



“Together, you represent the United Nations as it should be – people from all countries coming together to find solutions to problems through constructive debate and an exchange of ideas... As leaders of the future, you can come up with innovative approaches to help confront the challenges facing the global community.”

-- Secretary-General Ban Ki-moon speaking to Model United Nations delegates, 2008

In this studyguide, you will find useful information for your preparation and on the flow of the session. Do not forget to carefully read the Rules of Procedure received separately!

Position paper

During your preparation, you should write a position paper. It should compass 1-2 A4 pages (Arial pt 12) and contains the general position of your country in relation to the topic. The position paper will make it easier for you to make yourself clear on the position, so that you are better prepared for the discussion. The position paper also serves as a basis for your Opening Speech and as a guideline during debate. Ideally, you should state the country's official position and explain, why this is so (how is the country affected by the problem and what has been done so far?) At the end of the paper, you should state 1-2 proposals for

What should a good position paper contain?:

- A short introduction of your country and its history related to the issue and the committee and how it is affected by it, in the past and recently;
- The policy of your country regarding the issue and the justification for it;
- Citations of the president/national leader of your country on the topic;
- Statistics that support your position;
- Actions taken by your government with regard to the topic;
- Conventions and Resolutions signed and ratified by your country;
- Actions taken by the UN that your country supported or rejected;
- Proposals on what should be done in the opinion of your government;
- Proposals of what you would like to have in a resolution;
- How the position of other countries influence your own position.

Tips for the position paper:

- **Keep it simple.** In order to communicate more efficiently and more convincing, avoid the use of fillers and unnecessary complicated writing.
- **Make it as official as possible.** Try to create an “official” headline, e.g. with the seal of your government. The more realistic it looks, the more the others will want to read it.
- **Organize yourself.** Give each idea and each proposal its own paragraph.
- **State your sources!** Make use of foot- and endnotes to show, where you got your information from.
- **Read as much as you can.** Leave enough time to review the position paper and to edit it. Does the structure make sense? Also, control the grammar and the punctuation.
- **Practice your speech.** The position paper is a good basis for the Opening Speech. It will also help you to stick to your position during debate.
- **Make a bullet-point List.** Do not lose yourself in the overflow of information. Write down points with the most important information, so you will keep the overview during your speech. In the speech, you should state the most important facts as well as some solutions.

Research starting points:

www.un.org

<https://www.cia.gov/library/publications/the-world-factbook/> (für Länderinformationen)

<http://www.un.org/wcm/content/site/chronicle/> (United Nations Chronicle)

<http://www.unausa.org/Page.aspx?pid=220>

<http://www.un.org/cyberschoolbus/index.shtml>

<http://www.un.org/issues/>

<http://news.bbc.co.uk/>

<http://www.americanprogress.org/> (liberaler Think Tank in Washington D.C.)

<http://www.heritage.org/> (konservativer Think Tank in Washington D.C.)

<http://wiki.mun-sh.de/s/Positionspapier>

<http://www.hak-graz.at/dnn/Bildungsangebot/Begabtenfoerderung/tabid/233/Default.aspx>

<http://www.unausa.org/munpreparation>

[http://www.undemocracy.com/S-RES-1160\(1998\)](http://www.undemocracy.com/S-RES-1160(1998)) (Liste aller Resolutionen)

<http://www.globalpolicy.org/security-council/security-council-reform.html>

<http://www.dw-world.de/dw/article/0,,1618479,00.html>

<http://en.mercopress.com/2011/02/12/india-brazil-germany-japan-demand-security-council-reform-this-year>

<http://www.eda.admin.ch/eda/de/home/topics/intorg/un/rechun.html>

Fachkontakt E-Mail uno@eda.admin.ch

UN News Center: News about the UN and its world wide activities

<http://www.un.org/News/>

UN Daily Journal:

<http://www.un.int/wcm/content/site/portal/cache/offonce/home/pid/6010>

UN Webcast: Videos of Meetings, Briefings und Events taking place at UN-HQ

<http://www.unmultimedia.org/tv/webcast/index.html>

UN Daily Highlights:

<http://www.hri.org/news/world/undh/>

UN Bibliographic Information Center: <http://unbisnet.un.org/>

The Forum in Session

Roll call

Before the beginning of each session the chairperson will hold a roll call to see how many and which representatives (= delegates + observers) are present. The chairperson will call upon the representatives in alphabetical order at which point they may answer with either “present” or “present and voting”. When stating “present and voting” this means that you may not, should a substantive vote take place during that session, abstain from voting (see Voting). In practice this only applies to delegates as observers cannot vote on substantive matters (e.g. adopting an agenda, resolution, amendment). The quorum for sessions is the majority of the representatives on the roll call list. Without this quorum sessions cannot start.

Setting the Agenda

Before the forum can start debate on a topic, it has to be decided in which order the topics will be dealt with. This is done by setting the agenda.

At the beginning of the conference, the chairperson will distribute a provisional agenda. Some representatives may (and will) however propose to deal with another issue first, because they deem it more critical, or it lies closer to their interest. They may introduce a draft agenda with an alternative order of the agenda points. No new points may be added by delegates. A draft agenda needs three (3) sponsors and procedurally follows the same formalities as a draft resolution. It needs to be submitted to the chairperson for approval, coding and distribution.

The normal rules of debate apply to the process of setting the agenda. When voting on the agendas they are dealt with in the order of which one changes the provisional agenda most. The first agenda that gathers a two-thirds majority will be the agenda for the entire conference. If no agenda gathers the required majority the debate resumes and a new speakers list is opened. If it takes a long time to set the agenda, the Secretary-General can impose an agenda on the council to get the debate started.

The debate

There are three different types of session in the simulation, ranging from formal to informal debate. Each type of session has a specific purpose in the debate leading up to the voting on a draft resolution.

1. Formal debate

Formal debate, as the name suggests, is the most formal type. During the formal debate a General Speakers List (GSL) will be kept by the chairperson and there is a time limit for speeches. If a representative wishes to make a statement during formal debate he or she can be added to the GSL by sending a note to the chairperson with that request and will be given the floor after the last speaker on the list. The speaking

time can be changed if the forum desires, this is done by a motion to change the speaking time (rule 13, see Points and Motions).

If a representative finishes his speech before the speaking time runs out they can choose to yield their remaining time (rule 14). There are three yields: to another representative, to questions and to the chair. Yielding to another representative will give him/her the opportunity to hold a speech for the remaining time. Yielding to questions gives other representatives an opportunity to ask questions until the time has run out. Yielding to the chair ends the turn after which the chairperson will recognize the next representative on the GSL. When speaking in yielded time, you cannot yield that time to yet another representative.

Etiquette during speeches

Speeches follow a formal pattern. Representatives will start by thanking the chairperson for the floor before making their statement. They also refer to themselves in the third person. This is because “I” or “me” would imply that it is their personal opinion, which of course it is not. They represent their country, their government specifically. They will therefore refer to themselves by the name of their country, the government or the people of that country or simply “we”. The same goes for referring to other representatives. A typical speech will start like this:

Thank you, honorable chair. The People’s Republic of China does not agree with the statements made by the representative from the United States. The Chinese government firmly believes that the solution is to be found elsewhere. We therefore strongly suggest...

During speeches it is important to use parliamentary language and conduct. Respect is the key; remember that these people represent countries in the committee. Calling an idea stupid is nothing less than an insult to an entire nation. Doing so will also hurt your own interests, for it is less likely that people will listen to you and your ideas if you discard theirs in a rude manner.

Between speeches, and sometimes during, representatives can raise points or motions. See Points and Motions for the possibilities.

2. Moderated Caucus

To get into more detail on certain matters that have come up in the formal debate, a slightly less formal mode of debate provides for a quicker discussion. The so called ‘moderated caucus’ has no speakers list. Delegates are recognized after raising their placard, indicating they wish to speak. This results in a more vivid and interactive debate.

A moderated caucus has a limited time and always a specific purpose from which representatives cannot deviate. A delegate that speaks on another matter than the purpose of the moderated caucus will be called to order by the chairperson. If the chairperson for some reason does not notice this, another delegate may raise a Point of Order to make this known (see Points and Motions). Other than the Point of

Personal Privilege, - Parliamentary Inquiry and – Order, no motions are in order and time cannot be yielded. Etiquette during moderated caucus is the same as during the formal debate.

3. *Un-moderated Caucus*

The least formal type of debate is the un-moderated caucus, also known as a lobby session. This type of debate can be used to work out the small details of a resolution, take aside an ally or an opponent to discuss strategy or to have some time to write working papers, resolutions and amendments.

The un-moderated caucus essentially suspends the session temporarily and gives representative a chance to talk to each other. Voting blocs can go over their strategy or you can try to convince others of your point, or maybe exchange voting promises on different topics.

Like the moderated caucus, an un-moderated caucus is also limited in time and has a specific purpose. The motion for an un-moderated caucus is therefore the same, except for the speaking time.

The debate

During sessions, communication is not limited to the verbal speeches. Representatives may pass notes to each other while in formal debate or moderated caucus. Notes can be used for questions, asking support or coordinating your strategies. During sessions there may be note-passers present do deliver your notes or you simply pass them along yourself.

Note-passing is strictly for diplomatic purposes only, not for inquiring where to have dinner or other unrelated matters. Note-passers and chairs reserve the right to read notes or suspend note-passing when they deem it necessary.

Points and motions

There are several points and motions that delegates may raise to make a request, ask for clarification of the rules or move into a different type of session. Between speeches in the formal debate the floor is “open”. At this time a delegate can raise to a point or motion, which essentially is a formal request or a procedural statement. There are seven different points and motions that can be found in the Rules of Procedure.

1. *Point of Personal Privilege*: This point can be raised for personal reasons or discomforts, for example when something prevents you from following the debate or work e.g. you are cold and want the window closed, you need to leave the room to visit the bathroom, need to work on your laptop or it is simply impossible for you to hear what another representative is saying. For this last reason, the PoPP is the only point that can be raised during a speech, when someone speaks very softly or there is too much noise, you can interrupt the speech, asking for the chairperson to attend to the problem.

2. *Point of Order*: This point is raised to complain about improper parliamentary procedure. Normally, when a delegate is not following the Rules of Procedure, the chairperson will correct them, but it may happen that the chairperson misses it. If the PoO is recognized, you can explain why you believe correct procedure was not followed.
3. *Point of Parliamentary Inquiry*: Although we encourage you to study the Rules of Procedure carefully, it is understandable that in session questions may arise. What the speaking time is, how many votes are needed for a motion to pass or any other questions concerning procedure may be asked by raising a PoPI.
4. *Motion for Un-moderated Caucus*: As described above, the un-moderated caucus suspends the formal meeting for lobbying for a set time on a specific topic, both of which have to be specified in the motion. The motion is non-debatable and will be put to a vote immediately. The chairperson can rule out this motion, which is not subject to appeal. The motion for an un-moderated caucus requires a second, meaning a fellow delegate that supports your motion
5. *Motion for Moderated Caucus*: As described above, the moderated caucus interrupts the formal debate for a more rapid debate on a (specific) topic for a set time, with short speaking times, all of which have to be specified in the motion. The motion is non-debatable and will be put to a vote immediately. The chairperson can rule out this motion, which is not subject to appeal. The motion for a moderated caucus requires a second, meaning a fellow delegate that supports your motion. A request for a Motion for a moderated Caucus may go as follows:

Delegate: Motion for a moderated caucus.

Chair: United Kingdom, your recognized, please rise and specify your motion.

Delegate: Thank you honorable chair, the United Kingdom proposes a moderated caucus of 5 minutes, with a speaking time of 30 seconds, for the purpose of discussing operative paragraph two.

Chair: Do we have a second?

Delegate 2: Second!

Chair: Thank you Germany, we have a second, we will now go into voting procedure on the motion for a moderated caucus of 5 minutes with 30 second speaking time, for the purpose of discussing operative paragraph 2. All in favor, please raise your placards... thank you. All opposed, please raise your placards... thank you. With 9 votes in favor and 6 against there is a majority. We are now in moderated caucus, any delegates wishing to speak, please raise your placard.

6. *Motion to Change the Speaking Time:* If during formal debate delegates feel the need to extend or reduce the speaking time they can raise a motion to change the speaking time. The decision is up to the discretion of the chairperson, which is not subject to appeal. Asking for a 10 minute speaking time is quite futile, and when the request is for a very short speaking time you might want to consider a moderated caucus.
7. *Motion for Adjournment:* At the end of the day's session a motion for adjournment is necessary to adjourn the meeting until the next day. The motion requires a second and is debatable. This means that a moderated caucus of no more than 5 minutes can be held on whether to adjourn or not. After the debate the forum immediately votes on the motion. A majority is needed for the motion to pass. Since this is a procedural vote, representatives may not abstain (see Voting). The chairperson can rule out this motion, but this decision is subject to appeal. When appealing the decision of the chair a two-thirds majority is needed for the appeal to pass. The forum then goes into debate and voting on the original motion. Chairpersons will have valid reasons to rule out a motion, so use your appeals wisely.
8. *Motion for Closure of the Debate:* When the forum believes sufficient debate on an agenda topic has taken place and is ready to vote on the draft resolutions and amendments. Like the motion for adjournment this motion needs a second and is debatable. No abstentions are allowed when voting. The chairperson can rule out this motion, which is subject to appeal. When in formal debate and the GSL expires, the debate automatically closes without a motion.

The order of the points and motions above is also the order of precedence when multiple motions are raised. When the floor is open it is possible that several points and motions are simultaneously raised, at which time the chairperson will make an inventory of the types of points and motions and deal with them in the appropriate order.

If a motion to change the type of debate passes, the remaining motions are automatically off the table. If there are two similar motions, for example a moderated caucus, but one is for 5 minutes and the other one is for 10 minutes, the chair will deal with the one altering the proceedings the most. In the example that would be the motion for a 10 minute moderated caucus. If that motions fails, the forum will vote on the 5 minute moderated caucus.

How to write a UN-Resolution

Working papers

A representative may want to distribute a paper that is not a draft resolution. These working papers have no prescribed format, it can for instance be a report by an expert, an article or data or suggestions written by the delegate, but also a preliminary draft for a resolution. Distributing a working paper is often done by NGOs to make country representatives aware of certain issues, or by delegates wanting to inform the committee in an efficient way. This is an efficient way of conveying information to the forum without taking time away from the debate.

A working paper must be submitted to the chairperson for the secretariat to approve it, assign it a number and distribute it. No sponsors or signatories are required. Like draft resolutions and amendments, working papers cannot be discussed or referred to unless they have been approved and distributed.

Introduction

Resolutions are formal texts that are adopted by the United Nations. In general, each entity within the UN is eligible to write Resolutions, in practice however, only some bodies actually follow the strict format of UN resolutions. Most importantly, the Security Council frequently issues resolutions, whose operative decisions are binding to all UN member states (Article 25 of UN Charter). Within Model UN, resolutions are the ultimate goal of all conference committees and should usually gather the most important points that were discussed. An important characteristic of resolutions that is often not paid enough attention to, is the basic fact that a resolution is adopted following a democratic voting procedure. In fact, in order to pass a resolution, a **2/3 majority** is needed (+ no Veto from the Permanent Five Countries in the Security Council). Therefore, a good resolution is not only well written and logical in its arguments, but also defines a comprehensive position along the lines of the prior debates. Good resolutions are flexible and can adapt! As with all things in life, good resolutions need practice. Therefore we very much encourage you to draft some during our informal sessions and have already one at hand before attending international conferences.

Resolution Format Guide

Heading

- 1) The title should be centered, in capital letters, above the main body of the resolution. The title can be as simple as for example "DRAFT RESOLUTION 1.1"
- 2) On the left margin and two lines below the title should be:
 - The committee name
 - The topic addressed by the resolution

Body

The resolution is written in the format of a long sentence. Just as grammatical rules make a language more uniform in its usage, so is the resolution in its format.

- 1) The resolution begins with The General Assembly for all GA committees, and with The Economic and Social Council for all ECOSOC committees. The Specialized Agencies use their own names as the introductory line. The rest of the resolution consists of clauses with the first word of each clause underlined.
- 2) The next section, consisting of Preambulatory Clauses, describes the problem being addressed, recalls past actions taken, explains the purpose of the resolution, and offers support for the operative clauses that follow. Each clause in the preamble begins with an underlined word and ends with a comma.
- 3) Operative Clauses are numbered and state the action to be taken by the body. Operative Clauses all begin with present tense active verbs, which are generally stronger words than those used in the Preamble. Each operative clause is followed by a semi-colon except the last, which ends with a period.

Content

Of course, the most important characteristic of the final resolution is the content, which will be carefully scrutinized by the Director before approval. A well-written resolution demonstrates:

- 1) Familiarity with the problem. Relevant background information and previous United Nations actions are included.
- 2) Recognition of the issues. Arguments on the topic are specified early. At a minimum, the resolution should address in some form the issues listed in the Questions a Resolution Must Answer section of the Study Guide of the conference you are attending
- 3) Conciseness. Every clause and phrase should have a purpose.
- 4) Good form. An otherwise sound resolution suffers from clumsy grammar and should not suffer from sloppy format.

Draft resolutions

Before a resolution is adopted by an official vote, it is referred to as a draft-resolution. Such a draft resolution can be a combined effort, written by several countries with similar interests and reflect the debate. It can change substantially before it will be voted upon. A draft resolution has no minimum or maximum length but does need to adhere to the formalities as stated in this course manual.

Introducing a draft resolution

Before a resolution can be discussed, it needs three sponsors and 5 signatories (SC differs, see special rules). Sponsors are often the writers of the draft resolution or delegates that agree with its contents. A Signatory does not necessarily have to support the resolution, but does want to see it discussed in the committee. Having obtained sufficient support, the draft resolution must be submitted to the chairperson to be approved by the secretariat. The secretariat gives the resolution a number and distributes it, after which the resolution can be introduced to the committee.

As an observer you cannot be a sponsor or signatory and thus not formally support a draft resolution. You can however play a vital role in drafting and editing if delegates are willing to sponsor it and hand it in on their own behalf.

When the floor is open, one of the sponsors may now request to introduce the draft resolution, after which that delegate reads out the operative paragraphs. At this time other representatives can ask questions concerning technicalities and grammar. No debate or questions on the content is to take place at this time. Any apparent spelling or grammatical errors can also be pointed out and will be changed without a vote. A draft resolution is now properly introduced and can be discussed in the formal debate. N.B: A draft resolution cannot be referred to or discussed before it has been formally introduced.

Things to think of when writing a resolution

When writing a resolution, some things must be kept in mind. The resolution must not only be correct grammar- and format-wise, but it must also be an effective decision, attending to a certain issue. It cannot discuss more than one problem and must be executable and realistic.

The first thing to keep in mind is the competence of the forum that is to pass the resolution. The Security Council for example is the only body that can decide to use military force. The First Committee, although also discussing matters of peace and security, does not have this competence. It is up to the representatives to familiarize themselves with the competence of their committee and stay within them.

The powers of UN bodies (again with the exception of the SC) are not binding upon members states, but this does not mean that a resolution is futile. They are generally respected because they represent what comes closest to the opinion of the international community.

When writing a resolution it is important to explore all the possibilities for a solution to the topic under discussion. Although delegates represent countries, and resolutions generally address member states, these are not the only entities that can be called upon. There are several levels on which a problem can be addressed:

- The international community: a resolution can call for a conference, suggest treaties or call upon organizations such as the World Bank, WTO etc.;
- The United Nations: a resolution can request another UN body to put something on their agenda, allocate funds, create working groups or sub-committees;
- Regional organizations: some actions are better taken at a less centralized level. A resolution can suggest, welcome, recommend etc. international organizations such as the European Union, the African Union, the Association of Southeast Asian Nations and many more to take action;
- Individual countries: A resolution can of course address an individual country to do or refrain from doing something;
- Non Governmental Organizations: NGO's are specialized organizations on certain issues. It is not uncommon for a resolution to ask an NGO to be involved in

certain matters, assist with their knowledge or carry out certain tasks that fall within their area of specialty.

- Your forum: many forums have different competences, most of which can be found in the UN Charter. Examples are budget changes, creating sub-committees, asking the International Court of Justice for an Advisory Opinion, requesting the Secretary-General to address certain issues etc.

This is an example resolution, based upon a shortened and adjusted SC resolution: 1894 (2009).

<i>Committee</i>	Security Council
<i>Issue</i>	Cote d'Ivoire
<i>Sponsors</i>	United States, United Kingdom, Russian Federation
<i>Signatories</i>	Burkina Faso, France, People's republic of China, Croatia, Uganda
<i>Code</i>	SOFIMUN/2010/SC/Coted'Ivoire/final

The Security Council,

Recalling its previous resolutions and the statements of its President relating to the situation in Côte d'Ivoire, in particular resolutions 1842 (2008) and 1880 (2009),

Reaffirming its strong commitment to the sovereignty, independence, territorial integrity and unity of Côte d'Ivoire, and recalling the importance of the principles of good-neighbourliness, non-interference and regional cooperation,

Taking note of the report of the Secretary-General dated 29 September 2009 (S/2009/495) and of the reports of the United Nations Group of Experts on Côte d'Ivoire dated 8 April 2009 (S/2009/188) and 9 October 2009 (S/2009/521),

Reaffirming that the situation in Côte d'Ivoire continues to pose a threat to international peace and security in the region,

Acting under Chapter VII of the Charter of the United Nations,

1. *Decides* to renew until 31 October 2010 the measures on arms and the financial and travel measures imposed by paragraphs 7 to 12 of resolution 1572 (2004) and the measures preventing the importation by any State of all rough diamonds from Côte d'Ivoire imposed by paragraph 6 of resolution 1643 (2005);

2. *Decides* to review the measures renewed in paragraph 1 above in light of the progress achieved in the electoral process and in the implementation of the key steps of the peace process, as referred to in resolution 1880 (2009), by the end of the period mentioned in paragraph 1, and *decides further* to carry out during the period mentioned in paragraph 1 above:

(a) A review of the measures renewed in paragraph 1 above no later than three months after the holding of open, free, fair and transparent presidential

elections in accordance with international standards, with a view to possibly modifying the sanctions regime; or

(b) A midterm review no later than 30 April 2010 if no review has been scheduled on the basis of paragraph 2 (a) of this resolution at that date;

3. *Requests* all States concerned, in particular those in the subregion, to cooperate fully with the Committee, and authorizes the Committee to request whatever further information it may consider necessary;

4. *Decides* to extend the mandate of the Group of Experts as set out in paragraph 7 of resolution 1727 (2006) until 31 October 2010 and requests the Secretary-General to take the necessary administrative measures;

5. *Requests* the Group of Experts to provide a midterm report to the Committee by 15 April 2010 and to submit a final written report to the Security Council through the Committee 15 days before the end of its mandated period, on the implementation of the measures imposed by paragraphs 7, 9 and 11 of resolution 1572 (2004) and paragraph 6 of resolution 1643 (2005), as well as recommendations in this regard and *requests further* the Group of Experts to include in its report specific information on persons who deny it access to weapons, ammunition and related material;

6. *Decides* to remain actively seized of the matter.

Here is a (non-exhaustive) list of words that can be used to start a paragraph.

First words for preambulatory paragraphs

Acknowledging	Affirming	Alarmed
Approving	Aware of	Bearing in mind
Believing	Conscious	Contemplating
Convinced	Declaring	Deeply concerned
Deeply convinced	Deeply disturbed	Deeply regretting
Deploring	Desiring	Emphasizing
Expecting	Expressing appreciation	its Expressing its concern
Expressing its hope	Expressing its satisfaction	Firmly convinced
Fulfilling	Fully alarmed	Fully aware of
Fully believing	Guided by	Having adopted
Having considered	Having examined	Having received
Having studied	Keeping in mind	Noting
Observing	Pointing out	Praising
Reaffirming	Realizing	Recalling
Recognizing	Referring	Seeking
Stressing	Taking into account	Taking into consideration
Taking note	Viewing with concern	Welcoming

First words for operative paragraphs

Accepts	Affirms	Appreciates
Approves	Asks	Authorizes
Calls for	Calls upon	Condemns
Confirms	Congratulates	Considers
Declares	Demands	Deplores
Designates	Draws the attention to	Emphasizes
Encourages	Endorses	Expresses its concern
Expresses its hope	Insists	Invites
Notes	Proclaims	Proposes
Reaffirms	Recognizes	Recommends

Regrets	Reminds	Requests
Resolves	Solemnly condemns	Stresses
Suggests	Supports	Takes note of
Transmits	Trusts	Urges

Amendments

The moment a draft resolution is introduced is only the beginning of the debate. It is by no means going to be the final document. Many representatives may want to see some things changed, added or left out. This can be achieved through amendments to the operative paragraphs of the resolution.

An amendment must contain the following information: The code of the draft resolution it applies to, the paragraph it applies to, what it intends to change and the sponsors. For example: Amendment to draft resolution 2.1

Sponsors: Peru, Italy, Netherlands

- Insert a new clause after clause 3: “Expresses its hope that all countries involved will do their best to solve the problem.”

There are two types of amendments: “friendly” and “unfriendly” amendments.

Friendly amendments

When a representative proposes an amendment that all the sponsors of the draft resolution agree upon, this is called a friendly amendment. It will be incorporated without a vote. To have a friendly amendment incorporated the amendment has to be submitted to the chairperson in writing, signed by all the sponsors. Effective lobbying can save the forum a lot of time voting on amendments by convincing the sponsors of the draft resolution.

Unfriendly amendments

Unfriendly amendments require three (3) sponsors and need to be submitted in writing to the chairperson.

Voting

When the debate is closed, the forum will vote on all draft resolutions and amendments or agendas on the floor. This can be because the GSL is expired or because a motion for closure of debate passes. Votes on draft agendas, draft resolutions and amendments are substantive votes. Voting will also take place to decide on motions for (un-)moderated caucus, adjournment or closure of the debate and to appeal the decision of the chair. These are considered procedural votes.

When voting on several draft resolutions on the same topic, they are dealt with in the order in which they were submitted and coded. First the amendments to that

resolution are put to a vote, followed by the resolution as it is with the passing amendments.

Voting procedures

For most votes to pass a simple majority is necessary, meaning more votes in favor than against. If the division is 50-50 the matter put to a vote is rejected, because there are not more in favor. Some votes require a two-thirds majority to pass, like a draft agenda and the appeal of the decision of a chairperson. If the division is exactly two-thirds in favor and one-third against, it passes. The only exception to the majorities are substantive votes in the Security Council, requiring nine affirmative votes and not having a negative vote from any of the Permanent Five members of the SC (rule 35).

!Also exceptional is the consensus in the Security Council for Presidential Statements and in the Council of the European Union where a qualified majority/ unanimity is required!

Observers do not have a vote in substantive matters. They are allowed to vote on procedural matters.

During voting procedures no leaving the room or communication between representatives is allowed. The voting will proceed uninterrupted, with the exception of a point of order or a point of personal privilege. A representative can either vote “yes”, “no” or “abstain” indicated by raising your placard when the chairperson asks for all those in favor/against/abstaining.

Roll call voting

Another option in substantive voting is to ask for a roll call vote. The chairperson will alphabetically call upon delegates, starting at a random position on the list, and ask them individually for their vote. A representative may pass once, meaning the chairperson finishes the list and comes back to those that have passed. This gives you an opportunity to listen to what other delegates are voting, but after having passed, a delegate is not allowed to abstain, so they must vote either “yes” or “no”.

In a roll call vote, delegates may vote “with rights”. This will give the delegate an opportunity to explain their vote after the voting has finished. This may for instance be to explain why they did not vote according to expectations.

Speeches and Lobbying

A resolution will not magically appear after representatives have given their policy statement. This merely lays out the starting point of the debate. Once you know what the different positions are it becomes clear who has similar interests, who may be won over and who your fiercest opponent will be. It is through persuasion, cooperation and late-night lobbying that a resolution will slowly take its final shape.

Speeches

To get a point across, delivering a good speech is essential for every representative. In formal debate and moderated caucus you must use your speeches to convince the forum of your position, and why the opposing position should not be considered. Whether a speech is good depends on both content and presentation. Content largely depends on preparation, but both rely on practice.

Content

Most of the content of your speeches can be contrived during your preparation. While researching your policy you can carefully construct the arguments that speak in your favor. By researching your opponent's policy you can already construct counter-arguments to their possible arguments.

Speaking time is limited therefore you must learn to keep your arguments concise. If you have one minute to bring your case it is no use to bring 5 separate arguments why your position is the right one, and the other's is wrong. If you want to cut down a tree you do not saw off the branches, you must saw at the base. Leaving the details for lobbying makes the plenary debate much more effective and you're less likely to lose the attention of your audience.

In some positions it may not be wise to reveal the whole truth, depending on your position and what you are trying to accomplish. But remember that your credibility will suffer if your forum discovers that you are not telling the truth, which may affect their willingness to listen to you in the future.

Presentation

To keep an audience interested in what you have to say it is important you give them something they want to listen to. A clear speech that is understandable and easy to listen to is essential for this. During your speech, pay attention to the following points in your presentation:

1. *Audibility*: Speak loud enough for all to hear. Speak calmly and articulate clearly, but do not speak too slowly, for that quickly becomes boring
2. *Structure*: Make sure your speech has an opening, an explanation of your main arguments and a closing. Structure helps you keep track of your thoughts, but a well-structured speech also helps your audience to remember better what you tell them.
3. *Relax*: Take a deep breath before you speak and try to appear relaxed. Stand still while you speak and do not make big gestures with your hands. However good your speech is, a tense attitude will distract from the content.
4. *Be concise*: Formulating long and complicated sentences can cause much confusion. Short and effective speeches are much more powerful.
5. *Captivate your audience*: A good speech doesn't only depend on what you say and how you structure it, but also on how you tell it. Monotonously reading from

a paper is very likely to lose the interest of your audience. Vary your tone, show emotion in your speech and make eye contact with your entire audience.

6. *Use humor.* An ancient cliché, but not without reason, humor helps. You want your speech to be the one your fellow delegates remember and a well-placed joke from time to time works wonders. Don't exaggerate however, when you try too hard to be funny, it's most likely that you're not.

Countless books have been written on techniques of argumentation and presentation. The points above are merely general guidelines. Representatives are encouraged to familiarize themselves with the techniques of public speaking and argumentation. Many people feel uncomfortable speaking in public. Most universities have debate societies that offer courses for you to overcome this fear and perfect your argumentation and presentation. Practice makes perfect.

Lobbying

As explained in the chapter on The forum in session most of the details will not be settled in the plenary debate. Lobbying is a very powerful tool to form strong alliances, persuade your opponents, and get your amendment to pass or alter the agenda. Lobbying is an art that some people have turned into careers. It does not only entail negotiating and persuading, but also networking and socializing. Delegates are not mindless robotic extensions of a government, they are people. In lobbying therefore people's skills are equally important as the power of persuasion.

Before starting the lobbying process it is important to make an inventory of the situation. What is it exactly you are trying to achieve? Who are your allies, who can be persuaded and who are beyond persuasion? This goes beyond the one topic under discussion, some countries may have something you want, while you have something they want on the next agenda item.

Secondly, you need a strategy. This will depend on the topic, what it is you are trying to accomplish and what can you afford to lose? In the end no representative will achieve fully what they set out to achieve, so prepare to compromise.

There are several ways to build up your strategy:

1. Convincing with good arguments should always be the first tactic to try. Know your topic and position well and try to sell it. If your points are valid this will prove to be most successful.
2. Gather enough allies to convince adversaries of your cause. If a delegate realizes he will lose when it comes to voting, he will want to become productive. If he doesn't his national interests will be completely neglected in the resolution.
3. Make sure you have "diplomatic change". If you have something another delegate needs, it could be traded for what you need. If topic A is very important to your country, but topic B is not that vital to your foreign policy. If this is the other way around for a fellow delegate, you may convince

them to support you on topic A in exchange for your concurring vote on topic B.

4. Aim high. You may choose to enter the debate with higher aims than you actually want to achieve. This way you build up virtual diplomatic change. This strategy requires caution though, for aiming too high may scare other delegates into turning away from you. And if they realize you are purposely being rigid they may not want to negotiate further with you.

These strategies are not the only ones, but most others are derived from these or are combinations of these, but you are only limited by your imagination. Regardless of your strategy, there are some essential directions for lobbying:

Effective lobbyists:

- Set clear objectives, priorities and targets;
- Build well-argued, timely and united positions;
- Bring constructive and positive input;
- Propose realistic alternatives.

Bad lobbyists:

- Lack understanding of what can/cannot be done;
- Don't compromise;
- Make shallow arguments;
- Intervene too late;
- Are aggressive;
- Make little personal contact;

Also remember that lobbying is a very social tool, it does not end when sessions are adjourned. Sometimes buying a fellow delegate a drink during the evening program can prove as effective as your strongest argument.

Final Remarks

Some final general remarks to keep in mind during the conference.

Be constructive and cooperate! Being rigid may be necessary in some exceptional cases, when a matter is essential for your foreign policy. It is very likely however to work in your disadvantage. Ignoring the majority may result in them ignoring you, leaving your interests disregarded. Remember that only a simple majority is needed for the resolution to pass. Instead of being obstinate, be constructive and offer acceptable alternatives. This way it is possible to work some of your interests into a resolution that you may oppose, but that may pass nevertheless.

Be diplomatic in your speeches and in your behavior! You are representing autonomous governments and the people they represent. Not treating them with the

respect they deserve will result in them returning the favor. In this regard it is also important to think of language. The official language at SOFIMUN is English, and you will need to use it at all times. Even when lobbying with fellow delegates that all speak the same other language as you, it will be very uninviting for other representatives to join the discussion when they find out you are not speaking a language they understand.

Be punctual! Time is a scarce commodity in a one-week conference so it must be used effectively. Appearing late for a session not only disrupts the session and the proceedings, but it will also mean you may have missed some crucial moments in the deliberation, weakening your position. However late you may find yourself lobbying at night, being late the next morning is indefensible. Moreover, tardiness is considered very disrespectful to those that did show up on time.

Studyguide adapted from the Delegate's Preparatory Guide of Sofimun 2010