



# GMC CONFERENCE 2024

1st National Edition

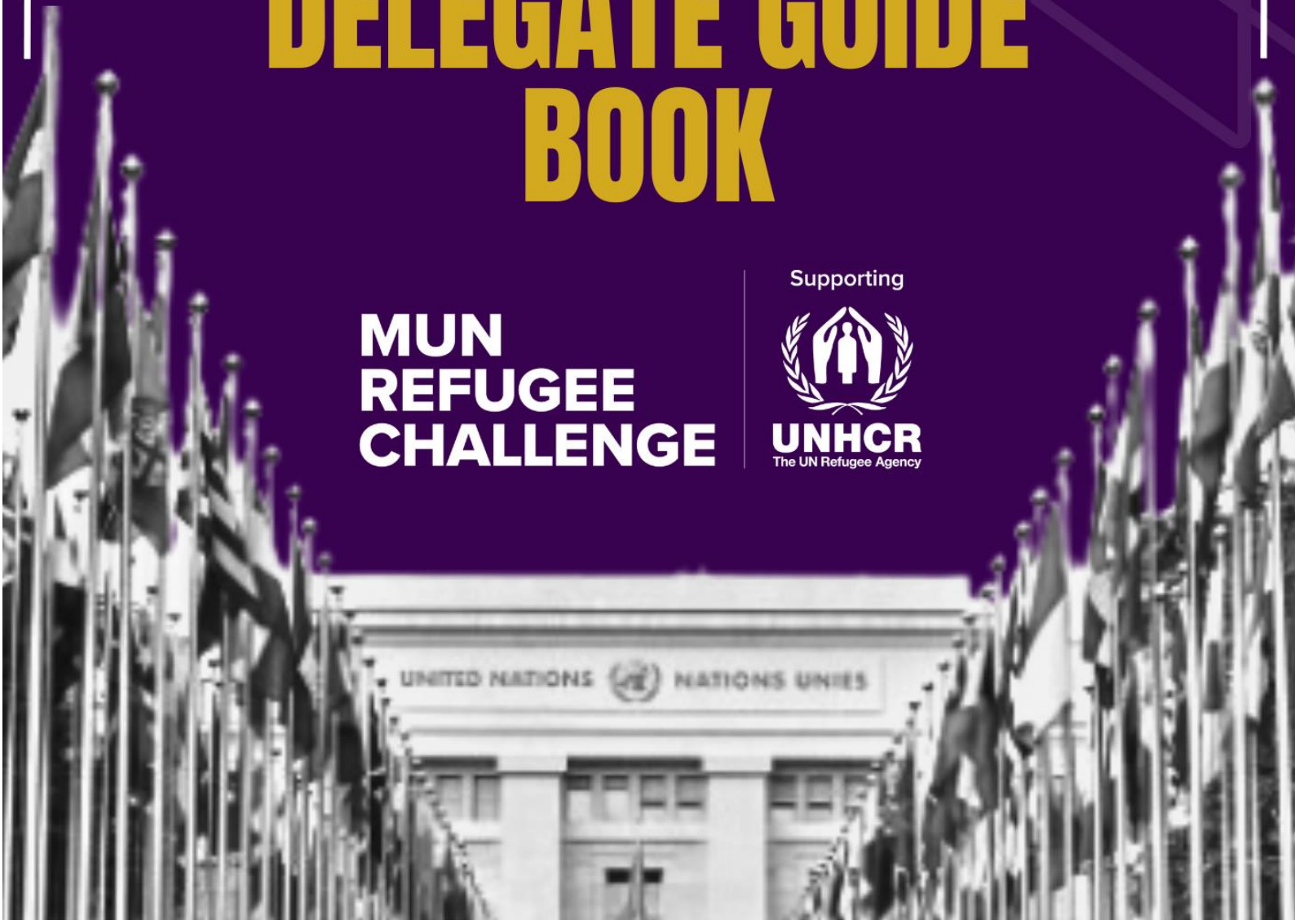
## DELEGATE GUIDE BOOK

**MUN  
REFUGEE  
CHALLENGE**

Supporting



**UNHCR**  
The UN Refugee Agency



# DELEGATE GUIDE BOOK:

## Guide to Preparation

Preparing for a Model United Nations conference entails research on three levels: the procedure and structure of the conference, the topic of the committee the delegate belongs to, and position of the country being represented.

- 1. Procedural Research:** This is a guide to the basic procedure that regulates the Model UN. This can be divided into rules regarding speech and rules regarding writing. UNSC is a single resolution committee, to emphasize the need for productive and unified action. Delegates acquainted with this style of MUN should still review the details given below as the Conference modifies procedure slightly to create a more engaging committee dynamic.
- 2. Topic Oriented Research:** Each delegate is assigned to a certain committee and represents a certain country/state/ individual within it. Each committee has a specific topic that will be deliberated during the course of the conference. Delegates are given study guides, and these should be the starting point for research. Other than published literature, academic papers and news sites on the Internet can be valuable guides. Reuters, and AP are considered credible news sources but we would also suggest the Congressional Research Service, the Social Science Research Network and the Woodrow Wilson Centre database for scholarly papers. While Wikipedia serves as a starting point for most people's basic country and topic research it is not counted as a credible source and may not be quoted in committee.
- 3. Position Oriented Research:** Committee topics are typically divisive and highly debatable. Delegates, however, are not at liberty to form and represent their own opinions. They are assigned nations, and their statements and actions within committee must be in line with the foreign policy of the nation they are representing. The most challenging aspect of a Model UN is adjusting to policy. Delegates are not allowed to raise caucuses that vary vastly from their topics though slight digressions are allowed to facilitate debate Study Guides. The Directors of each committee prepare a document called a study guide. The study guide outlines the scope of the topic. Delegates are expected to know their study guides well. Although the study guide is detailed, additional research is a must.

## Guide to Procedure

- 1. Language:** English will be the official and working language of the conference.
- 2. Statement by the Secretariat:** At any time, any member of the Secretariat may make an oral or written statement or announcement to the committee regarding an update of their topic. Such an announcement is not questionable.
- 3. General Powers of the Committee Staff:** The Director(s) will declare the opening and closing of each meeting and may propose the adoption of any procedural motion at his or her discretion. During Debate the committee staff has absolute control over the proceedings. The Director will direct the flow of formal debate, accord the right to speak, put questions before the committee, announce decisions, rule on points of order and ensure and enforce the observance of these rules. The other members of committee staff may advise individual delegates or the committee on the

possible course of debate. The Committee Staff is responsible to the Secretariat at all times. The Press Corps is free to publish any material that lies within the scope of this conference. It is advised to refrain from the publication of offensive and derogatory material, especially if targeted at a select group of persons. The Press enters and observes committee proceedings on the basis that the committee has no significant objections to their presence.

4. **Appeal:** Delegates are free to appeal any decision made by the Director or Director. However, it is the Director's prerogative to accept or reject any appeals. Should the appeal not be related to immediate committee proceedings but the committee as a whole, the delegates may appeal to the Secretary General. All appeals must be given in writing with a 200-word explanation as to its cause. It must bear the signature of the faculty advisor or the head delegate of the delegation represented.
5. **Quorum:** Quorum for the conference is set at one third of the members of the committee. A quorum will be assumed to be present, unless specifically challenged and shown to be absent. A roll call is not required. In case quorum fails, committee session will be suspended at the discretion of the Secretary General.
6. **On Debate:** Once the agenda has been set, debate begins, and we start debate with the Speaker's List. Now the way committee works is that you put your name on the Speaker's List (usually, the Director asks people to raise their placards in the beginning, following which you submit chits to the chair and they will ensure your name is tagged on to the end of the Speaker's List). In the Speaker's List, each member nation gets control of the mike for a full minute and thirty seconds (the time can be changed by motioning for the same), which is followed by either a yield (explained in rules governing speeches) or the floor is thrown open to two comments (from other member nations) which refers directly to the points made in that speaker's time. Therefore, those whose names are on the Speaker's List control the debate. To counter this, delegates may (and do) motion for a Moderated Caucuses on specific parts of the topic area. For example, if the topic of the day were the Israel-Palestine conflict, at some point I would motion for a ten-minute moderated caucus, with an allotted time of thirty seconds per speaker, to discuss the passage of Christian pilgrims. In that moderated caucus, if anyone strayed from the specific topic at hand, a Point of Order could be called as a reprimand. Because the exchange is a rapid fire one, someone raises a point, another person refutes it almost immediately, debate proceeds at a rate much greater than that of the Speaker's List and within a mere ten minutes the whole committee would hear a cross section of views on a specific topic. Committee Staff does not usually refuse delegates the right to motion for moderated and unmoderated caucuses, but when, for example, we have had over an hour of caucusing, they might feel that the committee is ignoring debate and therefore refuse subsequent motions for caucusing.
7. **Setting the Agenda:** The agenda is limited to the single topic area outlined in each committee's study guide thus voting to set the agenda to the topic area is mere formality. However. As soon as committee begins, a motion to set the agenda to a topic area must be raised.
8. **Debate:** After the agenda has been determined, one continuously open Speaker's List will be established for the purpose of general debate. The Speaker's List will be followed for all debate on the Topic Area, except when procedural motions, amendments, or the introduction of a resolution or amendment in the event of an international crisis suspends the list  
Debate may be carried out through:
  - a. General Speaker's List
  - b. Provisional Speaker's List
  - c. Moderated Caucus

d. Unmoderated Caucus

9. **General Speaker's List:** The General Speaker's List is open throughout the discussion of the topic area. Motions to open any other medium of debate will not close the General Speaker's List, but will only overlap it. Hence, if your country is in queue to speak on it and another medium of debate is opened, your country will remain that position once the General Speaker's List is returned to. To get your country on the list, simply pass a note to a logistics member. Speaker's List is ordered on a first come first serve basis provided that their name is not already on the list. Anything within the scope of the topic area may be discussed. The General Speaker's List may never be closed.
10. **Provisional Speaker's List:** The Special Speakers' List is almost like the General Speaker's List, except that it must be motioned for. This is opened to discuss a particular topic within the topic area, and is opened for a specific time period. While motioning to open it, the purpose and time limit must be specified. Speakers may only discuss the issue that the Special Speaker's List was opened to discuss. After a delegate finishes his/her speech, he has the option of yielding. If a delegate chooses not to yield, two 30- second comments are in order. After a speaker finishes a substantive speech (i.e., speech pertaining to the topic area within the restrictions of formal debate), two thirty second comments pertaining to that speech may be made. The comments will be made by two speakers who (usually by show of placards) display their intent to the Director. It is at the Director's discretion that a delegate may make comments. This applies to the General Speaker's List as well as any Special Speaker's List.
11. **Moderated Caucus:** The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. The approval of such a motion rest entirely in the hands of the committee staff and is not subject to appeal. During a moderated caucus, the Director will suspend the Speaker's List, and call on delegates to speak at his/her discretion. A moderated caucus is also opened for a specified purpose and a specified time. In a moderated Caucus, try to be precise and to the point. As far as possible, refrain from going off the immediate, specific, subtopic. Please do not over-step your time limit.
12. **Unmoderated Caucus:** This is essentially an informal discussion amongst delegates and has no procedural rules. Delegates generally use it to formulate working papers or resolutions. It must be motioned for, and it also requires a purpose and a specific time.  
**Suspension or Adjournment of Session:** When the floor is open, a delegate may move to suspend or adjourn the meeting. If such a motion is in order, it requires a majority to pass. A motion to adjourn the meeting shall only be in order once three-quarters of the time allotted for the last meeting of the committee has lapsed.  
**Postponement or Resumption of Debate:** When the floor is open, a delegate may move to postpone debate on particular resolution or amendment currently on the floor. The motion requires a two-thirds majority vote for its passage.
13. **Closure of Debate:** When the floor is open a delegate may move to close debate on a substantive or procedural matter under discussion. When closure of debate is motioned for, the Director will recognize two speakers against the motion. No speakers in favour of the motion shall be heard. If the committee is in favour of closure, the Director will declare the closure of debate, and the resolution or amendment being debated will be put to immediate vote.
14. **Right of Reply:** A delegate whose personal or national integrity has been affronted by that of another delegate, within the scope of formal debate, may request the Director for the Right if Reply. If approved by the Secretariat, the respective delegate will be severely reprimanded and possibly

excluded from further committee proceeding. Delegates are requested to employ the Right of Reply with the utmost discretion.

## **Points**

- 1. Point of Personal Privilege:** Whenever a delegate experiences extreme discomfort, which impairs him/her from partaking in the proceeding, he/she may rise to a Point of Personal Privilege, so that the discomfort may be corrected. Such a point may interrupt a speaker and so should be used with the utmost discretion.
- 2. Point of Order:** During the discussion of any matter, a delegate may rise to a Point of Order, out of order, dilatory or improper if he/she feels the point being made is invalid due to the set agenda or to point out a factual inaccuracy. It may not however, interrupt a speaker.
- 3. Points of Parliamentary Inquiry:** When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Director a question regarding the rules of procedure. This however, may never interrupt a speaker.
- 4. Point of Information:** If any delegate wishes to raise a question based on the statements made by another delegate during the formal debate session may do so by raising point of information. This however, may never interrupt a speaker.

## **Paper Work RESOLUTIONS**

A draft resolution may be introduced when it has the required number of signatories as well as the signature of the committee Director. There are no official sponsors of a resolution. Signatories actually sign to see resolution on the floor in debate, and being a signatory in no way express support for a resolution.

- 1. Introducing Resolutions:** Once a resolution has the required signatories and is also approved by the Director of that committee, it is copied, distributed and read out to the committee in unmoderated caucus. Any two signatories of the resolution will read out the resolution, and this reading is restricted to the operative clauses of the resolution. The minimum number of signatories required is 1/5th of the total strength.
- 2. Amendments:** Delegates may amend any resolution that has been introduced to committee. An amendment requires the same number of signatures of members as the resolution as well as the signature of the Director.
  - a.** Amendments to amendments are out of order, however, an amended part may be further amended. There are no official sponsors to amendments. An approved amendment may be introduced when the floor is open.
  - b.** The General Speaker's List will be suspended, and a Provisional Speaker's List will be established for debate on the amendment. At this point, the Director will take any further

motions to divide the question so that the resolution clauses can be voted upon independently.

- c. If an objection is made to a motion to divide the question, which motion will be debated to the extent of two speakers for and against, and will then be followed by an immediate vote on that motion.
  - d. If the motion receives a simple majority required for passage, the resolution shall be divided accordingly, and a separate vote shall be taken on each divided part to determine whether or not it is in the final draft.
  - e. Parts of the substantive proposals, which are subsequently passed shall be recombined into the final resolution and shall be put to a substantive vote as a whole.
  - f. If all the operative parts of the proposal are rejected, the subsequent resolution or amendment will be considered as rejected as a whole.
- 3. Voting:** Each country will have one vote. Each vote can be a "Yes", "No", "Yes with Rights", "No with Rights", "Abstain" or "Pass". Should a member not be present and voting during a substantive vote, that member shall have not voted (technically equivalent to "Abstain"). All votes on substantive issues will be conducted by roll call. No outside observers may be present during a vote, and the Director shall ensure that the room is sealed before proceeding with the vote. Voting may be interrupted only by a point of personal Privilege. During a Roll Call Vote, the Director will assume control of the committee.
- a. During the first round of voting, delegates may vote for their member nations in alphabetical order, choosing to vote a "Yes", "No", "Yes with Rights", "No with Rights", "Abstain" or "Pass". A delegate from a member nation, which does not pass, may request the right to explain his\ her vote.
  - b. A member nation that passes in the first sequence must vote during the second sequence. The rights to explain that member nation's vote is suspended in this second round. Member nations who requested the right to explain their votes may do so, with a time limit set by the Director.
  - c. A third sequence will ensue in which members may change their votes by expressing this desire, in writing to the Director. After allowing a pause in committee session for those who wish to change their votes, the Director will tabulate and announce the final result. Following which the door of the hall will reopen.

### **On Resolution Writing**

Before it is formally introduced to the committee, a resolution is referred to as a Draft Resolution. The Director of your committee would like all drafts to deal with ideas and opinions presented in working papers and existing resolutions, as well as new ideas and innovations. Remember, a final resolution has to present a well thought out, feasible solution that will solve the crisis at hand. Your draft resolution should present the same logical flow that will be present in the final resolution. A sample resolution is presented later in this conference handbook.

A draft resolution needs three things before it can be introduced to the floor:

1. It needs the signatures (but not approval) of at least 1/5th of the total members to that committee.  
A word about signing - being a signatory in no way signifies approval for that resolution, you are not bound to vote for or against a resolution just by being a signatory. Being a signatory merely implies that you feel that this resolution should be introduced to formal debate. You are signing to introduce a resolution to debate - no more, no less.

2. A resolution needs to present a logical, simple and above all feasible solution to the situation at hand. Working papers may contain the most imaginative and creative ideas, but in a resolution these ideas have to stand up against the real world. The draft resolution has to be extensive enough to cover the entire topic area.
3. A resolution needs authors, who will actually be sponsors (although are not officially recognized as such), and who are willing to amend and emend the resolution until it suits everybody else, without compromising the meaning or original premises of the resolution. Amending a resolution is just like writing the resolution itself. Your amendment has to be presented in resolution format, and along with it you should submit a short note specifying which parts of the resolution you wish to amend, as a cause of your amendment (renumbering, change of tense, etc.)

Voting proceeds in three rounds - in the first of which you can ask for voting rights - which implies that between the second and third rounds you may express your reasons for changing your vote. If you choose to change your vote in the second round, your rights are null and void. The first two rounds proceed in alphabetical order by roll call and the last by show of placards

The title should be centered, and can be as simple as "Draft Resolution". Other headings include Committee and Topic Area, both of which should be left aligned and presented below the title.

Body: The resolution is technically a long sentence, with the following rules:

- The resolution begins with your committee's name (look to example).
- The next section consists of Pre-ambulatory Clauses that describe the problem being addressed. Pre-ambulatory clauses should include references to past action taken, history of the problem and should offer support to the purpose of the resolution. Each clause should begin with an italicized phrase and end with a comma (,).

#### PREAMBULATORY PHRASES

Affirming  
 Alarmed by  
 Approving  
 Aware of  
 Believing  
 Bearing in mind  
 Cognizant of  
 Confident  
 Contemplating  
 Convinced  
 Declaring  
 Deeply concerned  
 Deeply conscious  
 Deeply convinced  
 Deeply disturbed  
 Deeply regretting  
 Deploring  
 Desiring

Emphasizing  
 Expecting  
 Expressing its appreciation  
 Expressing its satisfaction  
 Fulfilling  
 Fully aware  
 Fully believing  
 Further deploring  
 Further recalling  
 Guided by  
 Having adopted  
 Having considered  
 Having considered further  
 Having devoted attention  
 Having examined  
 Having heard  
 Having received  
 Having studied

Keeping in mind  
 Noting further  
 Noting with approval  
 Noting with deep concern  
 Noting with regret  
 Noting with satisfaction  
 Noting with zest  
 Observing  
 Realizing  
 Reaffirming  
 Recalling  
 Recognizing  
 Referring  
 Seeking  
 Taking into account  
 Taking note  
 Viewing with appreciation  
 Welcoming

- Operative clauses are numbered and state action to be taken by the committee.

#### OPERATIVE PHRASES

|               |                            |                    |                          |
|---------------|----------------------------|--------------------|--------------------------|
| Accepts       | Declares accordingly       | Further proclaims  | Regrets                  |
| Affirms       | Demands*                   | Further remind     | Requests                 |
| Approves      | Deplores                   | Further recommends | Resolves                 |
| Authorizes    | Draws attention            | Further requests   | Solemnly affirms         |
| Calls for     | Designates                 | Further resolves   | Strongly condemns*       |
| Calls upon    | Emphasizes                 | Has resolved       | Supports                 |
| Condemns*     | Encourages                 | Notes              | Takes note of            |
| Congratulates | Endorses                   | Proclaims          | Trusts                   |
| Confirms      | Expresses its appreciation | Reaffirms          | Urges                    |
| Considers     | Expresses its hope         | Recommends         | <i>*reserved for the</i> |
| Decides       | Further invites            | Reminds            | <i>Security Council</i>  |

- These clauses begin with present tense active verbs, which are generally stronger words than those used in the preamble. Each operative clause is followed by a semicolon (;), except for the last which ends with a period/full stop (.)

### **SAMPLE DRAFT RESOLUTION:**

Committee: G.A. Third Committee – Social, Cultural and Humanitarian

Topic: Strengthening U.N. Coordination of Humanitarian Assistance

Sponsors: United States, Austria and Italy

Signatories: Greece, Japan, Canada, Mali, the Netherlands, Costa Rica, Belgium, United Kingdom, India and Gabon

[USE COMMAS TO SEPARATE PREAMBULATORY CLAUSES & USE ITALICS FOR THE FIRST WORD OR PHRASE]

The General Assembly,

Reminding all nations of the celebration of the 50th Anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality and inalienable rights of all global citizens,

Reaffirming resolution 33/1996 of 25 July 1996, which encourages governments to work with established U.N. bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant U.N. bodies and nongovernmental organizations,

[USE SEMICOLONS TO SEPARATE OPERATIVE CLAUSES AND NUMBER & UNDERLINE THE FIRST WORD OR PHRASE]

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance relief efforts;
2. Urges Member States to comply with the goals of the U.N. Department of Humanitarian Affairs to streamline efforts of humanitarian aid;



3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts and humanitarian assistance in complex emergencies;
4. Calls for the development of a United Nations Trust Fund that encourages voluntary donation from the private transnational sector to aid in the funding of rapid deployment forces.

END RESOLUTION WITH A PERIOD

## **Resolution Submission Procedure**

### **Step 1:**

A draft resolution is composed by one or more delegates, referred to as the sponsor(s). These sponsors are required to gather signatures from at least 10% of the delegations present in the committee. Following the roll call at each session, the Chair will inform the delegates of the precise number of signatures needed for submission.

### **Step 2:**

The draft resolution is then presented to the Director for approval. Approval is contingent upon the following criteria:

- 1) The draft is formatted correctly, contains minimal errors, and is readable if handwritten;
- 2) It has accrued the necessary number of signatures;
- 3) It aligns with the role and position of the sponsor(s);
- 4) The content and proposed measures fall within the jurisdiction of the committee or body in question.

Should the draft fail to meet any of these conditions, the Director will return it to the sponsor(s) with an explanation. Upon approval, the draft becomes a working paper, and the sponsors may formally introduce it to the committee through a motion. Only approved drafts may be discussed by the delegates.

### **Step 3:**

Upon successful motion passage, the draft is distributed to all delegates. The sponsor(s) are then afforded the opportunity to present the draft resolution. They may also request to be added to the speakers list or have time allocated to them to address inquiries regarding the draft. The draft resolution may undergo further refinement during the debate via friendly amendments, which are proposed by the sponsor(s) and integrated into the text automatically.

## **Amendments and Voting Process**

Amendments:

The amendment procedure facilitates building broader agreement on a resolution by permitting delegates to modify specific portions of the resolution. Within the framework of UNA-USA MUN, amendments are categorized into two types: friendly and unfriendly.

1. **Friendly Amendment:** This type of amendment is one that all sponsors of the resolution agree improves it. It requires the endorsement of all sponsors and the Director's approval. Once approved, the amendment is seamlessly integrated into the resolution.
2. **Unfriendly Amendment:** This amendment is not supported by the resolution's sponsors. The proposer(s) of an unfriendly amendment must gather signatures equivalent to those required for a draft resolution. Following the collection of the necessary signatures, the Director's approval is needed. Unfriendly amendments are subjected to a vote based on their significance, as determined by the Chair's discretion.

Subsequent to the conclusion of debate and the commencement of the formal voting phase, both the draft resolutions and any unfriendly amendments are voted on in a sequence established by the Chair.

Voting: Upon the debate's conclusion, draft resolutions are voted on according to the sequence in which they were submitted.

## **WORKING PAPERS**

Delegates may propose working papers for committee consideration. Working Papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format. Working Papers require the signature of the Director to be copied and distributed. They are concise and an abridged form of the resolution.

Working papers represent the first step in the process of resolution writing. The wonderful thing about working papers is that unlike other formal documents in a MUN, they are absolutely informal. They require no signatories, have no absolute format, and can be about anything under your topic area. All they require for photocopying and distribution is the seal of approval from your director.

Format: Usually, they are presented in the form of a one-page draft, but not necessarily so. Working papers have been witness to be presented in the form of cartoons, in complete resolution format, as essays.

The only thing they have in common is that they are concise and to the point. Just because they are informal does not mean they ramble on for pages - in fact, I have never seen a working page longer than three pages, and most tend to restrict themselves to one. What makes a good working paper: We have provided a sample one that has all the prominent features of a good working paper - it makes a good template to base part of a resolution on.