

ACGMUN

Conference

Delegate Manual

Dear Delegates, with this manual we hope to achieve your proper initiation to the ACGMUN Rules and Procedures and guide you through your MUN preparation. Here you will find all the information you need as well as some basic guidelines and tips on how to upgrade your skills as MUNers! We hope that this manual will prove to be useful and we expect to see well prepared and diplomatic delegates, ready and eager to participate actively and passionately in the debates and come up with effective solutions!

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 prior to the conference?

In this section, we will guide you through everything that you need to do during your preparation for ACGMUN. We advise you to work comprehensively and have all the required work done by the time that two weeks are left for the start of the conference.

Selecting a Committee

Before participating in the ACGMUN, you should decide which forum you would like to take part in as a delegate. The ACGMUN conference consists of 4 General Assembly Committees, 5 Specialized Agencies and the International Court of Justice. After carefully going through the topics of the Agenda, choose the forum that interests you the most. You can find an online presentation of all the ACGMUN forums on the website so that you can better understand what exactly each committee is responsible for and what their goals are.

Research

Every delegate is expected to do research before attending the conference, gain knowledge about the topics that are to be discussed and learn which is the position and policy of the country that she/he is representing regarding the topic at hand. A well informed delegate makes a good delegate.

Here are some things you need to think about in order to organize your research:

1. Which country do I represent?

You need to understand the country you're representing – where it is, who lives there, who your allies are, what type of government your country has and so much more. Therefore, we advise you to make a country profile.

In order to help you get to know your country, we've prepared some questions for you to answer:

- What is your country's official name?
- What region of the world is your country located in?
- How big is your country?
- Who are your country's neighbors?
- How would you describe your country's geographical features and climate?
- When was your country founded?
- What type of government does your country have?
- Who are your country's allies?
- Who are your country's enemies?
- Which city is your country's capital and why?
- What is your country's population?
- What is your country's ethnic composition?
- What is your country's official language?
- How would you describe the quality of life?
- What is your country's total Gross Domestic Product?
- What are some of your country's natural resources?
- What are your country's major imports and exports?
- Who are your biggest trading partners?

2. What is my topic's background?

Another essential step to get started is to gain a basic understanding of the topic you'll be discussing. To do that, you firstly need to define what the topic is, identify the key terms related to the topic and answer key questions such as but not limited to: 'What are the causes?', 'Who is affected by it?'.
To help you, we will have study guides posted on the website a couple of months before the conference but that does not mean that you don't have to do your own research!

3. What is my country's policy on the topic?

It is of high importance to understand that you are representing your country's views and not yours. Also, you are required to defend your country's interests and act in accordance with them.

4. Recent Events

5. Past International Actions

One of the most important pieces of knowledge you need to have when discussing any topic in MUN is what the United Nations and the international community have already done about the issue. Past international actions can be previous UN resolutions, international conventions and treaties, or actions by NGOs and international organizations.

6. What are some possible solutions?

Keeping in mind that the ultimate goal of the conference is to come up with solutions for each issue and combine them into an effective and efficient resolution, we can see how this is the most important step of your research. You should consider what your country wants the United Nations to do about the issue domestically and/or worldwide. Feel free to be creative but bear in mind that all resolutions should be realistic and doable.

Useful links

Country research

- CIA World Factbook
<https://www.cia.gov/library/publications/the-world-factbook/index.html>
- UN Member States
<http://www.un.org/depts/dhl/unms/>
- International MUN Association (IMUNA)
<http://www.imuna.org/resources/country-profiles/>
- US Department of State
<http://www.state.gov/r/pa/ei/bgn/index.htm>
- United Nations
<http://www.un.org/>
- UN Systems: UN Organizations
<http://www.unsceb.org/directory>
- BBC Country Profiles
http://news.bbc.co.uk/2/hi/africa/country_profiles
http://news.bbc.co.uk/2/hi/americas/country_profiles
http://news.bbc.co.uk/2/hi/asia-pacific/country_profiles
http://news.bbc.co.uk/2/hi/europe/country_profiles
[http://news.bbc.co.uk/2/hi/middle east/country_profiles](http://news.bbc.co.uk/2/hi/middle_east/country_profiles)
[http://news.bbc.co.uk/2/hi/south asia/country_profiles](http://news.bbc.co.uk/2/hi/south_asia/country_profiles)

Recent Events

- BBC News
<http://www.bbc.co.uk>

Past Actions

- UN Official Documents
<http://www.un.org/en/documents/ods/>
- UN Treaty Collection
<https://treaties.un.org/>
- UN Security Council Documents
<http://www.un.org/en/sc/documents/sgreports/2015.shtml>
- Economic and Social Council Documents
<http://www.un.org/en/ecosoc/docs/report2015.asp>

Other

- United Nations
<http://www.un.org/en/index.html>
- General Assembly
<http://www.un.org/en/ga/>
- Economic and Social Council
<https://www.un.org/ecosoc/en/>
- International Court of Justice
<http://www.icj-cij.org/homepage/index.php?lang=en>
- UN Children's Fund
<http://www.unicef.org/>
- UN Educational, Scientific and Cultural Organization
<http://en.unesco.org/>
- UN Environment Programme
<http://www.unep.org/>
- UN High Commissioner for Human Rights
<http://www.ohchr.org/EN/pages/home.aspx>
- UN High Commissioner for Refugees
<http://www.unhcr.org/cgi-bin/tehis/vtx/home>
- UN Commission on Sustainable Development
<https://sustainabledevelopment.un.org/index.shtml>
- UN Commission on the Status of Women
<http://www.unwomen.org/en/csw>
- Food and Agricultural Organization
<http://www.fao.org/home/en/>
- International Atomic Energy Agency
<https://www.iaea.org/>
- International Criminal Court
<https://www.icc-cpi.int/>
- International Labor Organization

- <http://www.ilo.org/global/lang--en/index.htm>
- International Monetary Fund
<http://www.imf.org/external/index.htm>
- World Bank
<http://www.worldbank.org/>
- World Health Organization
<http://www.who.int/en/>
- World Trade Organization
<https://www.wto.org/>
- UN Statistics Division
<http://unstats.un.org/unsd/default.htm>
- Joint UN Programme on HIV/AIDS
<http://www.unaids.org/en/>
- Best Delegate
<http://bestdelegate.com/research/>

Policy Statement

The policy statement is a short speech that summarizes your knowledge of the topic and briefly explains the policy of your country. It includes the background of your country's position, its current stance and what it hopes to achieve regarding the topic discussed. The policy statement must not exceed the time length of one minute and all policy statements shall be entertained at the beginning of the lobbying session.

Sample Policy Statement

Topic: Safeguarding the rights of refugees

Proposed by: Ethiopia

The government of Ethiopia maintains an open door policy on the issue of refugees and continues to allow humanitarian access and protection to those seeking refuge on its territory. More than 630,000 refugees are accommodated, mainly in camps, throughout the country. However, provisions under Ethiopian law for refugees' local integration are very limited. The country participated in the 1951 Convention, but maintains reservations regarding refugees' employment (Article 17 of the Convention). Yet, it supports an out-of-camp scheme that allows refugees to live outside camps and engage in informal livelihood opportunities. In addition, an all-out effort is being exerted to provide education to as many refugees as possible. Also, Ethiopia took part on the 1969 OAU Convention, governing the specific aspects of refugee problems in the African region. Last but not least, considering that Ethiopia is a less economically developed country, she is making all efforts and cooperates with international organizations in order to safeguard the rights of refugees, IDPs and asylum seekers.

Draft Resolution

After having completed all of the above, you are required to write a draft resolution.

The draft resolution is a document that includes proposed measures that, according to your country, will solve the issue. You will have to bring this document to the conference and try to include to the final draft resolution as many of your clauses as you can! The resolution is composed of three parts and has a very specific format which you must follow:

1. Heading

FORUM: (your Committee)

QUESTION OF: (your topic)

SUBMITTED BY: (your country)

2. Preambulatory clauses

They constitute the introduction of the resolution and contain the background of the issue you have to combat. Each clause begins with a preambulatory phrase and ends with a comma. These clauses are not debatable. Preambulatory clauses can include:

- Past UN resolutions, treaties, or conventions related to the topic.
- References to the UN Charter or other international frameworks and laws.
- Statements made by the Secretary General or another relevant UN body or agency.
- General background information or facts about the topic, its significance and its impact.
- Past regional, non- governmental, or national efforts in resolving the topic.

3. Operative clauses

These are the actual solutions and measures that you are proposing. Each operative clause should be numbered and end with a semi colon (;). The last operative clause is fixed and should be followed by a period (.).

No resolution should contain financial amounts. It can, however, refer to possible financial resources without specifications of exact amounts.

Sample ResolutionFont: **Arial, Bold**

Size: 12

FORUM: ECOSOC**QUESTION OF:** International Cooperation on criminal Matters, with a focus on cyber crime**SUBMITTED BY:** Japan, Greece, France, United States of America

Pre-ambulatory

Font: *Arial, Italics*

Size: 12

*Guided by the principles of the “Universal Declaration of Human Rights” signed on the tenth of December 1948,**Being a country strongly affected by cybercrime,**Having ratified the Budapest Convention on cyber crime,*

Operative clauses

Font: Arial,
Underlined

Size: 12

1. Endorses the international cooperation and collaboration of all member states in order to counter cyber crime;
2. Requests that member states to incorporate in their national legislation, in conformity with their legal systems, measures for combating cyber crime such as but not limited to:
 - a. Passing strict laws against cyber crime which will:
 - i. Protect the confidentiality and integrity of data and personal information,
 - ii. Ensure that criminal offences regarding the use of computers are punishable by effective, proportionate and dissuasive sanctions,
 - iii. Criminalize abuses of telecommunications and computer systems,
 - iv. Ensure that criminals are penalized and thus put an end to impunity,
 - b. Guaranteeing rapid access to electronic data during criminal investigations;

List of preambulatory clauses

Acknowledging	Expressing its appreciation	Noting with regret
Affirming	Expressing its satisfaction	Noting with satisfaction
Alarmed by	Fulfilling	Noting further
Approving	Fully aware	Observing
Aware of	Further deploring	Pointing out
Bearing in mind	Further recalling	Reaffirming
Believing	Guided by	Realizing
Confident	Having adopted	Recalling
Congratulating	Having considered	Recognizing
Contemplating	Having devoted attention	Recognizing
Convinced	Having examined	Referring
Declaring	Having received	Seeking
Deeply concerned	Keeping in mind	Taking into consideration
Deeply conscious	Noting with appreciation	Taking note
Deeply disturbed	Noting with deep concern	Viewing with appreciation
Deeply regretting		Welcoming
Desiring		
Emphasizing		
Expecting		

List of operative clauses

Accepts	Designates	Notes
Affirms	Encourages	Proclaims
Approves	Endorses	Proposes
Asks	Emphasizes	Reaffirms
Authorizes	Expressing its appreciation	Recommends
Calls for	Expressing its hope	Regrets
Calls upon	Expressing its satisfaction	Requests
Condemns*	Further invites	Seeks
Confirms	Further proclaims	Solemnly affirms
Congratulates	Further recommends	Strongly condemns*
Considers	Further requests	Supports
Decides*	Has resolved	Suggests
Declares accordingly*	Hopes	Takes note of
Demands*	Invites	Transmits
Draws the attention		Trusts
Deplores		Urges

*All operative clauses in **bold** can only be used by the Security Council

What is done during the Conference?

In a nutshell

1. Each committee is led by a Main Chair/President and two Co Chairs/Deputy Presidents who facilitate the discussion for the committee. The committee will start with the Chairpersons conducting the Roll Call, meaning taking attendance.
2. The committee will then go into the Lobbying procedure and submit the final draft resolutions created by alliances.
3. Each submitted draft resolution will be discussed – debated – one at a time, after having been approved by the Approval Panel.
4. Delegates may submit amendments.
5. Delegates will vote on the amendments after closed debate time on each one has elapsed and they will also vote on the resolution as a whole after open debate time on each draft resolution has come to an end. The committee will repeat the process for the next draft resolution until all of them have been discussed.

Lobbying

The Lobbying procedure is one of the most important parts of every MUN conference as it is when the final draft resolutions are crafted. In the ACGMUN it will take place during the 1st and 2nd days of the conference.

During the lobbying procedure delegates are free to roam around the committee to work and negotiate with other delegates in order to reach a consensus. This is the time for delegates to air their views and create alliances (always with regard to their countries' policies). Once you have formed your alliances you need to ask the Chairs for an official Co-Submitter Sheet, where every delegation of the alliance signs, stating their membership in the alliance and approving the inclusion of their country's name to the final draft resolution. (Signatories should constitute 1/3 of the total members present in the committee and can only sign one resolution per topic.) You will then have to persuade other delegates that your clauses are efficient in order to include as many as possible in the final draft resolution and, why not, also be the Main Submitter. The key to successful lobbying is to be proactive, which means taking active steps to present and discuss your proposals. The Chairs should coordinate the work of the delegates in the lobbying process. Once an alliance has crafted their final draft resolution (at least one of the alliance members should have a laptop with him/her), which should follow the official format (see page 10), they need to bring it to the Expert Chair on the topic who will then correct any policy mistakes, etc.

Before being eligible for debate, a draft resolution has to be approved by the Approval Panel. The Chairs and the Admin Staff are responsible for getting the A-number (correction of format, or any spelling or grammar mistakes). The Main Submitter is not going to be involved in the process. But remember, once you get the A-number, the draft resolution is ready to be debated upon!

Debate

This is when all the resolutions are discussed. Your goal is to persuade the House to vote in favor of your resolution.

The mode of debate followed in ACGMUN is open debate, which means each delegate, after being recognized by the Chair, can obtain the floor and speak either in favor or against the resolution as a whole. However, when debating amendments the mode of debate followed is closed debate, which means there is separate time for speeches in favor of the amendment and speeches against.

Once the lobbying procedure is done the Chair will announce the start of the debate. Each resolution is allotted a certain amount of time to be discussed. The Chairpersons of each Committee set debate time for the subjects, which can be extended if necessary.

A copy of the first resolution that is going to be discussed will be passed around to all the delegates by the Admin Staff. The Main Submitter will be called upon to read aloud the operative clauses and deliver a speech in favor of the resolution. Afterwards, other delegates may obtain the floor to speak either in favor or against the resolution as a whole. After their speech, delegates may yield their time to questions-and-answers, another delegate, the chair or declare a no yield (If there is a no yield declared by the delegate, then the Directors will automatically grant two 30'' comments pertaining to the previous speech. More specifically, two delegates will take the floor and speak regarding the speech just made or a topic raised by the previous delegate). Delegates may submit amendments (= modifications) to the resolution.^[L]_[SEP] Once debate time for a(n) resolution/amendment has elapsed, the House moves into the voting procedure. During the voting procedure delegates raise their placards, to vote in favor, against or abstain. Co-Submitters are not required to support the resolution during voting procedure; them being signatories to a draft resolution simply implies that they want the resolution to be debated upon.

During debate, we remind delegates that they should by all means be respectful and diplomatic. A delegate whose personal or national integrity has been impugned by another delegate's comments may request a Right of Reply.

Speakers should refrain from using the first person (“I”) as they are representing a country and its people and not themselves.

A similar process takes place for the amendments, as already mentioned above.

Amendments

Resolutions are modified through amendments. An amendment is a written statement that adds, deletes or changes an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change the operative clauses (the preambulatory clauses cannot be modified). A delegate who wishes to submit an amendment should ask for an official Amendment Sheet. The Chairperson decides when the proposals that refer to amendments shall be discussed. When a delegate moves the amendment, the Chair reads it out slowly and clearly for all delegates to note down.

Points and Motions

Points during debate may NOT interrupt a speaker apart from the Point of Personal Privilege, which refers to audibility. All points and motions need to be recognized by the Chair.

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 windows please be opened? It is very hot in here.”

Point of Parliamentary Enquiry

- Point of Information to the Chairs concerning the Rules of Procedure
- May NOT interrupt a speaker

Example: “Could the Chair please explain to the House what is meant by Open Debate Mode?”

Point of Information to the Speaker

- A question directed to the delegate having the floor who has indicated that she/he is willing to yield to Points of Information

- May only speak if recognized by the Chair
- Always remain standing when the speaker is replying to your Point of Information
- 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
- There will be no direct dialogue between the speaker and the questioner

Example: “Could the honorable delegate, as she is the Main Submitter of this resolution, please explain to the House the implications of Clause 3?”

Point of Order

- Refers to procedural matters only, i.e. a mistake in the order of the debate or an error in the setting/observation of debate time made by the Chairs
- May NOT interrupt a speaker
- Is not debatable
- Can only refer to something that just happened
- Should be directly referenced, otherwise the Chairs will have to call it “Out of Order”

Example: “is it in order for the delegate to yield the floor to another delegation since the floor was previously yielded to him by the delegate of the Kingdom of Saudi Arabia?”

Point of Information to the Chairs

- A question to the Chairs
- May NOT interrupt a speaker
- May be a question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege, i.e. “At what time will we adjourn for lunch?”
- May also be a question asking for a statement by the Chairs or a clarification on an issue, i.e. “Could the Chair please explain to the House whether the Darfur Liberation Army has signed the Darfur Peace Agreement?”

Right of Reply

- A short statement or a speech by a delegate whose personal or national integrity has been impugned by the comments of another
- May NOT interrupt a speaker
- Disagreement with the content of a delegate’s speech is not on grounds for a Right of Reply

Motions

Motion to Approach the Chairs

- When a delegate wants to speak to the Chairs
- May NOT interrupt a speaker

Motion to Follow Up

- When a delegate's question to the speaker on the floor has not been answered or they would like to ask for further clarification on the point that has just been made
- May NOT interrupt a speaker
- Only the delegate that has just raised a Point of Information to the speaker is able to move the motion
- The motion is up to the Chair's discretion, i.e. it can be overruled due to time constraints
- If entertained, it can only be consecutively entertained by the Chair once
- Delegates should refrain from overusing the motion
- Not to be confused with dialogue between the delegates which must be immediately overruled

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 ^[L]_[SEP]
- When discussing an amendment in time in favor, the motion means to move to time against the amendment ^[L]_[SEP]
- May be moved by the Chair or a delegate
- May NOT interrupt a speaker ^[L]_[SEP]
- Requires a "second" by the House and is quickly voted upon if an objection is ^[L]_[SEP]voiced (2/3 majority needed)
- May be overruled by the Chair if time needs to be filled ^[L]_[SEP]
- Chair needs to ask for objections

Motion to Extend Debate Time

- At the Chairs' discretion
- Is not debatable
- Needs a second if proposed by the House
- Needs a simple majority (2/3) or a ruling by the Chair to be adopted, e.g. due to ^[L]_[SEP]lack of time or a guest speaker

Motion to Divide the House

- It is used when the majority of the final vote on a much disputed issue comes to a tie to be considered conclusive
- If entertained, the House is then asked to vote again, but this time with no abstentions allowed

Motion to Reconsider a Resolution

- May only be entertained in the Specialized Agencies
- Calls for a re-debate and a revote of a resolution that has already been discussed
- May only be entertained at the end of all debating
- Only necessary if no other draft resolutions on the issue are present
- Needs a 2/3 majority
- Abstentions are not in order
- Is not debatable

Closing Remarks

Congratulations Delegates! You are now ready to get started on MUN. We hope this manual was useful and helped you get a hint of what ACGMUN is all about. We, thus, expect you to see you well prepared, ready to give your best and engage in fruitful debates.

We look forward to seeing you in our conference!

Best Regards,
The Secretariat