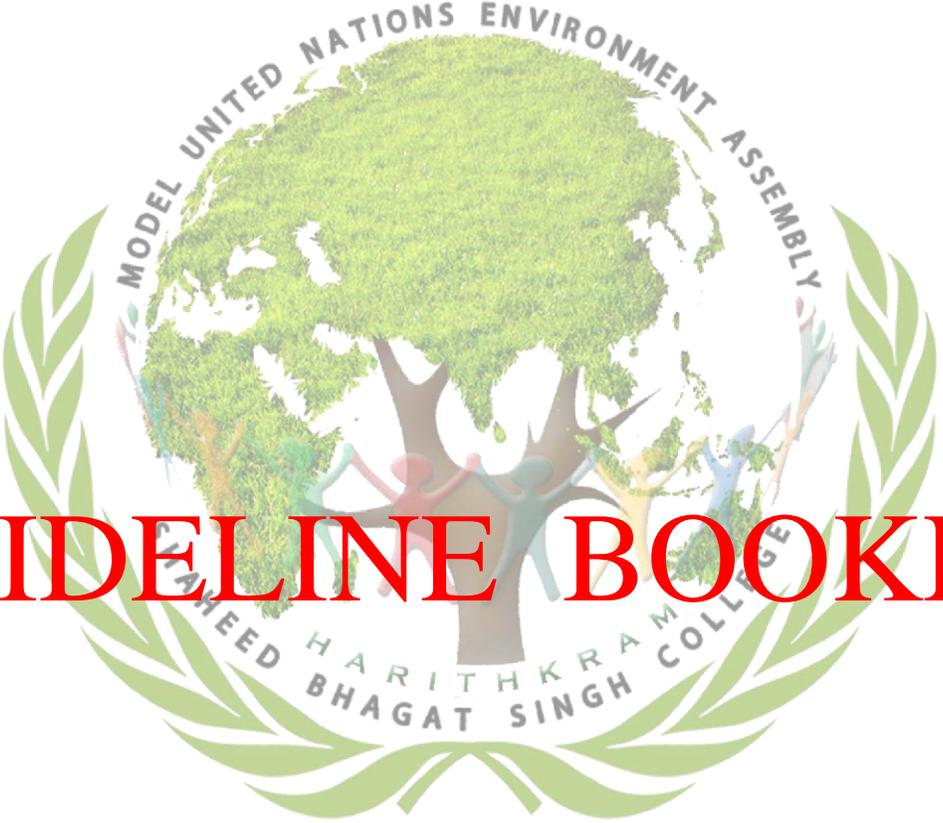


HARITHKRAM MODEL UNITED NATIONS ENVIRONMENT ASSEMBLY



GUIDELINE BOOKLET

**HARITHKRAM - THE ENVIRONMENT SOCIETY,
SHAHEED BHAGAT SINGH COLLEGE, UNIVERSITY OF DELHI**

TWO MAIN MODES

FORMAL DEBATE

- COMMITTEE IN SESSION USE
- OF THE SPEAKERS LIST
- DELEGATES MUST BE QUIET AND RESPECTFUL TO
- SPEAKER PURPOSE IS STATING OPINIONS

INFORMAL DEBATE

- SUSPENSION OF COMMITTEE SESSION
- CAUCUSING
- BREAKING INTO SMALLER GROUPS
- PURPOSE IS:

1. DISCUSSION OF IDEAS
2. QUESTIONING SPEAKERS
3. DIPLOMATIC NEGOTIATION
4. DEVELOPING SUPPORT AND CONSENSUS
5. DEVELOPING COMPROMISES

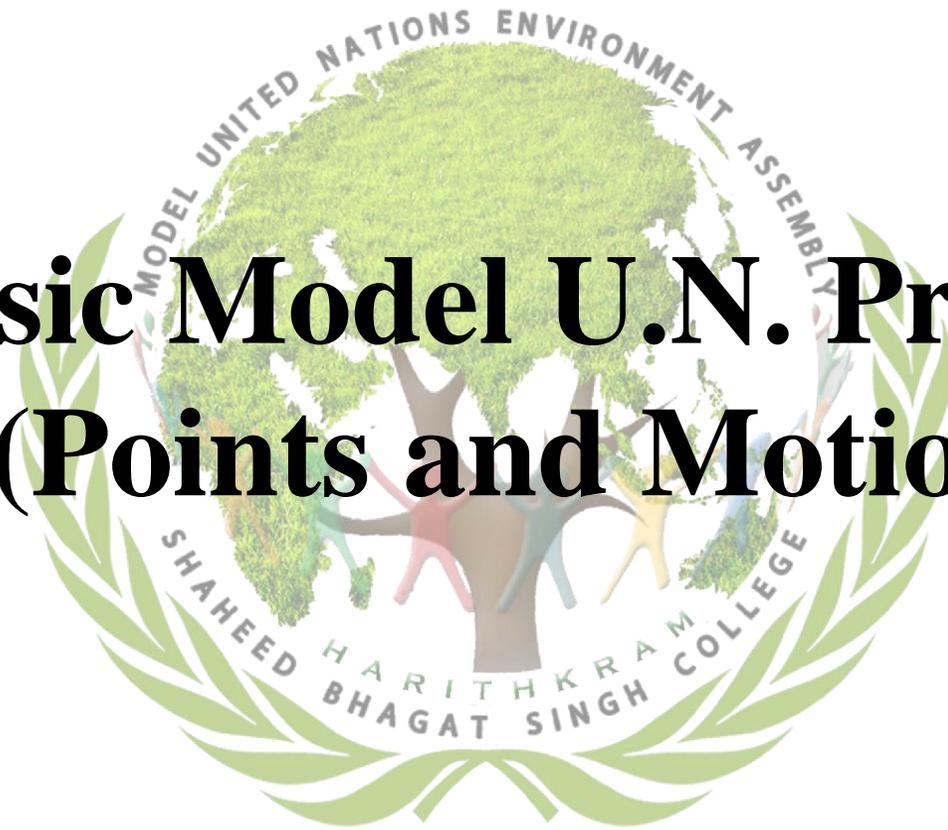


SPEAKERS' LISTS

- ❑ SPEAKERS' LIST IS MAIN FORUM OF DEBATE IN FORMAL SESSION**
- ❑ NEW LIST OPENED AT BEGINNING OF DISCUSSION ON EACH TOPIC ALL DELEGATES ELIGIBLE TO SPEAK**
- ❑ NATION CAN SPEAK AS OFTEN AS IT WISHES (MUST WAIT UNTIL IT HAS SPOKEN BEFORE PLACING ITS NAME BACK ON THE SPEAKERS' LIST) CAN SPEAK FOR AS LONG AS DELEGATE WISHES UNLESS TIME LIMITS HAVE BEEN VOTED BY THE COMMITTEE (MIGHT EXCESS TIME TO ANOTHER DELEGATION – NO QUESTIONING OF SPEAKER)**
- ❑ GOAL IS TO PERMIT ALL VOICES TO BE HEARD!!**



Chart of Basic Model U.N. Procedural Rules (Points and Motions)

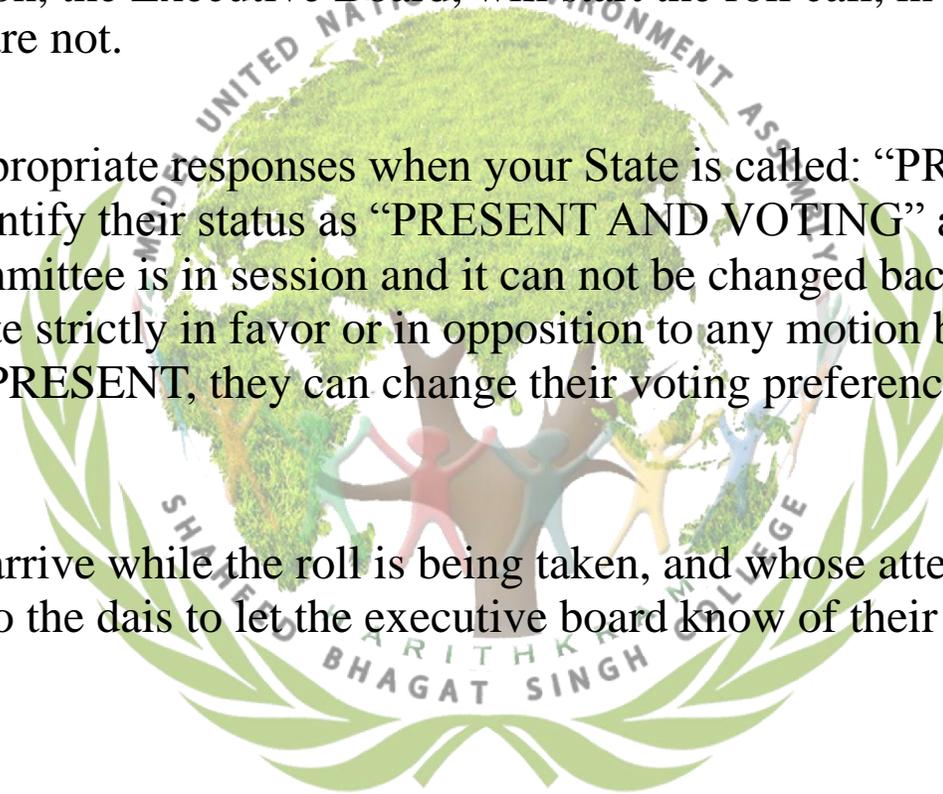


ROLL CALL

At the beginning of each session, the Executive Board, will start the roll call, in order to identify the States which are present and the ones who are not.

There are two possible and appropriate responses when your State is called: “PRESENT” and “PRESENT AND VOTING”. Delegates who identify their status as “PRESENT AND VOTING” are not permitted to abstain on any substantive vote while the committee is in session and it can not be changed back to PRESENT at any time. Instead, the delegates must vote strictly in favor or in opposition to any motion before the committee. If however, a delegate identifies himself as PRESENT, they can change their voting preference to PRESENT AND VOTING at any instance.

For those delegates who may arrive while the roll is being taken, and whose attendance is not recorded, they may can send a note forward to the dais to let the executive board know of their arrival and voting status.



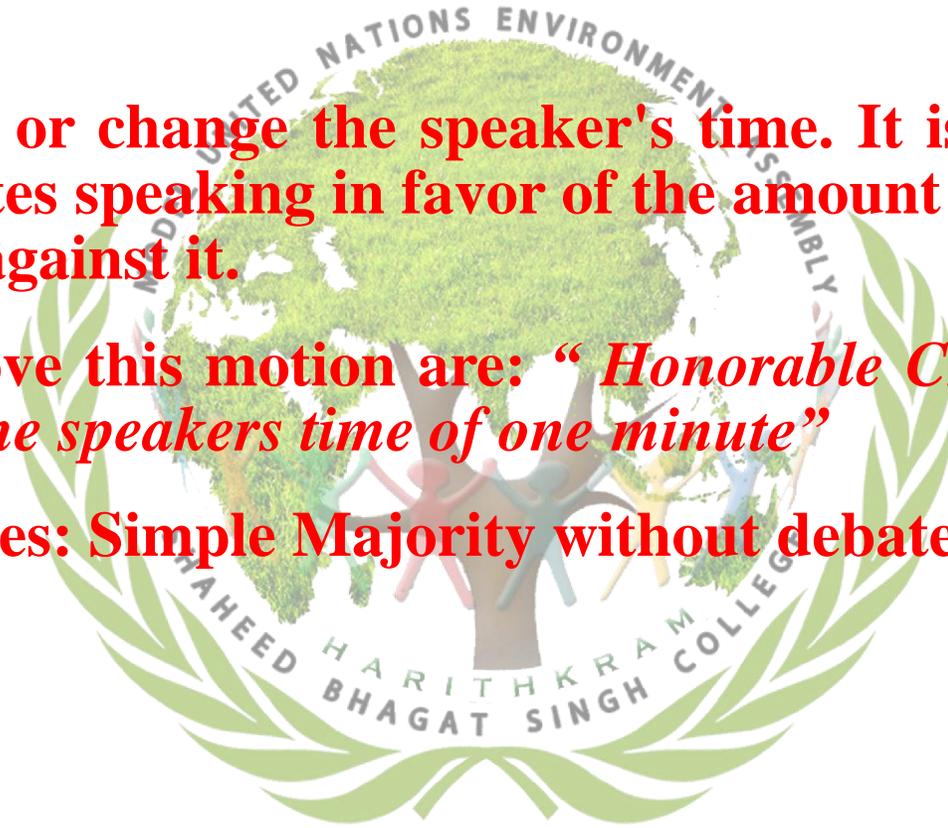
MOTIONS AND POINTS

- ❑ Motions are those that involve the whole committee as such.
- ❑ Points are those that involve just one diplomat in particular.



MOTION TO SET SPEAKERS' TIME

- ❑ This is a motion to set or change the speaker's time. It is a procedural motion, which requires two (2) delegates speaking in favor of the amount of time motioned for, and two (2) delegates speaking against it.
- ❑ The exact words to move this motion are: “*Honorable Chair, the delegation from Utopia moves to set a limit on the speakers time of one minute*”
- ❑ To pass, the vote requires: **Simple Majority without debate**



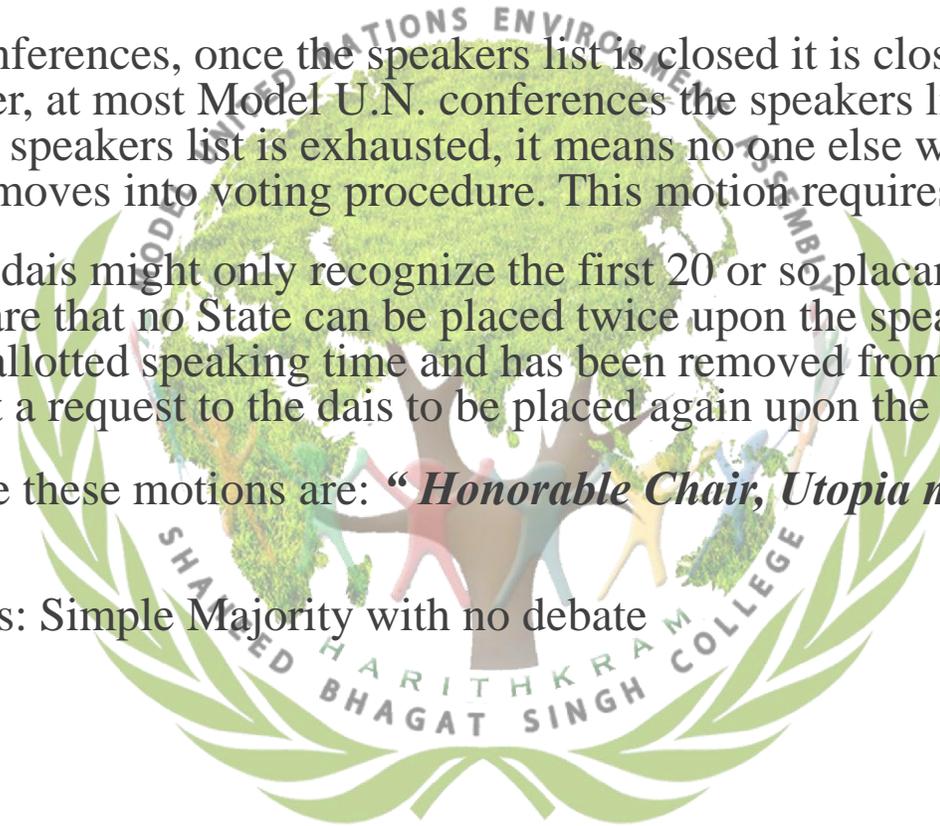
Motion to Open and Close the speakers' list

At some Model U.N. conferences, once the speakers list is closed it is closed for the remainder of the session or topic. However, at most Model U.N. conferences the speakers list can be opened and closed multiple times. Once the speakers list is exhausted, it means no one else wishes to speak, debate is over, and the committee then moves into voting procedure. This motion requires an immediate vote.

In large committees, the dais might only recognize the first 20 or so placards raised due to time constraints. Also, be aware that no State can be placed twice upon the speakers list concurrently: once a delegate has completed allotted speaking time and has been removed from the current list, he/she may then immediately submit a request to the dais to be placed again upon the list.

The exact words to move these motions are: “*Honorable Chair, Utopia moves to open/close the speakers' list*”

To pass, the vote requires: Simple Majority with no debate



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- ❑ The exact words to move these motions are: “ *Honorable Chair, Utopia moves to open/close the speakers' list*”
- ❑ To pass, the vote requires: **Simple Majority with no debate**

Motion to Suspend Formal Debate

- This motion is made to suspend the formal debate for the purpose of an un-moderated caucus or a moderated caucus, but its use also depends upon the conference you are attending. When moving to suspend the debate, the delegate should specify a certain amount of time and the purpose. This motion requires an immediate vote.
- The exact words are: *“Honorable Chair, Utopia would like to move to suspend the formal debate for a period of ten minutes for the purpose of a caucus session to informally discuss...”*
- To pass, the vote requires: Simple Majority and no debate is required

Motion to Adjourn Meeting

- This motion is made to end the committee session until the next session, which at times is until next year. This motion requires an immediate vote.
- To pass, the vote requires: Simple Majority



Motion to Adjourn Debate

This motion must not be confused with the motion to adjourn the meeting. Motion to adjourn debate is a tactic to put all of the work that the committee has completed on the topic in which they are discussing on hold and to table it. At some Model U.N. conferences you could table the topic by adjourning debate, move on to another topic and then return to the first topic at later time. However, at most Model U.N. conferences, once you adjourn debate on a topic, the topic is considered tabled and cannot be discussed any more. This motion requires two (2) delegates speaking for the adjournment of debate and two (2) delegates speaking against the adjournment of debate.

The exact words are: *“Honorable Chair, Utopia moves for adjournment of debate”*

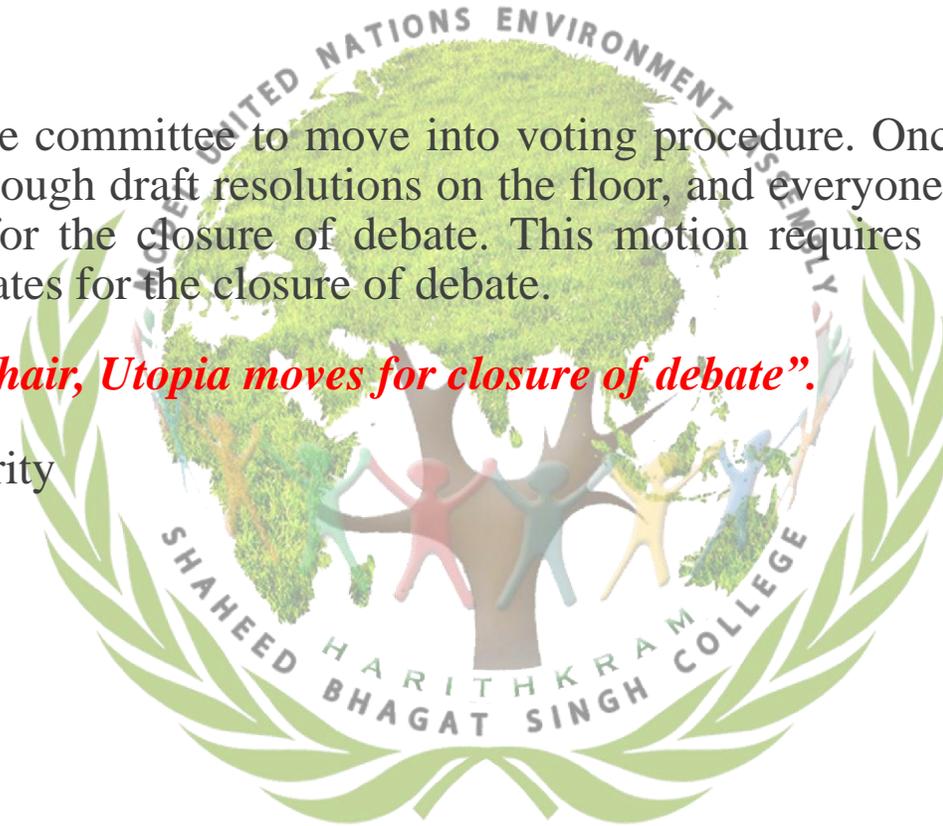
To pass, the vote requires: 2/3 Majority and debate required

Motion to Close Debate

This motion is made in order for the committee to move into voting procedure. Once a delegate feels as if they have made their country's position clear, there are enough draft resolutions on the floor, and everyone is ready, a delegate makes a motion to move into voting procedure by moving for the closure of debate. This motion requires only two (2) delegates speaking against the closure of debate and zero (0) delegates for the closure of debate.

The exact words are: ***“Honorable Chair, Utopia moves for closure of debate”.***

To pass, the vote requires: 2/3 Majority



Point of Order

- Point of Order addresses a procedural matter. However, it does not allow a delegate to speak on the topic of debate.
- Point of Order can interrupt a speaker and no voting is required.
- Point of Order is accepted directly during Formal Debate and it is accepted through chits to the Executive Board during Informal Debate



Point of Parliamentary Enquiry

When the floor is open, a delegate may move for a point of inquiry, in order to chairperson a question regarding the rules of procedure and the proceedings of Committee.



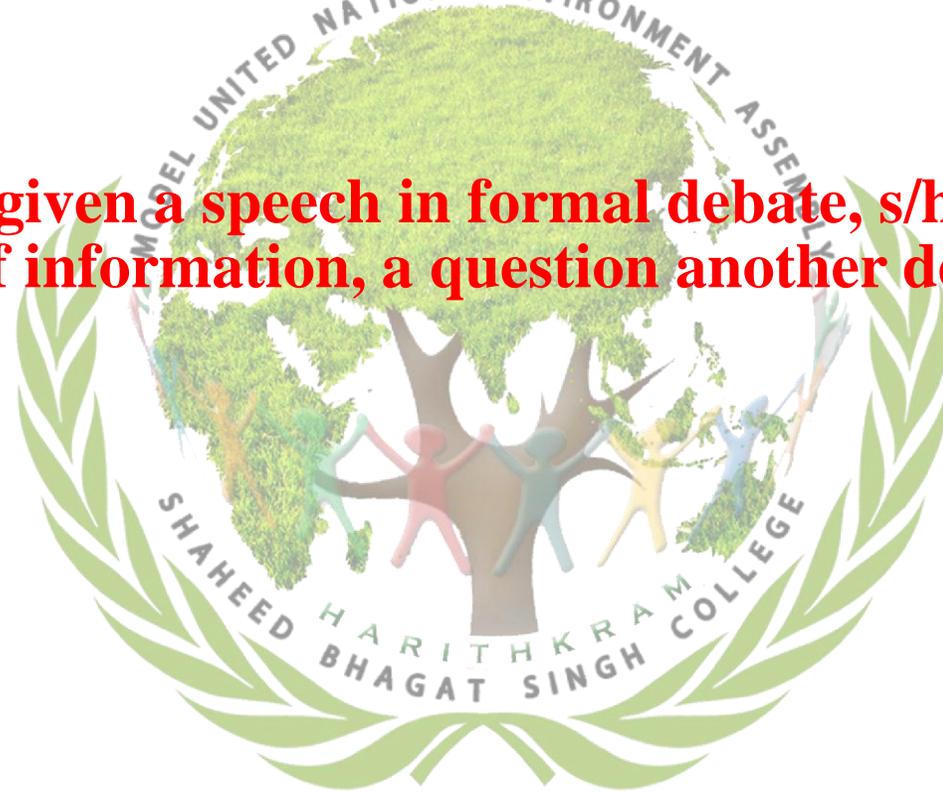
Point of Personal Privilege

A delegate may raise a point of personal privilege in order to inform the chairperson of a physical discomfort s/he is experiencing, such as inability to hear another delegates speech at any point of time



Point of Information

After a delegate has given a speech in formal debate, s/he may choose to yield his or her time to a point of information, a question another delegate raises concerning the speech.



Appeal to the Chair's Decision

This motion is made when a delegate feels as if the chairperson has made an incorrect decision. The delegate wishes to challenge the chairperson and does so by formally making a motion to appeal the chairperson's decision. This motion may be made verbally or in writing. The opposing delegate speaks and the chairperson defends his or herself before the vote.

Tactics and Strategies for Model UN



At-Conference Participation

Start caucusing early

Introduce yourself to others when you arrive at the conference site, and especially in the time before the meeting is called to order

When giving a formal speech, make good use of the time

Time for speech may be short, and you need to be prepared

Base your speech on the current circumstances

Don't read your speech!

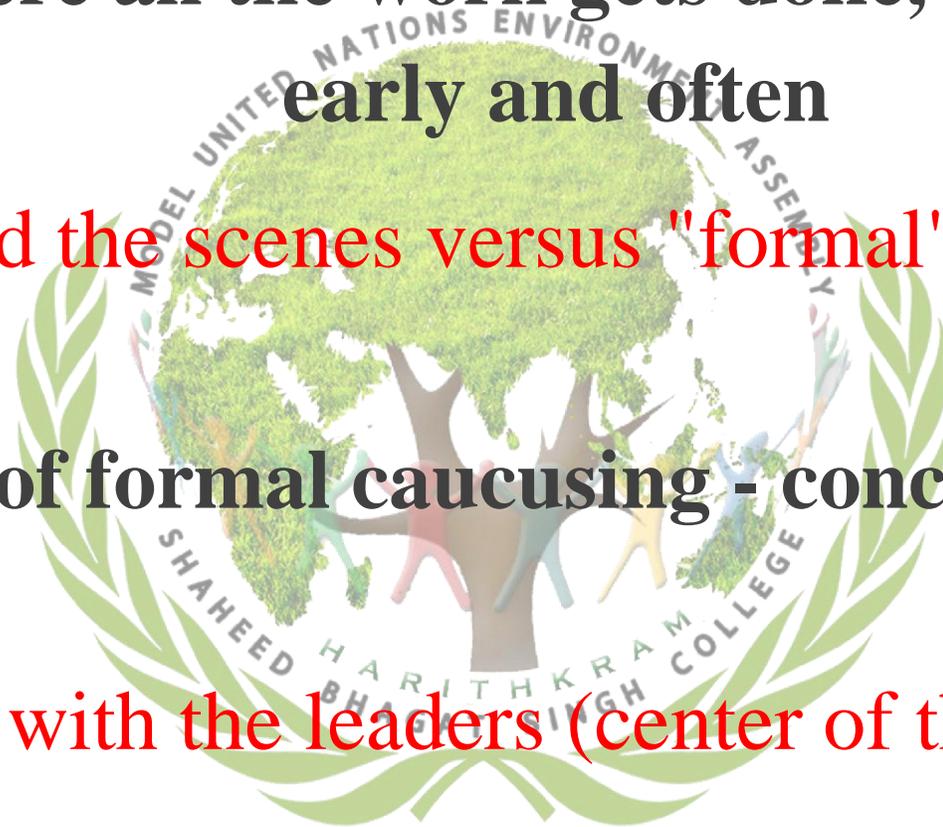
**Caucusing is where all the work gets done, and it should be done
early and often**

Behind the scenes versus "formal" caucusing

A view of formal caucusing - concentric circles

Stick with the leaders (center of the caucus)

Be active



What is your role?

Some possible roles: leader, facilitator, whip, wordsmith, consensus builder, typist, follower

The only cardinal sin at the UN - never act alone

Strength in diplomacy often comes through numbers

Don't write a resolution that just states the problem, *work toward a solution* to the problem first

If the answers are simple, why hasn't someone solved it yet?

Whenever possible, don't condemn

If you are trying to solve a problem, condemning one party rarely helps

Compromise, compromise, compromise

What does your nation *really* need to see in a solution, and what are you willing to compromise?

Credit others whenever possible

Nothing makes friends faster than proving that you were listening, and giving credit to others for their ideas

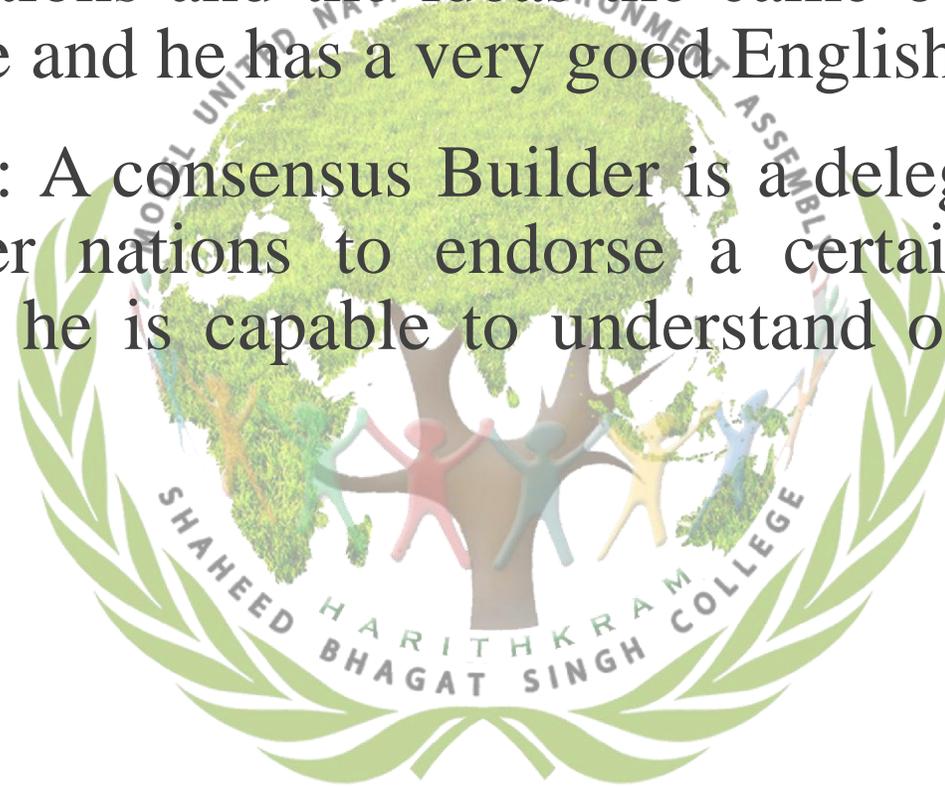


Into the Conference Roles

- ❑ **Leader:** A Leader is a delegate capable of generating consensus around certain ideas and to drive other nations delegates into a certain position
- ❑ **Facilitator:** Takes the responsibility of prepare summaries and compendiums around a certain topic to facilitate the debate and the consensus building operations. It is a very important roles in committees and must be undertaken with the maximum responsibility.
- ❑ **Whip:** The Whip is a delegate capable of keeping other delegate focused and with high moral; he is capable also to contain complaints and to keep delegates together in the decisional process.

❑ **Wordsmith:** A Wordsmith is the delegates who actually create the resolution, following the suggestions and the ideas that came out from the caucuses. He is capable of summarizing and he has a very good English skills.

❑ **Consensus Builders:** A consensus Builder is a delegate capable of approaching and convincing other nations to endorse a certain resolution. He has high negotiation skill and he is capable to understand other delegate's position and request.



Attire

- Professional business attire required
- National symbols of any kind are forbidden
- Exclusively symbols associated with UN are allowed



Being a Diplomat

- In acting as professional diplomats delegates must regard the others with utmost respect
- Ideological perspectives and personal disagreements differing from the policy of the country the delegates are representing are inapplicable during the course of the simulation
- Leadership and ability to negotiate and compromise are fundamental tools for delegates to be effective.



CONCLUSION

Remember: When at the conference you are a diplomat, and the Distinguished Representative of your country - think and act the part and others will treat you that way

Always keep in mind: A diplomat's job (among others) is to "make friends and influence people"

