



# Toruń Model United Nations Official Instruction Booklet



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# Preparation and Research

Preparing for any MUN conference is a process of searching for useful information and learning anything that could help you in the course of debate. Even if you are more of an improvising type, having some background information on the issues you will be discussing and on the country you will be representing is always helpful and therefore strongly recommended. Just think of all the ways you could use your knowledge while writing a resolution or defending it in your committee. For example some less-known facts on the issues are amazing for writing speeches, as they might surprise your listeners or even impress them. Also the more information you have, the better you understand your position as a delegate of a given country while discussing a particular issue. Having your research well done makes you feel more comfortable and confident during the debate (especially true for beginner MUNers). While for some people preparing for the conference is a “necessary evil”, some of them find it interesting or even exciting. Whichever type you are, here is a list of four essential steps to follow in the process of your preparation:

1. Research your delegation (→ [page 3](#))
2. Research your issues (→ [page 4](#))
3. Explore the UN structure, focusing on the committee you are in (→ [page 5](#))
4. Study the rules of procedure (→ [page 14](#))

## Researching Your Delegation

In order to keep the course of the conference as close to the actual United Nations debates as possible, all delegates must make sure they are well prepared for the role they are to play. That will be the role of an official representative of the assigned country/organization. There are plenty of sources that could help you “do your homework”. Make an effort to find them and use them for your research. Below, please find how you could use the Internet for this purpose. As for **books**, you can try to search for useful information in Encyclopedias, World Atlases and any publications you manage to find, although it is no secret that at this point using the Internet is both quicker and more effective.

## INTERNET

**You could actually be surprised how many UN-members-related websites are there to found and how helpful they can be while researching your delegation. Here's a little list of the most reliable and comprehensive ones:**

### CIA The World Factbook

<https://www.cia.gov/library/publications/the-world-factbook/index.html>

This data-base is truly amazing and it consists of almost everything you need to know (and a lot more). Just choose a contry you are interested in and off you go. Using this website you can always be sure that the information it provides you is reliable and frequently updated, so you don't have to worry that you will embarass yourself in front of fellow MUNers

### Member States' Mission to UN

<https://www.un.org/en/members>

This site offers you a link to each and every UN Member State's official independent website, filled with aricles about countrie's UN-releted activism

### BBC Country Profiles

[http://news.bbc.co.uk/2/hi/country\\_profiles/](http://news.bbc.co.uk/2/hi/country_profiles/)

It works very similiary as the CIA site. You just have to choose your contry from the list and the site gives you access to the information about country's policy, its history, leaders over the years, even photo galery. Being a news portal, BBC definitely does update their info regularly so you can count on their credibility and proffessionalism

Then of course there are websites like Wikipedia, not to mention hundreds of google resultsyou can easily come across. It is perfectly okay to use whatever sources you manage to find, but remember that not all of them are reliable enough to depend on. Keep that in mind doing your research and you shall complete yout preparations just fine

## Researching Your Issues

When it comes to researching your issues, you are not completely on your own, as you can rely on **Research Reports**, provided by the Student Officers. However, you still have some work to do yourself. That is because Research Reports only give you the general picture of an issue, not specifying particular countries' statements. Therefore it is up to you to collect information on **your country's policy** with regard to the issues discussed in your committee. Now, while researching an issue you will probably come across both old and new information. You need to properly order it (chronologically) so you do not get all tangled-up and confused. Please notice that it would be advisable for you to search for all different kinds of information, such as historical facts, opinions, news, statistics, etc. Importantly, adopt the right, positive attitude, helpful in committing yourself to hard work. There are a lot of sources that will help

**The UN  
Official Site**  
<http://www.un.org/en/>

The official website of the United Nations is a great place to start with, as it is filled with important data, regularly updated and ALWAYS compatible with what really is happening in the world. You can search for publications, documents, statements, international legislation, maps, reports, statistics... anything. It is a true treasure trove of useful information.

**UN Documents**  
<http://www.un-documents.net/>

This is an extremely helpful tool while searching for any official documents issued in the past. Before writing your own resolution or policy statement you might want to find out what decisions have already been made and what is the official UN' view on certain subjects.

**BBC News**  
<http://www.bbc.com/>

BBC News, along with all reliable news-portals, is amazing when it come to looking for information on the issues. It contains hundreds of articles from all different reporters, on all different topics relevant to the situation in a world. Each and every one of them is 100% credible and correct, which is exactly what you need your for research materials to be.

**The Britannica  
Encyclopedia**  
<http://www.britannica.com/>

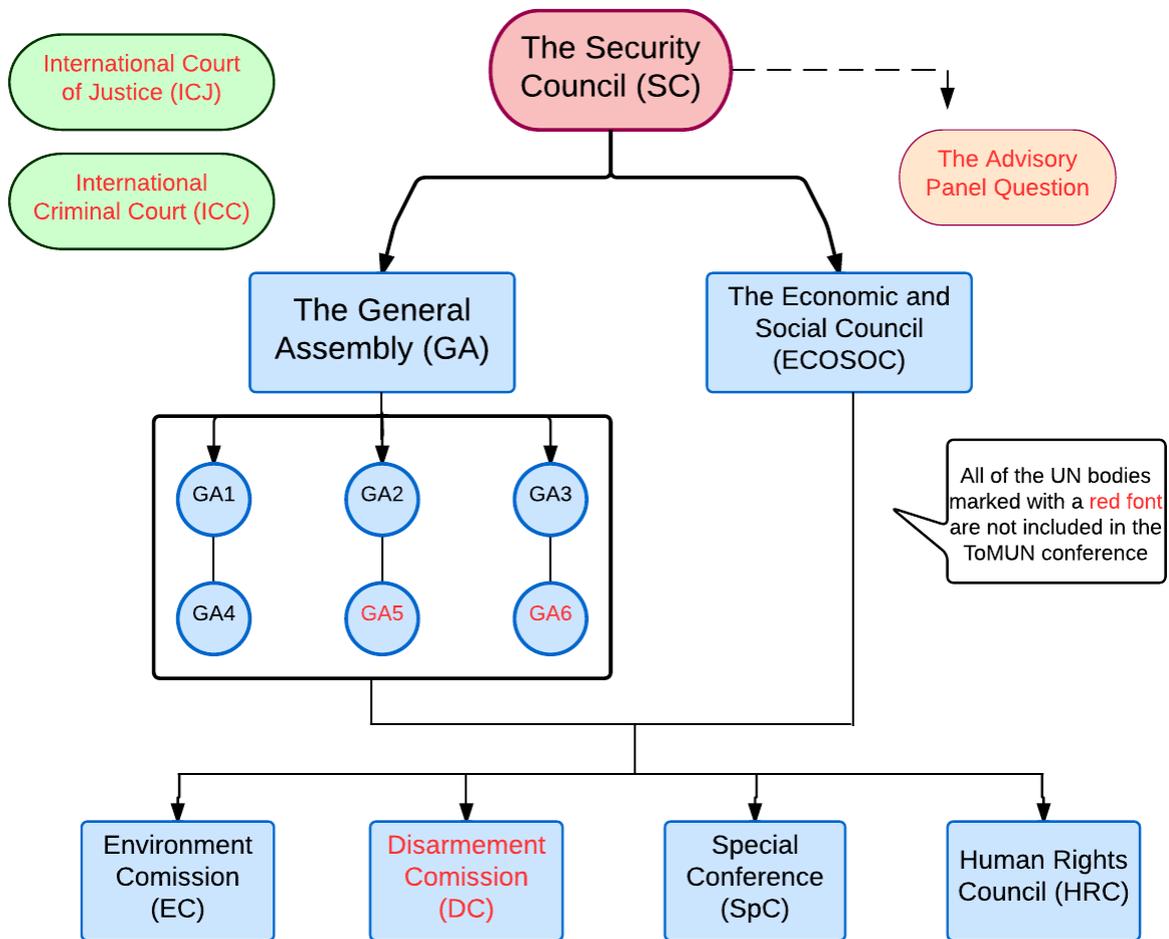
Basically Wikipedia, but a lot better, because a lot more reliable. Works kind of like Google (meaning you can search whatever you like and almost always you will get a couple of results popping up), except that it does not consist of any personal blogs or things like that - just the scientific articles. Equals...? Perfection.

**Global Policy  
Forum**  
<https://www.globalpolicy.org/>

This website is a huge database and it consists of information on a lot of topics that might be related to MUN issues. Also, it very often offers links to other websites or to relevant documents that will perhaps appear useful for you while preparing for the conference

you through it.

## MUN Structure



**GA1** - Disarmament and International Security

**GA2** - Economic and Financial

**GA3** - Social, Humanitarian and Cultural

**GA4** - Special Political and Decolonization

# Writing a Policy Statement

In preparation for a MUN conference, delegates should write policy statements, which are documents that briefly and clearly explain the **policies** of the delegate's country/organization with respect to the issues dealt with in respective committees at the conference. It appears important to write policy statements as they serve as reference documents for delegation members and committee members during the conference. Additionally, policy statements may provide an excellent tool in the lobbying process; they may also serve as the basis for your opening speech in your committee.

In order to produce a useful policy statement, delegates ought to carry out thorough research. In a policy statement, the delegate should remember to include the following:

- Explain and define the issue and its most important terms;
- Provide a short summary of recent international action related to the issue;
- Refer to key documents that relate to the issue;
- State the country's general position on the issue;
- Briefly make suggestions that are in line with their country's policies to provide a solution to the issue.

At the top of the policy statement, please include an appropriate heading. The Heading includes the name of the country/organization providing the statement, the name of the Committee/Council, and the issue the statement relates to (agenda topic). Policy statements should not be too detailed on the issue in question, as this is what resolutions should do. Make sure your policy statement does not exceed **400 words**.

## Sample Policy Statement

**Delegation:** Republic of Korea  
**Forum:** GA3  
**Question of:** Creating a universal response plan focusing on how to act after natural and nuclear disasters

The Republic of Korea is aware that the immediate effects of natural and nuclear disasters include loss of life and damage to property and infrastructure, with the survivors (some of whom may have been injured in the disaster) traumatized by the experience, uncertain of the future and less able to provide for their own welfare, at least in the short term. More than likely, they are left without adequate shelter, food, water and other necessities to sustain life. Although natural and nuclear disasters are very different, the consequences following each remain similar, and so do the actions taken in order to reinstate the functioning of the region engulfed by a certain disaster.

South Korea is certain that the primary aims of disaster response are: rescue from immediate danger, stabilization of the physical and emotional condition of survivors and recovery of the dead. To ensure these measures governments must focus on creating positive value and strengthening human solidarity as means of helping communities better withstand sudden shocks and urge them to help each other. Governments can take steps in advance and promote voluntary actions, so that after a disaster occurs people are ready to help, if not financially than by voluntary commitments.

The Republic of Korea is aware that these are measures taken on a small scale. For full recovery countries damaged by disasters need outside help. The Republic of Korea approves of associations such as the ASEAN Regional Forum (ARF) (responsible for formal, official, multilateral dialogue in The Asia-Pacific region) whose job is to expand sister city agreements and hold a summit by Japan, China and South Korea toward cooperation on disaster response and environmental issues. The Republic of Korea is convinced that strong regional cooperation is a valuable factor in rebuilding destroyed land.

Moreover facilitating charitable/voluntary organizations in places threatened by disaster is highly significant as quasi-public groups like the Red Cross have disaster response as their central mission. With organizations of this kind comes organized help followed by, but not limited to: medical staff, technicians for reconstruction and volunteers.

So that countries are not limited to outside help the Republic of Korea advises governments to develop disaster management units that will provide operational support and services in disaster response and disaster response preparedness. This goes hand in hand with the restoration of essential services such as water and power. To assure these, the countries located in areas threatened by natural disasters or the ones owning a nuclear power plant must be equipped in additional power sources.

South Korea is aware of the difficulties following both natural and nuclear disasters. We believe that by strong international cooperation and commitment of people living in disaster-vulnerable areas it is possible to rebuild what has been destroyed.

## Writing a Resolution

## **Resolution Format**

By definition, United Nations resolutions are formal documents, expressions of the opinion or will of United Nations organs. They generally consist of two clearly defined sections: a **preamble** and an **operative** part.

**The preamble** generally presents the background of the issue in question, the considerations on the basis of which action is taken, an opinion expressed or a directive given.

**The operative part** states the opinion of the organ or the action to be taken.

At the top of the resolution, please include an appropriate **heading**.

**The Heading** at the top of the resolution is very important as it is used to facilitate the work of the Secretariat and the Committee Chair in processing the draft resolution. The Heading includes the subject of the resolution (agenda topic), the name of the Committee/Council to which it will be presented, and the name or names of the countries submitting the draft resolution, as well as the Draft Resolution Number. The number is in numerical order based on the order in which the draft resolution is introduced to the committee.

It is advisable that the perambulatory part is concise in content, providing the key points illustrating the background of the issue in question and/or its historic justification. It is essential that each preamble clause begins with a relevant preambulatory phrase, which is highlighted (e.g. underlined or in *italics*). Each preamble clause should **end with a comma**.

The operative part is the more important part. Its purpose is to develop the points stipulated in the preamble part accordingly, and to provide relevant solutions to the problem(s) listed in the topic and in the preamble. The arguments used should be sound, and the actions to be taken should be described in as much detail as possible, supported with examples, which can be enumerated in sub-clauses. Each operative clause should **end with a semi-colon**.

Sub-clause pattern:

- 1.
- 2.
3.
  - (a)
  - (b)
  - (c)
    - (i)
    - (ii)

(iii)

Each sub-clause should **end with a comma**, except for the final sub-clause, which should **end with a semi-colon**, as it marks the end of the entire operative clause. During lobbying, delegates will look for other delegates within their respective committees who will support their draft resolution. When they have found ten such delegates, they will go to the computer room and start merging their drafts and/or working together on the final version of their resolutions. The main submitting country/ies will be called SPONSOR(S) in the final draft resolution, and the co-submitting countries will be called SIGNATORIES. This information should also be included in the heading of the final (merged) draft resolution. The draft resolution remains a draft until it has been debated and voted upon. Then it becomes a resolution. In writing your draft resolution, be detailed; if your resolution calls for a new program, think about how it will be funded and what body will manage it. Try to cite facts whenever possible. Be realistic; do not create objectives for your resolution that cannot be met. Make sure your body can take the action suggested. For example, the General Assembly cannot sanction another country – only the Security Council can do so.

### **Useful Preambulatory Phrases**

Affirming

Alarmed by

Approving

Aware of

Bearing in mind

Guided by

Having adapted

Having considered

Having considered further

Having devoted attention

Believing  
Confident  
Contemplating  
Convinced  
Declaring  
Deeply concerned  
Deeply conscious  
Deeply convinced  
Deeply disturbed  
Deeply regretting  
Desiring  
Emphasising  
Expecting  
Expressing its appreciation  
Expressing its appreciation  
Fulfilling  
Fully alarmed  
Fully aware  
Fully believing  
Further deploring  
Further recalling

Having examined  
Having heard  
Having studied  
Keeping in mind  
Noting with regret  
Noting with satisfaction  
Noting further  
Noting with approval  
Observing  
Reaffirming  
Realising  
Recalling  
Recognising  
Referring  
Seeking  
Taking into account  
Taking into consideration  
Taking note  
Viewing with appreciation  
Welcoming

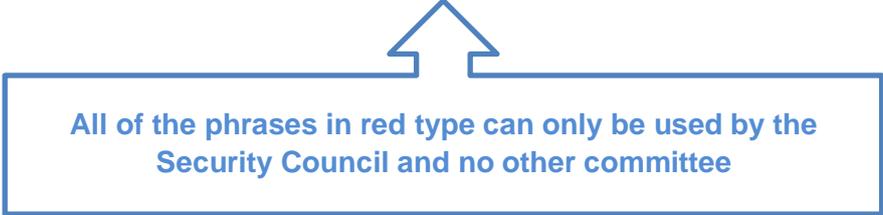
### **Useful Operative Phrases**

Accepts  
Affirms  
Approves  
Calls  
Calls upon  
Condemns

Further proclaims  
Further reminds  
Further recommends  
Further requests  
Further resolves  
Has resolved

Confirms  
Congratulates  
**Considers**  
**Declares accordingly**  
**Deplores**  
Designates  
Draws the attention  
Emphasises  
Encourages  
Endorses  
Expresses its appreciation  
Expresses its hope  
Further invites

Notes  
**Proclaims**  
Reaffirms  
Recommends  
Regrets  
Reminds  
Requests  
Solemnly affirms  
**Strongly condemns**  
**Strongly urges**  
Supports  
Takes note of  
Transmits



All of the phrases in red type can only be used by the  
Security Council and no other committee

### **Sample Resolution**

**FORUM:** GA3

**QUESTION OF:** Making safe abortions possible for victims of rape in LEDCs

**SUBMITTED BY:** Saudi Arabia

GENERAL ASSEMBLY 3<sup>rd</sup> COMMITTEE

*Fully alarmed* by the fact that in many LEDCs rape is committed every few minutes on average,

*Alarmed* by the fact that figures on the number of cases of rape are more often than not unreliable because rape is a taboo subject,

*Deeply concerned* by the fact that a large percentage of rape victims in LEDCs are children,

*Emphasising* that in many countries rape is not a reason to perform an abortion,

*Keeping in mind* that lack of allowance will not stop rape survivors from getting abortions, but it will only encourage them to perform them in breach of law, which will only result in damage to health or death of patients,

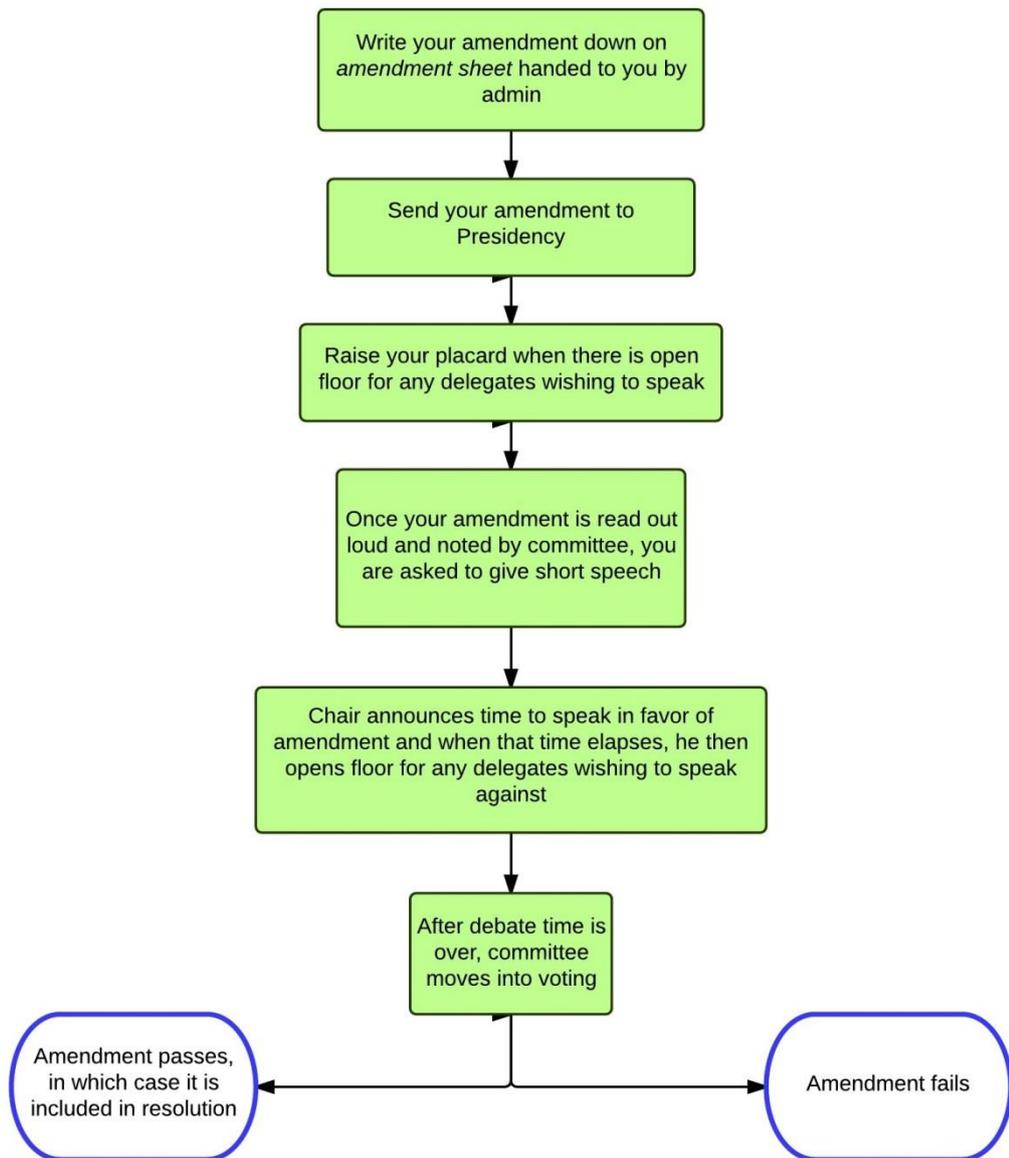
1. Expresses its appreciation of organisations, such as Lawyers Against Abuse, taking action to ensure that rapists are held accountable for their crimes;
2. Encourages more developed countries to send emissaries to set up medical establishments where rape victims can receive treatment and/or information, inter alia about safe methods of abortion, such as:
  - a. dilatation and evacuation (D&E),
  - b. medical methods (mifepristone and misoprostol),
  - c. curettage,
  - d. manual vacuum aspiration;
3. Urges the governments of the states where rape has been used as a weapon in the event of unrest to recognise rape victims as war victims, which will grant them the rights and privileges thereof;
4. Calls the governments of LEDCs to recognise rape as a sufficient reason to perform abortion on rape victims;
5. Suggests that, once abortion is considered legal in the case of rape victims, hospitals in LEDCs should be subsidised and provided with the following:
  - a. qualified staff,
  - b. professional equipment,
  - c. post-abortion care wards,
  - d. necessary medicaments;

6. Emphasizes the importance of education in LEDCs in order to render rape victims aware of how to receive help, what abortion is and how to perform it safely as well as stop abortion from being a taboo issue;
7. Further emphasizes the importance of implementing punishments, such as imprisonment, deprivation of the rights to practise the profession, for illegal abortion providers, including but not limited to women performing abortions on themselves;
8. Reminds that rapists are not always strangers, but also spouses, which is often disregarded by society;
9. Draws the attention to the costs of dangerous abortions not only to women, but also to their existing children, partners and families and to health services and society as well;
10. Further draws the attention to the fact that female victims are more likely to report on sex crimes to female police officers;
11. Further recommends to recruit more women to police forces;
12. Calls for UN officers' monitoring investigations of rape cases in LEDCs, and for intervention when corrupt police officers and court officials deny services and take bribes from rapists;
13. \*Decides to remain actively seized of the matter.

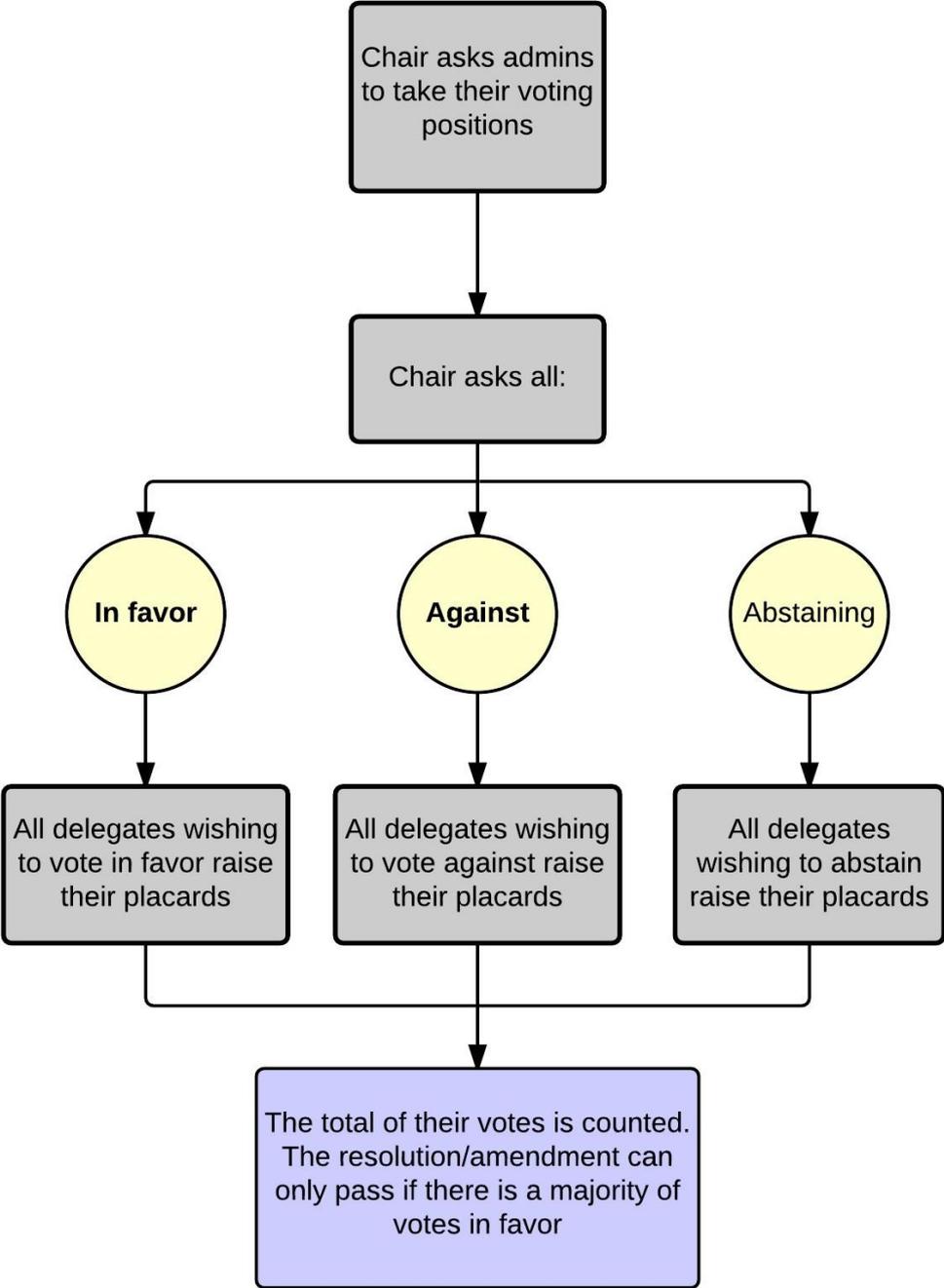
\* The last operative clause, at least in the Security Council, is almost always "Decides [or Resolves] to remain seized of the matter," (sometimes changed to "actively seized"). It appears to be an assurance that the body in question will consider the topic addressed in the resolution in the future if it is necessary.

## Rules of Procedure

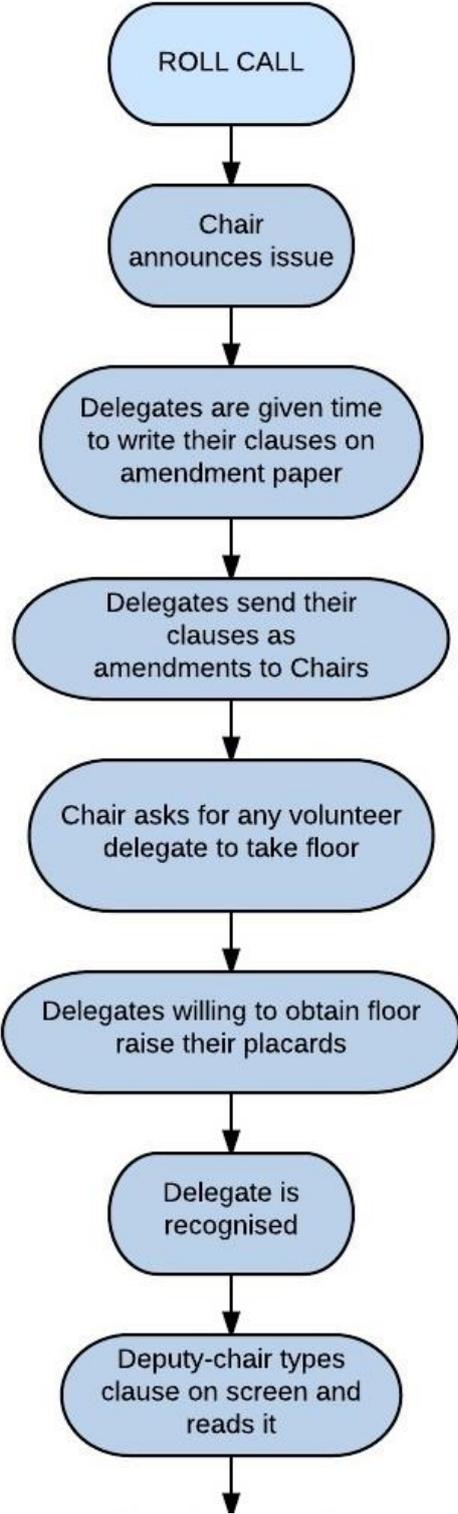




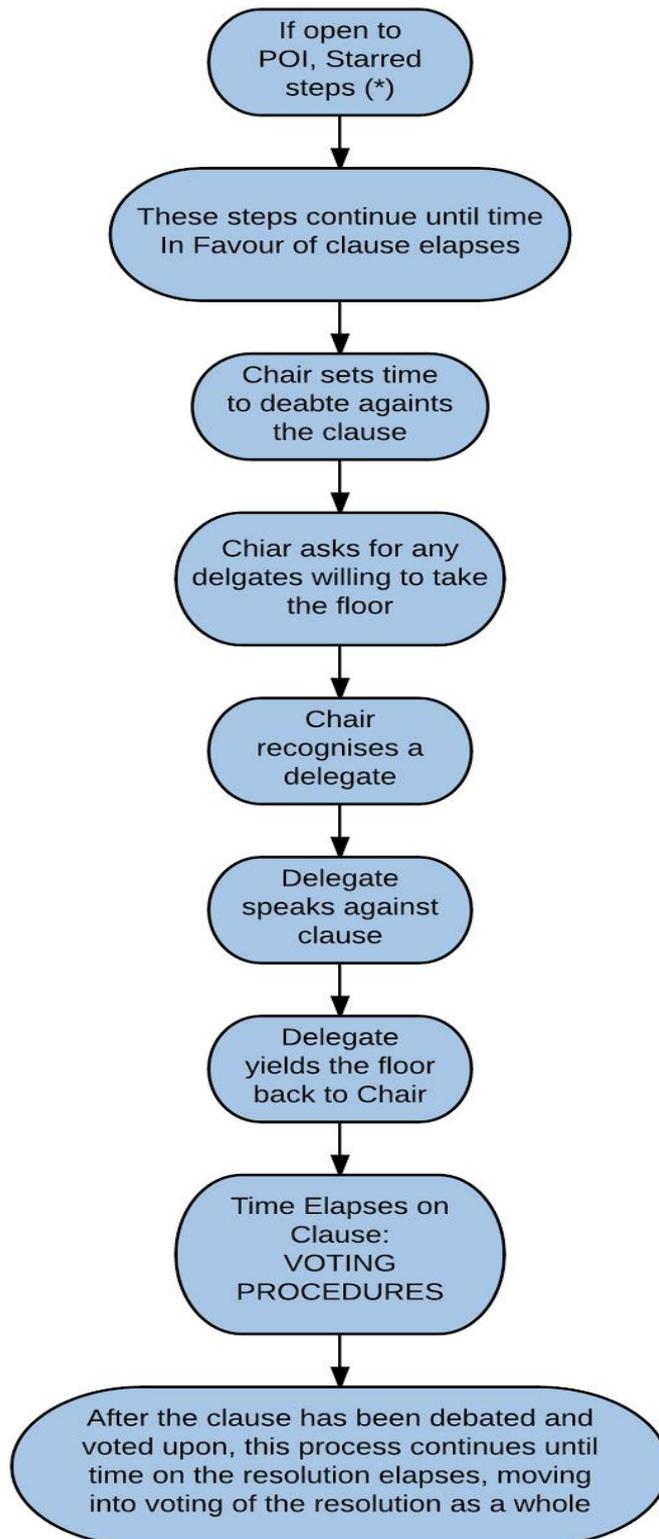
Voting Procedures



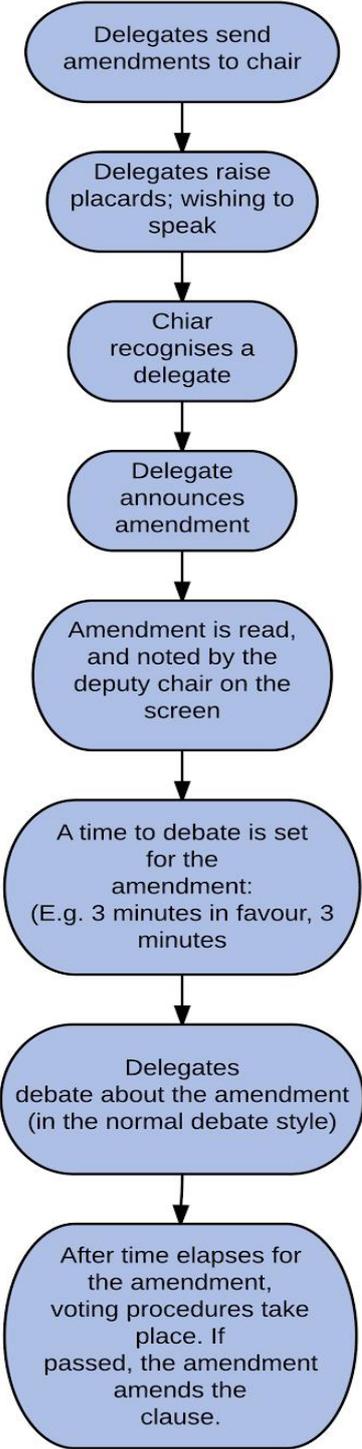
**Flow of Debate in 'At Hoc' Committees**



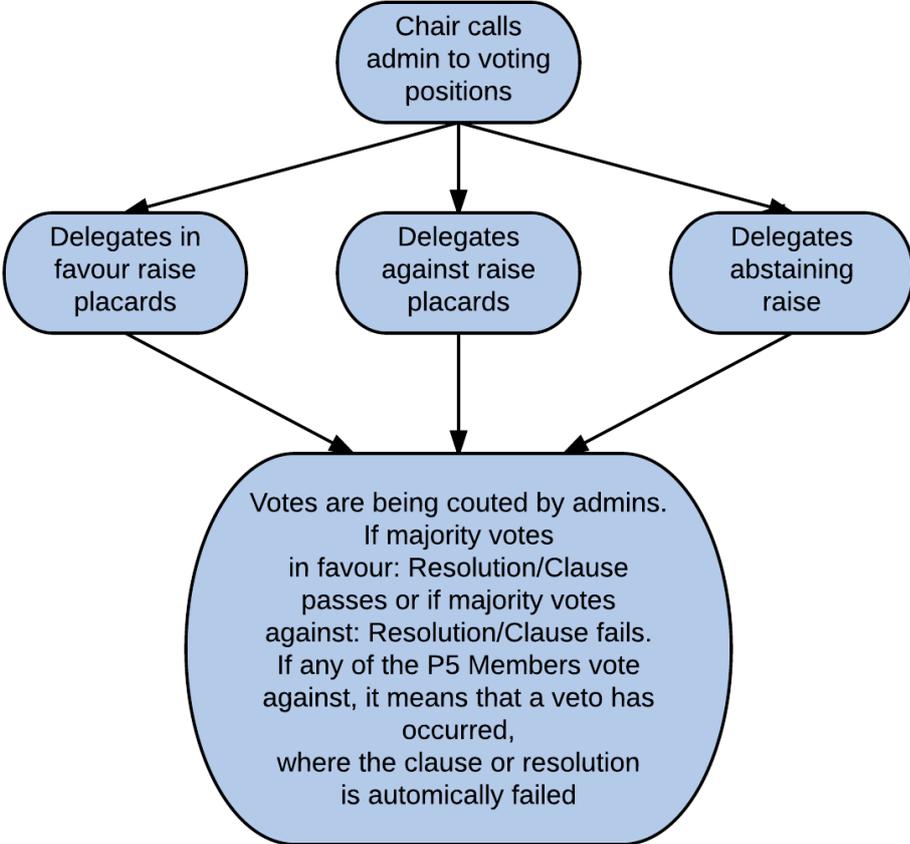




**Making Amendments in 'At Hoc' Committees**



**Voting Procedures in 'At Hoc' Committees**



Please note: when in the being a P5 Member, you're unhappy with the clause, instead of vetoing it, try:  
Amending the clause with amendments  
or  
Abstaining when voting on the clause .It is suggested that P5 members veto clauses only if they are destructive to the issue and cannot be made better by amendments

**Lobbying** is a very important part of the conference for two major reasons:

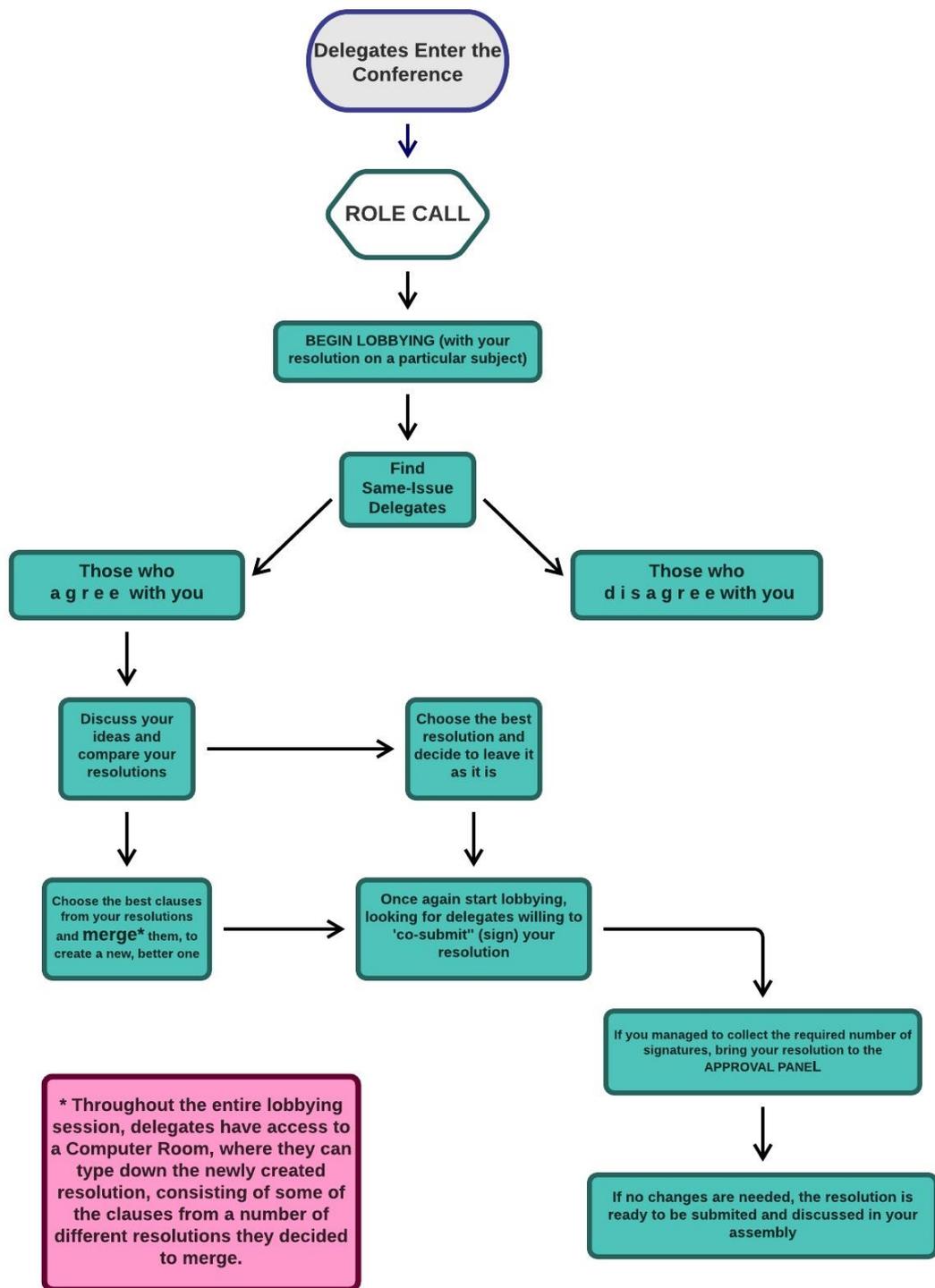
- it allows you to do some final work on your resolution and improve any of its aspects that needs improvement,
- it prevents similar resolutions from being debated.

**Lobbying** will also give you an idea of who will support or oppose your resolution during debate, it will show what aspects of your resolution still need improvement, clarification or exemplification.

The actual purpose of lobbying is to find other delegates who share your ideas and political views on the issue(s) in question, and could potentially become your **allies** in the course of debate. Once you manage to do that, you begin to compare and discuss your resolutions, so that you can improve them by rewording, adding clauses or **merging your resolutions into one**. Remember that even if you all work on it together, you still have to choose one of you to be the **main-submitter** of the resolution, while the others remain its **co-submitters**. When you get that part over with, you start persuading other delegates to **sign** your resolution. This is an important phase of lobbying, because in case of your resolution not reaching the **required number of signatures** (co-submitters), it will not be in order for this resolution to be discussed in your committee. Once you are all done with perfecting your resolution and collecting the required number of signatures, the effect of your hard work goes to the members of the **Approval Panel**, who check it for grammar and format errors.

Please note that when deciding whether or not to co-submit somebody's resolution, you should keep in mind that undersigning this document is a diplomatic commitment. Signing a resolution and becoming its co-submitter makes you officially obliged to defend the resolution during debate, which will be expected of you.

As a MUN delegate, you always have to remember that you represent the interests of a particular country or organisation that you are assigned to, not your own ideas, claims or beliefs. Since our goal is to keep the conference as a simulation of the actual UN, therefore it is necessary for all the delegates to be prepared for their role. That is why we encourage you all to do your research and meticulously collect the information on the policy of the country you represent in order not to appear incompetent or ignorant. Here is a detailed diagram that illustrates the entire process of lobbying step by step.



Delegates Enter the Conference

ROLE CALL

BEGIN LOBBYING (with your resolution on a particular subject)

Find Same-Issue Delegates

Those who agree with you

Those who disagree with you

Discuss your ideas and compare your resolutions

Choose the best resolution and decide to leave it as it is

Choose the best clauses from your resolutions and merge\* them, to create a new, better one

Once again start lobbying, looking for delegates willing to 'co-submit' (sign) your resolution

If you managed to collect the required number of signatures, bring your resolution to the APPROVAL PANEL.

If no changes are needed, the resolution is ready to be submitted and discussed in your assembly

**\* Throughout the entire lobbying session, delegates have access to a Computer Room, where they can type down the newly created resolution, consisting of some of the clauses from a number of different resolutions they decided to merge.**

## Points and Motions

<b>POINT/MOTION</b>	<b>MAY INTERRUPT THE SPEAKER?</b>	<b>SECOND</b>	<b>SPEAKERS</b>	<b>VOTE (after an objection)</b>	<b>DESCRIPTION</b>
<b>Point of personal privilege due to audibility</b>	Yes	No	None	No	To notify the Chair that you can't hear the speaker.
<b>Point of personal privilege</b>	No	No	None	No	To notify the Chair that you are experiencing discomfort.
<b>Point of order</b>	No	No	None	No	To notify the Chair that a mistake has been made regarding the Rules of Procedures.
<b>Point of parliamentary inquiry</b>	No	No	None	No	To ask the Chair a question about the Rules of Procedure.
<b>Point of information to the Chair</b>	No	No	None	No	To ask the Chair a question about something not concerning the Rules of Procedure.
<b>Motion to move to the previous question</b>	No	Yes	2 against	1/2 majority	To ask the Chair to move to the time against when in a closed debate, if it is the time in favor.
<b>Motion to move to the voting procedures</b>	No	Yes	2 against	1/2 majority	To close the debate on the current amendment/resolution.
<b>Motion to extend debating time</b>	No	Yes	1 in favour 1 against	1/2 majority	To extend debate time on the current amendment/resolution.
<b>Motion to divide the house</b>	No	Yes	None	1/2 majority	To propose a roll call vote.
<b>Motion to table the resolution</b>	No	Yes	1 in favour 1 against	2/3 majority	To adjourn debate on the current resolution.
<b>Motion to adjourn debate</b>	No	Yes	None	1/2 majority	To propose a break.

## Glossary of MUN Terms and Phrases

**General Assembly (GA)** – in the real UN, it is the body in which every country of the world is represented. Even though we won't have all the countries present at our Conference, the GA is still our biggest committee that every delegation will attend. Sometimes (in the MUN world) the General Assembly may be also called the *Plenary Session*.

**Specialized Committee (or Regional Body/Bloc)** – A committee that is smaller than the GA, typically it contains 20-30 delegations. The specialized committees are usually focused on particular geographic area (such as the African Union, or League of Arab States), or on a particular problem

**Debate** – is what goes on in the committee. Formal debate is governed by the *Speakers' List* and moderated by the *Chairperson*. Debate is regulated by official Rules of Procedure.

**Chairperson** (Chair, Chairman, Chairwoman) – the person who is responsible for the smooth running of the Committee. He/she writes the study guides, moderates the entire proceedings of the Committee, decides on some matters that are at his/her discretion and generally does everything to keep the debate smooth and productive.

**Speakers' List** – is the order in which delegations will address the Committee. It is the backbone of the proceedings; it gives the Committee a basic structure.

**Caucus** – is an opportunity for a less formal debate for a duration of the caucus delegates are not according to the speakers list. There are two kinds:

- **Unmoderated Caucus** – delegates are free to discuss without the guidance of the Chairperson or the formal rules.
- **Moderated Caucus** – Speakers' List is abandoned; delegates raise their *placards* to speak and the Chairperson chooses the next speaker.

**Floor** – essentially means the opportunity to speak, or it can denote the subject matter that is currently debated. If someone "has the floor", it means they are allowed to speak. If a resolution is "on the floor", it has been formally introduced, it is being debated and it will be voted on.

**Placard** – the sign that has the name of the country you are representing on it. You *raise* your placard to vote or to propose a point or motion – it is a way for the Chairperson to see you have something to say.

**Gavel** – the little wooden hammer the Chairperson uses to keep the Committee in order. Make sure they don't have to use it too much, *banging* the gavel does not make a very pleasant sound.

**Dais** – officially, the table upfront behind which the Chairperson is sitting. Practically, the Dais denotes also the Chair and the staff of the Committee. Any concerns related to the proceedings of the Committee you may have you should address to the Dais. Same goes for notes to the Chairperson, or resolutions/amendments you want approved.

**Procedural** – all points/motions that have something to do with the official procedure of the debate – e.g. motions for caucuses, motion for a roll call, etc...

**Substantive** – all matter that has to do with the *content* of the Committee session – generally related to draft resolutions or amendments.

**Point** – if you want to ask a question, or point the attention of the Chairperson to something, you use a Point. For example, when you cannot hear the speaker, when you think the Chair has made a procedural mistake, or when you do not understand the decision of the Chair and want to clarify the procedure. There are three types of Points (*Point of Personal Privilege, Point of Parliamentary Inquiry and Point of Order*); for further explanations please see the Rules.

**Motion** – motion is essentially a suggestion for action to the Committee. If you want to change the way of debating, introduce a resolution or generally move the proceedings forward, raise your placard and make a motion. There are several types of motions allowed in a Committee – for their list and further explanations, see the Rules.

**Second** – whenever a motion is made, it requires a Second – that is, there needs to be another delegation that wants to see the motion implemented. To Second is easy – when you hear a motion you agree with, just raise your placard and say “Second”.

**Yield** – is what you do with the remainder of your speaking time. Yielding essentially means giving the rest of your time to someone. You may yield to other delegation, to questions (if you are willing to answer them), or to the Chairperson (if you have finished speaking or you have no more time anyway). For further info see the Rules.

**Roll Call** – when the Chairperson reads the names of all delegations in alphabetical order, to see if they are present (or to hear their vote, in a Roll Call voting).

**Working Paper** – a document that is authored by one or more delegates, presented to all delegations, and which helps the work of the Committee in some way. It does not have to be in a resolution format, it can be a list of ideas; nevertheless, a good working paper provides a backbone for a resolution.

**Resolution** – is the final product of the Committee. It is a document that says how you want to change the world; what actions you want to take; how you are using your authority as a body. A resolution is created during the Committee sessions and in the end you vote on whether to implement it or not. Resolution has to be in a specific format, it is made of clauses and it has two main parts:

- **Preamble / Preambulatory clauses** – the introduction, in which you state upon what principles you are acting (or what values you are upholding with the resolution), what events you are condemning or congratulating, and/or what other documents were used as a basis for this resolution. Preambulatory clauses cannot be amended or divided out of a resolution.
- **Operative clauses** – these are the sentences that describe the actions you want to take (or want other organizations to take). You may directly order something to the bodies you have authority over, or urge independent organizations to take some action that is in their power. You may create new bodies, or terminate old ones. In operative clauses, you should also explain the financing mechanisms of your plan, as well as the enforcement mechanism it will use.

For more about resolutions, see the How to Write a Resolution article, sample resolution and, the Rules.

**Clause** – a paragraph in a resolution describing one specific guiding principle (preambulatory) or action to be taken (operative).

**Sponsors** – are the delegations that author a resolution, and are committed to supporting it.

**Signatories** – are the delegations that wish to see the draft resolution formally debated during the Committee session. They do not have to agree with the resolution; they just want to see it on the floor.

**Amendment** – is a change to the operative clauses of a draft resolution (after it is introduced but before it gets voted on. Just a reminder, preamble cannot be amended. There are two types of amendments:

- **Friendly** – all the sponsors agree to it and it becomes incorporated into the draft resolution automatically
- **Unfriendly** – not all the sponsors agree with it; therefore it will get debated and voted upon, before it can be incorporated into the resolution.

**Straw Poll** – a non-binding vote for the purpose of gauging the opinion of the Committee. If you want to see what everyone thinks about your proposal, you may make a motion for a Straw Poll – the Chair will then have the delegates simulate voting on the proposal, but the vote is only for information purposes – it is not binding and the count may, of course, change later.

**to be in order** – if a type of a point or motion is said to be “in order” it means that the rules allow you to make such a point or motion. E.g. “a motion for a roll call is in order only when voting on draft resolutions” means you may only move for a roll call during the final voting procedure, but not when voting on amendments or other motions.

**to rule something out of order** - when a chairperson rules something out of order, (s)he is basically saying either that the rules do not allow it, or that he believes it would hurt the committee and therefore he will not allow it (the second is sometimes also called “ruling

something dilatory"). If a delegate is out of order, it means that the action s(he) has made (offensive speech, incorrect motion) is inappropriate at that time and will not be considered.

## General Information and Rules

### **The Idea of MUN**

Model United Nations is a simulation of the United Nations. Students represent various member states and/or organisations, and try to solve world problems by producing resolutions in specified Committees. The project of MUN helps future politicians and activists to acquire and perfect debating skills and procedures, but also raises young people's awareness of the global issues and allows them to improve their written and spoken English. Despite all the rules and procedures, MUN is a fun project and should be treated as such; it is by no means to stress its participants.

### **Attendance**

Participants are expected to be present at all times when their forum is in session, unless they have a permission from their MUN-Director to leave, of which they are supposed to inform their Chair in a timely manner. Roll sheets will be held and verified at the beginning of every session and after breaks. Unannounced non-attendance will be reported.

### **Dress code**

We ask delegates to look and behave in a way that is expected of real UN diplomats. Male delegates are expected to wear a suit and a tie during the conference, and during speaking a delegate should wear his jacket. Female delegates are requested to wear knee length skirts. Modesty is much appreciated. Sneakers, denim and hoodies are not allowed. National dress and military uniforms are forbidden.

### **Notes**

During debating time, all delegates are allowed to conduct correspondence by sending short notes to one another (the notes are passed around by admins). There are - however - several rules regarding to this privilege. Firstly, all notes should be written down on the notepaper, prepared specifically for that one purpose. If you for some reason do not have a notepaper, please report it to your chair. Keep in mind that the content of the notes has to be related to the issues discussed in the committee. Otherwise the note can be requisitioned

and never make to its addressee, as the original point of establishing an inner correspondence system within the committee was to enable delegates to make allies or share ideas “outside” of an open floor of debate (NOT to enable them to socialize and flirt, while there is an ongoing debate on the table)

## **Lunch**

Lunch will be provided from 11:30 to 13:30 on Saturday and Sunday. Delegates will be given lunch tickets and informed of their lunch break. Not turning up for debate also means no lunch ticket, and therefore no lunch.

## **Housing**

All delegates to be housed will receive all relevant information regarding their housing and host family right after their arrival and will be picked up by their host families. We ask students to remember that they are guests and respect respective house rules. Host swapping is forbidden. Any problems should be reported to the Housing Managers.

## **Cloakroom**

A cloakroom will be provided and will be supervised, but not guarded. The school and organisers cannot be held responsible for any goods that have been lost or damaged.

## **Smoking and drinking**

Smoking is prohibited in the school premises. Alcoholic beverages must not be consumed during the conference. Legal drinking age in Poland is 18. Drug use will not be tolerated.