**PRE-MUN BOOKLET 2022**

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# INTRODUCTION TO MODEL UNITED NATIONS

The Model United Nations Programme

The Model United Nations Program is an extracurricular program

 in which students imitate the work of the real United Nations. They represent the member nations of the United Nations represented in different UN bodies. Students debate on different issues and thereby are given the task to come up with a resolution together. There are many Model United Nations conferences in the world, with MUNA being one of them.

The MUN-programme is a unique learning programme as it enables you to learn about international affairs, global issues and different countries and organizations. Apart from that, it is also a great way to develop your English language skills and allows you to meet people from all over the world. Participating in an MUN is truly a unique experience.

The Alfrink College and Model United Nations

MUNA stands for Model United Nations Alfrink and is an annual three days’ conference held at the Alfrink College in Zoetermeer. Starting as a small project for only Alfrink students in 2005, MUNA has now grown into an international conference with over 300 students each year. With thought-provoking issues and fierce debates, MUNA is a challenge you should not miss as an experienced debater. Yet, MUNA is also known as a great beginners conference. Therefore, every committee always starts with a quick workshop covering MUN terminology and the rules of procedures.

Pre-MUN

Pre-MUN is consists of intense trainings that will have you prepared for the actual conference. The trainings are provided by the head of pre-MUN together with two pre-MUN managers. This year, this are Erin Agustiadi and Suus Vat (Head of pre-MUN) with Aiden van Zutphen and Maartje Meijers (pre-MUN managers). Together they provide several trainings both nationally and internationally. During these trainings, we will go over all-important principles, such as but not limited to: (MUNA) committees, the course of debate, rules of procedure, policy statements, and resolution writing. The program for beginners will be at a slower pace; we will explain the basic theory thoroughly before moving towards resolution writing and debating. We will try and answer the questions participants have during or before the conference. The experienced program will only have a short recap before moving towards debate. MUNA COMMITTEES

MUNA has several different committees. They all cover different issues linked to a certain theme. Most committees at MUNA are based on real committees from the United Nations. Each committee is led by two (or sometimes three) student officers who are responsible for chairing the committee. They make sure everyone follows the rules and thereby assure the fluency of the debate.

MUNA Committees (not final yet)

1. Crisis Committee

 The Crisis Committee is a committee in which delegates must respond quickly and decisively to sudden dramatic political, social, or environmental events. These events (or 'crises') become more intense and interconnected during the course of the conference, usually leading up to large-scale disasters by the end of the day, unless delegates are able to prevent them.

1. General Assemblies

Each GA committee will have one delegate per country. These delegates will be representing their country’s policy in those committees. After the sub- committees of the General Assembly have debated and approved a number of resolutions, one or two of these approved resolutions will be addressed in the plenary session of the General Assembly. The General Assembly sub-committees will address 3 or 4 issues per committee.

 *GA 1 – Disarmament and International security*

 This committee will focus on issues concerning disarmament and international security. This is the equivalent of the First Committee of United Nations General Assembly. MUNA will not have another separate disarmament committee.

 *GA 2 – Human Rights*

 At the real UN, the Second Committee deals with economic and financial issues. Human rights issues at the real UN are discussed in the Human Rights Council. Because we have limited classrooms available at MUNA, we have no room for more than ten committees. Therefore we have decided to run a GA2 on human rights. The procedures are similar to other GA committees.

 *GA 3 – Environmental, Humanitarian and Health issues*

 This committee will focus on a number of different issues concerning current

 environmental, humanitarian and health; issues that affect people all over the world. Because of the pressing issue of the environment, MUNA added environment to its "Third Committee", and gave it a slightly different name than the name used at the real UN for its Third Committee (Social, Humanitarian and Cultural).

 *GA 4 – Special Political and Decolonization Committee*

 This commission of Special and Political Decolonization (SPECPOL) is mainly

 concerned about the well-being of non-self-governing territories, such as ex- colonies. It focuses on resolving the issues concerning the road to independence in a peaceful way. Over the years the focus of GA 4 has changed from dealing with ex-colonies to border issues and issues regarding (new) territories in general. For example GA4 is also concerned about protecting natural resources and protecting the rights of

 indigenous people.

1. The International Court of Justice (ICJ)

 The International Court of Justice is the primary judicial organ of the United Nations, established in 1945. It functions as a normal judicial court, in which cases between nations are examined by utilization of international agreements and treaties. The Model ICJ procedures differ from the original court in order to keep the debate attractive and to stimulate involvement for all participants. Important: the rules of procedures of the MUNA ICJ can be found under Conference > Downloads on the MUNA website.

1. The Security Council

 The Security Council is the most powerful body in the United Nations and deals with questions regarding international security. The Security Council at MUNA will have one or two delegates representing each nation. MUNA always selects the countries that were present in the SC of the real UN in the year before the MUNA conference. The permanent members China, the United Kingdom, the United States of America, the Russian Federation and France are always present. The permanent five have the power of veto.

# PARTICIPATION AT THE CONFERENCE

The first time at a MUN-conference may be overwhelming. Participating may appear complex, but it basically all hinges on the two following points:

1. Lobbying and negotiating: building consensus
2. Debate

Lobbying and negotiating: building consensus

The first point on the agenda at any MUN is lobbying. If you are participating in a GA, you arrive at the conference with at least one resolution of one of the issues that will be debated in your committee.

Lobbying gives you the opportunity to interest other delegates with your solutions to world problems stated in your resolutions. You negotiate with other delegates in your committee and thereby try to convince them of your ideas.

If you have difficulties with finding delegates with similar ideas, it might be better to cooperate and to start merging. This basically means that with a group of two or more delegates, you will merge all your resolutions into one. As a result, you will have one big resolution containing all the good points from different resolutions.

When you are finished merging, you and your group again start lobbying with your new resolution. You must try to find as many supporters of your resolution as possible, who are willing to ‘co-submit’. If you cannot find enough co-submitters, your resolution will not be discussed in your committee. But if you do find enough, you send your resolution to the approval panel, which will then correct your resolution on mistakes. The actual rules of the Approval Panel shall always be discussed by your chairs.

At MUNA, co-submitting is only entertained when the delegate wishing to co-submit is in favor of the resolution.

Approval Panel

The Approval Panel consists of chairs and English teachers. Their task is to assist delegates in correcting the resolutions after merging. This means that they ensure that all resolutions are written in ‘proper’ English and follow the correct format.

You first send your finished resolution to your Chairs, who will check on content and layout, and will in turn pass it on to the Approval Panel. After checking, the

Approval Panel may send back your resolution (if it has not been approved already) for you to make some changes to it. After having done this, you have to send the

resolution back to the Approval Panel. The Approval Panel will now either approve or disapprove the resolution. If the resolution is disapproved for the second time, you can not send it in again, and so your resolution will not be able to be discussed in your committee. To make sure everything runs smoothly, you have to save your resolutions in a specific way. This is for the first submission: “committee – main submitter – issue – (1)”

And for the second submission: “committee – main submitter – issue – (2)”

# COURSE OF THE DEBATE

Rules of Procedure

The debates of the General Assembly committees all have the same structure.

*Structure of the formal debate in a GA committee*

After the official opening by the Chair, the resolutions made by the members of the

Assembly will be discussed.

1. The Chairs will decide which resolutions that have been approved by the

 Approval Panel will be discussed and in what order.

1. The Chair will call upon the main submitter of the resolution to read out the

 operative clauses.

1. After this, the Chair decides whether an open or a closed debate will be

 entertained and sets a debate time. For example 10 minutes in favor and

 then 10 minutes against the resolution in a closed debate. Amendments are only allowed in closed debates.

1. Firstly the main submitter has the floor. they will have the time to defend

 the resolution, for example by explaining why the plans in the resolution are a

 solution to the issue. After the main submitter has finished their speech, the Chair will ask if the speaker is open to ‘Points of Information’. In other words, is the main submitter willing to take questions from other delegates.

There are three options:

1. The speaker can be open to all Points of Information, saying “Any at all”, and just answer all questions.
2. The speaker can be open to a certain number of questions. (You can, for instance, say “We’re open to two Points of Information.”)
3. The speaker is not open to Points of Information. This is not advisable, because it may look unprofessional. However, when you have just made a short statement and you are absolutely sure that everyone understood what you meant, not being open to a Point of Information can look quite effective.

After the speaker has finished answering Points of Information, they have to ‘Yield the Floor’ to someone else, either to the Chair or another delegation.

Chair: The Chair can now decide who the next speaker will be. The Chair can ask for the delegates who request the floor to raise their placards. It is also possible for the Chair to call on a delegate, who does not request the floor, but should speak anyway in the interest of debate.

Delegation: It is also possible for the speaker to Yield the Floor to another

delegation. In that case you say: “I yield the floor to the delegation of…

 The whole process of giving a speech, entertaining Points of Information and yielding the floor will repeat itself, when another delegate is taking the floor.

 When debate time has elapsed, the debate will go into a certain number of minutes against and follow the same procedure as debating in favor of the resolution.

*Informal discussions (unmoderated caucus)*

During the formal debate the Chairs may give time for small breaks to give delegates

time to discuss clauses and amendments and the best way to move forward informally in small groups.

*Amendments*

During the debate, delegates have the opportunity to submit amendments in

closed debates during time in favor. An amendment is a suggested change of a

point (a clause) in the resolution. All amendments must be submitted to the Chair,

on a separate amendment sheet, that will be available in each committee. The

Chair will give you the floor when you can read out and explain the amendment.

*Voting Procedure*

To vote on the amendments and resolution. You can vote either in favor,

against or you can abstain. Do not try to abstain too often. It is better to show that

you really have an opinion on the resolution. You cannot abstain on an

Amendment. Non-Member Delegations (such as NGOs) do not have the right to

vote. Some decisions require a simple majority, others a 2/3rd majority, in the SC

9 members should agree (and if the P5 use their veto, there is a No Go). The

MUNA chairs will make clear what majority is needed for an amendment, clause

or resolution to pass.

Four committees follow a different procedure:

1. Security Council

 Security Council members prepare themselves the same as they would for other committees. However, the Security Council does not follow the same course of debate as other Committees, but it has a so-called ‘ad-hoc debate’. This debate follows the same structure as a normal debate, but it does not start with an entire resolution: the resolution is built up clause by clause during the debate. This, however, does not mean that delegates of this council will not need a resolution beforehand. It is often useful to have prepared some clauses for each issue, because it is hard to write good clauses while having to pay attention to the debate. The Permanent members can entertain a veto. If not, a 9 majority is needed for a clause and resolution to pass.

 Furthermore, delegates in the Security Council need to be well informed about the latest pressing global issues and they should know the stance of their country regarding those issues as well as be well informed about who their partners are. Since this is the most powerful committee, schools should select their best students for this committee and the students should be very well prepared.

1. Crisis Committee

 Delegates of the Crisis Committee do not have to prepare resolutions about topics for MUNA. The Chairs will not give any information before the conference about the issues that will be debated. The chairs will confront the delegates at MUNA with shocking events. The delegates have to respond to these events and try to solve the issues by writing resolutions on the spot: so-called ad-hoc resolution writing and ad-hoc debating

 (See procedure Security Council).

 This doesn’t mean that delegates do not have to prepare for this committee. They need to know precisely what the foreign policy of their country is and who their country’s partners are. They also need to be informed about the latest pressing global events that most likely will be discussed in the committee at MUNA. The Crisis committee will follow the ad-hoc debate structure as explained above (see Security Council).

1. International Court of Justice

 Delegates should refer to the ICJ Booklet that they received for rules of procedure concerning the ICJ.

*MUNA Rules of Procedure*

The following pages explain the Rules of Procedure:

1. Roll call list
* At the beginning of debate, after a break or at the start of the day, the Chair should entertain a roll call. This is to show which delegates are absent. These lists will be provided to you by the staff daily and will have to be handed in at the end of the day.

 **Please note that all P5 nations should be present in the SC to vote on anything.**

1. Duties of each delegate
* Speakers are not allowed to address each other directly. Always “honorable

 speaker” or “fellow delegates”, never “You” or “I”. Furthermore, delegates should refer to themselves in plural, as “we” or “the delegation of …”

* Delegates should stand when speaking and should not sit down until the speaker has finished answering the delegate’s question.
* Delegates must avoid the use of informal, insulting or abusive language.
* Cursing is absolutely forbidden.
* Delegates must yield the floor when required to do so by the Chair.
* Delegates should address the Chair and the house before presenting their

 speech. Example: “ Dear Chair, fellow/honorable delegates…”

1. Rising to Points
* Points of Information, to another delegation, or to the Chair.
* Point of Personal Privilege: this point always refers to the personal comfort and well-being of a delegate and is therefore not debatable nor does it require a second. It may only interrupt a speaker when it refers to audibility.

 Example: “Could the windows please be closed? It is getting cold in here.”

* Point of Order: this point refers to mistakes in the Rules of Procedure, i.e. the Chair making a mistake in debating time or when a delegate insults another delegate. It is not debatable and may never interrupt a speaker.

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

* Point of Information to the Speaker: this point is a question directed to the delegate having the floor, and who has indicated that he/she is willing to yield to Points of Information. After a delegate finishes his/her speech a Chair should always ask whether or not the delegate is open to any points of

 information, before recognizing delegates to ask such a point. The point must always be formulated as a question, i.e. ‘Is the speaker aware of the fact…’ A short introductory statement may precede the question.

* Request for follow up: then the delegate asking this point feels a more specified answer is needed, the delegate may want to ask another point; the delegate does this through a ‘request for a follow up’. The delegate may always ask for such a request after a point, but the chair is the one to decide whether to grant this or not.

 Example: “Could the honorable delegate, as she is the main submitter of this

 resolution, please explain to the house what she intends with clause 3?”

* Point of Information to the Chair: this point is a question to the Chair, which could refer to almost anything, from issues to personal priorities. It may never interrupt a speaker. Please answer clearly and swiftly in order to move on with the debate quickly.

 Example: “At what time do we adjourn for lunch?” or “Could the Chair inform the house whether Western Sahara is a sovereign state?”

* Point of Parliamentary Inquiry: this is a point of information to the Chair concerning Rules of Procedures, which may never interrupt a speaker.

 Example: “Could the Chair please explain to the house what is meant by closed debate?”

*Motions*

Different than points: motions involve the committee as a whole, and therefore

always need a ‘second’. Similarly, a delegate is also allowed to object to a motion.

* Motion to move the previous question (Motion to move to Voting Procedure)

 When this motion is called in an open debate, it means that the house will be moving to the voting procedure. When it is called in a closed debate, there are two situations: if it is the time in favor, the motion calls for moving to the time against; if it is the time against, the motion calls for moving to the voting procedure. It is also known as the “Motion to move to Voting Procedure.” Remember that it requires a second and it may not interrupt a speaker. In the event of objections from the house, the final decision is up to

 the Chairs. Do not forget that Chairs have the right to overrule the motions.

* Motion to adjourn the debate: this motion calls for a break in the debate and, if passed, the debate will come to an immediate end, but can be restarted by any member of the committee. During the debate on an issue, any delegate may move the adjournment of the issue debated on. The proposer of this motion will give a short speech on why the item should be adjourned. The Chair will then recognize two speakers in favor and two against this

 motion, the Chair may limit the time of the speakers, but please be consistent. For this motion to pass, a simple majority is needed. Tied results, mean that the motion has failed. Try to prevent this motion from being used, as it will not ensure an efficient debate.

* Motion to table a resolution: this motion calls for the temporary disposal of a resolution and could be done if a deadlock in the debate occurs and more informal lobbying is needed. This mostly means the resolution can only be re-discussed after all other resolutions have been debated.

 Because of the tight schedule at MUNA, this will mostly mean the death of a resolution, as there will quite likely not be enough time left to re-discuss it. Therefore Chairs should strongly discourage tabling. When it does occur, a 2/3 majority is needed.

* Motion to extend debate time: this motion asks for more time to debate. It is at the Chairs’ discretion, thus not debatable. A second is needed, if proposed from the floor.
* Motion for the division of the house: this motion calls for the Chairs to ask each delegation separately what they vote, when voting results are very close (abstentions no longer in order). This is very time consuming and should only be used on very important votes when results are quite close or the voting procedure was not clear enough.

*Yielding the floor to other delegations*

* The floor may be yielded by one delegation to another only ONCE consecutively
* Where delegations consist of more than one member, delegates from the same delegation may not yield the floor to each other

*New Organizations*

* New organizations are costly and tend to increase bureaucracy, which is why the actual UN limits their creation. At MUNA we will do the same: Chairs will not allow new organizations to be created unless absolutely necessary. Generally creating an organization is just a way to avoid addressing the problem itself. Delegates could always refer to organizations that are already in existence.

*Amendments*

An amendment is a proposed change in a clause that is presented to the Chair via an

amendment sheet. The delegate can propose a new amendment in closed debate in

time in favor, when they are recognised by the Chair and allowed to speak (to ‘move’ the amendment).

Amendment to the First Degree

1. An amendment can only be submitted by a speaker who has the floor.
2. An amendment is only in order if it is submitted to the Chair on the official

 amendment sheet or on notepaper that follows the same structure as the

 amendment sheet before the delegate takes the floor, and must be easy to read.

1. Amendments will only be entertained if the speaker having the floor moves the

 amendment. This means that the delegate asks the Chair if it would be in order to ‘move’ (propose) an amendment. The Chair should therefore first recognize the delegate and allow the delegate to take the floor and defend the amendment. Short speeches before the speaker moves the amendment are perfectly in order.

1. Delegate moves, proposes and defends the new amendment, but the Chair first reads it out slowly and clearly for all delegates to note down.
2. Closed debate will be the norm for amendments. Chair must use their common sense to decide on the limit of debate time on an amendment
3. Only ONE amendment (max: one entire clause) per amendment sheet will be in order.
4. On an amendment to the first degree, delegations can vote in favour, against or abstain.
5. Amendments to previously amended clauses should only be sustained if the amendment refers to an element in the clause that has not previously been discussed, or if it is necessary to make the clause compatible with later changes to the resolution.
6. All passed amendments should be kept together by the Chairs. This is important for updating the resolution when it passes.

Amendments to the Second Degree

1. The same procedure as for amendment to the first degree (set debate time, closed debate, the amendment must be legible, only speaker who has the floor moves amendment to the amendment, chair reads out)
2. Debate on the original amendment will not resume if an amendment of the second degree passes that affects the original amendment in its entirety.
3. Amendment to the third agree is out of order
4. Chairs need to clearly explain the consequences of the vote on the amendment to the amendment, as it quite often confuses many delegates.
5. On an amendment to the second degree abstentions are not allowed at MUNA

Voting

1. When voting on resolutions as a whole or amendments to the first degree, delegates can vote in favor, against or abstain from voting. But, when voting on amendments to the second degree, abstentions are not in order.
2. Delegations voting on procedural motions, such as motion to table the resolution or an amendment to the agenda may only vote in favor against.
3. During voting procedures, all points are out of order, except for points of order connected with the actual conduct of voting; there needs to be silence, and the Chairs should instruct the Administrative Staff clearly to take voting positions and to close the doors.
4. A resolution will pass if the number in favor exceeds the number against, regardless of the number of abstentions.
5. A resolution or an amendment with a tied vote fails.

# PREPARATION AND RESEARCH

Research

* What is the issue?
* What is the background to the issue?
* Is the issue related to recent events?
* Who is involved in the issue?
* What has already been done in order to solve the issue?
* Has it been effective? Why, or why not?

Country policy

*General information:*

* Is the country a LEDC (lesser economically developed country) or a MEDC (more economically developed country)? For example, does the country have a low standard of living? Or does the country have widespread poverty?
* What type of government does my country have? For example, a dictatorship or a democracy?
* Which nations are my country’s allies? For example, who are the country’s trading partners?
* What are the greatest difficulties or issues many countries face? For example, a civil war or economic recession.

*Geological information:*

* Does your country border any other countries?
* How big is your country?
* Is the country landlocked?
* Does your country have many natural resources?
* To what extent is your country dependent on the import of energy resources?
* What is the overall energy policy of your country?

*Economic information*

* What does the country import or export?
* Does the country rely on the import of goods?
* Is the economy stable?

*Cultural information*

* What religion is most common in my country?
* Is there any tension between different religions?
* What ethnic groups live in my country and are there clashes between them?

*Information concerning the issue*

* Is my country directly involved in the issue? If so, what is my country’s point of view?
* On whose side is the government of your country?
* Is your country directly involved? Is your country a peacekeeper nation? Does your country’s economy suffer from the issue? Does the problem concern one of your country’s allies?
* Did the country sign any treaties concerning the issue, and if not, why hasn’t the country signed any?

Policy statement

All delegates have to write a policy statement about all issues on the agenda. This has to be done before getting started on preparing a resolution. A policy statement is a brief explanation of your country’s view regarding the issues. It can be seen as a short summary of your research, and as a base for writing your resolution. Usually a policy statement includes:

1. A summary of the main points of the issue
2. A summary of recent international action taken relating to the question
3. Reference to key documents and previous UN resolutions relating to the issue
4. Specific suggestions for a solution to the question
5. What has been done already and what has been effective and hence should be continued?
6. Are there any new developments regarding the issue that should be considered?
7. What would be the best possible issue?
8. How can I combine the solution with my country’s policy?

# SAMPLE POLICY STATMENT

DELEGATION: Kenya

FORUM: GA 3: Environmental, Humanitarian and Health Issues

QUESTION OF: The drought and food crisis in the sub-Saharan countries

Africa’s food shortages have reached famine levels. The food shortages are being

blamed on unpredictable weather as a result of climate change. Floods and droughts

over the last two or three years have badly affected agricultural production, and have

pushed up food prices. Most affected are the sub-Saharan countries and farmers in the countryside. About 3 million people are estimated to be facing starvation as a result of the food insecurity.

Governments of various sub-Saharan countries have sent food relief to the areas

hardest hit. The crisis could have been averted, as potential problems could have been picked up by local authorities and the government before now. New technology could be used to help prevent serious problems, rather than waiting for disaster to strike before acting. The Ugandan government has called for US $79 million to help fight the famine. NGOs and agencies, such as Amref Flying Doctors and Farm-Africa play a key role in collecting information and helping the villagers by getting food aid delivered to them directly.

Kenya is asking for financial support from members of the UN to deal with the crisis, and in the long term, to invest in new technologies and in crops that are less reliant on rainfall for example, to help its people cope with future erratic weather conditions.

# RESOLUTION WRITING

What is a resolution?

A resolution is a formal statement of a proposal to a UN Council, Committee or Commission. It consists of one long, but coherent, sentence divided into clauses and sub-clauses. A resolution should not represent the position of once country but rather of a majority of the UN member states

Do I have to write a resolution?

Before the conference, you must write a resolution on at least two issues on the agenda in your committee. Exceptions are the Crisis Committee and the Security Council; here you will only have to write a good policy statement. However, it is advisable to practice resolution writing anyway as it is a skill that you will to master for all committees.

How to write a resolution

**A – What is the preamble?**

The preamble is the introduction of the resolution. It describes the background of

the issue and for example, refers to former resolutions and conventions on the issue as a means of introduction.

**B – How to write the pre-ambulatory clauses?**

You can first state references to former UN resolutions, ratified

conventions, and/or declarations. You can also provide official figures, the most

recent ones possible, to illustrate the issue. You can, furthermore, congratulate

countries and/or organizations (i.e. UN organizations, NGOs) which have worked

on the issue. You can emphasize the difficulties that have been encountered in

the past. You will need to begin the pre-ambulatory clauses with a present

or a past participle or an adjective. See the list on one of the following pages.

**C – What are the operative clauses?**

The operative clauses contain the policy statements of the body making the

resolution. The clauses should be clear and only with one clause. They present by order

of importance what the UN (member states) should do or what attitude it should

adopt. Make sure that your resolution contains at least 6 operative clauses.

**D –How to write the operative clauses?**

This question is the most difficult one. You must ensure that your proposals are

actually workable and that they fully reflect the existing policies of the country or

agency that you represent. You encourage, and/or invite countries to sign/ratify a

convention/declaration. You may propose, welcome or deplore all new situations.

You may support, congratulate or refuse new proposals. You may confirm, or

regret what already exists. You have to begin the operative clauses with verbs in

the third person singular of the Present Tense. See a list on one of the following

pages.

* Rather than just borrowing/copying clauses from already existing UN resolutions, we advise you to write your own. The reason for this is that you will be in a much better position to defend and debate during the conference when you have written the resolution yourself.

How to present a resolution

The heading will appear in the upper-left hand corner of the page and it should include the following:

 Committee Name

 (Main)Sponsor(s)/Main Submitter(s): .....

 Signatories/Co-Sponsors/Co-submitters: ........

 Topic/Issue:

The opening verb of each clause is underlined. There is a line-space between

each clause. The lines of the pre-ambulatory clauses are NOT numbered. Each

operative clause IS numbered. The sub-clauses begin with a), b), c), etc.; sub-sub-

clauses begin with i), ii), iii), etc. Acronyms and abbreviations are written out

in full the first time they are used. Each pre-ambulatory clause is followed by a

comma. Each operative clause is followed by a semicolon. There is only one full

stop, that is, at the END of the resolution.

# SAMPLE RESOLUTION

FORUM: General Assembly 3: Social, Cultural and Humanitarian

QUESTION OF: Preserving Minority Languages

SUBMITTED BY: The Republic of Turkey

CO-SUBMITTERS: Belgium, Latvia, United Kingdom of Great Britain and Northern Ireland, Russian Federation, Mexico, Poland, Slovakia, Egypt, Malta, Finland

THE GENERAL ASSEMBLY, THIRD COMMITTEE,

*Viewing with appreciation* the cultural diversity and history of the planet,

*Keeping in mind* the natural development of languages and dialects around the world,

*Noting* *with deep concern* the actions taken by some states to change the demographic and linguistic identity of parts of their states,

*Expressing its concern for* the efforts and campaigns of certain member states to discourage the use of minority languages in their countries, or even eradicate them from public discourse,

1. Affirms that linguistic minorities around the world have the right to speak their own languages in private and communal spheres, in addition to using them in legal proceedings;
2. Calls upon all member states to not discourage or obstruct the natural course of such languages in any way, shape, or form;
3. Expresses its hope that countries working to counter the use of minority languages will change their national policies in favour of linguistic diversity, through means such as but not limited to:

a) Encouraging the voluntary teaching of these languages in schools,

b) Allowing regional media outlets to use minority languages in newspapers and on radio and television programs,

c) Accepting testimonies given in minority languages and their use in other court proceedings,

d) The appropriate signing of public services in the relevant minority language of said geographical area, public services that could be signed included but is not limited to:

i. Road signs,

ii. Public transport,

iii. State-owned property;

1. Recommends that the UN or any of its bodies should attempt to save languages dying a ‘natural death’ due to their small and declining number of speakers, through means such as but not limited to:

a) Preserving written examples of the minority language,

b) Encouraging young people to learn the minority language,

c) Encouraging speakers of a minority language to pass it on to the younger generation;

1. Further recommends the use and the promotion of minority languages in the states where they are spoken, by:

a) Promoting the use of these languages in the form of music or theatre,

b) Writing official documents in both minority and official languages, so that all groups can benefit equally,

c) Organising seminars and speeches concerning these languages, in order for people to be informed about them.

# PHRASES FOR INTRODUCING RESOLUTIONS

Every clause of your resolution has to start with one of the phrases stated below. There are separate phrases for pre-ambulatory clauses and operative clauses. Some phrases only delegates of the Security Council are allowed to use (of course they can also use the other phrases). These phrases are listed separately.

Pre-ambulatory Phrases

Acknowledging

Expressing its

appreciation

Expressing its concern

Expressing its satisfaction

Fully alarmed

Fully aware

Fully believing

Further recalling

Guided by

Having adopted

Having considered

Having devoted attention

Having examined

Having heard

Having received

Having studied

Keeping in mind

Noting

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

Stressing

Taking into account

Taking into consideration

Taking note

Viewing with appreciation

Welcoming

Affirming

Alarmed by

Approving

Aware of

Bearing in mind

Believing

Confident

Congratulating

Conscious

Contemplating

Convinced

Declaring

Deeply concerned

Deeply conscious

Deeply convinced

Deeply disturbed

Deeply regretting

Desiring

Emphasizing

Expecting

Operative Phrases

Regrets

Requests

Resolves

Seeks

Stresses

Strongly affirms

Strongly urges

Suggests

Supports

Trusts

Urge

Expresses its hope

Further invites

Further proclaims

Further recommends

Further requests

Further resolves

Hopes

Insists

Invites

Proclaims

Proposes

Reaffirms

Recommends

Affirms

Approves

Asks

Authorizes

Calls for

Calls upon

Confirms

Congratulates

Emphasizes

Encourages

Endorses

Expresses its

appreciation

Security Council Pre-Ambulatory clauses

Declaring

Deploring

Further deploring

Decides

Further declaring

Security Council Operative Phrases

Condemns

Decides

Declares

Declares accordingly

Deplores

Designates

Strongly condemns

# USEFUL LINKING WORDS FOR DEBATING AND SPEECHES

In short

In spite of

Instead

Lastly

Merely

Moreover

Nonetheless

On the one hand

On the other hand

Scarcely

Similarly

Since

Still

Summing up

Therefore

Thus explaining

To a certain extent

To a large degree

To conclude

Whereas

Yet

All in All

Although

As

As a consequence

As a result

Because

Compared to

Consequently

Contrary to

Equally

Even though

First

For

For example

For instance

Hardly

However

In brief

In comparison with

In contrast to

# MUN-TERMINOLOGY

|  |  |
| --- | --- |
| Ad-hoc debate | A debate that does not start with an entire resolution, but in which a resolution is built up clause by clause during the debate. This type of debate is used in the SC and CC |
| Administrative Staff | The assistants of the Chair. They assist in voting proceduresand passing notes. |
| Amendment | An amendment is an alteration to a specific part of theresolution. The intention of a proposed amendment should be toimprove the resolution, thus helping the resolution to pass.Amendments are either of the first or the second degree. |
| Amendment to the first degree | An amendment made to a resolution. |
| Amendment to the second degree | An amendment made to an amendment of the first degree. |
| Chair | The person who is in charge of the debate. The Chairdecides who may speak, what is and what is not in order.The Chair’s decision is always final. |
| Co-submitter | A delegation that supports the resolution before the debate hasstarted. |
| Delegate | A member of a delegation. |
| Delegation | A group of delegates representing a certain country ororganization. |
| Executive Staff | Students in charge of the organization of the MUN- conference. |
| General Assembly | The General Assembly (GA) is the main deliberative body ofthe UN. |
| International Court of Justice | The International Court of Justice (ICJ) is the principal judicialorgan of the UN. It settles, in accordance with internationallaw, the legal disputes between states and gives advisoryopinions on legal questions. |
| Lobbying | The negotiating, concerning resolutions, between delegatesbefore the actual debate. |
| Main submitter | The delegation submitting the resolution. The main submitter willread out the operative clauses at the start of a debate and willgive the first speech. |
| Merging | The process where several draft resolutions are put together andbecome one resolution, which can be discussed in theforum. |
| MUN-Director | The teachers accompanying the students from a school. |
| MUNA-Staff | These are the people who are responsible for the organization of the MUNA-conference. |
| Operative Clause | A clause in a resolution that tells the reader what theresolution proposes to do and what measures need to betaken. |
| Policy Statement | A brief but comprehensive definition of the issue, plus therelationship to the country’s national interest. |
| Point of Information | A question to gain clarification, either to the speaker who hasthe floor or to the Chair, by a member of the house who hasbeen duly recognized by the Chair. |
| Pre-Ambulatory clause | A clause in a resolution, which tells the reader what has gonebefore, why or on what basis the resolution was written. |
| President | A clause in a resolution, which tells the reader what has gonebefore, why or on what basis the resolution was written. |
| Resolution | The proposal made by the delegates on how to deal with acertain issue. |
| Secretary General | The ‘leader’ of the conference. |
| Security Council | The UN Charter gives the SC primary responsibility formaintaining international peace and security and the Councilalone has the power to back up its declarations with actions to ensure compliance with them. |
| United Nations | Organization set up after the Second World War, with the aimof achieving peace, justice and social progress. |

**Goodluck in this year’s MUNA!!**