



MODEL UNITED NATIONS  
OF THE FAR WEST

@ THE BIRTHPLACE OF THE UN

# DELEGATE PREPARATION GUIDE



NEWLY REVISED, APRIL 2020

# MODEL UNITED NATIONS OF THE FAR WEST

## DELEGATE PREPARATION GUIDE

### PRE-CONFERENCE PREPARATION

#### DELEGATIONS

Each member school is assigned a country to represent. Schools with large active Model United Nations' groups may choose to send more than one delegation, each representing a different country. Delegations vary in size, but to represent its country's views adequately, each delegation needs one delegate in the General Assembly and an additional delegate in each additional Council or Committee to which it is assigned. In addition, a delegate or advisor is needed to represent the school in Membership Committee.

Each delegation at the UN generally consists of one Permanent Representative, a Deputy Permanent Representative, if necessary, and as many delegates, alternates, and advisors as needed. At the United Nations, the Permanent Representative is accredited as Ambassador extraordinary and Plenipotentiary. In some countries, other members of the delegation, such as the Deputy Permanent Representative, are similarly accredited. In other cases, the foreign minister or head of state may also attend the session.

Since the above positions vary among delegations in the United Nations, each country assignment should be researched carefully to determine which representatives should be present.

In MUNFW, a Member School may have more than one delegation. Each delegation should also consist of a Permanent Representative, a Deputy Permanent Representative, and normally one delegate, but not more than two delegates per each Committee, Commission, or Council as assigned, and an advisor. The OED may approve additional delegates as needed. Delegations shall be permitted to include postgraduate and undergraduates of any accredited college or university.

A typical delegation might consist of:

- Faculty and/or Student Advisor
- Permanent Representative (optional, position may also be held by a committee delegate)
- Deputy Permanent Representative (optional, position may also be held by a committee delegate)

- General Assembly Delegate
- Main Committee 1 Delegate
- Main Committee 2 Delegate
- Main Committee 3 Delegate
- Limited Membership Committee 1 Delegate (if a member)
- Limited Membership Committee 2 Delegate (if a member)
- Security Council Delegate (if a member)

- World Press Reporter (optional)

At all Plenary, Committee, Council, or caucus meetings (except Membership Committee meetings) members of a delegation speak and vote as the official representatives of their country. The position taken by a delegation should be based upon the actual policies of the country, not upon policies the delegates

personally favor or those they feel would be the most exciting and controversial to present. Each delegate must know and follow the Rules of Procedure for the particular Council or Committee to which they are assigned.

The Permanent Representative and Deputy Permanent Representative are fully credentialed to speak and participate in committees, commissions, or councils to which other members of their delegation may be assigned. Delegates, other than Permanent Representatives and Deputy Permanent Representatives, are not credentialed to speak or participate in other committees, commissions, or councils, except for General, Rules, Ad Hoc Committees if they have been appointed to them by the Secretariat.

Advisors, Delegation Chairs, Permanent Representatives and Deputy Permanent Representatives are experts in technical matters who serve as information resources for their delegations. Advisors do not speak or vote for their countries and are not admitted to the floor of any body except Membership Committee. The Student Advisor (faculty or student) is an administrative title that designates the person who is normally a student leader of the organization of the member school. The DCs cannot be credentialed to a committee and, like the Advisor, is not permitted on the committee floor.

The OED assigns the countries and/or organizations recognized by the United Nations to be represented by the Member Schools. Each member school submits, in order of preference, the names of at least six countries it would like to represent at the Annual Session. School Applications for first country requests are accepted beginning on July 1 and will be accepted continually until March 1 of the conference year. The OED notifies those member schools that submit requests of their country assignments within 5 days by email and all country assignments are posted to the web site.

## DELEGATION ADVISORS

While the MUNFW is essentially a student activity, it is also an institutional commitment; the Faculty Advisor is ultimately responsible to the participating colleges and universities for the preparation, performance, and conduct of the student organization. The Advisor in no way replaces the student advisor, but aids and advises in the development of the Model United Nations program on each campus and serves, in the long run, as the continuity for this activity.

Advisors are not a voting delegate to the Annual Session except to the Membership Committee or to an ad hoc or standing committee created by this body. Advisors are not allowed on the floor of the General Assembly or of the various committees, councils, etc., but may observe all proceedings and communicate with their delegates during the actual conduct of the meetings in writing only.

MUNFW is concerned with the maintenance of a proper role for delegates. It is not proper for an Advisor to require, as a basis for grading, specifications such as the number of speeches, election to Rapporteur, resolution submissions, or other similar requirements.

The Advisor will actively assist the delegation in fundraising both on and off the campus. It is strongly urged that Member Schools create a Chapter Charter/Bylaws. These regulations should include:

1. Membership policy
2. Expulsion of members policy
3. The role, responsibilities, and authority of the Faculty Advisor.
4. The role, responsibilities, and authority of the Student Advisor.
5. An internal conflict resolution procedure.

In the absence of such regulations, the Faculty Advisor, in consultation with the Student Advisor, or in accordance with the institution or Associated Student Organization regulations, may refuse to allow a student to participate in the MUNFW program.

## **DELEGATE PREPARATION**

Preparation for the session covers several areas: the study of the United Nations, the issues on the agenda, the position of the assigned country on those issues, and the relationship of the assigned country to other countries in its bloc or geographic region. It includes using the rules of procedure properly, negotiating and caucusing. In addition, delegates are required to collectively produce a country profile and, individually, policy statements and one resolution on one of the issues in their committee.

Delegates should become adequately skilled in the substantive and procedural areas prior to the conference by developing a preparation program that combines research with practice. The following suggestions may be helpful in constructing an outline for your program. To familiarize delegates with what is expected of them, the three major areas that require preparation are presented separately.

## **STUDY OF THE UNITED NATIONS**

The first area concerns the basics in which every MUN participant should be well versed: the structure, purposes and history of the United Nations. Sources of information are the United Nations web site, the local United Nations Association, and the Resources section of the MUNFW web site. A handy source is the Charter of the United Nations that is a pocket-sized booklet. However, the UN web site and the local UNA should be able to give you charts, etc. describing the UN, the General

Assembly and its Committees, the Security Council, Economic and Social Council and the many associated agencies and organizations that make up the UN family. This would be helpful as MUN sessions often use UN family members as meeting groups in their simulations. Thus, if a session convenes World Health Organization (WHO), it would be good to find out what the organization does.

## **PREPARING AS A DELEGATION**

Working cohesively as a delegation is helpful during preparation and is essential at the MUN conference. The faculty advisor and/or Delegation Chair should develop a program to coordinate and consolidate research done by the delegates. If preparation meetings are not part of the school curriculum, regular weekly/biweekly meetings for the delegation should be arranged. The focus of each meeting should be determined beforehand to both save time and maintain interest. In developing the preparation program, faculty advisors and Delegation Chairs should take into consideration the particular needs of their delegation.

The value of meetings during the preliminary stages of research is in the constant exchange of information and research tips. Each delegate might be assigned the responsibility of keeping up--to--date on a particular news source, and reporting in this capacity at each subsequent meeting.

## **STUDY OF THE ASSIGNED COUNTRY**

First country assignments are made by the OED at the beginning of the academic year and are posted on the WEB. Study of a country may begin with the summary treatment offered by any encyclopedia. Good references are almanacs, Facts on File, Political Handbook of the World, Statesman's Yearbook, Keesing's and Deadline Data on World Affairs among others. Foreign embassies and newspapers are also important sources on current national and international problems that affect a nation's stand on specific issues in the

United Nations and its relationships with other nations. The more a delegate knows about a nation's policies, whether political, economic, or cultural in nature, the easier it will be to assume the role of delegate for that nation. Upon receiving country assignments, the work-load may be divided further. A study of the country's foreign policy and activity at the UN are a must.

Early in the students' research, they should review the salient features of the country's topography, agriculture, industry, economy, language, customs, culture, religions, political system, and history depending upon the topic each has received. This study culminates in the preparation of the country profile paper, one of the required items as evidence of preparation before conference.

It is crucial to have a clear and complete knowledge of the country. This includes an understanding of the government structure, geography, economy, history, culture, and foreign policy and international relations. Many delegations have found that the best way to initiate the study of the country is to assign each delegate to research and report on one of the above noted topics. This basic information should be continually updated. While acquiring knowledge of a country, delegates should develop a feel for how the selected nation views its neighbors, allies, enemies, and the world in general. It is recommended that time be set aside periodically so that delegates can share new information about their country and discuss various background aspects that will affect their representation of the country. The research efforts of the delegates should result in a three to five page profile of the selected country. Additionally, the delegation should produce a document (for their use) that includes a strategy presenting a defense of your position on the issues, potential arguments against your position and possible responses, a list of supporting nations and opposing nations, and a discussion detailing the most likely path to a compromise position. This information will assist delegates during the informal caucusing session (pictured above) and during debate in the committee. This research and study should cover most of the fall period. The final country profile paper should be completed in the December or January period.

All delegations are required to submit a profile of the country they will be representing at conference. This 2- 5 page document must be submitted 30 days prior to conference. This profile should be in a narrative form, not a listing of facts. The delegation should work together as a group on this project and it should reflect their knowledge of the country and their ability to communicate that knowledge clearly and concisely. The profile should demonstrate that the delegation has a thorough understanding of the country, both within the United Nations and in the global political arena. The profile should provide an overview of the country including: general information regarding type of government and its relations with its citizens, regional neighbors, and the international community; the type of economy and basic indicators of its condition; type of military, its size, strength, and the government's willingness and capacity to use military force; its recent political history and an analysis of the internal and/or external obstacles facing successful attainment of known political goals and policies; and notable cultural aspects of the society.

## STUDY OF THE AGENDA ITEMS

Summary background information and a bibliography on agenda items is provided in the Issues Book, which is downloadable from the website after the first of November. For in--depth study of a topic, many types of sources are available. The United Nations Monthly Chronicle gives a summary of the month's activity at the United Nations and sometimes includes important speeches in summary form. The United Nations Yearbook gives a sense of a topic's history, providing references to documents, reports, resolutions and votes on all topics discussed by the UN for that particular year. The time lag involved in preparing an annual volume, however, means that most recent developments are not available.



The United Nations' Official Records include summary accounts of the meetings of the General Assembly, the Committees and Councils, reports and other documents presented to these bodies, and the resolutions adopted at the meetings. The Christian Science Monitor, Current History, Foreign Affairs, the New York Times, Vital Speeches and the Wall Street Journal are among the periodicals and newspapers that are good sources for the most current information. Most UN documents can be found in the United Nations depository libraries and in some college and community libraries. If a document is unavailable in any of these places, it may be ordered from:

United Nations Publications  
United Nations  
New York, NY 10017.

Internet sites with country--specific information. The site is <http://www.gksoft.com/govt/en/>. Select the region of the country you are looking for, then select Worldwide Governments, then click on the name of the country you are representing. They may then click on any of the following to obtain information about their country (these sources are very useful for compiling a country profile):

1. The World Factbook (by the CIA)
2. Atlapedia Online (by Latimer Clarke Corporation)
3. Information Please: Countries of the World (by Information Please LLC)

Political Information:

4. The Almanac of Politics and Government (by Keynote Publishing Co.)
5. Elections around the World (by Wilfried Derksen)
6. Political Resources on the Net (by Roberto Ciccimessere)
7. Chiefs of State and Cabinet Members (by the CIA)
8. Political Leaders (by Roberto Ortíz de Zárate)
9. Information from Encyclopedias:
  10. Encyclopædia Britannica (by Britannica.com Inc.)
  11. Funk & Wagnalls Multimedia Encyclopedia (by Versaware Technologies Inc.)
  12. Hutchinson Encyclopedia (by Helicon Publishing Ltd.) To obtain a country's position on a given issue:

In addition to above sources, there are also many departments listed under each country. Students should click on one that may deal with the issue they are researching. Alternatively, they could click on their country's embassy in the US for country--specific information.

## RESEARCH OUTLINE FOR AGENDA ITEMS

For each agenda topic, determine: UN action: past, present; The country's past policy statements; The country's performance and voting (not always the same as its stated policies) -- review relevant resolutions which the country has sponsored, influenced or opposed; General background information found from books, pamphlets, documents, etc., all of course, should deal specifically with one's topic.

## STUDY OF COUNTRY'S POLICY ON AGENDA ITEMS

To find a nation's position on a specific agenda item, the best sources are UN speeches and debates. The relevant speeches can be determined by checking the United Nations Documents Index. Those documents which are labeled A/PV..., A/C.../PV..., A/C.../SR..., will contain the actual speeches given in the Assembly or in the Committees. Position papers and speeches may also be acquired by writing directly to that country's embassy or information office. A country's performance on issues, not always identical to its

stated policy, can be inferred from a study of the resolutions that the nation has sponsored, supported, or opposed.

Resolutions can be found in the UN Yearbook, the UN Monthly Chronicle or through the Documents Index. All resolutions passed at the most recent General Assembly can be acquired in bound form by writing to the Public Inquiries Unit of the United Nations. The information so gathered has a direct and crucial bearing on a key part of delegate preparation work: the writing of policy statements and draft resolutions. These policy statements are compiled by the Secretariat and will be on file at the conference in April. They will be available to anyone who needs them. This study culminates in a written policy statement of the assigned country's position on the agenda items. Policy statements are the second required written assignment.

## PARLIAMENTARY PROCEDURES

Parliamentary rules are tools for conducting formal sessions. The rules maintain a semblance of order within committee or plenary sessions to smooth and expedite the process of arriving at substantive discussion.

The procedural rules used at the United Nations are designed to facilitate business and do not serve the same function as rules employed in debate tournaments. Using the rules incorrectly (as a tool to aid in the passage of a resolution) or in excess will hinder the proceedings of the committee, and again, will steer the conference off course from its aim of reflecting the UN as closely as possible.

As soon as possible, preparation sessions should be combined with practice in public speaking and presenting policy statements, etc. Mock MUN conferences should be conducted, employing, if possible, the rules of procedure to be used at the next conference and enlisting the help of experienced delegates. These practice sessions can be extremely useful in familiarizing new delegates with the gist of MUN procedure and may also serve as a forum for broadening delegates' knowledge of the policies of countries they will not be representing. Faculty advisors or Delegation Chairs should review the proper usage of procedural rules during the practice sessions. At each MUN conference, the rules are distributed by the Secretariats and may vary with conferences. The rules are usually forwarded to the delegations well in advance of the conference so that they may be studied thoroughly. The better conferences will offer rules that facilitate debate rather than entangle the delegates. The next step in preparation is to familiarize yourself with the required documents

## PRE-CONFERENCE DOCUMENT PREPARATION

All conference documents must be submitted through the document submission form at [www.munfw.org](http://www.munfw.org). Use the following naming conventions for your documents. Please use Microsoft Word (.doc or .docx files only)

Country Profile - country name\_profile (Ex: Angola\_Profile)

Policy Papers - country\_committee name\_policy 1 (Ex: Angola\_3rd\_policy1, Angola\_3rd\_policy2)

Resolutions - country\_committee name\_res (Ex: angola\_ga\_res)

## COUNTRY PROFILE GUIDELINE

All delegations are required to submit a profile of the country they will be representing at conference. This 3 - 5 page document must be submitted 30 days prior to conference. This profile should be in narrative form, not a listing of facts. It should use section heads and be typed in single space format. If this paper is also to be a class assignment, it is suggested that you do the research, write the paper and then layout one version for class and another version for submission to MUNFW. The delegation should work together as a group on

this project and it should reflect their knowledge of the country and their ability to communicate that knowledge clearly and concisely.

The profile should demonstrate that the delegation has a thorough understanding of the country, both within the United Nations and in the global political arena. The profile should provide an overview of the country including: general information regarding type of government and its relations with its citizens, regional neighbors, and the international community; the type of economy and basic indicators of its condition; type of military, its size, strength, and the government's willingness and capacity to use military force; its recent political history and an analysis of the internal and/or external obstacles facing successful attainment of known political goals and policies; and any notable cultural aspects of the society.

## OUTLINE FOR COUNTRY PROFILE

### 1. Government

- a. Type of government, noting if recently changed (type, not the leadership)
- b. Relations with citizens, regional neighbors, international community

### 2. Economy

- a. Type of economy
- b. Current state of the economy
- c. Major industry
- d. Level of imports/exports

### 3. Military

- a. Types (army, navy, air force)
- b. Size, strength, and capacity
- c. Willingness and capacity to use military force

### 4. Culture (include only if notable items)

- a. Dominant religions and recent problems, if any
- b. Immigration or migration, recent problems if any
- c. Ethnic, tribal, race considerations
- d. Values
- e. Major concerns

### 5. Geography

- a. Absence or presence of important resource
- b. Land-locked or with natural harbors (political impact)

### 6. United Nations Policy

- a. Country voting bloc
- b. Level of Participation
- c. Relationship of UN policy to domestic and foreign policy goals
- d. Overall strategy in the UN

This general profile should be the work of the entire delegation with each delegate completing a portion. The most important portion of this profile is F-4. This section should receive the most attention in your research, as it will become the primary guide at conference regarding your country's role in a given committee's activities.



It should also get a full paragraph in the profile specifically laying out what the country hopes to achieve and how they plan to do so. And you will not find this on a page in your research, it must be sifted out of the whole body of research work. The entire delegation needs to meet and discuss what each believes the goals and means to achieving those goals are. From this you will be able to assemble the last paragraph in your country profile. Remember - this document is due 30 days prior to conference and submitted in a coherent narrative form.

In addition, the delegation should prepare a document for their use that includes a strategy presenting a defense of your position on the issues, potential arguments against your position and possible responses. You should also prepare a list of supporting nations and opposing nations, and a discussion detailing the most likely path to a compromise solution. This information will assist delegates during the informal caucusing session.

### **POLICY STATEMENT GUIDELINE**

A policy statement must be no longer than one page in length. The statement must be typed, single spaced and only one agenda item per page. It must have the country's name in the upper left hand corner, the committee's name on the following line and the agenda topic on the third line. It must consist of three paragraphs. The first paragraph should provide a historical overview from your country's perspective of the issue and any action the UN has previously taken. The second paragraph should explain the contemporary aspects of the issue and how your country is involved in or affected by it. The third paragraph should provide the country's official policy on the issue and proposed solutions.

ARGENTINE REPUBLIC  
SECOND COMMITTEE  
FOLLOW-UP TO THE RIO+20 CONFERENCE ON SUSTAINABLE DEVELOPMENT

With still one in four people likely to live in scarce water resources by 2050, and one in five people currently living without access to modern electricity, the need has arisen for countries to transition to a much more robust level of infrastructure and to investigate methods of sustainable development. At the Rio+20 Conference in the summer of 2012 in Rio de Janeiro, Brazil, participants gathered to discuss different methods of achieving sustainable development, as well as the inauguration of various methods to measure, communicate and assess progress being made toward these goals. Precipitating this conference was the United Nations' adoption of Agenda 21, which stressed the importance of meeting the basic needs of all individuals, improved standards of living, regulated ecosystems, and called for the creation of a global partnership among participating entities in order to cooperate in undertaking such a ambitious endeavor.

Argentina has ratified the Rio Declaration, the Agenda 21 program and the Johannesburg Plan of Implementation, the latter calling for a specialized framework within which to pursue sustainable development. Argentina has also been a party to other resolutions dealing with sustainable development, including draft resolution A/67/437, which called for the promotion of new sources of energy to replace conventional energy sources; resolution A/67/437, which stressed the importance of the conservation of nature and natural resources; and co-sponsored A/C.2/64/L.21/Rev.1, which, among other things, called upon Member States and relevant United Nations organizations to make greater strides in the development of sustainable development technologies, pressed for the inclusion of marginalized men, women, and youths, and drew attention to the ever-important role of women in the implementation of strategies for sustainable development. As a member of the Group of 77 (G-77), Argentina was included as a co-sponsor for A/C.2/67/L.3/Rev.1, a resolution which requested that the Secretary-General of the United Nations include in his report to the General Assembly “an updated overview of the major international economic and policy challenges for equitable and inclusive sustained economic growth and sustainable development and of the role of the United Nations in addressing these issues,” in addition to ways to overcome issues arising from the existence from these challenges. All of these resolutions reflect Argentina's internal policies and practices on the matter, as evidenced by the United Nations 2011 Human Development Index, wherein Argentina was ranked as a “Very High Human Development” country.

Argentina would continue to support resolutions that stress the importance of continued implementation of sustainable practices and development. Also, Argentina would support resolutions and policies that encouraged the participation of oft-ignored groups in the execution of any policy changes. Argentina believes that it is the responsibility of Member States to make determined efforts toward the improvement of infrastructure in order to raise the standard of living for all human beings. Because of the dire importance of this issue to those living below an acceptable standard of living, Argentina believes that due diligence is required, and that progress must remain monitored and communicated so as to investigate any possible means to expedite the change necessary to effect sustainable development.

## RESOLUTION GUIDELINE

A resolution is a statement of intent by the assembled body and a list of actions the body is calling for or recommending. As such, the resolution should be a complete thought and take matters to their conclusion. For example, a resolution should not call for the creation of a committee but not specify the membership or duties of that committee. This point is reflected in the structure of the resolution, which is one grammatically correct sentence.

## HEADING

The heading of a resolution should appear in the upper left corner of the first page in single-spaced lines. On the first line, the committee name should appear. These include the Security Council and General Assembly. On the second line, the roman numeral designating the annual session during which the resolution is being submitted should appear. The third line should be the official name of the country submitting the resolution. The name of the school representing the country is not included.

## TITLE

Each resolution must have a title. The title of the resolution should be that same as the agenda item to which it refers. The title should be centered a few lines below the heading and in bold

## TEXT

The text is composed of two parts: the preambular paragraphs and operative paragraphs. The first line of each paragraph should be indented, with the initiating phrase italicized. Each paragraph is single spaced with double spaces between them.

Preambular paragraphs contain the justification for the resolution's submission and passage. They begin with phrases such as "Taking note of," "Recalling," or "Cognizant of." Each paragraph ends with a comma. Note that in substantive debate and voting bloc preambular clauses cannot be amended, so delegates should be careful in their wording.

Operative clauses denote the action to be taken. They begin with phrases such as "Applauds," "Requests," or "Urges." Each clause ends with a semi-colon, except the last clause, which ends with a period. Each operative clause is numbered. \*Special Note: Only the Security Council may use the operative phrase "Demands"

A list of these preambular and operative phrases is included below.

## **63/1. IMPLEMENTATION OF THE RIGHT TO WATER AND SANITATION**

*The General Assembly,*

*Affirming* that the right to water is indispensable for living a life in dignity,

*Compelled* by the 3.4 million deaths a year caused by poor water and sanitation conditions,

*Mindful* of the benefits and consequences of an emerging global economy, including privatization and multinational corporations,

*Reaffirming* its commitment to resolutions 64/292 of 3 August 2010, which acknowledged the importance of safe and reliable access to clean drinking water as a basic human right, and Human Rights Council resolution 15/9 of 6 October 2010, which concluded that the basis for the right to water stemmed from the right to an adequate standard of living,

*Encouraged* by the outcome of resolution 64/292 and resolution 15/9, with people positively affected by the steps taken by Member States in the form of, inter alia, programs, internal policies, and legislation aimed at ensuring the right to clean and sanitary conditions,

*Strongly emphasizing* the need to create a sustainable structure in international business that cultivates long-term growth, ethical practices, and transparency,

1. *Encourages* the international community to take a more cooperative approach to international business;
2. *Urges* that unethical business practices be prevented at the local level by the passage of legislation and policies curtailing corrupt business dealings, rather than sporadic intervention upon discovery of fraudulent practices;
3. *Stresses* the importance of holding businesses accountable for their offenses;
4. *Strongly supports* the creation of a centralized body that is tasked with the issuance of permits regulating the practices of water utilities and supports international business;
5. *Authorizes* the World Bank to coordinate with the Human Rights Committee in order to begin planning a comprehensive plan for issuing permits and financing;
6. *Reaffirms* a commitment to sustainable development around the world.

## PREAMBULAR CLAUSES

Acknowledging	Emphasizing	Noting with serious concern
Acknowledging with deep gratitude	Encouraged	Paying tribute
Affirming	Endorsing	Profoundly concerned
Alarmed	Expressing its appreciation	Reaffirming
Alarmed in particular	Expressing concern	Reaffirming its commitment
Anxious	Expressing conviction,	Realizing
Appreciating	Expressing deep appreciation	Recalling
Appreciating highly	Expressing sympathy	Recognizing
Aware	Expressing the hope	Re-emphasizing
Basing itself	Expressing the urgent need	Referring
Bearing in mind	Firmly convinced	Regretting
Being convinced	Further recognizing	Reiterating
Believing	Further supporting	Reiterating its appreciation
Calling attention to	Further welcoming	Reiterating its concern
Cognizant of	Gravely concerned	Reiterating its conviction
Commending	Grieved	Reiterating its regret
Concerned	Guided by	Remaining deeply concerned
Concurring	Having considered	Resolved
Confident	Having decided	Seriously concerned
Conscious	Having examined	Solemnly declaring
Considering	Having heard,	Stressing
Continuing to take the view	Having listened to	Strongly emphasizing, supporting, etc.
Convinced	Having received	Taking into account
Deeply alarmed	Having regard for	Taking into consideration
Deeply appreciative	Having reviewed	Taking note
Deeply concerned,	Having in mind	Taking note with appreciation
Deeply conscious,	Having regard	Taking note with interest
Deeply convinced	Looking forward	Taking note with concern
Deeply disturbed	Mindful	Thanking
Deploring	Noting	Underlining
Desirous	Noting further	Welcoming
Determined	Noting with appreciation	Wishing
Dismayed	Noting with gratitude	
Distressed	Noting with interest	
	Noting with satisfaction	

## OPERATIVE CLAUSES

Acknowledges	Expresses its concern,	Shares the concern
Acknowledges with great appreciation	determination, gratitude, support, thanks, etc.	Solemnly declares
Adopts	Expresses the belief, the hope, the need, etc.	Stresses
Affirms	Highlights	Strongly condemns
Affirms its confidence	Highly appreciates	Suggests
Agrees	Insists	Supports
Also concurs, encourages, notes, requests, welcomes, etc.	Instructs	Takes note
Appeals to	Invites	Takes note with appreciation, interest, regret, satisfaction, etc.
Applauds	Looks forward to	Underlines
Appoints	Notes	Underscores
Appreciates	Notes in particular	Urgently appeals, encourages, etc.
Approves	Notes with appreciation, satisfaction, etc.	Urges
Authorizes	Once again calls upon	Welcomes
Calls for	Once again encourages	Welcomes with satisfaction
Calls upon	Once again urges	
Categorically condemns	Places on special record	
Commends	Proclaims	
Commends and encourages	Profoundly deplores	
Concurs	Reaffirms	
Condemns	Reaffirms emphatically	
Condemns in particular	Reaffirms its conviction, its request, its full support, etc.	
Confirms	Recognizes	
Congratulates	Recognizes and encourages	
Considers	Recognizes with deep concern	
Continues to support strongly	Recommends	
Decides	Reconfirms	
Declares	Re-emphasizes	
Declares its firm opposition	Regrets	
Denounces	Reiterates	
Deplores	Reiterates its call, its invitation, its previous appeals, etc.	
Designates	Rejects	
Determines	Reminds	
Directs	Renews its appeal, its invitation, its request, etc.	
Draws attention to	Requests	
Draws the attention of		
Emphasizes		
Encourages		
Endorses		



# MODEL UNITED NATIONS OF THE FAR WEST

## DELEGATE PREPARATION GUIDE

### GUIDE TO COMMITTEES

The General Assembly is the main deliberative body of the MUNFW conference. The membership of the General Assembly includes every member nation of the MUNFW. The Permanent Representative of each delegation represents his/her nation in the General Assembly. The President of the General Assembly is appointed by the Secretary General and presides over all meetings of the General Assembly. The President shall not vote (P-1).

The issues to be discussed reflect real problems brought before the United Nations and are chosen by the Secretariat prior to the conference. Under the Rules of Procedure, the General Assembly considers the various items on its own agenda. Additionally, it reviews the reports of the Security Council and other Committees, Commissions, Organizations, and Agencies convened at the conference. The General Assembly also considers the recommendations of the Credentials Committee and the resolutions referred to it by the Main Committees. The Assembly has the right to discuss and make recommendations on the following:

- The principles of international co-operation in the maintenance of peace and security
- The peaceful settlement of any disputes, regardless of origins, which might impair friendly relations among states
- Any problem affecting peace and security
- Studies for the promotion of international political co-operation, the development of international law and its codification, the realization of human rights and fundamental freedoms for all, and international collaboration in economic, social, cultural and health fields.

All member nations of the General Assembly are also represented in the Assembly's Main Committees. Each Main Committee considers the items placed on its agenda by the General Assembly, and reports its recommendations to the General Assembly for consideration. The Economic and Social Council is the organ which coordinates the economic and social work of the UN and its specialized agencies. The Council recommends and initiates activities relating to problems of development, world trade, industrialization, natural resources, human rights, the status of women, population, science and technology, and many other economic and social questions.

Membership in the Economic and Social Council is determined by the annual elections in New York that fill the 54 seats on a revolving basis. Under Rule P-39, the Council may invite any Member of the Model United Nations to testify before the Council on a matter of direct interest to the Member. Similarly, non-members of the Council wishing to make a statement before it may address a written request to the President of the

Council at any time prior to or during the session requesting permission to speak. Upon receipt of the request, the President shall ask the Council to invite the state to speak. States invited to speak do not have any voting privileges and must comply with the Rules of Procedure. Unless the Council decides otherwise, such guests shall follow the normal speakers list procedures to gain recognition.

The following guide provides the basic order to be followed in the Committees at the MUNFW conference. While this guide is not comprehensive, it does provide the steps necessary for the Committees to complete their work at the annual session.

## ORDER OF BUSINESS

The President of the General Assembly (under P-3) shall ensure that the Assembly conducts its business in the order prescribed by P-10 and the Provisional Agenda, submitted four months prior to the opening of the session in accordance with Article 6.e., of the Governing Documents of MUNFW.

The first order of business shall be the opening of the Session by the President of the General Assembly. Immediately after the opening of the first Plenary meeting of each Session of the MUNFW General Assembly, the President shall invite the representatives to observe one minute of silence dedicated to prayer or meditation (P-35).

The next order of business shall be the establishment of a Quorum (P-6). Afterwards, the President shall announce the members of the Credentials Committee (P-31), appointed by the Secretary General. Then the General Assembly shall adopt the Agenda, after all motions for the deletion of Agenda items, supplementary items and reordering Agenda items have been considered. Finally, a period of General Debate, where a number of states shall be invited to address the Assembly on a variety of issues, begins.

Following General Debate, the opening Plenary concludes and the General Assembly suspends to allow the delegates of the Main Committees, Councils, and Agencies to move to their respective committee rooms. When the General Assembly reconvenes, it shall consider the items placed on its own agenda. After consideration of those items, the General Assembly shall convene the closing Plenary Session. During the closing Plenary Session, the General Assembly will vote to approve or reject the resolutions recommended to it by the Main Committees and hear the reports of other convened Councils and Agencies. At the conclusion of the Reports, the President shall invite the members to observe another moment of silent prayer or meditation and then adjourn the General Assembly until the next Session.

## MAIN COMMITTEES ONLY

Each Main Committee considers those items referred to it by the General Assembly, as noted on the Provisional Agenda of the Secretary General. Committees shall not introduce new agenda items on their own initiative (P-8). If two or more agenda items have been referred to the committee, the committee shall, unless it decides otherwise, consider them in the order in which they have been numbered by the Secretariat. The Chair will accept all motions to reorder agenda items (P-10). Each proposer must specify the order of consideration. The first motion to receive a majority vote will be the order of consideration. If no motion receives a majority, the Secretariat's order stands.

## ECOSOC ONLY

As an independent organ of the United Nations, ECOSOC is responsible for adopting its own agenda. There are three types of agenda items:

The Secretariat will provide a provisional agenda with items detailed in the annotated agenda.

After the publication of the annotated agenda, but before the Council convenes, the Secretary General, the General Assembly, the Security Council, or any Member of the MUNFW may propose supplemental items. The supplemental items should be submitted to the Secretariat early enough to ensure duplication and distribution.

Once the agenda has been adopted at the first meeting of the Annual Session, additional items of an important nature may be proposed. A majority vote of those Members present and voting is required to adopt the agenda or to add supplemental items to the agenda. Deletion of an agenda item requires a two-thirds majority. Each proposal for the addition, deletion or changes in the agenda is debatable with two speakers for and two speakers against each change.

Once the Agenda is adopted, the Council shall, unless it decides otherwise, consider the agenda in the order numbered by the Secretariat. Immediately after the adoption of the agenda, the Chair will accept all motions to reorder the agenda items (P-10). Each proposer must specify the order of consideration. There is no debate on proposals to reorder. The proposals shall be voted upon in the order in which they are proposed. After voting has begun, no new proposal will be accepted. The first proposal to receive a majority will be the order. If no proposal receives a majority, the order of the Secretariat shall stand.

## ALL COMMITTEES

For all committees, the agenda implies the completion of one item before a second item is considered. However, given the compressed nature of the session, the time required to duplicate draft resolutions, and past UN and MUNFW practice, debate on the next agenda item is normally begun while the resolutions for the first item are being reproduced, using P-28, Postponement of Debate.

## ESTABLISHMENT OF A QUORUM

The presence of a majority of the members of the Committee is required for a substantive question to be put to a vote. According to P-6, a majority of the delegates specifically credentialed for that committee shall constitute a quorum. It is the responsibility of the Chair to ensure that a quorum is present at all times. Any representative who doubts the presence of a quorum may ask the Chair for a ruling. The Chair shall then determine, by appropriate means, whether the required number is present. The decision of the Chair is not subject to appeal (P-25). Once a quorum has been established, the Chair will monitor the Committee's composition. Members arriving after the opening must inform the Chair in writing that they are present and voting.

## APPOINTMENT AND REPORT OF THE CREDENTIALS COMMITTEE

A Credentials Committee shall be appointed prior to the beginning of each session. It shall consist of nine members representing diverse regional and ideological blocs who shall be appointed by the Secretary General. The committee shall elect its own Chairman at its first session. The Credentials Committee may examine the credentials of any delegation whose credentials have been challenged and report their findings to the General Assembly without delay (P-31). While the challenge is pending, the delegation, to whose admission a member has made objection, shall be seated provisionally with the same rights as other delegations until the Credentials Committee has reported in accordance with Rule P-32 and the General Assembly has given its decision.

The Credentials Committee is present to determine the validity of the credentials of a delegation and to verify that they are indeed the legitimate representatives of the government or the people. The Credentials Committee is not there to determine the legitimate policy of a delegate or delegation. A delegate's credentials are not to be challenged simply because another delegate does not agree with the way a delegate is representing his/her country through the Credentials Committee.

The Credentials Committee may only rule on the validity of a delegate's credential if a major discrepancy exists between a delegate's formal voting record and the delegate's policy statement, submitted to the Secretariat prior to the session. A delegate challenging the credentials of another must provide evidence that such a discrepancy exists.

## CONFLICTS BETWEEN A DELEGATE'S STATEMENT OR ACTIONS AND THE MEMBER STATE'S POLICIES

If a delegate or Chair believes that a delegate's statements or actions are in significant conflict with that Member State's policy, they may challenge that delegate. The challenging delegate will submit a written statement signed by the challenging delegate and the challenging delegate's Permanent Representative explaining the conflict and offering any proof to the Permanent Representative of the challenged Member State. If the challenged Member State's Permanent Representative concurs, the challenged delegate will immediately rise under P-25 Point of Personal Privilege, retract their previous statement or action and clarify the Member State's policy or position. If the challenged Member State's Permanent Representative does not agree that the Member State has been misrepresented, the challenging delegate may submit the signed challenge to the Chair. If the Chair concurs that a significant misrepresentation has occurred, the Chair will notify the Secretary-General and the Chair of Membership Committee. The Chair of Membership will appoint an ad hoc committee of faculty advisors to review the challenge. The Secretary-General will notify the Permanent Representative of the challenged Member State. In consultation with the Secretary-General and the faculty advisor(s) of the delegates involved, the ad hoc committee will determine if a significant misrepresentation has occurred and if so what remedies are appropriate. The remedies may involve the entire delegation.

## ADOPTION OF THE AGENDA

In accordance with Article 6.e., of the Governing Documents, the Secretary General shall prepare and distribute a provisional agenda at least four months prior to the opening of the session. To consider the

annual agenda, the General Assembly utilizes the Main Committees and various other sub-committees, commissions, and working groups to discuss selected portions of the agenda. In addition, Special Committees may be established during the session to investigate specific problems.

The adoption of the provisional agenda requires a majority vote of the Assembly (P-8). If there are no objections or changes in the agenda, the President, with the consent of the Assembly, shall declare the agenda adopted without debate.

Prior to the adoption of the agenda, the Secretary General, any member state, or principle organ may request the inclusion of a supplementary item in the provisional agenda (P-9). The motion must be accompanied by the required explanatory memorandum and, if possible, basic documents and draft resolutions. The motion is debatable, with two speakers, including the proposer, in favor and two speakers opposed. A simple majority is required to include the supplementary item on the provisional agenda. The supplementary items will be placed on the agenda after all the items allocated exclusively to the Assembly.

If any state objects to the inclusion of any item, a separate vote shall be held on that item prior to the adoption of the agenda as a whole; that item shall be voted on separately. Debate shall be limited to two speakers, including the proposer, in favor and two speakers against the inclusion. The President may limit the time allowed the speakers. A two-thirds majority is required to delete the item from the agenda.

The General Assembly, unless it decides otherwise, shall consider the agenda in the order numbered by the Secretariat. Immediately after the adoption of the agenda, the President will accept all motions to reorder the agenda items (P-10). Motions to reorder may only refer to the agenda items considered exclusively by the General Assembly and do not include items assigned to the Main Committees or other bodies. Each proposer must specify the order of consideration.

There is no debate on proposals to reorder. The proposals shall be voted upon in the order in which they are proposed. After voting has begun, no new proposal will be accepted. The first proposal to receive a majority will be the order. If no proposal receives a majority, the order of the Secretariat shall stand.

Once the General Assembly has adopted and ordered the agenda, the Assembly shall consider agenda items in the agreed order. The agenda implies the completion of one item before a second item is considered. However, given the compressed nature of the session, the time required to duplicate draft resolutions, and past UN and MUNFW practices, consideration of an agenda item may be postponed until the completion of another item. If the report of a Main Committee or other organ is not ready for consideration, the Assembly may proceed to the next item requiring action (P-12). At the conclusion of an item, the Assembly shall return to earlier reports currently ready. For postponement of items not contained in committee reports, the General Assembly must move under P-28, Postponement of Debate.

To consider "additional items of an important and urgent nature," the Assembly may include items to the agenda after its adoption (P-9). Such additional items, to be accompanied by the normal documentation and a petition signed by the majority of the Permanent Representatives of member states, must be submitted to

the Secretary General. This motion is debatable and requires a two-thirds majority vote to add an additional agenda item. The inclusion of an additional item on the agenda implies a reordering of the agenda to consider the additional item immediately. At the conclusion of consideration of the additional item, the Assembly shall resume its business from the point at which the additional item was introduced.

## ADMISSION OF NEW MEMBERS

After the recommendation of the Security Council, the General Assembly may move to credential new members to participate in the United Nations.

## PLENARY GENERAL DEBATE

As it occurs annually in New York, the Assembly invites its Member States to deliver an address outlining their perception of world events, trends, and solutions. The Secretariat of each Session may require prior application to participate in General Debate. It may also limit the number of speakers from each bloc and the time allocated to each speaker. As with all speeches before the Assembly, General Debate should be given in English. If it is to be delivered in another language, a written translation must be provided for distribution prior to its delivery.

## AGENDA ITEMS ALLOCATED TO THE GENERAL ASSEMBLY

The adopted Agenda refers specific items to the General Assembly for consideration. In considering these items, the Assembly and the Main Committees follow the same procedures and format. The debate process and the adoption of resolutions proceeds as outlined below.

## GENERAL DEBATE

Following the practice of the United Nations, all Committees will employ a two-step debate process (P-23). Committee Members engage in both General and Substantive Debate on each agenda item. Delegates who deliver substantive speeches during General Debate, or vice-versa, will be ruled out of order.

General debate, not to be confused with Plenary General Debate, begins discussion of the agenda item. Each delegate is afforded an opportunity to express his state's perception of the issue, evaluation of past action or inaction, and alternatives for future action. References to specific events and data are also made here. General debate serves both to review the problem and perceptions of it as well as to note areas of concern and unity for future Assembly action. No representative may address the body without previously obtaining the Chair's permission. Speakers for General and Substantive debate shall generally be recognized from a speakers list maintained by the Chair. To participate in General Debate, a delegate must indicate his desire to be placed on the speakers list in writing, specifying the agenda topic and type of debate. The Legal Officer will compile and post the speakers list. The Chair may suggest to the Committee the closure of the speakers list (P-3). Debate will continue until the speakers list is exhausted or debate is closed (P-29) or adjourned (P-29). To shorten the speakers list, members may request, in writing to the Legal Officer, that their names be removed from the speakers list. Requests for placement on the speakers list in other than the order submitted shall be the sole discretion of the Chair.



Placement on the speakers list ensures a block of time for that delegation's use. The Chair may limit the duration of the speeches (P-3). When recognized, a delegate may use all or part of the time allotted, or the delegate may yield any remaining time to another delegate. The delegate, however, must use the time immediately and may not defer it to a later time. Once a delegate's name appears on the speaker's list, it may be moved only once to the bottom of the list. Once he/she has completed a speech, he/she may place his/her name on the speaker's list again. After each speech from the list, the Chair may entertain short speeches and comments on the preceding speech under P-23. A short speech is a brief response to the issues, perceptions, and positions mentioned in the previous speech. Comments on any other speech or topic will be ruled out of order and the original speaker may not comment on his/her own speech. The Chair may limit the number and duration of the short comments.

During debate, a delegate may ask a question of another delegate under P-25, Point of Inquiry. The Chair may rule if the question is germane to the topic under discussion. Both question and response must be addressed to the Chair. At no time is debate to become a dialogue between delegates directly. Questions of an informational nature or procedural nature may be asked of the Chair under P-25, Point of Information, and the Chair on behalf of the Assembly may ask a specific delegate for information. No other questioning is permitted. Questions of a policy nature may be answered through a short comment, through the paging network, or in a subsequent speech.

### **SUBMISSION OF RESOLUTIONS ON THE FIRST AGENDA ITEM**

Resolutions, while produced by individual states or groups of states, are proposals of basic Assembly policy. They form the basis of discussion during Substantive Debate on agenda items. Thus, specific guidelines must be followed as to their form, time of submission, nature of distribution, and type of considerations. Refer to P-11 and P-14. Resolutions are drafted by Committee members and should be typed or legibly printed for submission to the Chair. The Chair specifies the time during which resolutions are to be accepted on a given agenda item. Normally, resolutions are accepted from the beginning of General Debate to one half hour after its close. Resolutions are submitted to the Substantive Officer who will check them for proper form. A guide to writing resolutions can be found in Chapter 5. If accepted, the resolution will be numbered and sent to be typed and duplicated by the Department of Public Information (DPI). The resolutions will be distributed before substantive debate, at which time they will be formally introduced. Duplication by delegates for official distribution will not be permitted.

### **GENERAL DEBATE ON THE SECOND/THIRD AGENDA ITEM**

General debate on the second agenda item generally takes place during the time period that resolutions on the first agenda item are being typed and duplicated by DPI. Basically, this repeats the process of General debate on the first agenda item discussed in the section above.

### **SUBMISSION OF RESOLUTIONS ON SECOND/THIRD AGENDA ITEM**

Delegates should follow the same format discussed above in the submission of resolutions for the first agenda item.

## **SELECTION OF RAPPORTEUR (MAIN COMMITTEES AND ECOSOC ONLY)**

The Rapporteur is the Committee's official spokesperson and representative in the General Assembly (refer to P-4). As the speaker for the Committee, the Rapporteur will present an oral summary of the activities of the Committee on each agenda item to the Assembly. The Rapporteur will also present to the Assembly President a list of resolutions passed, the order in which the resolutions are to be considered for Plenary Session, and the list of speakers for each resolution, subject to the rule P-37. The Rapporteur shall provide information on the committee's actions to the Assembly.

## **MEMBERS AND OFFICERS**

All delegates in the Committee are eligible for nomination to Rapporteur. In selecting a Rapporteur, Committee Members should consider the speaking, organizational, and leadership qualities of potential candidates. Such candidates should possess tact, have clarity of expression, and have made a significant contribution to the Committee's work. The selection of the Rapporteur shall be by written ballot. On the first ballot, delegates shall indicate their nominee for the Rapporteur position. There are no nominating speeches from the floor. The two nominees receiving the most votes will runoff in a second ballot. The balloting process will continue until one nominee receives a majority. The election of the Rapporteur is not debatable. The election of the Rapporteur may not be reconsidered unless an irregularity in voting is discovered by the Chair. The Rapporteur may either represent his/her country, thereby retaining his right to vote, or designate another member of his delegation to represent his/her country.

## **DISTRIBUTION OF RESOLUTIONS ON THE FIRST AGENDA ITEM**

After resolutions have been typed and duplicated by DPI, they are returned to the Committees. The Legal Officer will distribute copies of the resolutions to each member of the Committee. A brief period of time is usually allowed for members to read and review resolutions before Substantive Debate begins.

## **SUBSTANTIVE DEBATE ON FIRST AGENDA ITEM**

Substantive debate involves discussion on the various draft resolutions and amendments before the Committee. It is an effort to formulate specific policy articulations. Substantive debate occurs on all resolutions and amendments simultaneously and as a unit; each proposal is not debated separately. During this period resolutions and amendments are formally introduced. Speakers shall offer states' views on all or some of the resolutions or amendments, noting their strengths and weaknesses.

Authors of substantive proposals may defend their drafts and critique others. Debate proceeds in the same manner as described for General Debate discussed above. It may not begin until all resolutions submitted on the item have been duplicated and distributed. During this debate the Substantive Officer may identify for the committee, proposals which are in conflict with international law, treaties or the United Nations Charter.

## **MODERATED CAUCUS**

The purpose of a Moderated Caucus is to give delegates a chance to discuss the substance of all submitted resolutions on a topic in an orderly fashion and, thereby, to facilitate more efficient and effective

substantive debate. Each sponsor has the opportunity to present the reasons underlying his/her resolutions and individual operative clauses. Other delegates then can ask for clarifications, indicate concerns, raise questions, or ask for responses to possible amendments, which could be submitted during substantive debate.

Moderated Caucus should occur early in Substantive Debate on a topic, but after all resolutions on the topic have been distributed to delegates and time has been allowed for reading them. There is only ONE Moderated Caucus for an agenda topic. The time is limited to an hour.

The Moderated Caucus is normally conducted by the Substantive Officer who shall maintain order, call on sponsors, and recognize delegates in order. Normal committee behavior, language and decorum is maintained.

Resolutions are considered in the order originally numbered by the Secretariat. Any sponsor may comment on a resolution or answer questions from delegates. Any delegate may make brief comments or ask questions of the sponsors. All comments and questions should be addressed to the Chair and there may be no points of inquiry other than those addressed to the sponsors of the resolution under discussion.

If the sponsors do not wish to present a resolution, that resolution will not be considered during Moderated Caucus. If delegates do not wish to discuss a particular resolution, they should refrain from comments and questions. Generally, no more than ten (10) minutes is allowed per resolution.

All consideration of resolutions during Moderated Caucus should be related to the substance of the resolution.

## AMENDMENTS TO RESOLUTIONS

Amendments are additions, deletions, or changes to an existing draft resolution. Amendments must be typed or legibly printed and submitted to the Substantive Officer prior to its introduction. All amendments must be formally introduced (refer to P-11 and P-14).

An amendment may, however, be submitted for numbering and duplication at any time prior to its formal introduction, including the time of resolution submission. Early submission is highly recommended since the Chair may, at his/her discretion, not permit discussion without its duplication and distribution. The proposer of an amendment should thus reserve a space early in Substantive debate to ensure introduction and discussion of the amendment. If the proposer fails to do this, a speaker on the list may be asked by the proposer to yield time to the proposer for that purpose.

If the amendment is of a Procedural nature (i.e. correcting spelling, style, or typing) or a short substantive proposal, the Chair may allow its oral introduction without duplication of the amendment. In cases of more than one amendment to a particular resolution, amendments will be voted on in the order numbered by the Chair (P-17). If all sponsor(s) of a resolution do not object to an amendment to that resolution, the

amendment is considered a friendly amendment and is added to the resolution without a vote. A sponsor may not amend his/her own resolution. An amendment may not be amended.

States may add or withdraw sponsorship to resolutions and amendments at any time up to the close of Substantive debate (P-14). Resolutions adopted in the Committee will not bear the sponsors' names as they are the statements of the Committee and not of the individual states. If all sponsors of a resolution or amendment withdraw sponsorship prior to the beginning of voting, other states will be offered a chance to co-sponsor. If none respond, the resolution or amendment will not be put to a vote.

## **DETERMINATION OF THE ORDER OF RESOLUTIONS**

If two or more resolutions relate to the same agenda item, the Committee shall, unless it decides otherwise, vote on the resolutions in the order in which they have been numbered by the Secretariat.

Proposals for reordering of resolutions (P-11) shall be voted on in the order in which they are proposed. Once voting on these reordering proposals has begun, no additional motions to reorder will be accepted. The first proposal to receive a majority vote becomes the new order of the resolutions. If none receives a majority, the Secretariat's order will stand as originally ordered. Proposals to reorder are in order after substantive debate on the topic has been concluded and before voting on any resolutions has begun. The Assembly may, after a vote on a resolution, decide whether to vote on the next resolution. Decisions whether to vote on additional resolutions must be made individually for each resolution and not collectively (P-11).

## **VOTING ON THE RESOLUTIONS AND AMENDMENTS**

Each member of the Committee shall have one vote. No representative may cast a vote on behalf of another member (P-7). Each resolution and amendment is adopted by a three step process.

The first step is voting on amendments in the order numbered by the Chair on the first ordered resolution. Amendments may not be reordered or divided and require a simple majority for adoption (P-17). If the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to a vote. After all amendments to a resolution have been voted on, the second step is the division of the resolution (P-16). A motion for division is in order only immediately prior to voting on the substantive proposal or substantive proposal as amended. The motion must include directions on how the proposer wants the resolution divided. Only operative clauses may be divided; preambulatory clauses may not be divided.

The Chair will accept all motions for division. If there is no objection to a motion for division, the motion will be adopted. If an objection is made, the motion will be put to a vote. Debate on the floor will consist of one speaker, the proposer, in favor and one against. The President may limit the time for the speakers. A motion for division must receive a two-thirds majority to be adopted.

If the motion for division carries, those parts of the substantive proposal which are subsequently approved shall be put to a vote as a whole. If all operative parts of the proposal are rejected, the whole resolution will be considered rejected.

Those parts of the resolution remaining after amendments and divisions shall be voted on as a whole. Step three is voting on the resolution as it stands after the first two steps. The Committee then proceeds in the same manner with the next resolution.

## CONDUCT OF THE VOTE

Voting shall normally take place by delegates raising their placards and voting either “in favor,” “against,” or “abstaining.” Abstentions do not figure in the calculation of the vote. A tie vote is considered to be a rejection of the proposal. Once voting has begun, it may not be interrupted by any statement or motion, except a point of order concerning the manner in which the vote is being conducted (P-22).

On any substantive proposal, any delegate may request a roll call vote. The request must be made before the vote has begun. This request is a procedural motion requiring a majority vote. The roll call vote will be called beginning with a state drawn by lot. A delegate will vote “yes,” “no,” “abstention,” “yes with explanation,” “no with explanation,” or “pass.” After the initial roll call has been taken, the Chair will ask those members who passed to vote; a delegate may only pass once per roll call. Then the Chair will call for any changes of votes. Changes are permitted only on roll call votes. The Chair shall ask delegates who voted “Yes or No with explanation” to explain their vote. (P-21)

Formal votes are required on all substantive proposals. Procedural motions may be adopted without a vote by utilizing the phrase “seeing no objections.”

## SECOND/THIRD AGENDA ITEM

For consideration of the second or a third agenda item, repeat the steps for the first agenda item.

## SELECTION OF PLENARY SPEAKERS (FOR MAIN COMMITTEES AND ECOSOC ONLY)

The Committee members shall determine, in caucus, the speakers list for each resolution to be debated in the Plenary Session and inform the Rapporteur prior to the Plenary consideration of the resolution. The Rapporteur shall be responsible for convening the caucus and shall make a list of all nations who wish to speak in the Plenary Session. The Rapporteur shall transmit the list to the President of the General Assembly, subject to P-37.

If the General Assembly decides to discuss the committee report under the provisions of P-12 Option 1, debate in Plenary Session on items reported from Main Committees will be limited to a five minute presentation for and a five minute presentation against each resolution. Once the speakers list has been determined, the five minutes allocated to each side for each resolution shall be equally divided among whatever number of speakers there may be on each side of the resolution.

Each Main Committee may determine the order in which resolutions on an agenda item shall be considered in Plenary Session. This is done at the last Committee meeting if more than one resolution has been passed on any agenda item considered by the Committee. The Rapporteur should transmit this information to the Secretary General as soon as it is available. This decision shall be made following the procedure outlined in Rule P-36.

## REPORTS OF MAIN AND STANDING COMMITTEES (GA ONLY)

During the closing Plenary Session, the General Assembly hears the Reports of the Main Committees, and decides whether to approve, reject or simply to take note of the reports. The Rapporteurs shall address the General Assembly in the following order: First Committee, Second Committee, Third Committee, Fourth Committee, Fifth Committee, and Sixth Committee. The Rapporteur of each committee will present to the President of the Assembly the committee's approved resolutions, the order of their consideration, and the respective speakers for each resolution.

Since items allocated to Main Committees are fully debated in Committee, the discussion in the General Assembly is strictly limited. There is no provision for the General Assembly to debate or discuss the substance of any issue or resolution. The resolutions contained in the committee report do not require sponsors, as they are decisions of the committee and not the draft resolutions of a particular group of states. The resolutions must be considered in the order and form decided by the committee. The Assembly may not reorder, amend, or divide these resolutions. In considering the reports, the Assembly has four options under P-12:

**Option 1:** Items of a controversial nature should be considered under this option to ensure the fullest consideration by the Assembly. This option permits a five minute presentation for and against each resolution in the report by the speakers from the committee on the Rapporteur's list only. There is no provision for a Member of the General Assembly to speak on the substance of the resolutions under any options. The resolution will then be put to a vote. A simple majority is required to adopt a P-12 Option 1 motion. The motion is not debatable.

**Option 2:** This option permits voting to adopt or reject each resolution in the report, but would preclude the normal oral presentations. This motion is not debatable and requires a simple majority to be adopted.

**Option 3:** This option allows collective adoption of all the resolutions in the Committee's Report in one vote. The motion is debatable with two speakers, including the proposer, in favor and two speakers against. The motion requires a two-thirds majority to be adopted.

**Option 4:** This option merely takes note of the Committee's report. This option precludes voting on all the resolutions which effectively kills them. The motion is debatable with two speakers, including the proposer, in favor and two speakers against. The motion requires a two-thirds majority to be adopted. After the Rapporteur's Report, any of these options are in order. If three fail, the remaining option is automatically adopted. Options 1 and 2 are not debatable. Options 3 and 4 are debatable with two speakers in favor, one being the proposer, and two speakers against.



## REPORTS OF OTHER ORGANS AND BODIES (GA ONLY)

Decisions of bodies like the Security Council, ECOSOC, World Health Organization, and World Bank do not normally require Assembly action. The reports of these bodies shall be heard by the General Assembly after the conclusion of the Reports of the Main Committees in the order determined by the Secretary General. Normally, the General Assembly shall take note of the recommendations of these bodies through a P-12, Option 4. However, some decisions such as budgetary action do require Assembly action and any option may be used. For the Credentials Committee Report, the President will formulate a speaker's list.

General Assembly action on reports such as the International Law Commission follows a different procedure. Once the Commission has completed discussion of an agenda item, the Commission's Rapporteur shall submit its draft convention to the General Assembly for immediate consideration. The General Assembly may defer consideration until the closing Plenary Session, or decide to finalize the draft convention immediately. Under immediate consideration, the Assembly convenes a plenipotentiary conference, composed of selected Permanent Representatives and members of the Commission to review the draft articles, approve the language of the convention, and recommend adoption or rejection of the convention. If the plenipotentiaries approve the convention, the Secretary General shall invite all member states to become signatories. If the conference defers consideration, the General Assembly, as a whole, shall vote to approve or reject the convention during the closing Plenary Session, using the same procedure as a Main Committee report.

## ADJOURNMENT FOR GENERAL ASSEMBLY

A motion to adjourn (P-27) is the last motion to be considered by the Assembly and terminates its activities for that particular annual session. It is only in order after all business of the General Assembly has been concluded.

## ADJOURNMENT FOR ECOSOC

A motion to adjourn (P-27) is the last motion to be considered by the Committee and terminates its activities for that particular annual session. It is only in order after all business of the Committee has been concluded. Thus, to move for adjournment, the Committee must have:

- Completed or adjourned work on each agenda item
- Elected its Rapporteur

## ADJOURNMENT FOR MAIN COMMITTEES

A motion to adjourn (P-27) is the last motion to be considered by the committee and terminates its activities for that particular Annual Session. It is in order only after all the business of the committee has been concluded. Thus, to move for adjournment, the committee must have:

- Completed or adjourned work on each agenda item
- Elected its Rapporteur
- Decided the order of resolutions presented to General Assembly
- Selected its Plenary speakers for those resolutions