AMMUN

Delegate Guide

Amman Model United Nations

Rules of Procedure

1. General Rules

Scope

The AMMUN Rules of Procedure shall apply to all sessions of all committees of the Amman Model United Nations conference when formal debate commences, unless otherwise stated by the Secretary General. These standard rules of procedure will vary in the International Courts and the Arabic Peace Building Commission.

Language

The official language of the Amman Model United Nations Conference is English. With the exception of greetings during opening speeches, all documents and speeches presented during AMMUN must be strictly in formal English. The only exception is the Peace Building Commission (PBC), which will be held in Arabic, where as then all documents and speeches presented will be purely in the Arabic Language.

The Secretariat

- The Secretary General (SG)
- Deputy Secretary Generals (DSGs) (Student officer – Organizer)
- One president for each of the forum

The secretariat may address any committee or act as Chair at any time. Decisions made by Secretariat members are final, and supersede any other ruling. Any rule may be altered, suspended or added by any member of the Secretariat, with the Secretary General's approval, where appropriate.

Student Officers

Each forum is appointed a Chairing Panel. It is the duty of these student officers to keep decorum and order in the forum, they are ultimately responsible for all members of the forum and are placed in this position to facilitate debate flow.

After the Secretariat members, the Student officers and Co-Chairs are the final authority figures of each committee. A Chair's decisions are final, and may only be overruled by members of the Secretariat. Any member of the forum may not question the competence of the Chair. Only the Secretary General may remove a member of the Chairing Panel if necessary.

A Chair's duties include:

- Opening and adjourning each meeting. Conducting Roll Call at the beginning of each committee session and after any relevant recess to determine the exact number of delegates present in the forum, moderating absences and keeping control of attendance.
- Conducting voting procedures and recording the results.
- Moderating debate by assigning the right to speak, recognizing points and motions, announcing decisions, introducing amendments, ruling on disputed points, and generally ensuring the observation of AMMUN rules of procedure.

A Chair has the authority to:

- Extend or reduce debate time or speaking time where appropriate.
- Limit the number of points of information that the House can ask a speaker.
- Overrule points and motions proposed by delegates.
- Suspend note passing if it disrupts debate proceedings.
- Issue warnings to disruptive delegates and suspend delegates with repeated offenses.
- Call on Delegates to speak.

The Forums of AMMUN

- General Assembly 3 – Social, Humanitarian and Cultural
- The Sustainable Development Commission (SDC)
- The Economic and Social Council (ECOSOC)
- The Security Council (SC)
- The International Court of Justice (ICJ)
- The Human Rights Commission (HRC)
- The Advisory Panel (AP)
- The Disarmament Commission (DC)
- The Environment Commission (EC)
- The Arab League (AL)
- Special Committee (SPC)

Delegates

Delegates are the representatives of the various countries and organizations that take part in debate in each of the forums.

Delegates must:

- Act according to the policies of the countries or organizations they are representing, and not their personal opinions.
- Respect all other delegates, Chairs, Secretariat members and administrative staff.
- Have done prior research and preparation before the conference in regards to their foreign policy and stance on topics that are being discussed within their forum.
- Use formal, diplomatic language, and speak within the forums allocated language.
- Speak only when allowed to do so by the Chair. Stand when speaking.
- Wear formal clothing; which includes a suit for male delegates, and a skirt or smart pants for female delegates. Delegates must refrain from wearing costumes, military attire or any slogans that may praise or insult the country they are representing, or any other country or individual.

Rights of Member States

With the exception of the ICJ and AP, each Member State shall be represented by one voting delegate on each committee. Representatives of Member States have the right to submit resolutions, propose amendments and motions, and be recognized by the Chair to speak.

Rights of Observant Nations and Organizations

Representatives of Non-Member States, Non-Governmental Organizations (NGOs) and observers shall have the same rights as representatives of Member States, namely the ability to submit resolutions, propose amendments and motions, and be recognized by the Chair to speak, and they may also vote on substantive matters, i.e. resolutions and amendments.

Administrative Staff

The Administrative Staff are the members of the forum responsible for:

- Regulating note passing between delegates. Admin Staff have the authority to screen all notes passed among the committee members.
- Passing notes and amendments from delegates to the Chairing Panel and back. Admin Staff may not screen notes to and from the Chairs.
- Counting votes during voting procedures, and reporting them to the Chairing Panel.
- Maintaining order in the forum.
- Escorting suspended or expelled delegates outside the forum hall.
- Members of the Administrative Staff are to be respected by all delegates. Failure to demonstrate adequate respect will result in a reprimand from the Chair or Secretariat.

Condemnation

All delegates are expected to know their country or organization's foreign policy. Delegates who clearly misrepresent their assigned country's point of view in speeches and substantive votes will be subject to Condemnation from the chairing panel. Such delegates' voting rights may be revoked. They may be barred from speaking for a set duration, or for the remainder of the current committee session. *Highlighting the importance of setting aside personal biases.*

Personal Pronouns

All speeches made during debate must be made in third-person. The use of personal pronouns in not allowed under any circumstance. Delegates must refrain from using "I", "me" or "my", and must instead use "us" and "our", or "the delegate of (name of country/organization)". This is because delegates represent nations or organizations, and not themselves, in their forums.

Testimonies

Should a delegate require a statement from a country or party not found in their forum, they may request a Testimony through their Student Officer. The Student Officer will then notify an available Student Officer, who will then prepare and represent the requested country or faction in the needed Forum.

Referrals

Should a delegate require input or approval from another forum in regards to their resolution, a delegate can request a motion to refer their resolution to another forum. Through the Student Officer, a request can be sent to another forum and debate and voting will be held there. This motion can be expected if the resolution includes aggressive operative phrases or if it is out of the mandate of the forum.

Resolution Withdrawal

Should the main and co submitters of a resolution unanimously decide that they would no longer like to have their resolution debated in the forum, at any time prior to voting it is in order for one of these submitters to request that the resolution is withdrawn and that there is a cessation of debate in regards to those clauses.

Reconsideration

If the forum sees fit that one of the previously failed resolutions should be re-examined by the forum, a motion to reconsider a resolution can be called. Only after all the other resolutions on the forum agenda have been debated and voted on, the re-debate and re-vote of a resolution that has been previously discussed will commence.

2. Debate in standard forums

(Applicable in SC, GA's, EC, DC, HRC, ECOSOC, SDC)

Quorum

Quorum is defined as two-thirds of the members of the committee as determined by the roll-call list, and 12 members for the Security Council. Formal debate may not begin in any forum until it meets Quorum. Any delegate may, at any time, request verification of Quorum. The Chair will immediately rule on the motion, initiating a Roll Call if necessary. Quorum is assumed to be met, unless proven otherwise.

Roll Call

At the beginning of each session or after every major recess, the Chair shall initiate a Roll Call to determine Quorum. Each delegate must respond by either "present" or "present and voting". If a delegation is not present at the time of Roll Call, it is expected to pass a note to the Chair once it arrives to confirm its attendance.

Opening Speeches

After taking Roll Call and meeting Quorum on the first debate day of the conference, The Chair announces that the house will be entertaining opening speeches. Countries/delegations are called up in fives, according to alphabetical order, to deliver their opening speeches. Opening speeches are not to exceed 1 minute each in the General Assemblies, ECOSOC and the commissions, and 2 minutes each in the Security Council.

Following each set of 5 speeches, rights of reply are entertained. A right of reply is a statement comment on a speech made by one of the delegates. It is not a question. The delegate being addressed does not have the right follow-up on the right of reply.

Lobbying and Merging

Prior to debate the forum holds a designated time for informal meetings. During this time delegates will be expected to merge their pre-written draft resolutions that they have prepared before the conference based upon their research. Allied countries will get the opportunity to find each other and form groups, aligning their drafts. Potential future disagreement can be discussed informally, and delegates can gage the popularity of their resolutions taking into account possible passing or failure of such a resolution. Grammar issues can be fixed as well. The Expert Chair will be available to answer all questions on the topic or debate flow. Also at this stage, duplicates or contrasting clauses can be removed from merged resolutions before being handed in to the expert chair as to insure a document of high quality is to be discussed.

The Agenda

The Agenda refers to the order in which the committee shall discuss its topics, and is determined by the President of each forum. For each of the topics an expert chair will mediate debate, so any questions in regards to the topic as a whole can be directed to the expert chair.

The Floor

The Chair must first recognize any delegate wishing to speak during debate. When this happens, the selected delegate must approach the speakers' podium, which is usually placed by the Chairing Panel's bench. In UN terminology, the podium is usually referred to as "the floor".

Open and Closed Debate

Open debate refers to a set duration of time when delegates may speak either in favor of or against an amendment. Closed debate in favor of an amendment refers to a set duration of time when only delegates wishing to support the amendment on the resolution at hand may take the floor. Closed debate against a resolution refers to a set duration of time when only delegates wishing to discourage voting on the amendment at hand may take the floor.

Determination of the type of debate and its duration is left to the Chairing Panel's discretion.

The only time open or closed debate may happen in regards to the resolution as a whole is the initial speaker/main submitter of the resolution is called upon, where as they are required to speak for the resolution (closed debate).

Debate on Resolutions

1. After opening speeches are given, a debate topic is introduced to the house. The Chair selects a resolution on the first topic that was merged and lobbied the day before.
2. The Chair calls the main submitter of the resolution to the podium to read out the operative clauses.
3. After the resolution has been read, the Chair specifies whether the house will be conducting open or closed debate, and sets debate time.
4. The Chair then opens the floor to the main submitter. The main

submitter has the floor and speaks in favor of the resolution.

5. Once the main submitter is done talking, the chair asks if the delegate is open to any points of information.

NOTE: A point of information is a question. Any delegate present in the house may ask the speaker at the podium a point of information. Please note that a point of information must be phrased in the form of a question, not as a statement.

a) If the main submitter is open to points of information, then the Chair asks the house if there are any points of information in the house.

- Delegates who wish to ask questions raise their placards and may only speak when selected by the Chair.

- A delegate who is selected by the Chair approaches the nearest microphone and must remain standing while the speaker at the podium answers the question. - The number of points of information to be entertained is at the Chair's discretion.

b) If the speaker at the podium is not open to open to any points of information, then the Chair asks the speaker to yield the floor back to the Chair or to another delegate.

NOTE: A speaker who is chosen by the chair to take the floor has the right to yield the floor to another delegate. However, a delegate to whom the floor has been yielded must yield the floor back to the chair. I.e. - yielding the floor to another delegate more than once is out of order.

6. Once the floor has been yielded back to the chair, the chair asks if any speakers are willing to take the floor.
7. Delegates wishing to take the floor raise their placards and the chair selects one of them.
8. The process is repeated.

Amendments

An amendment is defined as any change, addition or removal a delegate wishes to propose to an existing resolution. Special amendment sheets will be provided during the conference. Delegates wishing to submit

amendments must write them down on the designated amendment sheets and send them to the Chairing Panel via the Admin Staff.

Entertaining Amendments at AMMUN

1. Delegate raises placard to obtain floor
2. Chair recognizes delegate who has submitted an amendment
3. Delegate approaches podium and says he/she has submitted an amendment, this amendment must be entertained by the chairing panel
4. Delegate may hold a short speech/ statement before moving forth with the amendment
5. Delegate reads out amendment to the house to clarify matters
6. Chair sets time for debate in favor and against amendment (closed debate)
7. Submitter of amendment proceeds with a speech regarding amendment (as long as they have been allowed to put forth this amendment by the chairing panel)
8. Points of Information are entertained if delegate opens himself/herself to them, and if any are raised in the house
9. Delegate yields floor back to the chair or to a different delegate
10. Newly recognized speaker takes the floor and holds speech
11. Points of Information are entertained if delegate opens himself/herself to them, and if any are raised in the house
12. This process continues until time for the amendment has elapsed
13. Once time elapses, chair announces so and recognizes speaker against amendment
14. Delegate takes the floor to speak against amendment
15. Points of Information are entertained if delegate opens himself/herself to them, and if any are raised in the house
16. Delegate yields floor back to the chair or to a different delegate
17. Newly recognized speaker takes the floor and holds speech
18. Only in time against amendment to the first degree, an amendment to the second degree can be submitted
19. If such an amendment to second degree was submitted, the chair reads it out after delegate on the podium has presented the amendment
20. Chair sets debate time on amendment to the second degree
21. Delegate has time to hold speech and entertain points of information
22. Delegate yields floor back to the chair or another delegate (if time allows)

23. When time for the amendment to the second degree elapses, chair states that the house will be moving to time against the amendment to the second degree
24. Chair entertains as many speakers and points of information as time allows
25. When time elapses for debate on the amendment to the second degree, move into voting procedure on amendment to the second degree
26. Return to debate on amendment to the first degree regardless of previous outcome (time spent debating amendment to the second degree is not considered part of the time that the chair allocates for time against the amendment to the first degree)
27. Move into voting procedure on the amendment as a whole
28. Resume debate on resolution as a whole adding the amendment if passed, or performing no changes to the resolution as a whole if failed

Voting Procedures

- Member States, Observant Nations and Organizations have the right to one vote on substantive matters like motions, amendments and resolutions.
- Once debate time on a resolution or amendment elapses, the Chair announces that the house will be moving into voting procedures.
- All note passing is suspended during voting procedures.
- Votes are cast by the raising of placards when instructed to do so by the Chair. Votes are then counted by Admin Staff and reported to the Chair.
- When voting on amendments, all delegates with voting rights must vote either 'for' or 'against'. Abstentions are in order.
- When voting on resolutions, delegates with voting rights may vote for 'for' or 'against' the resolution. They may also abstain from voting if they wish to do so.
- After voting procedures, the chair announces the verdict. If a resolution passes, clapping is in order. If it fails, clapping is out of order.

Debate in the Security Council

The AMMUN Security Council aims to give delegates a realistic experience of what it is like to be part of the United Nations Security Council. The Security Council consists of 15 members: 5 permanent members with veto powers (China, France, The Russian Federation, The United Kingdom, and The United States of America) and 10 non-permanent members elected based on their regional geographical location.

When preparing for the conference, insure that you have read the research report written about the topics at hand. Independent research is also highly encouraged due to the fact that the topics that have been chosen for discussion by the Security Council are of immediate importance and many advances in the events happening in such a country or region might progress leading up to the conference.

The Security Council will debate clause by clause; this is called ad hoc debate. The forum will treat each operative clause like an independent call to action and discuss the advantages and disadvantages of passing such a solution. Amendments to the first and second degree will be in order, After the forum has voted on a clause, the forum will not return to re-discuss said clause. When all proposed clauses in the resolution have been debated, additional clauses can be added as amendments, submitted first to the chair.

The Security Council voting procedure is what primarily makes it so different to other forums. P5 countries, if disagree with a clause are entitled to Veto the clause causing it to automatically fail. VETO: Warning to P5 countries: despite the entitlement to the veto power, veto is almost NEVER used, and strongly discouraged due to its destructiveness. Please warn the chairing panel prior to Veto usage.

Table A: Definitions Of Points

Point	Definition
Point of personal privilege	- It may only interrupt the speaker if it is due to audibility. - The point does not require second, it is unchallenged. - It may not refer to statements made or debate content. - Example: "Its cold, please close the window"

Point of order	• Refers to parliamentary errors that the chair made. • Cannot interrupt a speaker. • It is unchallenged. • May only refer to a recent error, otherwise can be overruled by the chair. • If the delegate uses the motion to disrupt debate flow the chair may rule it out of order. • Delegates must remain standing while their point is entertained.
Point of information to the speaker	• Should be stated in the form of a question. • Cannot interrupt a speaker. • The speaker must remain standing while the point is being entertained. • It may only be addressed to the speaker on the floor after they have agreed to entertain such points. • The speaker may only ask this point if the chair entertains it. • Follow-ups will be entertained in AMMUN. • Example: "Could the delegate elaborate on the third clause, please?"
Point of information to the chair	• It is a question directed to the chair. • It may not interrupt a speaker. • It is entertained on the chairs discretion. • Points of personal privilege should not be entertained as points of information to the chair. • This could include a point of information to the expert chair. • The chair should provide a brief reply and ensure it does not hinder debate flow. • Example: "Could the chair list all parties involved in the United States' war against terror?"

Point of parliamentary enquiry	• It is a point of information directed to the chair revolving around rules of procedure. • It may not interrupt a speaker. • Delegates are required to remain standing while their point is being entertained. • Example: "Could the chair please explain to the house what is meant by open debate?"

Procedural Voting

Procedural voting refers to voting on motions proposed by delegates throughout the course of debate. For procedural matters, delegations with voting rights are obliged to vote either 'for' or 'against'. Abstentions are not in order.

- Motion to adjourn debate – Simple Majority
- Motion to reconsider a resolution – 2/3 Majority
- Motion to refer a resolution to another forum- Simple Majority
- Objection to the main motion – 2/3 Majority

Majorities

A simple majority is defined as more votes in favor than opposed to a matter. If voting on a motion ties, the motion automatically fails. A two-thirds majority is defined as at least two votes in favor for every vote against the matter in question.

A unanimous vote is defined as a vote where all delegates present vote in favor of the matter in question. Any delegate abstaining or voting against a matter requiring unanimity shall cause it to fail. The absence of any number of delegates shall not affect the success or failure of a matter requiring a unanimous vote.

Table B: Definitions Of Motions

Motions	Definition
Motion to move to previous question	• Previously known as "motion to move to voting procedure". • May not interrupt a speaker. • May be overruled or entertained by the chair. • It requires a second, though chair is required to ask for objections and entertain a justification of the objection from the delegate.
Motion to adjourn debate	• Calls for the temporary tabling of a resolution. • The submitter of this motion will be required to justify, making a speech on why they would like to put aside the resolution. • The chair will entertain two speakers in favor of the motion followed by two against, though it is under the discretion of the chair to limit the number of speakers. • The forum will put the motion to vote, majority passes the motion and tied results mean that the motion has failed. • If the forum passes the motion, debate on the resolution will come to an immediate end though can be restarted by any member of the forum as long as a 2/3rd majority of the forum support it. • It can be re discussed only after debate on all other resolutions has ceased. • If motion fails debate will continue.
Motion to reconsider a resolution	• Calls for the re debate and re vote of a resolution that has been previously discussed. • This will be entertained after all the other resolutions have been debated and voted on. • Requires a 2/3 majority. • Only necessary if no other resolution on the topic is present. • Not debatable.

Motion to refer a resolution to another forum	• This can be avoided if clauses are rephrased from "Demands" to Urges the Security Council to demand…" • It's a debatable motion. • Needs simple majority to pass. • Expert chair is entitled to hold a speech for the forum prior to the vote discouraging the passing of this motion. • Its strongly discouraged due to the fact that other forums will have their own schedule to follow and a large number of resolutions to debate. • This motion can be expected if it includes aggressive operative phrases or if it is out of the mandate/capabilities of the forum.
Objection to the main motion	• Should only be entertained by the chair if it is for tactical purposes, must be overruled if it is deemed unnecessary or destructive. • The delegate that has called for this objection will be required to make a speech of one minute to explain their proposal; the main submitter is accorded to a right to reply. • Objection requires 2/3-majority vote to pass, (abstentions are not in order). • Expected if objecting delegation feels the issue is infringing on their national sovereignty. • Once a resolution has failed due to its consideration is cannot be reconsidered at any time.
Motion to withdraw a resolution	• Can be called at any time prior to voting. • Can only commence if all submitters and co submitters have come to a mutual unanimous agreement. • Can be questioned or objected to by any member of the forum.
Motion to extend debate time	• Entertained at the chairs discretion, it is not debatable. • Requires a second, if proposed by any member of the forum. • Requires simple majority to be entertained unless automatically overruled by the chair.

Motion to adopt without a vote	• Also known as a "friendly amendment". • This is a non-democratic motion and will not be entertained at AMMUN. • If grammatical corrections are required they will be adopted under the chairs discretion.
Motion to extend points of information	• Entertained at the chairs discretion, and can be overruled if the chair sees it will effect the flow of debate or due to time constraints. • Seconds and objections will also be entertained to the motion. • Motion cannot interrupt a speaker.

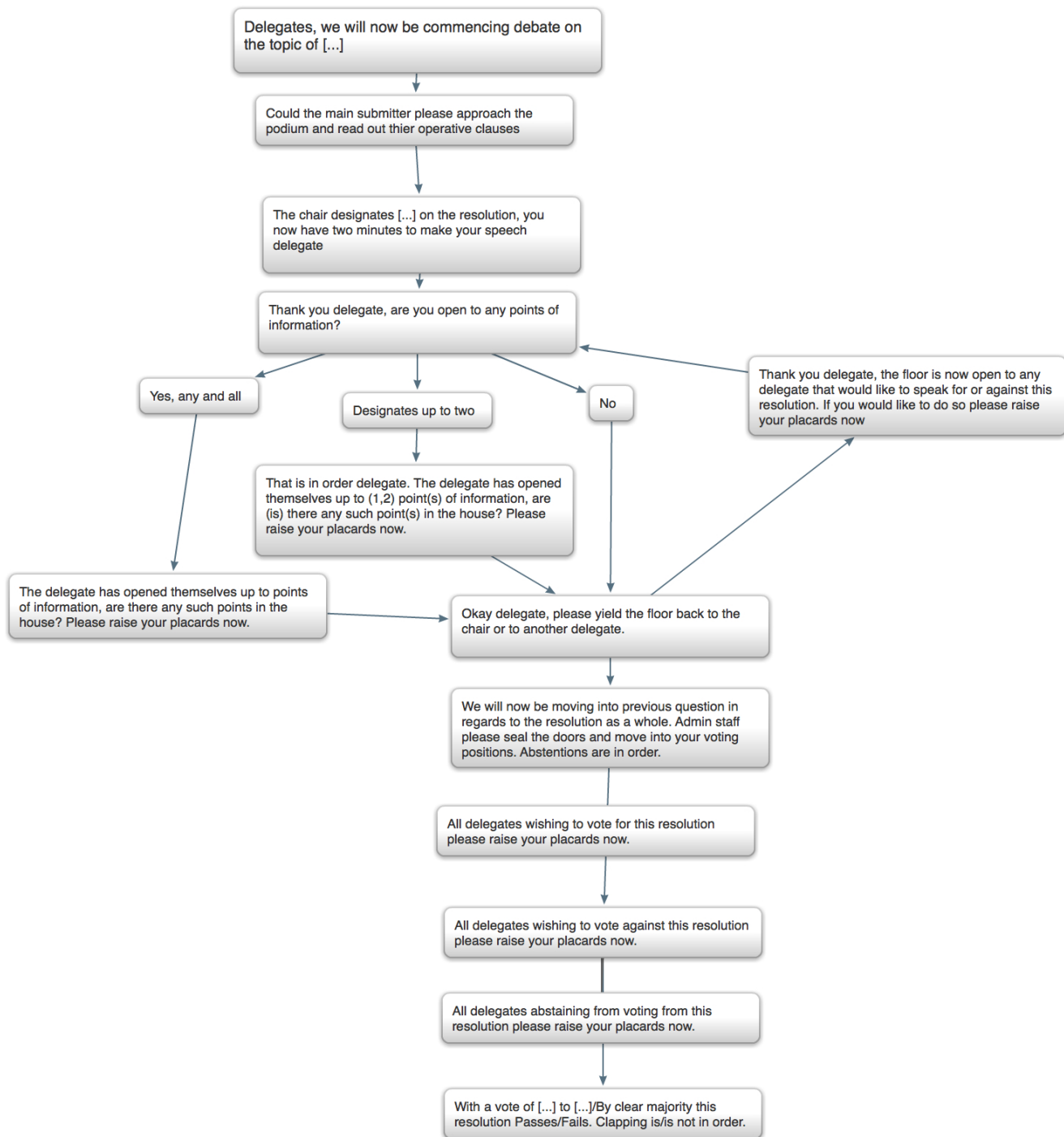Table C: Entertaining Points and Motions

Point	Meaning	Can It Interrupt?	Second Needed?	Can you Object?	How is it Decided?
Point of personal privilege	To request something that has to do with the delegate personally. It may not refer to statements made or debate content.	Only for audibility purposes	No	No	Chairs discretion
Point of order	Refers to parliamentary errors that the chair made.	No	No	No	Chairs discretion
Point of information to the speaker	A question addressed to the speaker on the floor after they have agreed to entertain such points.	No	No	No	Chairs discretion
Point of information to the chair	It is a question directed to the chair, revolving around debate content.	No	No	No	Chairs discretion
Point of parliamentary enquiry	It is a point of information directed to the chair revolving around rules of procedure.	No	No	No	Chairs discretion

Motion to move to previous question	Previously known as "motion to move to voting procedure". It requests voting on either an amendment or the resolution as a whole.	No	Yes	Yes	Chairs discretion– (required to ask if there are any objections in the house). Chair will make decision whether or not to entertain.
Motion to adjourn debate	Calls for the temporary tabling of a resolution, to postpone debate on current resolution until a later time.	No	Yes	Yes	Submitter of this motion will be required to make a speech of one to two minutes – followed by two speakers for, two against and voting. Requires simple majority.
Motion to reconsider a resolution	Calls for the re debate and re vote of a resolution that has been previously discussed.	No – Can only be proposed after all resolutions have been debated	Yes	Yes	Requires a 2/3 majority.

Motion to refer a resolution to another forum	Requests that the resolution is debated and voted upon in a different forum.	No	Yes	Yes	Requires simple majority.
Objection to the main motion	Requests that the topic as a whole is not discussed and that any resolutions proposed are not debated.	No	Yes	Yes	Delegate that has called for this objection will make a speech of one to two minutes to explain their proposal; the main submitter is accorded to a right to reply. Requires a 2/3 majority.
Motion to withdraw a resolution	Cease the debate of the resolution, requested by its Co/Main Submitters.	No	Yes (by all main and co submitters)	Yes	Can only commence if all submitters and co submitters have come to a mutual unanimous agreement. Entertained under the chairs discretion.

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Motion to extend debate time	To lengthen the time allocated for debating a certain resolution.	No	Yes	Yes	Chairs Discretion- If undecided requires simple majority to pass.
Motion to extend points of information	To lengthen time allocated to entertain points of information to the speaker at the podium	No	Yes	Yes	Chairs discretion

Debate Flow- Diagram A:

Delegates, we will now be commencing debate on the topic of [...]

Could the main submitter please approach the podium and read out thier operative clauses

The chair designates [...] on the resolution, you now have two minutes to make your speech delegate

Thank you delegate, are you open to any points of information?

Yes, any and all

Designates up to two

No

Thank you delegate, the floor is now open to any delegate that would like to speak for or against this resolution. If you would like to do so please raise your placards now

That is in order delegate. The delegate has opened themselves up to (1,2) point(s) of information, are (is) there any such point(s) in the house? Please raise your placards now.

The delegate has opened themselves up to points of information, are there any such points in the house? Please raise your placards now.

Okay delegate, please yield the floor back to the chair or to another delegate.

We will now be moving into previous question in regards to the resolution as a whole. Admin staff please seal the doors and move into your voting positions. Abstentions are in order.

All delegates wishing to vote for this resolution please raise your placards now.

All delegates wishing to vote against this resolution please raise your placards now.

All delegates abstaining from voting from this resolution please raise your placards now.

With a vote of [...] to [...]/By clear majority this resolution Passes/Fails. Clapping is/is not in order.

3. Debate in the Advisory Panel

The Advisory Panel will consist of a limited number of delegates. They, however, will be professional, dedicated, skilled debaters of a high standard who will be conducive to the high caliber of debate expected in this forum.

The Advisory Panel is unlike any other forum in AMMUN: The delegates will not represent countries, but will rather represent specific bodies and individuals which are relevant to the topic at hand. Delegates will have to produce a totally comprehensive action plan about the issue, which will encompass all aspects and problems related to the issue. The Advisory Panel is a demanding forum, full of innovative solutions, freedom to tackle specifics, and delegates of the highest ability.

Quorum

Quorum is defined as two-thirds of the members of the committee as determined by the roll-call list. Formal debate may not begin in any forum until it meets Quorum. Any delegate may, at any time, request verification of Quorum. The Chair will immediately rule on the motion, initiating a Roll Call if necessary. Quorum is assumed to be met, unless proven otherwise.

Roll Call

At the beginning of each session or after every major recess, the Chair shall initiate a Roll Call to determine Quorum. Each delegate must respond by saying 'present'. If a delegation is not present at the time of Roll Call, it is expected to pass a note to the Chair once it arrives.

Opening Speeches

After taking Roll Call and meeting Quorum, The Chair announces that the house will be entertaining opening speeches. Representatives are called up in fives, according to alphabetical order, to deliver their opening speeches. Opening speeches are not to exceed 2 minutes each in the Advisory Panel.

Following each set of 5 speeches, rights of reply are entertained. A right of reply is a statement comment on a speech made by one of the delegates. It is not a question. The delegate being addressed does not have the right follow-up on the right of reply.

Ad Hoc

Debate in the Advisory Panel will follow the 'Ad Hoc' format. Ad Hoc is impromptu debate. Delegates in the Advisory Panel do not discuss resolutions on a variety of topics, as in most other forums.

Instead, they build up a single comprehensive Action Plan that tackles one specific topic. An Action Plan is a much more detailed document than a resolution; providing practical solutions to a problem rather than simple general recommendations.

The Action Plan is written from scratch during the actual debate as follows:

1. Delegates wishing to contribute points to the Action Plan write them out and submit them to the Chair. The Chair asks if any speakers are willing to take the floor, and delegates who have submitted ideas raise their placards.

2. The Chair chooses a speaker. The speaker reads out his/her proposal and the other delegates write it down. The Chair sets a time limit for debate on the proposal. All debate in the Advisory Panel is open.

3. Debate on the proposal now commences, following the same structure as debate on amendments in the General Assemblies, ECOSOC or the Security Council. Once set debate time on the point elapses, normal voting procedures take place. This process continues over the course of 3 days, because an Action Plan is obviously much longer and so requires much more time than a resolution.

4. Once the President feels that the Action Plan covers the topic adequately, it is printed out and handed to the delegates. A short length of time is allocated to debating the action plan as a whole. Delegates may amend parts of it, or strike out certain aspects.

5. No voting takes place on action plans. The aim of the advisory panel is to produce one unified coherent action plan by the end of the conference rather than debating and producing several resolutions. The finished action plan will be presented to the Security Council who will in turn decide whether to pass or fail it.

Presentation to the Security Council

On the morning of the last day of the conference, the Advisory Panel will present its finished Action Plan before the members of f the Security Council. The delegates of the Security Council will in turn review the Action Plans and cast a vote to either pass or fail them. The verdict will be announced during Closing Ceremonies.

Important Areas for you to Research as part of your Preparation

- Know the UN system. We have created an on-line introduction to and virtual tour of the UN for students who want a basic
- Become familiar with your country's history, culture, political structure, and current political affairs.
- Learn about your country's viewpoints on as many of the issues that will be discussed at the conference you will be attending as you can.
- Know your allies and your opposition. In order to adequately represent your country during the conference, you will need to interact with delegates from other countries. Knowing their positions on your topic will help you predict their arguments during debate. This will be very useful in helping you decide in advance where it might be useful to seek cooperation or compromise.
- Be familiar with current statistical data on your topic and country.
- Review the rules and procedures for your conference.

Focus on:	Try to avoid:
Getting to know your countries view on the problem, its concerns and involvement	Plagiarizing
Identify your countries allies	Using inaccurate or biased work as a reference
Know the history of the topic and its major events	Delving into irrelevant information
Pinpoint all root causes of the issue	Using quotations
Incorporate actual resolutions that the UN has passed	Using the same sources and websites
Print out official documents and statistics that might be needed during debate	Being too specific and focusing on irrelevant concerns
Familiarize yourself with official documents such as the UN charter	Confusing nuclear power for peaceful purposes with nuclear weapon production
Have and overview on all aspects of the topic	Memorizing names, dates and numbers
Keep in mind guiding questions and answer as many as you can	Redundancy, getting sidetracked
Identify if your country possesses	Focusing solely on your countries

| nuclear weapons, or nuclear power | involvement rather than ally involvement as well |

Position Papers and Resolutions

What is a Position Paper?

A Position Paper is a research paper, meant to provide the delegates with a source of reference before and after the conference. Position Papers are not required by the conference, nor will they be used during the conference except for reference. The idea is simply to write a paper composed of all the information and suggestions that will be in the resolution, and then some. This way, students can outline and clarify their resolution before they write it out in proper format. We find that Position Papers often save time from correcting resolutions, and they are a requirement for our Amman Baccalaureate School delegates. Whether or not your student delegation will be required to write them before the conference is completely up to you and/or your delegates, according to your usual procedure.

The Point of the Position Paper is to:

- Ensure that delegates understand the issue at hand.
- Ensure that the delegates have researched their assigned country and fully.
- Understand the government's policy on the topic. Provide a framework for each delegate's resolution.
- Enable the MUN director, a more experienced MUN delegate, and/or anyone else to read the position paper before the resolution is written, which insures that the resolution-to-be is indeed in accordance to the represented government's position, and that the solutions suggested are plausible and practicable.

Information a Position Paper Should Include:

1. A basic introduction to the topic (basically an elaboration and clarification of the title). Why is this issue a problem? Why do we, as the international community need to solve it? What are the effects of this problem on the world at large and/or **your specific country**?
2. A brief and general history/background of the problem (if the history of the issue cannot be traced, then say this). When did this problem start? How did it start (generally)? When did the world and/or the UN begin to recognize this issue as a problem?

3. Information regarding past action taken by the UN, NGOs, and/or your government to solve this issue (not too detailed). Has any action been taken? By whom? Was it successful?
4. Suggest solutions for this problem according to your country's position (and not your own). Make these suggestions are comprehensive as possible. Try to remember all aspects of the problem and all sectors of government that might contribute to the solution. This should be the largest and most detailed section of your Position Paper.

NOTE: Points 1, 2, and 3 are the information that will be transformed into the pre- ambulatory section of your resolution, while point 4 will become the operative section.

Focus on:	Try to avoid:
Making sure that you have a good understanding an overview of the topic from you research	Getting sidetracked and distracted by irrelevant aspects of the topic
Bing detailed, use of numbers, dates statistics etc.	Plagiarism, Redundancy and repetitiveness
Include all statistics, graphs and/or information you think you might need while debating	Using failed solutions as proposed new ones
Detailing how, what, and why in the solutions section as it will benefit your understanding of the proposed solution and make sure that writing a resolution is easy	Coming up with solutions that go against your countries beliefs and foreign policy
Mention of the IAEA	Using your own personal opinion in your work
Including history of the topic, root causes, fatalities, casualties and deaths, countries and organizations involved	The use of direct quotes
Focus on prosecution, protection and prevention	Informal register

Resolution Writing

What is a Resolution?

A resolution is a framework for implementation of solutions meant to work against a national and/or international problem. A resolution can be vague or detailed, broad or specific. A resolution must always be written according to the specific policy and position of the delegate's represented country, rather than his/her own personal stance on the topic. Delegates must keep in mind the general trend of the government of their represented countries, which is where delegates' research comes into play. A few questions that delegates can use as a guideline before writing their resolutions, keeping in mind that a government will not promote solutions adverse to its policy:

 Is the country a developing/developed state?

- Is the country open to international intervention? Does the country generally accept UN intervention? Does the country allow NGOs into its borders?
- Does the country receive financial aid? Does it need financial aid? Is it seeking financial aid?
- Is the government democratic? Does it claim to be democratic? Would the government promote democracy?
- Is education and/or healthcare a major concern for the country in question?

Pre-ambulatory

The pre-ambulatory section is concerned with the background and history of the topic, as well as past resolutions passed concerning the issue at hand. This section is meant to introduce readers to the issue, briefly state why it is an issue that needs to be tackled, and support the resolution with references to past resolutions passed on the topic. Note that General Assembly resolutions would contain references to past GA resolutions, while Security Council resolutions would contain references to past SC resolutions. The pre-ambulatory section of a resolution does not suggest solutions, nor does it contain any action, and it is not debated in during the conference sessions. The clauses in this section begin with pre-ambulatory phrases.

The operative section of the resolution is actual content of the resolution. This is where the suggested solutions are proposed, and each clause begins with an operative phrase that indicates action. Debate in the conference revolves around this section and this section only.

The following table contains some phrases that may be used to begin clauses in the resolution. These are merely examples, and many others can also be used.

NOTE: only members of the Security Council may condemn or deplore actions.

Opening Phrases

Pre-ambulatory Phrases	Operative Phrases
Acknowledging, affirming, alarmed by, approving, aware of, believing, bearing in mind, confident of, congratulating, contemplating, convinced of, declaring, deeply concerned, deeply conscious, deeply convinced, deeply disturbed, deeply regretting, deploring, desiring, emphasizing, expecting, expressing its appreciation, expressing its satisfaction, fulfilling, fully alarmed, fully aware, fully believing, further deploring, further recalling, guided by, having adopted, having considered, having considered further, having devoted attention, having examined, having heard, having studied, keeping in mind, noting further, noting with appreciation, noting with approval, noting with deep concern, noting with regret, noting with satisfaction, observing, pointing out, reaffirming, realizing, recalling, recognizing, referring, reminding, seeking, taking into account, taking into consideration, taking note, viewing with appreciation, welcoming.	Accepts, affirms, approves, asks, authorizes, calls for, calls upon, congratulates, confirms, declares accordingly, designates, encourages, endorses, expresses its appreciation, expresses its hope, further invites, further proclaims, further recommends, further requests, further resolves, hopes, invites, proclaims, proposes, recommends, regrets, requests, resolves, seeks, strongly affirms, strongly urges, suggests, supports, trusts, transmits, urges.

Structure of Resolution:

FORUM: name of forum including sub-commission where appropriate (eg: General Assembly "A")

QUESTION OF: The issue which the resolution deals with

SUBMITTED BY: Name of country

Forum (eg: General Assembly),

(1) <u>Preambulatory Phrase</u> Preambulatory clause,

2) <u>Preambulatory phrase</u> preambulatory clause,

(3) <u>Preambulatory phrase</u> preambulatory clause,

(4) <u>Preambulatory phrase</u> preambulatory clause,

(5) <u>Preambulatory phrase</u> preambulatory clause,

1. <u>Operative phrase</u> operative clause;

 2. <u>Operative phrase</u> operative clause,

     a) Operative sub-clause (does not begin with an operative phrase),

     b) Operative sub-clause (does not begin with an operative phrase),

        i) Operative sub-sub-clause

        ii) Operative sub-sub-clause

     c) Operative sub-clause;

3. <u>Operative phrase</u> operative clause;

4. <u>Operative phrase</u> operative clause;

5. <u>Operative phrase</u> operative clause.

NOTE:

- The assembly is addressed before beginning the resolution.
- The introductory word or phrase of each line is underlined.
- There is a line-space between each clause.
- Each operative clause is numbered.
- Sub-clauses are lettered, and sub-sub-clauses are numbered.
- Resolutions are written in Times New Roman, size 12.
- Pre-ambulatory clauses end with a comma, while operative clauses end with a semi- colon. Sub-clauses and sub-sub-clauses all end with a comma except for the last one, which ends with a semi-colon.
- After ending the last operative clause, you end it with a dot/period.

Focus on:	Try to avoid:
How your solution will be implemented	Focusing the entire resolution on one solution
Both long and short term solutions	Repeating solutions that have already been implemented by the UN
Being innovative and creative rather then conventional and repetitive	Contradiction of foreign policy
Including organizations what will help insure the implementation of the solution	Infringement on sovereignty
PERSIA: Keeping in mind Political, Economical, Reason/Result of the predicament, Cultural, Social, Intellectual and Area (geographical), which will allow a complete resolution that tackles all aspects	Focus on WHY and not HOW