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Delegate Guide Book

NUML
Model United
Nations 2014



Befriend to Prosper!

I. Preface

Honorable delegates,

Welcome to NMUN 2014! At this conference, we will be simulating various committees of the United Nations as realistically as possible and getting to know diplomacy from within. Your life as delegates to the United Nations begins with the research that needs to be carried out before the actual conference starts. Your specific Study Guides related to committee Agenda Topics will provide you the relevant material for preparation of that very step and guide you for further research on the topic whereas this Delegate Guide Book will hopefully help you get familiar with the Rules of Procedure or other information you are required to know when doing MUNs.

The topics that you will discuss during NMUN 2014 are pressing and it will probably not be easy to find solutions to the problems they pose.

Yet, that is precisely what you will need to do. Representing the country assigned to you, you will have to discuss, deliver speeches, lobby, try to think outside the box and come up with solutions. Inventive spirit will be vital. You will have to decide what your country can accept and what it cannot give up. And in the end, you will have to agree on statements that represent the official policy of your committee.

Although this will not be easy at all, we hope it will be worthwhile. Ban Ki-moon, the Secretary-General of the United Nations, said something memorable about Model United Nations:

“The word ‘model’ has a number of meanings. In the context of the model United Nations, it is commonly understood as ‘a small copy’. But I prefer another of its meanings: ‘a praise-worthy example to be copied’.”

That is what we hope for in this conference: Fresh ideas, innovative concepts and sustainable strategies. So be ready and prepared with strong arguments and BEFRIEND TO PROSER!

Kind regards,

The NMUN’14 Secretary General,

ASIM MUSHTAQ.

II. Getting Prepared

Research

Once you know which delegation you will be part of and which committee will be yours, you should start learning more about both of them. During committee sessions, it will be useful to have a working knowledge of the following areas:

- ✓ Structure and history of the United Nations, with a special focus on your committee: What are its competences and in which areas is it active?
- ✓ “Your” country/delegation: Important historic events, current government (that’s what you’ll be representing!), communities within the population, etc. There will always be situations in which you have to improvise so it’s important to know the key facts about your country’s positions.
- ✓ The agenda items of your committee
- ✓ The integration of the first three points: What is your delegation’s position towards the topics that will be debated in your committee? What is your role in the committee, are there any possible allies?

Questions

Here are a few questions that could guide you through this process:

- ✓ What are the key aspects of the agenda items?
- ✓ What makes the issues relevant?
- ✓ Which solutions are conceivable? Which disadvantages do they have?
- ✓ What has already been tried by the UN or others? Did it work?
- ✓ What is most important to your delegation? Is there anything that you really need to see in the final output of the committee? Which of the other delegations in your committee might think similarly?

Individual research

You will have committee agenda study guides from your honorable chairs of the committee with sufficient research material to start with, but in order to be able to actively take part in the committee proceedings, you need to do more than just reading through the Reports. It’s important that you add individual research – for example, you could use the following sources to begin with:

- ✓ The website of the United Nations
- ✓ Non-Governmental Organizations (particularly those accredited by the UN)
- ✓ Country reports and data published by inter-national or regional organizations such as the World Bank, WHO, OECD, APEC, etc.
- ✓ The CIA World Fact book can give you a general overview of your country’s socio-economic characteristics
- ✓ The website of your country’s government
- ✓ The website of your country’s embassy to the United Nations

- ✓ Speeches made by embassy staff or government officials that are relevant to the agenda items
- ✓ Resolutions that affect your topics

Position Papers

You can already make use of the things you found out doing research before the conference because each delegate is asked to prepare a Position Paper in advance of NMUN 2014. These documents outline the respective country's position and enable other delegates to think about whether they might be able to support some of your ideas (finding allies is very important!). Also, it can serve as a starting point for discussion once committee session starts.

What should be included

In essence, a Position Paper summarizes the results of your research. It should address both topics on the agenda and outline what you believe to be the core problems. Briefly mention a few undertakings that have already been made (if any) and perhaps comment on a few resolutions that are relevant: Does your country approve of what they propose?

Next, you might want to include some ideas as to what should or could be done about the problems in question. Remember to propose only such measures that your committee can actually carry out. There's a sample Position Paper in the "Written Documents" section of this guide.

Award policy

You should work hard on position papers and submit them to your Committee CHAIRS no later than two days before the conference starts as the chairs will have to share them with the other delegates of your committee to make others aware of your country's stance and they will also contribute towards your final award. They will be particularly favorable if you pay attention to the following criteria:

- ✓ Overall quality of writing, proper style, grammar, etc.
- ✓ Citation of relevant resolutions/documents
- ✓ General consistency with bloc/geopolitical constraints
- ✓ Consistency with the constraints of the United Nations
- ✓ Analysis of issues, rather than reiteration of the Research Report
- ✓ Innovative recommendations for action for your committee to undertake
- ✓ Length: no more than two pages (including both topics)

Please send your Position Paper to your Committee Chairs via e-mail!

(Opening) speeches

No matter how good your research is, you will have to be able to convince others of your ideas. To do that, you can also practice your public speaking skills. What is often useful to get into the flow of speaking in front of the committee is to prepare a short speech on each of the two agenda topics. You can deliver these at the beginning of the session and by doing so, your first speech doesn't have to be entirely improvised.

Sample Position Paper

Delegate of The Republic of Iceland

Name (NUML-BS-CourseName)

Committee: Economic and Social Council

The Republic of Iceland, once a rather poor country, has over the last decades achieved rapid economic growth and counts today to one of the most developed countries of the world. Having successfully gone through this remarkable transition, Iceland is conscious about functioning as a role model for developing countries and is determined to share its experience and expertise to help less developed countries on their way to a higher standard of living. Iceland is proud to call itself a world leader in the field of gender equality, sustainable development and renewable energy sources and therefore looks forward to discussing the issues of International Cooperation for Migration Management, Global Management of Water and other Resources and the Review of the Role of Civil Society in the United Nations System before the ECOSOC.

Topic A: International Cooperation for Migration Management

The Republic of Iceland remains firmly committed in support of the United Nations efforts to enhance inter-national cooperation for migration management. Iceland strongly endorses the work of the Global Migration Group which was launched by former Secretary-General Kofi Annan in order to join different agencies active in the field of migration and to develop more cohesive migration policies.

The High-Level Dialogue on International Migration and Development in 2006 and the Global Forum on Migration and Development in July 2007 put the issue of migration on the global agenda. The Republic of Iceland is determined to play an active role in migration management by cooperating with state actors from the national, regional and local level as well as with non-state actors.

Migration benefits the economy of both receiving and sending countries if a thorough regulation framework exists. Iceland acknowledges the positive effects of migration and its contribution to economic growth and development while simultaneously emphasizing the need of ensuring security and of reducing all negative effects of migration.

The Republic of Iceland is strongly concerned about protecting migrants' rights according to the Universal Declaration of Human Rights, the International Covenant on Economic, Social and Cultural Rights and the International Covenant on Civil and Political Rights and encourages all states to acknowledge the special need for gender sensitive policies in the field of migration since today, women make up about half of all migrants worldwide and count to the most vulnerable migrant groups. Furthermore, refugees are a group especially exposed to danger and need to be protected by the international community. Iceland secures refugees' rights according to the Geneva Convention 1951 and the Protocol 1967 and closely cooperates with the UNHCR by taking part in the resettlement programme and has since 1956 given new home to many refugees.

Occurring negative effects of migration need to be addressed in the future. Alarmed by a recurring linkage between human trafficking, smuggling and migration Iceland is determined to fight against organized crime in compliance with the Convention against transnational organized crime and the Protocol to Prevent, Suppress and Punish Trafficking in Persons and remains firmly committed in its fight against irregular migration.

Migration management is possible only if sending and receiving countries work hand in hand and only if the root causes of migration are addressed can irregular migration be eradicated. The issue of migration has often been neglected and Iceland urges all states to take concerted actions now in order to enhance the situation of migrants worldwide.

Topic B : Review of the Role of Civil Society in the United Nations System

The Republic of Iceland strongly supports the United Nations efforts for increased cooperation between states and civil society within the United Nations System. The ECOSOC is an important intermediary between non-governmental organizations and states and the list of non-governmental organizations having obtained consultative status before the ECOSOC has increased steadily over the last decades. Non-governmental organizations are active in all areas relevant to the United Nations and pursue UN goals as laid down in the Millennium Declaration. The former Secretary-General Kofi Annan stressed the need of civil society's engagement in disarmament efforts in 2003. Iceland shares this view and believes that civil society's commitment is also especially crucial in the fight for gender equality and has welcomed that the Egyptian Centre for Women's Rights has obtained consultative status in 2007.

Especially in the field of sustainable development information sharing and cooperation between state and non-state actors is of utmost importance and Iceland already supports increased cooperation between the government and civil society in this matter. The Republic of Iceland encourages all states to consult civil society more often on important matters and to actively involve non-governmental organizations in policy making. The Rio Conference in 1992 has demonstrated the increased role civil society is playing. The participation of non-governmental representatives from all sectors at world conferences can generate new ideas and increase the legitimacy of the decision-making process. However, it is also important to engage civil society on a smaller scale and to involve actors on the national, regional and local level.

The ECOSOC Resolution 1996/31 defines the relationship between the ECOSOC and Civil Society Organizations. Iceland urges all states to ensure the full application of Resolution 1996/31 in the decision to grant non-governmental organizations consultative status before the ECOSOC if all conditions are met and not to carry out discriminatory decisions against any non-governmental organization. However, the ECOSOC remains the responsible organ for the scrutiny of all nongovernmental organizations which have obtained consultative status and in case of misuse, the Council decides upon withdrawal or suspension of a non-governmental organization. The Republic of Iceland welcomes the United Nations initiatives to strengthen dialogue within the UN system between states and civil society and acknowledges the growing importance of civil society on the international stage.

III. During Committee Session

For the three days of the conference, you and your fellow delegates will spend most of the time ‘in session’. Committee sessions are the core of a Model United Nations conference. Here, we want to give you a first impression of what this will be like.

As you may have noticed, there are two topics on your committee’s provisional agenda. Hence the first task before the start of actual debate will be to set the agenda, i.e. to determine the order in which the topics are debated.

Once the agenda has been set, there will be three modes of discussion: formal debate, moderated and un-moderated caucus. Don’t worry, once you’ve started, you will quickly get into the ‘flow’ of debate!

The goal of the session is to come up with a document (“resolution”) that presents a solution to the diverse problems posed by the respective agenda item. Therefore you are going to work on working papers and draft resolutions as well as amendments with your fellow delegates.

When the discussion on the topic has exhausted, you formally vote on all draft resolutions that are currently on the floor.

Setting the agenda

There are two agenda items on the agenda of each committee when the conference starts, and the committee will have to decide which topic you would like to discuss first. Due to time constraints, this might even be the only topic about which your committee passes a resolution. In line with this year’s overall conference topic Befriend to prosper, we would therefore like you to carefully consider which agenda you want to set for the friendly environment and prosperity at NMUN’14.

In your preparations, also try to figure out which topic is of greater importance to your country. Then you can do some ‘lobbying’ at the beginning of the first session to find allies who will support you in putting that topic first on the agenda.

A primary speakers list will be opened in the beginning of the first session in order to discuss the agenda. You may motion to set either topic A or B first on the agenda if you think you can convince a majority of delegates to support this motion. Once a motion to set the agenda passes, the committee will start debate on the respective topic. And a Secondary speaker list will thus be opened.

Flow of debate

This section will explain the different modes of debate and how to make use of them.

Formal debate

After the agenda is set, the Committee Chair will open the speakers’ list for any delegate wishing to express their opinions and suggestions for a solution of the problem on the agenda before the entire body. It has proven to be useful to have an opening speech prepared for each topic in advance of the conference, stating the general position of your country on the issue.

During speeches, you may not refer to yourself in first person as you are representing a country and not your personal opinion. Instead of “I”, you should say “the delegate of Ghana” (replace “Ghana” with the name of the country you are representing). In the same way, you should refer to your fellow delegates not as “you” but “the honorable delegate of XYZ”.

Keep in mind that if there is a time limit on speeches, you have to stick to it. You may raise a motion to set the speaker's time if you believe that you and your fellow delegates need more, or less, time to state your points. If you have time left at the end of your speech, you may yield the remaining time back to the chair (which means that this time remains unused).

Delegates may always pass a note to the Committee Chair if they wish to be added to or removed from the speakers list. However, you can only be on the speakers' list once at a time. When you have spoken, you may pass a note to be added to the speakers' list again or simply raise your placard for the Chair to note you. During speeches, all delegates must maintain seated and pay respect to the speaker, which also includes refraining from using laptops/notebooks. No point or motion except for a point of personal privilege for reasons of audibility may ever interrupt a speech!

When allowed by the Committee Chair, delegates can raise their placard for a point or motion in between speeches. More than one motion may be raised, and they will be voted on in order of precedence. Once the speakers' list runs out, the debate is closed and the committee moves directly into voting procedure. Therefore keep an eye on the list and remember to add yourself to it if you need more time/discussion!

Unmoderated caucus

“Caucusing” is the parliamentary term for diplomatic negotiation. It allows delegates to step out of formal debate and directly discuss their standpoints and solutions. During this time, most of the work on resolutions and amendments gets done and delegates are free to use their laptops. In order to have an unmoderated caucus, you may raise a motion for an unmoderated caucus specifying the duration.

Example: “The delegate of Belgium moves for an unmoderated caucus for the duration of 20 minutes.”

Moderated caucus

The moderated caucus serves as a semi-formal debate focused on a specific topic. In contrast to the formal debate, there is no speakers list, and the Committee Director may call directly on delegates who indicate their wish to speak by raising their placard. Usually the speakers' time is shorter than in formal debate, allowing for a much quicker discussion. Furthermore the moderated caucus is narrowed down to one topic, for example a specific aspect of the agenda item or a certain clause of a draft resolution. This way, a moderated caucus is often the easiest way to solve a specific problem. If you think that a moderated caucus might be productive, you may raise a motion for a moderated caucus, specifying the overall duration, the individual speakers' time and the topic.

Example: “The representative of Paraguay moves for a moderated caucus for the duration of 15 minutes, speakers' time 30 seconds, in order to discuss the issue of nuclear weapons in the conflict at hand.”

Suspension of the meeting

During a suspension, you may step out of character and have a private conversation with your fellow delegates. However, we still expect you to treat each other with due respect and ask you

to speak English even if you're in a group with fellow countrymen and –women, since others might feel excluded or intimidated to join you.

The Committee Director will entertain motions for a suspension of the meeting at the end of each session until the next session starts. If the committee needs a break from the committee session during the day, such as for lunch or coffee, you can raise a motion for a suspension of the meeting, specifying the duration of the suspension.

Points

Besides motions, you can also raise points during the committee session.

The point of parliamentary inquiry allows you to pose questions to the Committee Director about the Rules of Procedure. We encourage you to make use of this point at any time if you feel unsure about the committee procedure.

The point of personal privilege may be used if you feel uncomfortable in any way, e.g. if you cannot hear the speaker properly.

If you believe that there has been a mistake in the proper use of the Rules of Procedure by a fellow delegate or the Committee Director, please raise a **point of order**.

End of debate

The debate on an agenda item ends when the speakers' list has run out or if a motion passes for closure of debate. Once the debate has ended, the committee will move directly into voting procedure and vote on all draft resolutions that are currently on the floor.

IV. Written Documents

The final result of committee sessions should be the adoption of a resolution. A resolution is a document stating the concerns and intentions of the committee with regard to a certain matter.

Life of a resolution and amendments

After you have found allies in your committee, you can start drafting working papers, which serve as less formal documents that may lead to a (draft) resolution. If you want to turn your working paper into a draft resolution, you need at least one fifth (1/5) of the committee members as co-sponsors in order to submit the paper to the Committee Directors. The delegate who submits a working paper or amendment is referred to as 'sponsor'.

The Committee Chair will either accept your working paper or ask you to make changes in order to fulfill the formal requirements or to merge efforts with another group that is working on the same idea. Once a paper has been accepted, it will be copied for the entire committee and the Committee Chair will ask for a motion to formally introduce the draft resolution. After its introduction, you may refer to the content of the draft resolutions within formal speeches and other delegates will have the chance to debate its content and amend the document. There will be a vote on the introduced draft resolutions at the end of the debate, however keep in mind that your committee can only adopt one resolution per agenda item.

Formal requirements for a resolution

There are a couple of formal requirements any resolution has to meet.

The document consists of two sections:

- ✓ The perambulatory section explains what the reasons behind this resolution are, for example prior resolutions passed by UN bodies, opinions from organizations, articles of the Charter of the UN or historical and political developments.
- ✓ In the operative section, the committee expresses its approach towards the matter and the particular steps it wants to take.
- ✓ Usually certain words and phrases are used at the beginning of a pre-ambulatory and an operative clause.

Pre-ambulatory clauses

Acknowledging	Affirming	Alarmed by	Approving	Aware of	Believing
Bearing in mind	Confident	Congratulating	Contemplating	Convinced	
Deeply concerned	Declaring	Deeply conscious	Deeply convinced	Deploring	
Deeply disturbed	Deeply regretting	Desiring	Emphasizing	Expecting	
Expressing its appreciation	Fulfilling	Fully alarmed	Fully aware		
Expressing its satisfaction	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		
appreciation	Noting with approval	Noting with deep concern			
Noting with regret	Noting with satisfaction	Observing	Pointing out	Reaffirming	
Realizing	Recalling	Recognizing	Referring	Taking into account	Taking note
Taking into consideration	Viewing with appreciation	Welcoming			

Operative clauses

Accepts	Affirms	Approves	Asks	Authorizes	Calls for	Calls upon
Condemns	Confirms	Congratulates	Considers	Declares accordingly		
Deplores	Designates	Draws attention	Emphasizes	Encourages	Endorses	
Expresses its appreciation	Expresses its concern	Expresses its hope				
Further invites	Further proclaims	Further recommends	Further reminds			
Further requests	Further resolves	Hopes	Invites	Proclaims		
Proposes	Recommends	Regrets	Requests	Resolves		
Seeks	Strongly affirms	Strongly condemns	Strongly urges			
Suggests	Supports	Transmits	Trusts	Urges		

Checklist for your resolution

Heading

- »» Code (e.g. Draft Resolution 1.1)
- »» Committee name spelled out correctly

- »» Agenda item (Topic spelled out as in the Study Guide)
- »» Sponsor, co-sponsors

Preambulatory clauses

- »» First word is a gerund (Recalling, Keeping in mind, etc.) and italicized
- »» Comma after each clause

Operative clauses

- »» First word is a verb in 3rd person and italicized
- »» Semi-colons (;) after each clause
- »» Each clause is numbered and indented
- »» Make sure there is a period at the end of the final operative clause.

Sub-clauses

Sub-clauses should only be used on operative clauses and should only be used if they are legitimate. If there is no sub-clause ‘b’, there is no need for a sub-clause ‘a’ and it should instead be folded up into the main clause. You can also use sub-sub-clauses. Following any “path” through this structure must yield a full, sensible clause.

A properly formatted example of sub-clauses:

1. Reaffirms
 - a) The general importance of women rights,
 - b) Right to education and freedom to work
 - (i) safety at home and work,
 - (ii) provision of basic necessities,
 - (iii) protection by law,
 - c) The need to fight against violence of any kind;
2. (...)

Style

- »» Correct spelling/grammar/tenses: present tense
- »» Always use ‘Member States’ instead of ‘nations’ or ‘countries’!
- »» Acronyms are spelled out the first time they are used, with the acronym in parentheses

Content

- »» Can your committee discuss what is in the working paper with respect to its competences?

- »» Clauses may be ordered from more general to more specific
- »» The central international documents i.e. UN Charter, any big declarations/conventions; previous Resolutions on that matter are referred to
- »» Make sure the clauses don't refer to anything too specific - i.e. a specific NGO or Member State
- »» Make sure the perambulatory clauses are not operative clauses in disguise

Formal requirements for and debate on an amendment

Before a draft resolution is introduced, it is very easy to change it. You simply approach the delegate who wants to introduce it and ask whether your proposal could be included. Once the draft resolution is introduced, this process is slightly more complicated because it is already an official document then. Operative clauses can be altered, extended, shortened, added or altogether removed. If you want to do so, submit an amendment in written form to the Committee Chair, and state clearly what and where exactly you propose changes. It lies within the discretion of the Committee Chair to approve the amendment. In case of approval, the chairperson will distribute it to the committee. You then may move to introduce the amendment stating the time you suggest for its discussion. There will be debate in the form of two additional speakers' lists

– One for and one against the amendment. Speakers supporting and opposing speak alternately. When the time for debate runs out without a motion for extension or there are no further delegates wishing to speak, the amendment is voted upon directly.

There also are so-called “friendly amendments” merely correcting spelling or grammar. They are adopted without a vote.

Voting on a resolution

Once your committee moves to close debate or the speakers' list runs out, you enter voting procedure. Only a limited number of motions are in order after debate and before the beginning of voting procedure:

- »» To reorder draft resolutions
- »» To divide the question
- »» To vote by roll-call.

During voting procedure itself, you may only raise a point of order that pertains directly to the voting. If there are two or more draft resolutions concerning the same agenda item on the floor, they are voted upon in the order in which they were introduced, unless a motion to reorder draft resolution passes. N.B.: only one resolution per agenda item can be adopted, so take care to put “your” draft resolution at the top of the list – otherwise it might not be voted upon if another passes before it!

A motion to re-order is only allowed directly before the start of voting and can only be carried once. If you want to vote on parts of a resolution or an amendment separately, for example to strike out very controversial sections that might otherwise lead to the failure of the draft resolution as a whole, you can move for division of the question stating which parts you would like to divide out of the draft. If no objection is made then the motion passes directly, otherwise it is voted upon.

If a motion for division of the question is carried, the different parts are voted upon separately and either approved or rejected by the committee. What remains of the draft resolution or

amendment is then put to the vote as a whole. Thus, if after certain parts are struck out you believe that the document is no longer good enough, you may still reject the resolution or amendment as a whole.

If all parts of the document are rejected during the division of the question, the draft resolution or amendment is considered to have failed as a whole and is not voted upon as a whole again. More than one motion for division can be raised, but after one of them has been carried, the others naturally are not considered for voting. A motion for vote by roll-call simply means that instead of voting by show of hands, delegations will be called upon alphabetically and has to state “yes”, “no” or “abstain”.

V. Sample Resolution

DRAFT RESOLUTION 1.1

COMMITTEE: General Assembly

SPONSOR: (Delegation XYZ)

CO-SPONSORS: (Delegations XYZ)

The General Assembly,

Bearing in mind the purposes and principles of the United Nations, as set forth in the Charter of the United Nations, which include the promotion of the economic advancement and social progress of all peoples,

Conscious that the pursuit of happiness is a fundamental human goal,

Cognizant that happiness as a universal goal and aspiration embodies the spirit of the Millennium Development Goals,

Recognizing that the gross domestic product indicator by nature was not designed to and does not adequately reflect the happiness and well-being of people in a country,

Conscious that unsustainable patterns of production and consumption can impede sustain-able development, and recognizing the need for a more inclusive, equitable and balanced approach to economic growth that promotes sustainable development, poverty eradication, happiness and well-being of all peoples,

Acknowledging the need to promote sustainable development and achieve the Millennium Development Goals,

1. Invites Member States to pursue the elaboration of additional measures that better capture the importance of the pursuit of happiness and well-being in development with a view to guiding their public policies;

2. Invites those Member States that have taken initiatives to develop new indicators, and other initiatives, to share information thereon with the Secretary-General as a contribution to the United Nations development agenda, including the Millennium Development Goals;
3. Welcomes the offer of Bhutan to convene during the sixty-sixth session of the General Assembly a panel discussion on the theme of happiness and well-being;
4. Invites the Secretary-General to seek the views of Member States and relevant regional and inter-national organizations on the pursuit of happiness and well-being and to communicate such views to the General Assembly at its sixty-seventh session for further consideration.

[This is Resolution A/RES/65/309 adopted by the United Nations General Assembly on August 25, 2011.]

RULES OF PROCEDURE

I. General rules

1. Scope

- (1) These rules shall be applicable to everybody and committee of the NUML Model United Nations Conference. They are self-sufficient, except for modifications provided by the Secretary-General.
- (2) They shall be considered adopted in advance of the session.
- (3) No other rules of procedure are applicable.

2. Language

- (1) English shall be both official and working language in the committees
- (2) Any provision in these rules shall equally refer to both female and male participants of the NUML Model United Nations.

3. Delegations

- (1) Each member state of the committee shall be represented by one delegate.

4. Credentials

- (1) The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without consent of the Secretary-General.
- (2) Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

5. The Secretary-General

- (1) The Secretary-General is the final and sole institution concerning any decision upon the interpretation of these rules. The Secretary-General shall not seek or receive instructions

from any person or from any other authority external to the Secretariat of the NUML Model United Nations.

- (2) The Secretary-General may designate his Deputy to act on his or her behalf.

6. Powers of the Secretary-General

- (1) The Secretary-General may bring to the attention of the Security Council any matter that in his or her opinion may threaten the maintenance of international peace and security.
- (2) The Secretary-General may at any time make either written or oral statements to a committee.
- (3) The Secretary-General may at any time introduce new items to a committee's agenda.

7. The Committee Chair

- (1) The Committee Chair shall be responsible to the Secretary-General and remain under the authority of these rules. He or she shall act as chairperson for the committee that he or she is assigned to.
- (2) The Committee Chair shall declare opening and closing of each plenary meeting of the session, direct the discussions in plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any plenary meeting and over the maintenance of order thereat.
- (3) The Committee Chair may propose the adoption of any procedural motion to which here is no significant objection and rule motions out of order or dilatory.
- (4) The Committee Chair may, temporarily, transfer his duties and powers to another member of the Committee Staff.

8. Replacement of the Committee Director

A member of the Committee staff acting as Committee Chair shall have the same powers and duties as the Committee Chair.

9. Quorum

- (1) The Committee Chair shall declare a committee open and permit debate to proceed when at least one quarter of the members of the committee, as declared at the beginning of the first session, is present.
- (2) The presence of a quorum shall be assumed unless specifically challenged and shown to be absent. Presence may be determined through a roll call. .

10. Courtesy

Representatives shall show courtesy and respect to the Committee Staff and to other representatives. The Committee Chair may immediately call to order any representative who fails to do so.

II. Rules regarding debate

11. Provisional agenda

- (1) A provisional agenda shall be drawn up by the Secretary-General in cooperation with the Committee Chairs.

- (2) It shall be communicated to the participants of the NUML Model United Nations a few weeks before the opening of the first session.

12. Agenda

- (1) At the beginning of the first committee session, the Committee Chair shall establish an open list of speakers on the committee's agenda. This debate shall serve the purpose of determining how the items of the provisional agenda shall be allocated.
- (2) A proposal for the allocation of agenda items should be moved by a representative. The only items that may be included in the agenda shall be those on the provisional agenda. Motions to set the agenda shall be put to the vote per order of their submission.

13. List of speakers

- (1) After the agenda has been determined, the Committee Chair shall establish an open list of speakers on the next item on the agenda for the purpose of general debate. Additional speakers may be admitted to the listing by the Committee Chair at any time.
- (2) At any time, representatives may request the Committee Chair, in writing, or otherwise to be added to the list. The Committee Chair should add the speakers as per order they signify their desire to speak. Representatives may not be listed more than once at a time.
- (3) The Committee Chair may limit the time allowed to each speaker at his or her discretion or entertain a motion to do so.
- (4) The list of speakers shall be followed during debate on the agenda item, except when superseded according to these rules. A motion to close the list of speakers is never in order.

14. Unmoderated caucus

- (1) The purpose of an unmoderated caucus is to allow immediate and informal negotiation and bargaining in order to clarify positions and frame amendments or draft resolutions.
- (2) Unmoderated caucus shall supersede general debate; for its duration, formal rules shall be suspended. Points and motions may not be raised, unless these rules provide otherwise. The Committee Chair should establish an unmoderated caucus as "indoor" or "open-door".
- (3) Representatives may move the unmoderated caucus. Caucus shall begin with the passing of the motion and ends after the specified time have elapsed. A motion to extend the unmoderated caucus shall be in order right after the original unmoderated caucus has expired.

15. Moderated Caucus

- (1) The purpose of a moderated caucus is to facilitate substantive debate at critical junctures during discussion or to discuss specific issues.
- (2) Moderated caucus shall supersede general debate; for its duration, the Committee Director shall depart from the list of speakers and admit representatives to the floor at his or her discretion.
- (3) The only motions that shall be in order during moderated caucus are:
 - (a) To close debate (i.e., to end the moderated caucus);
 - (b) To suspend the meeting;
 - (c) To adjourn the meeting.

- (4) Representatives may move the moderated caucus at any time during general discussion. Moderated caucus shall begin with the passing of the motion and it shall end after the specified time has elapsed or if requests for admission to the floor are exhausted.

16. Suspension of the meeting

- (1) Plenary meetings can be paused for a predetermined time (suspension).
- (2) The Committee Chair may suspend a plenary meeting at his or her discretion, particularly with regard to the program of events provided by the NUML Model United Nations.
- (3) Representatives may move the suspension of the meeting. A decision on this motion should be put to the vote. The Committee Chair may rule a motion for suspension out of order.

17. Adjournment of the meeting

- (1) Plenary meetings can be closed for the remaining time of the conference (adjournment).
- (2) Representatives may move the adjournment of the meeting, a decision on this motion should be put to the vote. The Committee Director may rule a motion for adjournment out of order.

18. Postponement of debate

- (1) Debate on an agenda item, on an amendment and on a draft resolution can be postponed. As long as postponed, no representative shall refer to the affected matter other than by moving resumption of debate thereof.
- (2) Representatives may move the postponement of debate, a decision on this motion shall be put to the vote. Postponement of debate on a particular matter begins with adoption of the motion; it ends with adoption of a motion for resumption of debate thereof.

19. Resumption of debate

- (1) Debate that has been postponed can be resumed.
- (2) Representatives may move the resumption of debate, a decision on this motion shall be put to the vote.

20. Closure of debate

- (1) Representatives may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his or her wish to speak.
- (2) Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. The motion requires a two-thirds majority. If the committee is in favor of the closure, the Committee Chair shall declare the closure of the debate.

III. Rules regarding speeches

21. Speeches

- (1) No representative may address the committee without having previously obtained the permission of the Committee Chair. The Committee Chair may call a speaker to order if the later's remarks are not relevant to the subject under discussion or violate these rules in any other way.
- (2) The speaker may not be interrupted while delivering a speech

22. Time-limit on speeches

- (1) Representatives may move to limit the time to be allowed to each speaker. A decision on this motion should be put to the vote.
- (2) When there is a time-limit on speeches and a representative exceeds his or her allotted time, the Committee Director shall call the representative to order without delay.

23. Yielding the right to speak

Representatives may yield the right to speak and the remaining allotted time to speak on a substantive matter to

- (a) Another representative;
- (b) Questions;
- (c) The Committee Chair, who shall then proceed with procedures.

24. Right of reply

Representatives whose national or personal integrity has been hurt/ abused by a speaker may submit a written request for permission to exercise a right of reply. The Committee Chair may grant two interventions per item in the exercise of the right of reply for any delegation at a given meeting.

IV. Rules regarding written documents

25. Working Papers

Representatives may propose working papers for committee consideration. Working papers serve as groundwork for debate and formulation of draft resolutions. They need not be written in resolution format or cover all the points of the discussion. Working papers are not official documents, but do require the signature of the Committee Director to be copied and distributed. Once distributed, representatives may begin to refer to that working paper by its designated number.

26. Sponsor

- (1) The delegation whose representative submits a working paper or amendment shall be referred to as 'sponsor'.
- (2) Signatories shall be referred to as 'co-sponsors'. The signature shall not imply any obligation related to the sponsor, the debate, or the vote.

27. Submission of a working paper

- (1) Representatives may submit a working paper to the Committee Chair for the purpose of its consideration as a future draft resolution. The working paper could be submitted in both versions, as printout and as electronic version.
- (2) The Committee Chair may only approve of those working papers that are signed by at least one fifth of the members of the committee. The paper should then be examined concerning style, form and the use of technical terms. The Committee Chair may entrust other members of the Committee Staff with this task and suggest to the sponsor such changes as they deem necessary.
- (3) The Committee Chair shall assign a reference number to each of the approved working papers. The paper shall then be copied and distributed to the representatives in the committee for further consideration.

28. Introduction of a draft resolution

- (1) Working papers that have received the approval of the Committee Director may be introduced as draft resolutions after they have been distributed to the committee.
- (2) Once the prerequisites from clause (1) are satisfied, the sponsor may move the introduction of the working paper as draft resolution. Such a motion shall then always pass.
- (3) The Committee Chair shall read out the operative section of the draft resolution that is being introduced.
- (4) Once introduced, a draft resolution shall remain in that state unless
 - (a) The sponsor moves its withdrawal, or
 - (b) It is put to the vote and thus passes or fails.
- (5) Postponement of debate on a draft resolution does not affect its status with respect to voting after debate on the respective agenda item has been closed.

29. Amendments

Representatives may amend any draft resolution that has been introduced. A proposal is considered an amendment to a draft resolution if it merely adds to, deletes from or revises part of the draft resolution. It may inflict alterations on more than one operative clause.

30. Debate on amendments

- (1) Two lists of speakers, one “for” and one “against” the amendment, shall be established. Proponents and objectors should speak alternately.
- (2) Debate on the amendment shall end after the specified time has elapsed and there are no motions for the extension of the debate or if requests for admission to the floor are exhausted.
- (3) When debate is closed, the amendment shall be immediately put to the vote.

31. Friendly amendments

- (1) An amendment is considered “friendly” if it merely corrects misspellings, grammar mistakes, or erroneous punctuation. It shall be adopted as is.
- (2) An amendment may be considered “friendly” if it corrects a confusion of words or aims to replace a word with one of the same meaning.

V. Rules regarding points

32. Point of order

- (1) During the discussion of any matter, representatives may rise to a point of order to complain about an instance of improper parliamentary procedure. A point of order may not interrupt a speaker.
- (2) Representatives rising to a point of order may not speak on the substance of the matter under discussion.

33. Point of personal privilege

- (1) Whenever representatives experience personal discomfort that impairs their ability to participate in the proceedings, they may rise to a point of personal privilege, in order to request that the discomfort be corrected.
- (2) A point of personal privilege shall only interrupt a speaker when raised due to audibility.

34. Point of parliamentary inquiry

- (1) During the discussion of any matter, representatives may rise to a point of parliamentary inquiry to ask the Committee Director a question regarding the rules of procedure. A point of parliamentary inquiry may never interrupt a speaker.
- (2) Representatives rising to a point of parliamentary inquiry may not speak on the substance of the matter under discussion.

VI. Rules regarding motions

35. Competence

Any motion calling for a decision on the competence of the committee to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

36. Withdrawal of motions

A motion may be withdrawn by its proposer at any time before voting on it has commenced. A motion thus withdrawn may be reintroduced by any member.

37. Precedence

- (1) Points shall take precedence over motions.
- (2) Points shall take the following order of precedence:
 - (a) Point of order;
 - (b) Point of personal privilege;
 - (c) Point of parliamentary inquiry.
- (3) Motions shall take the following order of precedence:
 - (a) To suspend the meeting;
 - (b) To adjourn the meeting;
 - (c) To postpone debate;
 - (d) To resume debate;
 - (e) To move into unmoderated caucus;
 - (f) To move into moderated caucus;
 - (g) To close debate;
 - (h) To introduce a draft resolution;
 - (i) To introduce an amendment;
 - (J) To question competence;
 - (k) To roll-call vote;
 - (l) To set the speaker's time.

VII. Rules regarding voting

38. Voting Rights

Each member of a committee shall have one vote in that committee.

39. Method of voting

The committee shall normally vote by show of hands or by standing, but any representative may request a roll-call. The roll call shall be taken in alphabetical order of the names of the members, beginning with the member whose name is drawn by the lot by the Committee Director. The name of each member shall be called in any roll call, and its representative shall reply “yes”, “no” or “abstention”.

40. Procedural voting

All voting is considered procedural with the exceptions provided in rule 50. Representatives should vote on all procedural motions. Unless otherwise provided in these rules, motions require a majority to pass.

41. Substantive Voting

Voting on draft resolutions as a whole, on amendments and on the setting of the agenda is considered substantive voting. Accredited observers have no vote in substantive voting.

42. Voting on draft resolutions

- (1) If two or more draft resolutions relate to the same question, the committee shall, unless it decides otherwise, vote on the draft resolutions in the order in which they have been introduced.
- (2) A motion to change the voting order of draft resolutions may be made in immediate advance to the vote on the first draft resolution. Once a motion for reordering was carried, no other such motion shall be entertained for the given voting procedures.

43. Majorities required

Except otherwise provided, decisions of the committee shall be made by a simple majority. Majorities shall, except otherwise provided, be determined based on the members that are present and casting an affirmative or negative vote. Members, which abstain from voting, are considered as not voting.

VIII. Deviating provisions

44. Participation in the Security Council

The Security Council may invite members of the Secretariat or other persons, whom it considers competent for the purpose, to supply it with information or to give other assistance in examining matters within its competence.

45. Voting in the Security Council

- (1) Decisions of the Security Council on procedural matters shall be made by an affirmative vote of nine member states.
- (3) Decisions of the Security Council on all other matters shall be made by an affirmative vote of nine member states including the concurring votes of the permanent members. If a permanent member casts a negative vote on a decision, which would otherwise have been carried, the decision shall be vetoed.

Points & Motions

Rule	Point	Purpose
40	Point of order	Correct an error in procedure
41	Point of personal privilege	Redress discomfort of a delegate (e.g., speaker is inaudible)
42	Point of parliamentary inquiry	Ask questions on the rules of procedure

Rule	Motion	Purpose	Vote	Debate
18	To suspend the meeting	Recess break	Majority	None
19	To adjourn the meeting	End the session	Majority	None
20	To postpone debate	Make an item temporarily inconsiderable	Majority	None
21	To resume debate	Remove the effect of postponement	Majority	None
39	To reconsider an item	Discuss again a draft resolution or an amendment that has previously failed	Two-thirds	2 against
16	Unmoderated caucus	Informal debate	Majority	None
17	Moderated Caucus	Narrow formal debate to certain issues (to be specified in the motion)	Majority	None
22	To close debate	End current debate (on the agenda item, an amendment or a moderated caucus)	Two-thirds	2 against
32	To introduce a draft resolution	Make a draft resolution a document that can be referred to and later n officially voted upon	None	None; 1/5 co-sponsors
36	To introduce an amendment	Debate on a proposal to change parts of an introduced draft resolution	None	None
51	To re-order draft resolutions	Change order of voting	Majority	None
52	To divide the question	Vote separately on different parts of a draft resolution or an amendment	Majority	2 in favor, 2 against
47	To roll-call vote	Vote by roll-call instead of show of hands	None	None
25	To set the speaker's time	Set the time allowed to each speaker	Majority	None