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OEMUN Delegate Handbook

Letter from the Secretariat

Greetings delegates, and welcome to OEMUN 3.0!

This is a delegate handbook which will clarify upon committee proceedings and other important features of a Model United Nations. It will provide an explanation about the rules of procedure, the flow of committees, position paper, draft resolutions and the online etiquette for the conference.

The format will be based upon UNA-USA procedure, however changes are made to it for the purpose of adapting it to an online platform and in the interest of debate. These rules apply to all committees and feel free to contact your chairs and ask for their advice.

Warm Regards,
OEMUN 3.0 Secretariat

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Online Etiquette

- Video cameras are to be switched on only through out the committee sessions and microphone is to be switched on only when asked by the chairs

- Official Language of the conference is "English"

- Use the 'Raise hand' feature in Zoom to be recognized by the chair

- Refrain from using foul language

- Misbehavior during committee will not be tolerated and those caught will face strict consequences

- You may not interrupt a speaker or chair while they are speaking, except due to inaudibility

- Table tapping will not be in order, instead please use the reactions feature in Zoom

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Flow of Committee

- 1) **Roll Call** :
The chairs will begin formal committee session with a roll call in alphabetical order, when enough number of the delegates are present in the committee. During this time, the chairs will call out each delegate's country, and the delegates should either respond "present" or "present and voting". If a delegate says "present", that delegate later has the option to abstain while voting, whereas if a delegate says "present and voting", the delegate cannot abstain while voting procedures on resolutions and amendments take place.

- 2) **Setting the Agenda**:
The chairs will then ask the delegates if there are any topics to be set as the agenda for the committee. Then, any one delegate will have to say **"The delegate of (country name) would like to set (topic name) as the agenda of this meeting".** Since there is only one topic to be discussed, this motion will be automatically passed by the chairs.

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- 3) **Debate**:

The debate of this conference will be divided into two main parts, the general speaker list, and caucuses:

i) **General Speaker's List (GSL)**:

This will form the basis of the conference. After the agenda is set, the delegates will then need to introduce a motion to open the general speaker's list. The chairs will then decide the order of the speakers in the speaker's list, and then the selected delegate may speak generally on the topic

ii) **Moderated Caucus**:

The moderated caucus acts as a subset of the GSL. Here, the delegate will set the topic of the moderated caucus, along with the total speaking time and individual speaking time. For example, if the Delegate of India sets a motion – **"Motion to start a moderated caucus on the topic of gender equality, total speaking time of 15 minutes, individual speaking time of 1:30 minutes"**, this means that any delegate who wishes speak during this moderated caucus will get 1:30 minutes to speak, and once 15 minutes have elapsed, the moderated caucus will come to a close. During the caucus, the delegate may speak about the topic, can discuss novel solutions to solve the issue at hand, etc. When a delegate introduces this motion, the motion is to be voted upon by the committee, but the final decision will be made according to the chairs.

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- 4. **Draft Resolutions:**

The main submitter may introduce their bloc's draft resolution when the chair opens for any motions on the floor and will be given a set amount of time by the chairs to discuss their resolution. Once this is done, they can be open to POIs (Points of Information), and then, the chair will accept any speakers for and against the resolution. During time against, the chair will entertain amendments to the resolution. Once the time for speeches for and against and amendments have elapsed, the committee will then move into voting procedures for the resolution.

i) Voting Procedures:

When voting procedures take place, every delegate who stated "present and voting" must vote for or against the resolution/amendment. The delegates are to use the "raise hand" feature in Zoom when the chairs ask for your vote.

ii) Conclusion After each bloc's resolution has been discussed, a delegate may call for a motion to adjourn debate i.e the committee session will come to a close, and the conference is over. This will require a 2/3rd majority for the motion to pass

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Motions

- **Motion to Establish a General Speaker's List**:
The General Speaker's List is open throughout the discussion of the topic area. Motions to open any other medium of debate will not close the General Speaker's List, but will only overlap it. The General Speaker's List may never be elapse.

- **Motion to Establish a Moderated Caucus**:
The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. A moderated caucus is also opened for a specified purpose and a specified time.

- **Motion to Establish an Unmoderated Caucus**:
This is essentially an informal discussion amongst delegates and has no procedural rules. Delegates generally use it to formulate working papers or resolutions. It must be motioned for, and it also requires a purpose and a specific time

- **Motion to Suspend a Session**:
When the floor is open, a delegate may move to suspend or adjourn the meeting. This motion is used to temporarily suspend the debate. If such a motion is in order, it requires a majority to pass

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- **Motion to Divide the House**:

The Motion to Split the House is in order when the delegate proposing this Motion wishes to exclude abstention from the voting options during the final vote on the draft resolution.

- **Right of Reply**:

A delegate whose personal or national integrity has been affronted by that of another delegate, within the scope of formal debate, may request the Committee Staff for the Right to Reply

- **Motion to Move the Previous Question (to Move to Voting Procedure)**:

This motion can be used by a delegate, if entertained by the chair, to end debate and move straight into the process of voting for the resolution or amendment in question

- **Motion to Extend Debate Time**:

A delegate can use this motion if they wish to extend the debate time in favor of, or against, once the set time for either has ended

- **Motion to Extend Points of Information**:

The House may appeal, through this motion, to allow more points of information to be entertained to a delegate's speech. The motion requires that the delegate with the floor agrees, and is at the Chairs discretion.

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Points

- **Point of Information**:
A point of information is a question on the matter of debate to a delegate who has just spoken, regarding the speech he/ she just made

- **A Plea to Follow Up**:
The delegate can request for a plea to follow on and question the speaker further on the same matter to clarify or supplement their previous admitted answer. It is considered only on the discretion of the Chairperson, and is not subject to appeal

- **Points of Personal Privilege**:
Whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible.

- **Points of Order:**
During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chairperson in accordance with the rules of procedure

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- **Points of Parliamentary Inquiry**:
When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chairperson a question regarding the rules of procedure.

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Yields

- **There are 3 main yields**:

1. **Yield to another delegate**:
Remaining time is added to the speech time of the next delegate on the speaking list but the delegate needs to accept the yield

2. **Yield back to Chair**:
Remaining time is given to chairs to continue with committee proceedings

3. **Yield to POIs**:
Remaining time is dedicated to asking POIs on the given speech

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Position Paper

Said simply, a position paper is a document which summarizes a country's stance on an issue. It is the culmination of hours of research, and it gives the chair reviewing it an insight into the kind of delegate you are.

A position paper in the UNA-USA format is expected to be directly linked to your nation's experience with the issue, how it has been affected by it, what it has done to resolve it, and so on. Furthermore, many delegates find their position papers useful as a quick reference to their foreign policy in the middle of committee as they are barred from

Sometimes, it occurs that a delegate must write a position paper for an issue their country is only tangentially affected by. In such scenarios, it is advisable that delegates focus on the 'possible solutions' part of the paper a lot more, and try to infer their country's stance on the issue from the stance of its closest allies on the same.

Format of Position Paper

The format of the position paper must include:

- Maximum of 1.5 A4 size page
- Single Spacing
- Paragraph form
- Font: 11 or 12
- Font Style: Times New Roman'
- 1-inch margin on all sides.
- Do not include maps, graphs, drawings, etc.:

Position Paper Template:

Introduction
- History of the issue from the point of view of your country
- History of the issue from the world's perspective

Involvement of Your Nation
- Which sectors or parts of your country does it affect?
- How long has the issue been affecting your country?
- Organizations your country is a part of that may be linked to the topic.

Views on Previous Solutions
- Steps taken by your nation's government to solve the problem.
- Policies implemented and treaties signed which are in reference to this issue
- Your nation's views on other governments' approach to the topic.
- Actions by other nations that your government has supported or condemned, and actions taken by your nation through the UN.

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Ideal Solution Your Nation May Have Towards the Topic

- Outline solutions to the issue. Make sure that the solutions proposed aren't anything that would contradict your country's foreign policy.
- Keep in mind that the scale of the solutions you can propose is not limited by the country you are assigned, someone representing a smaller nation like the Marshall islands can in fact propose a solution that is grand is scale and depth and affects a larger nation like the United States. What matters more is the level of effort that goes into devising it.
- Discuss possible methods of achieving your nation's wanted solutions.
- Instruments, mechanisms and international processes must be put forward in your solutions (see section on writing resolutions for more detail).
- Discuss involvement in the appropriate UN committee or international forum that can be beneficial to achieve this solution.

Conclusion

- Reiterate the current position of your nation regarding the current status of the topic.
- Reiterate the need to solve the problems caused by the topic.

Researching prior to an MUN conference is a long, tedious process, and the Position Paper must contain only important parts of your research. Do not forget that the very purpose of the Position Paper is to have a condensed form of what you are going to debate over the course of the conference. One look at the Position paper, and you must be able to go up and speak immediately on the topic and give the committee a good idea of what is required!

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Sample Position Paper

Sample Position Paper

Committee: International Labor Organization
Topic: Globalization and Development
Country: Romania

*This sample position paper was submitted by the delegation of Romania at the 2007 UNA-USA Model UN Conference in New York City.

In the past two decades the rapidly growing world trend has been toward globalization. With the emergence of the internet as a means of communication and the increasing accessibility of international trade physical barriers are not the only barriers withering away. Protective tariffs are plummeting and free trade agreements are becoming more prevalent. Romania appreciates that globalization creates favorable situations for expansion of commercial as well as economic assets. In the past year Romania has seen a foreign direct investment (FDI) increase of 199%. Inward FDI increased from EURO 234 million in 2005 to EURO 699 million in 2006. However, Romania realizes that increased globalization does not automatically produce more equality.

Globalization and Development can contribute to the advancement of the overall international human condition; however, the delegation of Romania recognizes that without proper regulation the potential for advancement will remain limited to an elite few individuals, businesses, and nations. Unless checked and aimed toward the common good, globalization cannot effectively serve the global community. Crucial in dealing with the complexities of globalization, good governance must act with solidarity and responsibility. Romania believes that in involving people in globalization we must promote moral values, democratic principals, inclusive global political culture, institutions that safeguard both individual civil rights and inherent freedoms, and the common good. In addition, coping with the influx of information from globalization governments must act with solidarity and insight. Access to digital education will undoubtedly result in the confidence of citizens in their respective administrations and allow for a greater degree of transparency, and therefore a lesser degree of corruption.

Romania believes the multinational business community has the ability and the obligation to support pertinent values in human rights, labor standards, and environmental preservation. As stated by the president, Mr. Traion Basescu, Romania feels a "heartfelt attachment to multilateralism, as an effective instrument designed to identify the adequate answers to the challenges brought by globalization."

Romania is party to the majority of multilateral treaties and conventions identified as such by the Secretary General in the context of the Millennium Summit in 2001. Romania has always supported innovative and effective ways of establishing cooperation within and between regional organizations. As one of the newest members of the European Union, Romania is an active member of the World Trade Organization, and looks forward to offering its support to the redirection of globalization to best benefit the global community.

Draft Resolutions

Resolutions are the tools with which the United Nations aims to solve problems. They are statements from the international community expressing the desire and need to change a certain situation and the ways in which the same can be accomplished.

At the United Nations, a country drafts a resolution, and lobbies for it amongst other diplomats. In order for a resolution to pass, more diplomats have to vote in favor of the resolution than against it. Thus, resolutions are the pretext for lobbying and forming alliances, in addition to being the primary basis for debate and discussion. Resolutions at conferences need to go deeply into the specifics of a given topic. For example, if financing were the topic, the resolution needs to say exactly how financing will take place, who will finance, etc.

The first part of the resolution consists of preambulatory clauses. These clauses define the issue, recognize its importance, state any previous resolutions or action addressing the issue, or mention important statistics. Essentially, they acknowledge and describe the problem. Preambulatory clauses are not numbered, and must start with present perfect particles (e.g. recalling, recognizing) or with adjectives (e.g. aware, concerned). They must end with a comma (,) and are always separated with a blank line.

Operative clauses are the second and most important part of the resolution. They are the clauses focused upon during debate. Operative clauses indicate what action a resolution calls for. Each clause must address only one point or issue. Operative clauses can contain sub-points as well as sub-sub-points for the sake of elaboration. Sub-points serve to detail specific aspects of a point, and are to be numbered (a, b, c). Sub-sub-points are to be numbered (i, ii, iii).
Your resolutions should address the who-what-where-why-when of the issue. They should be comprehensive and should ensure the issue is tackled from all possible fronts.

Remember that a full stop marks the end of the resolution. To differentiate between different clauses or sub clauses, it is recommended to use semicolons (;).
Resolutions aim to provide solutions to problems discussed at the United Nations. It is also important to stay concrete and realistic whilst formulating operative clauses. Every clause needs to be viable in real life situations. The final clause serves as a conclusion, tying the whole resolution together.

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Sample Draft Resolution

General Assembly Third Committee
Sponsors: United States, Austria and Italy
Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon
Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, **[use commas to separate preambulatory clauses]**

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**

2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;

3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;

4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;

5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;

6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and

7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[end resolutions with a period]**

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Draft Resolution Vocabulary

Sample Preambulatory Phrases

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

Sample Operative Phrases

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

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Amendments

- **Types of Main Amendments:**
1. Adding of a clause or sub clause
2. Striking out of a clause
3. Making modifications to the wordings

- **These 3 types of Amendments can further be classified as**
1. Friendly Amendment
2. Unfriendly Amendment

Sample Amendments:

1. **Add a Clause (This means you want to add a clause to the draft resolution)**

Add Clause 6 to Draft Resolution 1.0
By: Delegate of India
Emphasizes that the promotion and protection of human rights in all forms is first and foremost the responsibility of the State;

2. **Strike a Clause (This means you want to completely strike or remove a clause or sub clause from draft resolution)**

Strike Clause 5
By: Delegate of USA

3. **Amend a Clause (This means you want to amend the wording in a certain clause/sub clause from draft resolution)**

Amendment to Clause 6
By: Delegate of China

Amend Clause 2 from the resolution which originally reads the following:

Urges United States of America to withdraw their ships from South China Sea

to

Urges United States of America to withdraw their ships from South China Sea and any other sort of military presence

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Flow of Committee (Crisis)

What is a Crisis?

Crisis is a specific type of Model UN hypothetical scenario. Instead passing resolutions like in traditional Model UN, delegates in crisis scenarios work in faster-paced environments and write short directives to respond to the International emergency at hand.

Chairs will introduce the crisis, read it out and then give 5 minutes as an unmoderated caucus for the delegates to understand the crisis and the update at hand. Crisis updates will be shown and changed at different timings throughout committee according to the proceedings and direction of committee given by the delegates

Guidelines while Crisis:
- **try and Understand the crisis in extreme detail and ask as many Point of Clarifications to the chair regarding the crisis**

- **Take action and give efficient speeches which give direction to committee and help come up with solutions to solve the issue at hand**

- **Submit effective directives to solve the crisis at hand from further escalating and try to solve the crisis as soon as possible**

Debate:
Debate Speeches can be divided into 3 main types:
- **Provisional Speakers List**
- **Round Table Conference**
- **Presidential Statement**

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- **Provisional Speakers List:**

The Provisional Speakers Lists is a speakers list opened using a motion during the beginning of a crisis session. It is like a general speakers list for a crisis session. Delegates wishing to speak on the crisis as a whole in general can raise their hand to get recognized by the chair after the motion for a PSL has passed

- **Round Table Conference:**

The Round Table Conference is another form of debate where all delegates present in committee need to give their committees viewpoint of the crisis when called out by the chair in the form of round table.

- **Presidential Statement**:

A presidential statement is a statement issued by the President/Head of State of a country, on the recent crisis update in the committee.

Methods to Solve Crisis

There are different methods you can use to solve a crisis in committee:
- Directives
- Communiques
- Press Releases

- **Directives**:

Directives are how you take committee action, instead of long-form resolutions. Just like in any Model UN Committee, the goal is to sponsor (write) as many strong directives as possible.

Directives can be classified into 2:

Public Directives: Public Directives are directives that are public and open to the committee and go through a series of debate and voting procedure before being implemented

Private Directives: Private Directives are directives that are private and are not to be shown to the committee and passed upon chairs discretion

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Sample Directive:

Main submitter: Israel
1. **Urges** the committee to take the following actions:
a. Establish refugee camps in all affected areas b. Increasing military presence in the area to increase security and eliminate any unwanted threat

Communiques

Communiques are tools used to contact entities outside of your committee in order to involve them with the crisis in a certain way. They are written as formal correspondence to outside actors as a way of enticing them to take action, even though they aren't under your direct control. You can write communiques as an individual delegate or as a committee.

Sample of Communiques

Communique

ATTN: Nouri Abusahmain, President of Libya
Dear Mr. Abusahmain,

It has come to the attention of the United States Government that two of our nationals have been kidnapped and are being held hostage by the Al Qaeda terrorist organization. We request that you, in all your capacities as President of Libya, use this authority to have the American aid workers found and returned to either an American embassy, or a UN outpost where they can be safely repatriated. We also ask that you find those responsible for these kidnappings, and persecute them accordingly. Failure to do so will be considered a sign that Libya no longer wishes to have cordial and cooperative relations with the United States, and the US will withdraw investment and aid accordingly.

Sincerely,
US Secretary of State John Kerry

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Press Releases:

Press Releases are tools used by committees or individuals to inform "the public" in the crisis about certain facts, or to spread misinformation about the ongoing crisis. Often, delegates may use these to try to influence public opinion against certain plans to help their own, to encourage the public to be safe, to stop protesting, or even to get involved with the crisis somehow.

Press Release

American Aid Workers Successfully Rescued in Joint US-Libyan Effort

Washington, D.C.: In a joint statement made this morning by US President Barack Obama and Libyan ambassador to the United States, both parties announced the successful retrieval of two American aid workers who were held hostage in Libya. The workers, who have now been identified as Bridget Campbell and Sophia Swarsky, were captured by members of Al Qaeda while serving with Doctors Without Borders three hours south from Tripoli, the nation's capitol.

The two workers underwent emergency medical treatment in Libya, as well as follow up treatments and counseling in America, the statement read. Libyan troops were also able to capture the kidnappers, which are, according to the Libyan government, being put through the justice system to pay for their crimes.

"This is a great day for US-Libya relations," said President Obama in the statement. "This is a sign that we can work together to keep our citizens safe while abroad, and do so with the help and cooperation of foreign governments. Peace is not a unilateral goal, but a global process. This is an excellent start"

Signed: Secretary of Commerce, Secretary of State, Secretary of the Interior

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