

UNITED NATIONS STUDENTS
ASSOCIATION BARCELONA



Model UN Preparation

How to MUN?

I. Research

I. I Country Research

I. II Topic Research

I. III UN System Research

I. IV How to Find UN Docs

II. Country Assignments

III. Position Papers

IV. Flow of Debate

IV. I Debate

A. Formal debate

B. Informal debate

C. Closing debate

D. Voting procedures

V. Public Speaking

V. I Tips

VI. Caucusing

VII. Rules of Procedure

VIII. Resolutions

VIII. I Preambulatory Clauses

VIII. II Sponsors and signatories

VIII. III Friendly and Unfriendly Amendments

I. Research

The first step in preparing for a rewarding Model UN experience is to gather information. Give yourself plenty of time before a conference to research, read and then formulate your arguments. Since most delegates use the Internet for about majority of their research, UNAS has compiled a list of web resources to help you get started. However, you should not overlook the resources available in books and periodicals at your local library.

While conducting research, try to keep in mind that your primary goal is to represent your country as realistically as possible. To do so, you will need to research three different areas. Follow these links for tips on researching each of the three components:

- Your country and its positions;
- The issues to be debated at the conference; and
- The UN system.

I. I Country Research Collecting Country Information

When researching your position at a Model UN conference, you will first need to learn about your country so you can address the issues raised at the conference as a real UN delegate from that country would. To represent your country accurately, start by answering the following questions:

- What types of ideologies (political, religious or other) influence your country's government?
- Which domestic issues might influence your country's foreign policy?
- Which ethnicities, religions and languages can be found in your country?
- Where is your country located and how does its geography affect its political relationships?
- Which countries share a border with your country?
- Which countries are considered allies of your country?
- Which countries are considered enemies of your country?
- What are the characteristics of your country's economy? Or... What is your country's gross domestic product (GDP)? How does this compare to other countries in the world?
- When did your country become a member of the UN?
- Does your country belong to any intergovernmental organizations outside the UN system such as the North Atlantic Treaty Organization (NATO) or the Organization of the Petroleum Exporting Countries (OPEC)?
- Does your country belong to any regional organizations such as the European Union (EU), the African Union (AU) or the Organization of American States (OAS)? Or... Does your country belong to any trade organizations or agreements such as the North American Free Trade Agreement (NAFTA) or the Organisation for Economic Cooperation and Development (OECD)?

I. II Topic Research

Researching Conference Topics

Once you have learned about the country you represent and its government, people, and economy, you should develop an understanding of the issues that will be debated at your committee. Many conferences send out background materials or issue briefs, which can help jump start your research. You may want to look at the sources cited in these materials for more in-depth information. If the conference background materials pose questions, you should answer them with your country information in mind. Here are some additional questions to help guide your research:

- What is the problem? How does it affect your country?
- What has your country done to combat the problem?
- What are the various "sides" in the debate?
- Which aspects of the issue are most important to your country?
- If your country is not involved with the issue, how can it become involved?
- How will your country shape the debate at the conference?
- What arguments will other countries make?
- How do the positions of other countries affect your country's position?
- Is there evidence or statistics that might help to back up your country's position?

I. III UN System Research

Understanding the UN system will help you play your role realistically at a Model UN conference. It is important to understand which bodies and actors make up the UN system, what the UN can and cannot do, and how international issues are addressed by the UN. Here are some questions that will help get you started:

- What are the important elements of the UN Charter?
- What are the main bodies of the UN?
- How are the UN's bodies and agencies organized?
- Which countries serve on the body or agency you are simulating?
- How does the body or agency you are simulating operate?
- What are the most recent UN actions on your issue?
- Why did past UN actions succeed or fail?
- What conferences and meetings have been held with regard to your issue?
- What have UN officials said about your issue?

Tips for research in the UN.

Visit the UN website at www.un.org. Read about current affairs on the UN News page. In addition, you should look at the UN Cyber School Bus website. Read one of the many books published by the UN. The UN publishes books with general UN information as well as specific reports, which can be purchased on their website.

I.IV How to Find UN Docs

How to Find UN Documents in Five Steps or Less

The UN has made it easier than ever to find resolutions, treaties, speeches, decisions, voting records and more on its website. Below is a list of where to locate commonly used documents, followed by specific instructions. The UN Bibliographic Information System (UNBIS.net), available at unbisnet.un.org, can be used to find:

A. Resolutions passed by the Security Council, ECOSOC, and General Assembly (1946 onward);

B. Voting records for all resolutions which were adopted by the General Assembly (1983 onward) and the Security Council; and

C. Speeches made in the General Assembly (1983 onward), the Security Council (1983 onward), the Economic and Social Council (1983 onward), and the Trusteeship Council (1982 onward).

The UN News Centre, available at www.un.org/news, can be used to find **press releases** from UN bodies and the Secretary-General.

The International Court of Justice's website, available at www.icj-cij.org, can be used to locate **ICJ decisions**.

For **research, news** and **resources** on specific topics, the UN's website has a section on "Issues on the UN Agenda," available at www.un.org/issues.

How to Find Resolutions Passed on Any Topic

- 1.** Go to UNBIS.net at unbisnet.un.org.
- 2.** Under the heading "Bibliographic Records," click on "New Keyword Search."
- 3.** You are presented with four optional search fields.
 - i.** Enter a topic or keyword next to "Subject (All)."
 - ii.** If you want to refine your search to one specific body, such as the Security Council, select "UN Doc. Symbol / Sales No." in the second drop-down menu, and enter the appropriate resolution code. For instance, all Security Council resolutions begin with S/RES; all General Assembly resolutions begin with A/RES; all ECOSOC resolutions begin with E/Year where year is the year in which the resolution passed. Enter any of these codes in the second search field, or leave it blank to search all committees on the topic.
 - iii.** To limit the search results by date, scroll down to the "User Defined Limits" and select "Year of Publication," the appropriate delimiter, and enter the year of the

resolution.

4. Click on the "Go" button.
5. All the resolutions passed by the UN on that subject will appear in a list. If available, a link to the actual resolution will be provided in each of the official UN languages.

How to Find Voting Records for a General Assembly or Security Council Resolutions

NOTE: *GA resolutions passed before 1983 are not available.*

1. Go to UNBIS.net at unbisnet.un.org.
2. Under the heading "Voting Records," click on "New Keyword Search."
3. You are presented with four optional search fields. Enter the appropriate resolution number next to the drop-down reading "UN Resolution Symbol."
4. Click on the "Go" button.
5. The resolution you want will come up. Under the resolution number is a link to the full text of the resolution. Below that is the full voting history, with Y and N standing for yes and no votes.

How to Find Speeches on an Issue Delivered by Your Country's Representatives

NOTE: *Speeches are only available if they were made in the General Assembly, Economic and Social Council, Trusteeship Council, or Security Council since 1983; not all speeches made in this time are yet online. Most speeches made in subsidiary bodies of these organs will not be available.*

1. Go to UNBIS.net at unbisnet.un.org.
2. Under the heading "Index to Speeches," click on "New Keyword Search."
3. You are presented with four optional search fields.
 - a. Enter the country's name next to the drop-down reading "Country/Organization."
 - b. If you would like to limit the topic, enter a keyword next to the drop-down reading "Topic."
 - c. To limit the UN body in which the speech was given, enter the appropriate code next to the drop-down reading "Meeting Record Symbol." Enter A for the General Assembly, S for the Security Council, E for ECOSOC or T for the Trusteeship Council.
4. Click on the "Go" button.
5. All speeches given by your country on this topic will be listed. Click on the link to display the full text of the speech if it is available.

How to Find All Press Releases on a Topic

NOTE: *Only press releases issued in 1995 or later are available.*

1. Go to the Press Release Series Symbols Index at www.un.org/Depts/dhl/resguide/press1.htm. Scroll down until you see your committee. Record the symbol listed to the right of it.
2. Go to the UN News Centre at www.un.org/news.
3. Under "Press Releases" on the sidebar on the left, click on "Search."
4. The Full Text search page will appear. In the box next to the word "Keywords," type your topic or a one-word description of it, a space and the symbol you found in Step 2.
5. Click on the "Search" button.

How to Find an ICJ Decision on a Specific Topic

- 1.** Go to the ICJ website at www.icj-cij.org.
- 2.** Click on "Decisions" in the header.
 - a.** If you know the year of your case, scroll down until you find it.
 - b.** If you know just the topic of the case, or one of the parties, use the "find" function (Ctrl-F on a PC) and enter the country name or keyword.
- 3.** When you find the case, click on the appropriate link.
- 4.** To see the full text of the decision, click on the "Judgment" link on the left of the page, if it is available. If it is not available, the case has not yet been decided.

II. Country Assignments

After your delegation registers for a Model UN conference, the organizers will distribute assignments. One country in one committee or conference.

For example: *Saudi Arabia* in the **(UNESCO)**. *United Kingdom of Great Britain and Northern Ireland* in the *United Nations Security Council (UNSC)*.

Tips for Assigning or applying for Countries or Committees

Newer delegates may feel more comfortable in larger committees, as they cannot be singled out. Experienced delegates will most likely enjoy smaller committees where they will speak more often.

Know your companions' resources and strengths when pairing them as partners. Try to ensure that at least one delegate has computer access. Also, Model UN is a great way for English language learners to become acclimated to the language; but pairing two English language learners may cause frustration for both delegates. Try pairing a student who has stronger verbal skills with a less verbal student. This is an equally good tip for monolingual students.

Know your students' individual traits. Has this student ever backed out of a prior commitment? If so, a small committee may not be the perfect place to assign him/her. What students do in class is a good indication of what they will do in committee. If s/he can work independently, a smaller committee can be the perfect place. But you might also pair him/her with a student who may back out. An experienced delegate could then work alone better in a larger committee.

III. Position Papers

Model UN Preparation

Many conferences require that each delegation submit a position paper—an essay detailing your country's policies on the topics being discussed in your committee. Writing a position paper will help you organize your ideas so that you can share your country's position with the rest of the committee. If you conduct extensive research, a position paper should be easy to write.

Most conferences that require position papers ask for them about one month before the conference so that staff members can read them and get a feel for the direction debate will take. If the conference you are attending does not require a position paper, you should still consider writing one to help you organize your research and prepare your speeches. Many delegates use their position papers as their opening remarks.

How to Write a Position Paper

Writing a position paper might appear to be a daunting task, especially for new delegates. But with enough research, you will find that writing a position paper will be easy and useful.

Position papers are usually one to one-and-a-half pages in length. Your position paper should include a brief introduction followed by a comprehensive breakdown of your country's position on the topics that are being discussed by the committee. A good position paper will not only provide facts but also make proposals for resolutions.

Many conferences will ask for specific details in a position paper, so be sure to include all the required information. Most conferences will provide delegates a background guide (or study guide) to the issue. Usually, the background guide will contain questions to consider. Make sure that your position paper answers these questions.

A good position paper will include:

- I.** A brief introduction to your country and its history concerning the topic and committee;
- II.** How the issue affects your country;
- III.** Your country's policies with respect to the issue and your country's justification for these policies;
- IV.** Quotes from your country's leaders about the issue;
- V.** Statistics to back up your country's position on the issue;
- VI.** Actions taken by your government with regard to the issue;

- VII.** Conventions and resolutions that your country has signed or ratified;
- VIII.** UN actions that your country supported or opposed;
- IX.** What your country believes should be done to address the issue;
- X.** What your country would like to accomplish in the committee's resolution; and
- XI.** How the positions of other countries affect your country's position.

Position Paper Tips

- I. Keep it simple.** To communicate strongly and effectively, avoid flowery wording and stick to uncomplicated language and sentence structure.
- II. Make it official.** Try to use the seal of your country or create an "official" letterhead for your position paper. The more realistic it looks, the more others will want to read it.
- III. Get organized.** Give each separate idea or proposal its own paragraph. Make sure each paragraph starts with a topic sentence. Cite your sources. Use footnotes or endnotes to show where you found your facts and statistics. If you are unfamiliar with bibliographic form, look up the Modern Language Association (MLA) guidelines at your school's library.
- IV. Read and reread.** Leave time to edit your position paper. Ask yourself if the organization of the paper makes sense and double-check your spelling and grammar.
- V. Speech! Speech!** Do you plan to make an opening statement at your conference? A good position paper makes a great introductory speech. During debate, a good position paper will also help you to stick to your country's policies.
- VI. Let the bullets fly.** Try not to let your proposals become lost in a sea of information. For speechmaking, create a bulleted list of your proposals along with your most important facts and statistics so that you will not lose time looking for them during debate.

IV. Flow of debate

Model UN Preparation

It is sometimes helpful to think of a Model UN conference as if it were a play in which delegates are the actors and Secretariat members are the directors. The storyline of a stage show is similar to what Model UNers call the "flow of debate" – the order in which events proceed during a Model UN conference. Just like scenes in a theatrical performance, debate unfolds in several different parts. The chart below shows the various stages of debate that take place during a Model UN simulation. Being familiar with how the action will proceed, from the first "scene" to the last, is an important way to prepare yourself for a Model UN conference.

Roll Call

The Chairperson will announce each country's name. After delegates hear their country, they should answer "present" or "present and voting".

Setting the Agenda

When Model UN committees have more than one topic available, the body must set the agenda to begin working on one of these issues. At this time a delegate typically makes a motion, stating, "The country of [name] moves to place [topic A] first on the agenda, followed by [topic B] and then [topic C]." Once the motion has been made, two or three delegations must speak in favour of the motion, and two or three other delegations will speak against it, depending of the rules of procedure of each MUN. These speeches should alternate between those in favour and those opposed. Once these four or six speeches have been given, a vote is taken. Setting the agenda requires a simple majority vote.

IV. I Debate

A. Formal Debate:

Formal debate revolves around a speakers list. The Chair begins by asking all delegates interested in addressing the other members to raise their placards. The Chair then chooses delegates to be placed on the speakers list. A country may only be on the speakers list once, but delegates may add their country to the end of the list after their speech.

- i.** When the session begins, speeches focus on stating country positions and offering recommendations for action.
- ii.** After blocs have met, speeches focus on describing bloc positions to the entire body.
- iii.** Delegates now make statements describing their draft resolutions to the committee.
- iv.** Delegates try to garner more support through formal speeches and invite others to offer their ideas.
- v.** Delegates make statements supporting or disagreeing with specific draft resolutions.
- vi.** Delegates present any amendments they have created.

B. Informal Debate:

Informal debate involves discussion outside of the speakers list. During moderated caucuses, the Chair calls on delegates one-by-one so that each can address the committee in short speeches. During unmoderated caucuses, the committee breaks for a temporary recess so that delegates may meet with each other and discuss ideas.

- i.** After several countries state their positions, the committee breaks for caucuses (often in blocs) to develop regional positions.
- ii.** Writing begins as countries work together to compose draft resolutions.
- iii.** Countries and groups meet to gather support for specific draft resolutions. Delegates finalize draft resolutions.
- iv.** Draft-resolution sponsors build greater support for their resolution and look to incorporate others' ideas through friendly amendments.

C. Close of debate

Once the Speakers List is exhausted, the committee automatically moves to voting. Also, once a delegate feels that his or her country's position is clear to others and that there are enough draft resolutions on the floor, he or she may make a motion to proceed into voting

procedure by moving for the closure of debate.

D. Voting Procedures

Once a motion to close debate has been approved, the committee moves into voting procedure. Amendments are voted on first, then resolutions. Once all of the resolutions are voted on, the committee moves to the next topic on the agenda.

V. Public speaking

Model UN Preparation

Public speaking is one of the most important skills you will use as a Model UN delegate. You will need to convey your member state's positions, help build consensus and formulate resolutions. Usually, the length of time that a delegate is allowed to speak is set by the conference organizers. Delegates can make a motion to increase or decrease the time allotted to each speaker. If another delegate seconds the motion, then the committee will vote on changing the speaker's time.

You will have numerous opportunities to speak in your committee during a Model UN simulation. The Chair will maintain a speakers list of delegates who would like to make formal speeches. During caucusing you will have an opportunity to speak informally to delegates in your committee, but it is still important to keep the principles of effective public speaking in mind.

Although speaking is an important part of any Model UN simulation, many delegates fear speaking in front of a large group. The best way to cope with these fears is to be well-prepared. You should research as much as possible about your country and the issue the committee will be debating. You should be comfortable explaining your country's position and have ideas on what you would like to include in the committee's resolution. If you come to the conference prepared, you will be eager to speak in committee and project confidence.

How to Make An Opening Speech

- I.** First, you should *thank the presiding official* by saying "Thank you Mr./ Madame/ Honourable Chair/ President..."
- II.** Then begin by *providing a brief history on the issue as it relates to your country*. Speak about *how the issue is currently affecting your country*. *Provide your country's position on the issue*. Include *an explanation* for your country's stance, such as economic or security concerns or political or religious ideology.
- III.** You may choose to give an explanation of how your country's position relates to the positions of other member states such as the major powers or countries in your regional bloc. You can discuss some of the past actions taken by the UN, member states and NGOs to address the issue. Present ideas for a resolution, stressing your country's objectives for the resolution.
- IV.** Talk about the *role that NGOs or regional organizations have to play in addressing the issue*. Indicate to the committee members *whether your country is willing to negotiate*.

How to Make A Speech During Debate

Again, you should *thank the presiding official* by saying "Thank you Mr./ Madame/ Honourable Chair/ President..."

Encourage collaboration among member states by proposing ways that your country would be willing to work with other member states. By referencing what other delegates have said, you can show support for your allies or indicate which proposals your country does not favour. Present ideas for draft resolutions. Explain why your country does or does not support other draft resolutions.

V.I Public Speaking Tips

- I. **Prepare:** *Decide how you feel most comfortable delivering your speech. You may choose to use your position paper text as your opening speech or you may write out some key points. In time, you may feel comfortable speaking without any written notes at all. If you plan to use a word or phrase that is unfamiliar to you, make sure you learn its meaning and how to pronounce it properly.*
- II. **Practice:** *Rehearsing your speech is the best way to perfect your public speaking skills. Try practicing in front of a teacher, a parent, or fellow Model UNers from your class or club. When you listen to a speech, provide constructive feedback rather than criticism. When someone critiques your speech, accept the feedback graciously and use it as a tool to strengthen your public speaking.*
- III. **Consider your audience:** *Make your speech appropriate to the age and experience-level of the other delegates at the conference. Remember that the beginning of the speech should captivate your audience and make them want to hear more.*
- IV. **Eliminate unnecessary "filler" words:** *Fillers are words and phrases such as "umm," "well," "sort of," and "like". These words take away from the message you are trying to convey. Some additional fillers to avoid are "so," "you know," "I think," "just," and "uh."*
- V. **Use meaningful pauses:** *Leaving a moment of silence between sentences can be a powerful public speaking tool. Pausing after an important point or before answering a question will help to hold the audience's attention. A pause can also give you time to formulate your next statement.*
- VI. **Breathe:** *Try to breathe from your diaphragm – the organ below your lungs that controls your respiration. You are breathing properly if you can see your abdomen rising and falling with each breath. Try to inhale and exhale completely.*
- VII. **Pace yourself:** *Don't talk too fast or too slow. Remember that most speakers have a tendency to talk too quickly.*
- VIII. **Choose a powerful posture:** *Be aware of your posture when you speak. Slouching, tilting your head and crossing your arms or legs will take away from your message. Stand up straight, relax your shoulders, plant your feet firmly and keep your knees unlocked to help you communicate confidence.*
- IX. **Project your presence:** *Speaking in a low to medium volume can help to project authority, but make sure that you are speaking loud enough to be easily heard. Focus on speaking with enthusiasm and energy.*
- X. **Gesture:** *It is worthwhile to use your face, hands, arms and body to help you communicate as long as your motions do not distract the audience from your speech.*
- XI. **Connect with your audience:** *Glance at your notes rather than reading them so that you can make eye contact with the other delegates. It is often helpful to speak directly to individual members of the audience.*

XII. *Get to the point:* *Speak concisely so that your audience does not lose your main arguments among less-important details. Try not to speak in circles. Instead, go straight to your most important point.*

XIII. *Be positive:* *Rather than criticizing another point of view, critique it in a constructive way. Always provide alternatives and be sure to back up your arguments.*

VI. Caucusing

Model UN Preparation

Caucusing, or informal debate, is an important part of the Model UN simulation because it provides an opportunity for delegates to collaborate, negotiate and formulate draft resolutions. During a Model UN conference, caucuses can be either moderated or unmoderated.

When a committee holds a moderated caucus, the Chair calls on delegates one at a time and each speaker briefly addresses the committee. During an unmoderated caucus, the committee breaks for a temporary recess from formal proceedings so that delegates can work together in small groups. To hold a caucus, a delegate must make a motion and the committee must pass the motion.

Many delegates prefer to speak during a moderated caucus rather than being placed on the speaker's list. In a moderated caucus, speakers are usually able to convey one or two key points to the entire committee or share new ideas that have developed through the course of debate. A delegate sometimes chooses to make a motion for a moderated caucus if his or her name is close to the end of the speakers list. By speaking in a moderated caucus, delegates are able to address the committee much earlier.

In most cases, more than half of committee time is used for unmoderated caucusing. Many delegates feel this is the easiest way for them to collaborate and start to formulate draft resolutions.

Tips for Effective Caucusing

- I. Enter the caucus with a plan in mind:** Formulate ideas on what your country would like to see included in a resolution. Decide which clauses you are willing to negotiate on and which you are not.
- II. Find delegates in your regional bloc:** This is the easiest way to seek out allies. However, if you find that the group you are working with is not meeting your needs, do not be afraid to switch groups.
- III. Provide ideas:** Tell others what your country is hoping to achieve. If you do not agree with an idea, do not hesitate to say that it is against your country's policy.
- IV. Negotiate:** While it is often necessary to give up something that you want, make sure that you are not giving up anything too important.
- V. Listen:** By listening to what others are saying you will be able to build on other people's ideas and add more to the discussion. Listening also shows respect for each delegate in your group.
- VI. Do not interrupt:** Allow other delegates to finish their thoughts rather than interrupting others in the middle of a sentence. It sometimes helps to write down your idea so that you can bring it up when the delegate is finished speaking.
- VII. Record ideas:** Start to formulate a resolution in writing. Rather than waiting until the last minute, begin recording fellow delegates' ideas right away.
- VIII. Be resourceful:** By providing fellow delegates with resolution text, maps or information as they need it, you will show that you are valuable to the group.
- IX. Have one-on-one conversations:** Speaking with an individual or in a small group is the best way to find out a delegate's position on an issue. Larger groups are better suited to brainstorming.
- X. Stay calm:** In caucuses, delegates can sometimes "lose their cool." Staying calm will not only help your group be more effective, but will be noticed by the conference staff. Always keep your voice at a normal level. If you see that you are becoming upset or raising your voice, excuse yourself from the group for a few minutes.
- XI. Use time effectively:** Make sure you have enough time to hear everyone's ideas so that you can discuss them during formal debate. Try not to waste time arguing over small details that do not seriously affect the draft resolution.
- XII. Show respect:** Never give orders or tell other delegates what they should or should not do. Be polite and treat all your fellow delegates with respect.

XIII. Provide constructive critique: Rather than negatively criticizing another delegate, focus on providing constructive critique. If you dislike an idea, try to offer an alternative. Critique ideas, not people.

XIV. Establish connections with other delegates: Although it can be tempting to call a fellow delegate "Pakistan," "Brazil" or "Sweden", you can form a better connection with a delegate by learning his or her name and where he or she comes from. Ask the delegate about his or her ideas and impressions of the debate. Showing interest in your fellow delegates at the beginning of the conference will help you gain more support later on and can help you to form lasting friendships.

VII. Rules of procedure

File required: *Rules of procedure (document).*

Model UN Preparation

Like real UN bodies, Model UN committees have lengthy agendas and many delegates who want to convey their country's positions. To help maintain order, Model UN conferences adopt rules of procedure to establish when a delegate may speak and what he or she may address. Some conferences adopt a few simple rules, while others use lengthy and complex rules of procedure. Because each conference is independent – there is no governing body for Model UN – rules of procedure vary. A few conferences adapt their rules of procedure directly from the United Nations rules while most use variations of the **Roberts Rules of Order**. It is essential to familiarize yourself with the rules of each specific conference you plan to attend.

At a Model UN conference, there is formal debate as well as informal debate, called caucusing.

Formal Debate

During formal debate, the staff maintains a speakers list and delegates speak in the order they are listed. At this time, delegates have an opportunity to share their views with the entire committee. Delegates make speeches, answer questions, and introduce and debate resolutions and amendments. Formal debate is important to the committee's work. By not knowing the rules of procedure, delegates slow down the debate and hold back their committee's progress.

Moderated Caucus

During a caucus, which is a temporary recess, the rules of procedure are suspended. To go to a moderated caucus, a delegate makes a motion to suspend debate and the committee votes. Caucusing helps to facilitate discussion, especially when there is a long speakers list. A moderated caucus is a mixture of both formal and informal debate. Anyone may speak if they raise their placard and are called on by the Chair.

Unmoderated Caucus

In an unmoderated caucus, delegates meet informally with one another and the committee staff to discuss and negotiate draft resolutions, amendments and other issues.

VIII. Resolutions

Model UN Preparation

The final results of discussion, writing and negotiation are resolutions—written suggestions for addressing a specific problem or issue. Resolutions, which are drafted by delegates and voted on by the committee, normally require a simple majority to pass (except in the Security Council). Only Security Council resolutions can compel nations to take action. All other UN bodies use resolutions to make recommendations or suggestions for future action.

Draft Resolutions

Draft resolutions are all resolutions that have not yet been voted on. Delegates write draft resolutions alone or with other countries. There are three main parts to a draft resolution: the heading, the preamble and the operative section. The heading shows the committee and topic along with the resolution number. It also lists the draft resolution's sponsors and signatories (see below). Each draft resolution is one long sentence with sections separated by commas and semicolons. The subject of the sentence is the body making the statement (e.g., the General Assembly, Economic and Social Council, or Security Council). The preamble and operative sections then describe the current situation and actions that the committee will take.

Bringing a Resolution to the Floor for Debate

A draft resolution must always gain the support of a certain number of member states in the committee before the sponsors (the delegates who created the resolution) may submit it to the committee staff. Many conferences require signatures from 20 percent of the countries present in order to submit a draft resolution. A staff member will read the draft resolution to ensure that it is relevant and in proper format. Only when a staff member formally accepts the document and assigns it a number can it be referred to in formal debate.

In some cases a delegate must make a motion to introduce the draft resolution, while in other cases the sponsors are immediately called upon to read the document. Because these procedures can vary, it is essential to find out about the resolution process for the conference you plan to attend.

Tips for Resolution Writing

- I.** Be sure to *follow the format* for resolutions provided by the conference organizers. Each conference may have a slightly different format.
- II.** Create a *detailed resolution*. For example, if your resolution calls for a new program, think about how it will be funded and what body will manage it.

- III.** Try to *cite facts* whenever possible.
- IV.** *Be realistic.* Do not create objectives for your resolution that cannot be met. Make sure your body can take the action suggested. For example, the General Assembly can't sanction another country – only the Security Council can do so.
- V.** Try to find *multiple sponsors*. Your committee will be more likely to approve the resolutions if many delegates contribute ideas.

VIII. I Preambulatory Clauses

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma. Preambulatory clauses can include:

- I. References to the UN Charter;
- II. Citations of past UN resolutions or treaties on the topic under discussion;
- III. Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- IV. Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and
- V. General statements on the topic, its significance and its impact.

Examples of preambulatory phrases.

<i>Accepts</i>	<i>Designates</i>
<i>Affirms</i>	<i>Draws the attention</i>
<i>Approves</i>	<i>Emphasizes</i>
<i>Authorizes</i>	<i>Encourages</i>
<i>Calls</i>	<i>Endorses</i>
<i>Calls upon</i>	<i>Expresses its appreciation</i>
<i>Condemns</i>	<i>Expresses its hope</i>
<i>Confirms</i>	<i>Further invites</i>
<i>Congratulates</i>	<i>Deplores</i>
<i>Considers</i>	<i>Designates</i>
<i>Declares accordingly</i>	<i>Draws the attention</i>
<i>Deplores</i>	<i>Emphasizes</i>
<i>Encourages</i>	<i>Endorses</i>
<i>Expresses its appreciation</i>	<i>Expresses its hope</i>

United Nations Students Association Barcelona

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

VIII. II Sponsors and Signatories

Sponsors of a draft resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs at the UN, since countries must work together to create widely agreeable language in order for the draft resolution to pass. Sponsors control a draft resolution and only the sponsors can approve immediate changes.

Signatories are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments. A certain percentage of the committee must be either sponsors or signatories to a draft resolution in order for it to be accepted.

VIII. III Friendly and Unfriendly Amendments

Approved draft resolutions are modified through amendments. An amendment is a written statement that adds, deletes or revises an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections. There are two types of amendments:

A **friendly amendment** is a change to the draft resolution that all sponsors agree with. After the amendment is signed by all of the draft resolution's sponsors and approved by the committee director or president, it will be automatically incorporated into the resolution.

An **unfriendly amendment** is a change that some or all of the draft resolution's sponsors do not support and must be voted upon by the committee. The author(s) of the amendment will need to obtain a required number of signatories in order to introduce it (usually 20 per cent of the committee). Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.

Ultimately, resolutions passed by a committee represent a great deal of debate and compromise. They are the tangible results of hours if not days of Model UN debate. As a result, it is important to become familiar with the resolution process and practice drafting resolutions using the proper structure and wording.