



# QEGS-MUN

## Delegate Manual



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## Introduction

This manual will help you through the stages of what it takes to be a delegate, running through the rules of procedure, and acting as a general guide to conference proceedings. We hope this guide is useful in showing you how to effectively participate and articulate yourself in an MUN environment. We wish you all a wonderful conference.

## What is Model United Nations?

Model UN is an academic simulation of the United Nations where students play the role of delegates from different countries and attempt to solve issues that affect the global community with regard to the policies and perspectives of their assigned country.

## What should delegates do before the Conference?

In preparation for the conference we advise that you work with this delegate manual as a guideline so that you can be as prepared as possible coming into the conference. Alongside a general understanding, we also expect delegates to have prepared policy statements and pre-written clauses, due to the short-form nature of the conference.

## Select Delegation and Committee

Before participating at an MUN Conference you should look through the committees and the [Conference Agenda](#) so you may choose the Committee best suited to your interests and abilities. At QEGS-MUN we have 2 General Assembly Committees (GA3, GA4), and 2 Specialised Agencies (UNSC and ECOSOC). If wishing to partake in the UN Security Council, there is a separate manual as it functions in a different manner. You should contact your MUN Director and inform them about your decision concerning your Committee choice.

## Research

Delegates are expected to have done some basic research on their topic area, and to have looked at their country's political perspective on said topics. Having an understanding of your country's general political landscape will make both lobbying and debate a lot easier, so you can form alliances and speak more freely and fluently on issues.



In your research here are some questions you may want to consider:

- Which country do I represent?
- Who are your country's allies? Enemies?
- What is my topic about?
- What has my country got to do with the topic?
- What is my country's policy on the topic?
- What are the different aspects?
- Recent events relevant to the topic?
- Past international action on the topic?
- What are some possible solutions?

Looking at the [Study Guide](#) for your chosen topic will help you with this process. However, to supplement it, here are some useful links for research:

### **Country Research:**

- [CIA World Fact Book](#)
- [UN Member States](#)
- [IMUNA](#)
- [U.S. Department of State](#)
- [United Nations Website](#)
- [UN Systems: UN Organisations](#)
- BBC Country Profiles:
  - [Africa](#) [Americas](#) [Asia-Pacific](#) [South-Asia](#) [Middle-East](#) [Europe](#)

### **Topic Research:**

- [BBC News](#)
- [Global Policy Forum](#)
- [Britannica Encyclopedia](#)
- [UN Documents](#)
- Keyword searching on any search engine ([Google](#), [Bing](#), [Yahoo](#))
- Keeping up-to-date through news websites

## **Policy Statement**

A policy statement is a short speech in which each delegate briefly and concisely explains the policies of their country with respect to the given topic. It may include the background of your country's position, its current position, and what it hopes to achieve regarding the discussed topic. This may be a way for you to find allies amongst your Committee members, preparing you for the lobbying process.

The policy statement must not exceed a one-minute time length. Policy statements are entertained at the beginning of the Lobbying process.



## ***Sample Policy Statement***

*Delegation: The People's Republic of Giuseppinia*

*Topic: The Question of Socks*

*The People's Republic of Giuseppinia have long endorsed socks, with a stream of constant production the only way to sustain a high quality of life, due to their predisposition for disappearance. We have long fought unyieldingly against rebel anti-sock battalions who wish to dismantle the protective resources available to the foot.*

*The PRG (People's Republic of Giuseppinia) is a signatory of the Treaty of Boot (concerning the right to ample footly barriers) and as such, hopes to maintain peace and prosperity through cooperation.*

*It is the Giuseppinian's belief that an end to the conflict can be attained through peaceful means. The PRG wishes to hold a peace summit to which all world leaders are invited, in order to resolve the tensions.*

## **Draft Resolution**

After having conducted your research on your country and topic, and having written your policy statement, you should write a draft resolution. A draft resolution includes proposed measures in order to solve the issue. You should try to include as many of your clauses in the final resolution as you can. Your draft resolution should acknowledge pre-existing measures.

The resolution has a very specific format which must be followed:

## **Heading**

**FORUM:** [Committee]

**QUESTION OF:** [Topic]

**SUBMITTED BY:** [Country]

## **Pre-ambulatory clauses**

These are the introduction of the resolution. They contain the background of the topic, such as historic background, past resolutions, and important treaties. Each clause begins with a pre-ambulatory phrase (given in the below list) and ends with a comma. These clauses take no action as they are not debatable.



## Operative clauses

These are your suggested solutions and suggestions which your country believes the committee should take. Each operative clause should be numbered and end with a semicolon (;). The final operative clause should end with a full stop (.).

<b>Heading</b> Font: <b>Arial, Bold</b> Size: 12	<b>FORUM:</b> Special Political & Decolonization Committee (GA4)  <b>QUESTION OF:</b> The issue of territorial claims on the South China Sea  <b>SUBMITTED BY:</b> Philippines  <b>CO-SUBMITTED BY:</b> Japan, Vietnam, The United States of America
<b>Pre-ambulatory clauses</b> Font: <i>Arial, Italic</i> Size: 12	<i>Guided</i> by the principles and objectives of the Charter of the United Nations,  <i>Bearing in mind</i> the importance of the marine life in this area, as well as the immensely valuable coral reefs located in the Scarborough Shoal,
<b>Operative clauses</b> Font: <u>Arial</u> , <u>Underline</u> Size: 12 Each operative must be numbered	<ol style="list-style-type: none"><li>1. <u>Asks</u> for all UN member states involved as well as the Association of Southeast Asian Nations (ASEAN) to diplomatically come to an agreement regarding the territorial disputes in the region with a fair outcome that would favour all sides while also making sure to identify the Exclusive Economic Zones (EEZs) of each country after the territorial changes clearly, including:<ol style="list-style-type: none"><li>a. The equal partition of the territories and EEZs,<ol style="list-style-type: none"><li>i. The sharing of the economic interests of the area among the previously mentioned countries, this sharing will include:<ol style="list-style-type: none"><li>ii. The sharing of natural resources,</li></ol></li></ol></li><li>b. The sharing of a common EEZ where every country will have economic rights;</li></ol></li><li>2. <u>Decides</u> to remain actively seized in the matter.</li></ol>



## Resolution Notes & Tips

- All perambulatory clauses must end in commas (,)
- All operative clauses must end in semicolons (;)
- All operative clauses must be underlined and numbered
- Sub-operative clauses must be lettered; sub-sub operatives clauses must be in Roman Numerals
- Leave 5 lines space between pre-ambulatory clauses and operatives, and 1 line between every operative clause
- All acronyms must be fully written out before appearing in the abbreviated form; you only need to write them out once, and then refer to the abbreviated form

## Resolution – Pre-ambulatory/Operative clauses

### Pre-ambulatory clauses

Acknowledging	Expecting	Noting with appreciation
Affirming	Expressing its appreciation	Noting with approval
Alarmed by	Expressing its satisfaction	Noting with deep concern
Approving	Fulfilling	Noting with regret
Aware of	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Observing
Bearing in mind	Fully believing	Pointing out
Confident	Further deplored	Reaffirming
Congratulating	Further recalling	Realising
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognising
Deeply concerned	Having considered	Referring
Deeply conscious	Having devoted attention	Reminding
Deeply disturbed	Having examined	Seeking



Deeply regretting	Having received	Taking into account
Deploring	Having studied	Taking into consideration
Desiring	Keeping in mind	Viewing with appreciation
Emphasising	Noting further	Welcoming

## Operatives clauses

Accepts	Deplores	Requests
Affirms	Designates	Resolves
Approves	Encourages	Seeks
Asks	Endorses	Strongly affirms
Authorises	Expresses its satisfaction	<b>Strongly condemns</b>
Calls for	Expresses its hope	<b>Strongly urges</b>
Calls upon	Further recommends	Suggests
<b>Condemns</b>	Hopes	Supports
Congratulates	Invites	Trusts
Confirms	Proclaims	Transmits
<b>Decides</b>	Proposes	Urges
<b>Declares accordingly</b>	Recommends	
<b>Demands</b>	Regrets	

- Any of these clauses can be reused by adding 'further' or 'deeply' in front
- All operatives in **bold** can only be used by the Security Council



## What should delegates do during the Conference?

### General Rundown

1. Each committee is led by a main Chairperson and two deputy Chairpersons who facilitate the discussion for the committee. The committee will start with the Chairpersons taking roll call, meaning conducting attendance.
2. The committee will then enter the Lobbying procedure and submit the final resolutions.
3. Each submitted resolution will be discussed (debated) one at a time (after being approved by the Approval Panel).
4. Amendments may be submitted by the delegates.
5. Delegates will vote on the amendments after time has elapsed for discussing each one, and delegates will vote on the resolution as a whole after time has elapsed on discussing the resolution. The committee will repeat the process for the next resolution until all of them have been discussed.

### Lobbying

Lobbying is one of the most important components of a MUN Conference, since it is

the main process through which draft resolutions are crafted and merged. At QEGS-MUN lobbying will take place on the first day. This process will be an opportunity for the delegates to have an understanding of where they stand with respect to the positions of other delegates.

Once you enter your assigned Committee room, you find the seat with your country's name, you take out your placard and wait until the chairs start the Roll Call. When they say your country's name, be prepared to respond by raising your placard and saying '*Present*'. Once finished with the Roll Call, the chairs will present themselves and split the house and give time to prepare the topics. That's when you will have to form your alliances by persuading other delegates that your clauses are useful, aiming to include as many as possible in the final resolution. After your resolutions has been collated you should send it to your chair/co-chair who will then forward it to the Approval Panel, providing there are no grammatical/policy errors. After the resolution has passed through the Approval Panel, it is ready to be debated.



## Debate

The mode of debate followed at QEGS-MUN is **open debate** (speeches are either in favour or against) whilst debating resolutions. However, when debating **amendments** the debate mode is **closed debate** (separate time for speakers in favour or against).

## Speeches

- Speeches addressed to the **House**, may be in favour, against or neutral (e.g. Point of Information). They should not exceed 1-minute length and should adhere to diplomatic courtesy.
- Speakers should refrain from using the first or second singular person ("I", "you") as it is not formal. Instead, you are encouraged to use the third person, when referring to delegates or yourself. For example: "*The delegation of Brazil believes...*"

## Points & Motions

Points during debate may not interrupt a speaker except for a Point of Personal Privilege, which refers to audibility. Delegates may not just immediately state their point, they must wait until the chair recognizes a Point.

### Example:

*"Point of Information to the Chair".*

*"There has been a point of Information in the house, could the delegate please raise and state his point".*

*"Is the Chair aware..."*

## Points

### Point of Personal Privilege

- Refers to the comfort and well-being of the delegate
- May only interrupt a speaker if it refers to audibility
- May not refer to the content of a speech
- Is not debatable
- Does not require a second

Example: *"Could the blinds please be raised? It is very dark in here."*

### Point of Parliamentary Inquiry

- Point of information to the chair concerning Rules of Procedures
- May not interrupt a speaker

Example: *"Could the Chair please explain to the House what is meant by Open debate?"*



## Point of Information to the Speaker

- Always remain standing when the speaker is replying to your Point of Information (Pol)
- A question directed to the delegate having the floor, and who has indicated that he/she is willing to yield to points of information
- Speaker asking the Point of Information may only speak if recognised by Chair
- Must be formulated in the form of a question, i.e. "*Is the speaker aware of the fact that...*" A short introductory statement may precede the question

**Example:** "Could the honourable delegate, as she is the main submitter of this resolution, please explain to the House what she implies with clause 3?"

## Point of Information to the Chair

- A question to the chair
- May not interrupt a speaker
- Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege
- Chairs are to answer clearly and swiftly and move on with business

**Example:** "*At what time do we adjourn for lunch?*"

- **Also:** Question asking for a statement by the Chair or clarification on an issue

**Example:** "*Could the Chair please explain to the House, whether the Giuseppinan Brigade has signed the Giuseppina Peace Treaty?*"

## Point of Order

- Delegates use this point when they want to bring the Chair's attention to a speaker's or another delegate's mistake or violation of parliamentary procedure, i.e. if the chair makes an error in the order of debate or in the setting/observing of debate time
- May not interrupt a speaker
- Is not debatable
- Can only refer to something that just happened in direct reference

**Example:** "*Is it in order for the delegate of Giuseppinia to yield the floor to another delegation since the floor was previously yielded to him by Jordan?*"



## Motions

### Motion to approach the Chairs

- When you want to speak to the Chair

### Motion to move to the previous question

- Calls for the closure of debate and a vote to be taken on the motion (resolution/amendment) pending
- When discussing an amendment, in time in favour, this motion means to move to time against the amendment
- May be moved by the Chair or a delegate, may not interrupt a speaker
- Requires a “second” by the house, and is quickly voted upon if an objection is voiced

### Motion to extend debate time

- Needs a second, if proposed by the house
- Needs a simple majority or a ruling by the chair to be adopted (e.g. due to lack of time or a guest speaker)

### Motion to follow up

It is used when a delegate wishes the speaker to clarify or elaborate on the answer to the point of information just proposed by the same delegate. A motion to follow up should not be used to ask an entirely different question.

### Motion to divide the House

It is used when the majority of the final vote on a much-disputed issue comes to a tie. The house is then asked to vote again, but this time, with no abstentions allowed.

## Amendments

### Amendment of First Degree

- An amendment is only in order if it is submitted to the Chair on the official Amendment Sheet before the delegate obtain the floor, and must be easily legible
- Delegations can vote for, against or abstain an Amendment

### Amendment of Second Degree

- Can only be submitted in time against the Amendment of the First Degree, and debate on this amendment does not count as time against the Amendment of the First Degree
- Same procedure as for normal amendments



- Debate on the Amendment of the First Degree will always be continued, whether the Amendment of the Second Degree passes or fails

## Voting

- All member states of the UN may exercise the right to vote
- Delegates voting on a resolution or an amendment may vote in favour, against or abstain
- Delegates and NGOs voting on procedural matters may only vote in favour or against
- During voting procedure, all points and motions are out of order, except the Point of Order
- A resolution will pass if the number for exceeds the number against, regardless of the number of abstentions; i.e. abstentions do not count either for or against the adoption of a resolution;
- A resolution or an amendment with a tied vote fails. Close votes should be followed, upon request through the motion to divide the house (note that abstentions are out of order).
- Clapping is only allowed when a resolution passes

## General Rules

### Conduct

Delegates are regarded as diplomats and representatives of a country as well as representatives of their school. They are asked to act accordingly.

Professionalism is a requirement at QEGS-MUN Conferences. Displaying respect for the opinions of other delegates, displaying respect towards chairs, deputy chairs, secretariat, organising team and advisors is required.

Plagiarism is not acceptable.

### Dress

Delegates are reminded that the Conference is a formal Conference and thus formal dress is required.



## Closing Remarks

Thank you from everyone at the QEGS-MUN organising team. We hope this guide has been helpful, and will help you actively engage in lobbying and debate. We will be there to assist you at all times.

We look forward to meeting you in Faversham,

Sigurd Grydehøj (SG) and Maggie McBride (SG)