



**OGUZKAAN SCHOOLS JUNIOR MODEL  
UNITED NATIONS**

**27 April - 28 April 2024**

**DELEGATE HANDBOOK**

***“A DOOR TO THE FUTURE”***

## WELCOME AND THEME LETTER

Dear Delegates, Faculty Advisors, and Participants,

On behalf of the organizing committee, it is my pleasure to extend a warm welcome to the Oguzkaan Schools Junior Model United Nations Conference! We are thrilled to have you join us for what promises to be an enriching and memorable experience.

As we gather together from diverse back grounds and perspectives, we embark on a journey of diplomacy, negotiation, and collaboration. Throughout this conference, you will have the opportunity to engage in rigorous debate, draft solutions, and work towards finding innovative solutions to some of the world's most pressing issues.

Our theme for this year, "Majestic Minds Makes the World a Better Place," reflect our deep-seated belief in the transformative power of intellectual collaboration and it serves as a call to action for each delegate to harness their intellectual prowess, engage in constructive dialogue, and contribute to the creation of a better world.

To our seasoned delegates, welcome back! Your expertise and leadership will undoubtedly inspire and mentor your fellow participants. To our first-time delegates, fear not! This conference is a space for learning and growth, and we encourage you to embrace every challenge with curiosity and resilience.

In addition to the formal sessions, we have planned a series of social events and networking opportunities for you to connect with your peers and for lasting friendships. Whether it's during committee sessions or over a cup of coffee during the breaks, we hope you take advantage of these moments to exchange ideas and build meaningful relationships.

As we embark on this MUN journey together, let us embody the spirit of "Majestic Minds Makes the World a Better Place." Through collaboration, understanding and collective action. We have the power to shape a future that is more than just sustainable and harmonious.

A sincere thank you to our dedicated team of organizers, volunteers, and sponsor whose commitment has brought this conference to life. Your contribution share instrumental in creating an environment where majestic minds can thrive.

Wishing you all an enriching and enjoyable conference experience!

Sincerely,

Secretary General

Hande Kayra Demiral

## **INTRODUCTION TO MODEL UNITED NATIONS**

United Nations (UN) is an international organization which works to achieve world peace. Model United Nations (MUN) is an activity held in schools all around the world, where students simulate the real United Nations. It is usually held for one or more days. JMUN is a unique event because it is organized for middle-school students.

Mun helps students strengthen their English while improving their debating, public speaking and problem-solving skills. MUN conferences raise the youth's awareness of global problems and introduce them to people from different backgrounds. Another aim of MUN is to encourage students to share and try to understand different views by using core skills such as reasoning and empathy JMUN works in the official language of the UN, which is English. Students form teams called "delegations" which are countries or non-governmental organizations, and represent them throughout the conference.

Every student in a delegation is called a delegate and the leader of the delegation is called an ambassador. It is a general rule that delegates do not represent their own country, but learn to consider world problems from the point of view of others. In conferences, delegates are separated into different committees, and in committees; they research important world problems with other delegates from different schools and delegations. Researching is not the only work that delegates do. They not only find solutions to these problems but also discuss ways to utilize the UN in order to help other countries, with a universal aim to create a better world for the future.

Delegates from each delegation represent their country in a different committee. This means that two delegates from the same delegation cannot be in the same committee, except for the Security Council in which every member country is represented by two delegates. Each committee discusses the issue/s determined for that committee.

In JMUN, the committees are organized and run by experienced high-school students who are deeply committed to MUN ideals and activities. These students are called chairs or Student Officers. The chairs are there to help delegates if they do not understand something, are not sure of what to do, or make a mistake. They help the Organizing-Team manage the conference in the way that the real United Nations works.

# **SECTION 1 ORGANIZATION**

## **AGENDA ITEMS**

### **WHO**

-Addressing Vaccine Hesitancy and Promoting Vaccination Campaigns for Preventable Diseases

### **UNHCR**

-Addressing the Challenges of Child Refugees and Unaccompanied Minors

### **DISEC**

-Cyber Security and International Peace

### **UN WOMEN**

-Empowering Women and Girls in STEM (Science, Technology, Engineering and Mathematics) Fields

### **ECOSOC**

-Promoting Sustainable Agriculture and Food Security in Developing Nations

# PROGRAMME

## Saturday, 27<sup>th</sup> April 2024

- 09:00 – 09:30:** Registration
- 09:30 – 10:00:** Icebreakers
- 10:00 – 10:15:** Coffee Break
- 10:15 – 11:15:** Opening Ceremony
- 11:30 – 11:45:** Coffee Break
- 11:45 – 12:45:** Session 1
- 12.45 – 13:45:** Lunch
- 13.45 – 14:45:** Session 2
- 14:45 – 15:00:** Coffee Break
- 15:00 – 16:00:** Session 3
- 16.00 – 16:15:** Coffee Break
- 16:15 – 17:00:** Session 4
- 17:00 – 18:30:** Party

## Sunday, 28<sup>th</sup> April 2024

- 09:30 – 10:00:** Breakfast
- 10:00 – 11:00:** Session 5
- 11:00 – 11:15:** Coffee Break
- 11:15 – 12:30:** Session 6
- 12:30 – 13:30:** Lunch
- 13:30 – 14.15:** GA4
- 14:15 – 14:30:** Coffee Break
- 14:30 – 15:30:** GA4
- 15:30 – 15:45:** Coffee Break
- 15:45 – 17:45:** Closing Ceremony

# GENERAL INFORMATION

## GENERAL CONDUCT

MUN is a simulation of the United Nations where students represent delegation that their school has been assigned. In this simulation, students become diplomats for a couple of days discuss world problems. Since students pretend to be the diplomats for their assigned delegation and represent their school, they are required to behave appropriately throughout the conference. JMUN strictly forbids discrimination based on colour, age, gender, disability, religion, or nationality. If any of these are violated, please inform the secretariat general.

## SECRETARIAT GENERAL

If an inappropriate behaviour is observed, the advisor of the delegates will be informed. If this behaviour is repeated, appropriate measures will be taken by the Secretariat General. The official language of JMUN is English and all participants are expected to speak English at all times.

We expect all participants to be covered by travel and health insurance. Please remember to keep your travel documents with you at all times in order to be prepared for an emergency. Please inform the Secretariat General of any allergy or other health problems.

## ATTENDANCE

All delegates must be in their assigned committee rooms at least 5 minutes before the committee session starts. During the conference, the camaraderie between delegates is fundamental to ensure a productive debate and a successful outcome. Being prompt is also very important in JMUN. The Student Officer's will be informing the committee about the Schedule. Please pay attention to this and be aware of your schedule. Attendance will be taken by the Student Officers throughout the day. Attendance reports will be shared with all advisors. Please inform your chair if you will be late or absent for any reason.

## EMERGENCY PROCEDURES

In case of emergency, please do not panic. Security staff will be giving you instructions; listen to them carefully and follow them. The arrows on the walls of the school will lead you to the emergency exit.

## PERSONAL BELONGINGS

All participants attending JMUN are responsible for their personal belongings. Neither Oguzkaan School nor Organizing team of JMUN accepts responsibility for the loss or theft of participants' personal belongings.

## REGISTRATION PACKAGE

All participants will get a registration package during registration which contains a notebook, a notepad, a pen, t-shirt and Meet Your Mentors leaflet.

## DRESS CODE

The dress code at the conference is business attire. Uggs, sneakers, jeans, hoodies, t-shirts, miniskirts, shorts, hats, symbols and national outfits are strictly forbidden in JMUN. Male delegates can wear a formal suit with a tie, while the female delegates can wear trousers, skirts or dresses of appropriate length. Male delegates are required to wear their jackets while they are speaking in a committee session.



## **ELECTRONIC DEVICES**

Delegates can bring laptops and mobile phones to the conference. Using laptops will only be allowed during lobbying sessions. All electronic devices, including mobile phones, iPads and iPods must be turned off once the debate session starts.

## **SEATING**

Delegates will be seated in their assigned seats both in the ceremonies and in the committee rooms. Delegates are not allowed to remove or replace delegation signs and placards.

## **INFORMATION DESKS**

The main Information Desk is located on the first floor of the school building. There will be a few others throughout the campus. Participants can inquire as to lost items, pick up schedules and floor plans and purchase new badges and placards at the information desk.

## **NOTEPADS & NOTEPASSING**

JMUN will provide participants with an official JMUN notepad which can be found in the folder that will be given at registration. Notes written on paper that is not official JMUN paper will not be delivered to the recipient.

In committees, notes will be passed by the Administrative Staff. Do not forget that English is the official language for note passing. Administrative Staff members will read the content of all notes that are being passed in order to check its language and relevancy to the debate topic. The use of offensive words and slang are strictly forbidden.

If note passing affects the order in the house negatively, Student Officers have the right to suspend note passing.

## **MENTORS**

The mentor program aims to establish a peer solidarity system to help delegates cope with their feelings of insecurity and anxiety. The delegates can be sure that the mentors follow the secrecy rule.

## **PARTY**

On Saturday, April 27th, there will be a party for all participants between 5.00 pm and 6:30 pm. Dinner will be available before the party.

## **CONFERENCE PERSONEL TEAM**

### **EXECUTIVE ASSISTANTS**

Executive assistants will be assisting the Secretary-General, the Deputy Secretaries-General and the Executive Board by helping them out during the conference.

### **INFORMATION DESK STAFF**

The information desk staff is in charge of the information desks. They are responsible for the registration of the attending schools, answering questions and assisting the conference participants.

### **ADMINISTRATIVE STAFF**

The administrative staff, also known as the "Admins", is there to assist the conference participants in the committees. They are responsible for the correspondence between the participants, counting of votes and showing of seats. The administrative staff serves during ceremonies, plenary and committee sessions. Each committee has 2 administrative staff members. During the ceremonies and plenary sessions, the administrative staff members gather to work together.

### **FIELD STAFF**

The field staff is responsible of setting up all committee rooms, including the conference halls for plenary sessions and the seating plans of the opening and closing ceremonies. They are also in charge of carrying the necessary equipment to and from the committees, such as tables and chairs.

### **PRESS TEAM**

The Press team is responsible for producing all media related to the conference. The press team publishes the conference's daily newspaper, JMUN Express, and creates various videos and photos of the conference.

### **RESEARCH**

As an ambassador or delegate for your delegation, you must first prepare for the debates in the committees by researching basic, general information about your country's history, geography, natural and human resources, society, political organization, achievements, problems and so forth. This will help you think about the issues in the committee from your country's point of view and increase your confidence during the debates.

After this basic research, you will not have to research your committee's agenda items on your own. There will be special research reports and research questionnaires written by student officers (chairs and co-chairs) to guide you along the way. When researching an agenda issue or your country, you may follow the steps listed in the next two sections.

## **RESEARCHING AN AGENDA ITEM**

There will be two issues in each committee/organ of the conference. In order to be active in the debate, to deliver effective speeches and to defend their countries' views, delegates research each agenda item of a committee and find the policy of their assigned country on such issue in order to defend their countries views. Below is the suggested flowchart on how to research an issue. A good place to start your research is to go to the United Nations website ([www.un.org/en/](http://www.un.org/en/)) and type in the issue. This is sure to return many articles and statistics as all JMUN topics are selected from the UN website. Learn as much as you can on the issue. The second step is to extract your country's position on the issue. Start by visiting the website for the permanent mission of your country to the UN. Another good source is the website of the UN organisation/s that are actively involved in the issue. You can simply type in your country on the website of such organisation to see the field work, if any, of such organisation in your country. Please refer to the next section for more pointers on research.

## **RESEARCHING YOUR DELEGATION**

Each participant school will be assigned a delegation. All members of the delegation, including the ambassador, shall research their assigned country/NGO. Below is the list of items to be researched when delegates are researching their delegations.

### **General Information**

- What is the name of the country?
- What is the capital of the country?
- Is the country part of any blocks or organisations?
- When did it join the UN?
- Is it a member of the Security Council or the Economic and Social Council?

### **Administration and Politics**

- What type of regime?
- What are the current ruling parties?
- Who is the head of the state?
- Is the government independent?
- Is there a monarchy?
- Was a country a colony or coloniser?

### **Economy**

- Is it a most developed country, developing country or a least developed country?
- Is it affiliated with any economic or trade organisations?
- What is the human development index?
- What are the natural resources?
- What are the major exports?
- What are the major imports?

### **Defence**

- Is the military independent?
- Is the country currently in war or a danger of war?
- If yes, who are the parties?
- Who are the allies?
- Who are the enemies?
- Does the country have nuclear power?
- What is its relationship with other nuclear powers?
- Is the country affiliated to any military organizations?

## **POLICY STATEMENTS**

Before the conference, every delegate should write a policy statement. A policy statement, also called a position paper, is a short text that clearly explains the countries' point of view on the issues that will be discussed in the committees. It may also state what your government wants the UN to do to help solve the problem. It is the most important part of the preparation process since in them you will lay out your country's policy on the issue at hand and the solutions you wish to see your committee pursue. Writing a policy statement will ensure that you understand the issue that will be debated in your committee thoroughly and after you read it out loud in the committee, it will also make sure that everyone in the committee will know your stand on a certain issue. In your policy statement, you should:

You may read your policy statements in your committee, in order to inform other ambassadors and delegates what the ideas (or policies) of your country's government are on a certain issue.

Please remember that you are representing your assigned country and its government, and not yourself. Your policy statements should not contain your personal views on an issue, unless they are the same as those of your government.

Sometimes governments do not have clear ideas (or policies) concerning a certain issue or agenda item or sometimes policies change, depending on what happens at a conference. Sometimes governments wait before saying anything, to hear what others will say first. Do not worry about this. This is normal; however, in the limited time of our conference, you may have to be creative and imaginative, in order to take proper part in the debates. Try to be realistic and use ideas that would be of obvious benefit to your country.

To write a policy statement, you will use information you obtain from your research, and your answers to the questionnaires. Statements should be short and to the point, allowing other delegates to understand clearly what your government thinks and giving them a base for asking you questions about your policy, if need be.

## **RESOLUTIONS**

You have to think on your feet while answering questions. Once you have found out your country's policy on an agenda item, you should then prepare good ideas on what the United Nations could do to solve the problems being debated. The ideas are presented in a page of official writing, called a 'Resolution'. Extra ideas may be added, or bad ideas deleted during debate, through writing 'Amendments' that you send to the chair of your committee.

A resolution is a very long sentence, divided into two main sections. The first part explains what is to be debated. This is called the 'Preamble' and consist of 'Preambulatory Clauses' that are numbered by lines. Then, it continues and outlines what your committee is asking the United Nations to do about alleviating or solving the problem in question. This section contains the resolution's 'Operative Clauses'. The 'Preamble' describes an issue in enough detail to make it understandable to those who knew nothing about it before. It explains why it is important, what background facts should be remembered in order for the debaters to understand it properly. It also references all previous decisions taken by the United Nations to solve this problem, if any. To help you understand what a resolution is, your chairs have prepared sample resolutions with blanks for you. You may fill out the blanks in the template to finalize your resolution or edit the resolution by adding new clauses, revising and striking out the prepared clauses or you may prepare new resolutions with your allies using parts of the prepared clauses. Please note that your chairs will present each issue on your agenda at which point you will the chance to ask them questions about the issues to make sure you understand all of the essential points. More important, however, is the second part of a resolution, where the committee agrees to ask the United Nations to take action about the problem being debated. This part is made up of 'Operative Clauses' which are also numbered by line. At our conference, it is your job as a delegate, to propose good ideas for fixing a problem through developing good 'Operative Clauses' for resolution. You may write these on your own, or with other delegates, choose from ideas others will present to you, amend or further develop those that you think are good resolutions from your country's standpoint.

## **INFORMATION AND FORMAT**

Resolutions are divided into 3 main parts: The Heading, Preambulatory Clauses, and Operative Clauses.

### **THE HEADING**

The Heading includes the committee name and the issue that the resolution is referring to, and shows the main submitter and the co submitters.

### **PREAMBULATORY CLAUSES**

Preambulatory Clauses briefly explain the history and state the facts of the issue. These clauses describe the issue in enough detail to make it understandable to those who know nothing about it. It also explains why it is important and what background facts should be remembered in order for the debaters to understand it properly. What is more, it references all previous steps the United Nations has taken in order to solve this problem. The first word of all preambulatory clauses must be written in italics and end with a comma (,), except the last preambulatory clause which shall end with a colon (:). You may find sample preambulatory phrases below.

Affirming	Alarmed by	Approving	Aware of
Bearing in mind	Believing	Confident	Contemplating
Convinced	Declaring	Deeply concerned	Deeply conscious
Deeply convinced	Deeply disturbed	Deeply regretting	Desiring
Emphasizing	Expecting	Fulfilling	Fully alarmed
Fully aware	Fully believing	Further deploring	Further recalling
Guided by	Having adopted	Having considered	Having examined
Having heard	Having receive	Keeping in mind	Nothing with regret
Nothing further	Nothing with approval	Observing	Reaffirming
Realizing	Recalling	Recognizing	Referring
Seeking	Taking into account	Taking note	Welcoming

## **OPERATIVE CLAUSES**

Operative clauses are the most important parts of the resolution that you will prepare. They express your solutions. This is the part where you suggest what UN should do and why they should do it in order to solve the problem. A good operative clause further explains what should be done with sub-clauses.

First word/s of all operative clauses must be underlined and the operative clause should end with a semi colon (;) except the last operative clause which shall end with a full stop (.) indicating the end of the resolution. You may find sample operative phrases below.

Accepts	Affirms	Approves	Authorizes
Calls	Calls upon	Condemns	Confirms
Congratulates	Considers	Declares accordingly	Deplores
Designates	Draws the attention	Emphasizes	Emphasizes
Encourages	Endorses	Expresses its hope	Further invites
Further proclaims	Further reminds	Further recommends	Further requests
Further resolves	Has resolved	Notes	Proclaims
Reaffirms	Recommends	Regrets	Reminds
Requests	Solemnly affirms	Strongly condemns	Supports
Takes note of	Transmits	Trusts	



## **DEBATE**

Remember first that only one person may speak at a time. The person who has the right to speak is said to "Have the Floor". This right belongs to the chair, until he/she gives it to another person, or the person who has the floor, gives it to another speaker. Giving up the right to speak is called "Yielding the Floor". Although you may not speak if you do not have the floor, you may communicate with other people by writing messages. These must be on your notepad, with a clear indication of the delegate or chair to whom the note is addressed. "Notepapers" will be passed to the receiver by the "Administrative Staff", who will check them to see that they are:

- in English, as English is the official language of the conference,
- polite and respectful,
- relevant to the agenda issues under debate.

Memos not fulfilling these requirements will not be passed on, but will be shown directly to the Chair for the necessary disciplinary actions to be taken, or thrown in the waste bin.

If delegates start talking when they do not have the floor, the Chair may order the passing of memos to be stopped for a certain period of time.

## **DEBATE MODES**

Debate modes are divided into two: open and closed debates. In an open debate, delegates can take the floor and discuss any issue that is related to the resolution. They can either make a speech for or against the issue. In a closed debate, the debate time is divided into two as "in favor" and "against" speeches. The chair decides the duration of the closed debate and informs the house. In JMUN, the debates start as open debates and switch to closed debates only when an amendment is made.

## **AMENDMENTS**

Changes to a resolution are called "Amendments". You can propose "changes" to part of a resolution that you do not like or cannot agree with. These changes could be to "add" a new clause or part of a clause, to "strike out", or "delete" a clause or part of a clause, or to "change the wording" of part of a clause. In other words, you can change a resolution that you do not accept at first, into one that you could agree with and vote for. "Ideas" and "changes" to a resolution should be written down on a special form called an "Amendment Sheet". Amendments written on notepapers will not be accepted since they are not official papers. You can request these sheets from the administrative staff during the debates. If you wish to propose an amendment, you must first have the right to speak, given to you by the Chair. This is called "Taking the Floor". If the chair recognizes you, you can ask for your amendment to be discussed. If it will be discussed, the chair reads the amendment to the house clearly. You must be prepared to explain why you are proposing an amendment and why it will make a resolution a better one that more countries could accept. Debate mode for the amendments is closed debate. You should also have other delegates as allies who are prepared to back you up, or "Second" your proposed amendment. Amendments to the second degree (an amendment to the amendment) are in order. The same procedures are followed for amendments to the second degree. Remember that if an amendment to the second degree fails, it doesn't mean that the original amendment fails. It still needs to be voted on after the closed debate for the amendment to the second degree is over.

## **VOTING**

During voting, note passing is suspended and going outside of the committee is not allowed. The administrative staff counts the votes and informs the chairs. Delegates can- not converse during the voting procedure. Only member states can vote in MUN. NGOs can make speeches and contribute to amendments, but they cannot vote on resolutions (except at the Advisory Panel). When delegates are voting, they have 3 options: in favor, against or abstaining.

-Chair announces that the debate time has elapsed and calls for the voting procedures.

-Security staff seals the doors and the administrative staff suspends note-passing and take their voting positions.

-Chair asks all those delegations in favor; administrative staff count the votes and inform the chair.

-Chair asks all those delegations against; administrative staff count the votes and inform the chair.

-Chair asks all those delegations abstaining; administrative staff count the votes and inform the chair.

-A total is counted. If a majority of the votes are in favor, then the resolution passes; if the majority of the votes are against, then the resolution fails.

## **SOME TIPS**

\*Have a clear main idea that will capture the audience and make people want to listen to you:

\*Make sure that all your ideas support your main idea, as logical points of detail;

\*Vary your sentences in length, using short as well as long sentences, to make your speech more interesting to listen to;

\*Vary your use of constructions such as: exclamations, repetitions, explanations, rhetorical questions, suggestions, objections, praise, appreciations, criticisms and so forth;

\*Try not to be completely of one mood: either negative or positive;

\*Prepare a draft of your ideas and practice them, building up your speech, adding deleting and developing as you go;

\*Get a trial audience to listen to you practice as you build up your speech; ask them to describe to you what they remember from what you said, from memory, and what feelings it left them with.

\*Use their feedback to develop your speech to be more effective in the way you intend.

Some final points to remember and think about as you work.

\*Most people tend to remember best the "beginnings" and "ends" of whatever was said.

\*This means that the most important words, phrases, sentences and ideas that you want your audience to remember and think about, should come at the beginnings and ends of sentences. \*Be firm, but polite at all times. Being rude and aggressive generally makes a bad impression on an audience. It makes you look negative and people often do not like that at all.

\*Be ready to raise a "Right of Reply" to any speaker who makes an inaccurate point about your country, or is in any way aggressive against your country. (This means correcting the mistake that has been made by another country and their ambassador / delegate).

**POINTS AND MOTIONS**  
**POINTS**  
**RISING TO POINTS**

For a delegate to make a point, he or she must be recognized by the chair. After being recognized, the delegate can rise and state his/her point. Do not forget to raise your placard and say the name of the point you want to make. Any time a delegate speaks in a committee, he/she speaks on behalf of a country. As such, a delegate may not use the pronoun, "I", but rather should refer to his/her delegation with the pronoun "we". This takes a bit of getting used to, so don't worry if you can't get it right on the first couple of days.

Note that, points cannot interrupt a speaker except for the "point of personal privilege due to audibility".

**POINT OF INFORMATION TO THE SPEAKER**

A point of information to the speaker is a question directed to the delegate on the floor who has opened himself / herself to questions regarding his / her speech or the resolution. This point must be in a question format. If it isn't in a question format, the point will not be entertained. Follow ups are not allowed in JMUN. Simply, you cannot ask another question to the speaker after he / she answers your first question. When asking a point of information, please remain standing.

Example: "Could the honourable delegate please explain how they're planning to raise awareness on this issue in the rural areas?"

**POINT OF INFORMATION TO THE CHAIR**

Point of information to the chair is a question directed to the chair. This point can be anything about the conference. The delegates can ask about the schedule or want the chair to clarify something about the issue that is being debated.

Example: "Point of information to the chair! Could the chair please tell the house when we're adjourned for lunch?"

**POINT OF ORDER**

Point of order is called when the chair makes a mistake concerning the debate. It is a point referring only to the rules of procedure. Remember that point of order cannot interrupt a speaker.

Example: "Point of order! Is it in order for the delegate to have a direct dialogue with the speaker?"

**POINT OF PARLIAMENTARY INQUIRY**

This point should not be confused with a point of order. Point of parliamentary enquiry is called when a delegate has a question about the rules of procedure. Its aim is to clarify a rule, not to correct the chair.

Example: "Point of parliamentary enquiry! Can the chair please explain what a policy statement is?"

## **POINT OF PERSONAL PRIVILEGE**

Point of personal privilege is a point concerning the comfort of a delegate. It can only interrupt the speaker if the point is due to audibility.

Example: "Point of personal privilege due to audibility! Could the speaker please speak louder?"

## **MOTIONS**

### **MOTION TO MOVE TO VOTING PROCEDURE**

When this motion is called during open debate, it means that the house will be moving to the voting procedure. When it is called during closed debate there are two situations: if it is the time in favor, the motion calls for moving to the time against; if it is the time against, the motion calls for moving to the voting procedure. It is also known as the "Motion to Move to Voting Procedure." Remember that it requires a second and it may not interrupt a speaker. In any case of objections from the house, the final decision is up to the chairs. Do not forget that chairs have right to overrule the motions.

### **MOTION TO EXTEND DEBATE TIME**

Delegates use this motion to extend the time for the debate of the resolution or the amendment. It is not a debatable motion. The decision is up to the chairs considering the committee time left and the other resolutions.

### **MOTION TO DIVIDE THE HOUSE**

Motion to Divide the House is used when the votes are very close. This motion calls the chair to do a vote by roll-call. Delegates are individually asked whether they are in favor, against or abstaining. The motion is not debatable. Chairs do not like to entertain it since voting by roll-call is time consuming.

## **ADDITIONAL NOTES**

Don't be afraid to ask for help. MUN systems take some time to get used to and everyone has their first experience when they did not understand all that was going on around them.

Here we have provided you with a roadmap to help you get your ideas across successfully and serving your country well as a delegate or an ambassador.

## **JOURNEY OF THE CONFERENCE**

- Research your country.
- Research your committee and its agenda items.
- From your research, write down policy statements on each item for your country and committee.
- Develop ideas for good operative clauses and amendments for the resolutions to be debated.
- Share ideas with other delegates. Find allies who agree with you and will support you. Find people with good ideas that you want to support in turn.
- Write down the best ideas as amendments to the resolutions for debate.
- When you finish your resolution, get ten other delegates to sign it.
- Prepare to speak about your ideas, explaining why they are good and important ones, as well as answer any likely questions the other delegates in your committee may ask.
- Gain the floor in your committee debate and speak about your ideas, encouraging everyone to vote for them.
- Ask questions of other speakers during debate, so that you are sure you understand the issues at stake.
- Get help when necessary either from the Chairs or from other delegates through writing memos during the debate.

-Vote sensibly, representing your country and its policies well. Enjoy the experience!

## **SPECIAL MUN VOCABULARY**

**Abstention:** voting to say that you neither accept, nor reject the motion or resolution.

**Amendment to a Resolution:** a suggestion for a change to be made to a resolution, by adding, deleting or altering words.

**Chair:** the person in charge of the debate who makes sure that rules are followed, everyone has a fair turn to speak and the debates reflect all sides of an issue and that they are completed within the allocated time.

**Memo:** an official note from a delegation, written on notepad.

**Motion:** the ideas for debating and finally voting.

**Point of Information (directed to the chair or to a speaker):** a question from a member of the house who has been asked to speak (recognized) by the chair.

**Point of Order:** a question directed to the chair to ask for the rules to be made clearer, or to correct a mistake that has been made in applying the rules.

**Point of Personal Privilege:** a request to the chair for something to be done to make the person making the point feels more comfortable with the setting of the debate.

**Policy Statement:** what your government thinks about a problem as its main ideas.

**Resolution:** a set of ideas, with the background explaining why they are important, asking the United Nations to do something. It is written as one long sentence, which is voted for "Adoption" (meaning acceptance), or "Rejection" (meaning non acceptance) at the end of the debate.

**The Floor:** the right to be the only person speaking.

**The House:** everyone attending the debate, except the chair.

**The Submitter:** the delegate from the country that is asking for an idea or set of ideas to be debated.

**To be recognized:** to be given the permission to do something.

**To come to order:** to be quiet, to stop what you are doing and to listen to the chair or speaker.

**To recognize:** to accept.

**To Take, or Have the Floor:** to be given the right to speak (only one person may have this right at any time during the debate).

**To Yield the Floor:** to give up the right to speak.