

THE
MODEL UNITED NATIONS
CONFERENCE
(Zonal MUN and National MUN)
Information BOOKLET
For
Coordinators and Participants

Ministry of Education and Human Resources,
Tertiary Education and Scientific Research

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What is the Model United Nations?

The Model United Nations (MUN) is the simulation of the activities of the United Nations, with the Security Council, the General Assembly and its Commissions. It is a “learning by doing” method of studying the United Nations. Participants of MUN assume the roles of representatives of member States of the United Nations and consider items from the vast agenda of the United Nations.

MUN is held in many countries of the world. Each year about 60, 000 secondary and university students participate in Model United Nations programme worldwide. Each programme is run independently, but goals common to all are to increase international understanding and develop the art of peaceful negotiation.

The MUN programme is a great way for students to learn about international relations and to gain a better sense of what a varied and fascinating world we live in.

MUN was first held in Mauritius as a pilot project in 1993, involving 18 Secondary Schools. However, the programme grew in size to include all schools teaching up to Form VI. Institutionalised in 1994, the MUN concept fits appropriately in the school curriculum as it covers historical, social, economic, political, philosophical topics including science, literature and the arts. MUN has now become an annual feature.

Participation in MUN is an unforgettable learning experience that not only immerses young people in the study and discussion of global issues, but also encourages the development of skills which they will find useful throughout their lives. It enhances student’s capacity to engage in problem-solving, teaches aspects of conflict resolution and communication skills and creates the opportunity to meet new people and make new friends.

This booklet is designed to familiarise both coordinators and student delegates with some of the guidelines to preparations, general rules of procedure and necessary information about MUN.

PREPARATION FOR THE CONFERENCE

In order to successfully participate in the Model United Nations programme, participants must:-

Research on the United Nations

- Gather background information on the United Nations Organization
- Its structure and other agencies
- Read the UN Charter
- Understand its purposes, practices and rules of procedures
- Find out what issues are on the UN agenda

Research on countries

- Familiarise with the assigned country
- Its location and geography
- Past and recent history
- Social and cultural structure
- Political structure
- Economy
- Foreign policy
- Understand the role and influence of geo-political groupings
- Find out more information about the country's recent UN activities through the local embassy or other UN body offices
- Keep abreast of recent and current affairs and relationships of the country being represented with others

Research on the Conference topics

- Develop an understanding of the issues that will be debated
- Look out for background materials on these issues

- See how the issue affects the country being represented
- Find out what is the position of the represented country on the issue

Learn how to write a Resolution and then write one.

- Follow the required format
- Be realistic and do not write objectives that cannot be met
- Make sure that the actions mentioned can be taken

Learn how to write a country statement and then write one.

- Keep it simple
- Abide by the country's policy
- Start with a brief introduction to describe the generalities of a few issues
- See how the issue affects your country
- Outline how your country would like to address any problem related to that issue

DEFINITION OF TERMS

General Assembly (GA): is one of the six major organs of the United Nations. It is only in the GA that all UN members are represented.

Security Council (SC): is the organ of the UN having the major responsibility for keeping peace. The Security Council has 15 members - 5 Permanent and 10 Nonpermanent members.

Motion: the proposal for debate which will eventually be voted upon, the main motion is the Resolution.

Resolution: the resolution is the document used for negotiations.

Pre-ambulatory clauses: Clauses which form the first part of a resolution. They state the problems related to the issues discussed in the resolution.

Operative clauses: Clauses which form the second part of a resolution. They state the solutions proposed in relation to the problems stated in the pre-ambulatory clauses.

Country statement: expresses the views and opinions of the country on UN issues or world affairs.

The House: All the members (delegates) present, except the Chairperson.

The Sponsor: The sponsor is one of the co-authors of a resolution.

Co - Sponsors: Those countries supporting a resolution.

Recognize: Granting to a member of the house the privilege to speak by the Chair. The Chair recognises the member by pronouncing the name of the country he/she represents.

Right of Reply: Answer to a country statement. (Delegates are usually allowed 30 seconds).

Yield the floor: The delegate who was speaking leaves the floor and returns to his seat.

Open to points of information: The speaker is ready to answer questions from delegates.

Yield the floor to the Chair: Speaker returns the floor to the Chair.

Yield the floor to another country: The speaker gives the floor to another to speak.

PARTICIPANTS in a Model United Nations Conference

Secretary General: Chief Administrator of the conference and final arbiter in all disputes.

Deputy Secretary General: Assists Secretary General in the smooth running of the Conference.

Chairperson: Chairs Commissions.

Head of Delegation: The leader among the group representing a country.

Delegates: Students representing countries at the Conference.

Delegation: A group of 4 students representing one country at the conference. Each delegate will participate in one commission assigned to him/her. No two or more delegates from the same country will be allowed in the same Commission Room.

Secretaries: Those who help the Chairperson in commissions and the General Assembly and assist the Jury by taking the minutes of proceedings.

Security Officers: Those who ensure security during the Conference.

Press Officers: Those who gather information and help in the publication of the MUN journal that gives an account of the day's work.

MUN TV & Photographers: Those who will cover all events related to the organisation of the MUN Conference.

- They will work under close supervision of the MUN Coordinator responsible for the Press.

- At no point will they publish any clip or photograph on any website or blog.
- All production will remain the property of this Ministry.
- They are expected to behave ethically at all times.
- Production of any “bloopers” in relation to the conference is strictly forbidden.
- All materials related to the MUN conference must be duly handed over to the Desk Officer of the Zone or to the Ministry after Zonal and National MUN.

DELEGATES

Role and Function:

- Write Resolutions
- Present Resolutions
- Defend Resolutions
- Present Country Statement
- Meet with interest groups
- Lobby for their Resolutions
- Attend and contribute to discussions of General Assembly and the various Commissions
- Act as diplomats
- Must be courteous
- Refrain from being arrogant during lobbying sessions
- Are not allowed to bully other delegates at any point, either during the preparation for the conference, during and after the conference
- Remain strong but flexible, cooperate and make compromise
- Consider the suggestions proposed by sponsors
- Must honour their commitments at all times
- Must project an image of seriousness

- Must use proper language and should not be vulgar
- Must project the best image of the country being represented
- Must always remember that national interest should have priority over personal interest
- Should be punctual during all the days of the conference

DRESS CODE

- Dressing professionally and appropriately is an important aspect of MUN preparations. Just like being polite and having proper manners, dressing appropriately is an important way to show respect for the country a delegate represents, to other delegates and to the United Nations. Delegates must ensure a tidy appearance.

Boys

Business attire: trousers, a matching jacket, a button-down shirt and tie

Dress shoes and socks

No T-Shirts, No Jeans, No Sports Shoes, No Long Hair.

Failing to conform to the dress code will result in being dismissed from the conference.

Girls

Formal dress (Eastern or Western) for girls.

Skirts or dresses should be of a decent length (not more than two inches above the knees).

Remember high heels look pretty but they can also be very uncomfortable.

National Dresses

Delegates may dress up in the national dresses of their country **only** for reading the Country Statement.

Failing to conform to the dress code will result in being dismissed from the conference.

Badges

- All delegates attending MUN must wear a badge.
- Access inside the Conference Hall will not be allowed if delegate does not have a badge.
- Badges will be provided to all participants by the Secretariat.
- Badges to be worn all the time during all the days of the Conference.

Ethical Behaviour

All MUN participants are expected to conform to high standards of ethical behaviour.

Seating Arrangements

In the General Assembly delegations are seated in the country's alphabetical order starting with Afghanistan and ending with Zimbabwe.

Each delegation will have its country name plate on the table in front.

In the Commissions, the delegates **may** be requested to sit according to alphabetical order of countries.

Placards

- 4 placards with the country name printed will be issued to each delegation.
- Placards will have to be returned to the Secretariat after the Conference.
- Lost or damaged placards will have to be paid for by delegates
- Delegations which do not return their placards will not receive certificates.

Certificates

- All participants will receive a Certificate of Participation of MUN.
- **Participants have to make sure that their names are submitted EXACTLY as per their Birth Certificate)**

Country Table Flags

- These will be placed on the table in front of each delegation in the General Assembly.
- Only one flag will be given to each delegation.

Messages

- Messages must be written on identifiable notepaper.
- Messages must have distinctive heading and bearing the name of the country.
□ Private messages will not be allowed.
- Delegates will, during official opening and closing ceremonies, not be allowed to pass on messages or notes.

General Rules of Debate

Delegates should remember that:

- they should be courteous at all times
- the decision of the Chair is final
- everybody cannot speak at the same time
- only the Chair **or** a Member of the House recognized by the Chair **or** the speaker holding the floor has the right to speak
- the decision of the jury is final
- they should not seek information from the jury
- obtain the floor before speaking
- stand up when speaking
- address the Chair first
- yield the floor when required to do so by the Chair

All speakers must:

The Chair will:

- abide by the rules of procedure
- not depart, at any moment, from the rules as stipulated in this booklet

- be liable to be terminated in the event of non-respect of instruction given to them or subversion of rules of procedure.
- not influence the decision of the jury
- give equal opportunity to all delegates □ be unbiased

MODE OF ADDRESS

Some examples:-

- Mr./Madam Chairperson
 - I rise to a Point of Information/Point of Order/Point of Privilege
 - I wish to speak in favour of/against this Resolution
 - Is the Chair/the Speaker (not) aware that
 - Does the Speaker (not) agree with me that
 - The Speaker stated in his speech ... Does he (not) realize that
- I yield the floor to the Chair or Thank you Chair
- I move to amend the Resolution by striking/inserting/ adding the words
- I urge the House to give me their support by voting for/against this Resolution/amendment

All references to other speakers should be:

□ in the third person

- Points of Information should begin with a phrase such as:
"Is the speaker aware that "
- Points of Information should never begin with a phrase such as:
"Do you think "

Within a speech, a speaker should say:

- "As my (dear, learned, honorable) delegate from country has told the house"
- **Within a speech, a speaker should not say: " you said "**

RULES OF PARLIAMENTARY PROCEDURE

Group discussions or meetings require rules for their operation. Such rules are commonly called “Parliamentary Procedure”. These rules regulate the procedure in meetings. They allow meetings to be carried out in an organised and effective way. Like real UN, MUN commissions may have lengthy agendas and many delegates want to convey their country’s positions.

To help maintain order, the MUN Conference has adopted certain rules of procedure to establish when a delegate may speak and what he or she may address.

Rule 1: Points of Order

A Point of Order is defined as an objection to procedure.

□ Relates to procedural matters only

- During the discussion of any matter, a delegate may rise to a Point of Order if there is misuse of Parliamentary Procedures or if the Chair has taken a wrong decision
- The Point of Order must be raised immediately after the error has been made
- A delegate may rise to a Point of Order by saying as he puts his placard up (and upon being recognized by the chair)

“Mr. Chairman., I rise to a Point of Order.’

- The Point of Order shall be immediately decided by the Chair in accordance with the rules of procedure
- A delegate rising to a Point of Order may not speak on the substance of the matter under discussion
- The delegate must not make a long speech but should be short

- A member who misuses a Point of Order may lose this privilege for the rest of that day's session
- May interrupt a speaker who has the floor and is speaking but in the General Assembly it can only be used among speakers
- A speaker having the floor when a Point of Order is raised must take his seat until the Point of Order is decided
- The Point of Order will not be used by delegates to substantiate solutions proposed during a debate.

Rule 2: Points of Information

- May not interrupt the speaker who has the floor
- Must be directed to the Chair even though aimed at the Speaker who has the floor
- May be asked by a delegate when he/she wants to ask a question or needs some clarifications
- A point of Information must be formulated as a short question, for example "Is the Speaker aware that " or "Does the Speaker (not) realize that "
- A Point of Information may be a statement to give more information to support what the speaker has said (i.e in favour of the resolution)
OR
A statement to bring down the resolution (i.e against the resolution)
- A series of questions from the same questioner will not be in order
- All answers to questions are addressed to the Chair
- Time taken to ask the question is not included in the debate time but time taken to answer is included

- At the start of the session, each delegate in the commission will be allowed 1 Point of Order
- The chair will have to ensure that
 - (a) all Points of Order have been used by delegates
 - or
 - (b) delegates not wishing to use their Point of Information have given up on these before launching a fresh round of Point of Information.

□ A delegate may be open to a maximum of two Points of Information.

Rule 3: Points of Privilege

- Refers to the comfort and well being of the delegate or of the Assembly as a whole. For example, if the room becomes too hot or too cold or there is not enough light, a delegate may interrupt the speaker in order to ask the Chair to provide better ventilation or light.
- Therefore they are given immediate consideration regardless of what is before the Assembly
- Does not refer to the content of any speech
- May also interrupt a speaker if the speech is inaudible
- Does not need to be seconded
- Does not need to be voted or debated
- Is always addressed to the Chair and never to the speaker
- Delegates must not make an abuse of this point

Rule 4: Points of Parliamentary Enquiry

Is a Point of Information directed to the Chair concerning the Rules of Procedure.

Rule 5: Quorum for General Assembly

A majority of the total member nations present at the General Assembly shall constitute a quorum.

Rule 6: Quorum for Commissions

One-third of the members of a Commission shall constitute a quorum. The presence of a majority ($1/2 + 1$) of the members of the commission is, however, required for a question to be put to a vote.

Rule 7: Suspension of Rules

Except by decision of the Chair, there will be no suspension of the rules.

Rule 8: Amendments, friendly

A friendly amendment is one on which all the sponsors of the Resolution have agreed and is not debatable.

Friendly amendments can only be proposed in Commissions, not in the General Assembly.

Amendments can be made to Operative Clauses only.

Rule 9: Agenda

Agenda for the Security Council will be communicated to members of the committee by the Technical Coordinator.

Rule 10: Voting

A. Conduct During Voting

After the Chair has announced the beginning of voting, no representative shall interrupt the voting except on a Point of Order in connection with the actual conduct of the voting.

B. Explain Vote

All delegates should explain their vote.

Rule 11: Interruption of Speeches in the General Assembly

- A. A speech may **NOT** be interrupted by any point, **EXCEPT** a Point of Personal Privilege referring to audibility.
- B. All other points e.g. Order, Parliamentary Inquiry, Information to the Chair or Speaker, will be dealt with only when the Speaker yields the floor to Points of Information, or to another delegate or back to the Chair.

Rule 12: Open Debate

- Debating: All delegates will have to participate in debating for or against a resolution.
- Debates will focus on solutions proposed in their resolution
- Delegates will not ask speakers for evidence.
- No debate will be entertained.
- All delegates are allocated equal amount of time for debating
- Use of visuals will not be allowed.
- Recess will be decided by the Technical committee.
- All delegates and chairpersons should abide by time allocated for recess.

Rule 13: Evidence

No documents for use as evidence will be entertained in the commission rooms.

MERGED RESOLUTIONS

- The resolution is the document used for negotiations.
- Resolutions are written suggestions for addressing a specific problem or issue.
- The Resolution should not be more than three pages
- While most Resolutions state policies, some may include entire treaties, declarations, or conventions
- Resolutions may either be general statements or contain directions for specific organizations, bodies or states
- They may condemn actions of a state, call for collective action
- It must be typed and submitted in 2 hard copies to the Resolution and one soft copy on CD with clear labeling. (Commission, Question of, Question Number).
- A delegate's main aim should be to formulate a resolution, which both sustains his country's position and attracts the support of others.
- The final corrected copy of the merged resolution will be available on the Ministry's website for each zone before the start of the conference.
- Resolutions should draw parties together into dialogue and stimulate mutual interest in negotiation and compromise for the greater good.
- Resolutions should not condemn any party as it will decrease the chance of success in achieving peaceful solutions to world problems
- In commissions a simple majority (1/2 + 1) is required for a resolution to pass.
 - Resolutions must be written in the correct MUN format
- The Font to be used is **verdana** size **12** □ Resolutions have three main parts
 - The Heading
 - The Preamble section
 - The Operative section

The Heading shows

- the Commission, the Session, the Sponsors, the Date, the Title. **The Preamble section**
- The clauses in the preamble of a resolution (Preambulatory clauses) state the reason for which the commission is addressing the topic and highlights past actions on the issue

Each clause **begins with a present participle** (called a preambulatory phrase or initiating phrase)

- The preambulatory or initiating phrase must be underlined and indented five spaces
- Each clause **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
 - Mention of statements made by the Secretary General or a relevant UN body or agency
 - Recognition of the efforts of Regional or Non Governmental Organizations in dealing with the issue
 - General statements on the topic, their significance and their impact.

INITIATING PHRASES for Preambulatory Clauses

Affirming	Encouraged	Having studied
Alarmed	Endorsing	Keeping in mind
Approving	Expecting	Mindful
Aware of	Expressing deep concern	Noting further
Bearing in mind	Expressing its appreciation	Noting with approval
Believing	Expressing its satisfaction	Noting with deep concern
Cognizant	Fulfilling	Noting with regret
Concerned	Fully alarmed	Noting with satisfaction
Confident	Fully aware	Observing
Conscious	Fully believing	Reaffirming
Considering	Further deploring	Realizing
Contemplating	Further recalling	Recalling
Convinced	Grieved	Recognizing
Declaring	Guided by	Referring
Deeply concerned	Having adapted	Reiterating
Deeply conscious	Having considered	Seeking
Deeply convinced	Having decided	Stressing
Deeply disturbed	Having devoted attention	Taking into account
Deeply regretting	Having examined	Taking into consideration
Deploring	Having heard	Taking role
Desiring	Having received	Viewing with appreciation
Determined	Having regarded	Welcoming
Emphasizing	Having reviewed	Wishing

Operative Clauses

- Operative clauses identify the actions or recommendations made in a resolution.
- They explain what the committee will do to address the issue. □ Each Operative clause **begins with a verb** (called an operative phrase) □ Each Operative clause ends with a **semicolon**.
- Operative clauses should be organized in a logical progression, with each containing a single idea or proposal.
- They are always **numbered**.
- If a clause requires further explanation bulleted lists set off by letters (a,b,c) or roman numerals can also be used.

- After the last operative clause the Resolution ends with a **full stop**.

INITIATING PHRASES for Operative Clauses

Accepts	Draws the attention	Notes with satisfaction
Acknowledge	Emphasizes	Proclaims
Adopts	Encourages	Reaffirms
Affirms	Endorses	Recommends
Appeals	Expresses its appreciation	Regrets
Applauds	Expresses its conviction	Reiterates
Appreciates	Expresses its hope	Reminds
Approves	Expresses its regret	Renews its appeal
Authorizes	Expresses its sympathy	Repeals
Calls	Expresses its thanks	Requests
Calls upon	Further invites	Solemnly affirms
Concurs	Further proclaims	Stresses
Condemns	Further recommends	Strongly condemns
Confirms	Further reminds	Suggests
Congratulates	Further requests	Supports
Considers	Further resolves	Takes role of
Decides	Have resolves	Transmits
Declares accordingly	Instructs	Trusts
Demands	Invites	Urges
Deplores	Notes	Welcomes
Designates	Notes with approval	
Directs	Notes with interest	

Example of a
MERGED RESOLUTION



Appendix 5
Q3

Page 1 of 3 Pages

Commission: Education
Session : 11th MUN - 2007
Sponsors : Kuwait, Egypt, Croatia, Maldives, Kenya, Lesotho, Ireland

QUESTION OF: **PROVIDING ADEQUATE EDUCATIONAL FACILITIES
TO EMPOWER THE POPULATION TO ALLEVIATE
POVERTY**

The General Assembly,

Grieved by the fact that despite the advent of human rights, there is still gender discrimination as far as education is concerned though it has been stated by the Human Rights that everyone has the right to education,

Expressing deep concern in cases where the child labourers are likely to be from the developing countries and moreover, some 8.4 million children were engaged in unconditional worst forms of child labour,

Keeping in mind that in certain countries, poor children have numerous disadvantages in relation to their better-off counterparts as they are generally less well equipped to undertake a school programme,

Deeply disturbed by the fact that poor economic conditions in some countries are a consequence of a lack of resources,

Noting with regret that despite continuous efforts, contemporary forms of racism persists and is growing in magnitude even in educational establishments and that education as a powerful and long term method to combat racism and discrimination is being ignored,

1. Expresses its appreciation since UNICEF has been working on this issue as part of the follow-up to the 1993 Ouagadougou Pan-African Conference on the Education of Girls and other groups of children who deserve special attention and also non academic support is required to contribute to their total well being and success in life;

Commission: Education

Sponsors : Kuwait, Egypt, Croatia, Maldives, Kenya, Lesotho, Ireland

2. Emphasizes that education will help children to learn skills which are going to help them earn a living that is education should not be solely an end in itself since education is essential for the complete self-realization of man;

3. Requests that for the eradication of poverty to take place, universal primary education should be compulsory since it is of great importance in order to break the cycle of poverty;

4. Seeks help from NGO's to provide financial support to reduce the problem of lack of qualified citizens to train staffs and moreover adult education also responds to the varied needs of the society and thus contributes further in reducing poverty;

5. Reminds that education has a key role to play in eradicating racism and valuing diversity and it would be better if every educational establishment takes action so as to prevent racism;

6. Further reminds that some countries are attempting to design their education systems so as to cater for children's diverse needs and even to provide additional support outside academic classes;

7. Considers that education of adults is of paramount importance as the adult population has economic power since they have potentially the means of contributing to development in a significant way as educated adults can be seen as a national asset playing a crucial role in the eradication of poverty,

8. Strongly urges all the member states present in this commission to support this resolution as education is the only way to truly alleviate poverty with the help of the following steps:

Commission: Education

Sponsors : Kuwait, Egypt, Croatia, Maldives, Kenya, Lesotho, Ireland

- (a) Education should be recognized as a fundamental human right and given its due recognition;
- (b) Should ensure the enforcement of this right by various methods, for instance by providing free education at least until secondary level;
- (c) Monitoring that is, ensuring that these operations are being carried out successfully since they are going to help in curtailing poverty.

THE COUNTRY STATEMENT

- The Country Statement expresses the views and opinions of the country on UN issues / or world affairs.
- Each delegation represented in the General Assembly must write a Country Statement which will be read by the Head of the Delegation on Day 1 of the Conference.
- The first country to read the country statement will be drawn by lots.
- The speaking order will then follow alphabetically from that name.
- The country statement may not be longer than **one minute** when read and is not to be interrupted.
- The country statement should be read in **English**.
- It may be read in the native language of the country represented but it must be translated into English. Both the readings must be no longer than one minute.
- The statement must be representative of the country's primary concerns about the state of the world.
- Heads of delegation should comment on two or three issues or world events that seem to be most important and relevant to the country they represent.
- The speakers should not attempt to state their country's position on too many agenda issues.
- The speaker should not abuse the privilege to insult other Members of the UN and should not present their own country in an unworthy fashion
- The statement usually concludes with an expression of support for the United Nations.
- Every speech should start with a formal greeting to the assembly.
Example: "Secretary General, Honoured delegates" and should finish with a "Thank you".

Sample Country statement
Democratic Republic of Congo

THE DEMOCRATIC REPUBLIC OF CONGO

Chairperson &

Fellow delegates,

Mbôte na yó (Good morning)

Despite its stabilising economic situation, Democratic Republic of Congo is now facing the aftermath of numerous civil and ethnic wars. Democratic Republic of Congo now seeks redress under the guidance of the United Nations peacekeepers.

Our government expresses deep concern about the security and respect of human rights of the fellow civilians, who are, as we speak, victims of war crimes such as mass rapes. Democratic Republic of Congo pleads for a complete halt of injustice being inflicted by the militia rebels of the entire region on our people.

Demobilisation of child soldiers is a must in the African Nations and our country fully supports the United Nations' call for greater protection of children caught up in armed conflicts.

Democratic Republic of Congo wishes greater cooperation and commitment from all the United Nations member states for global peace.

Thank you.

Pakistan

PAKISTAN COUNTRY STATEMENT

Mr. Secretary-General,

Distinguished Delegates,

Pakistan extends its greetings to you all.

Over the past six years, despite daunting external and internal challenges, Pakistan has been in the frontline of the global campaign against terrorism. We have been active in forestalling several terrorist plots in other parts of the world. However, it must also be understood that Pakistan is making regular sacrifices in its attempt at eliminating the threat of terrorism. Therefore, Pakistan makes an appeal to the international community to acknowledge and support its efforts.

Moreover, Pakistan is welcoming and caring for over 3 million refugees from Afghanistan. This is placing an additional strain on our economy and thus, Pakistan is entreating international organizations to step up efforts towards facilitating the repatriation of refugees.

Thank you for your kind attention.

RIGHTS OF REPLY TO COUNTRY STATEMENTS

Following the delivery of 5 Country Statements, 3 Rights of Reply will be entertained.

- Rights of Reply are statements pertaining to an item or items presented in any 5 of the opening speeches read, not questions addressed to the speaker.

- A Right of Reply should not exceed 30 seconds.
- The Right of Reply must refer to one of the preceding five Country Statements.

THE ORDER OF EVENTS IN COMMISSION

DEBATING PROCEDURES

All delegates will be given the floor to speak either for or against the resolution for about 2-3 minutes including answering points of information. No delegate will be allowed floor twice for the same debate unless it is to be for Point of Information or Point of Order.

All Delegates must be seated.

- (1) Chairperson calls the House to order.
 - Takes roll call
 - Makes an opening remark emphasizing the committee objectives and the significance of the issues
 - Announces the title of the Resolution to be debated
 - Delegates have to bring their own copies of resolutions to be debated in their commissions. Soft copies of the official and corrected Resolution may be provided in commission room.
- (2) Chairperson calls upon a sponsor of the first Resolution on the agenda to read.
 - The sponsor comes forward and reads the operative clauses of the Resolution

- When he has finished reading the Resolution, he yields the floor to the Chair
- (3) Chairperson asks for a second.
- Any member of the House may simply call out: "Second" without being recognized. (This will be the case, since an unseconded motion cannot be debated)
- Chairperson will announce debate for the resolution.
- Chairperson then gives the floor to the sponsors of the resolution to speak for the resolution.
- After speaking the Delegate should be open to only one Point of Information.
- He will then:

yield the floor to another country

or

yield the floor to the Chair

- The Chairperson will also give the floor to other delegates who wish to support the resolution.
- (4) When the debate time for the motion has been exhausted, the Chairperson calls upon the Speaker to yield the floor.
- He then declares the floor open to members of the house who wish to speak against the motion
 - The Chair recognizes a member of the house to speak against the motion
 - The same procedure is followed for the opponents as for the proponents

Voting

(5) Once the Chair has closed the debate, the motion is put to a vote.

□ The Chair announces the result of the vote. All delegates should explain their vote.

Explanation of votes

(6) Time allocated for the explanation of votes:

- 30 sec: in favour of the resolution
- 30 sec: against the resolution
- 30 sec: abstention

Floor will be given to all delegates to explain their vote.

(7) The Chair then announces the next Resolution on the agenda and the same procedures will follow.

Some modes of address

“Will the House please come to order”

“We shall first proceed by taking the roll call”

“Delegates please answer loudly when your country name is called”

“Will the sponsor of the resolution come forward to read the Resolution”

“The Resolution has been read. Is there a second?”

“The Resolution has been read and seconded. We shall now debate the Resolution”

“The time has been fixed as follows”

“We are now in debate time for the Resolution. We have . . . minutes to debate for the motion”

“Will you please rephrase your question”

“We shall now proceed in debate time against the motion”

“Mauritius. You have been recognized. Mauritius, you have the floor”

“This yielding is in order.” Delegate from India, you have the floor”

“All debate is now closed. we will now proceed with voting procedures”

“All those in favour of/against this motion please raise your placards”

“All those abstaining please raise your placards”

“The Resolution passes/ fails by. . votes for or . . votes against and. .abstention. If a member rises to a Point of Order the Chair should say” delegate from (name the country) state your point.

After the delegate has stated his point, the Chair decides whether the Point of Order is relevant or not.

The Chair may then say “delegate your point is not well taken “and proceeds with whatever business is before the assembly.

OR

He decides “your point is well taken” then he proceeds with whatever business is in order under the reversed ruling.

Out of Order

A proposal (motion), remark, delegate may be “out of order”.

A delegate is out of order when he/she starts to make a speech without being recognized by the Chair therefore has no “right to the floor”.

Remarks are out of order when they are insulting, profane or are stated to offend another delegate.

A motion is “out of order” if it is moved when a motion of higher precedence is pending.

Then the Chair must act promptly to state

- The motion or the delegate or the remark is “out of order”.
- Explain why it is “out of order”
- Tell the assembly what is in order

Secretaries

- Should be conversant with all Parliamentary Procedures.

In Commissions, Secretaries:

- Should count the total number of delegates seated in the Commission and find
 - $\frac{1}{2} + 1$ of that number
 - $\frac{2}{3}$ of that number
 - $\frac{1}{3}$ of that number.

- Should write the three numbers and keep them close at hand for easy recall.
Must keep a record of the number of times each country
 - is recognized
 - uses Points of Information
 - uses Points of Privilege
 - loses any of the points mentioned above.
- **During debate** secretaries must keep track of time and tell Chairperson when time limit is up □ .
- Must write down the time when debate starts and inform the Chair when time for debate is over.
- If the Chair announces vote on Previous Question (Close Debate)
Secretaries must count the number for or against and tell the Chairperson □

2/3 vote is needed to close debate

- During **voting procedures** secretaries must count the number and inform the Chair. Each Country has only one vote
- Secretaries must be careful not to count a country twice
- It requires a majority vote (ie $\frac{1}{2} + 1$) for a resolution to pass.
- Must write **PASSED** or **FAIL** according to the results on the resolutions that are debated and get the Chairperson to sign.
- Secretaries may be requested to take the minute of the proceedings and these must be submitted to the Technical Coordinator in person at the end of the day's session.

In The General Assembly

On Day 1

- One Secretary must keep track of the time during the **reading of Country Statements** and must inform the Chairperson when **1 minute** is over.
- Another secretary must keep track of the time during **Rights of Reply** and inform the Chairperson when the speaker has spoken for **30 seconds**.
- Must keep track of the countries on the list and tell the Chair the next country to read the Country Statement

On the floor

- Secretaries act as channel of communication for the delegates by passing on the written messages from one delegation to another
- Should make sure that messages must bear clear FROM and TO

Should make sure that it is not a personal message

Conduct

- Secretaries must be polite at all times
- Secretaries should be quick, efficient and courteous even under difficult circumstances
- Secretaries should not be seen loitering around □ Secretaries should not crowd in little groups

Other duties

- Must be ready to help the Secretariat when requested
- Must be ready to help the Press Section when requested

Badge

- Secretaries must wear a **badge**
- Secretaries must submit **one passport size photo** with **name, school and Secretary** written at the back

DRESS CODE - UNIFORM

- All Secretaries will have to wear a uniform
- **Cost of material and tailoring will be the responsibility of the Secretary**
Design and choice of material will be done by the Organizing Committee □

High heels are not encouraged

Failing to conform to the dress code will result in being dismissed from the Conference.

Security Officers

- Must ensure security throughout the Conference
- Must work under the responsibility of a Head Security Officer/Guard
- Must report delegates who misbehave to the head or to the Secretary General or the Deputy Secretary General
- Must see to it that participants do not eat, drink, chew gums in the conference rooms
- Must see to it that participants do not smoke, consume alcohol and drugs at the Conference
- Must make sure that all delegates are seated
- Must not allow any one to enter or leave the room during voting procedures
- Must not allow participants not wearing a badge to enter the Conference Hall

Conduct

- Must be quick and efficient, courteous and polite, even under difficult circumstances
- Must not be seen loitering around
- Must not crowd in little groups

Other duties

- Must be ready to help the Secretariat when requested
- Must be ready to help the Press section when requested

Badge

- Must wear a badge

Must submit **one passport size photo** with **name, school and Security Guard** written at the back

DRESS CODE

- Security Officers must **wear a uniform blazer**
- The colour and material will be chosen by the organizing committee
- **Purchase of material and tailoring will be the responsibility of the Security Officer**

Failing to conform to the dress code will result in being dismissed from the conference.

Press Officers

- Are responsible for the publication of newsletters on MUN events everyday
- Must work under a Head Press Officer
- Must behave as a delegate
- Must dress up formally as a delegate.(See dress code Delegate)

Badge

- Must wear the MUN badge
- Must submit **one passport size photo** with **name, school and press** written at the **back**

Security Council

The Security Council has 15 members. The Charter designated **Five (5)** states **Permanent Members** and the **General Assembly elects ten (10)** other members for a two-year term. The term of office for each non- permanent member of the Council ends on 31 December of the second year of its term. Each Council member has one vote.

The 5 Permanent Members are:

1. China
2. France
3. Russian Federation
4. United Kingdom
5. United States of America.

□ Unlike other Commissions, the Security Council sets its own agenda or reacts on issues and events as they arise both in the real world and in the simulated world of MUN.

Delegate Preparation

- Same as for any other delegates
- Delegates are expected to prepare on topical world issues
- Delegates to the Security Council have the opportunity to suggest items for inclusion on the agenda
- The agenda is fixed in consultation with the chair person prior to the Conference

Security Council Meeting

- Starts on Day 1 after the Opening Ceremony and is ongoing
- Most of the negotiating and merging of draft resolution takes place in the Council Chamber rather than in the lobby
- As there are only 15 members, they sit around a table

Procedural rules do not have to be so rigidly enforced

To be effective the Security Council delegate needs to

- have more than a good knowledge of world affairs and international relations
- have a sound understanding of their own country's position on the main issues affecting peace and security
- know how far they can go towards achieving consensus or reaching a compromise

Coordinator

Time-Line

- Forms should be properly filled in
- Deadlines should be respected

Selection of participants

At school, selections have to be made for the following

- Delegates
- Secretaries/Security Officers
- Chairpersons
- Press

Delegates:-

Selection must be done from those students

- Who have skills to speak in public and to listen to others' arguments
- Who demonstrate the ability to negotiate, compromise and provide leadership
- Who can behave as a diplomat
- Who can perform irrespective of pressure
- Who are serious and responsible
- Who will bring a good name to the school

Secretaries/Security Officers

Selection must be done from those students

- Who are ready to bear the cost of their uniforms
- Who are willing to undertake administrative work
- Who are ready to carry out instructions of Secretary General/Chairperson

Chairpersons

Selection must be done from those students

- Who have participated as delegate in previous MUN
- Who are well versed in parliamentary procedures

Please note that preference will be given to best delegates

PRESS

Selection must be done from those students

- Who possess good writing skills
- Who have a mastery of English Language
- Who can work under pressure
- Who are able to work as part of a team
- Who have IT/drawing skills

A training and selection exercise will be carried out. The decision of the Organizing Committee will be final.

ISSUES

A list of issues will be given.

There will be 2 issues for each Commission.

Each delegate will have to write one Resolution on any one issue in his Commission.

For example:-

Commission: Education

ISSUE: 1. Quality Education

2. Education and Poverty

Some titles of Resolution that can be formulated:-

1. Question of: Promoting rural education to combat poverty
2. Question of: Eradicating poverty through education thereby reducing the rate of Illiteracy
3. Question of: Reducing brain drain so as to prevent the impoverishment of the country
4. Question of: Providing ongoing teacher training with a view to improve the quality of education
5. Question of: Providing internet facilities to all schools

PRE CONFERENCE MEETINGS

All MUN Coordinators should be present on the **days when meetings for delegates are organised.**

Coordinators will have to:-

- Ensure that delegates are aware of the delegation they belong to and the question of that has been assigned to the country in that commission
- Explain the processes of resolution writing to the delegates
- make sure that the content and the format of the resolutions they bring have been seen and corrected by them at school - be part of the panel to correct resolutions.
- take back the resolutions to their schools after correction.

Approved Resolutions must have the **seal of MUN Mauritius and written 'approved' and signed.**

All Coordinators will have to be in the panel of Jury on the Days of the Conference.

Please consult previous pages on details about how to prepare a Resolution.