### **5. Courtesy:**

All representatives will be expected to show courtesy and respect to those speaking. Those who refuse may be dealt with at the Chair’s discretion.

### **6. Responsibilities of Delegates:**

Each delegate has the responsibility of conducting him/herself in a diplomatic manner. Undiplomatic conduct will be looked upon with extreme disfavor by the Secretariat. Violation of this rule may lead to immediate expulsion from the current function.

### **7. Phraseology:**

The phraseology of the Model United Nations shall be formal so as to accurately simulate diplomatic interaction. Thus, a delegate should say “The delegate of \_\_\_ moves that...” and not “motion to...” A delegate should also say “The delegate of \_\_\_ rises to a point of...” instead of “point of ...” (04/10)

### **8. Credentials:**

The credentials of all delegates have been accepted prior to the opening session. Any representative to whose admission a member objects shall be seated provisionally with the same rights as other representatives. Each delegate must, at all times, have his placard in full view or else may lose possession of speaking and voting rights for that session.

Any member who wishes to challenge the credentials of a fellow delegate must follow this procedure. A motion for a Change of Agenda calling for a Change of Status must be submitted to the Secretary-General with the signatures of twenty-five (25) nations in the General Assembly, or ten nations in Committee. If the delegates receive written approval for the Motion concerning the Change of Status and the Motion for Change of Agenda has been passed by a 2/3 majority, then the Change of Status Motion must be considered. There should be two speakers For and two speakers Against. This Motion must also receive a 2/3 majority. In the interests of facilitating the agenda, a Change of Status passed in any committee will be considered binding on the General Assembly, and will only be voted on in the General Assembly if two different committees have passed opposing Changes.

### **9. Agenda:**

The agenda for each session of the General Assembly shall be determined by the Secretary General prior to the session. Each resolution will be given a number in order of submission to the General Assembly. This number will not be changed unless the Sponsor is absent at the time of debate. Then it will be put at the end of the agenda. If in Committee debate preceding General Assembly all resolutions failed, the Committee Chairs will inform the Secretary General of the votes for each resolution in order to determine which had the highest votes “for.” The second determining factor in this situation is a resolution’s written quality and inspiration for healthy debate. (04/10)

**10. Changes in the Agenda:**

Should a delegate wish to entertain an important issue, such as voting rights after one resolution has finished and before the next is considered, the delegate may motion to ‘Change the Agenda’. However, this may only be done after a resolution has been voted upon, and before a new resolution is debated. (05/06) Motions to Change the Agenda are in order only when a main motion is not under consideration. It will require a 2/3 vote in General Assembly. In Committee, the Motion to Change the Agenda must be signed by ten (10) nations and twenty-five (25) nations in General Assembly. After one speaker For and one speaker Against the Motion (except as above), the Motion shall be put to a vote.

**11. Minute of Meditation:**

Immediately after the opening of the first plenary session and immediately before the closing of the final plenary session, the Chair shall invite all members to observe one minute of meditation.

**12. Quorum:**

The Chair may declare a session open and permit debate when at least one quarter of the members are present. The presence of a majority shall be required for any substantive decision to be taken. A quorum shall be assumed present unless specifically challenged and shown to be absent.

**13. General Powers of the Chair:**

In addition to exercising the powers conferred upon the Chair elsewhere in these rules, the Chair shall declare the opening and closing of each meeting, direct discussions, accord the right to speak, put all questions to a vote, and announce decisions. He or she may also recess or adjourn the session.

The chair shall ensure and enforce observance of these rules, and subject to them, he shall rule on Points of Order. He or she shall have complete control of the proceedings, at all sessions. In the exercise of these functions, the Chair is at all times subject to these rules and responsible to the General Assembly.

**14. Special Rights and Privileges of the Secretary General and Chairs:**

The Secretary General AND CHAIRS may at any time suspend or otherwise change any part

of the Rules of Procedure in order to ensure smooth functioning of the Model United Nations. (05/04)

**15. Powers of the Secretariat:**

The Secretariat shall interpret these rules and their ramifications according to the session. They may also advise the delegates on the possible course of the debate.

**16. Warning System:**

The Chairman of the session may at any time at his or her discretion place warnings on countries for acts considered undiplomatic. The Chairs should be as consistent as possible in enforcing these rules (04/10). These warnings may not be appealed. The penalty system follows as such:

1 <sup>st</sup> Warning	No penalty
2 <sup>nd</sup> Warning	No speaking or voting privileges up to the completion of one resolution/ (5/03)
3 <sup>rd</sup> Warning	Removal of delegate from the room

**17. Appealing the Decision of the Chair:**

Any decision of the Chair, with the exception of those matters which are herein explicitly designated unappealable, may be appealed immediately by a delegate. The delegate may speak on behalf of the appeal, and the Chair may speak in defense of the ruling. The appeal shall be put to a vote and the Chair’s decision shall stand unless overruled by 2/3 of the members present and voting. A placard vote must be used.

A Chair’s ruling that an amendment is Out of Order because it “drastically” alters a resolution’s clear intent may be appealed.

There shall be one speaker in favor of the appeal and the Chair may speak against. The appeal shall then be put to a vote, and the Chair’s decision shall stand unless overruled by a 2/3 majority of those members present and voting.

**18. Caucusing:**

There will be a separate area provided for the purpose of caucusing. It has been suggested that a set of placards be provided for committee caucusing areas, in blocs, in each

committee room. (5/03) No caucusing shall be tolerated in General Assembly. Members who wish to call for caucus may rise to a point of Personal Privilege, or motion for a recess at any time other than when another member has the floor.

**19. Resolutions:**

Delegates may propose Resolutions for Committee consideration in any of the designated topic areas. Authors of a Resolution shall be called its Co-submittees. The names of the Co-Submittees of a Resolution shall appear in the heading of the printed Resolution; as do Sponsors and Co-Sponsors. To reach the floor, Resolutions must be typed in the correct form, but line numbers may be written in ink.

Questions pertaining to financial issues should not appear in Resolutions, or be raised in Points of Information. (5/03)

**20. Procedure for Debating Resolutions in Committee:**

During the lobbying/caucusing session, a Resolution must obtain support before it can be forwarded to the Faculty Vetting Committee. The Chairs will determine the number of co-sponsors, co-submitters required based on the size of the Committee, which will be communicated to the Committee by the Committee chairs on the first day of the conference (04/10). Once a Resolution has been vetted (passed, and stamped), copied, and the copies distributed to the appropriate Committee Chair, the Chair shall then decide in which order Resolutions will be debated in the Committee. The Chair will make this determination based upon the degree to which the Resolution can be debated, and the Chair may wish to alternate Resolutions which argue very different points of view. Once the Chair has decided the order of Resolutions, the chief Co-Submitter of the first Resolution will be notified without delay. The chief Co-Submitter is identified by the name of the first country on the Resolution's Co-Submitters list. When debate on this Resolution opens, the Chair will invite the chief Co-Submitter to read its Operative Clauses, then to answer Points of Clarification from other delegates, then to make a two minute Opening Speech. On completion of the chief Co-Submitter's speech, s/he may then either Yield the Floor to

another delegate, or Yield the Floor to the Chair. (05/04)

**21. Amendments:**

In session, a delegate may move to amend any Resolution which has been introduced. All amendments must be in writing. If the original Sponsor of the resolution accepts the amendment, it is considered a friendly amendment and is immediately incorporated into the body of the Resolution. The acceptance of a friendly amendment shall be announced to the session during the course of debate on the Resolution either from the floor or in a substantive speech. If the Subcommittee of a Resolution does not approve of a proposed amendment, it is considered non-friendly. Before being considered on the floor, non-friendly amendments must receive eight (8) signatures. Only extremely lengthy amendments must be duplicated.

A non-friendly amendment to any Resolution may be introduced when the Resolution is under consideration and the floor is open. Amendments dealing with other Resolutions introduced or Resolutions not relevant to the topic area are out of order.

When a Motion for an Unfriendly Amendment is made (to a Resolution presently under debate), debate on the Resolution temporarily halts, while debate on the Unfriendly Amendment takes place. The Chair calls for a Speakers List, consisting of one speaker "For" and one speaker "Against" the Unfriendly Amendment. After these two speeches, the Chair will call for a vote on the Unfriendly Amendment. A simple majority is required for the Unfriendly Amendment to pass (abstentions are not counted in determining a majority). (05/04)

Only two (2) amendments per Resolution will be allowed in General Assembly. The Chair may rule any amendment Out of Order if, in his or her opinion, it drastically alters the clear intent of the Resolution. This decision is appealable.

Should a delegate believe that an Amendment drastically alters the Resolution's clear intent, s/he may appeal to the Chair, claiming that the Amendment is Out of Order (see Rule # 32, Appealing the Decision of the Chair, for further details). (05/04)

**22. Withdrawal of Motions:**

A motion may be withdrawn by its Sponsor at any time before voting on the motion has commenced, provided that it has not been amended by the body. A motion thus withdrawn may be re-introduced by any member.

If a motion has more than one Sponsor, all must agree on the decision to withdraw. Those nations who have signed a substantive motion but who are not considered Sponsors have no voice in a decision to withdraw the motion.

**23. Motions in Writing:**

In Committee, the Chair may require at any time that all motions, with the exceptions of Point of Order and Points of Personal Privilege, be submitted in writing before they are recognized. Requests to be placed on the Speakers List on any substantive issue shall be submitted in writing, unless the Chair specifically suspends this right.

**24. Tabling for Incompetence**

If a delegate believes that a Resolution being presently debated is incoherent, or in some other way quite inappropriate for debate, that delegate may raise a motion entitled "Tabling for Incompetence". A delegate should be cautious before taking this step, as the inference is that the Co-Submitters have been incompetent in drafting the Resolution, a serious slur to make on other delegates. Once such a motion has been made to the Chair, the motion is debatable to the extent of one speaker "For" and one speaker "Against". Passage of the motion requires a simple majority of delegates present and voting (abstentions are not counted when determining a majority). Tabling for Incompetence is permissible within Committee, but not permissible in the General Assembly (as any Resolution reaching the GA has already met with the prior approval of the Committee). (05/04)

**25. Means of Determining Speakers:**

A. In Committee and the General Assembly, speakers will be determined by placard-recognition from the Chair. After the Resolution's Operative Clauses have been read out by the chief Co-Submitter, that delegate will respond to Points of

Clarification, and then give the first "For" speech and respond to Points of Information. The delegate then has the right to Yield the Floor to another delegate, (See Rule 30) or back to the Chair (except as in the General Assembly, see Rule 25-C). The Chair will call for a show of placards from those delegates who wish to speak "Against" the Resolution, and will select a speaker. Following the "Against" speech, the Chair will call for those who wish to speak "To" the resolution, and after that speech, the Chair will again call for "For" speakers. The Chair will follow the "For, Against, To" sequence until completion of debate.

- B. "To" speakers are those who wish to remain neutral regarding the Operative Clauses of the Resolution under debate, but who nevertheless wish to express their country's point of view on the general issue. "To" speakers must be careful to make no direct reference to any Operative Clause, and should they err and make reference, they may be challenged by another delegate, or by the Chair, by means of a Point of Order.
- C. Yields in General Assembly

In General Assembly, the procedure is the same, except in the case of Yields. Once the chief Co-Submitter has concluded, s/he has the option of Yielding the Floor to a political ally, or of Yielding the Floor to the Chair (SG). Once one Yield has occurred, all subsequent speakers will be chosen by the Secretary General by a show of placards. That is to say, Yielding to another delegate can only be done in the GA by the chief Co-Submitter of the Resolution. The purpose here is to give all speakers a chance of gaining the floor. (05/04)

**26. Speeches:**

No representative may address the General Assembly without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

**27. Time Limit on Speeches:**

Speeches in both Committee and General Assembly are set at two minutes. The Chair/Secretary General will reduce speeches to one minute duration if the assembly has moved into Informal Debate / Moderated Caucus (see Rule 44). Speech time limits should be adhered to strictly by the Chair. Should a speaker exceed the time allotted, the Chair shall call the speaker to order without delay. (05/04)

In the interests of consistency and equality, the Secretary General shall not change the time limit of speeches in substantive debate in the General Assembly. Speeches are set at two minutes. An exception to this rule is if the GA moves into Informal Debate/Moderated Caucus, for all speeches are then automatically of one minute duration. (05/04)

**28. Informal Debate/Moderated Caucus:**

When confronted with a “time crunch” under which it would not be possible to complete the Speakers List, and in the interests of including participation in debate from as many delegates as possible, a delegate may motion the Chair to move into Informal Debate, or Moderated Caucus. Should the Chair perceive this motion to be of merit, s/he will ask for a Second to the Motion, then conduct a quick placard vote to determine if the assembly is in support of the motion. A simple majority is required to pass the motion.

Informal Debate/Moderated Caucus consists of one minute speeches that contain information or arguments not yet mentioned in the debate. Using Informal Debate/Moderated Caucus to restate points already made earlier in the debate is Out of Order.

Speakers will be chosen by the Chair by a show of placards, and in the interest of time, speakers will deliver their speeches from their seats.

Points of Information shall not be entertained, again, accelerating the rate of speeches.

Informal Debate/Moderated Caucus may be used both in Committee and in the General Assembly. (05/04)

**29. Equal Debating Time Per Issue:**

In the General Assembly, debate time per issue will be allotted equally. That is to say, that if the GA debates four issues, each from a different Committee, then the amount of time allotted to each issue will be the same. This rule provides delegates from different Committees equal opportunity to speak in the GA. However different Resolutions, each dealing with the same issue, may be debated for varying lengths of time. (05/04)

**30. Yields**

In committee, any delegate who has been granted the right to speak on a substantive issue may yield that right to any other delegate. There cannot be more than one consecutive yield (i.e. if one delegate has yielded to another delegate, the second delegate may not yield to another delegate). For example, a delegate giving a two minute speech may yield one minute of that speech to another delegate. The procedure is that delegate ‘A’ informs the Chair prior to beginning his/her speech that s/he will yield the floor after one minute to delegate ‘B’. Delegate ‘B’ will be at the podium, waiting to speak, in order to save time. Therefore, delegates ‘A’ and ‘B’ will speak for a combined total of two minutes. In the General Assembly, only the chief co-submitter of a resolution, and thus the first person to speak, has the right to yield. (05/06)

**31. Right to Reply:**

All requests for “Right to Reply” will be dealt with in the following manner:

- A. Any delegate whose personal or national integrity has been insulted should immediately stand as soon as the offensive statement has been made.
- B. The delegate should not speak.
- C. Upon completion of the speech in which the perceived insult occurred, the Secretary General will then recognize the delegate to speak at his/her discretion. The delegate will speak from his desk.
- D. In General Assembly the right to reply is limited to 30 seconds.

**32. Right to Statement:<sup>2</sup>**

Each country, immediately following the Roll Call, or at a time no Resolution is on the floor, will have the Right to Statement (05/04).

<sup>2</sup> Inserted additional clarification regarding pre-conference responsibilities of advisors and during-conference responsibilities of Chairs/SG/Par.

one minute. All requests for Right to Statement must be in writing with the topic indicated. The Chair will grant four (4) prior to opening debate on a new Resolution. There will be no Points of Information granted. (05/04) Model UN Directors **must review and sign** these speeches to ensure appropriate content. If students use inappropriate language or innuendo, the Chairs reserve the right to a) stop the speaker, b) issue warnings and/or c) remove speaking privileges. (04/10)

**33. Point of Personal Privilege:**

In Committee, whenever a delegate experiences personal discomfort which impairs his or her ability to follow the proceedings, that delegate may rise to a Point of Personal privilege in the hope that the source of discomfort will be corrected or removed. While a Point of Personal Privilege may interrupt a speaker, delegates should use this prerogative with the utmost discretion.

**34. Points of Clarification:**

This process occurs immediately after the chief Co-Submitter of the Resolution has read aloud the Operative Clauses. Points of Clarification are questions from delegates seeking clearer explanation of the meaning of words or phrases in the Operative Clauses. Points of Clarification are akin to seeking dictionary definitions, and are not to be confused with Points of Information (which seek further information about a delegates viewpoints or information pertaining to the Resolution).(05/04)

**35. Point of Information:**

A Point of Information is a request for information from a delegate to the speaker. A delegate may rise to a Point of Information after a speaker has finished but still has the floor. The Chair will ask the speaker if s/he is open to Points of Information, and if the reply is in the affirmative, the Chair will then ask

the assembly if indeed there are any Points of Information. Delegates respond to this question by raising their placards. The Chair then asks: "To what point do you rise?", to which the delegate replies: "The delegate of \_\_\_\_\_ rises to a Point of Information. The Chair then informs the delegate to proceed with the question. A question should be worded diplomatically, such as: "Can the honorable delegate please explain ...". Good questions are brief and clear and should not summarize research; rather, they should ask a specific, concise question. The Chair has the right to limit the number of Points of Information, and delegates may motion to extend that number if they feel a need. Final word on the number of Points that may be asked rests with the Chair.(04/10)

If the questioner believes that the question has not been answered adequately, the questioner may appeal to the Chair by asking: "The delegate of \_\_\_\_\_ believes the delegate has not answered his/her question." An alert Chair will then determine whether the question has indeed been answered or not, and will request the speaker to answer again if the Chair was dissatisfied with the original answer. (05/04)

**36. A Leading Question**

A Leading Question is one form of a Point of Information. Leading Questions are encouraged if they enhance the discussion under debate, a judgment that resides with the Chair.

**37. Follow-Up Questions:**

A delegate may request from the Chair a Follow-Up Question after having asked a Point of Information. A Follow-Up Question is designed to illicit further information on the same point. It should not be a completely different question. One tactic is for a delegate to ask a Leading Question, requiring a brief answer, and then request a Follow-Up to seek expansion on the answer just provided. It is up to the discretion of the Chair as to whether a Follow-Up Question is granted. A skillful Chair will likely grant a Follow-Up if s/he believes that the dialogue will lead to greater understanding of the issue. (05/04)

**38. Point of Order:** (Accusations and Complaints) (05/06)

After the discussion of any matter, a delegate may rise to a Point of Order to complain of



improper parliamentary procedure by the Chair or other delegates. The Point of Order shall be immediately decided by the Chair in accordance with these rules.

A representative rising to a Point of Order may not speak on the substance of the matter under consideration. The Chair may, without subject to appeal, rule Out of Order those points which in his or her judgment are dilatory or improper.

Points of Information and Points of Parliamentary Procedure may be raised in the General Assembly. Points of Personal Privilege must be in writing. Points of Order, do however, apply in the General Assembly. (5/03)

**39. Point of Parliamentary Inquiry:** (True Inquiries) (05/06)

In Committee, during the discussion of any matter, when the floor is open, a delegate may rise to a direct Point of Inquiry to the Chair concerning parliamentary procedure. The Chair shall answer the Inquiry in accordance with the rules of procedure. A point of Parliamentary Inquiry may not interrupt a speaker.

**40. General Assembly Procedure:**

Points of Personal Privilege, Parliamentary Inquiry and Parliamentary Procedure shall not be raised in the General Assembly. However, Points of Order do apply. If the Secretary General (SG) believes that Points of Order are detracting from substantive debate, the SG may require that future Points of Order be submitted in writing. A skillful SG will be amenable to legitimate Points of Order, but will be firm in refusing illegitimate ones. (05/04)

**41. Note Passing:**

Delegates will be permitted to pass notes during session, but only through one of the pages. Notes must be signed on the inside by the country sending the note and properly addressed to the country which is to receive it on the outside. There will be no note passing during voting or speeches. If sent to the Chair, any notes ruled Dilatory, Absurd or Frivolous will be sent to the adult room supervisor and the sender may lose his/her note-passing privileges (04/10). Notes will

be censored. No note passing is permitted during formal speaking. Tearing of note paper during session may result in a one session suspension of privileges. A faculty member may be consulted by the pages.

**42. Dilatory, Absurd, or Frivolous Acts:**

The Chair ~~Presiding Officer~~ may rule a member Out of Order as Dilatory, Absurd, or Frivolous. That member alone may appeal the ruling of the Chair. If this appeal is not able to receive the support of 2/3 of the members, that member will be Out of Order and shall be denied all privileges to address the body or move any motion while that item of the agenda under consideration remains before the body. That member shall be accorded the right to vote on motions under consideration.(11/13)

**43. Motions to Extend:**

Delegates may make Motions such as: (1) "The delegate of \_\_\_ rises to a Motion to Extend Points of Information," and (2) "The delegate of \_\_\_ rises to a Motion to Extend the Speaker's List." These Motions are made after either Points of Information or the Speaker's List has been exhausted but further questions and information are needed. There is no vote on this Motion. The Motion is decided at the discretion of the Chair or the Secretary General. The decision is not subject to Appeal.

**44. Closure of Debate:**

During debate on a Resolution, a motion to close debate is in order only when the General Assembly has heard at least two speakers For and two Against, or all speakers on one side and at least two on the opposing side.

Motions for Closure of Debate require one speaker For and one speaker Against and the votes of 2/3 of the members present and voting. Any item upon which debate has been closed shall be brought to an immediate vote. Closure of Debate is automatic on procedural motions when the specific number of speakers has been heard. The matter upon which debate has been closed shall be brought to an immediate vote.

If delegates challenge a chair unsuccessfully, they may be penalized by losing speaking or voting privileges. (05/03)

**45. Voting:**

Each member nation shall have one vote.

“Members present and voting” shall be defined as those members casting an affirmative or negative vote.

A simple majority is needed to pass Resolutions in Committee and General Assembly. Members who abstain from voting shall not be considered in reckoning the totals needed to determine the results of the vote.

Procedural matters and amendments shall be determined by a placard vote. (05/04)

Placard votes shall be taken on substantive matters unless a motion from the floor calling for a Roll Call vote is seconded by twelve (12) members. If after a revote, the outcome of a placard vote on a substantive issue is unclear, the Chair may call for a Roll Call vote, or such a motion may be made from the floor, seconded by twelve (12) members.

**46. Roll Call Votes:**

- A. A Roll Call vote shall only be taken under the following circumstances:
  - i. when a placard vote is within five (5) votes, thus creating concern as to the accuracy of the placard count ;
  - ii. when a motion from the floor, seconded by 12 delegates, calls for such action.

B. During a Roll Call vote, delegates will answer the Roll Call with “For”, “Against”, or “Abstain”. (05/04)

**47. Division of the Question:**

After the debate on any Resolution or amendment has been closed, a delegate may move, in written form with eight (8) signatures, that operative clauses of the proposal be voted upon individually or grouped in any manner. If objection is made to the request for division, the Motion for Division shall be voted on. It is debated by one speaker For and one speaker Against. Division requires a majority of the members present and voting. If the Motion passes, those parts of the substantive proposals which are subsequently passed shall be put to a vote as a whole.

**48. Explanation of Vote:**

This is a very serious maneuver that requires careful thought. Basically, should a Delegate feel that another Delegate has seriously misrepresented their foreign policy, they may ask the Chair for an Explanation of Vote. This is formally begun in this fashion: Immediately after the vote, there must be a verbal communication to the Chair or the Secretary General (through a Point of Order) announcing the intent, followed directly by a note to them. Should the Chair or the Secretary General deem the request reasonable, they may ask the particular Delegate if they wish to reconsider or change their vote. This decision by the Chair or Secretary General is not subject to Appeal.

**49. Security Council:**

Any nation may request in writing that a Resolution that has been passed by a committee be submitted as a resolution to be brought before the Security Council. This motion must have the signature of at least eight (8) countries and be approved by the Chairs of the Committee, the Security General, and the Chairs of the Security Council. ~~If passed, the Resolution will become a Security Council Resolution.~~ (11/13)

**50. Adjournment and Recess:**

“Adjournment” means cessation of all committee functions for the duration of the conference. “Recess” means suspension of these functions until a time designated by the body.

A motion to Adjourn is Out of Order prior to the lapse of ½ of the time allotted for the last meeting of the body. At any time, a delegate may move to recess the session. The Motion shall immediately be put to a vote; a majority is necessary for passage. The Chair may rule a Motion to Recess as Out of Order. A Motion to Recess should contain the amount of time proposed for the recess. The delegates are reminded that recess is different from adjournment.

## ***SECURITY COUNCIL RULES OF PROCEDURE***

1. The IASAS Rules of Procedure will be considered the protocol of the Security Council at all times, unless otherwise specified in the Security Council Rules of Procedure.
2. Security Council proceedings will commence with the Formal Roll Call of Delegates.
  - If any Delegate(s) are not present during the Formal Roll Call, it will be understood that they will have waived their right to vote. Those Delegates not present during Formal Roll Call, may request reinstatement of voting privileges by means of a note to the Chairs.
3. In addition to the General Powers of the Chair, the Security Council Chairs shall have the power to coordinate the following activities:
  - Set the Agenda in the Security Council,
  - Make statements to the Security Council, of any nature, at any time, as they deem necessary,
  - Call for a Recess for Caucusing as they see fit,
  - Facilitate negotiations between Security Council Delegates, and
  - Modify the Security Council Rules of Procedure, as they deem necessary.
4. Once the Agenda has been set, and at the commencement of Debate on the first topic, the Security Council Chair, or his or her designee, will present an introductory overview presentation of that topic.
5. After the introductory presentation, all Delegates of the Security Council will be given the opportunity to make a one minute Opening Statement on that topic. They will not be open to Points of Information.
6. After the Opening Statements, two Delegates from the Committees, chosen by the Security Council Chairs, will each be given the opportunity to make a two-minute statement and will each be open to five Points of Information.
 

The two Committee Delegates will not be allowed to take part in Debate in the Security Council beyond their individual statements, responses to Points of Information, and participation during Caucusing time. Once these invited Committee Delegates have finished their statements, as well as responses, and after involvement in Caucusing, they will be requested to leave the Security Council and return to their respective Committees.
7. A Resolution, from another United Nations body, may be passed to the Security Council, Debated, and voted on under the following conditions:
 

“For a Resolution from the General Assembly to be passed to the Security Council, it must first be passed in the General Assembly by a majority vote or “The Resolution, from any United Nations body, has fulfilled the requirements as stated in Statement 43 of the General Rules of Procedure.
8. Once all introductory statements on topics or Resolutions have been presented, the Security Council will begin its deliberations.
9. After a Resolution has been presented to the Security Council, the Chair will recognize Delegates wishing to make statements.
10. All statements in the Security Council will either be ‘For’ or ‘Against’ the Resolution.
11. The Delegates of the Security Council may Motion in writing a Recess for Caucusing to the Chair for his or her consideration.
12. Each Delegate of the Security Council shall have one vote.

The permanent Security Council members of: the People's Republic of China, France, the Russian Federation, the United Kingdom, and the United States of America, shall each have the power to veto a Resolution with a negative vote.

13. A Resolution is passed in the Security Council by an Affirmative vote of at least nine Security Council Delegates and all five permanent members.
14. The Security Council is to have completed its agenda at the same time as the Committees, and is to be present and participating for the opening of the General Assembly. The Security Council will report on its actions to the Assembly, and remain to participate for the rest of the session. However, should the need arise, the Security Council reserves the right to reconvene to address special additional issues.

# VETTING PROCEDURES

## What is Vetting and what is a Vetting Panel?

- Vetting is simply a name given to the process of ensuring that resolutions are correctly formatted and clearly worded.
- A vetting “panel” is a team of teacher-advisors who evaluate resolutions for clarity and format. They will either “approve” or “not approve” your resolutions.

## What specifically is the vetting panel looking for?

- The panel will check that the Resolution follows the standard format and basic language expectations. Ensuring clarity and correct format of the resolution is the purpose of vetting.
- Incorrect spelling and grammar should be highlighted or corrected – but unless it is widespread should not be a reason (by itself) to send a resolution back for revision.
- Don’t be too critical about minutia – if a resolution is clear and includes all of the key formatting (line numbers, committee name, topic, etc) some smaller errors are forgivable and the resolution should be accepted. For instance, a sound resolution, which has not underlined or italicized the first word of each operational clause should probably be passed despite the omission.
- It is not the job of the vetting panel to judge the quality of a resolution. Nor does the vetting panel need to correct or comment upon the factual accuracy, level of specificity, or degree to which they feel the resolution is realistically able to achieve its aims. In other words, resolutions should not be rejected because of questions about the quality of arguments or proposals. This judgment should be left to the delegates who debate the resolution!

## Some suggested criteria for resolution vetting

<ul style="list-style-type: none"> <li>• Several significant spelling and/or grammar errors that make the intent of the resolution unclear or which suggest a significant lack of effort</li> <li>• Several <b>minor formatting errors</b> which suggest disregard for the resolution checklist</li> <li>• One or more <b>major formatting error</b> such as Insufficient number of co-submitters, lack of line numbers</li> <li>• Pre-ambulatory clauses suggest an action</li> <li>• Operative clauses DO NOT suggest an action</li> <li>• Clauses which are grammatically unclear or awkward, making the intent of a line item of the resolution difficult to debate</li> <li>• A resolution which is offensive or otherwise inappropriate</li> </ul>	<p><b>Do Not Approve</b></p>
<ul style="list-style-type: none"> <li>• A few minor grammar or spelling mistakes</li> <li>• A minor formatting error</li> <li>• Minor issues of clarity in one or two of the clauses</li> </ul>	<p><b>Approve</b></p>

The vetting procedures will be determined and published by the host school. The following principles *will* be followed when designing the vetting procedures for the conference:

- Encourage the consistent application of procedures by chairs in all committees
- Ensure that chairs take responsibility for the vetting process within the committee
- Ensure that submitters receive constructive feedback from the vetters
- Ensure that advisors play an advisory role, not a supervisory role (11/13)

## Vetting Instructions – Steps for Delegates:

1. If you are submitting a resolution for the first time, bring one clean copy of your resolution to the Vetting Panel. Come back about 20–25 minutes later to the Vetting Panel desk to see if your resolution has been vetted and approved. Ask one of the vetting staff about the status of your resolution.
2. If your resolution **has been “Approved”** then the administration staff will take responsibility for bringing your resolution to the copy room, having it copied, and distributing it to the appropriate committee chairs. You are finished!
3. If your resolution is stamped **“Not Approved”** it will be found in the “Not Approved” basket.
  - a) Take your resolution
  - b) Make the necessary corrections indicated by the vetting panel,
  - c) Print a revised copy
  - d) **Bring both copies back to the vetting panel and staple the revised copy to the FRONT of your original unapproved resolution (the resolution most recently submitted to the vetting panel)**
  - e) Place both copies in the “Re-submit” basket. You may then wait near the front desk to make sure your second (or third) draft to be approved. (11/13)

**MUN Vetting Panel**

**What Is Our Job ?**

Simple, and singular. To help improve the CLARITY of a Resolution. We don't comment upon the factual accuracy, or the correctness of a Resolution's political position. That is a job for the Committee Chairs. (05/04)

**Layout of Approval Panel Room:**

1. Front Desk manned by the Coordinator who is omni-present.
2. A rotating shift of coaches who will read the Resolutions, correct them, and return corrected Resolutions to the Front Desk / Coordinator.
3. The coaches' rotation schedule needs to be established at the coaches' dinner prior to the Conference beginning.

**Specific Jobs of Front Desk :**

1. receive Resolutions from delegates
2. give each Resolution a number and a letter
3. keep an accurate record of Resolutions submitted, ensuring that submitters country names are printed on each Resolution
4. return Resolutions that require corrections
5. keep in a folder all approved Resolutions (stamped and signed), and inform delegates when they inquire that their Resolution has been approved

**Specific Jobs of Teachers Working On Approval Panel**

1. correct spelling
2. correct grammar (and punctuation)
3. ensure that the numbering of lines and of operative clauses is accurate
4. ensure that Pre-ambulatory Clauses are indeed Pre-ambulatory, not Operative (and vice versa)
5. ensure that each Resolution has been given a number and letter by the Approval Panel Front Desk
6. sign each Resolution when you have finished correcting it
7. only approved Resolutions receive a stamp, plus a signature, at the Front Desk
8. approved resolutions are lodged at the Front Desk in a folder headed "Approved Resolutions", with the particular number of the issue (e.g. 201 = Desertification issue).

**What not to do :**

Don't make judgments (and alterations) on the political / factual accuracy of a Resolution. The Committee Chairs and delegates will deal with this. (05/04)

**Selection of Resolutions for Debate:**

It is the function of the Vetting Panel only to approve resolutions based on the criteria noted above, and return them to the chairs.

The chairs will choose which resolutions, from those approved by the panel, will be considered. This selection will be based on debatability and time available for debate.

**Sample Dialogue between Chairs and Delegates**

[Delegate 1 raises placard.]

Chair: Delegate of \_\_\_\_\_, to what point do you rise?

OR

Delegate of \_\_\_\_\_, you have been recognized. To what point do you rise?

[Delegate 1 rises and remains standing during exchange.]

Delegate 1: The delegate of \_\_\_\_\_ rises to a point of information.

Chair: Please proceed.

Delegate 1: Could the delegate of \_\_\_\_\_ please explain/elaborate/confirm, etc.....

[Delegate 1 remains standing while delegate answers.]

Delegate 2: [Answers question through the Chair, although specific language is not required to direct the answer through the Chair (e.g., there is no need to say, "Would the Chair please inform the delegate of \_\_\_\_\_ that...")]

[Delegate 1 takes seat.]