

Delegate Handbook

FAMUN 2017

16 - 18 February





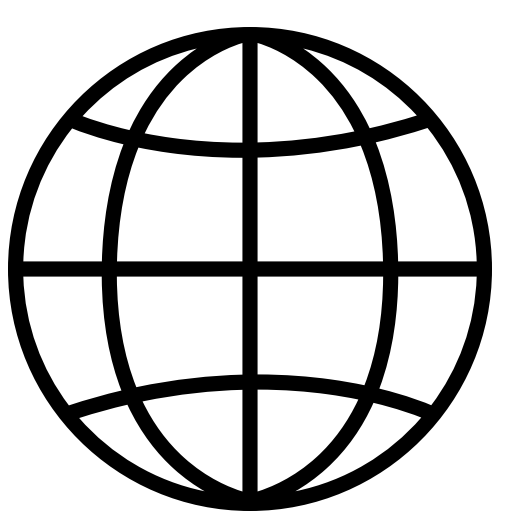
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Preamble

Dear delegate,

Welcome to the second annual Farel Academy Model United Nations! We are very proud to host this three-day conference in Amersfoort and announce that we will be hosting 300 delegates of 36 different nationalities this February! FAMUN is a Model United Nations conference with a very interesting mix of first-time delegates, first-time chairs and already quite experienced delegates and chairs.

Especially for the beginning delegates here at FAMUN, but also for the more experienced delegates, a Model United Nations can be quite a complicated thing. Therefore, all delegates receive this booklet to help them go through the world of Model UN debating. For timetables, floor plans, addresses and other practical information, please refer to the conference booklet that every delegate has also received.

This booklet contains information and instructions regarding flow of debate, resolution writing and many other aspects of the conference. Because this booklet contains all the information a delegate needs, we strongly advise all delegates to keep this with you the whole conference.

Please do not worry if you do not understand many things of this conference or MUN debating. The Student Officers (your Chairs and Deputy Chairs, abbreviated with StOff), your fellow delegates, admins and of course the entire Organising Committee will be available for any questions.

Our most important advice to all delegates is that every experienced chair or delegate once started as first delegate at a conference like ours, and that a Model UN is not about only debating, but also about having lots of fun!

Good luck at FAMUN 2017!

The FAMUN Organising Committee

MUN Vocabulary

Abstention	A vote neither in favour nor against (only on a whole resolution).
Ad hoc	Added on (e.g. time, issue or clause added on). Form of debate where all nations write a resolution together instead of discussing a pre-written resolution.
Against	A vote opposed to a resolution or amendment.
Amendment	Alteration or change to a resolution.
Clause	The parts into which a resolution is divided, each concerning one particular aspect of an issue.
Closed debate	Debate where time in favour and against is separated.
Committee	Forum preparing a resolution for the General Assembly.
Co-submitter	Co-author or co-signer of a resolution.
Delegate	Representative of a country or organisation.
Floor	When a delegate has the floor, he/she has the right to speak in debate.
House	The forum, used to indicate the entire assembly (all members of the forum except for the chairpersons).

IGO	Inter-governmental organisation.
In favour	A vote supporting a resolution or amendment.
In order	Allowed.
Lobbying	To debate informally in the lobby (usually in the committee already).
Main submitter	Author or main author of the resolution, who officially proposes it to the committee.
Merge	To put two or more resolutions together to form one.
Motion	A proposal for the forum to do something.
NGO	Non Governmental Organisation
NMD	Non Member Delegation
Objection	This is used when a delegate is against a motion.
Open debate	Debate where delegates may speak in favour or against at any time.
Operative clause	These are the numbered clauses which take action.
Preambulatory clause	These are the non-numbered clauses which define the issue and mention thoughts concerning the issue.

Placard	Wooden board or sheet of paper with the country/NGO's name, used to be recognised during the debate
Resolution	Proposal suggesting ways to deal with a certain issue.
Second	Used when a delegate supports a motion.
Submit	Propose, suggest.
UNO	United Nations Organisation
Yield	To give (e.g. to yield the floor to the chair/another delegation).

Flow of debate

At FAMUN 2017, all committees follow the same flow of debate. In short:

- I. Opening by the chair
- II. Role call
- III. Informal lobbying
- IV. Drawing up the agenda
- V. Draft resolution introduction
 - a. Reading out the operative clauses by main submitter
 - b. Opening Speech by main submitter
- VI. Open debate
 - a. Submission of Amendments
- VII. Closed debate
 - a. Time for
 - b. Time against
 1. Submission of amendments
- VIII. Voting on resolution
- IX. Repeating point 5 to 8 for each resolution
- X. Closing by the chair

Opening by the chair

A word of welcome by the chair, sometimes with a few comments that the chair would like to make.

Role call

The chair calls out every country to check the presence of its delegation. After the chair calls out the country name, delegates should answer with either “present” or “aye”, depending on the instructions of the chairs. Late or absent delegates will receive fitting punishments.

Informal lobbying

Informal lobbying is time for delegates to discuss issues with other delegates, in an informal atmosphere without any certain structure. Lobbying, if done well, makes for very productive debate. During lobbying, resolutions will be discussed, altered, merged or completely written.

For a resolution to be submitted to the Approval Panel, it needs to have at least five co-submitters. Co-submitters are delegations who are interested in debating this resolution. This means that co-submitters do not necessarily agree with this resolution, but just want to see it being debated.

Co-submitters can completely disagree with the resolution and therefore want to see it discussed.

Note: a delegation can only (co-)submit one resolution per issue.

Drawing up the agenda

The chair informs the delegates about the resolutions and topics being discussed in the House on that day.

Draft resolution introduction

Before starting debate on a resolution, the main submitter introduces its resolution by reading out the operative clauses of the resolution, followed by a speech of this main submitter on the resolution.

This speech gives the main submitter the chance to explain the ideas behind and meaning of the resolution and set the tone for the debate and eliminate counter arguments before the opposition gets the chance to state them.

Note: The Geneva Council and the (Reformed) Security Council debate ad hoc and therefore skip this part.

Open debate

During the open debate, amendments can be submitted and speeches for and against the resolution can be held. Amendments will only be discussed in closed debate.

After a delegate is done speaking, the delegate will be requested to “yield the floor back to the chair”, which means that the delegate will give the right to speak back to the chair and that the delegate will return to its seat.

Closed debate

Before closed debate, the chair will set debating time in favour of and against the resolution. Closed debate offers a chance for delegates to build a strong line of arguments and convince the House to come on your side.

Amendments will be discussed only during time against.

Note: friendly amendments (amendments correcting spelling mistakes, stylistic features or other non-content related amendments) will be passed automatically when approved by the chair and the original author of the resolution.

Voting on resolution

After debates, chairs will suspend all note passing, ask the administrative staff to seal the doors and also speaking will not be allowed. Then delegations will vote on the resolution.

Closing by the chair

A short word by the chair to round off the day and dismiss the delegates.

Points

A point is called for by a delegate by raising their placard. The Chair/Presidency will recognize the delegate, after which they are required to rise and state the essence of their point. The Chair/Presidency may then decide whether or not to entertain the point during which the delegate must remain standing until the Chair/Presidency has permitted the delegate to be seated.

The only exception to this procedure is a Point of Personal Privilege due to audibility, which, opposite to all other points, may also interrupt a speaker.

I. Point of Information

a. To the speaker

May be raised if a delegate wishes to question a statement just made by the speaker. The Chair/Presidency will ask the house if any Points of Information are in the house and request that any delegates wishing to ask a Pol raise their placards. In this case, the delegate doesn't have to state the essence of the point as previously described.

b. To the chair

May be raised if a delegate wishes to ask the Chair/Presidency a question. It does not entail any question that does not regard your wellbeing or the interpretation of the Rules of Procedure.

II. Point of Parliamentary Inquiry

May be called if a delegate is unsure about the interpretation of the Rules of Procedure or a matter related to it. They point may not be made during voting procedures.

III. Point of Personal Privilege

a. Various

Any and all points related to a delegate's wellbeing in order to ensure proper participation in debate. This may for example address, being dismissed to visit the bathroom or opening/closing a window.

b. Audibility

This point is an exception to the normal point procedure as it may also interrupt a speaker. After a delegate made this point, the Chair/Presidency will ask the speaker to alter the audibility of their statement. This may not be called during voting procedures.

IV. Point of Order

May be called if a delegate feels the Rules of Procedures are ignored in session. The Chair/Presidency must recognize this point and will ask the delegate to explain the point.

The Chair/Presidency will accordingly to the Rules of Procedure decide upon the validity of the point and whether an adjustment to the (chairing of the) session must be made.

Further disagreement may be handled through a Motion to Appeal to the Chairs decision.

Requests

Requests are designed to improve the delegate's participation in the debate and can be called by any delegate. A request is simply called for by loudly and clearly exclaiming the essence of the request while the Chair/Presidency holds the floor.

I. Request to follow up

A request to follow up allows a delegate to ask a second Point of Information but may only be called out once per Point of Information.

II. Request to join the Question and Answer (Q&A) session

If a delegate does not call the motion to move into Q&A session but does want to join it. The chair might not allow you to ask as many questions as other delegates do.

III. Request to explain the vote

If a delegate feels that another delegate has expressed their opinion to be in favor/against but has voted otherwise, you may request the Chair/Presidency to ask the delegate to explain their vote.

Motions

During all debates, any delegate may call out a motion to improve the flow of the debate. A delegate may exclaim a motion loudly and clearly during debate.

A motion needs at least one second to pass. Delegates in favour of passing this motion should exclaim “second” after the motion has been made. A motion that has received a second will automatically pass unless it gets overruled by the Chair or objected by one of the delegates.

Delegates may also object to a motion in the same way as they second a motion. After a delegate has objected, the Chair decides on a way to debate the motion.

After a motion has been passed, the delegate that has submitted the motion is expected to and automatically given the floor to explain its motion. The Chairs may always overrule any points or motions being made in the house. All motions that can be used during FAMUN 2016 are:

Name	Description	Majority to pass
Motion to Call for the Order of the Day	May be called at the start of each sessional day if no agenda has been drawn up by the Chair/presidency. Enables delegates to decide which items will be discussed. The motion will be closed by a voting on what items to discuss, who then will be discussed in ascending order of popularity. There will be no debate on this motion.	Simple
Motion to Table the Debate	May be called when the delegate feels that the debate is unproductive and irrelevant to the issue and if the delegate feels that continuing the debate at a later time will be productive. If the motion passes, the topic will be set aside and the Chairs will put it on the agenda for a later moment. The Chairs will also decide what topic will be discussed next.	Simple per topic

Name	Description	Majority to pass
Motion to Postpone Indefinitely	May be called when the delegate feels that the debate is unproductive and irrelevant to the issue and if the delegate feels that continuing the debate at a later time will not be productive. If the motion passes, the topic will be set aside and will not be available for reconsideration. This motion applies to amendments, clauses and resolutions, not to issues on the agenda.	Absolute
Motion to Resume Debate	May be called to reconsider a topic that has previously been tabled. This does not apply to indefinitely postponed topics.	Simple
Motion to Exclude the Public	May be called if the delegate feels that the debate would improve when the debate would be made private. After passing this motion, the Chair will request all Observers, Guests and other non-committee members to leave the room.	Simple
Motion to Reintroduce the Public	May only be called after a Motion to Exclude the Public has been passed and executed if the delegate wishes to open the committee room to visitors. If the motion passes, Chairs will open the committee room for all Observers, Guests and other non-committee members again.	Simple
Motion to move into Lobbying Time	May be called if the delegate feels that the that a session of lobbying is required to improve the debate. If the motion passes, the debate will be suspended and the committee will move into lobbying time set by the Chair. After the lobbying time has concluded, debate on the previously discussed topic will be continued.	Simple

Name	Description	Majority to pass
Motion to Move the Previous Question	May be called if the delegate feels that discussion on this side of the topic should be concluded. This motion is only applicable to move from open debate to voting procedures, from closed debate time in favour to closed debate in time against or from closed debate in time against to voting procedures. A Motion to Move into Voting Procedures does not exist.	Simple
Motion to move into Question and Answer session.	May be called when the delegate has a number of questions for a certain delegate on the topic currently being debated. May also only be called when the Chairs hold the floor (have the right to speak), so not during speeches of other delegates. If the motion passes, the Chair will set a maximum time and a maximum number of questions for this Q&A session.	Simple
Motion to move into Moderated Caucus	May be called in order to suspend the session and move into informal debate. Only applies to the P5 in the Security Council. After this motion has been passed, the P5, together with one of the Chairs, leave the room for informal debate.	Absolute
Motion to Move into Closed Debate	May be called during open debate when the delegate wants to hear both sides of the topic separately. After this motion has been passed, debate will continue in a closed debate style.	Simple
Motion to Suspend the Session	May be called when the delegate feels that a small break will improve the quality of the debate. If the motion passes, the Chair will decide on the duration and nature of the recess.	2/3 Super-majority

Name	Description	Majority to pass
Motion to Adjourn the Session	May be called if the delegate feels that no productive debates will occur anymore on that day, or if the day's itinerary has been completed. If this motion passes, the day's session will be rounded off and debates will continue the next day. Such a motion can only pass if it is in compliance with the schedule put forth through the Secretariat, or after approval by the Secretary-General (SG)	2/3 Super-majority
Motion to Extend Debate Time	May be called if a delegate feels that the topic being debated requires further discussion. This motion may only be called and executed after the set debating time on the topic has concluded, or if the Chair has ended the debate on a certain topic. If the motion passes, the Chair will decide how much debate time will be added. This motion may only be cast once per discussed topic.	Simple
Motion to Vote by Role Call	May be called if the delegate feels that the votes counted by the Administrative Staff were inaccurate. If the motion passes, the Chair will ask each delegate to state their vote individually in order of roll call. Abstentions are in order.	Simple
Motion to divide the house	May be called if there are enough abstentions in the house which, if forced to vote in favour or against, could topple the result of the voting. If the motion passes, the house will vote by roll call and abstentions will not be in order.	Simple

Name	Description	Majority to pass
Motion to Divide the Question	May be called if the delegate feels that a certain part of the topic being discussed should be discussed separately, if it changes the meaning of the main issue. This may concern debating a clause of the resolution separately, or splitting an amendment into multiple amendments. If the motion passes, debate on the divided parts will be executed first before resuming the original debate.	Simple
Motion to Invite Guest Speaker	May be called if the delegate feels that further information on the topic is required. If the motion passes, the Chair will consult with the Secretariat to decide whether the organisation of a guest speaker is possible.	2/3 Super-majority
Motion to Suspend Note Passing	May be called if the delegate feels that the quality of debate is being influenced in a negative way by (delegates being distracted by) note passing. If it passes, note passing will be suspended. It will be automatically reintroduced after the next voting procedure, or when the Chair introduces it.	2/3 Super-majority
Motion to Appeal the Chairs Decision	May be called if the delegate feels that the Chair made an incorrect procedural decision. This motion does not need a second to pass but can be objected. In the event of such a motion being called, the delegate will have to explain the reason why it called the motion. Then, the Chair might agree and change its earlier made decision, or the Chair will call the Secretary-General who will, after public consultation with the delegate and the Chair, make a decision. The Secretary-general's decision cannot be challenged or debated.	-

Resolutions

Writing a Resolution

Resolutions are the very foundation on which every UN action is based.

These Resolutions are statements made by the committee, aiming to change the situation of a certain issue and advising on the way in which this could be done. Therefore, debating, altering and approving resolutions is the main activity of (model) UN delegates.

The entire resolution consists of 1 long sentence, divided into clauses which explain the issue and its possible solutions. Therefore, the only full stop in a resolution is found at the very end. All clauses end with a comma.

Resolutions reflect the opinion of your country and, once approved, the opinion of your entire committee. Resolutions are a tool to keep member states compromise or agree with each other.

At any MUN, resolutions may not speak of financing these solutions, since the assumption is that the UN has unlimited funding for the sake of the debate of ideas. Resolutions cover only one issue and need to follow the format as on page 20. Resolutions are composed of three parts: the heading, Preambulatory clauses and operative clauses.

The heading of the resolution consists of the following five things:

1. The forum in which the resolution is to be discussed
2. The issue or question the resolution is dealing with
3. The main submitter of the resolution
4. The co-submitters of the resolution
5. The opening of the resolution by addressing the committee, which is the beginning of the sentence

Resolutions can only be debated when they have five (or more) co-submitters and are approved by the approval panel. The approval panel checks your resolution on spelling and factual mistakes and will where necessary take them out.

Your chair will give you more details on how to send your resolution to the approval panel.

Preambulatory clauses

Preambulatory clauses are the clauses that start off the resolution and take no action. They will, for example, define the issue, recognise it as important or take note of previous actions or decisions taken relating to the issue. In essence, they describe what the submitters consider the problem is and mention thoughts or assumptions concerning the problem.

Preambulatory clauses are not numbered, and must start with present or perfect participles (e.g. believing, convinced) or with adjectives (e.g. alarmed, aware). They end with a comma (,) and are separated by a blank line.

Usually they are not really paid attention to during the formal debate as they only provide information and do not ask for action to be taken.

The words listed below can be used to start the preambulatory clauses. You can add words like 'deeply', 'firmly', 'fully', 'further', etc in front of these words.

Examples of Preambulatory phrases:

Acknowledging	Expecting	Observing
Affirming	Expressing its appreciation	Pointing out
Alarmed by	Expressing its concern	Praising
Approving	Expressing its hope	Reaffirming
Aware of	Expressing its satisfaction	Realising
Bearing in mind	Fully aware	Recalling
Believing	Guided by	Recognising
Confident	Having considered	Referring
Conscious	Having examined	Regretting
Contemplating	Having received	Seeking
Convinced	Keeping in mind	Stressing
Declaring	Noting (further)	Taking into consideration
Desiring	Noting with deep concern	Viewing with appreciation
Disturbed	Noting with regret	Viewing with concern
Emphasising	Noting with satisfaction	Welcoming

Operative Clauses

Operative clauses are the third part of the resolution on which the debate is focused. The operative clauses ask for the action needed to solve the issue. Each clause addresses one certain aspect of the issue; therefore one clause should not call for a variety of extents but stay focused on one particular aspect.

When writing operative clauses, you should make sure to stay concrete and rational. If you call for a certain action, also explain briefly how you think it should be carried out. The final clause is usually a sort of conclusion, reserved for expressing hope that countries will cooperate on the issue, although this is not obligatory.

Operative clauses are numbered, must start with a verb in the third person present tense and end with a semi-colon (;). The last operative clause ends with a full stop (.). The clauses are also separated by a blank line and are placed a bit further from the margin than the Preambulatory clauses.

Examples of operative phrases:

Accepts	Designates	Proclaims
Affirms	Draws the attention to	Proposes
Approves	Emphasises	Reaffirms
Asks	Encourages	Recognises
Authorises	Endorses	Recommends
*Calls for	Expresses its hope	Reminds
Calls upon	Further invites	Requests
Condemns	Further proclaims	Resolves
Confirms	Further reminds	Strongly condemns
*Congratulates	Further recommends	Strongly urges
*Considers	Further requests	Supports
*Decides	Further resolves	Transmits
Declares accordingly	Invites	Trusts
Demands	Notes	

* May only be used in a Security Council or the Geneva Council

Format of a resolution

This is an example of what a resolution should look like, with the different titles on the top, the preambulatory clauses and the operative clauses. The preambulatory and operative phrases should either be underlined or Italic. Note: a Resolution should usually have at least 5 operative clauses.

Committee: Social, Humanitarian and cultural committee

Issue: "Combating the Sexual Exploitation of Minors"

Main submittor: Socialist Republic of Vietnam

Co-submitors: Brunei, Canada, Ecuador, France, Gabon, Germany, Laos

The General Assembly,

Observing recent issues in the middle east and increasing sexual exploitation of minors in conflict areas,

Believing that sexual exploitation of minors is one of the worst violation of the human rights,

Believing further that the United Nations is the biggest worldwide guardian against violation of the Human Rights convention,

1) *Requests* a United Nations fund to be set up through funds of MEDC's and to a lesser extent LEDC's in order to financially assist those countries in need as support for their battle against sex tourism and sexual exploitation of minors;

2) *Calls* for a UN program working on both national and international scale to stop sexual exploitation of minors;

3) *Urges* all UN member states to set up police forces specialized in crimes involving sexual exploitation of minors.



Algeria and stars

United Nations

China
People's Republic of China

Sarah Feid

Simon