

CLEIMUN



Delegates Guide



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OUTLINE STRUCTURE OF THE WAY CLEIMUN WORKS

1. Each delegate has been assigned to a delegation representing a particular country (a member-state of the UN) and a particular committee.
2. CLEIMUN has the following committees:
 - Disarmament & International Security Committee
 - Ecology & Environment Committee
 - Economic & Social Committee
 - Human Rights Committee
 - Political Committee
3. CLEIMUN also operates a Security Council - only 15 designated member states are members, these being the current composition of the UN Security Council.
4. The Agenda for Resolutions sets out particular topics for discussion within each committee. Only resolutions relating to these topics will be accepted by the Approvals Panel.
5. Delegates should research their issues first on five levels:
 - What is the issue all about?
 - What is their designated country's attitude to it?
 - What has the UN done about it?
 - What have been the UN's success and failures?
 - How could the UN improve their handling of the issue?
6. Delegates should aim to be well informed on all committee issues. They should find out what their country's stance is on these issues. In particular, each delegate **MUST** know and understand all of the topics for discussion for his or her designated committee so that he or she is able to participate in informed debate on resolutions covering each topic.
7. Delegates should aim to write their own resolution(s) - at least one – however you may write a resolution on all topics in your committee. A good length to aim for would be around 2 sides of A4.
8. Delegates should bring printed copies of their resolutions to the conference, as well as access to an electronic copy, in order to submit their resolution to the Approvals Panel. The Approvals Panel will not accept resolutions that are not submitted through the system in place to upload resolutions direct to the Approvals Panel.

9. Delegates go into lobbying at the beginning of the conference - there will be some time for this both AFTER the Opening Ceremony (which begins at 9:00am in the GA). The basis for this will be resolutions written before the conference. During this process ideas will be pooled, and “merged” resolutions will be the result of this process. The Approvals Panel will approve resolutions to be discussed in committee. At least eight countries must co-submit each resolution.
10. Head Chairs of Committees MUST counter-sign the Resolution Submitter's Sheet before the Resolution is presented to the Approvals Panel. The Approvals Panel will not accept any resolution that has not been countersigned by the Head Chair of the relevant committee.
11. Resolutions passed by the Approvals Panel will be further scrutinised to decide which resolutions will be debated in the relevant committees.
12. The Approvals Panel shall consist of the Director of CLEIMUN, the Chairs of the Approvals Panel, the Rapporteurs, and/or other approved by the Director..
13. Committee Debates - held on Thursday and all day Friday are conducted according to the conference’s standard rules of procedure (SROP).
14. Resolutions passed in committees are then available to be discussed in General Assembly on Saturday - the decision on which resolutions make it to the floor rests with the Approvals Panel (guided by the Chairs of the respective committees).
15. The Security Council operates on Thursday and Friday. Resolutions are debated in a slightly different way, and under the direction of the President and Vice-President of the Security Council.
16. The General Assembly meets on Thursday morning from 9:00am – 10am for the Opening Ceremony and then adjourns for Committees to convene.
17. The General Assembly reconvenes on Saturday to debate selected resolutions - one from each committee and/or at any other time when called upon by the Director or Secretaries General.
18. At the Closing Ceremony on Saturday afternoon, the Conference winds to a close and Awards are handed out.

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A DELEGATES' GUIDE TO MODEL UNITED NATIONS PROGRAMME

The Charter of the United Nations

Delegates should be familiar with the Charter and its aims.

How to be diplomatic

The essence of MUN is to try to recreate reality. As a diplomat therefore, you must be ultimately diplomatic, creating or maintaining peace and accord, the purpose of the real UN. You should, therefore:

- Become aware of the will of your committee
- Achieve consensus for decision-making
- Emphasise negotiation, rather than confrontation
- Address the issue by defining its terms
- Never indulge in meaningless rhetoric
- Never sacrifice the country's interest to serve private motives (either your own or someone else's).

Research

The more you know, the more you can say. The more you say on relevant topics, the more you are respected, and the more you are respected, the more you are in demand to speak. The more you speak, the more you will enjoy MUN.

- Come with resolutions written on your committee topics
- Research thoroughly the topics that you don't have a resolution on, so that you can participate when they are being debated
- Read the newspapers, books and articles on your topics, making notes to refer to during debate
- Try to come up with your own ideas
- Get hold of UN publications on your topic and previous MUN resolutions, but bear in mind that if you copy actual UN resolutions or previous MUN resolutions you may be accused of plagiarism and the resolution will be rejected
- Know the policies of important countries who have an interest in your topic and then you will know if they veer away from their official policies
- THE MOST IMPORTANT THING IS TO KNOW, AND STICK TO YOUR OWN COUNTRY'S POLICY, e.g. a delegate representing Peru in a drugs committee MUST know and follow PERU'S policy, because others will know what this policy is and it will cause you considerable embarrassment if you get it wrong. Your credibility will also be very much open to question
- Be aware of countries that may hold similar views and also of potential opposition.
- **USE THE RESEARCH REPORTS ON THE CLEIMUN WEBSITE – These are very helpful.**

Lobbying

Lobbying is one of the most interesting and enjoyable parts of MUN! First impressions are important:

- Appear confident and knowledgeable;
- Hand round copies of your resolutions to EVERYONE in your committee, and be ready to give a brief summary of your key points
- Be very persuasive, and be prepared to resolve any problems a country may have with your resolutions by amending them or MERGING them with another.
- Flexibility is not a sign of weakness - rather it is a sign that you are working as a diplomat. When merging a resolution you must politely urge that you speak on it when it is debated. As first speaker you and your country get most credit if it passes - and most sympathy if it fails. Lobbying takes place in committee rooms.
- Never panic, and get involved with discussion fully. If you get going, and go around everyone, influencing proceedings, people will trust, like, and respect you.
- Try to get as many co-submitters for your resolutions as possible. You will normally need 8 (or otherwise stated) to submit your resolution to the approval panel. BUT make sure that your co-submitters understand the resolution, and will not melt away if the going gets tough - the more new friends you make, the more support you get.
- In writing a resolution, refer to the sample resolution and format sheet included in this Guide.

Merging

- Merging is a vital part of CLEIMUN.
- Because time is short there may not be time for you and your co-submitters to retype your whole resolution - but if it is on your USB pen/memory stick, then this is easy to resolve.
- The importance of merging cannot be stressed too highly. As the saying goes 'two heads are better than one', if there are two people promoting a resolution it will obviously take half the time to find the 8 (or otherwise stated) co-submitters needed to be accepted by the approval panel.
- If you bring your resolutions on a USB pen or memory stick, merging should be relatively straightforward.
- YOU MAY NOT MERGE RESOLUTIONS BEFORE THE CONFERENCE.

Committee Work

- In all your dealings, be courteous to everyone, ESPECIALLY THE CHAIR, and always address them as 'Mr. Chairman' or 'Madam Chair' in debate, however well you know him/her.
- Chairs get annoyed by dilatory points and poor debate. If he or she sees you contributing negatively to the debate you are unlikely to be recognized.
- If you are not being noticed, BE PATIENT. If you do complain, do so with an even temper and charming manner.
- Get up to speak as soon as possible. Once the first ordeal is over you will find

that you want to get up and speak again and again.

- Always have Points of Information prepared, and be as constructive as possible on all resolutions.
- Shafts of wit can help you, but do not go for cheap laughs. Always speak slowly, clearly and loudly, so that people can hear, and respond to, your points.
- Remember, when talking on a resolution, you are a salesperson.
- Therefore do not ramble on about what each individual clause achieves. Everyone can understand that. Bring people around by general argument, and then, in replies to questions, impress your audience with your deeper knowledge.
- Gain eye contact with your audience.
- Do not try to make too many points in your speech. All debate must be constructive.
- Ensure that your arguments against others' resolutions are sensible and politely expressed.
- Use moderate language, and never insult those with whom you disagree.
- Anticipate what arguments may be made against your amendment and resolution.
- The first sentence of your speech is crucial in grabbing your audience's attention.
- Most importantly, learn from other good speakers.
- Passing a constructive solution is the individual goal of MUN. Never forget that, as a delegation, you must work together as a team to win any of the coveted and prestigious awards.
- Committees will be run according to the CLEIMUN SROP.

Writing an Amendment

If an improvement to the resolution can be made by striking or adding to an operative clause, delegates can submit amendments to the Chair.

- The chair must receive all amendments well in ADVANCE of the speaker obtaining the floor. It is at the Chair's discretion which amendments will be debated. To allow them to make a fair judgment of which amendments to debate, you must submit all your amendments as quickly as possible.
- You should submit all your amendments on either official notepaper or on official amendment sheets.
- A separate sheet of paper must be used for each amendment. All amendments must state: (a) the line(s) in which the amendment is to be made and (b) the nature of the amendment, e.g. '*strike*' or '*insert*'. Amendments may be hand-written, but must be legible - illegible or untidy amendments will be ruled out of order. The more you contribute to the resolutions through amendments and debate, the more you will get out of MUN, and you will also increase your chances of presenting your committee's resolution to the GA.

Security Council

The Security Council, in its nature, has its own rulings and procedures and the President of the Security Council will explain all of this on the first day of the conference. Please consult the CLEIMUN SROP for more information. Delegates should come with a resolution on one topic, having fully research all topic topics. Likewise, lobbying operates in a slightly different manner but the delegates will be informed of this at the time.

General Assembly

- GA operates in much the same way as the committees, however, slightly different debate structure.
- Speak, don't shout, into the microphones to avoid embarrassing and time-wasting Points of Personal Privilege, which normally pertain to audibility.
- Be as keen to speak as you should have been in Committee, and do not hesitate to speak for or against any resolution on any topic. Above all, get up to speak as soon as possible, and then as often as possible after that, but only if you have something relevant to say.
- GA can be frustrating. If you have something sensible to say, keep waving your placard.
- The GA, depending on circumstances, may enter Crisis mode. The President of the GA will give instructions if this happens.

Right of Reply

Rights of Reply will be *very rarely* entertained in response to POI and only at the Head Chair's discretion. Head Chair's will be told not to entertain them except under circumstances that will be productive for debate.

Publicity and Notepaper

Good notepaper can aid your cause. Make your publicity relevant to your country's policies. Notes can be used in a number of ways:

- (a) to discuss policy with allies or to request a policy statement on a particular issue;
- (b) to request the opportunity to speak after a certain nation in debate;
- (c) to submit amendments;
- (d) to express gratitude or remorse for a speech made or a question asked;

BUT BE AWARE THAT -

- If notes get out of hand or are rude or abusive, disciplinary action may be taken and THE CONSEQUENCES FOR YOUR COUNTRY'S IMAGE IN THE G.A. WILL BE DISASTROUS;
- REMEMBER YOU ARE NOT AT MUN TO WRITE NOTES. Rather, you are there to listen to debate and get involved wherever possible.

Conclusion

MUN improves your speaking skills, your general knowledge, your knowledge of politics, and your diplomacy. You make new friends unbelievably quickly, and enjoy yourself enormously.

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PROCEDURE FOR SUBMITTING RESOLUTIONS AND AMENDMENTS

Draft resolutions have to be approved by the Approval Panel.

Each draft resolution must be co-submitted by at least 8 delegations. A delegation submitting a resolution may not co-submit any other resolution on the same issue. Only one of the submitting delegations may present the resolution to the Approval Panel, although any of the submitters of the resolution may read, speak on or move the resolution.

RESOLUTIONS SHOULD BE UPLOADED FROM A PERSONAL DEVICE THROUGH THE SYSTEM.

A maximum of two delegations from one school may co-submit a resolution – THIS WILL BE CHECKED!

Criteria for Approval

- Format (see sample resolutions)
- Language (grammar, punctuation etc.)
- Logical consistency

For CLEIMUN, you will be able to download the new **Approvals iOS app**. This will allow you to see when the Approvals Panel has passed your resolution or if it has unfortunately rejected it. The app may be download via the app store for free and will update via in-app updates as resolutions get passed. For non-iOS users, you may visit cleimun.org/approvals, which will show Approval information without the need of the app. Some functions from the app will be missing however.

IN ORDER TO ENSURE THAT RESOLUTIONS ARE A PROPER BASIS FOR DEBATE, THE LENGTH OF RESOLUTIONS WILL BE LIMITED TO:

10 Operative Clauses and 15 Sub Clauses.

Please note also that resolutions may not be copies of resolutions submitted at other conferences or at the real United Nations.

The above guidelines do not apply to the Security Council.

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The Role of the Ambassador

1. The Ambassador is in charge of his or her delegation and is ultimately responsible for the attendance, behaviour and good conduct of all members of that delegation.
2. The Ambassador should ensure that delegates are appointed to each committee and that each delegate is properly briefed and prepared.
3. The Ambassador should review the preparation process and have copies of draft resolutions put together by each delegate ***well before the start of the conference.***
4. The Ambassador is responsible for the design, preparation, printing and distribution of relevant and acceptable notepaper for his or her delegation ***well before the start of the conference.***
5. Ambassadors may be summoned by the Security Council if the Council decides that their input will be helpful to debate.

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PARLIAMENTARY PROCEDURE AT A GLANCE

The Chair, at their discretion throughout debate, will open the floor up to motions. Motions may only be voiced at this time. The following motions, in order of precedence and accompanying procedure are as follows:

Motion to Move to Voting Procedure on the Resolution as a Whole - requires a 2/3 majority in the event of an objection.

Motion to Introduce an Amendment – requires simple majority.

Motion for an Unmoderated Caucus – requires simple majority.

Motion to Alter Individual Speaker's Time - no vote, decision at discretion of the Chair.

All motions may be ruled out of order or dilatory by the Head Chair or chairing team at any time. Motions of the same precedence will be ranked at the discretion of the Chair.

In addition to the above motions, delegates may also move to make the following points. The following are the possible points, their meanings, and rules of use:

Point of Personal Privilege – When a delegate is having a problem preventing them from participating in debate, e.g. audibility issues, visibility (amendments etc.), heat etc. This Point *may* interrupt the speaker *if and only if* it is due to audibility issues.

Point of Order – Used to call to question possible breaches of debate procedure, either by a Chair or by an unnoticed breach by a delegate. This may only be called *after* a delegate has ceased speaking. The Chair will rule either in favor or against the Point of Order.

Point of Parliamentary Inquiry – Used by a delegate if uncertain about any of the Rules of Procedure and would like the Chair to either explain or clarify. This may only be called *after* a delegate has ceased speaking.

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DRESS AND BEHAVIOUR CODE FOR CLEIMUN DELEGATES

M.U.N. is a role-playing exercise and, therefore, students are expected to look and behave like diplomats. In order to attain the degree of formality required, all delegates should observe and abide by the following code:

DRESS CODE (IMPORTANT!)

1. Attempts to imitate national costumes are out of order as these are often inaccurate and may cause offence.
2. No denim (e.g. jeans or jackets).
3. All gentlemen are required to wear a tie.
4. All delegates are asked to acknowledge the event's formality and are therefore required to wear suits.
5. Girls are required to wear a skirt or trousers with a jacket.
6. The length of skirts must not be more than 2 inches above the knee.
7. Jewellery worn should be unobtrusive.

BEHAVIOUR CODE (as delegates):

1. Displays of negative behaviour will not be tolerated. These include:
 - Aggressive debating
 - Putting down opponents
 - Staging walk-outs
 - Declaring war
2. All delegates must treat one another with respect. Insulting language is not permitted. Delegates should strive to promote a positive image of themselves and the country they are representing.
3. Delegations are advised to bring approximately 60 sheets of official headed notepaper as delegates will need this for communication with other delegations and the Chair while in General Assembly and in Committee.
4. The decisions of the Chair must be respected at all times, in GA as in committees.
6. Alcohol, tobacco or any intoxicating drug and/or non-prescriptive drug must not be brought onto or consumed on the premises.

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AWARDS AT CLEIMUN

Awards will be as follows:

- A 'distinguished delegation' award
- A 'distinguished delegate' within each committee
- Up to two 'honorable mention' delegate awards within each committee
- A 'best resolution' for each committee
- These numbers are merely a guide and will be finalised more on the last day of the conference.

The criteria will be:

- Knowledge of the issues
- Constructiveness of debate
- Helpfulness to other delegates and to the smooth running of the conference
- Knowledge of the country which is being represented: acting the role

Selection of candidates for award will be made by recommendation of Committee Chairs, Rapporteurs, Secretaries-General, and the Director.

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RESOLUTION INTRODUCTORY PHRASES

Preambulatory Phrases

Affirming
Observing
Accepting
Approving
Reaffirming
Realising
Recalling
Believing
Recognising
Bearing in mind
Referring
Confident
Seeking
Taking into account
Declaring
Urging
Deeply concerned
Welcoming
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Defining
Emphasising
Expecting
Expressing its appreciation
Expressing its satisfaction
Fulfilling
Fully aware
Fully alarmed
Fully believing
Further deploring
Further recalling
Guided by
Having considered
Having considered
Having examined
Keeping in mind
Noting with regret
Noting further
Strongly suggests

Operative Phrases

Authorizes
Affirms
Alarmed by
Aware of
Calls for
Calls upon
Urges
Contemplating
Congratulates
Convinced
Confirms
Taking note
Considers
Declares accordingly
Deplores
Draws the attention
Designates
Emphasises
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites
Further proclaims
Further reminds
Further recommends
Further resolves
Further requests
Have resolved
Proclaims
Reaffirms
Further Recommends
Reminds
Regrets
Requests
Solemnly affirms
Having received
Trusts
Takes note of
Transmits
Supports

Remember that these are only suggested words, and that others can be used. Also note that each introductory phrase may only be used once in a resolution.