

BERMUN

Instructional Guide for Delegates

Berlin Model United Nations at the John F. Kennedy School

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For further information concerning the Williams and Stein publication, please contact Mr. David L. Williams:

*The Hague International Model United Nations
2e van Blakenburgstraat 119
2517 HC Den Hague
The Netherlands*

Benjamin Morris
Martin Collier
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I. DEVELOPING A POLICY

In order to formulate a policy, both in writing (Policy Statement and Resolution) and in speaking (Lobbying, Opening Speech and Debating), students must prepare by doing thorough research. It is important for all BERMUN 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.

RESEARCHING THE COUNTRY	
When researching your country, make sure you know all of the following:	
<p><u>Political Structure</u> Origin of Political Structures Constitution and Government Present Stability and Policy Government</p>	<p><u>Natural Resources</u> Basic Commodities Produced Trade Agreements Degree of Self-sufficiency</p>
<p><u>Cultural Factors</u> Ethnic Groups Religions Cultural History</p>	<p><u>Defense</u> Military Structure Dependency on other Nations Membership of Alliances</p>
<p><u>Geography</u> Bordering Countries Topography Geopolitical Considerations</p>	<p><u>Views on World Problems</u> Role and Influence in the World Membership of Blocks and Geopolitical Groupings</p>
<p><u>Economy</u> Monetary System Dependency and Debt Membership of Economic and Trade Organizations</p>	<p><u>History</u> General Last 50 Years Recent History</p>

WRITING THE POLICY STATEMENT

Each delegate must write a brief, yet comprehensive, policy statement for every issue on his committee's agenda. This serves three important purposes. Firstly, writing a policy statement generally allows the delegate the opportunity to think out his policy more thoroughly. Secondly, 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. Thirdly, a policy statement serves as an outline for the preliminary draft resolution.

COMPONENTS OF 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

* 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 sample policy statement below, note the format and the way in which the above outline is followed.

POLICY STATEMENT

Delegation: Russian Federation

Committee: Security Council

Question of: Situation in Iraq

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.

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.)

The situation continues to deserve serious attention. We cannot, however, continue to punish Iraq for the reason that they are not complying with respective resolutions 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.

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.

II. WRITING THE RESOLUTION

Resolutions are the basic decisions or statements of the United Nations. Together with amendments, they are the basis of substantive debate as well as negotiations. Although resolutions are prepared by individual nations or groups of nations, once passed they declare the official policy of the UN organ to which they were submitted and become its property.

Whereas most resolutions state policy, some may include an entire treaty, declaration, or convention. Resolutions may be either general statements or directions for specific organizations, UN bodies, or states. They can criticize actions of states, call for collective actions, or, in the case of the Security Council, require economic or military sanctions.

When writing resolutions, it is important to keep in mind the specific capabilities of the organ being simulated. The **General Assembly**, its committees, and all bodies may only call for or suggest actions. It should be noted that no body other than the **Security Council** may require action or sanctions from member states.

Each resolution is a single sentence, with the different sections separated by semicolons and commas. The subject of the sentence is the organ making the statement, such as the General Assembly, Economic and Social Council, and the Security Council. (The Security Council committees, since they are subdivisions of that organ, use the organ's name as the subject of their resolution.)

The remainder of the resolution is divided into two parts: **Preambulatory clauses** and **Operative clauses**.

Definition of Terms used in a Resolution:

Preambulatory clauses are the justifications for actions. They usually begin with present participles, such as “noting” or “taking into consideration,” and denote Charter authorizations for actions, past resolutions precedent, and statements about the particular purposes for the action.

Operative clauses are the policy portion of the resolution. Each operative clause starts with a verb, and, taken as a whole, deals thoroughly and logically with one idea. In no case should a clause be a collection of unrelated thoughts or statements on a broad topic; each clause should deal with only one aspect of the problem.

Proper Resolution Format

A resolution is basically a single sentence that begins with the organ, topic, and subject matter. The rest of the sentence is made up of preambulatory and operative clauses. Clarity and preciseness are vital, and special attention should be paid to details such as punctuation, capitalization, grammar, and format.

The **proper format** for a resolution is as follows:

- Name the organ, the topic, and the submitter.
- Begin all clauses with appropriate initiating phrases (see list).
- End each preambulatory clause with a comma and every operative clause with a semicolon.
- Number each line in the margin and number each operative clause.
- Skip a line after each clause.
- End the final operative clause with a period.

Resolution Writing Tips

- Keep your resolution consistent with your country's foreign policy.
- Be specific; define vague terms.
- Avoid wordiness.
- If possible, avoid singling out individual countries or regions for blame.
- Well-written resolutions should demonstrate the following:
 - Familiarity with the problem being addressed
 - Clarity of the issue
 - Conciseness
 - Depth
 - Proper format
 - Correct English grammar, vocabulary, and punctuation

Resolution Introductory Phrases		
<i>Preambulatory Phrases:</i>		
Affirming	Expressing its appreciation	Noting with regret
Alarmed by	Expressing its satisfaction	Noting with satisfaction
Approving	Fulfilling	Noting with deep concern
Aware of	Fully aware	Noting further
Believing	Fully alarmed	Noting with approval
Bearing in mind	Fully believing	Observing
Confident	Further deploring	Realizing
Contemplating	Further recalling	Reaffirming
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognizing
Deeply concerned	Having considered	Referring
Deeply conscious	Having considered further	Seeking
Deeply convinced	Having devoted attention	Taking into account
Deeply disturbed	Having examined	Taking into consideration
Deeply regretting	Having studied	Taking note
Desiring	Having heard	Viewing with appreciation
Emphasizing	Having received	Welcoming
Expecting	Keeping in mind	
<i>Operative Phrases:</i>		
Accepts	Emphasizes	Proclaims
Affirms	Encourages	Reaffirms
Approves	Endorses	Recommends
Authorizes	Expresses its appreciation	Reminds
Calls	Expresses its hope	Regrets
Calls upon	Further invites	Requests
Condemns	Further proclaims	Solemnly affirms
Congratulates	Further reminds	Strongly condemns
Confirms	Further recommends	Supports
Considers	Further resolves	Trusts
Declares accordingly	Further requests	Takes note of
Deplores	Have resolved	Transmits
Draws the attention	Notes	Urges
Designates		

SAMPLE Model United Nations RESOLUTION:

SAMPLE United Nations RESOLUTION:

A/RES/48/210 86th plenary meeting 21 December 1993

FORUM: The General Assembly

QUESTION OF: Economic assistance to States affected by the implementation of the Security Council resolutions imposing sanctions against the Federal Republic of Yugoslavia (Serbia and Montenegro)

The General Assembly,

- 1) Recalling the provisions of Articles 25, 48, 49, and 50 of the Charter of the United Nations,
- 2) Recalling also its resolution 47/120 B of 20 September 1993 entitled "An Agenda for Peace," and in
- 3) particular section IV thereof,
- 4) Recalling further Security Council resolutions 713 (1991) of 25 September 1991, 724 (1991) of
- 5) 15 December 1991, 757 (1992) of 30 May 1992, 787 (1992) of 16 November 1992, and 820 (1993) of
- 6) 17 April 1993, in which the Council decided to impose an arms embargo against the territory of the
- 7) former Socialist Federal Republic of Yugoslavia and a comprehensive set of trade and economic
- 8) sanctions against the Federal Republic of Yugoslavia (Serbia and Montenegro),
- 9) Taking note of Security Council resolution 843 (1993) of 18 June 1993, in which the Council entrusted
- 10) the Committee established pursuant to its resolution 724 (1991) concerning Yugoslavia with the task of
- 11) examining requests for assistance under the provisions of Article 50 of the Charter, as well as other
- 12) relevant resolutions,
- 13) Commending the efforts of the Security Council Committee established pursuant to resolution 724 (1991)
- 14) aimed at improving the efficiency of its work,
- 15) Expressing concern at the special economic problems confronting States and in particular the States that
- 16) border the Federal Republic of Yugoslavia (Serbia and Montenegro), the other Danube riparian States,
- 17) and other States in the region adversely affected by the severance of their economic relations with the
- 18) Federal Republic of Yugoslavia (Serbia and Montenegro) and the disruption of traditional transport and
- 19) communications links in that part of Europe,
- 20) Noting the information provided by States regarding the measures taken to give full effect to the
- 21) sanctions as laid down in the relevant Security Council resolutions, as well as the information concerning
- 22) the special economic problems they have been confronted with as a result of the implementation of those
- 23) measures,
- 24) Recalling the recommendations adopted by the Security Council Committee established pursuant to
- 25) resolution 724 (1991) with regard to the States confronted with special economic problems arising from
- 26) the application of sanctions against the Federal Republic of Yugoslavia (Serbia and Montenegro)
- 27) pursuant to Security Council resolutions 757 (1992), 787 (1992), and 820 (1993),
- 28) Recognizing that the continued full implementation of Security Council resolutions 713 (1991), 724
- 29) (1991), 757 (1992), 760 (1992) of 18 June 1992, 787 (1992), and 820 (1993) by all States will support
- 30) measures to ensure compliance with these and other relevant resolutions,
- 31) Taking note of the report of the Secretary-General prepared pursuant to the note by the President of the
- 32) Security Council regarding the question of special economic problems of States as a result of sanctions
- 33) imposed under Chapter VII of the Charter,

A/RES/48/210 86th plenary meeting 21 December 1993

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FORUM: The General Assembly

QUESTION OF: Economic assistance to States affected by the implementation of the Security Council

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III. LOBBYING

The conference process begins in the lobby with informed dialogue between delegates from different nations, with ad hoc committee, and with organizational meetings. This period, called lobbying, is when resolutions are amended, merged with others, or perhaps even discarded if the delegate has accepted another resolution that more adequately represents his nation's interests.

Not all of the resolutions will survive the lobbying process or be accepted for debate. However, delegates should not be discouraged if their resolution does not reach the committee floor. Their preparation has not been wasted, for delegates can still attempt to add a few of their most important clauses to a more popular resolution. All delegates should remember that their main objective is to represent their country actively and constructively in the debates and to participate fully in the discussions on the agenda issues, whether or not their own particular resolution is debated.

There are dangers, however, in the merging process. Delegates who seek to create the largest lobby bloc of voting strength by merging as many resolutions as possible sometimes end up with an illogical, unrealistic, or inherently contradictory resolution. It is essential that delegates should be aware of this risk and seek to create resolutions that are representative of the policies of specific interest groups and that make realistic recommendations for action to be taken in dealing with the issues.

Merging Resolutions

1. Review your country's general policy on the issue and consider which country or group of countries might most likely support your draft resolution.
2. Establish contact with the delegates from these countries. Prior to the conference, consult the BERMUN homepage. During the conference, consult the Delegation List.
3. Exchange resolutions and read carefully.
4. Take time to discuss your resolution with your fellow delegate. Explain the meaning and purpose of certain clauses. Comment on the clauses that you either like or dislike. How can the resolution be strengthened and thereby improved? Make constructive suggestions.
5. If you see that certain clauses are similar, think about how you could merge (join into one) both resolutions. Always be open to merging resolutions. Merging can strengthen the resolution and, ultimately, the quality of debate.
6. If you decide to merge, start clarifying the vague clauses.
7. You can research in the JFKS library in order to gain additional information for your resolution.
8. Always be careful that the resolution you and your fellow delegate are writing is in line with the foreign policies of both countries!
9. Remember: The contacts you make when lobbying are especially useful during debate. Through these contacts, you can yield the floor to those whom you know favor the resolution.

Co-submitting Resolutions

1. Review your country's general policy on the issues and consider which country or group of countries might most likely support your draft resolution.
2. Establish contact with the delegates from these countries by consulting the Delegation List.
3. Exchange resolutions and read carefully.
4. Take time to discuss your resolution with your fellow delegate. Explain the meaning and purpose of certain clauses.
5. Try to convince the other delegate why he or she must be in favor of your resolution. Ask the delegate to co-submit your resolution.
6. If you want to co-submit another delegate's resolution, be sure that you agree with all the clauses and that it is entirely in line with your country's foreign policy.
7. If you discover that one or two points are unacceptable, make suggestions. If the other delegate is uncompromising, **do not co-submit** his or her resolution.
8. Remember: The contacts you make during lobbying are especially useful during debate. Through these contacts, you can yield the floor to those whom you know favor the resolution.

IV. THE OPENING SPEECH

During the opening session of the General Assembly, each delegation has an opportunity to have the floor. At this time, a member of each delegation addresses the Assembly. This should be treated as a serious occasion, and although the delegation's opening speech may be either general or specific in nature, it must be representative of that nation's primary concerns about the state of the world. For example, one delegation might address what it considers to be the single most important issue in the current atmosphere of relations within the world community. This might be in the field of war and peace, human rights, ecology, development, or disarmament. Another delegation might emphasize the interrelatedness of the areas of concern, such as the effects of "development" on the "environment". Yet another delegation might prefer to concentrate on a single item of contention, affecting many of the UN members, such as the Palestinian Question.

Speakers should not attempt to state their country's position on as many agenda issues as possible in the allotted speaking time. Under no circumstances may the speaker abuse this privilege by insulting other members of the United Nations or by presenting their own country in an unworthy fashion.

A. DELIVERING THE SPEECH

Every speech should, of course, be preceded by a formal greeting e.g. "Madame President, Honored Delegates..." and should finish with a phrase such as "Thank you Madame President!" Delegates should avoid making such introductions and conclusions too long, however, since they only have one minute to speak and the assembly will soon become bored with long, flowery introductions.

It should be obvious from the speeches below that the speech should be both content-based as well as dramatic in tone. The participants at the conference will respond to a speech that is both informative and emphatic. The primary purpose of the opening speech is to allow a delegation to communicate what it perceives to be an important message for the world community.

SAMPLE OPENING SPEECH #1

Issue: the peace process in the Middle East and Israel

Delegation: Denmark

Honorable Chair,
Fellow Delegates,

The State of Israel and the Middle East region have a long history of hostility. In religious differences or territorial disputes, most conflicts have escalated to an armed conflict. As in any crisis, the population suffers tremendously under the burden of war. Human rights violations and other atrocities have accompanied the seemingly eternal feud in the region.

We, the United Nations, have an obligation to aid the needy. The Charter of the United Nations expresses explicitly the responsibility of this assembly to endeavor to spread all over the world. And, in this conflict especially, the civil population has suffered for the past 3000 years. Thus, we should strive today to bring a decisive conclusion to the conflict in the region and ensure human rights for all.

Thank you.

B. RIGHTS OF REPLY

Following the delivery of a number of opening speeches, rights of reply are entertained by the President. Again, the right to speak should be treated seriously and should not be abused. A right of reply should not be confused with a point of information. Rights of reply are statements pertaining to an item or items presented in opening speeches, not questions addressed to the speaker. Like the opening speeches themselves, they should be content-based and may be dramatic in tone, but should not be purely rhetorical.

SAMPLE RIGHT OF REPLY

We have just heard from the delegate of China that our continued "reprimands" concerning its human rights record are based on "outrageous lies" and that the United Nations should stay out of "internal Chinese affairs." But how can the world community ignore the gruesome statistics? Between January and March of 1990, more than 2900 human rights violations concerning the use of torture have been recorded. During the summer of 1990, more than 750 Chinese citizens were executed. As long as such human rights violations continue, China must be prepared to receive many more "reprimands."

SAMPLE OPENING SPEECH #2

Issue: the peace process in the Middle East and Israel
Delegation: PLO (O.O.)

Madame President,
Honored Delegates,

When Moses lead the Israelites from Egyptian captivity to the region today called Palestine, he was not the first to claim the land. Other peoples inhabited the region and lived peacefully, pursuing happiness and harmony. But the intruding Israelites deprived the people of their innocent existence and seized the land from the inhabitants. Thus, the Israeli claim to the region is historically not valid.

Nevertheless, the PLO recognizes the atrocities of the Second World War and the reasons for establishing an Israeli State in Palestine. But the PLO opposes vehemently that the Israelis deny the peaceful Palestinians to live in the region they inhabited before Moses brought his chosen people. The PLO, interested in solving the ongoing conflict by peaceful means, realizes that hard-line stances upon any questions cannot lead to success. Therefore, the PLO consents to mutual compromises if they prove to bring a sustainable peace to the region.

Thank you.

V. THE DEBATE

Success in formal debate depends on the use of a different strategy and different tactics from the negotiating techniques used in the lobby. The delegate needs to act in a manner which will lead to the successful attainment of the goals of his particular forum or interest group by demonstrating skillful use of the rules of procedure.

Delegates need to know how and when to obtain the floor, when and how to ask questions (points of information) and how, when and to whom to yield the floor. In general, speaking in formal debate falls into two main areas: the delegate either has the floor to speak on the main motion or on a proposed amendment, or he is rising to a point of information and asking a question of the speaker who has the floor. A point of information may be supportive to the speaker, or may question the validity of the speaker's points. Knowledge of formal debate techniques and order will allow the delegate to move for recognition to speak.

A. ORDER OF DEBATE

- 1) The Chair calls the house to order.
- 2) The chair calls upon the submitter of the resolution to read the resolution aloud to the house. The submitter is the author, or one of the co-authors of the resolution and its main proponent. When he has finished reading the resolution, the Chair asks if anyone seconds the motion. Any member of the house may simply call out "Second". (This will be the case, since an unseconded motion can not be debated.)
- 3) The Chair fixes the debate time e.g. 20 minutes of open debate. This is the norm for a debate in a BERMUN commission/committee.
- 4) The Chair gives the floor to the submitter, who delivers a speech on the motion, after which he may yield to points of information i.e. answer questions from members of the house who have been recognized by the Chair. Points of information must be in the form of a question. The time taken for the question is not included in debate time but the time taken for answer is included. The speaker may retain the floor for the whole of the debate time, or he may yield the floor during the debate time to another member of the house to speak in favor of the motion, or he can simply yield the floor when he has finished without nominating the following speaker. Once a speaker has yielded the floor, no more points of information may be addressed to him.
- 5) If a speaker yields the floor without nominating another member of the house, the Chair will recognize any member of the house who wishes to speak in favor of the motion. This procedure is followed until debate time for the motion has been exhausted.
- 6) When the debate time for the motion has been exhausted, the Chair calls upon the speaker to yield the floor. He then declares the floor open to members of the house who wish to speak against the motion.
- 7) The Chair recognizes a member of the house to speak against the motion. The same procedure is followed for the opponents as for the proponents.
- 8) When the debate time has been exhausted, the Chair may, according to circumstances, propose an extension of time or close the debate and put the motion to a vote. Once the Chair has closed the debate, all points, except points of order relating the conduct of the voting, are out of order. Voting is normally by means of a show of hands.
- 9) The Chair conducts the vote by counting the number of votes in favor, the number against, and the number of abstentions. Normally, a simple majority of those voting either for or against is required for the passing or failing of a resolution, abstentions being simply disregarded. (Other voting requirements should have been agreed on by the whole house before the debate commences.) The Chair announces the result of the vote.
- 10) Amendments: Any speaker who has the floor may propose an amendment to the resolution. A resolution may be amended by adding, striking, inserting or striking and inserting any word, phrase or clause in the operative clauses. However, if this takes place in debate time for the resolution, the general purpose and intent of the amendment must be within the general purpose and intent of the original resolution and should seek merely to improve or clarify something in the resolution. Amendments proposed in debate time against the resolution may seek to alter the resolution in a more radical way and, if carried, may have the effect of

turning the original proponents into opponents and vice versa. A copy of the proposed amendment has to be submitted in writing to the Chair before it is proposed. The Chair will decide on the propriety of the amendment, once the speaker has formally proposed it, and ask for a "second". The amendment is then debated as a subsidiary motion, in the same way as the main motion (the resolution) i.e. the Chair fixes a debate time for and against the amendment, recognizes speakers, closes debate on the amendment, conducts a vote on the amendment, which, if it carries, becomes part of the resolution. Once an amendment has been proposed, debate on the main motion is suspended until the amendment has been debated and voted upon, after which debate on the main motion continues from the point at which it was suspended except that the floor will be declared open, i.e. the speaker who proposed the amendment no longer has the floor. (Under Robert's Rules, it is possible to amend the amendment, but, under normal classroom conditions, this seems unnecessarily dilatory and could be omitted.)

SAMPLE AMENDMENT SHEET #1

COMMISSION:	Ecology and Environment
QUESTION OF:	Water supply and its importance for world peace, the conservation of the environment as well as its role in the implementation of Agenda 21
RESOLUTION CODE:	EC/A/2
AMENDMENT SUBMITTED BY:	Israel
PROPOSED AMENDMENT:	
<i>(State clearly a) the line(s) and b) the clause(s) to be amended and the nature of the amendment.)</i>	
To add a new Operative Clause 8 stating:	
"Affirms the sovereignty of every state in all matters of internal policy, including the management of natural resources;"	

SAMPLE AMENDMENT SHEET #2

COMMISSION:	1 st Political Committee
QUESTION OF:	The situation in the former Republic of Yugoslavia and its effects on peace and stability in the region
RESOLUTION CODE:	PC/A/1
AMENDMENT SUBMITTED BY:	Germany
PROPOSED AMENDMENT:	
<i>(State clearly a) the line(s) and b) the clause(s) to be amended and the nature of the amendment.)</i>	

To add in Operative Clause 4 the word

"equal" in line 35

so that the clause would read:

"Calls upon all Nations to articipate in the equal distribution of refugees from the Balkan region;"

B. MODES OF ADDRESS

All speeches should begin: "Mr. (or Madam) Chairman, ladies and gentlemen of the house..."

All references to other speakers should be in the third person, e.g. points of information should begin with a phrase such as: "Is the speaker aware that..." and never: "Do you think..." and within a speech, a speaker should not say: "Klaus, you said..." but: "As my (dear, learned, honorable) friend, Klaus, has told the house..."

Examples of phrases to be used by:

1. Members of the house:

- Mr. / Madam Chairman...
- I request the floor.
- I wish to have the floor.
- I rise to a point of information / point of order.
- I wish to speak in favor of / against this motion / resolution / amendment because...
- Is the Chair / the speaker (not) aware that...
- Does the speaker (not) agree with me that...
- The speaker stated in his speech... Does he (not) realise that...
- I yield the floor (to points of information).
- I move to amend the resolution by striking / inserting / adding the words...
- I urge the house to give me their support by voting for / against this motion / resolution / amendment.

2. The Chairman:

- The house will come to order / Will the house please come to order.
- The chair calls upon X (the submitter) to read the resolution to the house.
- You have all heard the resolution. Is there a second?
- The Chair fixes a debate time of 10 minutes for and 10 minutes against the motion.
- Mr. X has the floor.
- All points are out of order until the speaker has concluded his speech.
- The Chair recognises Y. To what point do you rise?
- Please rise and state your point (of information / order).
- Will you please state your point in the form of a question?
- The speaker appears not to have heard / understood your question.
- Will you please repeat / rephrase your question?
- Are there any further points on the floor?
- Are there any further points of information to this speaker?
- There's a point of order on the floor. Please state your point.
- Your point is (not) well taken.
- Will the speaker please make his concluding remarks?
- Debate time for / against the resolution / the amendment has been exhausted / has expired. Will the speaker please yield the floor.
- Debate time has expired.
- The Chair proposes an extension of debate time by 5 minutes for and 5 minutes against the motion.
- The debate is now closed. We will move into voting procedures.
- All points are out of order.
- Does your point of order pertain to the conduct of voting?
- The motion will now be put to the vote.
- Will all those in favor of the resolution / the amendment please raise their hands?
- Will all those opposed to / against the resolution please raise their hands?
- Are there any abstentions?
- Will all those abstaining please raise their hands?
- The motion / resolution / amendment has been carried / passed by:...
- The motion / resolution / amendment has failed / been defeated by: x votes to y with z abstentions.

C. DEFINITIONS OF DEBATING TERMS

The Chair (Chairman, Chairperson): The chairman's role is very important. It is his job to conduct the debate and to maintain order, while remaining totally impartial. Initially, the teacher might like to perform this function himself but, once debating has become established practice, this job should be carried out by a student.

The house: All the members of the class except the chairman.

The submitter: The person who is proposing the motion in the form of a draft resolution for debate.

The motion: The proposal for debate which will eventually be voted upon.

D. GENERAL RULES DURING DEBATE

- 1) The decisions of the Chair are final.
- 2) Only the Chair, a member of the house recognised by the Chair for a point, or the speaker holding the floor has any right to speak.
- 3) All speakers, including those rising to points, must stand when speaking and address the Chair first.
- 4) The Chair may, if circumstances warrant it, extend or reduce debate times or speaking times and limit the number of points of information.
- 5) Except by a decision of the Chair, there will be no suspension of the rules or changes in the order of debate.
- 6) Interruption of speeches and rising to points:
 - a) A speech may not be interrupted by any point except a point of personal privilege referring to audibility.
 - b) All other points e.g. order, parliamentary enquiry, information to the Chair or speaker, will be dealt with only when the speaker yields the floor either to points of information, or to another delegate, or back to the Chair.
 - c) A Point of Personal Privilege must refer to the comfort and well-being of the delegate. It may not refer to the content of any speech and may only interrupt a speaker if the speech is inaudible.
 - d) A Point of Order may relate to procedural matters only.
 - e) A Point of Information may be directed to the Chair OR to the speaker who has the floor if he has indicated that he is willing to yield to points of information. A point of information must be formulated as a question e.g. "Is the speaker aware that..." or "Does the speaker (not) realise that..." etc. A short introductory statement or reference may precede the question e.g. "The speaker stated in his speech that... Is he not aware...?" A series of questions from the same questioner will not be in order.
 - f) A Point of Parliamentary Enquiry is a point of information directed to the Chair concerning the rules of procedure.
 - g) A Call for the Orders of the Day is a call for the return to the main agenda of the committee, council or assembly. It may not interrupt a speech and must not refer to the content of a speech.
- 7) Withdrawing a Motion: A motion may be withdrawn:
 - a) by a decision of the submitting countries before debate has started
 - b) by unanimous consent or the passing (majority vote) of a motion to permit withdrawal. This is in order at any time before the motion is put to the vote.
- 8) Amendments can only be submitted by a speaker who has the floor. They may be moved either in debate time for the resolution or in debate time against the resolution. However, an amendment moved in debate time 'for' must be an attempt to improve the resolution and must not seek to change its general intent. It is

nevertheless debatable.

9) **The Previous Question:** Moving the Previous Question calls for the closure of debate and for a vote to be taken on the motion pending. It may be moved by the Chair or a speaker who has the floor.

10) **Voting:**

- a) **Amendments** - When an amendment is moved to a proposal, the amendment shall be voted on first. Should a second amendment be moved to a proposal, this will be voted on before the vote is taken on the first amendment. Where, however, the adoption of one amendment necessarily implies the rejection of the other, the first amendment shall not be put to the vote.
- b) **Conduct during voting** - After the Chair has announced the start of voting procedures, no interruptions will be allowed except for points of order connected with the actual conduct of the voting.
- c) **Explanation of vote** - After the completion of voting, one speaker of each side will be allowed ONE minute to explain his vote.

E. SUMMARY OF MOST IMPORTANT TERMS:

- 1̂ **POINT OF ORDER:** A point made to the Chair relating to procedural matters only. The Chair rules. The point may not interrupt a speaker unless he has yielded the floor (see Rule IV, point 15).
- 2̂ **POINT OF INFORMATION:** This may be made to the Chair (as a point of parliamentary enquiry) OR to the speaker. It must be made in the form of a question
- 3̂ **POINT OF PERSONAL PRIVILEGE:** Relates to the comfort of dignity of a member. It may not interrupt any speaker unless referring to the inaudibility of the speaker. It may not be used for debate.
- 4̂ **PREVIOUS QUESTION:** If passed this closes debate. It may be moved by a speaker who has the floor or by the Chair.
- 5̂ **OBJECTION TO THE CONSIDERATION:** This must be moved before debate has started and can only be used against a main motion and then only in Committee not in the General Assembly.

VI. FLOW OF THE CONFERENCE

RESEARCH

POLICY STATEMENT

DRAFT RESOLUTION

PREPARATION

MERGING

CO-SUBMITTING/
FINDING CO-SUBMITTERS

LOBBYING

PREPARING OF
FINAL RESOLUTION

FORMAL DEBATE

DEBATE

For Further Reference

As stated earlier, students are urged to read regularly a quality, daily or weekly newspaper or news magazine e.g. The International Herald Tribune or The Economist. Of course, there are a great many other national and international periodicals, both general and specialized, which will provide useful information on current events and specific issues.

In addition refer to

- the UN homepage www.un.org
- Stein-Williams THIMUN Guide

PERIODICALS

Keesings Contemporary Archives – Monthly updates.

Subscription Department, Longman Group Ltd., Fourth Avenue, Harlow, Essex CM 195 AA, England.

Provides objective reporting on world events, including a very useful index for cross-referencing events with nations, organizations and issues.

Current History

Publication Office, 4225 Main Street, Philadelphia, PA 19127.

Each issue reports on specific regions of the world with in-depth articles by academics and journalists providing insight not only into particular events and policies but also into the perspectives of the countries' leaders.

Amnesty International Publications

Easton Street, London WC1Y 8JD, England.

Newsletters, Annual Reports and briefing papers cover the human rights records of all countries as well as particular cases.

Foreign Affairs – Quarterly.

In-depth articles by experts, covering a wide range of issues and supplying both background information and updating on issues as well as analysis.

Foreign Policy Association Great Decisions Annual

Highlights specific issues usually found on the THIMUN Agenda. Succinct articles, providing both background and analysis. The 1990 edition included: *Third World Arms Traffic; United Nations; Palestinians; Global Warming; Vietnam and Cambodia; USSR and Eastern Europe.*

Foreign Policy Association Headline Series

Foreign Policy Association, 729, Seventh Avenue, New York, NY 10019.

Booklets of no more than 60 pages on a wide variety of topics related to THIMUN issues. The booklets include synopses of the topics and help to shorten the time normally required for synthesizing information. Recent titles include: *Reforming the International Monetary System; East-West Relations in Europe; Japan: the Dilemmas of Success; Antarctica: The Continuing Experiment; The Shah, the U.S. and the Ayatollah.*

State Department Notes

Encyclopaedic synopsis of essential information about all countries of the world containing specific information on trading partners, creditors, donors, membership of international organizations and foreign policy.

World Bank Publications

H Street, N.W., Washington D.C. 20433.

Texts related to economic development with updates on development data.

A Global Agenda: Issues before the General Assembly (UNA/USA)

Part of the MUN Survival Kit sent to all THIMUN delegations, containing valuable background information on most THIMUN issues, including updates on multilateral and UN actions and references to pertinent documents and UN resolutions.

A Guide to Delegate Preparation (UNA/USA)

Also forms part of the MUN Survival Kit sent to all THIMUN delegations, giving summaries of the main issues and providing instructional advice on MUN participation together with sample resolutions and voting records.

We the Peoples; A Citizens's Guide to the United Nations (UNA/USA)

A new handy reference to the United Nations, now forming part of the MUN Survival Kit.

GENERAL WORKS OF REFERENCE

Bodin. Understanding the United Nations

Curriculum Development Project, United Nations Association of Minnesota

A teaching module on the United Nations, particularly useful for schools where MUN is part of the curriculum.

Brown. New Forces, Old Forces and the Future of World Politics

Scott, Foresman and Company, Boston, 1988

Outstanding analysis of the various elements making up the world community. Part Three: *The Emergence of New Patterns of World Politics* especially recommended for insight into opportunities for the Post-Cold-War World of Order.

Craig, G. & George, A. Force and Statescraft: Diplomatic Problems of Our Times

Oxford University Press, New York, 1983.

Useful for MUN in terms of conflict resolution, definition of terms and analyses of cases involving the use of conflict-solving techniques, especially Part II: *Maintaining the System: Problems of Force and Diplomacy*.

Ferencz. A Common Sense Guide to World Peace

Oceana Publications, New York, 1985.

Summarizes the history of international law and attempts to create an international organization for peacemaking. Provides both an historical and a futuristic view on practical means to achieve world peace. The author was chief prosecutor for the USA at the Nuremberg trials and is an accredited non-governmental observer at the UN.

Fisher, Roger. International Conflict for Beginners

Harper and Row, New York, 1969.

A must for teachers and students who approach international problems through conflict-solving. An invaluable guide to the art of negotiation and compromise.

Florini, A. and Tannenwald, N. On the Front Lines

UNA/USA Publications, New York, 1984.

An historical summary of UN peacekeeping operations relating to the Security Council, General Assembly and the Secretary General. An essential text for Security Council delegates.

Kirkemo. International Law

Littlefield, Adams and Company, New Jersey, 1975.

Useful for its texts on Rules of War and its analysis of such rules in relation to occupied territories and the treatment of prisoners of war.

Luard, Evan. The United Nations: How It Works and What it Does
MacMillan Press, Basingstoke, 1979.

A lucid description of the development, purpose and functions of the UN.

Osmanczyk, Edmund Jan, Encyclopaedia of the United Nations and International Agreements
Taylor and Francis, Philadelphia

An excellent, quick reference to all UN related issues, treaties and international agreements.

German readers are referred to Klaus Hüfner's two volume brochure *Die Vereinten Nationen und ihre Sonderorganisationen. Strukturen, Aufgaben, Dokumente. Eine Orientierungshilfe für Wissenschaftler, Lehrer und Studenten* (Bonn: UNO-Verlag, Vertriebs- und Verlags-GmbH, 1991/1992). The first chapter presents a short historical overview of the UN system from its inception in 1941 to its increased status in 1990. Succeeding chapters present insightful summaries, including useful charts and statistics, concerning the structure and work of the six principal organs and related agencies of the UN. An informative listing of the primary and secondary literature concerning the various organs and their work follows at the end of every chapter.

The monthly journal *Vereinte Nationen* published by the *Deutsche Gesellschaft für die Vereinten Nationen* (DGVN) includes articles treating the major issues under discussion at the UN. It also publishes German translations of the most important Security Council resolutions as well as the major decisions reached by the General Assembly and other UN agencies. The DGVN also publishes its own series relating specifically to the United Nations. For further information write directly to:

Deutsche Gesellschaft für die Vereinten Nationen e.V.
Poppelsdorfer Allee 55
5300 Bonn 1