

HMUN

Delegate

Instruction Guide

2020-2021



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Research

What to research?

There are two aspects on which a delegate should be very well informed. The first is the delegate's country or NGO, and the second is the issues the delegate is going to debate.

1. Country Policy:

- General information:
 - Is it a LEDC (lesser economically developed country) or a MEDC (more economically developed country)?
 - example: Is a big percentage of the population below the poverty line?
 - example: Is the literacy rate high?
 - What type of government does it have?
 - example: Democracy?
 - example: Dictatorship?
 - Which nations are my allies?
 - example: Which nation is my main trade partner?
 - example: Of which international organisations is my country a member (EU, NATO etc.)?
 - What are the greatest difficulties my nation faces?
 - example: Rebels?
 - example: Trans-national disputes?
- Geological information:
 - Location:
 - example: Continent?
 - example: Landlocked?
 - example: Neighbours?
 - Natural resources?
 - example: Oil?
- Economic information:
 - What do we export?
 - Is it a stable economy?
- Cultural information:
 - Which religion is most common?
 - Which ethnic groups live in my country?
 - Are there difficulties in the relation between the different ethnic groups?
- Information concerning the topic:
 - Is my country directly involved in the Issue?
 - Is my country indirectly involved?
 - example: The problem concerns one of your allies?
 - example: Does your economy indirectly suffer from it?
 - example: Negotiation nation?
 - example: Peacekeeper nation?
 - example: Aid workers?
 - example: It considers one of your neighbouring countries
 - Has my nation signed any treaties concerning the issue?
 - Why/Why not?

2. NGO/UNO Policy:

- What is the purpose of the organization?
 - example: Amnesty International - compliance with Human Rights
- How does it attempt to achieve this?
- How is the system organized?
 - example: Where does it get its funding from?
- Where does it mainly operate?
- When was it founded?
- Is it affiliated to other organizations?
- Is my organization directly or indirectly involved in the issues?
- Has my organization any projects with relevance to the issues?

3. The issues:

- What is the issue?
- What is the background to the issue?
- Is the issue related to recent events?
- Who is involved in the issue?
 - example: NGO's
 - example: Countries
 - example: Unions, etc
- What has been done to solve the issue?
 - example: Conventions
 - example: Agreements
 - example: Resolutions
- Has anything been effective? Yes/no
- Why has or hasn't it been effective?

Where to research?

Before the conference, research reports made by the chairs will be uploaded to the LMUNA website. Make sure to read the research report which is specific for your committee. When you are representing an NGO, they will have their own site which you can look on for information. Furthermore there are some useful websites you can use for your research as well:

CIA World Factbook	www.cia.gov/cia/publications/factbook
United Nations (UN):	www.un.org/
Official UN documents:	http://documents.un.org/
Global Policy:	www.globalpolicy.org
International Monetary Fund (IMF):	www.imf.org/external/index.htm
World Health Organization (WHO):	www.who.int/en/
Amnesty International:	www.amnesty.org/
Greenpeace:	www.greenpeace.org/international/
Human Rights Watch (HRW):	www.hrw.org/
European Union:	http://europa.eu/index_en.htm
Embassy world	www.embassyworld.com
CNN	www.cnn.com
BBC - country profiles	http://news.bbc.co.uk/2/hi/country_profiles/default.stm

Writing a Position Paper / Policy Statement

Although the terms tend to get mixed up a position paper and a policy statement are not synonymous. A Position Paper summarizes the viewpoint of your particular nation or organisation on a particular issue, and forms the basis of the clauses or draft resolution on that particular topic. It helps you to be better prepared for the lobbying process at the start of the conference. It basically contains all the research that you have done.

A Policy Statement is a short speech you can hold before the committee to clarify your nation's point of view on the issue at hand. In it you formally address the Chair or Presidency, fellow delegates and distinguished guests etc., and at the end you yield the floor back to the chair. When delivered a Policy Statement should not exceed one minute. It is advisable to prepare this statement in advance since it will help you to feel more self-assured when addressing the committee.

In order to formulate a position paper or a policy statement, both in writing and in speaking, students must prepare by doing thorough research. It is important for all delegates to be informed about their country, to have specific knowledge of the issues on the agenda, and to be aware of the opinions of the experts.

Each delegate must write a brief, yet comprehensive policy statement for the issues on his committee's agenda. This serves three important purposes.

1. Writing a policy statement generally allows the delegate the opportunity to think out his policy more thoroughly.
2. It is in the interest of every delegation to have a document that contains that country's policy on all issues at the conference so that there will be consistency among the various members of the delegation on all policy lines. Ideally, all delegates should have some familiarity with all the issues so that they will feel comfortable in representing their country's view, when asked, even if they are not specifically prepared on a particular issue. This is also useful in the GA, where the delegates from the three separate GAs will have to debate on all the topics discussed previously.
3. A policy statement serves as an outline for the preliminary draft resolution.

These are the different components which should all be in a policy statement:

- An explanation and definition of the question and its key terms exactly as they appear on the committee agenda. In a discussion of the creation of a nuclear free zone (NFZ) in Central Europe, for example, it is essential for a delegate to define terms such as NFZ, what would or would not be part of an NFZ, and the limits of what constitutes "Central" Europe.
- A summary of recent international events related to action on the question. Especially the ones that involve your country.
- Some reference to key documents relating to the issue (these should be underlined).
- A general statement of the country's position on the issue.
- Specific suggestions for a solution to the question (to serve as the first draft for the operative clauses of a resolution).

Delegates should share their policy statements only with those directly concerned in the lobbying and negotiation process. These policy statements are not meant for general distribution.

In the policy statement on the next page, note the format and the way in which the above outline is followed.

Writing a Resolution

Resolutions are the foundation on which every UN action is based. They are actually statements made by the different committee's expressing the desire to change a certain situation and prescribing ways by which it can be done. Debating and adopting resolutions is therefore the main activity of UN delegates.

A resolution is one very long sentence divided into clauses indicating what the problem is and how to solve or work towards solving it.

In a MUN conference, a resolution shows how your country/NGO thinks about a topic. It reflects your policy statement with more depth. Resolutions are a base for discussion. It is a tool to achieve an agreement or a compromise between the member states on a certain issue. At a MUN, resolutions may not go into the specifics of financing, as it is assumed that the UN has unlimited funding for the sake of the debate of ideas. Resolutions concern one issue and have a strict format (this format can be seen on page 16). This format has to be followed. Resolutions are composed of three main parts: the heading, Preambulatory clauses and operative clauses.

Headings

The heading of a resolution must contain the following four things:

1. The forum where the resolution is to be debated (e.g. ECOSOC, Security Council),
2. The question the resolution is dealing with, the main submitter and the co-submitters.
3. Finally, the resolution starts by addressing the forum (which is the beginning of the sentence).

Remember that resolutions can only be debated if they have eight submitters (one main submitter and seven co-submitters). NGO's are also allowed to be a main submitter or co-submitter, though they are not allowed to vote. If there is more than one resolution for an issue, the resolution with most co-submitters will be debated first.

Preambulatory clauses

Preambulatory clauses are the clauses that start off the resolution and take no action. They will, for example, define the issue, recognize it as important, or take note of previous actions or decisions taken concerning the issue. Basically, they describe what the submitters consider the problem is 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 sample resolution on page 15 and 16). Usually they are not really paid attention to during the formal debate as they only provide information and do not ask for action to be taken. The list on the following page can be used to start the Preambulatory clauses. You can also add words like '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	

Operative clauses

Operative clauses are the third part of the resolution, on which the debate is focused. The operative clauses 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.

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 a bit further from the margin than the Preambulatory clauses. The following words can be used to start an operative clause. Words with an asterisk (*) are only allowed in the Security Council.

Examples Operative clauses:

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

Below follows an example of a policy statement, and an example of a resolution.

Policy Statement
<p>Delegation: Russian Federation Committee: Security Council</p>
<p>Question of: Situation in Iraq</p> <p>Honourable Chairs, distinguished guests and fellow delegates</p> <p>Russia strongly reaffirms the absolute necessity of Iraq’s compliance with the relevant Security Council resolutions. In many cases, however, Iraq has actually fulfilled many of the requests and this fact must be acknowledged, too. UNSCOM reported “significant” and “important” progress. All facilities and components of the manufacturing of chemical weapons have been eliminated. Russia believes that this action alone already shows not only Iraq’s willingness to cooperate but also the strong degree to which it is willing to do so.</p> <p>Numerous IAEA inspection teams have confirmed the absence of activity relating to nuclear weapons. Nonetheless, Russia is willing to acknowledge that there may have been some drawbacks in this cooperation. Such isolated instances, however, in no way justify the adoption of additional sanctions. (This was provided for in Reso 1115.)</p> <p>The situation continues to deserve serious attention. We cannot, however, continue to punish Iraq for the reason that they are not complying with respective resolution when, in fact, they are doing so at this moment. We must note the progress UNSCOM has made in the Iraqi program of products of mass destruction and draw our consequences from this, which should not be additional sanctions.</p> <p>According to the reports by the IAEA, there has been significant progress in the nuclear sphere so that we can now view this part of the UN mission as accomplished. The Russian Federation fails to comprehend why these valuable reports made by the IAEA are so often brushed aside by many of our fellow delegates. We also do not understand the problems that to our knowledge are being created about the composition of the investigative groups that draw up these reports.</p> <p>We thank you for your attention and we yield the floor back to the Chair</p>

Resolution:

FORUM:	Ecology and Environment
QUESTION OF:	Working to reduce the vulnerability of LEDCs in the face of climate change through sustainable development
MAIN SUBMITTER:	Indonesia
CO-SUBMITTERS:	Mozambique, Algeria, Bangladesh, Turkey, Qatar, UAE, Pakistan and Romania

The Ecology and Environment Committee,

Recognizing that doing nothing to solve the vulnerability of LEDCs (Less Economically Developed Countries) would lead to disasters with consequences such as:

- a. Millions of deaths,
- b. Economic damage,
- c. Environmental damage,
- d. Millions of environmental refugees;

Pointing out that most developing countries are unable to take informed decisions to deal with the consequences of climate change, because of either lack of information or resources or both,

Disturbed that some developed countries understand climate change and its consequences, however don't feel obliged to take action, believing the problem will resolve itself,

Noting that not all countries agree that global warming is an outcome of human activity and not a natural phenomena and that remedial action should be taken,

Seeking international cooperation from all countries within the UN to accept the Kyoto protocol,

Aware that if nothing is done, millions of lives are in danger,

Keeping in mind that some governments are taking no action against climate change, because they fear the impact on their economy,

Realizing that Belarus produces 0,2% of the worlds CO2 emission and the USA produces 22% of the worlds CO2 emissions,

1. Calls for efforts to get the USA to accept the Kyote Protocol;
2. Urges for extra care and investments of LEDCs to protect existing natural resources which will in turn:
 - a. Bring tourism and wealth,
 - b. Help reduce the CO2 emissions;
3. Asks the MEDCs (More Economically Developed Countries) to use their economic advantage to help the LEDCs by:
 - a. Informing them of the dangerous consequences of climate change,
 - b. Helping them to prepare and to defend themselves against natural disasters that may occur as a result of climate change,
 - c. Giving them the intelligence, technical support and means to attack the problem;

4. Reminds richer and more developed countries that they will have to play a bigger part in solving global warming than developing countries;
5. Trusts that developed countries will try to stop unnecessary CO₂ emission by:
 - a. Applying energy efficiency technologies,
 - b. Using renewable energy sources,
 - c. Protecting and replanting of trees and forests,
 - d. Reducing the use of polluting energy resources such as the ones which make use of fossil fuel,
 - e. Making clean car technology available and, if possible, less expensive, because also cars contribute a lot to the emission of CO₂;
7. Invites the UN to persuade countries which are either not intending to ratify or have not expressed a position yet to accept the Kyoto Protocol as soon as possible,
8. Encourages governments to lead the way for their citizens to change their behaviour to stop global warming by encouraging maximum energy efficiency at home, by:
 - a. Distributing pamphlets and folders possibly with symbols and drawings for the illiterate,
 - b. Launching media campaigns through:
 - i. Television,
 - ii. Internet,
 - iii. Newspapers;
9. Calls upon governments to set rules and regulations about the amount of green house gasses produced by livestock,
10. Decides to remain actively seized in the matter.

The Conference

Lobbying

All forums have what is called lobbying time. At this moment there is informal discussion on an issue, without a particular structure. Although it may seem like a boring time you would rather spend talking with your friends, lobbying, if done well, makes debate much more productive. It is truly an essential part of the conference. It may seem difficult to approach random people to show them your resolution, but remember that the other delegates are like you.

During lobbying time, which is during the conference, but before the formal debate, you must discuss resolutions with the representatives of other countries, so that you can improve your resolution by rewording, adding their clauses or merging. Merging is to make one resolution out of two or more. Lobby time is very important, as the idea behind the United Nations is to cooperate. Lobbying will also give you an idea of who will support or oppose your resolution during debate, as well as what criticisms will be made. This gives you the opportunity to prepare and therefore be more confident during debate.

Once you have come up with a final draft resolution, you have to find co-submitters. A resolution has to be presented by a minimum of eight submitters, which means one main submitter and seven other co-submitters. When you have enough co-submitters, the resolution has to be approved by the Approval Panel, which checks the resolution on the format, spelling and general content. Once this is done, you can submit the resolution to your chairs, which will decide when it will be debated.

As the idea of lobbying is to improve resolutions in an informal atmosphere, it will be necessary for you to bring in your resolution not only printed, but also on a memory stick. It is usually not possible to open your email-account inside the Lorentz Lyceum.

Formal debate

Order of 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

Debate procedure:

1. After lobbying, delegates sit in alphabetical order, and the chair opens the session.
2. Roll call is taken. All delegates should be there on time. Those absent or late will be noted down and the MUN directors will be informed.
3. The chair instructs delegates on which resolution they will debate and resolutions are handed out by the admin.
4. The main submitter takes the floor, which means he/she goes up to the front of the forum and has the right to speak. The main submitter reads out the operative clauses of the resolution.
5. The chair sets debate time, which is the amount of time intended to debate the resolution. Also, the chair decides if the debate is going to be open or closed. Open debate means that delegates may speak either in favour or against at any time, while in closed debate the first half of the debate is restricted to speakers in favour and the second half to people against.

6. Once this is done, the chair asks the main submitter, who has just read out the operative clauses, whether he/she is willing to make a speech. Usually a short speech is given on the resolution, highlighting its key points and explaining why it is a good resolution. After the first speaker has delivered their speech, there are three options. First of all, points of information (questions) may be asked to the main submitter if they are willing to answer them. The chair then chooses who will ask the point of information. Second of all, the main submitter may indicate that he/she is not open to points of information, and is therefore asked to “yield the floor to the chair”, which means give their right to speak back to the chair and go back to their seat. In this case the chair will ask if there are “any delegations willing to take the floor”, and then chooses who will be the next speaker to take the floor. Lastly, the main submitter may also yield the floor to another delegation, which means they choose who the next speaker will be, normally because they know that that delegate will speak along the same lines as they did. In this case the chosen delegation takes the floor. A succession of speakers follows who speak on the resolutions and may then answer points of information. This is the debate. Speakers explain why they think the resolution is good or bad, highlighting its main strengths or weaknesses, and urging delegates to vote in favour or against. The forum may also amend, which means change, the resolution by making amendments to it (amendments are explained later on), which is usually more constructive than criticizing the resolution for lacks or vagueness.
7. Once debate time has elapsed and the forum has had a good debate, it “moves into voting procedure”. During voting procedure note passing is suspended. Delegates can vote in favour, against or can abstain, which means they choose not to vote at all. NGO’s and non-member states do not have a right to vote. To pass a resolution, a simple majority is needed.
8. After a whole resolution has been debated and voted on, the forum moves on to the next.
9. After all resolutions have been debated, or at the end of the day, the session is closed by the chair.

Amendments:

In addition to speaking on the resolution, delegates may submit amendments. An amendment is a change to the resolution, and can only be done on the operative clauses, since Preambulatory clauses are not really debated.

Amendments must only concern one clause at the time: they may add a clause, strike a clause or change an already-existing clause.

The procedure to amend a resolution is basically like a mini-debate. The delegation with an amendment submits it by writing it on an amendment sheet (which can be asked from the admins) and sending it to the chair. The delegate then has to introduce their amendment by taking the floor and say they submitted an amendment, which the chair will then decide whether to entertain or not.

If the amendment is to be entertained, the chair sets closed debate time, usually 3 minutes in favour and 3 minutes against. This time is added to the time the resolution was set for. The same procedure as with resolutions then follows, but speakers can only talk about the amendment.

Amendments to the amendment (a change to the change suggested) can be entertained and follow the same procedure, usually with 1 minute in favour and 1 minute against. If amendments to the amendment pass, the whole amendment automatically passes. If it fails, debate on the amendment continues.

Once debate time has elapsed, UN member states vote on the amendment, either for or against (abstaining is not in order). If the amendment fails, the submitter of the amendment retains the floor. If it passes, the resolution is amended and debate continues.

Points are questions to the chair or speaker during debate that does not require delegates to take the floor. Delegates simply have to raise their placards and shout out “point of ...” to be recognized by the chair. The points are explained on page 22.

Motions are suggestions by the delegates for the forum to do something, and require a ‘second’ (another delegate to support the motion too). If there are objections however, motions will be voted on or can be overruled by the chair. The separate motions are explained on page 22.

Security Council:

The Security Council procedure is not very different from that of the other forums. The main difference is that rather than debate on a whole resolution, a resolution is made ad hoc. This means that at the start of debate the resolution does not have anything, and clause by clause it is built up. A clause is then an amendment to the resolution, and so each clause, which delegates submit, is debated and then voted on. 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. Resolutions usually pass since they only consist of clauses voted on and passed. This allows the Security Council to be more productive and to deal with problems in a clause straight away.

The P5, namely France, the UK, the USA, China and Russia, do have a considerable influence in the Security Council, due to their veto power. If they vote against an amendment, then they are asked by the chair if this will affect their veto. If it does, it means that if the clause passes, then they might veto the whole resolution, which obviously means that all the work done on the resolution will not end up in anything. Therefore cooperation, compromise and negotiation, with and between the P5, play a crucial role.

Otherwise, the debate procedure, including points and motions, is the same as in the other forums.

General Assembly:

Once the GA committees have all debated their resolutions (the third day of the conference), one of the passed resolutions are selected in each committee to be debated in the GA. This is when the first, second and third GA come together to have a final debate on these resolutions. This debate follows the same procedure as in the committees, but without lobbying or amendments. It is simply a way to discuss the resolutions as the debates have made them and take a final decision on whether they pass or fail.

List of Points and Motions

Points

1. Point of information

This is a question addressed to the chair or the speaker who has the floor after he/she has spoken, and it concerns the debated item, which is either the resolution or the amendment. After the speaker answers, the one asking the question may request a follow-up, which is another question, but this is not always granted. There can never be dialogue on the floor.

Points of information can sometimes be aggressive in order to destabilize the speaker. Always try to answer the question as best as possible. If you need more time to think about it, you can ask the chair to ask the delegate to rephrase his/her question. Another way to gain time is to thank the delegate for his point before answering the question.

If you are the one asking the question, and the delegate did not satisfactorily answer your question, there is nothing you can do about it except to ask for a follow-up. You may also use points of information to support the speaker by asking to clarify something they said or simply by adding to their speech. However, points of information must always be in the form of a question, which can actually be 'cheated' by adding 'Doesn't the delegate agree with me' before the statement.

2. Point of personal privilege

This point is to be addressed to the chair referring to the delegate's comfort and well-being. It may concern the temperature of the room or a disturbing open door, etc. It is also the only point that may interrupt a speaker and this only if it refers to audibility (to ask the speaker to speak louder or more clearly).

3. Point of order

This point relates to procedural matters and it addressed to the chair. It is used when the delegate thinks there was a mistake in the order of the debate or wants an explanation on a procedural rule.

4. Point of parliamentary enquiry

This point, to be addressed to the chair, concerns the rules of procedure, for when the delegate is confused about the procedure for example.

Motions

1. Motion to move into open debate

This motion can be used during closed debate when delegates would like to have an open debate. Similarly a delegate can motion for open debate to move into closed debate.

2. Motion to move into time against

This motion can be used during closed debate, when delegates want to move into time against. If there are objections, the motion will be voted on and a two thirds majority is needed for this motion to pass.

3. Motion to move into voting procedure

This motion can be used anytime during debate, although it will normally be overruled by the chair if they consider that there is still substance for debate. It simply asks to end debate in order to vote on a resolution or an amendment. Here again, those who object can be asked to take the floor, since they are the ones who apparently want more debate, or the motion will be voted on.

4. Motion to extend debate time

This motion can be used after debate in favour or against of a resolution or amendment has elapsed in order to continue debating. The chair will overrule it if they consider enough arguments have been heard from both sides, or if the agenda presses the forum for time.

5. Motion to adjourn debate

This motion can be used while a resolution is debated, and asks to pass to the next item on the agenda (normally the next resolution) in order to continue debating the resolution afterwards. It is used when delegates realise that the debate would be more productive if they lobbied some more, or if the debate has been going on for a long while and that they consider they should debate another one which could, again, be more productive. This motion, if entertained, usually requires a simple majority vote.

6. Motion to divide the house

This motion can be used after delegates have voted on a resolution and the vote is close (the difference is not that big). The division may simply be a re-vote, or may require from the chair to go delegation by delegation for each to say whether they are in favour or against (in this case, abstaining is not in order).

7. Motion to explain vote

This motion can be used after delegates have voted on a resolution, and require on explanation in favour and one against.

8. Motion to reconsider a resolution

This motion calls for the house to reconsider a resolution that has already been debated, usually because the delegate feels that some of the points of the resolution were not addressed fully or more amendments need to be made. This motion requires a vote and a two thirds majority to pass.

MUN Language

Commonly used words and abbreviations:

<i>Abstention</i>	a vote neither in favour nor against (only on a whole resolution)
<i>Ad hoc</i>	added on (e.g. time added on, or an issue added on, or an amendment added on)
<i>Against</i>	a vote opposed to a resolution or amendment
<i>Amendment</i>	alteration, change, to a resolution
<i>Clauses</i>	the parts into which a resolution is divided, each concerning one particular aspect of an issue
<i>Closed debate</i>	debate where time in favour and against is separated
<i>Committee</i>	forum preparing a resolution for the General Assembly
<i>Co-submitter</i>	co-author or co-signer of a resolution
<i>Delegate</i>	representative of a country or organisation
<i>Floor</i>	when a delegate has the floor he/she has the right to speak in debate
<i>House</i>	the forum, used to indicate the entire assembly (all members of the forum except for the chairpersons)
<i>IGO</i>	Inter-governmental organisation
<i>In favour</i>	a vote supporting a resolution or amendment
<i>In order</i>	if something is in order, it means it is 'allowed'
<i>Lobbying</i>	to debate informally in the lobby (usually in the forum already)
<i>Main submitter</i>	Author or main author of the resolution, who officially proposes it to the committee
<i>Merge</i>	to put two or more resolutions together to form one
<i>Motion</i>	a proposal for the forum to do something
<i>NGO</i>	Non Governmental Organisation
<i>NMD</i>	Non Member Delegation
<i>Object</i>	this is used when a delegate is against a motion
<i>Open debate</i>	debate where delegates may speak in favour or against at any time
<i>Operative clauses</i>	these are the numbered clauses which take action
<i>Preambulatory clauses</i>	these are the non-numbered clauses which define the issue and outline certain assumptions or references

<i>Placard</i>	wooden board or sheet of paper with the country/NGO's name, used to be recognized during the debate
<i>Resolution</i>	proposal suggesting ways to deal with a certain issue
<i>Second</i>	used when a delegate supports a motion
<i>Submit</i>	propose, suggest
<i>UNO</i>	United Nations Organisation
<i>Yield</i>	to give (e.g. to yield the floor to the chair/another delegation)

- *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 ..."
- *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, ..."*