LEVANT MUN

DELEGATES
GUIDE

Introduction to the guide

In any experience, one must acquire the knowledge and carve the right tools into building his stance and found a proper basis for his mission.
As such, in LevantMUN, we strongly emphasize on the importance of comprehensive training through focusing on delegates' strengths and reshape any weaknesses into the very opposite, to achieve our vision of establishing a generation of leaders and builders of the society.
Thus, in this Delegate Guide, you will find the most important basics of MUN covered and elaborated upon in a concise yet practical manner all the way from rules of procedures, official papers, to even research skills and references you can utilize during the process. Our delegate guide is to be your companion and a major source of awareness on MUN logistics. Which is fundamental knowledge that must be implemented in the mentality of a professional delegate.
We are hopeful this guide will assist you in understanding the silhouette that is the Model United Nations. But, after all, nothing beats practice!

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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. Be aware of countries that may hold similar views and also of potential opposition.

- THE MOST IMPORTANT THING IS TO KNOW, AND STICK TO YOUR OWN COUNTRY'S POLICY, e.g. a delegate representing, say, 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

Researching your Delegation:

When researching your delegation, you will find that there are many available sources to help you with your research. Though it may look overwhelming to find the right information on your country, many sources provide several areas of research; such as the area of Politics, Government, Economy, Society etc. There are several sources listed below from books to websites and other possibilities for research.

When researching your country, make sure you know all of the following:-

1-Political Structure
Origin of Political Structures
Constitution and Government
Present Stability and Policy
Government

2-Economy
Monetary System
Dependency and Debt
Membership of Economic and Trade Organizations

3-Natural Resources
Basic Commodities Produced
Trade Agreements
Degree of Self-sufficiency

4-Geography
Bordering Countries Topography
Geopolitical Considerations

5-Cultural Factors
Ethnic Groups Religions
Cultural History

6-Views on World Problems
Role and Influence in the World
Membership of Blocks and Geopolitical Groupings

7-Defense
Military Structure
Dependency on other Nations
Membership of Alliances

8-History
General
Last 50 Years
Recent History

Researching an Organization:

Matters you should be aware of:

1) The year the organization was established

2) The location of the headquarters

3) Purpose of the organization

4) Type of organization (NGO, IGO, and UNO)

5) Has your Organization Signed onto any Documents? Which Ones?

Researching an issue:-

When researching an Issue, you will find that you will come across new and old information on the issue you are researching. Due to that, it is always best to start your research with the oldest information you find and work your way to the recent information; as that will help you to understand the issue better (it provides you with a stronger context and origin of the issue). Below you will find various tools for research, from dictionaries to multimedia sources.

Please note that news sources are some of the best tools for research as news sources take various opinions, facts and statistics into consideration whilst making their articles and news sources cover the issue with different information on the issue, (articles on one part of the issue, and articles on other parts of the issue). But stay alerted for any discrepancies of biased news reporting as in the end you are guided by foreign policy not by media opinions!

Please also note that you will greatly benefit from the use of the UN Documents website, as this site contains all the relevant information, treaties, resolutions and other documents on the issue, and will help you to understand how to resolve the issue whether its strengthening prior solutions or providing a new approach to the problem at hand.

What is a Resolution?

A resolution is a framework for implementation of solutions meant to work against a national and/or international problem. A resolution can be vague or detailed, broad or specific. A resolution must always be written according to the specific policy and position of the delegate's represented country, rather than his/her own personal stance on the topic. Delegates must keep in mind the general trend of the government of their represented countries, which is where delegates' research comes into play.

Resolutions are not written by one member state, but are a combined effort between different member states who've taken interest in that specific issue. Although a Main Submitter could contribute the most, that's not to say that no one else can contribute, as every delegate has an equal opinion. Resolutions, which are successful, are ones that can appeal to the majority of the parties (states) involved and doesn't contradict. By giving solutions to both sides, which are just, and doesn't punish one side completely, or favor the other side completely are more likely to pass as they can appeal to more member states in the house.

There are three components to every resolution:

The Heading:

The Heading is a mandatory part of resolutions. Though they don't contribute to the content of a resolution, they address the committee; state the issue being resolved, the submitter of the resolution, and those who've co-submitted the resolution (signatories.)

Preambulatory Clause:

The Preambulatory clauses describe what the issue is. They explain what the past and current situation is and state facts about the issue. You'll find during the Lobbying stage, that for delegates who haven't researched that specific issue as their focused one, they are more likely to sign onto your topic if you've addressed and explained the situation of that issue well and have accurate facts about it.

Operative Clause:

The Operative clauses are the most essential part of a resolution. Strong Operative clauses lead to more delegates voting in favor of your resolution. The Operative clauses explain what can be done to resolve an issue. Please note that successful and strong operative clauses not only explain what can be done, but give possible sub-clauses on how it could be achieved.

A Sample Resolution:

FORUM: Disarmament TOPIC: Bioterrorism SUBMITTED BY: South Africa

CO-SUBMITTED BY: Brazil, India, Kazakhstan, Botswana, Namibia, Mozambique, Argentina, Egypt, Belgium & Denmark

Defining bioterrorism as the use of toxins or micro-organisms by a terrorist organization in order to secure a political end,

Alarmed by reports of continued research into biological weaponry both by the governments of member states and freelance organizations,

Concerned by the fact that almost all member states are insufficiently prepared for a biological attack on any scale and that in the event of such an attack casualties would be catastrophic,

Recognizing the Convention on the prohibitions of the development, production and stockpiling of Bacteriological and Toxin Weapons and on their destruction (BTWC) as the most comprehensive existing convention on the subject of biological weapons,

1. Further urges all member states to compile a list of personnel who would be required in the case of a terrorist attack, both to ensure that those affected are treated effectively and other necessary measures are taken,

2. Calls upon the UN secretariat to establish the United Nations Commission on Bioterrorism Preparation (UNCBP) which will work with organizations such as the WHO and the International Red Cross, the responsibilities of which will include, but not be limited to,

a. advising and aiding member states in the creation or improvement of public health infrastructure to include a surveillance network for early detection of a biological attack, identification, purchase, storage and distribution of all necessary medical supplies needed in the case of a biological attack,

b. The establishment and maintenance of a database, available to the governments of all member states of likely bioterrorism agents and information regarding symptoms,

c. Providing expertise, and equipment to the less prepared countries and those least able to finance such changes in an effort to improve their preparedness,

3. Proposes the formation of a new committee:
the United Nations Committee for the Regulation of Biological Military Research and Shipment or UNCRBMS who will convene to formulate a set of regulations to ensure that no state is creating unsafe biochemical weapons or transporting such things abroad;

4. Further proposes that a Special Rapporteur and a team of experts on this subject to be appointed in order to ensure that all biological research facilities within member states contain sufficient safety measures both to prevent the theft of biological weapons and the accidental detonation of biological weapons or their release into the atmosphere, also to ensure that the regulations decided upon by the UNCRBMS are followed by all member states;

5. Recommends that all member states train essential personnel in order to identify and contain hazardous biological materials;

6. Requests that in the event of a bioterrorist attack all member states cooperate in terms of sharing resources and key personnel in order to mitigate the effect of the attack;

7. Reinforces the need for global conferences to spread knowledge and expertise in order to redress the global imbalance in preparation;

8. Further calls upon the health ministries of member states to,

a. Ensure that all physicians and medical practitioners are properly trained to identify and treat victims of a biological attack and that all medical colleges include training and examination in these skills as a compulsory part of the majority of all medical courses, excluding those to which it may be impractical such as psychiatry,

b. Educate the general public on the danger of biological terrorism and the actions that should be taken in reaction to such an event, through such media as the television and radio, or simply posters and by its introduction in a small way to school syllabi in countries where these mediums are unavailable,

c. Introduction of drills to prepare for biological attack to be regulated by the emergency services of members states who employ these drills,

Resolution Do's and Don'ts:

Heading:

1. Begin with "Forum" indicating the committee Continue with "Submitted by" to indicate who is the main contributor/ main speaker of the Resolution.
2. Follow this by "Co-Submitted by" to illustrate those who've signed on (signatories) to the
   Resolution.
3. Use the full official name of the delegations (one gets delegates to sign on during the Lobbying Stage). Address the Committee (in Upper Case), following this, comes the Preambulatory clauses.

Preambulatory Clauses:

1. All Preambulatory clauses must end in commas (,) Leave a line between

   every clause
2. No Clause-Opening words should be repeated in the resolution, if you need to reuse it, either use a similar word to it, or add "Further" before it like in "Further Noting" or add "with concern" or "with warning" like in "Noting with concern"
3. All Preambulatory clauses should not be numbered and the perambulatory phrase it starts with should be in italics
4. All acronyms must be fully written out before appearing in the abbreviated form, you only need to write them out once, and then refer to the abbreviated form for the rest of the resolution.

Operative Clauses:

1. All Operative clauses must be numbered and the clause opening word or phrase be underlined
2. Sub-clauses must be lettered (a, b, c, d…)
3. Sub-sub-clauses must be in Roman Numerals i, ii, iii, iv…
4. If a sub clause does not end the clause, their ending punctuation must be a comma (,)
5. If sub-sub clauses does not end the clause, their ending punctuation must be a comma (,)
6. All Operative clauses must end in semi-colons (;)
7. Leave a line between every clause
8. No Clause-Opening words should be repeated in the resolution, if you need to reuse it, either use a similar word to it, or add "Further" before it like in "Further Requests" or add "Strongly" like "Strongly Requests"
9. All acronyms must be fully written out before appearing in the abbreviated form, you only need to write them out once, and then refer to the abbreviated form for the rest of the resolution.

In the Preambulatory Clauses PLEASE DO:

- State strong and recent facts about the issue
- Use statistics where applicable
- Mention the past situation and current situation
- Recall any passed resolutions by the UN on the issue
- Relate any other organizations involved in the situation
- State relevant organizations' efforts in the situation
- If applicable, use developing countries/LEDCs or developed countries/ MEDCs

In the Preambulatory Clauses PLEASE DON'T:

- Be too one sided/bias
- Use "Third World countries"/ "poor countries" or "First World countries"/ "rich countries"

In the Operative Clauses PLEASE DO:

- Aim to find solutions, which solve the smaller problems that contribute to the issue
- Elaborate on the solutions in your operative clauses (sub clauses and sub-sub clauses)
- Make use of any UN organizations or create ones to help the issue
- Emphasize cooperation between governments and relevant UN organizations
- Explain different methods of approaching the same problem through clauses

In the Operative Clauses PLEASE DON'T:

- Break the sovereignty a government has over its land
- Mention specific sources and specific (numbers) amount of funding
- Be vague with your solutions, or simply state a way of solving something without explaining ways of doing so
- Create unrealistic solutions to the issue, which are vague solutions/ not possible to be put into force.

In All Clauses PLEASE DON'T:

PLAGIARISE: Plagiarism is stealing someone else's work and passing it as your own. Plagiarism isn't at all tolerated at MUN conferences, even if one is trying to get ideas from resolutions. One can only use similar ideas, and rewrite them as one's own, not use that particular clause/ resolution!

Useful Preambulatory Clause Starters:

Affirming

Alarmed by

Approving

Aware of

Bearing in mind

Believing

Confident

Contemplating Convinced

Declaring

Deeply concerned

Deeply conscious

Deeply convinced

Deeply disturbed

Deeply regretting

Desiring

Emphasizing

Expecting

Expressing its appreciation

Expressing its satisfaction

Fulfilling

Fully alarmed

Fully aware

Fully believing

Further deploring

Further recalling

Guided by

Having adopted

Having considered

Having considered further

Having devoted attention

Having examined

Having heard

Having received

Having studied

Keeping in mind

Noting further

Noting with approval

Noting with deep concern

Noting with regret

Noting with satisfaction

Observing

Reaffirming

Realizing

Recalling

Recognizing Referring Seeking

Operative Clause Starters for the resolution:-

Authorizes

Calls

Calls for

Calls upon

Condemns

Confirms

Congratulates

Considers

Decides

Declares accordingly

Demands

Deplores

Designates

Draws the attention

Emphasizes

Encourages

Endorses

Expresses its appreciation

Expresses its hope

Further invites

Further proclaims

Recommends

Sanctions

Condemns

Suggests

Supports

Urges

Further deplores

Solemnly Affirms

Strongly Urges

Opening Speech:

An opening speech should last **1-2 minutes**. In this time, you should address very clearly to the audience the position of the country/organization you represent on the primary concerns about the state of the world.

There are a few things to keep in mind when preparing for an opening speech: First of all, there is the beginning of the speech. It is customary to address the President of the forum, the chairs and the delegates present by starting your speech, saying something like: '***Honorable President, Chairs and Distinguished Delegates***' and then go on to the main body of your speech.

The main body of your speech should address the issue on the agenda your Delegation feels most strongly about. Some delegates think that this part of the speech should be funny and entertaining. This is not what the speech is about at all. Keep it diplomatic and concentrate on getting one single message across. It is standard practice to end the speech with a flourish such as: '***Thank you, Mister President.***'

When speaking to the GA for example; you can be easily in awe of the number of people you are facing. You will be nervous. The best way to overcome this is by practicing the delivery of your speech present and maybe in front of your fellow delegates. Ask them what they think about your speech and adjust it if you think it needs that.

You should open your speech with a strong sentence to gain audience attention. Also, when delivering your speech, you must remember to speak slowly and clearly. As a rule of thumb, you are speaking slowly enough when you think to yourself: '*I am speaking too slowly now.*' Have the speech timed and see that it does not exceed the time allotted to you. If necessary, the President will remind you that your time is almost up by saying: '***Will the Delegate please come to His closing remarks'.*** If you hear this said to you, please act accordingly.

At the end of your opening speech please remember to yield the floor back to the president or chair by stating **"the delegate yields the floor back to the chair".**

Do not worry about making mistakes, you will not be the only one to make them. Summing up, an opening speech consists of an opening flourish, a main body that drives home one point only and a closing flourish.

A sample Opening Speech:

Honorable President, Chairs and Distinguished Delegates,

France recognizes the need for multilateral efforts to achieve a greater balance in terms of development between the nations in the world. However, France also believes that any hope of achieving an acceptable economic balance in terms of global standards of living must take into consideration the environmental impact of such efforts. France applauds the recent changes in tone apparent in the North-South dialogue and calls for greater attention to be paid to the interrelatedness of development planning and environmental security. Environmental threats from industrialization must be eliminated from development planning. This is why France stands firmly behind the idea that aid and investment should occur at the local level, where traditional knowledge about the environment can play an important role in the development.

Thank you, Miss/Mister President.

yield the floor

Yielding:

Yield to the Chair: The delegate can choose to yield the floor back to the Chair following Points of Information, and therefore the floor is open to all delegates once again

Yield to Another Delegate: The delegate can choose to yield to another delegate from a different delegation. This is only in order once consecutively, and is also ultimately up to the Chair's discretion. The delegate yielding must obtain the permission of the delegate being yielded to prior to this

Language

Delegates are encouraged to speak in a professional, diplomatic manner, and are only to refer to themselves and other delegates in third person or by their delegation. The use of personal pronouns is strictly prohibited.

Lobbying:

Presenting your resolution to other delegates convincing them it's the best set of solutions

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

1. Appear confident and knowledgeable.
2. Hand round copies of your resolutions to EVERYONE in your committee, and be ready to give a brief summary of your key points.
3. 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.
4. 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.
5. 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.
6. Try to get as many co-submitters for your resolutions as possible. 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 included in this guide.

Merging:

Combining your resolution with another delegate's resolution.

Merging is a vital part of MUN.

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.

It is best, however, to find the time to make changes using the computer suite which will be available during the conference.

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 co-submitters needed to be accepted by the approval panel.

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. (Consult resolution format sheet for clause construction.) 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) Your country

(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.

(c) The clause(s) or line(s) in which the amendment is to be made

Amendments to the Second Degree

Amendments to the second degree are changes made to the original amendment that was submitted. Upon completion of debate and voting on the amendment to the second degree, debate will resume on the amendment to the first degree. Note that if the amendment to the second-degree passes, the amendment to the first degree must still be voted on and passed.

How Debate works?

When the main submitter finishes, delegates wishing to speak for or against the resolution speak and are open to points of information after debate time elapses they move to voting procedure, where the delegate can vote for or against or abstain from voting.

Roll Call

Resolution is announced to be debated

Main Submitter is called to read the operative clauses and present a speech

Main submitter answers points of information once they are made available

Main submitter yields the floor to the chair or to another speaker

Points

Most "points" are essentially questions. Delegates are able to raise points at any time during the debate by raising their placards in the air. A point can only be entertained at the President's or Chair's discretion, and may *not* interrupt a speaker, except for a Point of Personal Privilege due to audibility. The following are the points entertained in LevantMUN:

Point of Information to the Speaker:

It's a question directed to a delegate who has the floor and who has indicated that they are open to answering Points of Information. Can only be raised once the Chair has asked for Points of Information.

Must be phrased in question form, but a short introductory statement is permitted preceding the question. Only **one** question may be asked at a time. Follow-up questions are permitted at the discretion of the Chair.

Point of Information to the Chair:

A question directed to the Chair. Can be raised at any time by raising the placard and calling "Point of Information to the Chair." May **not** interrupt a speaker.

General example: *"Point of Information to the Chair. What time do we adjourn for lunch?"*

Point of Order

A question raised if the delegate believes the Chair has made an error in procedural matters such as keeping time, order of debate, etc. Can be raised at any time by raising the placard and calling "Point of Order." May **not** interrupt a speaker. Should only reference that which has just happened.

General example: *"Point of Order. The Chair just asked for more speakers on the resolution. The delegate believes speaking time for the resolution has elapsed. Shouldn't the committee be moving into voting procedures now?"*

Point of Parliamentary Enquiry

A question directed to the Chair regarding the Rules of Procedure. Can be raised at any time by raising the placard and calling "Point of Parliamentary Enquiry." May **not** interrupt a speaker.

Point of Personal Privilege

A question raised regarding the delegate's personal needs. **Can only interrupt a speaker if it relates to the audibility of a delegate speaking.** The Chair then proceeds to ask, "Is it due to audibility?" and awaits the delegates response.

General example: *"Point of Personal Privilege. Could the AC please be turned off?"* This cannot interrupt the speaker because it's for other reasons than audibility.

Motion

Motions are actions proposed by delegates that require support from the rest of the committee and the Chair's approval. Motions are usually called at any time **when a delegate is not speaking** by raising the placard and stating the motion. Most motions raised by a delegate require vocal support from at least one other delegate: a "second." If a delegate raises a vocal "objection," however, the motion is immediately out of order (in most cases). The following are the motions entertained throughout our conference:

Motion to move to previous question

This motion was previously known as "motion to move to voting procedures" which is self-explanatory. The President or Chair is required to ask if there are any objections, he can also decide to overrule the motion due to time constraints or simply for the sake of debate.

Motion to Reconsider a Resolution

Calls for the re debate and re vote of a resolution that has been previously discussed. This will be entertained after all the other resolutions have been debated and voted on. This motion Requires a 2/3 majority. Not debatable.

Motion to Withdraw a Resolution

Can be called at any time before voting on it. There must be a unanimous agreement between the submitters of the resolution. Can be questioned or objected to by any delegate.

Motion to extend debate time

Entertained at the Chairs discretion, it is not debatable. Requires a second, if proposed by any delegate. Can be overruled by the President of Chair due to mainly time constraints.

Motion to adopt without a vote

Also known as a "friendly amendment", can be entertained with the unanimous agreement of all submitters if it is to change or edit something in the resolution. It cannot be adopted if an amendment was submitted by anyone other than the submitters. If grammatical corrections are required they will be adopted under the Chairs
Can be overruled by the President or Chair

Motion to extend points of information

Entertained at the Chairs discretion, and can be overruled if the Chair sees it will affect the flow of debate or due to time constraints. Seconds and objections will also be entertained to the motion but the final decision is to the President or Chair.

Motion to Divide the House

This motion can be raised following a vote where there were a large number of abstentions (larger than the number for or against). This is essentially calling for a roll-call vote where **abstentions are no longer permitted. Objections are not permitted**, but it is ultimately up to the Chair's discretion

Summary of points

Procedure	Meaning	Can it interrupt	Second needed ?	Objection	How is it decided
Point of Personal Privilege	To request something that has to do with the delegate personally (**noise**, room temperature, etc...)	Yes, only due to audibility	No	No	Chair
Point of Information to the speaker	A question directed to a delegate who has the floor and who has indicated that they are open to answering Points of Information.	No	No	No	Chair
Point of Information to the Chair	A question directed to the Chair.	No	No	No	Chair
Point of Inquiry	To request information from the Chairperson.	No	No	No	Chair
Point of Parliamentary Enquiry	Directed to the chair to ask about a parliamentary procedure.	No	No	No	Chair
Point of Order	A question raised if the delegate believes the Chair has made an error in procedural matters such as keeping time, order of debate, etc	No	No	No	Chair

Summary of Motions

Procedure	Meaning	Can it interrupt	Second needed ?	Objection	How is it decided
Motion to move to previous question	To go into voting procedure	No	Yes	Yes	Can be overruled by the Chair
Motion to Extend points of information	To lengthen the time allocated for points of information.	No	Yes	Yes	Two thirds majority Can be overruled by the Chair
Motion to Table the Resolution	To postpone debate on current resolution until a later time.	No	Yes	Yes	Two thirds majority Can be overruled by the Chair
Motion to Divide the House	Calls for a roll-call vote where all delegates must vote either for or against a substantive matter. Abstentions are not in order.	No	Yes	Yes	Chair
Motion to withdraw a resolution	To call for the withdrawal of the resolution, must be a unanimous decision from the submitters.	No	No	No	Chair
Motion to Call for Testimony	Request a policy statement from outside the forum	No	No	Yes	By Chair according to relevancy.
Motion to reconsider a resolution	calls for a re-debate and a re-vote of a resolution that has already been debated will be debated at the end, as other resolutions have priority.	No	Yes	Yes	A 3/2 majority is required for this motion to be entertained and isn't a debatable motion