



Delegates Handbook

In this handbook you will find basic general information and procedures you need to know when attending a United Nations Model (MUN).

What are the MUNs?

They are simulations in which participants can learn about diplomacy and international relations in the context of the United Nations. MUNs consist on representing a delegation and its interests by taking its position instead of your own beliefs; you will debate about a given topic and hopefully conclude with a resolution answering to the problematic.

How are MUNs at UCF structured?

Some relevant general dispositions:

- All delegations and participants of the Model shall enjoy equality during the conference.
- The official language of the Model will be English.
- The presidents of the Committee, or their equivalents, are the supreme authority within their respective commission.

Before the MUN

What is the role of the delegates?

The delegates are the basis of the Academic Branch. They represent States, organizations, correspondents or characters at the United Nations and other organizations simulated during the Model. Their declarations must agree with the State's foreign policy, personal convictions and policies of the character that they are representing. The delegate must debate, negotiate, and look for solutions to the problematics raised in their respective committees, as well as to assume fully the role they have been assigned.

Before the MUN conference takes place, you will be assigned a delegation, a committee and a general topic.

Your committee is the topic group you will be discussing at, it is the general context of the problematic; e.g. Security Council, ECOSOC, UNDP, WHO, UNHCR, UNEA, etc. Your task is to investigate the interests of your delegation, its role on the committee and the context of the topic you were given. You should examine arguments you can use for and against the given topic and how to defend your delegation from other delegations who might have ideology or interest conflicts with yours. It is therefore important to know which delegations are your allies.

Position paper

Generally, you will be required to present a position paper in the beginning of the MUN conference at your respective committee. This is done with the purpose of presenting your delegation and its position on the assigned topic. It is normally read by every delegation for the committee and is around a page long. Sometimes, this position paper is required before the MUN has started so that it is available for everyone to read in advance, pick their potential partners and mainly be informed about the different actors. (Example from MONUA: https://static1.squarespace.com/static/55907d2be4b04a7d14147a6a/t/5c8b69edeb39311ee_d8c5463/1552640531336/Position+Papers.pdf)

Parliamentary procedure

A set of rules that govern the conference, aiming towards fairness and rights to voice opinions. The following sub-sections belong to the parliamentary procedure:

General debate rules

- The necessary quorum to meet each committee will be of half of the delegates in the individual committees,
- Before the opening of the session, the President will make a roll call. The delegations must declare themselves present or present and voting. When they are present and voting, the delegations won't be able to abstain in substantial votes.

Admonitions

They are verbal sanctions imposed by the President of the committee. If a delegate accumulates three (3) warnings during the conference, they will be expelled from the room for 30 minutes. If a delegate has five (5) warnings, they will be expelled from the Model. Valid reasons for admonitions include: inappropriate use of cell phones, laptops etc., late arrival to a work session, disrespecting another delegate, making use of the word repeatedly without being allowed to do so.

Points, motions and other requests

These requests are used to give continuity to the conference. The President will be the main authority with power to accept or decline the inclusion of any point or motion presented during the session, declaring it 'in order' or 'out of order'.

- A *point* is a request made by a delegate to regulate the debate. Points are accepted or rejected by the President.
 - o **Point of order:** Used in case of any order infringement concerning the parliamentary procedure.
 - o **Point of Personal Privilege:** Used in case any impediments against the capacity to participate fully and properly in the session. E.g. cannot hear the speaker, discomfort.
 - o **Information Point:** Addressed to the President exclusively in case of any doubt directly related to parliamentary procedure, disciplinary or logistical issues.
 - o **Relevance Point:** Employed by the delegate in case another delegation mentions a subject that does not refer to the topic covered in the debate.
- A *motion* is a proposal by a delegate that will determine the fate of the session. Motions must be accepted by the President and then voted on by delegations present in the committee.

- **Motion to open the Session:** This motion must be used during the first work meeting session.
- **Motion to establish the Agenda:** The delegate must enunciate the subject that will be opened.
- **Motion to start an informal discussion:** Proceeds to initiate an informal debate, meaning that any delegate can request a turn to speak by raising their placards.
- **Motion to start a formal debate:** Proceeds to open a formal debate, meaning that the delegate who proposed the motion must set the number of speakers and the time they're allowed to speak. There will be a list of speakers and will proceed in order.
- **Motion to start lobby time:** This refers to a break from the debate, in which you will engage in possible negotiations with your fellow delegates.
- **Motion to extend the time:** Suggest extending the debate or lobby time originally set.
- **Motion to close the debate:** will proceed to close a formal, informal debate or lobby time.
- **Motion to close session:** It is used to close the Committee session.

Voting

- During the course of the sessions there may be two types of voting: simple for procedural matters or by list for procedural and substantial matters.
- Each delegation will have only one (1) vote.
- For substantial matters the President will call in alphabetical order each delegation (present at the roll call). Delegations can vote: in favour, against, abstain, in favour with reasons or against with reasons.
- When a delegation says "with reasons", they are given some time after all delegations have voted to argue for their reasons. After all delegations who claimed it have already expressed their reasons, the President will ask if any delegation who previously abstained wishes to reconsider their vote to in favour or against.
- The majorities implemented during voting will be: a) Simple majorities – half plus one, b) Absolute majorities – two thirds of the present delegations.

Working papers

They are proposals a group of delegations make in an attempt to give a solution to the Committee's problematic. They have signing delegations (who support the paper, but there is not a minimum for a paper to be introduced).

Draft resolutions

- The draft resolutions are formal documents in which a block (group of delegations) proposes concrete solution mechanisms for the committee. Each draft resolution should deal only with the subject under discussion and have as signing countries a minimum of two thirds of the Committee.
- They should be composed of a heading indicating the Committee, topic and list of signing delegations. They have a minimum of five (5) perambulatory clauses and seven (7) operative clauses. (Clauses examples: <https://www.wisemee.com/preambulatory-and-operative-clauses/>)
- The draft resolution will be submitted through a Motion that will require a simple majority voting for it to pass as a resolution.

Amendments

The amendments are the only way to change draft resolution after it has been introduced. An amendment needs to be written by a delegation after the draft resolution's introduction and before the motion to proceed to a final vote. It is given to the President for further discussion.

During the MUN

Permission to speak

You will be given a placard with the name of your delegation. When you want to intervene, you need to raise it and the committee's president will assign an order of speakers or simply give you the word.

How to refer to your delegation and other delegations?

Since you are representing a delegation, you should not speak in first person but in third person. E.g. *the delegation thinks that...*; *the delegation of Germany doesn't think that the delegation of France...* It is also possible to send written messages to other delegations in your committee or to another one during the conference. If available, a logistics member (floor secretaries) will be in charge of passing the message on and checking its content.

Breaks

MUN conferences tend to be extensive, thus small breaks will be given. Here you can stay in character and use that time wisely to negotiate with other delegates your proposals. Of course, you can also relax and rest for your next intervention.

This handbook was partly adapted from the “Statutory code, disciplinary and procedural of the Model of the United Nations of the University of the Andes” developed for the MONUA conference in 2019.