



MMUN New Delegate Guide

Welcome to the world of Model United Nations! If this is your first conference, or your first time at Midwest Model United Nations, we want to make it a memorable and fun learning experience for you. We have created a brief guide designed for students that have never been to MMUN. The purpose of this guide is to help you understand the events that will take place throughout the days ahead. Please also refer to our Delegate Handbook, which contains the specific rules and procedures for the conference.

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How to get the most out of this experience

First, we would like to encourage all new attendees to MMUN to understand that this conference is a simulation created with the intention of teaching YOU, the student, the importance of international diplomacy. Behind-the-scenes, a lot of people have put countless hours of effort into preparing for the conference (delegates, staff, and faculty advisers). We want everyone to take the issues that each committee will address seriously; they are real world issues facing the international community. Therefore, engage in scintillating debate with your peers, collaborate with one another to find common ground, and be involved at all times! These things will ensure that your experience at MMUN will be unforgettable.

Pre-Conference Tips:

- ❖ Read your topic guides carefully and thoroughly.
- ❖ Research your Member State's political background (understand their national interest through policy statements, position papers, and embassy news).
- ❖ Go to the United Nations web site to learn about the layout of the committees themselves, their functions, and who oversees their operations (www.un.org).
- ❖ Attempt to answer the questions in your topic guide to the best of your ability.
- ❖ Research your topics in-depth; the topic guides are merely to point you in the right direction, not the pinnacle resource on the topic.
- ❖ Read over the rules of parliamentary procedure for a better understanding of the flow of conference.
- ❖ Practice public speaking.

During Conference Tips:

- ❖ Participate in caucusing (use time wisely).
- ❖ Ask questions of other delegates and the Dais.
- ❖ Be on time for committee — 5 minutes early.
- ❖ Speak often because the more you speak, the more comfortable you will feel.
- ❖ Develop goals for what you want to work on or do during conference. Share these goals with a classmate, your adviser, or a staff member to help facilitate achieving them.

What is the Dais?

The first thing you will see in your committee are tables (on a riser or not) at the front of the room. These people are your friends who you will refer to as “the Dais” throughout the conference. The dais is the group of people who will run the committee composed of a Chair, Legal, Rapporteur, and Secretary.

1. Chair: Presides over committee and directs the activities of the body.
2. Legal: Interprets rules and proof reads amendments and resolutions.
3. Rapporteur: Assists the Chair, takes the roll, and tracks committee proceedings.
4. Secretary: Files amendments and resolutions, and other clerical duties.

The Dais is very helpful when you have questions or concerns about anything. Do not be afraid to approach them during committee time with any questions!

What Does Conference Services Do?

A lot of work behind-the-scenes has to go into creating a simulation of this size. Conference Services makes this all possible. They ensure that the conference runs smoothly, seamlessly, and efficiently. Without their tireless dedication, this simulation would not be possible.

- CS makes copies of working papers and resolutions.
- CS is where you can go to type up a resolution or amendments if you are without a laptop.
- CS has computers available for research.
- CS makes sure the packets for General Assembly and ECOSOC are printed.
- CS is where you go to purchase conference swag.
- CS is where you go if you need to locate conference leadership or a board member.

Behaving Diplomatically

- ❖ Work with your allies, but think outside your regional/political blocs and always seek solutions that include thematic concerns of all Member States. (The UN is about consensus, for many years now, the committees of the UN have taken very few votes on resolutions because they all pass by consensus.)
- ❖ As a diplomat, you would treat other diplomats with the highest respect even if your country's positions are opposed or even if you are at war.
- ❖ You are role-playing as a diplomat; separate your personal political perspectives from your role as your country's representative.
- ❖ Do not make negative, personal remarks about other delegates.
- ❖ Any concerns you have about other delegates' policies being wrong or negative personal statements should be brought to the Dais, not addressed in a speech.

How to Dress

We are of the belief that dressing professionally leads to acting professionally. The Dais will always look and act professional; we expect delegates to do the same. This is a meeting of diplomats to discuss important global issues. Please dress appropriately at all times!

Men: Suit coat or blazer, shirt and tie, dress pants, and dress shoes.

Women: Suit, skirt or slacks and a blouse with blazer, or dress and a blazer.

There is a copy of the Official MMUN Dress Code in the Delegate Handbook, which can be found at MMUN.org

Name Badges: Please wear them in the mall and hotel, but not out in the city.

Placards

- ❖ Don't write on them.
- ❖ They will be moved during the breaks to make sure that seating is random and fair.
- ❖ Do not take placards out of the room.
- ❖ When voting, hold placard high and still.

What to expect from parliamentary procedure

Parliamentary Procedure allows an equal chance for all delegates to participate in the committee and allows the committee to get its work done in an organized timely manner. Listed below is a brief explanation of motions, points, and a sample dialogue of what to expect when committees get underway.

In formal debate the Chair will ask for points, motions [pause for placard], or speakers [pause for placard] each will only be considered when called for by the Chair.

- ❖ Different types of points ask different questions.
- ❖ Motions are asking the committee to do something (i.e. "I move for": change speaker time, recess, close debate).
- ❖ Speakers are only taken when asked for by the Chair (you cannot motion for a speaker).

Sample Dialogue

CHAIR: Are there any points or motions on the floor?

DELEGATE FROM PERU [raises placard]

CHAIR: Peru, on what do you rise?

PERU: Point of Inquiry.

CHAIR: On inquiry [translation: go ahead and state your point]

PERU: What is the procedure for having a caucus?

[Chair then answers the point of inquiry]

CHAIR: Are there any further points or motions?

UGANDA [raises placard]

CHAIR: Uganda, on what do you rise?

UGANDA: Uganda moves to recess for 15 minutes for the purpose of caucusing.

CHAIR: That is in order at this time, and requires a second. Is there a delegation wishing to second the motion by Uganda for a 15 minute recess?

CUBA: [raises placard]

CHAIR: Cuba seconds.

CHAIR: Are there any other points or motions on the floor?

CHINA: [raises placard]

CHAIR: China, on what do you rise?

CHINA: I move to consider topic area A.

CHAIR: That is in order at this time, and requires a second. Is there a delegation wishing to second the motion by China for consideration of topic area A?

BENIN: [raises placard]

CHAIR: Benin seconds.

CHAIR: Are there any other points or motions on the floor?

PERU: [raises placard]

CHAIR: Peru, on what point do you rise?

PERU: Peru moves to recess for 45 minutes for the purpose of caucusing.

CHAIR: That is in order at this time, and requires a second. Is there a delegation wishing to second the motion by Peru for a 45 minute recess?

TURKEY: [raises placard]

CHAIR: Turkey seconds.

CHAIR: Are there any other points or motions on the floor?

[Chair looks around the room]

[Assuming that no delegations raise their placards]

CHAIR: Seeing no other points or motions, we will vote on the three motions that are on the floor in the order of precedence. There are two motions for recess and one to consider topic area A. The motion for a 15 minute recess will be voted on first. All of those in favor of a 15 minute recess please raise your placards high.

[Dais Staff counts delegations raising their placards]

CHAIR: All of those opposed to a 15 minute recess please raise your placards high?

[Dais Staff counts delegations raising their placards]

[The following is based on the idea that more people voted against the 15 minute recess than those that voted for it.]

CHAIR: This motion fails.

CHAIR: The next motion on the floor is a motion for a 45 minute recess. All of those in favor of a 45 minute recess please raise your placards high.

[Dais Staff counts delegations raising their placards]

CHAIR: All of those opposed to a 45 minute recess please raise your placards high?

[Dais Staff counts delegations raising their placards]

[The following is based on the idea that more people voted in favor of the 45 minute recess than those that voted against it.]

CHAIR: This motion passes. The body is now in recess for 45 minute. [Gavels once]

[There will be a 45 minute recess here]

CHAIR: Thank you delegates we are now back in formal session. There is a motion on the floor to consider topic area A. This motion is debate able. We will have 2 speakers in favor and two speakers opposed. The motion was made by China. China would you like to speak in favor?

CHINA: Yes.

CHAIR: We need one more speaker in favor

SOMALIA: [raises placard].

CHAIR: Somalia will speak in favor. We need two speakers against.

HAITI: [raises placard].

KENYA: [raises placard].

CHAIR: Haiti and Kenya will speak against. We will alternate speakers for and against. The Speaking order will be China then Haiti then Somalia then Kenya. The time limit for procedural speeches is 30 seconds. China you are recognized for 30 seconds

CHINA: [speaks].

CHAIR: Thank you delegate. Haiti you are now recognized for 30 seconds.

HAITI: [speaks].

CHAIR: Thank you delegate. Somalia you are now recognized for 30 seconds.

SOMALIA: [speaks].

CHAIR: Thank you delegate. Kenya you are now recognized for 30 seconds.

KENYA: [speaks].

CHAIR: Thank you delegate. We will now vote to consider topic area A. If this vote passes, the body will move into formal debate. All those in favor of consideration of topic area A please raise your placard high.

[Dais Staff counts delegations raising their placards]

CHAIR: All of those opposed please raise your placards high?

[Dais Staff counts delegations raising their placards]

[The following is based on the idea that more people voted in favor of the motion of consideration of topic area than those that voted against it.]

CHAIR: This motion passes. The body is now considering topic area A.

CHAIR: Looking for any speakers.

INDIA [raises placard]

CHAIR: India, you are recognized for 2 minutes [or whatever the limit is set at]

INDIA [speaks and answers any points of information]

Refer to Delegate Handbook section 6 & 7 of the rules of procedure for specifics of points and motions.

To Recess or Not to Recess:

A recess is un-moderated debate/free time. The Dais does not control debate during this time. During recess is when most of the real work gets done—the writing of working papers, debating clauses, and procedural strategy. It is also the time that lunch, dinner, and dismissal for the night occur. Try to:

- ❖ Identify the members of your bloc, this is normally decided by finding countries that have similar interests in the topic (ie: African countries, Latin American, Developed/Less Developed, etc...).
- ❖ Discuss what your bloc believes are important issues to cover on a given topic.
- ❖ Begin writing ideas for solutions on paper so you can spread the word on what you want to accomplish to the rest of the committee.

- ❖ Take your working papers and turn them into draft resolutions that you can present formally to the committee. (Make sure you follow the necessary requirements)
- ❖ Meet with other caucus groups and discuss each other's working papers or draft resolutions and ideas, try to build consensus and combine papers and resolutions.

One of the things that you can do prior to conference is identify states that will be good to caucus with. Think about what countries are in your geographic region, what countries have in similar religious, cultural, and economic situations. If you come to conference with a list of these potential countries it may be easier to start a working group. However, be willing to change your strategy during conference if necessary.

Resolution Writing Process:

Phase One: The Working Paper

After deciding on a topic, the first caucus is generally spent in regional blocks forming ideas and discussing issues. It is during this time that delegates begin to formulate working papers.

Working paper: a list of ideas, solutions, and/or general clauses that you believe is important and should be included in an eventual resolution.

- A working paper has no formal requirements to be submitted besides being legible, coherent, and containing several points/ideas.
- It may be hand-written or typed.
- Upon request, the dais will have 8 copies of the working paper made.

The goal in this phase is to create concrete ideas that can be shared with others in the committee and used to form clauses and finally resolutions. This way, blocs can have something to start a draft resolution with and also see what other blocs are considering, with the hope of bringing together people with the same ideas. Working papers are used to get debate started.

Phase Two: Turning a Working Paper into a Draft Resolution

After working papers have been circulated, delegates must then transform these ideas into clauses and resolutions. When ready, delegates will then submit working papers to the Dais for approval. Once the Dais has approved the working paper it is considered a draft resolution. The Dais will announce the approval of the draft resolution and that it has been copied. Once this announcement has been made, any member of the body may move for the draft resolution to be brought to the floor.

Formal Requirements for a draft resolution to be submitted:

1. Must contain at least 25% support of the committee in the form of sponsors and/or signatories.
 - a. The Dais will announce the specific number of sponsors and/or signatories after roll call in the first session, and will remain the same for future sessions of that committee.

- b. Signatures must be clearly written.
- 2. Must be in correct resolution form.
 - a. Committee, topic area, sponsors, list of signatories.
 - b. Preambles with correct punctuation/grammar.
 - c. Numbered operatives with correct punctuation/grammar.
 - d. Numbered lines on the left margin.
- 3. Must be typed.
- 4. Must be germane to the topic area.
 - a. Each resolution should establish the authority of the body to take each action.
 - b. Each resolution should establish how each action fits within the topic area.

Draft Resolution Guidelines:

(What the Dais will look for when reviewing working papers submitted for approval)

- 1. Content

Delegates should consider combining working papers that are similar. This can make the work of the body stronger, and can help broaden the support among the members of the body. From a practical perspective, having two resolutions based at the same session on the same topic is impractical and contrary to legal and policy rule-making.
- 2. Comprehension

Dais will review working papers for readability and understanding. When necessary, dais will request sponsors to clarify/rewrite any clauses that are vague and unclear so that the clauses state exactly what they mean to accomplish. Sometimes it is helpful to try to read the working paper from the perspective of someone who hasn't been in the middle of the working group. The Who, What, When, Where, and Whys are important details. These things may have been verbally communicated during debate, but it is important to include these details in the working papers.
- 3. Substance
 - a. If the working paper says the same thing over and over, the dais staff will encourage sponsors to review clauses and revise if possible.
 - b. The paper should also provide clear concise understanding of the actions that the sponsors are proposing.
 - c. Make sure that logistical items are not glossed over.
 - d. It is usually not a good idea to create another body within the United Nations to address your topic area, or a specific aspect of your topic area. The purpose of MMUN is to propose real ideas to real problems, not to delay the discussion until a new committee or organization can be created to then take up the discussion. These are truly difficult issues that face the Member States of the United Nations. Seize the opportunity to work towards a real solution.

Items to consider:

- 1. Is the Draft Resolution supported by a variety of countries or only by the block from which the Draft Resolution originated?

2. Is the Draft Resolution clearly written and understandable? Does it address the issue at hand? Does it deal with the topic in a satisfactory, diplomatic manner?
3. Does the Draft Resolution represent a solution to the issue? Does it present specific, concrete proposals to deal with the issue?
4. Is the Draft Resolution a workable compromise between opposing viewpoints, or at least the basis of future cooperation/compromise? Are multiple points of view taken into account?

Phase Three: Amendments

Requirements for Amendments:

1. Should clearly state what clause and what line number it is amending, and what will be changed, removed or added.
2. One amendment may cover only one clause in the resolution, or it may make several changes all at once.
3. Voting on amendments occurs after entering voting procedure.
4. Amendments are voted on in the order in which they are brought to the floor.
5. Each amendment requires two amendment forms. The changes to the draft resolution must be written clearly on both copies. The list of sponsors is only written on one. After the amendment has been approved and motioned to the floor the dais will post the copy without the sponsors listed on the wall so that the body can see the proposed changes.

Friendly Amendments:

1. Language must be approved by the Dais.
2. Must contain the signatures of all the sponsors of the draft resolution. If one of the sponsors of the draft resolution is not present in committee for any reason and a signature from the sponsor cannot be obtained, the amendment cannot be considered friendly. When the amendment is brought to the floor the Dais will ask each sponsoring delegation if they agree to the friendly amendment.
3. Must be moved to the floor by a motion prior to the passage of closure of debate on the topic area (See rule 7.6).
4. Are automatically incorporated into the resolution after being brought to the floor. However, order of precedence does still apply. This means that if a motion for closure of debate is made and a motion to move an amendment to the floor is made, the Chair will address the motion for closure first since it has higher precedence. In this situation, if the motion for closure of debate passes, the body would immediately move into voting procedure, and the motion to move the amendment to the floor would be dropped, and the amendment would never be addressed.
5. Must be read to the committee by the Dais.
6. Must be given an identifier by the Dais.

Unfriendly Amendments:

1. Language must be approved by the Dais.

2. Unfriendly amendments must contain at least 25% of all delegations present at the first session as signatories.
3. Must be moved to the floor– no vote is necessary to be moved to the floor. However, order of precedence does still apply. See #4 under “Friendly amendments for possible implications.
4. Must be given an identifier by the Dais.
5. Will be voted on when in formal voting procedure.

Get to the Point:

MMUN has four points that can be used during formal debate. These are designed to facilitate debate. Since there are many MUN conferences, and many of them offer variations of rules of procedure, it is important to understand the uses of each to get the most out of your Midwest Model UN experience. The Delegate Handbook contains a detailed explanation of the rules of procedure for MMUN, along with a short form for your use.

POINT OF ORDER

1. This is 6.1 in the MMUN Rules of Procedure.
2. This is the only point or motion that can interrupt a speaker during formal session.
3. Point of Order is used to identify a procedural mistake made by the Chair. Meaning, this is not something meant to point out a mistake, misspeak, or an issue you are having with a delegate.
4. If you believe that the speaker has said something that is insulting to personal or national dignity of your country, see rule 5.4 in the MMUN rules of procedure.

POINT OF PRIVILEGE

1. This is 6.2 in the MMUN Rules of Procedure.
2. This point may NOT interrupt a speaker.
3. Point of Privilege is used to make a request to the Dais during formal debate, such as the temperature in the room is too warm or cool, a technical issue in the room, or other noise or distraction that the Chair should address.
4. If the issue is not time sensitive, it is better to approach the Dais during a recess.

POINT OF PARLIAMENTARY INQUIRY

1. This is 6.3 in the MMUN Rules of Procedure.
2. This point may NOT interrupt a speaker.
3. This rule allows the delegate to ask the Chair a question about the rules of procedure. If a delegate doesn't understand the current proceedings or if the delegate wants to make a motion, but is not sure exactly what to say, this can be used to ask the Chair for clarification.

POINT OF INFORMATION

1. This is 6.4 in the MMUN Rules of Procedure.
2. This point may NOT interrupt a speaker.

3. During formal debate a delegation is allowed to “yield to points of information.” This allows other delegates to ask questions.
4. You must address your questions to the Chair and the Chair will ask the other delegate to respond. This is called speaking through the Chair. This is done as a sign of respect to other delegates, so that you are not directly disagreeing or making direct accusations or statements at the speaker.

Flow Chart of Committee

- **Meeting is called to order**
 - Chair makes announcements
 - Chair *will* set the speaker's time for opening statements.
- **Roll call**
 - Quorum set at the first session and checked every session (1/3 of Member States)
 - Late-comers should send a note to Secretary/Rapporteur.
 - Majority and 2/3 majority numbers are set
- **Opening statements**
- **Topic is brought to the floor** (after discussion/recess to caucus)
 - Discussion (formalized)—speakers are recognized for set time limits to address the body
 - *Chair calls for points or motions*
 - Motion is made as needed
 - Second is usually required
 - Vote as needed
 - *Chair calls for speakers*
 - A country is recognized and may speak.
 - If time remains, may yield to questions.
 - Other countries ask questions
 - Country who yielded may refuse to answer, but yields the remainder of the delegates time.
 - If time remains, may make a motion from the microphone.
 - This tactic is seldom used, but it is a great method for making a motion and skipping order of precedence with additional motions.
 - If time remains, may yield to another country.
 - Remaining time is given to another country to speak.
 - If time remains, may yield to the Chair.
 - Finished speaking and do not wish to answer questions.
 - Reach time limit and delegate must stop speaking when told.
 - Debate continues
- **Discussion** (informal)
 - Motion to recess (for a caucus)
 - Vote
 - Informal debate can be led by a delegate
 - Reconvene from recess
- **Topic is tabled or debate is closed**
 - Motion to table is made
 - Discussion on whether or not to table the topic/resolution
 - Vote on tabling
 - Debate is closed and topic is voted on (see chart on voting procedure)
 - Motion to close debate is discussed and passed
 - Amendments are voted on first
 - Resolutions are voted on.
 - No one may enter or leave during voting
- **Another topic may be brought to the floor**
- **Meeting is recessed for meals or night**
- **Meeting is adjourned for the year**

Flow Chart of Voting Procedure

The **motion to close debate** and enter into voting procedures requires a second and a simple majority vote. There will be debate on the motion, 2 speakers for and 2 against. Once the motion has passed, the assembly moves into voting procedure. **There is no talking, no passing notes, etc. and no one may enter the room once in voting procedure.** Voting will normally be done by a show of placards (make sure that the dais can easily read your country name); unless a roll call vote is motioned for.

- **The Chair will announce that voting procedures have begun.** Delegates are given a short amount of time to settle themselves and the room is closed.

- **The Chair will repeat exactly what is being voted on.**
 - Resolutions are voted on in order that they were brought to the floor.
 - Only resolutions and amendments that were brought to the floor will be voted on.
 - Amendments are voted on before the resolution it pertains to.
 - Any move to divide the question should have already been submitted to the dais *in writing* and approved.

- **There are three types of voting:**
 - **Consensus**
 - Delegates must request this--use it in situations where you think no one will object, that is, vote no, to a specific amendment or resolution.
 - Chair will ask if there are any delegates opposed to the measure, if a delegate indicates he/she is opposed, regular voting procedures continue which is the default form of voting—placard vote.
 - If no delegate indicates opposition, the amendment/resolution is adopted without a further vote.
 - Delegates should not oppose an adoption by consensus if they plan on abstaining on the vote.

 - **Placard**
 - This is a show of placards and is the default voting method.
 - Abstain- neither a vote of ‘yes’ nor ‘no’ and does not count either way towards the final tally (50 abstains, 2 yes, and 1 no would still pass while 50 abstains, 1 yes, and 2 no would fail).
 - Yes – a vote in favor of a resolution/amendment.
 - No – a vote opposed to the resolution/amendment.
 - When conducting a placard vote delegations will NOT be accorded an opportunity to change their vote, or to request rights of explanation.

 - **Roll-call**
 - Must be requested by a delegate and at the discretion of the Chair.
 - A member of the Dais staff will ask for votes by calling out a country’s name. The Chair starts at a random point and goes alphabetically through the list.
 - Responses may be “yes,” “no,” “abstain,” or “pass”
 - Responses may include a “with rights” (i.e. ”yes” or “no with rights”)

- A request for rights is when a delegate wishes to explain why they voted in the manner that they did. **It should only be used when one is voting contrary to what might generally be expected.**
 - A delegate is granted their rights time (as determined by the Chair) at the end of voting on the specific matter at hand.
 - A “pass” or an “abstain from the order” is a request to be skipped once. The person tallying will continue with the vote then return to passed countries at the end. Two passes on the same vote is the same as abstaining.
 - After calling each country, the Chair will ask if anyone wishes to change his/her vote at the end. Votes cannot be changed, for example, from “no” to “no with rights.”
 - If you indicated you are “present and voting” during the session in which the voting procedure occurs you may not abstain from substantive votes.
- **The Chair will then announce the tally.** Measures with an equal number of yes and no votes fail.
 - **Abstentions are counted as not voting.** A resolution needs only the majority of those voting to pass.

We, the staff at MMUN, hope that this New Delegate Guide will enhance your understanding of the conference and its complexities. Now you know what to expect and how the proceedings will happen, so consider yourself a veteran and come to conference prepared and confident! There is no substitute for good research and preparation. You are ready to have a great experience. See you in February!

After reading through this guide, delegates should download the Delegate Handbook from www.mmun.org. The handbook includes the official rules that will be used during the conference, a rules short form, and a sample resolution.

If you have any other questions about rules, procedures or anything about MMUN, please contact the Under Secretary-General of Operations at usgo.mmun@gmail.com