



ALMUN

2024

DELEGATE

HANDBOOK

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GENERAL INFORMATION

THE DRESS CODE

DELEGATES ARE EXPECTED TO ADHERE TO A FORMAL DRESS CODE. I.E

- BLAZERS RECOMMENDED
- NO SNEAKERS/ CASUAL SHOES
- TIES FOR MALE DELEGATES

THE OFFICIAL LANGUAGE

THE OFFICIAL LANGUAGE OF ALMUN IS ENGLISH, AND AS SUCH ALL DEBATES AND DIALOGUE WITHIN COMMITTEES SHOULD BE CONDUCTED IN ENGLISH



PARTICIPATING PARTIES

THE SECRETARIAT

COMPRISED OF THE SECRETARY GENERAL (JIYA JAIN) AND THE DEPUTY SECRETARY GENERAL (HANNAH VAN DER MEER) - THE SECRETARIAT FORMS THE LEADERSHIP OF THE CONFERENCE AS A WHOLE AND IS THE PRIMARY COORDINATOR OF ALMUN 2024

ORGANISING COMMITTEE

COMPRISED OF ISA STUDENTS, AND SPANNING ACROSS 4 COMMITTEES - FINANCE, IT, SOCIAL MEDIA, MUN TECHNICALITIES - AND ADMIN STAFF, THE ORGANISING COMMITTEE OVERSEE ALL OF THE PLANNING AND LOGISTICS RELATED TO THE RUNNING OF ALMUN 2024

MUN DIRECTORS

A SUPERVISING TEACHER WHO OVERSEES THE RUNNING OF THE CONFERENCE, THE MUN DIRECTOR OF ALMUN 2024 AND INTERNATIONAL SCHOOL ALMERE'S MUN CLUB - MR A. REMMELINK - IS INSTRUMENTAL TO THE FOUNDATION OF THE CONFERENCE AND THE RUNNING OF BOTH ALMUN 2024 AND OUR CLUB

THE ADMINS

COMPRISED OF MEMBERS OF THE ALMUN OC, THE ADMINS ARE RESPONSIBLE FOR AIDING THE OPERATION OF EACH COMMITTEE BY ASSISTING WITH VOTING PROCEDURES, DELEGATE COMMUNICATION, AND MORE

THE CHAIRS

RESPONSIBLE FOR OVERSEEING AND MANAGING THE PROCEEDING OF COMMITTEE SESSIONS, THE CHAIRS AND DEPUTY CHAIRS CREATE DELEGATE BOOKLETS AND FACILITATE AND CONTROL THE DEBATE

RESEARCH

POSITION PAPERS

A POSITION PAPER IS A 1-2 PAGE DOCUMENT THAT DETAILS THE STANCE OF THE SPECIFIC COUNTRY REPRESENTED BY THE DELEGATE ON THE ISSUE AT HAND, AND ESSENTIALLY SUMMARISES THE ENTIRE VIEW AND POLICIES OF THE NATION. A POSITION PAPER TYPICALLY CONTAINS AN INTRODUCTORY HEADER, INFORMATION REGARDING THE COUNTRY'S STANCE ON THE TOPIC, THE COUNTRY'S PREVIOUS EXPERIENCES, ACTIONS, OR POLICIES REGARDING THE TOPIC, POTENTIAL SOLUTIONS TO THE TOPIC BEING ADDRESSED, AS WELL AS ADDITIONAL INFORMATION REGARDING DIPLOMATIC TIES AND SO ON. A POSITION PAPER IS VALUABLE AS IT OUTLINES ALL OF THE IMPORTANT INFORMATION REGARDING THE DELEGATE'S NATION'S STANCE, AND AS SUCH, IS VALUABLE FOR DRAFTING SPEECHES, CLAUSES, RESOLUTIONS OR AMENDMENTS DURING THE CONFERENCE.

EXAMPLE

POSITION PAPER

Position Paper
Committee: League of Nations
Country: Abyssinia

The Abyssinian crisis of the 1930s stands as a testament to the failures of the League of Nations. Abyssinia, present-day Ethiopia, faced aggression from the Kingdom of Italy, which sought to expand its colonial empire. As a member of the League of Nations, Abyssinia expected support and protection from the international community. Regrettably, the League's response to the Abyssinian crisis demonstrated its inability to uphold its core principles of collective security and disarmament. This position paper outlines Abyssinia's perspective on the League of Nations' shortcomings and highlights the need for reform to prevent such failures in the future.

Firstly, the League's failure to take decisive action against Italy's aggression undermined the principle of collective security. Abyssinia was unjustly attacked, and its territorial integrity was violated. Despite the League's Covenant stipulating that member states would come to the aid of an aggrieved nation, little was done to halt Italy's military campaign. Economic sanctions were imposed, but they were inadequate and ineffective, failing to deter Italian aggression. The League's inability to enforce collective security weakened its credibility and discouraged future reliance on its mechanisms.

Secondly, the Abyssinian crisis exposed the League's inability to address the root causes of conflict. The crisis highlighted the importance of disarmament as a means to prevent aggression and promote peace. The Treaty of Versailles, which ended World War I, emphasized the disarmament of nations as a crucial step towards global stability. However, in the face of Italy's military aggression, the League failed to enforce disarmament measures, thus allowing an aggressor to undermine the very foundations of peace and security. This failure underscores the need for more robust disarmament policies and mechanisms within the League to deter potential aggressors and maintain peace.

Moreover, the Abyssinian crisis revealed the influence of powerful nations on the decision-making processes within the League. Italy, as a prominent European power, was able to manipulate the League's responses through political pressure and alliances. This interference compromised the impartiality and fairness of the League, as its decisions were influenced by the strategic interests of powerful states rather than the pursuit of justice and collective security. The League should have operated independently, immune to the political influence of its member states, to ensure fairness and objectivity in resolving international disputes.

RESEARCH

COUNTRY OVERVIEW

IT IS VITAL FOR A DELEGATE TO FULLY RESEARCH ALL ASPECTS OF THE COUNTRY THEY ARE REPRESENTING IN ORDER TO BE ABLE TO ACCURATELY REFLECT SAID NATION IN THE DEBATE. AS SUCH, DELEGATES ARE ENCOURAGED TO CREATE A PROFILE OF THEIR COUNTRY THAT ANSWERS THE FOLLOWING AREAS:

POLITICS

- GOVERNMENT TYPE
- DEMOCRACY INDEX
- GOVERNMENT STABILITY
 - INTERNAL DISPUTES/CONFLICT
 - GOVERNMENT ORIGIN
- POLITICAL ALLIANCES
- POLITICAL ENEMIES

HISTORY

- KEY HISTORICAL EVENTS (WARS, CONFLICTS ETC.)
- PAST COLONIALISM OR PAST INDEPENDENCE

GEOGRAPHY

- GEOGRAPHICAL LOCATION
- NEIGHBORING NATIONS
- NATURAL RESOURCES E.G OIL

ECONOMY

- ADVANCED, EMERGING, OR DEVELOPING ECONOMY?
- ECONOMIC DEPENDENCY
- ECONOMIC/ TRADE ALLIANCE AFFILIATIONS
- ECONOMIC DEPENDENCIES/ WEAKNESSES

CULTURE

- RELIGION
- ETHNIC GROUPS

RESEARCH

TOPIC OVERVIEW

IT IS VITAL FOR A DELEGATE TO FULLY RESEARCH ALL ASPECTS OF THE TOPIC BEING DISCUSSED IN THEIR COMMITTEE SO THAT THEY CAN ACCURATELY UNDERSTAND, DISCUSS, AND DEBATE ON THE TOPIC. AS SUCH, DELEGATES ARE ENCOURAGED TO CREATE A PROFILE OF THE ISSUE BEING DEBATED THAT INCLUDES THE FOLLOWING AREAS:

- ISSUE DEFINITION
- CORE ISSUE/ PROBLEM
- KEY PARTIES
- KEY LEGISLATION, POLICIES, AND ACTIONS
- HISTORICAL CONTEXT
- PRESENT DAY RELEVANCE
- RECENT DEVELOPMENTS
- PREVIOUS EFFORTS
- EFFECTIVENESS OF SAID EFFORTS
- RESPECTIVE NATION'S STANCE ON ISSUE

USEFUL RESOURCES

- CIA WORLD FACTBOOK
- UN WEBSITE
- AMNESTY INTERNATIONAL
- GREENPEACE
- GLOBAL CONFLICT TRACKER

RESOLUTIONS

RESOLUTIONS ARE THE FOUNDATION FOR ALL UNITED NATIONS

OPERATIONS. THEY ARE RESPONSES ANNOUNCED BY VARIOUS COMMITTEES EXPRESSING A DESIRE TO CHANGE A SITUATION AND EXPLAINING HOW THIS CAN BE ACCOMPLISHED. AS UN DELEGATES YOUR MAIN DUTY IS TO DEBATE AND ADOPT RESOLUTIONS.

A RESOLUTION IS A VERY LONG SENTENCE BROKEN INTO CLAUSES THAT DESCRIBE THE PROBLEM AND HOW TO SOLVE OR WORK TOWARDS FIXING IT.

A RESOLUTION AT A MUN CONFERENCE EXPRESSES YOUR COUNTRY'S POSITION ON A CERTAIN TOPIC. IT REFLECTS YOUR POLICY STATEMENT IN GREATER DEPTH. WITH THE RESEARCH DONE IN THE PREVIOUS SECTION, YOU CAN NOW MAKE THOSE POLICIES INTO ACTUAL CLAUSES TO HELP SOLVE THE PROBLEM. RESOLUTIONS PROVIDE A FOUNDATION FOR DISCUSSION. IT IS A TOOL FOR REACHING AN AGREEMENT OR COMPROMISE AMONGST MEMBER STATES ON A CERTAIN TOPIC.

HEADINGS

THE HEADING OF A RESOLUTION MUST CONTAIN THE FOLLOWING:

1. THE COMMITTEE WHERE THE RESOLUTION IS TO BE DEBATED (E.G. GENERAL ASSEMBLY, SECURITY COUNCIL)
2. THE QUESTION THE RESOLUTION IS DEALING WITH, THE MAIN SUBMITTER AND THE CO-SUBMITTERS
3. START BY ADDRESSING THE COMMITTEE (WHICH IS THE BEGINNING OF THE SENTENCE).

RESOLUTIONS

PREAMBULATORY CLAUSES

PREAMBULATORY CLAUSES ARE THE CLAUSES THAT START OFF THE RESOLUTION AND DO NOT TAKE ACTION. THEY WILL, FOR EXAMPLE, DEFINE THE ISSUE, RECOGNIZE IT AS IMPORTANT, OR TAKE NOTE OF PREVIOUS ACTIONS OR DECISIONS TAKEN CONCERNING THE ISSUE. ESSENTIALLY, THEY DESCRIBE WHAT THE SUBMITTERS CONSIDER THE PROBLEM TO BE AND MENTION THOUGHTS OR ASSUMPTIONS CONCERNING THE PROBLEM.

PREAMBULATORY CLAUSES ARE NOT NUMBERED, AND MUST START WITH PRESENT OF PERFECT PARTICIPLES (E.G. APPROVING, CONCERNED) OR WITH ADJECTIVES (E.G. AWARE, ALARMED). THEY END WITH A COMMA AND ARE SEPARATED BY A BLANK LINE (SEE PAGE 8). USUALLY, THEY ARE NOT PAID ATTENTION TO DURING THE FORMAL DEBATE AS THEY ONLY PROVIDE INFORMATION. THE LIST ON THE FOLLOWING PAGE CAN BE USED TO START THE PREAMBULATORY CLAUSES. YOU MAY ADD WORDS SUCH AS ‘DEEPLY’, ‘FIRMLY’, ‘FULLY’, ‘FURTHER’, ETC TO THESE WORDS.

Examples Preambulatory clauses:

| | | | |
|-----------------|-----------------------------|---------------------------|---------------------------|
| Acknowledging | Emphasizing | Having considered | Realising |
| Affirming | Expecting | Having considered further | Recalling |
| Alarmed | Expressing its appreciation | Having examined | Recognizing |
| Approving | Expressing its concern | Keeping in mind | Referring |
| Aware | Expressing its hope | Noting | Regretting |
| Bearing in mind | Expressing its satisfaction | Noting with alarm | Seeking |
| Believing | Fulfilling | Noting with regret | Stressing |
| Concerned | Fully alarmed | Noting with satisfaction | Taking into account |
| Confident | Fully aware | Observing | Taking into consideration |
| Conscious | Fully believing | Observing with approval | Taking note |
| Contemplating | Guided by | Pointing out | Viewing with concern |
| Convinced | Having adopted | Praising | Welcoming |
| Declaring | | Reaffirming | |
| Deploring | | | |
| Desiring | | | |
| Disturbed | | | |

RESOLUTIONS

OPERATIVE CLAUSES

OPERATIVE CLAUSES OPERATIVE CLAUSES ARE THE THIRD PART OF THE RESOLUTION, ON WHICH THE DEBATE IS FOCUSED. THEY ASK FOR THE ACTION NEEDED TO SOLVE THE ISSUE. EACH CLAUSE ADDRESSES A CERTAIN ASPECT OF THE ISSUE; THEREFORE, ONE CLAUSE SHOULD NOT CALL FOR A VARIETY OF MEASURES BUT STAY FOCUSED ON ONE PARTICULAR ASPECT. A MINIMUM OF THREE OPERATIVE CLAUSES ARE REQUIRED IN A RESOLUTION.

WHEN WRITING OPERATIVE CLAUSES, YOU SHOULD MAKE SURE TO STAY CONCRETE AND RATIONAL. IF YOU CALL FOR A CERTAIN ACTION, ALSO EXPLAIN BRIEFLY HOW YOU THINK IT SHOULD BE CARRIED OUT. THE FINAL CLAUSE IS USUALLY A SORT OF CONCLUSION, RESERVED FOR EXPRESSING HOPE THAT COUNTRIES WILL COOPERATE ON THE ISSUE, ALTHOUGH THIS IS NOT MANDATORY.

OPERATIVE CLAUSES ARE NUMBERED, MUST START WITH A VERB IN THE THIRD PERSON PRESENT TENSE (E.G. DECLARES, STRESSES), AND END WITH A SEMI-COLON (;). THE LAST OPERATIVE CLAUSE ENDS WITH A FULL STOP (.). THE CLAUSES ARE ALSO SEPARATED BY A BLANK LINE AND ARE PLACED FURTHER FROM THE MARGIN THAN THE PREAMBULATORY CLAUSES. THE FOLLOWING WORDS CAN BE USED TO START AN OPERATIVE CLAUSE. WORDS WITH AN ASTERIX (*) ARE ONLY ALLOWED IN THE SECURITY COUNCIL.

Examples Operative clauses:

| | | | |
|---------------|------------------------|---------------|--------------------|
| Accepts | Declares | Expresses its | Requests |
| Affirms | Demands* | hopes | Resolves |
| Appreciates | Deplores* | Insists* | Solemnly affirms |
| Approves | Designates | Invites | Solemnly condemns* |
| Asks | Draws the attention to | Notes | Stresses |
| Authorizes | Emphasizes | Proclaims | Supports |
| Calls for | Encourages | Proposes | Takes note of |
| Calls upon | Endorses | Reaffirms | Transmits |
| Condemns* | Expresses its concerns | Recognizes | Trusts |
| Confirms | | Recommends | Urges |
| Congratulates | | Regrets | |
| Considers | | Reminds | |

RESOLUTIONS

EXAMPLE

RESOLUTION

HEADER

Forum: League of Nations

Question of: The Abyssinian Crisis

Submitted by: Abyssinia

Co-Submitters: China, Siam, France

Signatories: Siam, Netherlands, British Raj, China, Vatican, France, Japan, USSR, USA, Holy See, Britain

PREAMBULATORY CLAUSES

Defining the Abyssinian Crisis as the aggression by the Kingdom of Italy against Abyssinia in violation of its sovereignty territorial integrity, and collective security;

Recalling the obligations of member states under Article 10 of the League of Nations Covenant to collective security the independence and territorial integrity of all members;

Emphasizing the failure of the League of Nations to take substantial and effective measures to prevent or halt the aggression against Abyssinia, despite calls for help by Emperor Selassie;

Taking into account the economic sanctions imposed by the League, which proved to be insufficient in reducing Italy's aggression, as sanctions werent stong enough;

Deeply concerned by the suffering of Abysinnian civilians caused by Italy's military campaign, starting at the WalWal incident, and its impact on the stability of the region;

Recognizing the urgency of addressing the flaws and weaknesses of the League of Nations approach to prevent similar circumstances to occur in the future and protect member states;

Recalling member states of the principles of collective security, disarmament, and the peaceful settlement of disputes as placed in the League of Nations Covenant;

Alarmed by the Italian actions of aggression and imperialism, despite the joint statement of renouncing standstill and aggression;

RESOLUTIONS

EXAMPLE RESOLUTION

OPERATIVE CLAUSES

1. Condemns the Kingdom of Italy for its unjustifiable aggression against Abyssinia, which is a clear violation of international law and the fundamental aim of the League of Nations: to guarantee the territorial integrity and political independence of member states;
 - a. Demands an immediate halting of hostilities by the Kingdom of Italy and a complete withdrawal of its military forces from Abyssinian territory;

2. Calls upon all member states to fulfill their obligations under Article 10 of the League of Nations Covenant by extending support and assistance to Abyssinia in its justified defense against Italian aggression;
 - a. Encourages member states to compensate commodities to Abyssinia to address the urgent needs of the bystanding population, including food, medical supplies, and support for reconstruction efforts due to military destruction;

3. Calls upon the League of Nations to establish a mediation and negotiation process between Abyssinia and Italy to encourage a peaceful resolution of the conflict and ensure the restoration of Abyssinia's territorial integrity and sovereignty;
 - a. Urges the League of Nations to strengthen the ineffective economic sanctions imposed on Italy, including imposing comprehensive and more concrete trade restrictions and an arms embargo, to exert greater pressure on Italy to comply with League of Nations regulations;
 - b. Calls for an unbiased entity from league to investigate and document the atrocities committed during Italy's aggression against Abyssinia, with the aim of holding the perpetrators accountable for their actions;

4. Requests an International Court to review the legal aspects of Italy's aggression against Abyssinia and provide an unbiased qualified opinion on the matter to guide future actions and prevent similar violations of international law;
 - a. Establishes an ad hoc committee within the League of Nations to propose necessary reforms to strengthen the effectiveness and impartiality of the League in preventing and resolving conflicts, especially due to the ineffectiveness seen;
 - b. Urges the League of Nations to hasten the disarmament process and establish stricter regulations to prevent member states from engaging in aggressive military actions, which harms innocent civilians.

DEBATE STRUCTURE

ORDER OF FORMAL DEBATE

1. OPENING BY THE CHAIR
2. ROLL CALL
3. DRAWING UP THE AGENDA
4. READING OUT THE OPERATIVE CLAUSES OF THE RESOLUTION BY THE MAIN SUBMITTER
5. SETTING DEBATE TIME AND MODE
6. SPEAKERS DELIVERING SPEECHES AND ANSWERING QUESTIONS
7. VOTING ON THE RESOLUTION
8. REPEATING POINT 4 TO 7 FOR EACH RESOLUTION
9. CLOSING BY THE CHAIR

LOBBYING

LOBBYING TIME IS AN INFORMAL DISCUSSION ON AN ISSUE IN FORUMS, WHICH CAN MAKE DEBATE MORE PRODUCTIVE AND ESSENTIAL FOR THE CONFERENCE. IT INVOLVES DISCUSSING RESOLUTIONS WITH REPRESENTATIVES FROM OTHER COUNTRIES TO IMPROVE THEM BY REWORDING, ADDING CLAUSES, OR MERGING. LOBBYING IS CRUCIAL AS THE UNITED NATIONS AIMS TO COOPERATE AND GAIN INSIGHT INTO WHO WILL SUPPORT OR OPPOSE YOUR RESOLUTION DURING DEBATE. IT ALSO HELPS PREPARE FOR POTENTIAL CRITICISMS, BOOSTING CONFIDENCE DURING DEBATE.

RESOLUTION SUBMISSION

AFTER DRAFTING A FINAL DRAFT RESOLUTION, IT MUST BE PRESENTED BY A MINIMUM OF EIGHT CO-SUBMITTERS, INCLUDING ONE MAIN SUBMITTER AND SEVEN OTHER CO-SUBMITTERS. THE RESOLUTION MUST BE APPROVED BY THE APPROVAL PANEL, WHICH CHECKS FORMAT, SPELLING, AND CONTENT. ONCE APPROVED, THE RESOLUTION CAN BE SUBMITTED TO THE CHAIRS, WHO DECIDE WHEN IT WILL BE DEBATED.

TO IMPROVE RESOLUTIONS IN AN INFORMAL ATMOSPHERE, IT IS NECESSARY TO HAVE A COPY THAT CAN BE EASILY SHARED DIGITALLY OR IN PRINT FORM. LOBBYING IS AN ESSENTIAL PART OF THE CONFERENCE, ALLOWING FOR BETTER PREPARATION AND CONFIDENCE DURING DEBATE.

DEBATE STRUCTURE

AMENDMENTS

THE UNITED NATIONS (UN) HAS A UNIQUE PROCESS FOR ADDRESSING ISSUES AND IMPLEMENTING RESOLUTIONS. DELEGATES CAN SUBMIT AMENDMENTS, WHICH ARE CHANGES TO THE RESOLUTION THAT ONLY CONCERN ONE CLAUSE AT A TIME. AMENDMENTS CAN BE ADDED, STRUCK, OR CHANGED BY THE OPERATIVE CLAUSES. THE PROCESS INVOLVES A MINI-DEBATE WHERE THE DELEGATE SUBMITS THEIR AMENDMENT, WHICH IS THEN INTRODUCED BY THE CHAIR. IF THE AMENDMENT IS ENTERTAINED, THE CHAIR SETS CLOSED DEBATE TIME, USUALLY 3 MINUTES IN FAVOUR AND 3 MINUTES AGAINST.

AMENDMENTS TO THE SECOND DEGREE CAN ALSO BE ENTERTAINED, WITH DEBATE CONTINUING REGARDLESS OF WHETHER THE AMENDMENT PASSES. IF THE AMENDMENT FAILS, THE SUBMITTER RETAINS THE FLOOR, AND IF IT PASSES, THE RESOLUTION IS AMENDED.

POINTS & MOTIONS

POINTS ARE QUESTIONS TO THE CHAIR OR SPEAKER DURING DEBATE THAT DO NOT REQUIRE DELEGATES TO TAKE THE FLOOR. MOTIONS ARE SUGGESTIONS BY DELEGATES FOR THE FORUM TO DO SOMETHING AND REQUIRE A 'SECOND' (ANOTHER DELEGATE TO SUPPORT THE MOTION TOO). IF OBJECTIONS ARISE, MOTIONS WILL BE VOTED ON OR OVERRULED BY THE CHAIR.

SECURITY COUNCIL

THE SECURITY COUNCIL PROCEDURE IS SIMILAR TO OTHER FORUMS, BUT WITH AD HOC RESOLUTIONS INSTEAD OF DEBATE ON A WHOLE RESOLUTION. EACH CLAUSE IS DEBATED AND VOTED ON, AND IF THE CLAUSE PASSES, IT BECOMES PART OF THE RESOLUTION. ONCE DEBATED TIME HAS ELAPSED OR THERE ARE ENOUGH CLAUSES, THE SECURITY COUNCIL VOTES ON THE WHOLE RESOLUTION, WHICH REQUIRES A TWO-THIRD MAJORITY TO PASS.

THE P5 (FRANCE, THE UK, THE USA, CHINA, AND RUSSIA) HAVE A CONSIDERABLE INFLUENCE IN THE SECURITY COUNCIL DUE TO THEIR VETO POWER. COOPERATION, COMPROMISE, AND NEGOTIATION WITH AND BETWEEN THE P5 PLAY A CRUCIAL ROLE IN THE SECURITY COUNCIL'S DECISION-MAKING PROCESS.

DEBATE STRUCTURE

LIST OF POINTS

1. **POINT OF INFORMATION (TO THE CHAIR/SPEAKER) SPEAKER:** AT THE END OF A SPEAKER'S SPEECH, THE CHAIR WILL USUALLY ASK IF DELEGATES HAVE ANY POINTS OF INFORMATION FOR THE SPEAKER. FOR THIS, SPEAKERS MAY CHOOSE TO OPEN THEMSELVES UP TO A SPECIFIC NUMBER OF POINTS, 'ANY AND ALL' OR NONE. POINTS OF INFORMATION MUST BE PHRASED IN THE FORM OF QUESTIONS AND CAN ONLY BE ASKED WHEN RECOGNIZED BY THE CHAIR. IF A DELEGATE'S QUESTION IS NOT SUFFICIENTLY ANSWERED, THEY MAY NOT DIRECTLY CONVERSE WITH THE SPEAKER; INSTEAD, THEY MUST ASK FOR A MOTION TO FOLLOW-UP. **CHAIR:** POINTS OF INFORMATION TO THE CHAIR MAY BE ASKED AT ANY POINT, FOR EXAMPLE WHEN THE DELEGATE IS UNCLEAR ABOUT SOMETHING.

2. **POINT OF ORDER:** THIS POINT REFERS TO PROCEDURAL MATTERS ONLY. IT MAY NOT INTERRUPT A SPEAKER AND CAN ONLY REFER TO SOMETHING THAT JUST HAPPENED. IT MAY ALSO BE USED WHEN A DELEGATE FEELS INSULTED BY ANOTHER DELEGATE.

3. **POINT OF PERSONAL PRIVILEGE:** THIS IS ADDRESSED TO THE CHAIRS AND REFERS TO THE DELEGATE'S WELL-BEING AND COMFORT. IT MAY NOT INTERRUPT A SPEECH UNLESS IT CONCERNS AUDIBILITY.

4. **POINT OF PARLIAMENTARY INQUIRY:** THIS IS ADDRESSED TO THE CHAIR REGARDING THE RULES OF PROCEDURE AND CAN BE USED WHEN THE DELEGATE IS UNCLEAR OR CONFUSED. **MOTIONS**

LIST OF MOTIONS

1. **MOTION TO DIVIDE THE HOUSE:** THIS MOTION MAY BE CALLED IF THERE ARE ENOUGH ABSTENTIONS DURING VOTING PROCEDURE WHICH, IF FORCED TO VOTE IN FAVOUR OR AGAINST, COULD CHANGE THE RESULT OF THE VOTING. THERE WILL BE A RE-VOTE, DURING WHICH ABSTENTIONS ARE NOT IN ORDER.

DEBATE STRUCTURE

LIST OF MOTIONS

2. MOTION TO MOVE INTO PREVIOUS QUESTION: A MOTION TO MOVE INTO PREVIOUS QUESTION MAY BE CONFUSED WITH THE “MOTION TO MOVE DIRECTLY INTO VOTING PROCEDURE”. HOWEVER, THIS DOES NOT EXIST. THE MOTION CALLS FOR THE CLOSURE OF THE DEBATE AND A VOTE TO BE TAKEN ON THE MOTION PENDING. IT REQUIRES A “SECOND” BY THE HOUSE AND IS OVERRULED IF AN “OBJECTION” IS PROPOSED.

3. MOTION TO EXTEND DEBATE TIME: THIS MOTION CALLS FOR EXTENSION OF THE DEBATE TIME ON THE RESOLUTION, AMENDMENT, OR MOTION.

4. MOTION TO VOTE BY ROLL-CALL: THIS MOTION MAY BE CALLED IF THE DELEGATE FEELS UNCERTAIN THE ADMINISTRATIVE STAFF HAS PROPERLY COUNTED THE VOTES. THE CHAIR WILL ASK EVERY DELEGATE INDIVIDUALLY FOR THEIR VOTE AND ABSTENTIONS ARE STILL IN ORDER.

5. MOTION TO TABLE THE RESOLUTION: THIS MOTION CALLS FOR THE TEMPORARY DISPOSAL OF A RESOLUTION. IT WILL BE DONE IF A DEADLOCK IN THE DEBATE HAS OCCURRED AND MORE LOBBYING OR TIME IS NEEDED. IT WILL BE VOTED UPON AND NEEDS A SIMPLE MAJORITY TO PASS.

6. MOTION TO RECONSIDER A RESOLUTION: THIS MOTION CALLS FOR A RE-DEBATE AND RE-VOTE OF A RESOLUTION THAT HAS ALREADY BEEN DISCUSSED. THIS WILL ONLY BE NECESSARY IF NO OTHER DRAFT RESOLUTIONS ON THE ISSUE ARE PRESENT AND MAY SO BE USED AS A BASIS TO CREATE A NEW RESOLUTION. IT WILL BE VOTED UPON AND NEEDS A TWO-THIRDS MAJORITY TO PASS.

7. MOTION TO WITHDRAW THE RESOLUTION: THIS MOTION MAY BE CALLED BY A MAIN- OR CO-SUBMITTER OF A RESOLUTION BEFORE THE DEBATE. IT CAN ONLY BE CALLED IF ALL SUPPORTERS AGREE WITH THE MOTION. IT CAN ALSO BE DONE DURING THE DEBATE, BUT ONLY BY THE UNANIMOUS CONSENT OF THE FORUM.

MUN TERMINOLOGY

ABSTENTION: A VOTE NEITHER IN FAVOUR NOR AGAINST (ONLY ON A WHOLE RESOLUTION)

AD HOC: ADDED ON (E.G. TIME ADDED ON, AN ISSUE ADDED ON, OR AN AMENDMENT ADDED ON)

AGAINST: A VOTE OPPOSED TO A RESOLUTION OR AMENDMENT

AMENDMENT: ALTERATION, CHANGE, TO A RESOLUTION

CLAUSES: THE PARTS INTO WHICH A RESOLUTION IS DIVIDED, EACH CONCERNING ONE PARTICULAR ASPECT OF AN ISSUE:

CLOSED DEBATE: DEBATE WHERE TIME IN FAVOUR AND AGAINST IS SEPARATED

CO-SUBMITTER: CO-AUTHOR OR CO-SIGNER OF A RESOLUTION

DELEGATE: REPRESENTATIVE OF A COUNTRY OR ORGANISATION

FLOOR: WHEN A DELEGATE HAS THE FLOOR HE/SHE HAS THE RIGHT TO SPEAK IN THE DEBATE

HOUSE: THE FORUM, USED TO INDICATE THE ENTIRE ASSEMBLY (ALL MEMBERS OF THE FORUM EXCEPT FOR THE CHAIRPERSONS)

IGO: INTER-GOVERNMENTAL ORGANISATION

IN FAVOUR: A VOTE SUPPORTING A RESOLUTION OR AMENDMENT

IN ORDER: IF SOMETHING IS IN ORDER, IT MEANS IT IS 'ALLOWED'

LOBBYING: TO DEBATE INFORMALLY IN THE LOBBY (USUALLY IN THE FORUM ALREADY)

MUN TERMINOLOGY

MAIN SUBMITTER: AUTHOR OR MAIN AUTHOR OF THE RESOLUTION, WHO OFFICIALLY PROPOSES IT TO THE COMMITTEE

MERGE: TO PUT TWO OR MORE RESOLUTIONS TOGETHER TO FORM ONE

MOTION: A PROPOSAL FOR THE FORUM TO DO SOMETHING NGO

OBJECT: THIS IS USED WHEN A DELEGATE IS AGAINST A MOTION

OPEN DEBATE: DEBATE WHERE DELEGATES MAY SPEAK IN FAVOUR OR AGAINST AT ANY TIME

OPERATIVE CLAUSES: THESE ARE THE NUMBERED CLAUSES WHICH TAKE ACTION

PREAMBULATORY CLAUSES: THESE ARE THE NON-NUMBERED CLAUSES WHICH DEFINE THE ISSUE AND OUTLINE CERTAIN ASSUMPTIONS OR REFERENCES

PLACARD: WOODEN BOARD OR SHEET OF PAPER WITH THE COUNTRY/NGO'S NAME, USED TO BE RECOGNIZED DURING THE DEBATE

RESOLUTION: PROPOSAL SUGGESTING WAYS TO DEAL WITH A CERTAIN ISSUE USED WHEN A DELEGATE SUPPORTS A MOTION

SECOND: USED WHEN A DELEGATE SUPPORTS A MOTION

YIELD: TO GIVE (E.G. TO YIELD THE FLOOR TO THE CHAIR/ANOTHER DELEGATION)

MUN TERMINOLOGY

MUN CONVENTIONS

1. REFERRING TO YOURSELF IN THE FIRST PERSON IS NOT ALLOWED. YOU CAN START YOUR SPEECHES WITH YOUR COUNTRY'S NAME OR WITH 'THE DELEGATION OF ...'

→ FOR EXAMPLE, IF YOU WANT TO SAY "I THINK ..." YOU HAVE TO SAY "INDIA THINKS ..." OR "THE DELEGATION OF INDIA THINKS ..."

2. WHEN STARTING A SPEECH, YOU ALWAYS HAVE TO ADDRESS THE CHAIR AND THE HOUSE FIRST. THEREFORE START A SPEECH WITH SOMETHING LIKE "HONOURABLE CHAIR AND FELLOW DELEGATES, ..."

3. FUNDING IS AN IMPORTANT PART OF SOLUTIONS TO MANY ISSUES, BUT IN MUN, IT IS ASSUMED TO BE UNLIMITED. HOWEVER, CLAUSES OR STATEMENTS REFERRING TO FUNDING SHOULD BE BROAD, WITHOUT SPECIFIC NUMBERS OR FUNDS NAMED.

