

THE BRAMUN DELEGATE  
HANDBOOK:



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# The United Nations

The UN was created shortly after the end of World War one in order to ease the tensions of a world ruled by different ambitions and ideals. The origins and ideals of the UN, however, originate in the Woodrow Wilson's League of Nations. However, the former did not last. It had only 42 members, lacked a standing army, had difficulty imposing sanctions of any sort and was heavily dependent on the global powers. As we see from history, the League of Nations failed and WWII broke out. When the devastation had subsided, the creation of the UN was agreed upon in 1945 at the Yalta Conference. On April 25, 1945, the UN Conference on International Organization began in San Francisco with 50 nations. On June 26 the UN Charter was signed and the UN came into existence on October 24 after the five permanent members of the Security Council ratified the Charter.

The UN aims to:

- Maintain international peace and security
- Preserve the sovereign equality of states
- Develop friendly relations between states based on the principles of equal rights and self determination
- Solve economic, social, cultural, and humanitarian issues
- Promote human rights and fundamental freedoms for all, without distinction as to race, sex, language or religion

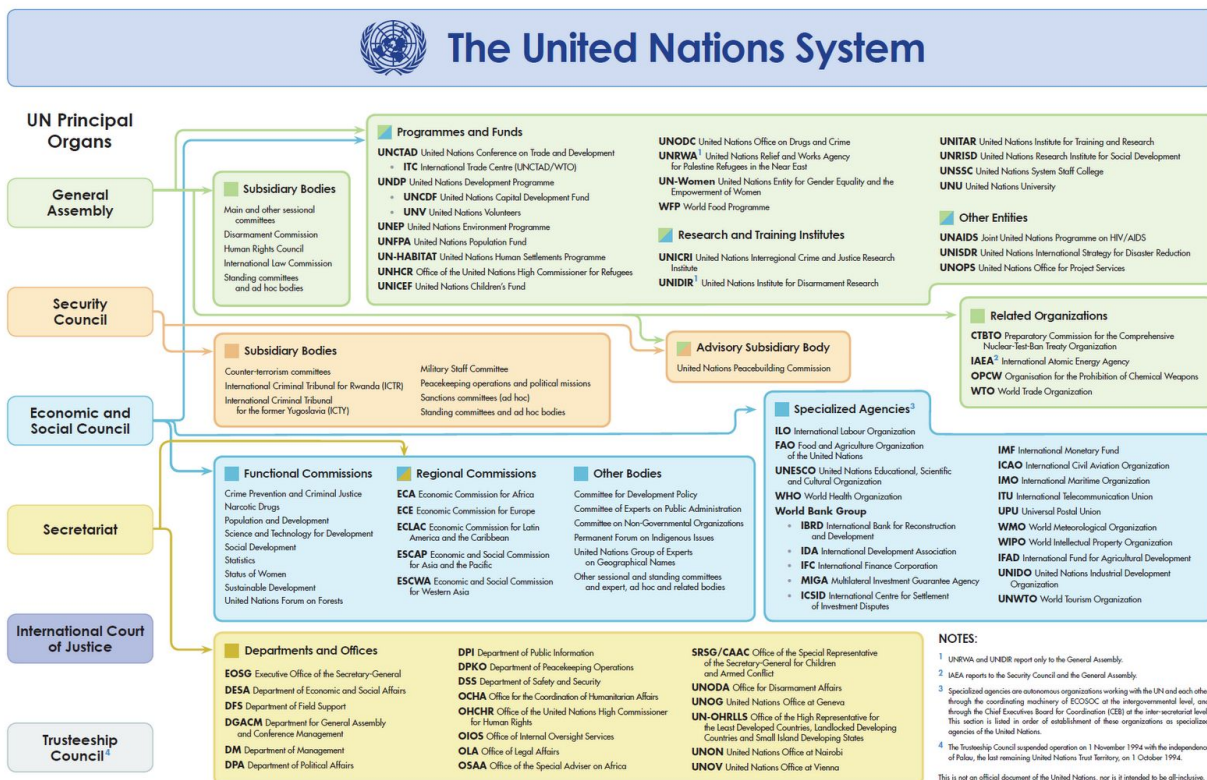
The key ideals of the UN are that all members:

- Have sovereign equality
- Shall fulfill their obligations based on the UN Charter
- Must strive to settle disputes by peaceful means
- Shall prevent from using the threat or use of force to settle disputes
- Shall offer the UN assistance on measures taken in accordance with the charter

The full UN Charter can be found [here](#).

The largest committee of the UN is the General Assembly (GA), where all 193 members are represented and all votes have equal weight. However, the UN has other decision-making bodies focused on more specific issues, such as the

Economic and Social Council (ECOSOC), which has 54 members, the Human Rights Council, which has 47 members, and the Security Council, which has 15 members (10 elected for 2 year terms and five permanent: China, France, Russia, United Kingdom, United States of America). Also note that the Security Council is the only body that can authorize the use of force and also that the permanent countries, known as P5, have veto power over resolutions, meaning a “no” vote from them automatically makes it impossible for the resolution to pass. Some nations participate in the UN as observers states, meaning they are represented but do not have a vote on the various UN points and motions.



## Model United Nations

MUN is a simulation of the UN, following the same parliamentary procedure of the UN. Delegates act as representatives from member nations, learning their nation's history and policy in the process. During the conference, delegates make speeches, draft resolutions, and negotiate with friend and foe to solve pressing global issues. In MUN delegates learn not only about the country they represent but also develop life skills, such as those of public speaking and negotiating.

As an MUN delegate, one represents his or her nation and their beliefs to the fullest extent possible. With thorough research it is possible to be knowledgeable of each nation's position and consequently partake in debate. Delegates must also propose solutions, in the form of resolutions, to the topics discussed. The more time and energy each delegate invests in the pre-conference, the more he or she will be able to enjoy it. Reliable research links are included at the end of this guide to serve as a starting point for research.

Chairs are student leaders selected to participate in the organization of the conference and lead their committees. They serve as the impartial judges in debate, ensuring proper parliamentary procedure, enforcing the BRAMUN dress code, and guiding the debate. All the Chairs at BRAMUN are extremely experienced and have years of MUN experience with which to help you. Inside each committee, a Chair's decision is final.

## **BRAMUN Dress Code**

All BRAMUN delegates are expected to dress appropriately following the convention of western business attire. Formal dress is expected while committees are in session, and during the opening and closing ceremonies. Delegates are exempted from formal dress during free time, and breaks.

**WOMEN:** Delegates are expected to wear dresses, or tops paired with trousers or skirts. Women's shoulders, torsos and cleavage should be covered at all times while committee is in session. Women's skirts should be longer than the girl's fingertips when arms are straight along the side of the body. Tops, dresses, skirts and trousers should be clean without any kind of transparent, catchy or shiny material.

**MEN:** Delegates are expected to wear suits, ties, and formal shoes. The use of tennis shoes and the rolling up of sleeves are not permitted during sessions.

The following will not be tolerated during committee and will result in an immediate warning:

- Breach of the dress code
- Hats or sunglasses in committee
- Costumes, as they can be offensive to peoples' cultures
- The only headdress allowed is that of religious affiliation to one's self

If a delegate's clothing is deemed too inappropriate a warning will be issued and the delegate will be "invited" to leave the committee and change. Below is an example of appropriate attire for committee sessions.



## Researching Your Nation and Topic

In order for a delegate to be able to correctly represent his or her nation, it is imperative that the delegate has a thorough understanding of the current affairs and positions of the actual government. Governmental sites and articles are generally the best sources as they are frequently biased, as a delegate should be, and represent the nation's interest.

In order to write a strong and relevant resolution, a solid understand of the issue is necessary. The three most important steps on how to research a topic are: (1) Read the background guides, (2) Do independent research, and (3) Keep up with news. The background guides are written by the Chairs and are not too large, so each Chair must be selective about what to include. This means that the guide not only provides relevant facts and history, but also an indication of how the Chairs

expect the debate to flow. Independent research should be the bulk of the pre-conference preparation. Ensure that any sources used are reliable. If a source is biased, delegates should not immediately discard it. Instead, they should evaluate it and see if it agrees or disagrees with their position. If the former is the case, delegates should use it to defend their point of view. If the latter occurs, delegates should create counter arguments in case another delegate attempts to use that source. It is also imperative to keep up with the news and current events. Real world crises are frequent considering global politics are very dynamic. In order to always be updated, it is recommended that delegates use Google Alerts, which sends them emails when new posts are made regarding key words.

## **Position Papers**

Position Papers are normally one page, three paragraph essays that describe a delegate's country and position on the matter. They are pivotal to debate because they serve as the Chairs' and other delegates' first impression of the submitter. Position Papers should only be initiated when a delegate finalizes his or her research so that the paper is updated and comprehensive. These normally serve as the precursor to resolutions. Throughout the entire paper, delegations should be biased and include only information that is beneficial for their nation and stance.

Depending on the school and conference, Position Papers can take varying formats. However, the most common format is explained here. First, delegates must include a heading with the name of the committee, the issue at hand, the delegation being represented, the school representing the delegation, and the name of the delegates.

Following this is the first paragraph, which serves as a general overview of the topic. Here, delegates essentially summarize their research, focusing on what has happened in the past, such as wars or previous UN resolutions. A delegate's nation should not be cited unless the delegation is directly related to the topic at hand. An example of this is a topic pertaining to the Falkland Islands and a delegate representing the United Kingdom.

The second paragraph discusses how the delegation's nation pertains to the topic being discussed. Delegates should address how their nation are or have been

affected and what it has done to solve the issue, such as passing legislation. In general, include positive information, though delegates may address how their nations are lacking in certain areas as long as they are able to justify why or explain how the problem is being fixed.

The final paragraph provides solutions that will be further explored in resolutions for the topic. Delegates must strike a balance between being specific and general. Getting into too many details will take too much of the one page and may facilitate the creation of counterarguments by rival delegations. Third paragraphs that are too general make it seem as though the delegate does not have good solutions to the topic at hand.

*A sample Position Paper can be found in the BRAMUN website.*

## **Parliamentary Procedure**

The rules of Parliamentary Procedure are what make MUN so similar to the real UN. The rules help maintain order in committee rooms and ensure that all are respected and well represented in committee.

### **General Rules**

- English is the official language of BRAMUN and the only one that should be used during committee sessions, including in formal and informal debate and notes.
- The Chair has complete control of all proceedings during all committee sessions and has the ability to undertake any action not covered in the rules of procedure in order to facilitate and enrich the flow of debate. Only the Chair, a delegate recognized by the Chair, or a speaker that has the floor may speak while in formal debate. All delegates must rise and address the Chair first when making points. There can be no direct conversation between two delegates; instead, these must be endorsed and mediated by the Chair.



- Delegates should refrain from the use of personal pronouns, including "I" and "you".
- The use of the word "we" is allowed in committee session because it is inclusive of the entire committee session.
- The agenda is set by the Chair and communicated to the delegates prior to the beginning of the conference. Items may be added to said agenda at the discretion of the Chair. The Chair may limit the time allotted for each speaker, but the delegates can motion and vote to alter this time. As the end of the delegate's speaking time approaches, the Chair should have a remainder of the remaining time. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order and continue debate without delay.

## Points

- Point of Personal Privilege: This point refers to a matter of personal comfort, safety, and/or well being of the members of the committee. The Chair may refuse to recognize said point if the delegate has not shown proper restraint or if the point is dilatory in nature. Example: "Point of Personal Privilege, the delegate cannot hear the speaker."
- Point of Information: After a delegate gives a speech, he or she may be open to Points of Information or yield the floor back the Chair. If the delegate decides to yield to Points of Information, he or she may either limit the number of Points of Information or be open to any and all that may arise. These points must be directed to the speaker and be phrased in the form of a question. Following a Point of Information, delegates may request a follow-up, which will be judged by the Chair.
- Point of Order: This point relates to the observance of the rules of the committee or to the way the Chair is exercising his or her power. The Chair may refuse to recognize a Point of Order if the delegate has not shown proper restraint governing the use of such a right or if the point is dilatory in nature.

- Point of Clarification: This point is used to clarify what may have been incorrectly stated or ambiguous before. Points of Clarification always must be objective and factual and cannot have a subjective aspect.
- Point of Inquiry: A delegate may raise a Point of Inquiry to request clarification of the present procedural status of a session.
- Right of Reply: This right must be submitted in writing to the Chair. In this note, delegates must say what delegation is exercising this right and why the delegation feels directly and personally offended by another delegate's comments. After receiving the written request for a Right of Reply, the Chair will rule whether it is valid or invalid.

## **Motions**

- Motion to Appeal to the Chair's Decision: This motion is made when a delegate feels that the Chair was incorrect in his or her ruling. It is submitted to the Chair by writing and will be decided by the co-Chair. At that time, the co-Chair will hear from the delegate and Chair in order to make a decision. This ruling is not subject to appeal.
- Motion for a Moderated Caucus: When motioning for a moderated caucus, delegates must specify the total time limit for the caucus, speaking time, and purpose. During a moderated caucus the Chair recognizes delegates for remarks without the use of a speakers list and yields.
- Motion for an Unmoderated Caucus: When making this motion, delegates must specify the length and purpose of the caucus. Unmoderated caucuses allow delegates to have informal discussions and move around the committee room.
- Motion to Table Debate: The committee may consider a motion to table debate on the item under discussion. If the motion is seconded, two representatives may speak in favor of and two against the motion. This

motion can be used to table resolutions, amendments, or topics. A two-thirds majority is required for passage. A resolution, amendment, or topic, may be reintroduced so that debate can resume the same process. A motion to reintroduce also requires a two-thirds vote to pass.

- **Motion to Move into Time Against:** If a delegate feels that debate in favor of a resolution or amendment is repetitive, he or she may call out for this motion, assuming no one is speaking. If the motion is seconded with no objections, it automatically passes.
- **Motion to Adopt without a Vote:** If a delegate believes that the entire committee supports an amendment or resolution and that debate is lacking, the delegate may motion to adopt without a vote. This motion passes if it is seconded and there are no objections.
- **Motion to Move into Voting Procedure:** When a delegate feels that the topic on the floor, be it a resolution or amendment, has already been sufficiently discussed, he or she may motion to close debate and move into voting procedure. This motion passes if it is seconded and there are no objections.
- **Motion to Suspend Debate:** When the time allotted for a specific committee session has elapsed, a delegate may make a Motion to Suspend Debate. In order to pass, this motion must be seconded and face no objections.
- **Motion to Recess:** When the time allotted for the last committee session has elapsed, delegates may make a Motion to Recess. In order to pass, this motion must be seconded and face no objections.

## **Voting**

- Abstentions are not allowed on procedural motions. Decisions on draft resolutions require a simple majority in favor and decision on amendments a two-thirds majority. In the Security Council, however, all resolutions and amendments shall require nine affirmative votes and no votes against from any permanent members (People's Republic of China, France, Russian

Federation, United Kingdom, and the United States of America).

- Each delegation present shall have a vote on procedural matters. Observing nations and nongovernmental organizations cannot vote on substantive matters. Voting nations may vote in favor, against, or abstain. If a nation responded, "present and voting" during roll call, that nation may not abstain. Although the committee shall normally vote by show of placards, any delegate may request a roll call vote, at which point the Chair will call out each nation's name and record their vote. A delegate may pass in the first round of voting and will be called on again after all other nations have voted. However, the delegate must then vote in favor or against the topic debated. Delegations that appear to be voting against their nation's policy may reserve the right to explain their vote by Voting with Rights. The delegation must announce that it is Voting with Rights when casting their vote. After all nations have voted, the Chair may permit delegations Voting with Rights to explain their votes. If the number of abstentions is high or the number of votes in favor and votes against are close, a delegate may make a motion to Divide the House, ruled by the Chair. If this motion passes, abstentions for that topic are no longer in order.
- When in voting procedure, no delegate may enter or leave the room or interrupt the procedure, with an exception to Points of Personal Privilege, Points of Inquiry, or Points of Order. All communication between delegates is strictly forbidden. If a vote does not result in a simple majority (one more than 50 percent of the committee) in favor, the resolution shall be considered rejected by the committee.

## **Order of Procedural Motions**

The motions below shall have precedence in the following order over all other motions:

- Point of Personal Privilege
- Point of Order
- Point of Inquiry
- Point of Information

- Motion to Caucus
- Motion to Move into Time Against
- Motion to Table Debate

## Yields

At BRAMUN there are three possible yields after a speech. Delegates can yield to another delegate, to points of information, or to the Chair. If the first is used, the delegate gives his or her remaining time to another delegation or delegate from the same delegation. This is useful because multiple delegates cannot speak during the same speech. If a delegate yields to points of information, the Chair selects delegates to ask questions that the delegation whose speech has been concluded must answer. If a delegate yields his or her time to the Chair, any remaining time is disregarded and the debate proceeds to the next speaker.

## Flow of Debate

1) At the beginning of the conference, the Chair calls the house to order:

*- Chair: "May the House please come to order?"*

2) The Chair then proceeds with a roll call to ensure all nations are present.

3) Debate begins with the Chair selecting one main submitter of the resolution to be discussed so that it may be introduced.

*-Chair: "We will now move into the debate on (topic). Will one of the main submitters of the resolution submitted by (list of main submitters) please request the floor?"*

4) Main submitters wishing to speak raise their placards and the Chair selects one to read the operative clauses and defend the resolution.

*-Chair: "Delegation of (nation selected), you have been recognized" -Main Submitter: "Clause 1 [...] Decides to remain actively seized on the matter." - Chair: "The House has heard the resolution. Is there a second?" -Delegates: "Second!"*

5) The Chair sets the debate time for time in favor and against the resolution. He or she then yields to the main submitter for opening remarks. Later, if the main submitter agrees, the Chair may select other nations to make points of information. The main submitter may also yield to another delegation at this time.

*-Chair: "(Main submitter), please proceed with your remarks" -Main Submitter: "Delegates, the resolution at hand [...]" -Chair: "Thank you. Is the delegate open to any points of information?" -Main Submitter: "Any and all" -Chair: "All nations wishing to make a point of information to the delegation of (main submitter) please raise your placards high. Delegation of (delegation asking), you have been recognized."*

6) After the Chair decides that the time for points of information for that speaker has elapsed, he or she will request that the speaker yields the floor back to the Chair.

*-Chair: "Will the delegate please yield the floor back to the Chair?" - Main Submitter: "So yielded."*

7) Other delegates can now request the floor to speak in favor of the resolution until the time for the resolution has expired, at which point the committee will move into time against the resolution.

*-Chair: "Debate time in favor of this resolution has expired, so the House will now move into time against this resolution. All nations wishing to speak against the resolution please raise their placards high."*

8) At this time, amendments can be submitted and, if acceptable, debated. The Chair will read the amendment, set a debate time for and against it, and call upon the submitter to explain it. As in other speeches, the speaker may or may not be open to points of information. After both time in favor and time against have elapsed, the committee will move into voting procedure for that amendment.

*-Chair: "Debate time for this amendment has elapsed, so the committee will now move into voting procedure for the amendment on the floor. All those in favor of the amendment please raise your placards high. All those against please raise your placards high. This amendment passes (or does not pass) with a vote of X in favor and Y against. We will now resume debate on the resolution."*

9) The resolution is debated until the allotted time is elapsed, at which point the

committee will move into voting procedure for the draft resolution as a whole.

*-Chair: "Debate time on this resolution has elapsed, so the committee will now move into voting procedure for the draft resolution as a whole. All those in favor of the resolution, please raise your placards high. All those against the resolution, please raise your placards high. All those abstaining, please raise your placards high. With a vote of X in favor, Y against, and Z abstentions, this resolution passes (or does not pass)."*

10) After debating all other resolutions and when the time for committee session comes to a close, there is a motion to suspend debate until the next committee session.

*-Chair: "The Chair would look favorably upon a motion to suspend debate." - Delegate: "Motion to suspend debate." - Other Delegate: "Second." -Chair: "Are there any objections? This motion passes and debate has been suspended until (time at which committee reconvenes)."*

## Opening Speeches

Depending on the size of the committee, opening speeches are normally between 30 seconds to one minute. In the opening speeches the delegates normally start addressing who they are speaking to, followed by one or two introductory sentences. After this, the delegate briefly speaks to each topic and has one short concluding sentence. It is highly recommended that opening speeches are prewritten and rehearsed considering they, together with Position Papers, are the sole impression other delegates have before lobbying time.

*A sample Opening Speech can be found in Appendix A.*

## Lobbying Time

Lobbying occurs on the first committee session of BRAMUN after opening speeches. This serves as an opportunity to merge resolutions and gain support for your solutions. At this time, cooperation is essential, as delegates must negotiate with allies to include points from various nations and convince others that their resolution solves the issue at hand efficiently and effectively. Main submitters are those that are actively supporting the resolution, whereas Co-Submitters wish to

see the resolution debated but do not necessarily support it. The maximum and minimum number of each is announced at the beginning of committee session and varies based on committee size. Delegates may co-submit as many resolutions as they would like, but can only main submit one per topic.

## Resolutions

Resolutions are the formal solutions to the issue being debated. It is important to note that resolutions should be discussed independently, so delegates are not supposed to reference other resolutions of the same topic or vote against a resolution simply because theirs did not pass. Resolutions have a fairly formal format. It is conventional not to mention a nation in a resolution unless it is directly related to the topic. Realistic clauses based on statistics are seen very favorably and help gain credibility. On the other hand, spelling and grammar mistakes may cause other delegates to question the reliability of a resolution.

The heading includes the committee, formal topic name, a list of the main submitters and a list of the co-submitters. Main submitters participated in writing the resolution and actively support it whereas co-submitters simply wish to see the resolution debated. Following the heading the name of the council should be written followed by a comma.

After the above come the preambulatory clauses, normally facts and previous action taken on the problem at hand. They begin with a preambulatory verb, normally a gerund. The complete list of acceptable preambulatory clauses can be found below. The first word must be in the list attached below and be italicized. Preambulatory clauses are not numbered and end in a comma. Although these clauses are normally not read in formal debate, they are necessary in order for a document to be considered a resolution and therefore must be included in order to be debated.

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



Operative clauses follow preambulatory clauses and normally comprise the bulk of the resolution. These clauses take action and begin with a verb from the list attached below. Please note that verbs in bold can only be used in Security Council resolutions. All operative words must be underlined and clauses must end in semicolons. In order for resolutions to be effective, the actions must be specific. For these reasons, sub-clauses are used and are marked in lower case letters of the English alphabet. Sub-sub- clauses are also common and are marked with lowercase Roman numerals. Note that sub-clauses and sub-sub-clauses should end in commas unless they are lead to a list of other sub-clauses, when they should end with a colon or end an entire clause, meaning they should end with a semicolon.

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

*A sample Resolution can be found in the BRAMUN website.*

## **Amendments**

Any delegation proposing amendments must clearly specify its submitter. In order for the delegation to be considered a friendly amendment and be adopted automatically, all main submitters must agree. If this is not the case, the amendments is unfriendly and should have speakers in favor and against, assuming time allows. When submitting amendments that add new clauses, specify where in the resolution these clauses would be added. Amendments that strike all clauses

and replace them with a resolution may be entertained. However, they are debated only if time allows considering their disruptiveness. A two-thirds majority is necessary in order for an amendment to be adopted.

## **Veto Power**

Veto power only exists in Security Councils, including the Historical Security Council. Vetoes should only be used when the nation's sovereignty is being infringed by the resolution. Any no vote from a permanent member is automatically a veto. For these reasons, if a nation that holds veto power disagrees with a resolution but it does not infringe on that nation's sovereignty, it should not vote against the resolution but abstain instead. If a nation wishes to use a veto, it should not say the word "veto" if voting by roll call. In its place, use either "no" or "against". After a veto is used the delegation must justify how the proposed resolution infringes on its sovereignty, at which point the Chairs will determine whether the veto is valid or not.

## **Awards**

In BRAMUN, each committee has three awards: two Honorable Mentions and one Best Delegation. All aspects of debate must be considered, including opening speeches, lobbying and merging time, and quality of points of information. In order to be chosen for awards, delegates must not only be good public speakers, but also encompass all aspects of diplomats, such as being tactful, persuasive, and cooperative. When considering awards, Chairs should take into consideration the quality of each delegation's position papers, resolutions, and amendments, as well the knowledge and understanding not only of committee topics but also of each delegation's policies and interests. All delegates within a delegation should contribute to the debate in order to be eligible. Any delegation that does not submit a position paper for each topic on time will automatically be disqualified from awards.

In addition to the three committee awards, starting with BRAMUN XVII there will be a conference wide award for the best position paper. The Chairs from all committees will choose the best position paper among those submitted to them by their delegates. The Chairs will then submit these position papers to the

Secretary-General and Chief Operations Officer. These two will then be responsible for choosing the best position papers among those selected by the Chairs.

## Glossary

**Abstain:** During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a country does not support the resolution being voted on, but does not oppose it enough to vote no.

**Adjourn:** All UN or Model UN sessions end with a motion to adjourn. This means that the debate is suspended until the next meeting. This can be a short time (e.g. overnight) or a long time (e.g. until next year's conference).

**Agenda:** The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

**Amendment:** A change to a draft resolution on the floor. Can be of two types: a "friendly amendment" is supported by the original draft resolution's sponsors, and is passed automatically, while an "unfriendly amendment" is not supported by the original sponsors and must be voted on by the committee as a whole.

**Background Guide:** A guide to a topic being discussed in a Model UN committee usually written by conference organizers and distributed to delegates before the conference. This serves as the starting point for any research before a Model UN conference but should never be the sole source of information.

**Binding:** Having legal force in UN member states. Security Council resolutions are binding, as are decisions of the International Court of Justice; on the other hand, resolutions of the General Assembly, Political Committee, Economic and Social Council, and the Human Rights Council are not.

**Bloc:** A group of countries in a similar geographical region or with a similar opinion

on a particular topic. Blocs typically vote together.

**Caucus:** A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.

**Chair:** A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure. Sometimes referred to as Moderator.

**Co-Submitter:** A country that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish this. A co-submitter need not support a resolution; it only wants it to be discussed. Usually, Model UN conferences require some minimum number of main and co-submitters for a draft resolution to be discussed.

**Dais:** The group of people in charge of a Model UN committee. Generally, consists of a Chair and one or two Vice-Chairs. The dais is also the raised platform on which the chair traditionally sits.

**Decorum:** The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors.

**Delegate:** A student acting as a representative of a member state or observer in a Model UN committee.

**Delegation:** The entire group of people representing a member state or observer in all committees at a particular Model UN conference.

**Division of the Question (Vote Clause by Clause):** During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as division of the question.

**Division of the House:** A form of voting procedure where voting is done by role call. Abstentions are not in order. This motion is made if a vote was either very close or if the amount of abstentions is significantly large.

**Draft Resolution:** A document that seeks to fix the problems addressed by a Model UN committee. If passed by the committee, the draft resolution will become a resolution.

**Faculty Advisor:** The faculty member in charge of a Model UN team, class or club.

**Flow of Debate:** The order in which events proceed during a Model UN conference. This usually indicates the movement between formal and informal debate and the process of drafting, debating and voting on resolutions.

**Gavel:** The tool, shaped like a small wooden hammer, which the Chair uses to keep order within a Model UN committee. Many conferences give the gavel used in a committee to the delegate recognized by the dais as the best in that committee; therefore, the term is frequently used to refer to the award given to the best delegate, even in cases where no actual gavel is given.

**Head Delegate:** The student leader of a Model UN club or team.

**Main Submitter:** One of the writers of a draft resolution. A friendly amendment can only be created if all sponsors agree.

**Member State:** A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. Currently, there are 193 member states.

**Moderated Caucus:** A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate.

**Motion:** A request made by a delegate that the committee as a whole do something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into voting procedure.

**Observer:** A state, national organization, regional organization, or non-governmental organization that is not a member of the UN but participates in its debates. Observers can vote on procedural matters but not substantive matters. Examples include the Holy See, the Palestinian Authority, and many NGOs, such as Amnesty International.

**On the Floor:** At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Dias and introduced by the committee, it is put "on the floor" and may be discussed.

**Operative Clause:** The part of a resolution that describes how the UN will address a problem. It begins with an action verb.

**Page:** A delegate in a Model UN committee that has volunteered to pass notes from one delegate to another, or from a delegate to the dais, for a short period of time.

**Placard:** A piece of cardstock with a country's name on it that a delegate raises in the air to signal to the Chair that he or she wishes to speak.

**Point:** A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege.

**Position Paper:** A summary of a country's position on a topic, written by a delegate before a Model UN conference.

**Preambulatory Clause:** The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary. It begins with a

participle or adjective.

**Procedural:** Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

**Quorum:** The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

**Resolution:** A document that has been passed by an organ of the UN that aims to address a particular problem or issue.

**Right of Reply:** A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech. Must be submitted in writing in order for it to be invoked.

**Roll Call:** The first order of business in a Model UN committee, during which the dais reads aloud the names of each member state in the committee. When a delegate's country's name is called, he or she may respond "present" or "present and voting." A delegate responding "present and voting" may not abstain on a substantive vote.

**Rules of Procedure:** The rules by which a Model UN committee is run.

**Second:** To agree with a motion being proposed. Many motions must be seconded before they can be brought to a vote.

**Secretariat:** The staff of a Model UN conference. At BRAMUN, the Secretary General and the Chief Informations Officer lead the secretariat.

**Simple Majority:** 50% plus one vote of the number of delegates in a committee. The

amount needed to pass most substantive votes.

**Speakers' List:** A list that determines the order in which delegates will speak. Whenever a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by sending a note to the dais.

**Substantive:** Having to do with the topic being discussed. A substantive vote is a vote on a draft resolution or amendment already on the floor during voting procedure. Only member states (not observer states or non-governmental organizations) may vote on substantive issues.

**Unmoderated Caucus:** A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. Frequently used to sort countries into blocs and to write working papers and draft resolutions.

**Veto:** The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.

**Vote:** A time at which delegates indicate whether they do or do not support a proposed action for the committee. There are two types: procedural and substantive.

**Voting Procedure:** The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave committee at this time.

## Reliable Sources

[United Nations](#)



International Court of Justice  
UN Foundation  
UN System  
UN Bibliographic Information  
Permanent Missions to the UN  
UN Documentation Centre  
UN News Centre

### Country Profiles and Statistics

CIA Factbook  
Country Reports  
Country Watch

### Media

The Economist  
CNN  
BBC News  
The New York Times  
Foreign Policy Magazine  
UK Overseas Mission Policy Pages  
Al Jazeera

### MUN Sites

MUN Guide  
Best Delegate

## **Appendix**

Appendix A: Sample Opening Speech

Honorable chairs, fellow ministers, and esteemed guests: As the Finance Ministers of the 20 leading economies, all those here present possess incredible power to transform this world. Enough power to monitor nuclear programs, stabilize post- conflict economies, and eradicate corruption. In regards to the monitoring of nuclear programs, the G20 nations must sign and ratify the NPT as well as enhance cooperation with the IAEA. Regarding post-conflict stabilization, the PRC believes it is of utmost importance to aid countries while preserving their national sovereignty. Finally, for the eradication of corruption to be successful, it is necessary that all governments crackdown on corruption and join international anti-corruption conventions, such as the UNCAC and the FATF. If any delegations have any questions or would like to exchange ideas with the Chinese Ministry of Finance please do not hesitate to do so.