PASMUN 2023 Handbook

Table Of Contents

Why Model UN?

- The Model UN Program is a great way for students to learn about international relations, conflict resolution and negotiation, concise public speaking, teamwork, and investigation.
- It helps students begin to understand the complexity and difficulty in seeing some of the world's most urgent problems from many points of view.
- It's an opportunity for students from public and private schools to interact and get to know each other. This allows students with different viewpoints and life experiences to exchange different perspectives.
- It is a universally accepted forum to discuss issues.
- This is an introduction to leadership and citizenship for the future political, business, and community leaders.
- It unifies us as human beings by highlighting the positive aspects of humanity.
- In addition, students may deal with people outside of the actual conferences, such as media corps or NGOs.
- Students will participate in an enriching cultural exchange with students from different backgrounds and with different life experiences and perspectives.

Preliminary Research

Your *preliminary investigation* is the stage in which you sort through a large variety of material in order to determine which sources are most useful to you. You will skim through a lot of material and start to decide which sources merit a closer reading.   You may *not* use only Internet sources. You must have print sources also.

Six-Step Strategy for Model UN Research

(Adapted from *Stanford University Libraries & Academic Information Resources)*

1. Familiarize yourself with the country that you are representing

A number of standard sources found in document collections are available for providing the current information you need. A possible source include the CIA Factbook www.cia.gov/library/publications/the-world-factbook/. This website has a great source of background information on the social, cultural, historical, political and economic context of individual countries.

It's also helpful the look at regional blocs, trade allies, defense treaty alliances, major industries, and countries that your assigned country has had conflicts with. These can be found in speeches made by representatives. What are the domestic pressures for foreign policy? Are there any internal conflicts? How does their type of government influence their foreign policy?

2. Gather Background Information on the United Nations Organization

Successful participation at a Model UN session requires a baseline understanding of the United Nations organization itself, including its structure and rules of procedures. Some very good sources for obtaining this information include the latest editions of two regularly-updated UN Department of Public Information publications: *Everyone's United Nations: A Handbook on the Work of the United Nations* and *Basic Facts about the United Nations.*

3. Gather Background Information on the Assigned Issues

At the same time that you immerse yourself in the foreign policy stance of your assigned country, you need to acquaint yourself with the international issue areas, and the status of discussions at the UN on the topic. For very current information, newspapers such as the *New York Times*, *The Times* (London), *Le Monde* and *Le Monde Diplomatique* include significant coverage of United Nations activities as do magazines such as the *United Nations Chronicle* and the *Economist*. And up to date information about activities of the UN organizations is available at http://www.un.org/apps/pressreleases.

4. Review Speeches at the UN by the Country's Representatives

Speeches and statements in discussions in meetings of the principal organs of the United Nations (General Assembly, Economic and Social Council, Security Council, Trusteeship Council) - and their subsidiary standing and ad hoc committees - are key sources for establishing the international policy position of UN member nations.

5. Review Policy Statements from the Country's Political Leadership

There are other useful sources for locating official statements of policy from foreign countries. Perhaps most important are letters written by heads of state and foreign ministers to the Secretary-General on issues of mutual interest.

A popular source for finding statements of official national policy is the Foreign Broadcast Information Service Daily Reports series which includes English-language translations of foreign news broadcasts, press releases, newspaper articles, including official government statements.

6. Study the Texts of Resolutions Sponsored by the Country

Resolutions and draft resolutions serve as examples for writing your own.

The United Nations gopher includes the full text for General Assembly resolutions, Economic and Social Council resolutions, and Security Council resolutions. The most timely official index to General Assembly resolutions is an annual press release from the UN Department of Public Information called *Resolutions and Decisions Adopted by the General Assembly during the First Part of its...Session* (Government Documents Reference unclassified). This press release contains an excellent index to the resolutions passed by the General Assembly during its longer session, including the recorded vote and references to related reports.

How to Find UN Documents in Five Steps

The UN has made it easier than ever to find resolutions, treaties, speeches, decisions, voting records and more on its website. Below is a list of where to locate commonly used documents, followed by specific instructions.

1. The UN Bibliographic Information System (UNBISnet), available at <u>unbisnet.un.org</u>, can be used to find:
   - **Resolutions** passed by the Security Council, ECOSOC, and General Assembly (1946 onward);
   - **Voting records** for all resolutions which were adopted by the General Assembly (1983 onward) and the Security Council; and
   - Speeches made in the General Assembly (1983 onward), the Security Council (1983 onward), the Economic and Social Council (1983 onward), and the Trusteeship Council (1982 onward).
2. The UN News Centre, available at <u>www.un.org/news</u>, can be used to find **press releases** from UN bodies and the Secretary-General.
3. The International Court of Justice's website, available at <u>www.icj-cij.org</u>, can be used to locate **ICJ decisions**.
4. For **research**, **news** and **resources** on specific topics, the UN's website has a section on "Issues on the UN Agenda," available at <u>www.un.org/issues</u>.

How to Find Resolutions Passed on Any Topic
1. Go to UNBISnet at <u>unbisnet.un.org</u>
2. Under the heading "Bibliographic Records," click on "New Keyword Search."
3. You are presented with four optional search fields.

o   Enter a topic or keyword next to "Subject (All)."

o   If you want to refine your search to one specific body, such as the Security Council, select "UN Doc. Symbol / Sales No." in the second drop-down menu, and enter the appropriate resolution code. For instance, all Security Council resolutions begin with S/RES; all General Assembly resolutions begin with A/RES; all ECOSOC resolutions begin with E/Year where year is the year in which the resolution passed. Enter any of these codes in the second search field, or leave it blank to search all committees on the topic.

o   To limit the search results by date, scroll down to the "User Defined Limits" and select "Year of Publication," the appropriate delimiter, and enter the year of the resolution.

4. Click on the "Go" button.

5. All the resolutions passed by the UN on that subject will appear in a list. If available, a link to the actual resolution will be provided in each of the official UN languages.

How to Find Voting Records for a General Assembly or Security Council Resolution

NOTE: GA resolutions passed before 1983 are not available.

1. Go to UNBISnet at unbisnet.un.org

2. Under the heading "Voting Records," click on "New Keyword Search."

3. You are presented with four optional search fields. Enter the appropriate resolution number next to the drop-down reading "UN Resolution Symbol."

4. Click on the "Go" button.

5. The resolution you want will come up. Under the resolution number is a link to the full text of the resolution. Below that is the full voting history, with Y and N standing for yes and no votes.

How to Find Speeches on an Issue Delivered by Your Country's Representatives

NOTE: Speeches are only available if they were made in the General Assembly, Economic and Social Council, Trusteeship Council, or Security Council since 1983; not all speeches made in this time are yet online. Most speeches made in subsidiary bodies of these organs will not be available.

1. Go to UNBISnet at unbisnet.un.org.
2. Under the heading "Index to Speeches," click on "New Keyword Search."
3. You are presented with four optional search fields.
    o Enter the country's name next to the drop-down reading "Country/Organization."
    o If you would like to limit the topic, enter a keyword next to the drop-down reading "Topic."
    o To limit the UN body in which the speech was given, enter the appropriate code next to the drop-down reading "Meeting Record Symbol." Enter A for the General Assembly, S for the Security Council, E for ECOSOC or T for the Trusteeship Council.
4. Click on the "Go" button.
5. All speeches given by your country on this topic will be listed. Click on the link to display the full text of the speech if it is available.

How to Find All Press Releases on a Topic

NOTE: Only press releases issued in 1995 or later are available.

1. Go to the Press Release Series Symbols Index at www.un.org/Depts/dhl/resguide/press1.htm. Scroll down until you see your committee. Record the symbol listed to the right of it.
2. Go to the UN News Centre at www.un.org/news.
3. Under "Press Releases" on the sidebar on the left, click on "Search."

4. The Full Text search page will appear. In the box next to the word "Keywords," type your topic or a one-word description of it, a space and the symbol you found in Step 2.

5. Click on the "Search" button.

How to Find an ICJ Decision on a Specific Topic

1. Go to the ICJ website at www.icj-cij.org.
2. Click on "Decisions" in the header.
   - If you know the year of your case, scroll down until you find it.
   - If you know just the topic of the case, or one of the parties, use the "find" function (Ctrl-F on a PC) and enter the country name or keyword.
3. When you find the case, click on the appropriate link.
4. To see the full text of the decision, click on the "Judgment" link on the left of the page, if it is available. If it is not available, the case has not yet been decided.

Content Summaries

Now that you have collected primary source information, one strategy to use this information effectively is to develop *content summaries*. In a content summary, you should preserve all of the bibliographic data at the top of each summary. Below this information you should have a two column table. In the left column you will put the most important information from your source. Direct quotes should be clearly marked. In the right column you put your response to this information. This can include questions, personal reaction, or reference to other sources with conflicting information. This should serve you well when developing arguments during a conference.

For example:

Shiva, V. (2001). *Biopiratería. El saqueo de la naturaleza.* Barcelona: Ed Icaria.

Text Summary	Personal Comments
Una de las experiencias que ha recibido más publicidad ha sido el acuerdo firmado en 1991 entre Merck Pharmaceuticals e INBio el Instituto Nacional de Biodiversidad de Costa Rica. Merck acordó pagar un millón de dólares por el derecho a conservar y analizar muestra vegetales recogidas en los parques de selva tropical de Costa Rica por los empleados de INBio. Estos derechos incondicionales a prospectar, concedidos a una compañía multinacional con ingresos de 4,000 millones de dólares, a cambio de un millón de dólares pagados a una organización de conservación pequeña, no respetan los derechos de las comunidades locales ni del gobernó de costa Rica. Es más, el acuerdo no se negocia con las gentes que viven dentro de, o cerca de los parques nacionales; no se conto con la opinión de estas gentes para firmar el trato, ni se les garantizo un beneficio. Tampoco al gobernó nacional. En el acuerdo participan una compañía transnacional y una organización de conservación, desarrollada por iniciativa de un conocido biólogo conservacionista de EEUU, Dan Janzen. P 100	Can this be true? I can't believe we haven't heard about this. People should be rioting in the streets. How does the TLC affect this?

Position Paper

Writing a position paper is easy and useful, especially after doing so much research. Position papers are usually one to one-and-a-half pages in length. Your position paper should include a brief introduction followed by a comprehensive breakdown of your country's position on the topics that are being discussed by the committee. A good position paper will not only provide facts but also make proposals for resolutions.

A position paper should be four paragraphs: 1) background and historical information, 2) your country's situation in relation to the topic, 3) the UN's position, actions, resolutions, etc., in relation to the topic and 4) your country's proposal in relation to the topic.

A good position paper will include:

- A brief introduction to your country and its history concerning the topic and committee;
- How the issue affects your country; your country's policies with respect to the issue and your country's justification for these policies; quotes from your country's leaders about the issue; statistics to back up your country's position on the issue; actions taken by your government with regard to the issue; conventions and resolutions that your country has signed or ratified; UN actions that your country supported or opposed;
- What the official stance of the UN is regarding the topic, resolutions that have passed, resolutions that have been proposed but have not passed, official peacekeeping activities, etc.
- What your country believes should be done to address the issue, what your country would like to accomplish in the committee's resolution, and how the positions of other countries affect your country's position.

Note that not all schools follow the exact same template for position papers. For example, do not be surprised if a school asks for three paragraphs, which include: 1) The Issue from the point of view of the country represented, 2) Your country's position, 3) Possible solutions. Ultimately, the purpose of the position paper is to ensure that each delegate has researched the topic fully as

it relates to their country and thought about possible solutions that their country would be agreeable towards.

Sample Position Paper

Topic: Working Conditions in India and China

Country: Germany

The Republic of Germany is a country located in Western Europe. It is a fully democratic government with strong opinions on human rights and laws that protect them. Currently, Germany has around 81 million habitants. Every citizen has access to fresh water and excellent sanitary conditions. This delegation has one of the strongest economies nowadays. The total Gross Domestic Product of 2013 in Germany was of 3.73 trillion dollars.

Globalization, industrialization and capitalism have been major defining factors in countries around the world. Although they bring development and innovation to nations, developing countries have been seriously affected by such factors. Workers in countries such as China and India are exploited with overtime shifts and lack of basic sanitary conditions. The Working Hours Act protects German citizens against human right violations in their workplace. Germany is now concentrating on innovation and

technological developments. Its car industry is the fourth largest of the world and it employs around 1 million people with excellent working conditions.

The International Labor Organization (ILO) is a UN Agency that acts to promote decent work throughout the world. In 2013, the ILO and the governments of China and India agreed on implementing the Decent Work Country Program (DWCP). This will be followed for the next three years in China and the next four years in India. With the DWCP, the ILO will provide technical advisory services, support training workshops, among other resources to India and China.

The Delegation of Germany believes that this global concern or issue should be addressed and solved. This delegation proposes that all the countries who have great economic incomes fund a program in charge of revising the working conditions in both China and India. The program could revise the working hours, wages, sanitary conditions and other basic needs. The Delegation of Germany would also like to address those private companies such as Foxconn, Apple and Ready-Made Garment factories to revise their factories and support all the necessary changes.

Model UN Rules of Procedure

Like real UN bodies, Model UN committees have lengthy agendas and many delegates who want to convey their country's positions. To help maintain order, Model UN conferences adopt rules of procedure to establish when a delegate may speak and what he or she may address. It is essential to familiarize yourself with the rules of each specific conference you plan to attend.

Parliamentary Procedure:
Model UN conferences generally follow a parliamentary procedure derived from Robert's Rules of Order. The Chair will call the delegates to order and the first order of business is a roll call. After the roll call, the Chair will ask the delegates if there are any motions on the floor. A

delegate will make a motion, which must be seconded by another delegate. This makes the motion in order. The Chair will then ask if there are any other motions. If yes, it follows the same procedure as the previous one to get it to order. When there are no other motions on the floor, the delegates will proceed to vote on the motions. A simple majority (half plus one) is all that is required for a motion to pass. Generally, the first motion presented is to set an agenda, followed by calls to start a formal debate, moderated caucus, or unmoderated caucus. Other motions include motions to adjourn, motions for recess, or motions to vote. Several of these motions are explained in more detail below.

Formal Debate:

During formal debate, the staff maintains a speaker's 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.

Caucusing:

Caucusing, or informal debate, is an important part of the Model UN simulation because it provides an opportunity for delegates to collaborate, negotiate and formulate draft resolutions. During a Model UN conference, caucuses can be either moderated or unmoderated.

Moderated Caucus:

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. When a committee holds a moderated caucus, the Chair calls on delegates one at a time and each speaker briefly addresses

the committee. A time limit is established by the committee by a motion and vote. Anyone may speak if they raise their placard and are called on by the Chair. They do not have to go up to the podium each time they speak, but simply stand in their respective places. Many delegates prefer to speak during a moderated caucus rather than being placed on the speaker's list. 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.

Unmoderated Caucus:

During an unmoderated caucus, the committee breaks for a temporary recess from formal proceedings so that delegates can work together in small groups. To hold a caucus, a delegate must make a motion and the committee must pass the motion. In an unmoderated caucus, delegates meet informally with one another and the committee staff to discuss and negotiate draft resolutions, amendments, and other issues.

Points and Motions:

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.

1. Motion to begin a moderated caucus.
2. Point of personal privilege: Can the delegate please speak louder?

Tips for Effective Caucusing

Enter the caucus with a plan in mind: Formulate ideas on what your country would like to see included in a resolution. Decide which clauses you are willing to negotiate on and which you are not.

Find delegates in your regional or ideological bloc: This is the easiest way to seek out allies. However, if you find that the group you are working with is not meeting your needs, do not be afraid to switch groups.

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.

Listen: By listening to what others are saying you will be able to build on other people's ideas and add more to the discussion. Listening also shows respect for each delegate in your group.

Do not interrupt: Allow other delegates to finish their thoughts rather than interrupting others in the middle of a sentence. It sometimes helps to write down your idea so that you can bring it up when the delegate is finished speaking. Jot down ideas or key points that you want to make.

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

Be resourceful: By providing fellow delegates with resolution text, maps or information as they need it, you will show that you are valuable to the group.

Have one-on-one conversations: Speaking with an individual or in a small group is the best way to find out a delegate's position on an issue. Larger groups are better suited to brainstorming.

Stay calm: In caucuses, delegates can sometimes "lose their cool." Staying calm will not only help your group be more effective, but will be noticed by the conference staff. Always keep your

voice at a normal level. If you see that you are becoming upset or raising your voice, excuse yourself from the group for a few minutes.

Use time effectively: Make sure you have enough time to hear everyone's ideas so that you can discuss them during formal debate. Try not to waste time arguing over small details that do not seriously affect the draft resolution.

Show respect: Never give orders or tell other delegates what they should or should not do. Be polite and treat all your fellow delegates with respect.

Provide constructive critique: Rather than negatively criticizing another delegate, focus on providing constructive critique. If you dislike an idea, try to offer an alternative. Critique ideas, not people.

Resolutions

The final results of discussion, writing and negotiation are resolutions—written suggestions for addressing a specific problem or issue. Resolutions, which are drafted by delegates and voted on by the committee, normally require a simple majority to pass (except in the Security Council). Only Security Council resolutions can compel nations to take action. All other UN bodies use resolutions to make recommendations or suggestions for future action.

Draft Resolutions

Draft resolutions are all resolutions that have not yet been voted on. Delegates write draft resolutions alone or with other countries. There are three main parts to a draft resolution: the heading, the preamble and the operative section. The heading shows the committee and topic along with the resolution number. It also lists the draft resolution's sponsors and signatories (see below). Each draft resolution is one long sentence with sections separated by commas and semicolons. The subject of the sentence is the body making the statement (e.g., the General

Assembly, Economic and Social Council, or Security Council). The preamble and operative sections then describe the current situation and actions that the committee will take.

Bringing a Resolution to the Floor for Debate

A draft resolution must always gain the support of a certain number of member states in the committee before the sponsors (the delegates who created the resolution) may submit it to the committee staff. A staff member will read the draft resolution to ensure that it is relevant and in proper format. Only when a staff member formally accepts the document and assigns it a number can it be referred to in formal debate. The delegate must make a motion to introduce the draft resolution.

Pre-ambulatory Clauses

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma. Preambulatory clauses can include:

- References to the *UN Charter*;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and
- General statements on the topic, its significance and its impact.

Some Preambulatory Phrases

Affirming	Deeply disturbed	Guided by	Noting with approval
Alarmed by	Deeply regretting	Having adopted	Observing
Approving	Desiring	Having considered	Reaffirming
Aware of	Emphasizing	Having considered further	Realizing
Bearing in mind	Expecting	Having devoted attention	Recalling
Believing	Expressing its	Having examined	Recognizing
Confident	appreciation	Having heard	Referring
Contemplating	Expressing its	Having received	Seeking
Convinced	satisfaction	Having studied	Taking into account
Declaring	Fulfilling	Keeping in mind	Taking into consideration
Deeply concerned	Fully alarmed	Noting with regret	Taking note
Deeply conscious	Fully aware	Noting with deep concern	Viewing with appreciation
Deeply convinced	Fully believing		Welcoming
	Further deploring		
	Further recalling	Noting with satisfaction	
		Noting further	

Operative Clauses

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period.

Some Operative Phrases

Accepts	Declares accordingly	Further proclaims	Regrets
Affirms	Deplores	Further reminds	Reminds
Approves	Designates	Further recommends	Requests
Authorizes	Draws the attention	Further requests	Solemnly affirms
Calls	Emphasizes	Further resolves	Strongly condemns
Calls upon	Encourages	Has resolved	Supports
Condemns	Endorses	Notes	Takes note of
Confirms	Expresses its appreciation	Proclaims	Transmits
Congratulates	Expresses its hope	Reaffirms	Trusts
Considers	Further invites	Recommends	

Sponsors and Signatories

Sponsors of a draft resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs at the UN, since countries must work together to create widely agreeable language in order for the draft resolution to pass. Sponsors control a draft resolution and only the sponsors can approve immediate changes.

Signatories are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments. A certain percentage of the committee must be either sponsors or signatories to a draft resolution in order for it to be accepted.

Security Council of the United Nations

<div align="center">

SAMPLE RESOLUTION

</div>

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,

<u>Reminding</u> 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 preambulatory clauses]**

<u>Reaffirming</u> 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,

<u>Noting</u> with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

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

1. <u>Encourages</u> 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]

2. <u>Urges</u> member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;

3. <u>Requests</u> that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;

4. <u>Calls</u> 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;

5. <u>Stresses</u> the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;

6. <u>Calls</u> upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and

7. <u>Requests</u> the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. [end resolutions with a period]

Speaking Skills

Public speaking is one of the most important skills you will use as a Model UN delegate. You will need to convey your member state's positions, help build consensus and formulate resolutions. Delegates can make a motion to increase or decrease the time allotted to each speaker. If another delegate seconds the motion, then the committee will vote on changing the speaker's time.

You will have numerous opportunities to speak in your committee during a Model UN simulation. The Chair will maintain a speakers list of delegates who would like to make formal speeches. During caucusing you will have an opportunity to speak informally to delegates in your committee, but it is still important to keep the principles of effective public speaking in mind.

Although speaking is an important part of any Model UN simulation, many delegates fear speaking in front of a large group. The best way to cope with these fears is to be well-prepared. You should research as much as possible about your country and the issue the committee will be debating. You should be comfortable explaining your country's position and have ideas on what you would like to include in the committee's resolution. If you come to the conference prepared, you will be eager to speak in committee and project confidence.

How to Make an Opening Statement
- First, you should thank the presiding official by saying "Thank you Mr. / Madame/ Honorable Chair/ President…"
- Then begin by providing a brief history on the issue as it relates to your country.
- Speak about how the issue is currently affecting your country.
- Provide your country's position on the issue. Include an explanation for your country's stance, such as economic or security concerns or political or religious ideology.
- You may choose to give an explanation of how your country's position relates to the positions of other member states such as the major powers or countries in your regional bloc.
- You should discuss some of the past actions taken by the UN, member states and NGOs to address the issue.
- Present ideas for a resolution, stressing your country's objectives for the resolution.
- Talk about the role that NGOs or regional organizations have to play in addressing the issue.
- Indicate to the committee members whether your country is willing to negotiate.

SAMPLE OPENING STATEMENT

Committee: Political

Country: Zongolia (fictitious)

Honorable chair, fellow delegates:

In this new millennium we hope for a new world, one without bloodshed and injustice. Zongolia believes that this can be the year in which 50 years of bloodshed in Palestine can be ended with the effective mediation and support of the United Nations. Zongolia has learned from the trauma of its own civil war that people can be blinded by the situation they've put themselves into, but can be led toward light and peace through the measured assistance of compassionate nations. We believe that Israel and Palestine, their governments and their people, truly want peace; they want their children to grow up in a spirit of peace, community and prosperity. We, the UN, committed to those ideals, must lead them, and if necessary, prod them. Zongolia will support any effort by this body to offer a balanced solution to the Palestinian question, as long it recognizes the needs of both the Palestinian and the Israeli people.

How to make speech during debate
- Again, you should thank the presiding official by saying "Thank you Mr. / Madame/ Honorable Chair/ President…"
- Encourage collaboration among member states by proposing ways that your country would be willing to work with other member states.
- By referencing what other delegates have said, you can show support for your allies or indicate which proposals your country does not favor.
- Present ideas for draft resolutions.

- Explain why your country does or does not support other draft resolutions.

Dressing for Success

Dressing professionally and appropriately is an important aspect of Model United Nations preparations. Just like being polite and having proper manners, dressing appropriately is an important way to show respect for the nation you are representing, for your fellow delegates and for the United Nations.

What is Business Attire?

Western business attire, or international standard business attire, serves as customary dress for workplaces. It means wearing a suit, which is made up of trousers, a matching jacket, a button-down dress shirt, and a tie. Conservative dress shoes and socks are also important. Skirts and dresses may also be worn as long as they fall to a decent length. The main thing to remember is to always insure that your appearance is tidy and put-together, and that you are well-covered. **No jeans, T-shirts, tennis shoes, bandanas, wild fashions or casual attire!**

Glossary

Abstain - During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a state 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.

Background guide or study guide - A guide to a topic being discussed in a Model UN committee usually written by conference organizers and distributed to delegates before the conference. The starting point for any research before a Model UN conference.

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 geographic region or with a similar opinion on a particular topic. An example could be OPEC.

Caucus - A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.

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 or a Director.

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.

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 in a Model UN committee for a weekend.

Delegation - The entire group of people representing a member state in all committees at a particular Model UN conference. It can also refer to a group of people representing a particular school.

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 a resolution.

Faculty Advisor - The faculty member in charge of a Model UN team.

Flow of debate - The order in which events proceed during a Model UN conference.

Gavel - The tool, shaped like a small wooden hammer that the Chair uses to keep order within a Model UN committee.

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 191 member states. The only internationally recognized state that is not a member state is the Holy See.

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 bloc.

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 Chair. Other duties could include passing a microphone around the room or refilling water cups for other delegates.

Parliamentary Procedure – The body of rules, ethics, and customs that govern the debate at the Model UN conferences. These rules stem from Robert's Rules of Order to ensure an effective debate.

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.

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.).

Procedural - Having to do with the way a committee is run, as opposed to the topic being discussed (motions to extend debate, adjourn, etc). 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.

Resolution - A document that has been passed by an organ of the UN that aims to address a particular problem or issue. The UN equivalent of a law.

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. It may require a written note to the Chair to be invoked.

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

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 of the 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 Chair.

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.

Unmoderated 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.

Veto - 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 bloc - The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the room during voting bloc. Everyone not directly involved in the vote must leave the room.

APA Style Guide

APA Citation Style				
Follow these color codes:				
Author(s)	Title of Book	Title of Article	Title of Periodical	Volume
Place of Publication	Publisher	Date	Other Information	Pages

Book

Okuda, M., & Okuda, D. (1993). *Star Trek Chronology: The History of the Future*. New
     York: Pocket.

Journal Article

Wilcox, R. V. (1991). Shifting Roles and Synthetic Women in Star Trek: The Next
     Generation. *Studies in Popular Culture, 13(2),* 53-65.

Newspaper or Magazine Article

Di Rado, A. (1995, March 15). Trekking through College: Classes Explore Modern
     Society Using the World of Star Trek. *Los Angeles Times,* pp. A3.

Book Article or Chapter

James, N. E. (1988). Two Sides of Paradise: The Eden Myth According to Kirk and Spock. In D. Palumbo (Ed.), *Spectrum of the Fantastic* (pp. 219-223). Westport: Greenwood.

Encyclopedia Article

Sturgeon, T. (1995). Science Fiction. In *The Encyclopedia Americana.* (Vol. 2, pp. 303-308). New York: Encyclopedia Americana.

Website

Lynch, T. (1997, October 8). *DSN Trials and Tribble-ations Review*. Retrieved from http://www.bradley.edu/campusorg/psiphi/DS9/ep/503r.html

Newspaper or Magazine Article on the Internet

Andreadis, A. (1999, February 7). The Enterprise Finds Twin Earths Everywhere It Goes, But Future Colonizers of Distant Planets Won't Be So Lucky. *Astronomy.* Retrieved from http://web.lexis-nexis.com/universe

Notes

- Arrange the items on your reference list **alphabetically** by author, interfiling books, articles, etc.
- Use a hanging indention.
- If no author is given, start with the title.

In-Text Citations of Sources - APA

- When citing a work within the text of a paper, try to mention the material being cited in a "signal phrase" that includes the author's name and year of publication. After that
- phrase, insert in parentheses, the page number in the work referred to from which the information is drawn.
- For example: In his final study, Smith (1999) said that the response "far exceeded our expectations" (p. 253).
    - o   The reader can then look up Smith in the works cited list for complete information about the publication for which page 253 is being cited.
- In cases where the author is not mentioned in a "signal phrase" the author's name, year of publication, and the page number, must appear in parentheses.
- Example: When he left that job he felt it was time to move back to the sea (Smith, 1999, p. 309).