



CONFERENCE HANDBOOK

About MUN

A Model UN conference is a simulation of the proceedings that take place at the United Nations Headquarters in New York, USA. At such a conference, students receive a first-hand experience of the working of various committees of the United Nations. By presenting delegates with the complex problems which are being discussed and deliberated in the UN, a model UN conference helps mould the leaders of tomorrow.

The participants, posing as delegates of various countries, approach these situations keeping in mind their country's foreign policy and their current stand in the international forum. Thus, a model United Nations conference not only hones a student's talents in public speaking, but also edifies the skills of compromise, diplomacy and negotiation. It helps students to develop a healthy interest in world politics and it develops the leaders of tomorrow.

Each school attending the conference has been assigned one or more countries, and each country is represented by one or two delegates in each committee. In most committees, this time is divided between formal debate, caucuses, and the resolution writing process.

NON-PROCEDURE RELATED DETAILS

DATES: 18TH, 19TH AND 20TH OF JUNE, 2018

DRESS CODE POLICY:

In simulation of the United Nations, we at SSMUN strive for professionalism in all aspects of the conference. Delegates are expected to follow a dress code during all committee sessions and conference events. At most times, the prevailing dress code will be Western business attire, although national attire and religious attire are also permitted.

Indian formal wear is permitted for both men and women on the **first day** of the conference.

The rules of **Western business attire** are as follows:

Men must wear a **suit or a jacket and dress pants (no jeans or cargo pants) with a dress shirt and tie**. Socks and dress shoes must be worn. No hats or caps will be allowed.

Women must wear a **dress, suit, dress slacks (no jeans) or skirt of appropriate length with a blouse or sweater**. Dress shoes must be worn. No hats or caps will be allowed.

Sandals, jeans, short-skirts and other informal articles of clothing cannot be worn.

At all times, we ask that delegates and Faculty Advisors exercise good sense when interpreting the dress code. When

casual attire is permitted, basic rules of propriety will still apply. Delegates who are dressed inappropriately for any event may be asked to return to change into more appropriate attire.

FOOD & BEVERAGES:

Food and drinks will be served on all days of the conference. There will be breakfast in the morning followed by a buffet lunch, which will be served at the school premises itself. Outstation school delegates and faculty advisors will be provided with dinner as well.

RESTRICTIONS:

Any Tobacco products, Alcohol, Drugs, Weapons, External Food Items and beverages are not allowed to be carried into or consumed in the premises of SRI SRI ACADEMY.

All acts of theft or vandalism will be immediately reported to the police.

The administration of **SRI SRI ACADEMY**, Kolkata and the Secretariat of SSMUN reserves the right to remove any person from the premises of the school at any point of time on grounds of violations of any of the aforementioned rules or regulations of the conference or for any other grave misconduct.

INTERNET ACCESS:

Internet cannot be accessed while the committee is in session except during an un-moderated caucus or on obtaining

permission for doing so by the executive board.

LOGISTICS:

Logistics members are there in committee to assist delegates with any requirements. They are available for passing of communication chits while committee is in session so as to facilitate negotiations / clarifications without disruptions.

STATIONARY:

Delegates shall be provided with a stationery kit at the start of the conference, after registration, by our administration team. This includes a folder, pen, a notepad, chit pad, ID card and placard for each delegate will be placed in their respective seats.

TIME TABLE:

The detailed timetable of the conference for the three days shall be uploaded on our website www.ssmun.in a few days before the first day of the conference.

PROCEDURE RELATED DETAILS

DEBATE

While formal debate can further the work of the committee, delegates who lack an understanding of the rules can hamper the progress of an otherwise productive committee session. Thus, in order to prevent misunderstandings and delays during formal committee debate, delegates must have a comprehensive understanding of the rules and their use. In the large General Assembly committee, the Speakers List can become quite long, but yielded time, questions and moderated caucus as well as the proposal of amendments, keep the debate current.

Thus, knowledge of the rules is vital for airing your views through one of these mechanisms. Committee meetings over the conference of the weekend will roughly adhere to the following pattern.

STATEMENT BY THE SECRETARIAT

At any time any member of the Secretariat may make an oral or written statement or announcement to the committee regarding an update of their topic. Such an announcement is not questionable.

GENERAL POWERS OF THE COMMITTEE STAFF

The CHAIRPERSON will declare the opening and closing of each

meeting and may propose that committee adopt a certain procedural motion. During debate, the chairperson shall exercise absolute control over the proceedings. Thus, in effect, he will direct the flow of formal debate, accord the right to speak, rule on points of order, announce decisions and ensure and enforce the observance of these rules. The other members of committee staff may advise individual delegates or the committee on the possible course of debate and may perform any of the functions of the chairperson as and when they are delegated to them

APPEAL

Delegates are free to appeal any decision made by the Moderator or Director. However, it is at the chairperson's discretion to accept or reject any or all appeals.

Should the appeal not be related to immediate committee proceedings but the committee as a whole, the delegates may appeal to the Secretary General.

QUORUM

Quorum for the conference is set at one third of the members of the committee. A quorum will be assumed to be present, unless specifically challenged and shown to be absent. A roll call is not required. In case quorum fails; committee session will be suspended at the discretion of the Secretary General.

THE AGENDA IS SET

At SSMUN, the agenda is limited to the single topic area outlined in each committee's study guide. Thus, voting to set the agenda to the topic area is mere formality. Since all committees have a single topic, this is a formality. This establishes the topic that will be discussed in committee through a vote.

Once the agenda has been set, debate begins. In effect, there are two such formalities – 'the motion to open debate' and 'the motion to set agenda'.

GENERAL SPEAKER'S LIST

A General speaker's list must be opened by motioning for the same. In order to speak, the delegates name must be placed on the General Speakers List, which remains open through the committee.

This can be done either by show of placards or through chits sent to the chair with the name of the delegate's country on it. The General Speaker's List is open throughout the discussion of the topic area.

Motions to open any other medium of debate will not close the General Speaker's List, but will only overlap it. Hence, if a country is in queue to speak on it and another medium of debate is opened, that country will remain that position once

the General Speaker's List is returned to.

YIELDS

There are three different types of yields. Please remember, though, that yields only apply to substantive speeches, there is only one yield per speech, and yielding precludes any comments.

To questions: With this yield, the Chairperson selects delegates who wish to ask you questions. Each delegate is allowed one question, and only your answer time is subtracted from your remaining time. Often the best kind of yield that you can make, yielding to questions lets you clear any misconceptions that delegates may have.

To a delegate: When you yield to another delegate, he or she is given your remaining time to speak.

To the Chair: After you make this yield, the Chair proceeds to the next speaker, unless there are any motions.

MODERATED CAUCUS

The purpose of a moderated caucus is to facilitate substantive debate on a sub- part to the agenda or a crucial aspect of a crisis. Compared to the strict parliamentary order of formal debate, caucus may appear to be disorganized and hectic. A moderated caucus is also opened for a specified purpose and a specified time. Delegates must mention for how long and for what purpose they want to caucus, including the per speaker

time. In a moderated Caucus, delegates should attempt to be precise and to the point. Delegates are advised to refrain from going off the immediate, specific, subtopic.

UN-MODERATED CAUCUS

It is used for negotiation that can lead to breakage of deadlock that formal debate has been unable to achieve or to formulate paperwork. An un-moderated caucus is a state of committee during which no speakers are recognized by the moderator. An un-moderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. The delegate making the motion must briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage.

HOW AND WHEN TO MOVE TO CAUCUS

When a motion for a caucus is raised, delegates must mention for how long and for what purpose they want to caucus. If you feel that discussion among delegates outside of formal debate is necessary, then move to caucus.

Generally, delegates call for a caucus review ideas or establish consensus.

A motion to caucus, since it is a non-debatable procedural motion, takes precedence over all other motions except for Parliamentary Points.

POINTS

Point of Personal Privilege: Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may rise to a point of personal privilege to request that the discomfort be corrected. While a point of personal privilege may interrupt a speaker, delegates should use this power with the utmost discretion.

Point of Order: During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Chairperson in accordance with these Rules of Procedure. The chairperson may rule out of order those points that are dilatory or improper; such a decision cannot be appealed. A representative rising to a point of order may not speak on the substance of the matter under discussion. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.

Point of Parliamentary Inquiry: When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the Chairperson a question regarding the Rules of Procedure. A point of parliamentary inquiry may never interrupt a speaker.

Point of Information: This point is used to ask a substantive question to a speaker at the end of a speech regarding the

speech's contents or the speaker's policy in general. It is allowed usually only on GSL speeches and may be allowed by the chairperson as and when deemed fit.

Right of Reply: A delegate whose personal or national integrity has been impugned by another delegate may request in writing a Right of Reply. The Reply, if granted, will take the form of a thirty- second speech. Rights of Reply must be used judiciously and presented in the correct format: quoting what the offending delegate has said, the speaker's taken offence, a defense to the integrity, and the demand for apology.

Note: For all points of order, rights of reply, etc., delegates must quote the offending delegate / justify the motion appropriately. The chairperson of the committee shall be the final authority on the validity of any motions / points.

PRESIDENTIAL STATEMENTS

Statements outlining a major shift in policy and / or stating action of grave importance to be undertaken by the delegate or the entity he/she represents and deemed to be from the desk of the head of state of the delegate, are allowed at any time during the course of the conference. The delegate must send a notification to the chair stating his/her desire to make a statement from his / her head of state.

PAPERWORK

Action Order

Action Orders are used to order or direct individuals,

agencies, or troops, on actions that fall within the power and authority of the committee.

Working Papers

Delegates may propose working papers for committee consideration. The objective of a working paper is to bring to light certain solutions and to assist committee in further deliberation by attempting to solve the crisis at hand.

Format

Working papers are accepted in the form of Cartoons, in complete resolution format or as essays. However, care must be taken to keep the paper pertinent to the issue and the format such that the views of the makers can be appropriately articulated.

COMMUNIQUÉS

Communiqués are messages from the entire committee to another country, organization, person or group of people. These facilitate dialogue with relevant actors in a crisis. Communiqués often include negotiations, threats, and requests for aid or support but are not limited to those topics.

Keep in mind that a communiqué needs to be just as well worded as a directive. Communiqué's maybe either private (to one's own nation) or public. Private Communiqué's are not read out in committee by the Chair unless it is of great relevance.

Example of a Communiqué:

Dear Mr. Phillip Hammond,

It has come to our attention that British naval forces are currently forming a blockade across the mouth of the Mediterranean Sea, and blocking United States naval vessels. This is a threat to both our national security as well as economic security and we will not take it lightly. We expect full compensation for damages to trade, as well as full reversal of the blockade. In your capacity as the United Kingdom's Secretary of State for Defense, stop this nonsense or face consequences.

Sincerely,
The United States President

Note: At SSMUN'18, this form of communiques will only be accepted in the Joint Crises Committee and All India Political Parties Meet.

SUBSTANTIVE CHITS

Delegates may choose to write down their points in a point format on paper with an appropriate analysis. The chits may only be accepted if it is a large committee. These chits are used to put forward the points when the delegate is not recognized during a debate.

ADJOURNEMENT OF DEBATE

When the floor is open, a delegate may move to adjourn debate on the substantive or procedural matter under

discussion.

DIPLOMATIC COURTESY

Delegates are to negotiate with their fellow diplomats. Respect in both conversation as well as demeanor are essential. Be diplomatic in how you make your point, and so will others.

RESOLUTION

The desired product of successful negotiation is, of course, the resolution. Your solutions to the problems that the committee confronts take the form of a resolution. Resolutions represent the committee's final attempt to draw together the interests of many competing nations into a comprehensive solution that serves the interests of the collective world community. From the procedural perspective, the resolution is the formal document upon which the committee will take action via the amendment and voting processes.

Introducing Resolutions

Once a resolution has been approved as stipulated above and has been copied and distributed, delegate may make a motion to introduce the resolution. This motion requires only authorization by the Chairperson and does not require a substantive vote. The dais staff, time permitting, may read out the resolution to committee or ask an author to do so. A resolution will remain on the

floor until debate is closed or a resolution on that topic area has been passed.

Drafting the Resolution

Every good resolution should fulfill “the Three Cs”: comprehensive, collaborative, and conceivable.

Virtually all the problems that the UN tackles are quite complex; for a resolution to be a good solution to a problem of global importance it must be comprehensive. If the resolution is to gain enough support to be passed by the committee, then it must also be collaborative.

Finally, if the resolution is to gain the approval of the Director, then it must be conceivable. The realistic resolution takes into account the UN’s limitations and the current international balance of power so as to make the most effective use of diplomacy.

Finalizing the Resolution

One should type the resolution out. Only soft copy shall be accepted and resolutions submitted on paper shall not be considered by the Chairperson. At this stage, it is important to carefully check over grammar, syntax, style, etc.

You must now get the required number of delegate

signatures. When attempting to get signatures, it is important to remind delegates hesitant to sign that their signature does not bind them in any way to any future support, a signature only implies a desire to see the resolution out on the committee floor.

Passing the resolution

Once a resolution has the required signatories and is also approved by the Chairperson of that committee, it is copied, distributed and read out to the committee in unmoderated caucus. Any two signatories of the resolution will read out the operative clauses of the resolution. The minimum number of signatories needed for a resolution to be considered by committee is 1/5th of the total strength of committee.

If the motion receives a simple majority required for passage, the resolution shall be divided accordingly, and a vote shall be taken on each divided part for its passage. Parts of the resolution which are passed shall be recombined into the final resolution and shall be put to a substantive vote as a whole. If all the operative parts of the proposal are rejected, the resolution or amendment in question will be considered to be rejected as a

whole.

Emendments

Following the reading, a moderated caucus may be held where delegates clarify the syntax (and syntax only) of the proposed resolution. This process of emending must take place before the vote.

Amendments

As not everything can be worked out prior to the introduction of resolutions, it is expected that amendments to resolutions will be presented on the floor. The amendment process allows delegates to alter parts of a resolution without scrapping the entire document, strengthening consensus on the resolution by allowing delegates to change sections upon which they disagree. However, delegates must be aware of the direction in which the amendments are steering the committee. If the amendments are not substantive, they merely bog the committee down in procedure.

An approved amendment may be introduced when the floor is open. General debate will be suspended and two speakers lists will be established, one for and one against the amendment. Debate will

alternate between each list.

A motion to close debate will be in order after the committee has heard two speakers for the motion and two against, or when one of the speakers lists is exhausted. In accordance with the normal procedure, the Chairperson will recognize two speakers against the motion to close debate, and a two-thirds majority is required for closure of debate. When debate is closed on the amendment, the Committee will move to an immediate vote. Votes on amendments are substantive votes. After the vote, debate will return to the general speakers list.

Discussion



Debate on paperwork can take the form of:

1. Moderated Caucus
2. 1 for 1 against / 2 for 2 against: 2 delegates are chosen to speak both for and against the motion. Delegates raising the motion are automatically put on to the list of speakers. This form of paperwork discussion is for delegates to present their views on the validity / comprehensibility of the resolution so as to help committee pass/ fail the paperwork. This time may also be used to point out factual inaccuracies in the resolution.
3. Q & A Session: A motion may be raised for a

question-answer session with the authors of the resolution, in which case the authors are called to the center of committee, and delegates wishing to ask questions are recognized by the Chairperson. The aim of this motion is for delegates to both clarify doubts regarding clauses in the paperwork and point out fallacies in the resolution.

Voting

Once committee is in voting procedure and all relevant motions have been entertained, the committee will vote on the resolutions on the floor. Voting occurs on each resolution in succession; once a resolution has been passed, no further resolutions will be voted on. In all matters, both substantive and procedural, each country will have one vote. Each vote may be a “Yes,” “No,” or “Abstain.” Most matters shall be voted upon by a show of placards, but roll call vote shall come into play during voting on the passage of any kind of paperwork (or otherwise on the discretion of the chair. During voting, no delegate can raise a motion or a point till voting ceases except for a point of personal privilege or a point of order in connection with the actual conduct of the voting.

A simple majority requires more “Yes” votes than “No” votes; abstentions are not counted toward either total. A two-thirds majority vote requires at least twice as many “Yes” votes as “No” votes. A

procedural vote is a vote on any matter besides an amendment or resolution, and requires every country to vote either “Yes” or “No” on the question.

Roll Call Voting for substantive motions

In a roll call vote, the Chairperson will call all countries noted by the dais to be in attendance in alphabetical order starting with a randomly selected member.

In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” “Pass,” “Yes with rights,” or “No with rights.”

A delegate who passes during the first sequence of the roll call must vote “Yes” or “No” during the second sequence. The same delegate may not request the right of explanation.

A delegate may only vote with rights if he or she votes “Yes” or “No” in the first round of voting and if his or her vote appears to insinuate a divergence from his or her country’s policy. After all delegates have voted, delegates who had requested the right of explanation will be granted 30 seconds each to explain their votes.

The Chairperson will then announce the outcome of the vote.

While roll call is taken at the beginning of the

session, delegates may reply by saying either 'present' or 'present and voting'. Those calling out the later in response are compelled to vote by saying 'yes' or 'no' during formal voting, while those only responding 'present' during the roll call at the commencement of the session can also 'abstain' later.

RESOLUTION FORMATTING GUIDELINES

Heading

The title should be centered, in capital letters, above the body of the draft resolution. The next two lines should list the name of the committee and the title of the topic, left-aligned. Note that only a maximum of five authors should be listed.

Body

The body of a resolution is written in the format of a long sentence, with the following rules:

- The committees of the General Assembly and Security Council should begin their resolutions with "The General Assembly" and "The Security Council," respectively. All other committees should use their own names in the introductory line. The rest

of the resolution is comprised of two sets of clauses.

- The first set consists of perambulatory clauses, which describe the problem being addressed, recall past actions taken, explain the purpose of the resolution, and offer support for the operative clauses that follow. Each clause in the preamble begins with an italicized (or underlined, if handwritten) word or phrase and ends with a comma.
- The second set consists of operative clauses, which are numbered and state the action(s) to be taken by the body. These clauses all begin with present tense active verbs, which are generally stronger words than those used to begin perambulatory clauses. These verbs are underlined. All operative clauses, except the last, which ends with a period, are followed by semi-colons

Preambulatory Phrases

Adopted Having	Keeping in mind	Reaffirming
Guided by having	Noting Further	Realizing
Having considered further	Noting Further	Recalling
Having devoted attention	Noting with approval	Recognizing
Having examined	Noting with deep concern	Referring
Having heard	Noting with Regret	Seeking
Having received	Noting with satisfaction	Taking into account
Having studied	Observing	Welcoming

Operative Clauses

Affirming	Declaring	Expressing its satisfaction
Alarmed by	Deeply concerned	Has Resolved
Approving	Deeply conscious	Notes
Aware of	Deeply convinced	Proclaims
Bearing in mind	Deeply disturbed	Reaffirms
Believing	Deeply regretting	Recommends
Cognizant of	Desiring	Regrets
Confident	Emphasizing	Reminds
Contemplating	Expecting	Requests
Convinced	Expressing its appreciation	Solemnly affirms



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,

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,

- 1. 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;**
 - 2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;**
 - 3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;**
 - 4. 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;**
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5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
 6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
 7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development.



Note: Separate procedure for separate committees shall be explained by the chairpersons through a virtual orientation, where the various delegates will be allowed to clear all their doubts regarding procedure as well as specifics of the respective committees