

Ward Melville Model United Nations

Delegate Handbook



Ward Melville Model United Nations Chapter

2015-2016

<http://wardmelvillemun.wix.com/wmmun>

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Dear Delegates,

Welcome to Ward Melville Model United Nations 2015-2016! On behalf of the entire Model UN secretariat and our club advisor, Mr. Pelosi, we are honored by your interest in Model UN and are greatly looking forward to an exciting year with you all.

Whether you're a returning delegate or this is your first year with us, Model UN is a fantastic organization to be a part of. In an ever-globalizing world defined now more than ever by international problems, a new generation of leaders is required, one combining leadership and relations skills with an unprecedented level of international awareness. Throughout the year, you will develop become strong public speakers, obtain leadership skills, and have the incredible opportunity to travel to the National High School Model UN Conference in New York City. You will meet delegates who are passionate about the next generation of global issues from all over the world, and have the chance to simulate a convening of one of the many UN committees. We will provide you with all that you need to be a successful delegate, and what you decide to absorb and use in the conference will determine your abilities and strengths as your own delegate.

Finally, on behalf of all of us here at Model UN, including our continuing members, we would like to invite you to become a part of something that is so important and so dear to us. You will quickly find that Model UN consists of a group of passionate, hardworking delegates that love to have fun every once and awhile and are never negative. We are an open environment and we encourage members of all speaking and writing levels to join. We all enjoy Model UN and value its importance, and we want to share that with as many Ward Melville students as we can.

This year also marks the second year of Ward Melville Model UN Service Learning Projects, a community service initiative pioneered by the 2014-2015 secretariat, which will allow delegates participate in and organize community events to raise both awareness and aid for global charitable organizations.

We can't wait to start this exciting journey with you all. Please do not hesitate to ask us any questions.

Respectfully yours,

Hanna Bliska and Jeffrey Michel

Co-Presidents , Ward Melville Model UN

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Club Expectations and Procedures

Conduct

All club members are expected to maintain a proper behavior during debate. Inappropriate language and remarks will not be tolerated throughout committee sessions. It is also important to note that Model United Nations represents an international community, thus club members are expected to be open-minded of other cultures. Prejudice and/or racial remarks will not be tolerated at all times.

Attendance

Attendance will be taken into consideration prior to all conferences and trips. Your attendance will reflect on your dedication to Model United Nations. However, if you are a student athlete or participate in other extra-curricular activities that may conflict with Model UN, inform the officer board and we will work on a schedule that will allow you to participate in MUN to the best of your ability. ☺

Topics for Debate

This year, the debates will alternate between serious and fun debates. The officer board has created a schedule of debate topics that are relevant to current events and crisis. Every other debate will be chosen by the officers and club members. For instance, one debate topic may be the “ISIS crisis in the Middle East”, and the debate topic after will be chosen by the club members. The debate topics chosen by the club members may be anything that you choose!

Attire for conferences

Throughout this year, club members will have the opportunity to participate in at least 3 conferences, both official and practice. All delegates will be expected to wear Western professional business attire during conference committee sessions.

Parliamentary Procedure

Parliamentary Procedure is the operating procedure followed in the United Nations, and therefore is the system we follow in Model UN to effectively debate and discuss in different forms. **Caucusing**, or informal debate, is the main part of the Model UN experience because it allows delegates to collaborate, negotiate and formulate draft resolutions-solutions to the problems being discussed in debate. During a Model UN conference, caucuses can be either **moderated** or **un-moderated**.

When a committee holds a **moderated caucus**, the Chair calls on delegates one at a time, by country, and each speaker briefly addresses the committee with a speech in a given time frame set by the committee. During an **un-moderated caucus**, the committee breaks for a recess from formal proceedings so that delegates can work together in small groups and discuss. To hold a caucus, a delegate must make a motion and the committee must pass the motion.

At the beginning of debate, a **speaker's list** is composed of those countries wishing to speak. The chair will allow countries to speak based on the order of the speakers list until a motion is made to go to a moderated caucus (any delegate can make such a motion.) Many delegates prefer to speak during a moderated caucus rather than being placed on the speaker's list, as it allows for a more fluid debate structure. In a moderated caucus, speakers are usually able to convey one or two key points to the entire committee or share new ideas that have developed through the course of debate. A delegate sometimes chooses to make a motion for a moderated caucus if his or her name is close to the end of the speakers list. By speaking in a moderated caucus, delegates are able to address the committee much earlier.

During a caucus, your behavior is very important. All delegates must remain seated until un-moderated caucus, and it is important to not speak out of turn. However, **note-passing** among the delegates is encouraged as a means of finding out a delegation's stance on issues and forming alliances. Notes may also be passed to the Chair to ask questions. In addition, certain **points** can be made by delegates at any time throughout the moderated caucus by raising one's hand and saying "Point of..." so long as a speaker is not interrupted:

Point of Personal Privilege - A delegate may raise a point of personal privilege concerning a personal matter or the conduct of another delegate. This can also take the form of a **right of reply**, if one delegation feels their country has been specifically targeted or insulted by another delegation's statements and feels the need to provide an immediate clarification. The Chair should respond appropriately to the matter. A point of personal privilege cannot interrupt a speaker.

Point of Inquiry - During debate on a resolution or amendment, a delegate may raise a point of inquiry. The point of inquiry must be directed through the Chair and may be made only after the

speaker has finished speaking, but before the speaker has yielded the floor. A point of inquiry cannot interrupt a speaker.

Motion to Adjourn - A delegate may offer a motion to adjourn the meeting at the end of the regular meeting of the committee or council. A motion to adjourn requires a second, and cannot interrupt a speaker. A motion to adjourn is not debatable, so the Chair should immediately call for a vote on the motion. The motion is approved if a majority of the delegates vote in favor of the motion (abstentions are considered "no" votes).

In most cases, more than half of committee time is used for un-moderated caucusing. Many delegates feel this is the easiest way for them to collaborate and start to formulate working papers and draft resolutions.

Some Tips for Effective Caucusing

Enter the caucus with a **plan in mind**: Create ideas on what your country would like to see included in a resolution. Decide which clauses, or points on others resolutions, you are willing to negotiate on and which you are not.

Find delegates in your **regional bloc**: This is the easiest way to seek out allies. Countries in the same region are likely to share similar viewpoints on most conflicts.

Provide ideas: Tell others what your country is hoping to achieve. If you do not agree with an idea, do not hesitate to say that it is against your country's policy.

Negotiate: While it is often necessary to give up something that you want, make sure that you are not giving up anything too important.

Record ideas: Start to formulate a resolution in writing. Rather than waiting until the last minute, begin recording fellow delegates' ideas right away.

Here's another breakdown of the procedure we follow:

Formal Debate: During formal debate, the staff maintains a speakers list and delegates speak in the order they are listed. At this time, delegates have an opportunity to share their views with the entire committee. Delegates make speeches, answer questions, and introduce and debate resolutions and amendments. Formal debate is important to the committee's work. By not knowing the rules of procedure, delegates slow down the debate and hold back their committee's progress.

Moderated Caucus: During a caucus, which is a temporary recess, the rules of procedure are suspended. To go to a moderated caucus, a delegate makes a motion to suspend debate and the committee votes. Caucusing helps to facilitate discussion, especially when there is a long speakers list. A moderated caucus is a mixture of both formal and informal debate. Anyone may speak if they raise their placard and are called on by the Chair.

Un-moderated Caucus: In an un-moderated caucus, delegates meet informally with one another and the committee staff to discuss and negotiate draft resolutions, amendments and other issues.

How to Write a Position Paper

To be a successful Model UN delegate, you must be able to effectively research your country's policy and be able to compile your findings into a document called a position paper, which is used to both organize your research clearly and convey your views to the other delegates and the chairperson of your committee.

How to Research

The research you collect on your country will become the basis for the writing of your position papers. By researching and familiarizing yourself with your topic, committee, and country, the writing of the position paper will become much easier and your arguments in committee will be much stronger.

Concerning the topic, it is important that you understand its recent history and current situation, as well as the effect it has on the international community. One way to do this is by looking at past UN actions and resolutions, since these documents will allow you to understand the general position of the United Nations on the topic, and thus the views of a majority of the international community. Additionally, understanding current events and the topic's current situation will allow you to create possible solutions that are actually needed and could actually work.

Concerning the committee, it is important that you understand what powers your committee has so that you can craft your resolution accordingly. For example, if you are on a committee that does not have the power to implement sanctions, your position paper should not include sanctions as a possible solution.

Concerning your country, it is important that you first research basic facts so that you better understand your country and its policy, since many times these factors will influence a country's views (such as Islam with many Middle Eastern countries). After this, the main goal of your research is to find how your country is related to the topic and what actions your country believes are necessary to combat this problem. If you find that your country is not related to the topic, the best way to research would be to see how it has voted on the topic in the past, or to look at the policy of a country it is closely allied to.

The main goal of your research is to allow you to better represent your country and create stronger solutions while promoting your country's policy. Strong research is a critical to your success as a Model UN delegate. Some resources that may aid your research include:

-*The CIA World Factbook*

-*BBC Country Profiles*

-unbisnet.un.org (for voting records on past UN resolutions)

How to Write a Position Paper (continued)

The position paper is used to summarize the most important information that you find through the research that you conduct. In writing this paper, you ensure that you both know and understand your country's position on the assigned topic.

Each position paper for Ward Melville Model UN meetings will follow the same general format:

Be 2-3 pages in length, typed, and double spaced
Be written in Times New Roman font, size 12
Use 1" margins
Include in-text citations as well as a works cited page for sources found in research (this will not be included in the page count of the paper)

Each position paper will begin with a heading, which is used mainly to identify the paper. This heading will also follow the same format for all papers written for our club meetings:

Name (first and last)
Official Country Name (i.e. Republic of Korea instead of South Korea)
Committee Name
Topic

**It is important to note that while this will be the format for our club meetings, the conferences we will be attending may have different requirements, and when writing papers for conferences to use their specified format over the one described above.

After the heading, the content of the position paper is split into three sections: **(1) the background of the topic, (2) your country's position on the topic, and (3) possible solutions.**

The **Background Paragraph** is intended to act as both an introduction and a general history of the topic, given from an international perspective. It should touch upon the importance of the topic and include important actions already taken by the international community to combat the problem.

The **Country Position Paragraph** should include your country as it relates to the issue and the position of your country's government on the issue. Include past policies, actions taken, and

resolutions signed (or not signed) by your country as well as the reasons behind these views. Additionally, include a brief explanation of your country's history and how it has worked to shape the current policy.

The **Possible Solutions Paragraph** will layout your country's goals for reaching a compromise and eventually crafting a resolution for the problem being discussed in committee. In this paragraph should be included solutions that your country would suggest as a critical step to take in order to combat the problem and create an effective resolution. You are encouraged to be as specific as possible in describing your solutions, but also while staying within the page limits of the position paper. However, if you feel that there is an important point that should be included, it is okay to exceed the page limit slightly.

Lastly, one of the most important things to remember is that the position paper is meant to be written from the viewpoint of your country, not from your own ideas and beliefs. When writing your position paper, you should base your ideas for solutions primarily off of the research you gathered on your country, because in some cases, your personal views may contradict the views of the country you are assigned to represent.

What are Working Papers?

What is a Working Paper?

A working paper is a tentative statement prepared to serve as a basis for discussion or negotiation. Working papers are often the precursors to resolutions. They can outline the issues of a topic or propose solutions. A working paper also includes information about contributions from specific delegations including sponsors and signatories. Using resolution format may prove useful when converting the document to a resolution.

What are sponsors and signatories?

Sponsors and signatories are two very simple concepts that all successful model UN delegates must know. Sponsors are the delegations that created an idea to be presented in the form of a working paper. The most important thing to note is that most delegations want to become sponsors. Since we are going to the competitions as a competitive team, we must contain the ability to win awards which encompasses becoming a contributing sponsor on a paper. Signatories are delegations that decide that they would like to debate a certain topic in a more formal moderated caucus, then they sign on. Note: you can become a signatory on as many working papers as you want.

What is a clause?

A clause is a stand-alone sentence that allows for the reader to understand the meaning of a phrase. Basically it's an elaborate way of saying concise sentences that convey a very specific meaning.

Section I of II: Preamble*

The preamble within a working paper is usually placed at the beginning of the working paper. Do not worry we will delve deeper into these arrangements later on. All you have to know about the preamble is that it is the portion of your working paper where you list the reasons for this conference, the problems your working paper is attempting to solve, and explaining past action within the context of your delegation.

Possible Preambulatory Phrases

Affirming

Contemplating

Fulfilling

Observing

<i>Alarmed by</i>	<i>Convinced</i>	<i>Fully Alarmed</i>	<i>Realizing</i>
<i>Approving</i>	<i>Declaring</i>	<i>Guided by</i>	<i>Recognizing (cont...)</i>
<i>Aware of</i>	<i>Deeply Concerned</i>	<i>Having considered</i>	<i>Referring</i>
<i>Bearing in mind</i>	<i>Deeply Regretting</i>	<i>Having received</i>	<i>Seeking</i>
<i>Believing</i>	<i>Emphasizing</i>	<i>Keeping in mind</i>	<i>Taking into account</i>
<i>Confident</i>	<i>Expressing its appreciation</i>	<i>Noting further</i>	<i>Taking into consideration</i>

Section II of II: Operative Clauses*

Operative clauses are a little harder than preambulatory clauses, as they require a little more finesse but not nearly enough to even consider as eloquent. Operative clauses are individually broken down according to sections by numbers, letter followed by numerals. The way to write it is to write a generic idea of one part of your solution, then using the letters explain in slowly increasing depth the methods by which you plan to achieve your goals set.

*It is important to note that preambulatory and operative clauses are not necessary for working papers, but are necessary for resolutions. Thus, it is highly recommended to format your working paper in the format of a resolution paper.

Finally, the most important part of the working paper is how it will provide as a structure for your resolution. Formulate your ideas into clauses, begin to group them together, and use it as a guideline for your discussions with other blocs... Below is a basic sample working paper (strictly in the format of a WORKING paper, not a Resolution paper):

Committee: United Nations Security Council Topic: Situation in Haiti

Signatories: (1/5 of the committee)

The following elements must be implemented by the Security Council to achieve a successful solution to the situation in Haiti.

1. Peacekeeping Forces must be involved in all of the following, particularly in coordinating resources and efforts with the Provisional Government (PG)
2. Security and support for elections must be given
 - a. Ensure that all citizens have an opportunity to participate in elections
 - i. Security must be present at polling places
 - ii. Elections and voter information must be publicized
 - b. International monitors, including UN, must be present to:
 - i. Ensure fair process
 - ii. Report back to MINUSTAH & UN
 - c. Pressure for fair democratic elections
 - i. Ensure that political parties are fair and legitimate
 - ii. Restore faith in democracy (see social b.)

3. Security
 - a. HNP reform
 - i. Education
 - ii. Training
 - b. Military assistance
 - i. Joint operations with MINUSTAH
 - ii. Material support
 - c. Disarmament, Demobilization, Reintegration (DDR)
 - i. Publicity against gang participation
 - ii. Establish local programs for implementation of DDRs
 - d. Disrupt terrorist/militant groups
 - i. Offensive capabilities in compliance with PG and HNP

What are Draft Resolutions?

After completion of the working papers and the debate, you will write a draft resolution. A draft resolution contains all the proposed solutions to a topic. Learning to write a resolution is very important because the ultimate goal of the committee sessions is for delegates to come up with written solutions to the problems they are trying to solve. The primary authors of the resolution will also be recognized as the leaders in the committee which distinguishes them from everyone else for awards. Be sure to keep tabs on who says what during debate so you know who to collaborate with and who to stay away from. Never team up with a country which you know has opposite views from your own, because this might elicit problems later.

That being said, here are the 5 W's of Draft Resolutions:

Who writes a resolution?

Any delegate in the committee can write a resolution. The author of a resolution is called a sponsor. Most resolutions have multiple sponsors because it takes a group of countries to share good ideas and to come to a consensus. Some conferences will allow its delegates to sponsor multiple resolutions for each topic while others only allow delegates to sponsor one per topic.

What is a resolution?

A resolution is a document that contains all the issues that the committee wants to solve and the proposed solutions to that issue. It's called a resolution because that's what the United Nations calls the documents they produce (here are some real 2011 Security Council resolutions). Technically, the resolution should be called a draft resolution before it is voted upon and then called a resolution after it is successfully passed during voting bloc.

When and where are resolutions written?

Most conferences require students to write resolutions during the conference. Specifically, resolutions are usually written during unmoderated caucuses. Resolution-writing becomes more focused during the later sessions of committee when different country policies are clear and different ideas have been mentioned already.

Why are resolutions written?

The ultimate purpose of a committee session is to eventually pass a resolution. All the ideas, speeches, debate and negotiation supposed to be compiled and proposed solutions to the issue. The resolution(s) that the majority of the committee agrees upon will be passed during voting bloc and the sponsors will be informally commended for building consensus on good ideas. Most conferences allow multiple resolutions to pass as long as they do not contradict each other, but a few conferences allow only one resolution to pass

Not everyone's resolution will pass. For this reason, it is necessary to create the best resolution possible. Be sure, before submitting the paper, that you have correctly formatted the document; everyone's country appears on the document, you have completely addressed all topics of debate to the best of your ability and that your resolution does not contradict itself. All these steps are essential to ensure your paper has a good chance of passing. If a draft passes, it becomes a resolution.

Below is a Sample Resolution

(<http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/resolutions/sample-resolution>)

Resolution GA/3/1.1

General Assembly Third Committee

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, **[use commas to separate pre-ambulatory clauses]**

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

- Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**
- Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
- Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
- Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
- Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
- Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
- Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development.

What is Voting Procedure and the Amendment Process?

Draft resolutions must be submitted by the delegates to the Chair by a specific point in the conference pre-determined by the Chair. Following the submission of all draft resolutions, the Chair will call upon each resolution's' sponsors to present their draft resolution to the committee. This being completed, the Chair will generally direct the committee to begin discussion of the draft resolutions via moderated caucuses and the speakers list.

As this discussion unfolds, the strengths, weaknesses, and degree of support for each resolution will become clearer, a process which often uncovers the need for **amendments** to the draft resolutions in order to get them passed by the committee. As the debate continues following the submission of the draft resolutions, delegates usually take part in a series of unmoderated caucuses in which amendments to the various proposed resolutions are drafted and posted for general commentary and presentation to the sponsors of the draft resolutions. Amendments are divided into **friendly amendments**, which are usually automatically accepted by the resolution's authors and add to or provide further clarification on certain clauses in a resolution, and **unfriendly amendments**, which intend to alter the resolution in such a way that would significantly change the resolution's intended effect (for example, removing and aid program for a certain region and instead diverting the resources to another location.)

Once all amendments are drafted and posted for general review, the committee will then begin the first round of **voting procedure**. As voting procedure is initiated, all entrances and exits to the conference room are sealed to ensure the integrity of the voting tally (this means that anyone who's not in the committee's room when voting procedure is called doesn't get to vote, so make sure you get that drink of water or go use the bathroom beforehand!) In the first round, the Chair goes through each proposed amendment to the draft resolutions (only unfriendly amendments are voted on), and the authors of each amendment usually provide a brief presentation of their amendment as theirs is called by the Chair. The committee then votes on the amendments (voting either for or against the amendment or abstaining from the vote,) with a simple majority required to make the amendment part of the final resolution. Once all amendments are accepted or rejected by the committee, the second round of voting begins, this time on the complete, now amended draft resolutions. Rarely, the committee will vote to **divide the question**, or split off a set of important or controversial causes from a resolution for a separate vote. Each delegation can vote for or against the resolution or abstain. If a simple majority is reached in the committee, the resolution passes (note: more than one resolution can pass - it just needs to have a majority.)

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 vote 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 (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.

Binding: Having legal force in UN member states. Security Council resolutions are binding, as are decisions of the International Court of Justice; resolutions of the General Assembly and Economic and Social 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 and Unmoderated.

Chair: A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure. Also known as a Moderator.

Dais: The group of people, usually high school or college students, in charge of a Model UN committee. It generally consists of a Chair, a Director, and a Rapporteur. 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. They are usually all from the same school.

Director: A member of the dais that oversees the creation of working papers and draft resolutions, acts as an expert on the topic, makes sure delegates accurately reflect the policy of their countries, and ensures that decorum is maintained during caucuses.

Division of the Question: 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.

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 into a resolution.

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.

Formal debate: The "standard" type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speakers' list.

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.

Merging: combining two or more draft resolutions to make a bigger or new draft resolution

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. An example is the Holy See.

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 Director and introduced by the committee, it is put "on the floor" and may be discussed.

Operative clause: The part of a resolution which describes how the UN will address a problem. It begins with an action verb (decides, establishes, recommends, etc.).

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.

Point of Order: A point raised when a delegate believes that there was a mistake made regarding the rules of procedure. This can also be called a **Point of Parliamentary Procedure**

Point of Personal Privilege: a point used when a delegate experiences personal discomfort that hinders their ability to participate in committee. Examples: temperature of room, distractions during committee, can't hear another delegate.

Point of Inquiry: a point used when a delegate has a question about something that is not clearly understood in committee. Use this to ask a question if you don't understand a term or get what's going on in committee!

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 (noting, concerned, regretting, aware of, recalling, etc.).

Present: To be present in a committee session means what to be attending the session. If you are present, you may abstain from voting on certain.

Present and Voting: Means the same thing as to be present, except, you may not abstain and most always vote.

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.

Rapporteur: A member of the dais whose duties include keeping the speakers' list and taking the roll call, as well as assisting in and keeping track of administrative duties in the committee room.

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. Generally requires a written note to the Chair to be invoked.

Roll Call: The first order of business in a Model UN committee, during which the Rapporteur 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.

Secretary-General: The leader of a Model UN conference.

Signatory: A country that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish this. A signatory need not support a resolution; it only wants it to be discussed. Usually, Model UN conferences require some minimum number of sponsors and signatories for a draft resolution to be approved.

Simple majority: 50% plus one vote of the number of delegates in a committee. The amount needed to pass most 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.

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

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 bloc. Only member states (not observer states or non-governmental organizations) may vote on substantive issues.

Un-moderated 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.

Working Paper: A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently the precursor to a draft resolution.

Vet: 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.

Yield: when a speaker decides to give up the remaining time in his or her speech. Typically, the three types of yields are:

Yield to the Chair meaning you give up the rest of your time

Yield to another delegate meaning you give up the rest of your time to another delegate

Yield to questions or comments to your speech by other delegates. Questions are also sometimes called **Points of Information**.

National High School Model United Nations Conference (NHSMUN)

Every year, the club secretariat evaluates the club members and chooses certain members to be a part of the Ward Melville delegation to a Model UN conference. These choices are based off of factors such as attendance at club meetings, the quality of writing in club position papers, and participation in club debates. This year, we will be attending the National High School Model United Nations Conference, more commonly referred to as NHSMUN, in New York City as our premier Model UN simulation. The conference hosts over 3500 delegates from 150 schools and over 30 countries.

In 2016, NHSMUN is set to take place from Wednesday, March 2nd to Saturday, March 5th. This four-day conference, which is run by the International Model United Nations Association (IMUNA), works to simulate the procedures and debates that would occur in a real UN committee, promoting diplomacy, international affairs, and global knowledge. The conference, much like our school club, aims at developing the delegate's diplomatic skills, knowledge of the selected topic, and understanding of the world.

The conference is held in the New York Hilton Midtown Hotel, and therefore our delegation has reserved rooms in said hotel. The committee meetings will be held in the hotel's conference rooms. Concerning hotel rooms, delegates are allowed to choose their roommates, although no co-ed rooming arrangements are allowed. Each room is shared between three or four delegates, depending on how many delegates we bring to the conference. Our delegation is generally comprised of about twenty delegates, along with two adult chaperones.

Concerning committee assignments, delegates will be given the choice of working either individually or in pairs. Certain committees are set up as single delegations, which means only one delegate may represent a country, while others are double delegations, in which delegates work in pairs to represent a country. NHSMUN offers a wide variety of committees, both in topic and size. Committees range from traditional UN General Assembly committees to regional and specialized topics and crisis committees, and can range from 100 delegates to 30. Each committee usually assigns two to three topics, and it is required that a position paper is written for each topic (the topic actually debated in committee is usually chosen at the first committee meeting during the conference.).

Over the four days of the conference, there will be six 3-4 hour committee sessions. Additionally, usually on the second day of the conference (March 3rd this year,) the NHSMUN schedule allows time for the delegations to participate in various UN-related activities both in the hotel and around New York City, such as Model UN workshops and visits to the embassy of the country you're representing to meet with the nation's delegation to the UN and ask questions or

discuss policies (we opted for the latter last year at NHSMUN 2015, and it was regarded by the delegates as one of the highlights of the trip.)

Overall, NHSMUN allows delegates to demonstrate their abilities in Model UN while also meeting students from different states and countries, and competing for awards. The conference is to be taken seriously as an exercise in foreign affairs, but is also meant to be a fun experience for those who enjoy Model UN. For any additional information regarding the NHSMUN conference, please visit their website at nhsmun.org