



Deutsche Schule Thessaloniki
Model United Nations

Delegate Manual

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1. Introduction

Dear delegates,

This Manual aims to provide you with all the important information about your duties both prior to and during the conference. You can find tips and guidance for your preparation, your documents and the Rules of Procedure. We hope that it will be useful and practical for your preparation as well as for your development as MUNers!

We are looking forward to meeting you in November!

The Organizing Team

2. What is a Model United Nations Conference?

A Model United Nations Conference is a simulation of the work of the United Nations in which participants adopt the role of diplomats in the various Committees of the United Nations. The topics that are to be discussed during the three days of the conference are of great importance and affect the global community. Students are called to raise their voices, exchange ideas and opinions, propose measures and vote upon them.

3. Preparation

Your preparation prior to the conference is very important, because it will allow you to be active during committee work. Prior to the conference you are expected to research about the country that is assigned to you, your committee and the topics of the Agenda your committee will be discussing. It might seem superfluous, but having the material you will need for the conference is essential (either printed or in digital form). Don't forget to organize your papers and to have your Draft Resolutions in digital form (USB), since this will make it much easier for your clauses to be added to your alliance's Draft Resolution.

3.1 Research

i. Committee

The first thing you should do is decide in which forum you would like to participate as a delegate. In the DSTMUN we have four General Assembly Committees and some Specialized Agencies. You should take into consideration the topics of the Agenda and the function and the goals of each committee.

You can find information about the various committees at the actual website of the United Nations or in the UN Charter.

ii. Country

In Model United Nations Conferences, students represent different countries and express the opinions of the government and not their personal beliefs. When researching about your country, you should have a general overview of information like its location, population, capital city, independence date, spoken language(s), government type, official name, neighbouring countries, allies and rivals, ethnic composition, Gross Domestic Product (GDP), trade partners and the main exports of your country.

iii. Topic

Each Committee is to debate on two or three topics which are both of equal importance. First of all, you need to define the topic and to understand why and how this topic affects the international community. It is then a good idea to search for the causes of the issue. The Study Guides, written by the Chairs of each Committee, will provide you with basic knowledge on the topic at hand but they should only be part of your research on the topic and your country's policy, in order for you to get a better grasp of the topic and be able to be active during lobbying and debate.

Aside from the Study Guides provided by the Conference, you can search for information in articles from trusted news outlets, encyclopedias, as well as previous Resolutions, Treaties and Conventions by the United Nations.

3.2 Policy Statement

The policy statement (also known as position paper) is a document which includes all the important information about your country's position on a topic as well as previous events and actions that further explain your country's stance on the matter at hand. You can also add your ideas regarding measures you wish to be taken, as long as they are in accordance with your country's policy. While a Policy Statement is not mandatory for participating in the Conference, writing one can help you better understand the topic while also helping others understand your policy during the Lobbying procedure. Here are some tips for your Policy Statement:

- ✓ **Keep it simple:** To communicate strongly and effectively, avoid flowery wording and stick to uncomplicated language and sentence structure.
- ✓ **Make it official:** Try to use the seal of your country or create an "official" letterhead for your position paper. The more realistic it looks, the more others will want to read it.
- ✓ **Get organized:** Give each separate idea or proposal its own paragraph. Make sure each paragraph starts with a topic sentence.
- ✓ **Cite your sources:** Use footnotes or endnotes to show where you found your facts and statistics. If you are unfamiliar with bibliographic form, look up the Modern Language Association (MLA) guidelines at your school's library.
- ✓ **Read and reread:** Leave time to edit your position paper. Ask yourself if the organization of the paper makes sense and double-check your spelling and grammar.

Here is an example of a Policy Statement:



The United Nations



Policy Statement

Divide your text into paragraphs!

The Republic of France has long held influence over the Middle East. Modern day Syria and Lebanon used to be French colonies (1920-1946). Ever since, France has encouraged peace and development within the region. In accordance with this policy, France has helped find a peaceful solution to the Syrian Civil War, as well as helped tackle ISIS. The latter has provoked numerous terrorists to strike at French cities like Paris, Nice and Valance. It is therefore within our interest to finally find a long-term solution which will restore order and peace. **(Introduction: State the history of your countries bilateral relations with the countries most affected and introduce your country's relation to the topic)**

From the very first moment, France has made clear its opposition to the existence of ISIL. The French Republic has supported all UN Resolutions regarding the issue, as well as participated in the U.S. led coalition against terrorism. In an attempt to weaken ISIS, *Opération Chammal* has been launched by the French Government. This includes financial aid to the Iraqi Government, airstrikes on key strategic locations, as well as ground support in the Battle of Mosul. This has, however, come at a great cost. 229 French citizens have died from terrorist attacks since January 2015. The most fatal of these were the controversial November 2015 Paris attacks, where 129 people died and many more were injured. **(Refer to previous UN Resolutions your country has voted in favor of on the topic at hand)**

According to French President François Hollande, "There is no time to lose against the threat of Daesh (ISIL) jihadists who now control large parts of Iraqi and Syrian territories, committing more and more extortions." The policy adopted by the French Republic has been largely shaped by the terrorist attacks in France. The people have spoken out for increased security, as well as military intervention in the Middle East. The country has been in a state of emergency since the Paris attacks, with soldiers on the streets to guarantee the safety of the French people. Border control was reintroduced; jihadist websites have been taken down and imams preaching extremism have been detained. **(State previous actions of your country and its point of view)**

The French Republic supports that in order for terrorism to finally be dealt with; its advocates must be eliminated. That would include terrorist organizations like ISIL, Al-Qaeda, Hezbollah, but also individuals like preachers supporting Wahhabism, businessmen directly or indirectly funding terrorist organizations and governments allowing their presence to strengthen their own position in the region. This has been deemed insufficient, as it has been historically proven, that instability is what makes it easy for terrorism to gain power. France therefore asserts that only when the Middle East finally stabilizes, will terrorism cease to exist. As for preventing terrorist attacks, governments should try to coordinate their efforts in uncovering the large network of jihadists all over the world. Their access to guns

should also be minimized. This can happen by passing laws that make it harder for individuals to get their hands on guns, and by curbing illegal arms trade internationally. **(Make sure to propose solutions)**

To sum up, The Republic of France hopes that all UN members embrace the fact that only by ensuring long-term stability and peace, can the age of terrorism finally eclipse. Violent oppression, illegal transactions and absurd religious beliefs are not to be tolerated in this process. **(Add some concluding remarks)**

3.3 Draft Resolution

The Draft Resolution is the most important document you are called to write before a MUN conference. Each Draft Resolution refers to one of the topics the committee will discuss and includes the proposed solutions to that issue. Each delegate has to write a full Draft Resolution before the Conference according to his or her country's policy. During lobbying, delegates are asked to form alliances and combine clauses from their Draft Resolutions and submit a Final Draft Resolution which will be presented, debated and voted upon in the house. The font you should use when writing your Draft Resolution is Calibri 12. Be reminded that plagiarism will not be tolerated.

Here is an example of a complete Draft Resolution:

FORUM: Social, Humanitarian and Cultural Committee

QUESTION OF: The humanitarian consequences of the Israeli-Palestine conflict

SUBMITTED BY: Palestine

CO-SUBMITTED BY: Afghanistan, Canada, Equatorial Guinea, France, Germany, Iran, Iraq, Luxembourg, Morocco, Netherlands, Peru, Portugal, Republic of Korea, South Africa, Sudan, Sweden, Switzerland, Syria, Turkey, United Arab Emirates, Yemen

THE SOCIAL, HUMANITARIAN AND CULTURAL COMMITTEE,

Viewing with appreciation the celebration of the 70th anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality and inalienable rights of mankind,

Reaffirming the Security Council Resolution S/RES/1322, which was adopted on the 7th of October, 2000 and called for peace between Israel and Arab states while supporting the Israeli-Palestinian peace process,

Recalling Article 49 of the 1949 Geneva Convention which dictates that any occupying power shall not deport or transfer parts of its own civilian population into the territories it occupies,

Concerned about the fact that the longstanding electricity crisis in Gaza has worsened with households receiving, on average, two hours of electricity a day,

1. Calls on Israeli authorities not to proceed with the demolition of Palestinian Settlements, not to relocate Palestinian communities in the occupied West Bank and to ban forced displacements;
2. Encourages all member states to provide further financial assistance to the United Nations Relief and Works Agency for Palestine Refugees (UNRWA), an agency almost entirely funded by voluntary contributions from UN Member States, so as to cover the expenses of the people injured by the demonstrations of Hamas against Israel while focusing on aspects including but not limited to:
 - a) repairing the infrastructure needed for UNRWA to conduct its humanitarian assistance such as:
 - i. hospitals,
 - ii. medical centres,
 - iii. schools,
 - iv. storage facilities,
 - b) creating shelters for refugees and providing them with needed commodities and psychological support,
 - c) encouraging international volunteer forces to assist the victims both psychologically and physically,
 - d) mobilizing both Israel and Palestine via dialogue to restore electricity in Palestinian households and resolve power shortages seriously interrupting the delivery of basic services;
3. Calls for international cooperation in order to combat terrorist attacks and undermine terrorist groups' actions which threaten both Israeli and Palestinian civilians.

A Draft Resolution consists of the Heading, the pre-ambulatory clauses and the operative clauses. You can find further information on these sections below:

i. Heading

The Heading of a Draft Resolution should look as follows:

FORUM: (The Committee in which the Draft Resolution is being debated upon)

QUESTION OF: (Topic the Draft Resolution refers to)

SUBMITTED BY: (Main Submitter)

CO-SUBMITTED BY: (Co-Submitters)

THE (COMMITTEE IN WHICH THE DRAFT RESOLUTION IS BEING DEBATED UPON),

ii. Pre-ambulatory Clauses

Pre-ambulatory clauses state all the information that was taken into consideration in order to create a Draft Resolution. They may refer to:

- Basic principles that need to be protected in the Draft Resolution
- Definitions that are needed to establish a common understanding
- Statements made by UN officials or UN agencies on the issue at hand
- Past actions that have helped solve the problem

A Pre-ambulatory clause should start with one of the following:

Affirming	Expressing its	Nothing with
Acknowledging	appreciation	satisfaction
Alarmed by	Expresses its	Noting with
Approving	satisfaction	appreciation
Aware of	Fulfilling	Noting with regret
Bearing in mind	Fully aware	Observing
Believing	Fulfilling	Pointing out
Confident	Further deploring	Reaffirming
Contemplating	Further recalling	Realizing
Congratulating	Guided by	Recalling
Convinced	Having adopted	Recognizing
Declaring	Having considered	Referring
Deeply concerned	Having devoted	Seeking
Deeply conscious	attention	Taking into
Deeply disturbed	Having examined	consideration
Deeply regretting	Having received	Taking note
Desiring	Keeping in mind	Viewing with
Emphasizing	Noting with deep	appreciation
Expecting	concern	Welcoming

Please note that the sample phrases used in the beginning of each pre-ambulatory clause should be written in *italics*, while each pre-ambulatory clause should end with a comma (,).

iii. Operative Clauses

Operative clauses state the solutions that the sponsors of the resolution propose to resolve the issues. The operative clauses should address the issues specifically mentioned in the pre-ambulatory clauses above it.

Similarly, an Operative clause should start with one of the following:

Accepts	Encourages	Proposes
Affirms	Endorses	Reaffirms
Approves	Expresses its	Recommends
Asks	appreciation	Regrets
Authorizes	Expresses its hope	Requests
Calls for	Expresses its	Seeks
Calls upon	satisfaction	Solemnly affirms
Condemns*	Emphasizes	Strongly condemns*
Confirms	Further invites	Supports
Congratulates	Further proclaims	Suggests
Considers	Further recommends	Takes note of
Declares accordingly*	Further requests	Transmits
Demands*	Has resolved	Trusts
Decides*	Hopes	Urges
Draws the attention	Invites	
Deplores	Notes	
Designates	Proclaims	

*All operative clauses in **bold** can only be used by the Security Council

Please note that the sample phrases used in the beginning of each operative clause should be underlined, while each operative clause should end with a semi-colon (;). Only the last operative clause should end with a period (.).

3.4 Opening Speech

The opening Speech is a 1-minute statement which is delivered at the beginning of the session of each committee by each delegate. It is a great opportunity for delegates to explain to their committee their country's policy on the topic being

discussed. When writing your opening speech you should always keep in mind that the purpose is to inform the house about your country's points of view, so try to keep it short and clear.

3.5 Tips

- ✓ **Set a time schedule.** Having a study plan will help you finish your work gradually and be well prepared for the conference, instead of studying for hours 2-3 days before the conference.
- ✓ **Make a mind map.** Note down what is essential for you to know concerning the topic and your country's policy. When you think you are informed well enough about an aspect of the issue, note a ✓, so you have an overview of your work so far.
- ✓ **Study, study, study!** It doesn't have to be all at once, but you need to devote a considerable amount of time in order to understand each topic to its full extent. You can either open tabs on your computer, or print out the data.
- ✓ **Take notes.** Taking notes will familiarize you with the topic or the information you are going to need overall. Personal notes will help you assimilate the information more efficiently.
- ✓ **Get to know your country.** Become familiar with your country's history, culture, political structure, and current political affairs. In addition to resources you may find at your school, university, or public library and on the internet, it may be useful to read fiction and non-fiction books (e.g., biographies) written by authors who live in your country. They may offer insights into the culture you are learning about. Don't only concentrate on your country's policy on the topic, but instead investigate the factors that influence its position, its beliefs and values.
- ✓ **Know your allies and your opposition.** In order to adequately represent your country during the conference, you will need to interact with delegates from other countries. Knowing their positions, their strengths and weaknesses will help you predict their arguments during debate. This will be very useful in helping you decide in advance where it might be useful to seek cooperation or compromise.

4. Lobbying

During the lobbying procedure, delegates are free to move around the room and negotiate with their fellows about the matter at hand and form alliances. After the alliances are formed, the delegates should exchange their ideas and merge their clauses in order to submit the Final Draft Resolution. They should also ask the Chairs for a Co-Submitter Sheet where the country-names of the alliance will be added. The minimum number of each alliance will be announced by the Chairs of the committee in the beginning of the sessions (Signatories should constitute at least 1/3 of the total members present in the committee and may only sign one resolution per topic). The alliance should also decide which delegate will be the Main Submitter of the Resolution; the Main Submitter is the one who will present the resolution to the house by delivering a 5-minute speech.

5. Debate

In the DSTMUN set of rules there are two modes of debate: closed and open debate.

5.1 Open Debate

Under this format, delegates are given the floor in an order decided upon by the chairs without regard to their support or opposition to the proposal.

5.2 Closed Debate

Under this format, there is a distinction between time in favor and time against the amendment debated upon. Delegates wishing to take the floor shall be required to first conclude whether they are in favor or against the topic at hand, and raise their placards accordingly.

5.3 Points and Motions

The points to be used in the DSTMUN Conference are the following:

- Point of Personal Privilege

The Point of Personal Privilege refers to the comfort and well-being of the delegate. It may only interrupt a speaker when it's due to audibility and it may not refer to the content of a speech.

- Point of Parliamentary Inquiry

The Point of Parliamentary Inquiry is a question concerning a procedural matter or the Rules of Procedure of the conference. It may not interrupt a speaker.

- Point of Information to the Speaker

The Point of Information to the Speaker is a question directed to the delegate that has previously delivered a speech and opened themselves to such Points from other delegates. The delegate asking the Point of Information must be recognized by the Chair and has to remain standing while asking the question and while the other delegate is answering. Only one question may be allowed per Point of Information.

- Point of Information to the Chair

The Point of Information to the Chair is a question directed to the Chair, through which the delegate may ask for a statement or a clarification by the Chair on a specific issue. It usually refers to anything that doesn't fall under the category of the Point of Parliamentary Inquiry. It too may not interrupt a speaker.

- Point of Order

The Point of Order refers to procedural matters and is used when a delegate feels that the Chairs of the committee have made an error. It has direct reference and may not interrupt a speaker. It is the only Motion that can interrupt voting procedures, on the condition that the Point of Order refers to a mistake in said voting procedure.

The motions to be used in the DSTMUN Conference are the following:

- Motion to limit or extend debate time

This Motion can be used in order to either limit or extend the length of the debate. A delegate may move to this proposal if they feel that it would be beneficial to the committee. After rising to this motion, a delegate should suggest a specific duration for this limitation or

extension. It is up to the discretion of the Chair to either accept or alter the suggested time frame, put the Motion to vote or dismiss the Motion. If put to vote, the aforementioned Motion requires a 2/3 majority to pass.

- Motion to move to open or closed debate

This Motion can be raised by a delegate if they feel that the current mode of debate doesn't benefit the work of the committee. A delegate raising this Motion may be asked to explain why altering the Debate mode would be more beneficial to the work of the committee. The adoption of this Motion is to be decided by the ruling of the Chair.

- Motion to move to the previous question

The Motion to move to the previous question refers to ceasing the debate within the committee and moving directly into the voting procedure on the clause, Resolution or amendment that is pending. It is up to the discretion of the Chairs to either put the Motion to vote, in which case a 2/3 majority vote would be needed for its adoption or entertain it on the condition that there have been no objections. This Motion cannot be debated upon or amended.

- Motion to reconsider

The Motion to reconsider calls for re-debating and re-voting on a Resolution that has already been voted on by the committee. It may only be entertained after debating on all other affairs has ceased. It is not debatable and requires a 2/3 majority vote in order to be adopted. No question may be reconsidered twice.

- Motion to divide the house

The Motion to divide the house can be raised in order for the house to retake a vote, this time with the delegates being unable to abstain from voting on the subject of debate. It is up to the discretion of the chairs to entertain it.

- Motion to divide the question

The Motion to divide the question is used when a certain Resolution contains several parts that can be presented as distinct propositions and be voted on as such. Thus, a Resolution can be divided into

groups of several clauses or groups of single clauses. It is imperative that the division of the question takes place prior to the debate and the voting procedure. If a delegate feels that the committee would be more productive if such a division is adopted, they may rise to a Motion to divide the question and specify how they wish for the pending Resolution to be discussed. It is up to the discretion of the Chair to put this Motion to vote or to rule it out of order. This Motion requires a 2/3 majority if put to vote. This Motion is not debatable and requires a second.

- Motion to adjourn

At the end of all committee work, on the last day of the conference, a delegate must raise the Motion to adjourn in order for the committee work to cease. This then marks the end of the meeting until the following year. This Motion is not to be used at any other time during the conference. If this is the case, then the Chairs shall rule it out of order.

5.4 Yielding

After the end of their speech, the delegates may choose to allocate their remaining time by yielding it in one of the following ways:

- Yielding the floor to points of information

The Chairs will use the remaining time to entertain questions from the committee. The delegates wishing to ask such a question shall raise their placards and wait to be recognized by the Chairs. Questions that are rhetorical or irrelevant to the content of the speech are out of order.

- Yielding the floor to another delegate

A delegate wishing to give the remaining time of their speech to another delegate may do so by stating it when asked by the Chairs how they wish to proceed. The delegate that has been yielded the floor cannot yield their time again and has to yield the floor to the Chairs. Consecutive yielding is thus not in order.

- Yielding the floor to the chair

The delegate may yield the floor to the chair in order for the committee to proceed with further debate.

- No yield

After a delegate has delivered a highly controversial speech, they may choose to not yield the floor, at which point the Chairs will ask for two 30-second speeches, one in favor of and one against the content of the previous speech. If there are no delegates wishing to deliver any of these speeches, the Chairs will choose two delegates randomly. A Motion to move to the previous question will not be in order.

5.5 Amendments

Amendments are small alterations to a resolution that can be submitted by all delegates during debate, regardless if they're Co-Submitters of the resolution or not. Delegates may amend by adding a clause, removing one or altering one. Delegates can also submit amendments of the second degree, which are amendments to an amendment. The submitting and debating of such alterations have to follow the following rules:

- ✓ All amendments are to be submitted to the Chairs on the official amendment sheet. Only one amendment per amendment sheet is in order.
- ✓ The discussion of the amendments is subject to the Chairs' discretion.
- ✓ If the Chairs wish to entertain an amendment, they will inform the Submitter of the amendment via note. Once that delegate has been given the floor to deliver a speech, they can ask if they may introduce their amendment. If the answer is in the affirmative the floor is given to the delegate to present their amendment.
- ✓ All amendments are to be discussed in Closed Debate. Once a delegate has been recognized to present their amendment the mode of the debate will be set by default as Closed. This means that there will be a set amount of speeches in favor and against the

amendment, with the first speech of the submitter counting as a speech in favor.

- ✓ Delegates may vote in favor, against or abstain when voting on an amendment.
- ✓ If a delegate wishes to alter the content of an amendment, they may submit a Second Degree Amendment on an official amendment sheet, in which they specify what changes they want to make to the amendment being debated upon. Such amendments can only be entertained during time against the Amendment as whole. The Committee will then debate and vote on the second degree amendment. Only if the second degree amendment passes will the first degree amendment be modified. In either case, the committee will continue with debating on the first degree amendment after the second degree amendment has been voted on.
- ✓ There are no third or further degree amendments.

5.6 Voting

When the Chairs announce that the committee is entering a voting procedure, all visitors are to leave the room, no entering or exiting the room will be permitted and the doors will be sealed until the voting has come to an end.

Each delegate has one vote that must be demonstrated by raising their placard when requested by the Chairs. The delegates may vote in favour, against or abstain. NGOs and visiting delegations may vote only in procedural matters. No delegate shall vote on behalf of another delegate.

The different voting procedures are the following:

- Voting with simple majority
A vote requiring a simple majority implies that fifty percent plus one vote (50% +1) of the committee must vote in favour for the pending matter to pass. If the result of the vote is a tie then the issue automatically is considered as failed.

- Voting with two thirds (2/3) majority
A vote requiring a two thirds majority implies that two thirds (2/3) of the committee must vote in favour for the pending matter to pass.

If the Chairs notice that a delegate is voting more than once or not voting at all, they may decide to move to a Roll Call vote. The delegates are then called upon to state their vote in alphabetical order. A delegate may pass and thus be automatically put at the bottom of the voting list. A delegate may not pass more than once.

Note: Veto Power

Veto Power only exists in the Security Council. The Permanent Members of the Security Council have the right to use their veto power when an issue that is being voted on is against the country's international policy or threatening its national sovereignty. If the P5 country disagrees with the proposed clause but doesn't wish to use their right to veto they may abstain. After a veto has been issued the Permanent Members of the Security Council may move to a P5 Caucus, a closed discussion, while the other members continue to debate; once the P5 have reached a decision, it will be announced to the other members and taken for discussion to the Security Council.

5.7 Note – passing

During committee work, delegates may obtain the floor and deliver speeches in order to let their fellow delegates know what their opinions on certain topics are. Apart from that, the means of communication are mostly the points and motions that allow all members of the committee to express themselves. However, there is another way the delegates may converse with both the other delegates and the Chairs, namely via notes. The notes are to be written in English, the official language of the conference, and they must respect diplomatic courtesy. Note-passing is in order at all times except during voting procedures and in the case that the Chairs decide to suspend it.

6. Closing remarks

Dear delegates,

We hope that after reading this manual, you feel ready and confident to discover the DSTMUN world and start your research. We hope that your questions have been answered and that we made your work easier. We are looking forward to meeting you at our conference in November, ready to participate in fruitful debates!

Best regards,

The Organizing Team