



SIEGMUN
2010 MODEL UNITED NATIONS



INTERNATIONAL CONFERENCE
29 SEPTEMBER - 2 OCTOBER
SIEGEN // GERMANY // MUN-SIEGEN.DE

Rules of Procedure

Behaviour

Treating other delegates and the chairs with the highest level of courtesy and respect should be given. Diversity is a great value in the United Nations. Discrimination based on gender, colour, nationality, age, religion or disabilities is prohibited in the activities of the Model United Nations conference. Please notify the Chair if you believe any of these are being violated.

The delegates must be professional in their speech, actions and appearance during the conference and display respect for the opinions and ideas of fellow delegates. Delegates must respect the property of the Universität Siegen.

Language

As you already know, the working language at Model United Nation conferences is English. On rare occasions the chairs can provide to switch the working language to German. Here you can find a helpful Model UN vocabulary list:

<http://www.unausa.org/Document.Doc?id=17>

How to start a session

Before a session starts a nation may *move for a minute of silent prayer*, that is then executed. Each session will be opened by the chair of the committee. First there will be a *roll call* in alphabetical order. Each nation is required to state whether it is 'present' or 'present and voting'. Nations that are 'present and voting' may either vote 'yes' or 'no' on substantial questions, those nations that are 'present' may also abstain.

Substantial questions concern the votes on resolutions. In a procedural vote you may only either vote with 'yes' or 'no'. Procedural questions are all points or motions on the floor.

The chair also declares the *speakers list* to be opened. This is the opportunity to raise your placard and to be put on the speakers-list. No nation will be put on the speakers list twice. Only after a nation has delivered its speech it may move to be

set on the speakers-list again. If you would like to be set on the speakers-list again or have not been on it at all but you would like to make a contribution now, you can simply send a letter up the chair. »*The delegation of [...] wishes to be set on the speakers list*« is the appropriate sentence to use. Please note that you can be put on the speakers-list whenever you have something to say.

Motions you can entertain before the session starts

Minute of Silent Prayer: »*The delegation of [...] moves for a minute of silent prayer....(e.g. for the victims of landmines)*«

How to address someone

During the session you will frequently have to address someone be it in order to talk to him or to refer back to a speech held or to ask something. The correct address of the chair is »*Distinguished Chair*« or »*Distinguished Mr./Madam President*«. The correct address of another delegate is »*Honorable fellow delegate*« or »*Honorable delegate of (e.g. Canada)*«.

Please begin all your speeches in formal debate with an address to the chair and to the other delegates and also stick to this very polite form when things get a bit rough.

Formal Debate

After the roll-call and the establishment of the speakers-list the chair will declare the session to be in *formal debate*. In formal debate you will hold and hear speeches from different delegates on the topic under discussion.

The length of the speeches depends on the speakers time. The speakers time can be set with the motion *Setting of Speakers-time*.

This motion requires a debate (i.e. one delegate will speak in favor of the motion and one will speak against it), the committee decides upon the motion via a simple majority.

There is basically no chance of answering directly to a question asked or a statement made by a delegate. If you want to refer to a speech held you will have to hold a speech yourself. You may only speak directly to a delegate when that delegate has insulted your delegation (*Right of Reply*) or you can ask a question when a delegate has not used up all his/her speakers-time and is open to points of information. If someone has not used up all the speakers-time the chair will ask whether the speaker is open to points of information. If this is the case the chair will ask the plenary who has a question. Then you may rise your placard and ask a question after you have been called to do so by the chair (*Point of Information*).

The first thing to do in formal debate is to set the agenda. Usually you will have two or more topics on the agenda of your committee. You will have to make up your mind about which topic is most important for your country. A country can state its preferences by holding a speech or you can debate the order of the agenda in a caucus (the caucus is discussed below); please note that you might not speak on the substance of the topic while being in the process of agenda setting.

All speeches that are delivered prior to agenda-setting will have to be on the order on the agenda. If you have made up your mind of your preferences you can move to set the agenda (*Setting of the Agenda*).

After the agenda has been set substantial speeches will be held by delegates and motions will be entertained. A few motions have already been mentioned, that is the Right of Reply, the Setting of Speakers-Time and the Point of Information.

Frequently one delegate or the other may not know how to proceed with a matter or how to introduce a certain motion. Then you may rise to a *Point of Information to the Chair*. This is a way of asking the chair about procedural matters. Obviously, this motion does not exist in the real UN.

However, as SiegMUN is there to give you the possibility to learn all the rules we explicitly invite you to use this motion as often as is required.

Sometimes a delegate representing another nation may make a procedural mistake or will violate diplomatic conduct. Sometimes even the chair may make a mistake. Then you can point this out to the chair by rising to a *Point of Order*. The chair will

then decide whether your point of order was all right or not. If you believe that a ruling of the chair was not correct (e.g. because he was not granting a caucus or refused to entertain a motion), you can *Appeal to the Decision of the Chair*. Please bear in mind that this motion is only to be used if a chair's ruling was absolutely not in order; please do not use this motion to obstruct the working of the committee. With this motion you leave the question whether the ruling of the chair was correct or not to the plenary which then votes on the chair's decision. If you ever want to point out something to the chair or have a question of minor importance you may as well send a letter up to him/her or approach the dais during a caucus.

Motions you can entertain during formal debate

Setting of Speakers-Time: »*The delegation of [...] moves to set the speakers-time to (1, 3, 5 etc. minutes)*«

Setting the Agenda: »*The delegation of [...] moves to set the agenda in the following order- (e.g. topic 2, topic 3, topic 1)*«

Right of Reply: »*The delegation of [...] moves for a right of reply*«

Point of Information: This motion will be entertained by the chair.

Point of Information to the Chair: »*The delegation of [...] rises to a point of information to the chair*«

Point of Order: »*The delegation of [...] rises to a point of order*«

Appeal to the Decision of the Chair: »*The delegation of [...] moves to appeal to the decision of the chair to (specify the decision)*«

How to get into Caucus

As you have seen above formal debate is heavily regulated and it leaves virtually no room for discussions. In order to negotiate on a working paper or to clarify points or to research a few points that have suddenly become important you may wish to interrupt formal debate. This is done by introducing a caucus (*Motion to suspend the Meeting*). The suspension of the meeting needs to be voted upon and will be executed when a majority of the delegates has agreed to have a caucus.

Although a caucus is not regulated, which means that there are no rules how to speak or when or in what order there are still a few codes of conduct to observe. Please be reminded that a delegate has to be addressed in the right way also during caucus (see above). Please also observe the length of the caucus. It may be used tactically against you when you get back into the session room too late.

The chair will always post the time you are due back. If you feel that you need more time in caucus, you will have to get back into formal session first and then move for another suspension of the meeting for the purpose of caucus.

If you like to discuss a specific aspect of the topic with the whole committee in a more structured way than in the usual caucus, you may bring in the motion for a moderated caucus. Therefore, please define in your motion the specific aspect you like to discuss, the speakers time within the moderated caucus and who should preside the moderated caucus. You may ask the Chair or any delegate of the committee to moderate the caucus.

Motion to get into caucus

Motion to suspend the meeting: »*The delegation of [...] moves to suspend the meeting for the purpose of caucus for (e.g. 10 or 45) minutes*«

Motion to get into moderated caucus

Motion to suspend the meeting: »*The delegation of [...] moves to suspend the meeting for the purpose of a moderated caucus for (e.g. 10 or 45) minutes about (the*

specific aspect 1, aspect 2, aspect 3 etc. of the topic), with a speakers time of (e.g. 1, 3, 5 etc. minutes), under the presidency of (the Chair, the honorable delegate of country A, B, C etc.).«

How to produce a draft resolution

The purpose of the formal and informal debates is the production of a *working paper* on the topic under debate. A working paper is the nothing more than a draft of a resolution. Working papers look the same as a resolution; the only difference is that they are still worked on. Countries usually, with similar ideas about the topic get together to work on the paper and then go about lobbying for their ideas. Frequently another country will come along and agree to a few points on your paper and suggest adding something or changing one clause or the other. Those ideas can be incorporated in your working paper in basically three different ways. If you have not yet handed the working paper in to the chair, you can simply change everything that finds consensus of all states working together with you. However, at a given time you may have handed in the working paper because you believe that it is good as it is. In order to be able to hand it in you need a few signatures of states that agree to your paper. You need at least three sponsors (that is the delegates who have worked out the paper and are responsible for it) and one quarter of the whole amount of delegates in your committee as signatories (delegates who simply agree that this paper should be debated in front of the committee). The chair will then give the paper a code and will publish it, so that all delegations know what it is about. When the paper has received a code it is referred to as *draft resolution*. A draft resolution “belongs” to the whole committee, not only to its sponsors.

How to write a resolution

The first step to a resolution passed in a UN body is a working paper. Form and content of a working paper are the same as in a draft resolution or resolution. The working paper is the first stage of the creation for a future resolution; it is the draft

that is written by delegates during caucus and sometimes even during formal debate. The working paper will contain all the ideas you have concerning the topic. As soon as you have put your ideas on paper you will go about lobbying for your paper, you will have to find allies and supporters. Frequently somebody will tell you that he likes your paper, but nevertheless would like to change one or two things. You can then decide whether to negotiate on his proposals or not. However, you will never be able to retain your original wording if you look for support, and, by the way, it will only make your paper better the more ideas and proposals you have incorporated. Nevertheless, your original idea will also be watered down by the incorporation of other delegate's wishes.

The entire resolution consists of one long sentence, with commas and semi-colons throughout, only one period at the very end and is subdivided in a head, preambular clauses and operative clauses. Working papers should be single spaced, with each line numbered in the left-hand margin. The first word in each clause should be underlined or put in italics. Conference Staff will provide a template for working paper format.

Each Resolution has a head consisting of the following:

CODE: (will be assigned by the chair)

COMMITTEE: General Assembly Plenary

TOPIC: (fill in the topic currently under debate)

SPONSORS:

SIGNATORIES:

The next in the text is again the name of your committee:

The General Assembly

Then you proceed with the preambular clauses. Preambular clauses contain the following aspects:

- reference to the topic
- reference to the occasion of consideration of the topic
- reference to recent incidents, and recent developments
- reference to previous resolutions
- reference to treaties and declarations and principles
- reference to the UN Charter
- call on the attention of parties involved in the negotiation, or dispute, or issue at hand

Each preambular clause begins with a participle; you may use one of the following phrases. Always underline this first phrase, or put it in italics.

Affirming

Deeply disturbed

Guided by

Alarmed by

Deeply regretting

Having adopted

Having considered

Observing

Having considered further

Aware of

Emphasizing

Having devoted attention

Believing

Expecting

Realizing

Bearing in mind

Having examined

Recalling

Confident

Having studied

Recognizing

Contemplating

Fulfilling
Having heard
Convinced
Fully aware
Having received
Declaring
Fully alarmed
Keeping in mind
Deeply concerned
Fully believing
Noting with regret
Deeply conscious
Further deploring
Noting with satisfaction
Deeply convinced
Further recalling
Noting with deep concern
Taking note
Welcoming
Desiring
Noting further
Seeking
Referring

Each preambular clause is followed by a comma.

Following the preambular clauses are the operative clauses. The operative clauses contain:

- recommendations for specific action
- statements of opinions
- calls for negotiations
- requests of considerations
- etc.

Each operative clause is introduced by an active, present tense verb. Again,
Underline the first phrases. Sample phrases:

Accepts

Affirms

Approves

Authorizes

Calls

Calls upon

Condemns

Confirms

Considers

Declares accordingly

Deplores

Designate

Draws attention

Emphasizes

Encourages

Endorses

Expresses its hope

Further invites

Further proclaims

Further recommends

Further reminds

Further requests

Further resolves

Have resolved

Notes

Proclaims

Reaffirms

Recommends

Regrets

Reminds

Requests

Resolves

Solemnly affirms

Supports

Takes note of

Urges

Each operative clause is followed by a semi-colon, and the last clause is followed by a full-stop. The complete text (i.e. each line) except the head needs to be numbered.

We have provided you with a sample resolution on our webpage

How to end formal debate

When a couple of working papers have been produced, negotiations have come to a close and you've got the feeling that the current topic has been dealt with you may wish to end formal debate and caucus in order to move into voting procedure.

There are a few different possibilities to end formal debate. One possibility is to let the speaker's list run out. As soon as the last speaker on the list has finished his or her speech the assembly automatically moves into voting procedure. However, if there are still speakers on the speakers list, you can either close debate or close the speakers- list. The *Closure of the Speakers-List* means that all countries who are still on the list may speak, but no new speakers will be admitted and thus let the speakers-list runs out. If the speakers-list has been closed and new aspects of debate arise that need discussion you can also move to re-open the speakers-list. The *Closure of Debate* will be voted upon and means that you directly delete all speakers from the speakers-list and move into voting procedure.

Another possibility is to *Adjourn the Debate*. This is done if no consensus on any working paper can be reached or the debate is made impossible due to other reasons. If the debate is adjourned the plenary will move directly to the next topic on the agenda without voting procedure. The last motion belonging to this complex is the motion to Adjourn the Meeting . With this motion you end not only the debate on a specific topic but the session altogether. Usually this is in real-life done at the end of a session or conference until the body will reconvene in the next year. At MUN's this is used to finish the session altogether.

Motions you can use to end dabate (on a topic)

Closure of Debate: »*The delegation of [...] moves to close the debate*«

Closure of Speakers-List: »*The delegation of [...] moves to close the speakers-list*«

Re-opening of the Speakers-List: »*The delegation of [...] moves to re-open the speakers-list*«

Adjournment of Debate: »*The delegation of [...] moves to adjourn the debate*«

Adjournment of the Meeting: »*The delegation of [...] moves to adjourn the meeting*«

How to vote

Once your committee has produced at least one draft-resolution, you will have to vote upon that. During the vote special regulations apply. One regulation prohibits talking, note-passing, leaving or entering the room. Once the room is locked during the voting procedure you can only stay inside and vote. The vote cannot be interrupted. Only the points and motions listed below may be introduced during voting procedure.

Everybody present in the room has, at the beginning of the session, stated whether he or she is present or present and voting. If you are present, you may abstain during the vote on an amendment or on a resolution, if you are present and voting you may only say either 'yes' or 'no'. You vote by holding up your placard, except in a Roll-Call Vote. A roll-call vote has to be demanded by a delegate and will come immediately

into effect. Then the chair will call on each and every delegate in the committee and note the vote taken - please consider that a roll-call vote might take an huge amount of time, especially in large committees.

Motions you can use during voting procedure

Roll-Call Vote : »*The delegation of [...] moves to vote by roll-call*«

Point of Order

Point of Information to the Chair

Motion to appeal to the decision of the Chair