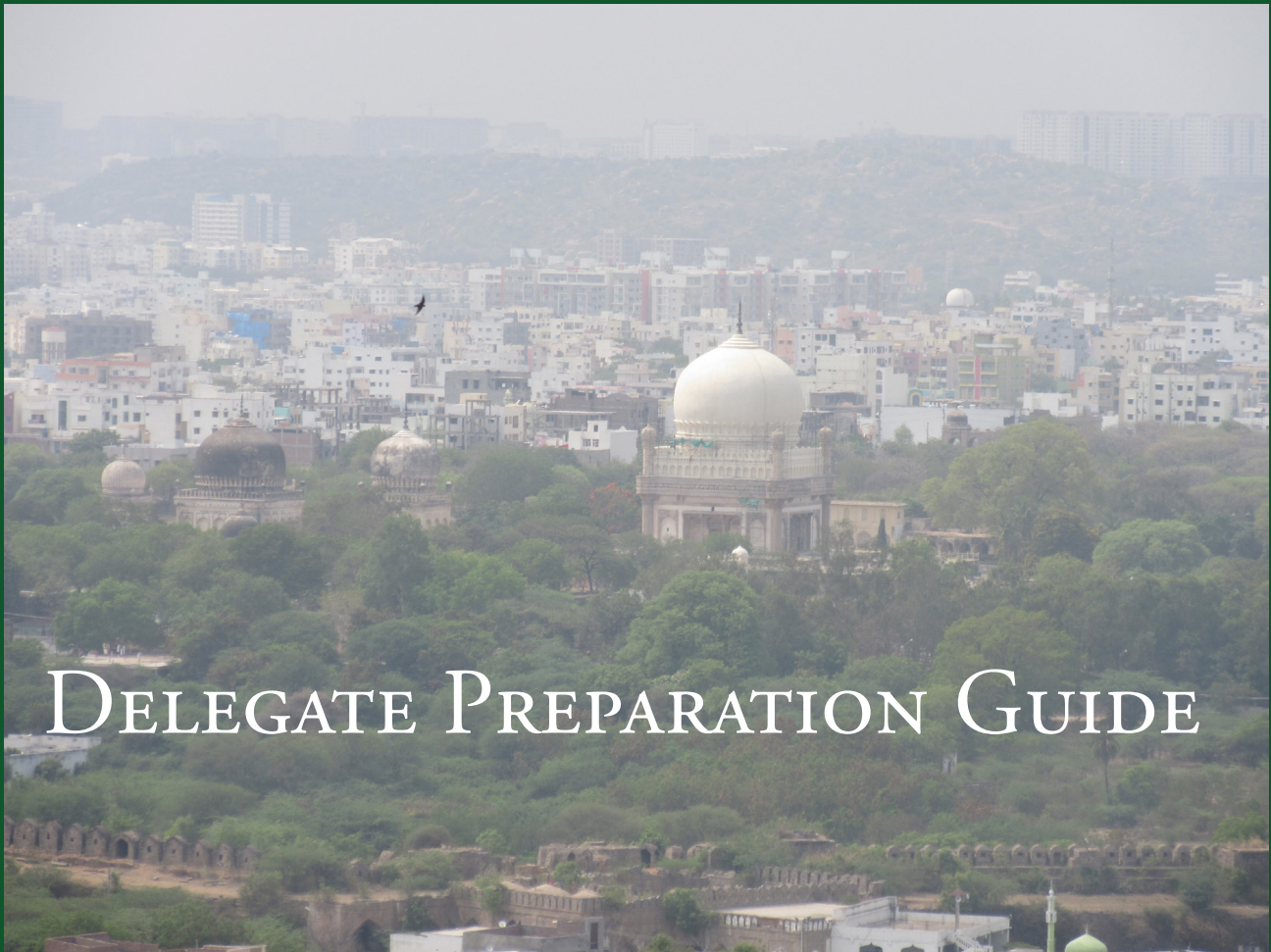


# INDIA

HARVARD  
MODEL UNITED NATIONS  
INDIA 2017



## DELEGATE PREPARATION GUIDE

Harvard Model United Nations India

August 12-15, 2017

## Table of Contents

Table of Contents.....	2
A Letter from the Secretariat .....	3
The United Nations as an International Forum .....	4
Research and Preparation .....	6
Position Papers .....	7
Committee Dynamics .....	8
The Art of Communication.....	10
Academic Integrity .....	12
Rules of Procedure.....	13
Committees and Directors .....	18
Appendices.....	
Sample Position Paper .....	19
Sample Working Paper .....	20
Sample Draft Resolution .....	21
Preambulatory and Operative Clauses .....	22



# Harvard Model United Nations India

---

## A LETTER FROM THE SECRETARIAT

Dear Delegates,

On behalf of the Harvard International Relations Council and MUNCafé, a brand of Worldview Education Services, Ltd., it is our distinct pleasure to welcome you to Harvard Model United Nations India 2017. This Delegate Preparation Guide contains important information not only about preparing for conference, but also the history, structure, and philosophy of the conference itself. Whether you have attended HMUN conferences for years or have never participated in Model United Nations before, this guide has been written for delegates of all experience levels.

While the Directors and full staff of Harvard Model United Nations India have been working tirelessly to ensure the most substantively excellent and seamlessly run conference, ultimately the success of your committee experience rests in your individual preparation. We hope that you will find this to be a challenge you are excited to take on, for it is through raising your expectations for yourself and others that you may continually improve as a speaker, negotiator, thinker, leader, and global citizen.

We encourage you to read this guide carefully, noting in particular where HMUN Rules of Procedure may differ from other conferences you have attended and what our policy on academic integrity entails. Familiarity with the flow of committee, the process of writing and submitting your working papers and draft resolution, and the expectations of your chairs will enable you to dive in immediately at the beginning of the first committee session. If you have any questions specific to your committee or your topic areas, do not hesitate to contact your Director. Their substantive excellence is a defining feature of the HMUN experience, and we urge you to take full advantage of their eagerness to share this knowledge with you.

Above all, we hope this guide is but the first step in your journey fraught with many challenges, but many more rewards. Perhaps you may be appalled at the injustices of the world or frustrated by the many impasses our true United Nations faces; perhaps you may be inspired by a question you are considering or captivated by a solution you think of. Whatever flame it lights, we hope you carry this passion with you to conference and beyond.

As you read through the intricacies of HMUN procedure, you may feel confused at times. But, as you wade through the rules and background, keep in mind that above all, this conference is about problem-solving in the spirit of the United Nations. Collaboration and negotiation are the only ways to draft and implement global solutions in parliament, the United Nations, and the Model UN committee room.

The entire staff of Harvard Model United Nations India welcomes you and wishes you the best of luck in your preparations, and we look forward to seeing you in August!

Until then,

The Secretariat  
Harvard Model United Nations India 2017

Kelsey Young  
SECRETARY-GENERAL

Daniel Montoya  
DIRECTOR-GENERAL

JingJing Zhou  
UNDER-SECRETARY-GENERAL  
ADMINISTRATION

Sidney Li  
UNDER-SECRETARY-GENERAL  
OPERATIONS

Eliza Ennis  
UNDER-SECRETARY-GENERAL  
COMMITTEES

59 SHEPARD STREET, BOX 205  
Cambridge, MA 02138  
Voice: 617-398-0772  
Fax: 617-588-0285  
Email: [info@hmuninda.org](mailto:info@hmuninda.org)

## THE UNITED NATIONS AS AN INTERNATIONAL FORUM

### An Introduction

The United Nations (UN) was created in the aftermath of World War II in an effort to avert future world conflict. The victorious states hoped that they could continue to foster cooperation and find a new mechanism of collective security through the UN. Its charter was ratified on 24 October 1945. While the Cold War between the United States and the Soviet Union called into question the plausibility of these goals, its end and other recent developments have renewed the hope for international peace and cooperation. Indeed, with over three times as many members as at its inception, the United Nations is now closer than ever to fulfilling the principles on which it was founded.

Its principal purposes, as found in Article I of its Charter, are as follows:

- 1) to maintain international peace and security;
- 2) to develop friendly relations among nations based on respect for the principle of equal rights and self-determination of peoples;
- 3) to cooperate in solving international problems of an economic, social, cultural, or humanitarian character, and in promoting respect for human rights and fundamental freedoms for all; and
- 4) to be a center for harmonizing the actions of nations in attaining these common ends.

The UN believes that all nations are sovereign and equal, that members are to fulfill in good faith the obligations that they have assumed under the Charter, that international disputes are to be resolved by peaceful means, and that the organization is not to intervene in matters essentially within the domestic jurisdiction of any state.

The UN is headquartered in New York and is composed of five organs (not including the Secretariat). At the center is the 193-member General Assembly that is composed of seven main committees and various subsidiary and related bodies. The GA serves primarily as a forum for discussing general issues including international peace and security; the realization of human rights and fundamental freedoms for all; international collaboration in economic, social, cultural, educational, and health fields; the structure and function of the UN; and the UN budget. Able to establish committees and other bodies to study and report on specific issues, the GA receives and considers reports from all other UN organs. Although the decisions of the Assembly have no binding legal force upon members, they carry the weight of the moral authority of the world community.

The Economic and Social Council is composed of 54 member states and consists of a large number of commissions,

agencies, and other bodies. It serves as the central forum for the discussion of international economic and social issues. Charged with promoting respect for and observance of human rights and fundamental freedoms, ECOSOC can conduct studies, make policy recommendations, call international conferences, consult with non-governmental organizations, and prepare draft conventions for submission to the General Assembly.

International disputes of pressing concern may be referred to the Security Council, the third organ of the UN, which is charged with maintaining international peace and security in accordance with the principles and purposes of the UN. Capable of directing the use of economic sanctions and military force, the Security Council is composed of fifteen members and is also responsible for recommending the appointment of the Secretary-General to the General Assembly. The Security Council has been in the news in recent years for its involvement in resolving long-term conflicts in Africa, peacekeeping efforts in East Timor, and the crisis in the Middle East.

The International Court of Justice, the fourth UN organ, considers disputes of a purely legal nature. The Court is made up of fifteen members and usually hears cases concerning the interpretation of treaties and the UN Charter. In the past, the Court has made such important decisions as declaring in 2004 that the wall constructed by Israel in the West Bank was “contrary to international law.”

The Trusteeship Council is the fifth organ of the UN. It was responsible for overseeing the administration of territories that were not yet self-governing before suspending its action in 1994. The Council is no longer active within the United Nations.

Harvard Model United Nations (HMUN) is first and foremost a simulation of the United Nations, as well as the regional bodies that support it. Harvard Model United Nations India is in its seventh session this year. For both logistical and educational reasons, HMUN India simulates only certain parts of the real UN. The 2017 conference consists of five General Assembly committees, six Economic and Social Council committees and Regional Bodies, the Security Council, and three other Specialized Agencies.

In the General Assembly (GA) and the Economic and Social Council (ECOSOC), delegates role-play a diverse subset of real UN committees. The five committees in the GA, with a membership of 193 states address issues ranging from international security concerns to world financial questions. Of the six ECOSOC and Regional Bodies committees, some have a limited membership of 54 states and run in a more traditional format, while other are limited to countries of a specific region or even have non-country members, ensuring all get involved in addressing the broad range of economic and social problems that plague our world. The Specialized Agencies consist of four committees, two of which falls under the aegis of the real United Nations.

Each high school attending the Conference represents one or more countries, and each country is represented by one or two delegates in each committee. Attended by 1300 students from around the world, the conference takes place this year from August 12-15 at the Hyderabad International Convention Center in Hyderabad, India.

HMUN India is more than simply a simulation of the UN. It is a unique opportunity for high school students to discover and cultivate interests in international diplomacy and negotiation. Delegates have the opportunity to learn first-hand about the strengths and weaknesses of the UN and gain an appreciation for the value of compromise. Intensive committee sessions challenge the delegates and hone skills of communication, all the while discovering the art of diplomacy.

By providing an alternative to the multiple resolution approach, we intend to demonstrate how the UN can be used to solve problems effectively. International diplomacy is most successful when nations are able to find common ground between national policies and national interests. To encourage this sort of compromise, we allow only ONE resolution to pass in HMUN India committees. We thereby encourage all key actors in a dispute to reach an agreement. Without violating his or her national interests, a delegate at HMUN India must be prepared to negotiate accordingly.

At HMUN India, we place a higher premium on the process of debate than on the product. We hope to make the best possible use of the short four-day period in which delegates must work out solutions to problems that occupy professional diplomats for months and even years. We feel that passing a good resolution, although a satisfying end to heated debate, should not be considered an end in itself. The way delegates negotiate successfully, representing their national interests and pursuing a larger solution, is much more vital to the learning experience. A successful delegate at HMUN India is one who has learned the realities of compromise and has experienced both the thrills and frustrations of international diplomacy.

## Awards

HMUN India has always been more concerned with making sure that each delegate has an enjoyable and educational experience than with spotlighting the accomplishments of particular students. Our conference strives to create an environment better suited to active learning than to competition. However, we do recognize the achievement of students and delegations that have accomplished particularly outstanding work. Committee staff use the following criteria to determine delegate awards:

- Knowledge and representation of the nation's interests and policies

- Knowledge of committee topics
- Position papers of high quality that are executed without violating any intellectual property standards
- Ability to work with and persuade other delegates through in-depth explanations and convincing arguments
- Ability to develop pragmatic and acceptable solutions to the issues
- Creativity of solutions and innovation in problem-solving
- Skill and effectiveness in caucusing, amendment and resolution writing, and debate (both formal and informal)
- Overall performance of all delegates

## General Research and Preparation

HMUN India strives to educate students in international affairs by conducting a simulation of the foremost international body, the United Nations. Model UN is an educational exercise, where individual exploration and hands-on learning are fundamental. The conference in August should be the culmination of months of hard work. Pre-conference preparation is a prerequisite for success.

There are three equally important aspects of delegate preparation; functional, substantive, and positional preparation. Functional preparation equips the delegates with basic tools, including an understanding of the rules, necessary to perform in committee. The substantive element provides a groundwork of specific information on the topic area.

Finally, positional preparation requires the student to adopt an international perspective. With this in mind, the Secretariat of HMUN India provides three tools to aid you: this Guide to Delegate Preparation, the background guide provided by your Director, and Update Papers. If you make use of all three, you will be well prepared for the conference. Beyond reading and understanding the material we have provided, the more practical experience you can acquire through debate, resolution-writing, and in-school presentations, the better prepared you will be.

## RESEARCH AND PREPARATION

### Functional Preparation

In order to perform in committee, delegates must have an understanding of the basic structural elements of Model UN. This Delegate Preparation Guide contains most of the functional information such as rules of debate, how to write resolutions and working papers, and specific details of the United Nations system.

HMUN India emphasizes the useful application of rules to promote the smooth functioning of the committee rather than as the focus of delegate performance. Mock sessions in the classroom or club and other practice can be very useful in learning and understanding the rules.

### Substantive Preparation

Background guides are a result of extensive research and effort on the part of the Directors and are the foundation of substantive preparation for each committee. We suggest that you read them, discuss them, and read them again. If a delegate has not read and absorbed the information in the background guide, he or she will not be able to contribute effectively to the committee.

An early start on the background guide will enable you to understand fully the topics and begin to develop your own ideas. Remind yourself that you must act as policy makers, analyzing and molding the information you have received into solutions and resolutions. Discussions with other delegates will also help you develop your ideas.

While the background guide will provide most of your substantive preparation, independent research is useful, rewarding and necessary for a successful conference. To this end, most background guides have a section called “Suggestions for Further Research.” Research on the topic area should be carried out in conjunction with the exploration of country policies and position papers.

### Positional Preparation

HMUN India requires delegates to adopt the position of a specific country throughout the UN simulation. This is a key element of the “international” experience of Model UN as it forces delegates to examine the perspectives, problems, and policies of another country at a very fundamental level. It is also one of the most difficult aspects of MUN because students must confront inherent biases of their own national perspectives and historical information.

The position papers are the focus of positional preparation before the conference. Although relatively short, we ask you to spend time and effort on researching and writing

them. The position papers give you practice in the UN style of writing and policy-making. In writing your position paper, do not simply copy facts from the internet. Instead, read about your country’s stance on the issues in your background guide and then write about potential policies that your country might want to pursue to reach their goals.

### Single vs. Double Delegation

At HMUN India 2017, we will be offering a Security Council and a Historical Security Council that consist of double delegations. It is imperative that students that are members of these committees effectively role-share their duties both before and at-conference. Students participating in double delegation committees should not divide preparation or knowledge of the topic area. Moreover, it is important that both members of the delegation participate in debate, caucus, and aid in resolution writing at conference. We discourage students from simply being “speakers” or “caucusers” and encourage an effective balance between the two roles.

The premise of a double delegation committee is not to split the work in half, but to provide different approaches to diplomacy. Double delegations provide an additional element of teamwork necessary for success in developing resolutions: the ability to cooperate with representatives from one’s own country and advocate a position that is in line with their national policy. It is only when both members of the delegation effectively work together and participate in all aspects of the committee that they make the most of their double delegation experience.

### Where to begin your research

Research is the first step in the HMUN India process. Some of the most thorough and useful information will be provided in the HMUN India background guide for your particular committee.

- **Background Guide:** The background guide is the centerpiece of substantive preparation. Read through the topic area at least twice to make sure you pick up all the details and subtleties of the issue. Make sure to pay special attention to the “Questions a Resolution Must Answer” section, as your assigned nation’s answers to those questions will likely guide most of your speeches and writing for conference. After the topic area discussion, there is a section entitled “Suggestions for Further Research” in which you will find specific sources that are particularly helpful in investigating that topic area. In addition, the background guide contains an extensive bibliography to provide you with general research sources. Take advantage of both of these source lists.

Background guides are available on the website:

<http://hmunindia.org/committees.php>.

Materials provided by the HMUN India staff are not meant to be a substitute for your individual research. Instead, they should provide a starting point, inspiring you to ask yourself questions about the issues at hand. The best-prepared delegates are those that take the provided materials as the beginning of their research and delve deeper into the topic area. Beyond the HMUN India materials are a host of information services, beginning with United Nations sources. UN resources often have compiled statistics, charts, and graphs which you may find helpful in understanding the issues.

Most UN document centers carry transcripts of UN meetings; perhaps the best way to understand your country's position is to see it iterated by its ambassador. Specific resources available include:

- **Yearbook of the United Nations:** The Yearbook is a good starting point for your research. The Yearbook will provide you with general information on what has been done on your topic during any particular year. It also provides very helpful references to previous articles and resolutions.
- **United Nations Chronicle:** This magazine gives you general information on the proceedings of the UN. Keep an eye out for special reports on your topic area, which will inform you about the topic and nations' positions on it.
- **UN Document Index:** This index for all UN documents comes in three different versions: UNDI (1950-1973), UNDEX (1970-1978), and UNDOC (1979-present). Depending on which of the three you are using, you will find a subject index, a country index, and an alphanumeric list of all documents published (this is useful because each committee has its own unique alphanumeric prefix and thus you can find all the documents put out by a committee during a certain year regardless of the specific topic).
- **UN Resolutions:** This series is both valuable and very easy to use. The index is cumulative from 1946, which means that you need only check the most current index to find all the resolutions on your topic that the UN has ever passed. The resolution voting records (located in the front of the book) will indicate where your country and others stood on the issues.
- **Other UN Sources:** Depending on the topic, there might be additional relevant UN sources. Check for books and special reports put out by your committee.

Beyond United Nations sources, however, are general

sources of information. Investigate your school and local libraries. Check out journals, periodicals, and newspapers for more current sources. Do not forget to ask the librarians for assistance.

- **Books:** Up-to-date books are likely to give you a depth and thoroughness unobtainable from UN sources or periodicals. Make sure to check library listings for bound materials. Book research, however, can take a good deal of time, so use discretion when selecting books.
- **Periodicals:** Periodicals are useful for easy-to-understand, current information on topics (the Reader's Guide to Periodical Literature and Infotrac serve as an index for these materials). Do not expect them to supply you with the depth of information you will need for the Conference.
- **People:** An often neglected source, people can aid you greatly in your research. Some people to keep in mind are: librarians, fellow delegates, faculty advisors, and your committee's Director and Assistant Directors. Not only can these people help you find what you are looking for, but they may also recommend new sources that you had not considered. Do not hesitate to email your committee Director. He or she has spent the entire summer doing research for the background guide and will be happy to answer any questions.
- **Embassies and Consular Offices:** Contact the embassy or consular office of the country that you are representing. These places are very glad to help you in your research by mailing statistical data and other unclassified information.

## POSITION PAPERS

Once you have completed your preliminary research, you are ready to write your position paper. HMUN India requires delegates to write one single-spaced page paper (12 pt font, Times New Roman or Garamond) for the topic area. These papers should be uploaded to your delegation's MUNBase account no later than **Monday July 24th**. Please name your file "[Committee name]\_[Position name]" and submit as a .doc or .pdf. Each position paper has three basic parts: your country's national interests, your country's national policies, and your opinion on potential resolution components.

- **National interests** are what a country would like to see happen in the world (e.g. Cameroon, a less developed country troubled by terrorism, wants to reduce the incidence of terrorism to stabilize its government). These interests are not subject to compromise, but instead generally idealized goals or methods of solving specific problems.

- National policies are the country's attempts to secure its interests (e.g. Cameroon, in an effort to combat terrorism, has sought to enter into new extradition treaties). These policy positions are usually open to negotiation.
- Your opinions on potential resolution components are your responses to the "Proposed Solutions" and "Questions A Resolution Must Answer" sections of the background guide. Although these sections provide flexibility, you need to keep in mind the interests of your nation. Possible resolutions must be consistent with your country's national interests and current national policies (e.g. Cameroon feels that any resolution on the prevention of terrorism must assign to the injured state the right to try the terrorists. In addition, Cameroon would not be averse to the establishment of an international information network on terrorism. Cameroon, however, will not support any resolution that allows terrorist acts to be protected from extradition under the political offense exception doctrine).

## How to Write a Position Paper

The structuring of the position paper is intended to elicit responses from the delegates that provide a clear picture of a nation's stance on a particular topic area. By providing an outline of a position paper, we hope that delegates will be able to illustrate clear knowledge of their country's policies and interests instead of simply regurgitating parts of the background guide. However, all delegates should also read the section on position papers in their background guides and heed their director's specific instructions.

A position paper should include three sections, outlined below:

- Background of the topic
  - In your country's opinion, what are the main elements of the problem?
  - What are the roots of those elements?
- Position taken by your delegation
  - What are your national interests in the situation?
  - What are your nation's policies on the topic?
  - What steps would you like to see taken to deal with the problem?
- Solutions
  - What does your nation believe needs to be done to solve the problem?
  - What do you predict will be the main opposition to your proposals?

Position papers should roughly adhere to the following

form, with the Country, the Committee, and the Topic included at the top. Please limit the position paper to one single-spaced typed page.

A sample position paper is available in Appendix A.

## COMMITTEE DYNAMICS

### Stages of Committee Session

The approximately twenty hours of committee session are governed by the HMUN Rules of Parliamentary Procedure. Committee time is divided between formal debate and caucusing. During formal debate, delegates have the opportunity to share their views with the entire committee, and the parliamentary rules of procedure are in force. Delegates make speeches, take questions and comments, and debate resolutions and amendments.

While formal debate can further the work of the committee, delegates who lack an understanding of the rules can hamper the progress of an otherwise productive committee session. Thus, in order to prevent misunderstandings and delays during formal committee debate, delegates must have a comprehensive understanding of the rules and their use. In large General Assembly committees, the Speakers List can become quite long, with speakers waiting an hour or more to speak, but yielded time, questions, moderated caucus and comments from the floor, as well as the proposal of amendments, keep the debate current. Thus, knowledge of the rules is vital for airing your views through one of these mechanisms. Committee meetings over the course of the weekend will roughly adhere to the following five-stage pattern of committee progress: Agenda/Crisis, Working Papers, Resolutions, Amendments, and Decision.

The first committee session is Saturday, August 12. At some Model UN conferences, the main goal of the day is to set the agenda. However, at HMUN this is less necessary, as there is only one agenda item on the floor for each committee. Once the topic of discussion is selected, a speakers list will be opened, and delegates will sign up in order to give opening remarks and opinions in a formal setting. At some point, a delegate usually calls for a caucus in order to discuss ideas in an informal manner. An unmoderated caucus is a break in formal debate where delegates may speak to one another directly for a certain amount of time free from the constraints of parliamentary procedure. Towards the end of this first session, some delegates will begin writing working papers that will be presented at the following session.

### Working Papers



Working papers are the first step towards a resolution. They are the result of caucusing and coordinated writing efforts by the delegates. A working paper provides the delegates with exactly what the name suggests—something to work on. It is the first attempt to place the abstract ideas from debate and position papers into written form. Working papers are concrete in that they are relatively formal, yet they are also flexible because they are not bound by the format of resolutions. They are usually one page proposals and help to focus discussion on certain aspects of the entire topic at hand (see the sample working paper). Likewise, as the papers themselves are rough drafts, they can be combined or altered to piece together a coherent resolution. This is key. During this interim step toward a resolution, some of the most valuable debate takes place. If problems are dealt with during this phase, the resolution process will usually be much smoother. The director has power over the working paper process; the paper must be approved by the Director (but requires no delegate signatures) before it can be copied and handed out.

Please note that there is no set format for working papers. The sample working paper attached as an appendix at the end of this guide is just one example of a possible working paper.

## Resolutions

Your solution to the problems that the committee confronts take the form of a resolution. Resolutions represent the committee's final attempt to draw together the interests of many competing nations into a comprehensive solution that serves the interests of the collective world community. From the procedural perspective, the resolution is the formal document upon which the committee will take action via the amendment and voting processes.

A resolution is a complex document that follows a strict format (see sample resolution) and reflects the negotiation, debate, and innovative proposals that the committee has produced. Before a resolution can be formally introduced into a committee, it must receive the approval of the Director. The Director will sign a resolution if it demonstrates an adequate understanding of the issue, answers the questions posed in the background guide, and has a wide base of support. A well-written resolution exhibits the following qualities:

- Familiarity with the problem: Relevant background information and previous UN actions should be referenced. In addition, a good resolution should keep in mind the actual power and influence of the committee. An ambiguous, unenforceable resolution is useless.
- Recognition of the issues. At the very least, the resolution should address the ideas in the "Questions a Resolution Must Answer" section of the background guide.

- Concision. Every clause and phrase has a purpose.
- Good form. An otherwise sound resolution may suffer from clumsy grammar or sloppy format.

The headings of resolutions should include the committee name, the list of signatories, and the topic addressed by the resolution. Note that there are no sponsors for a resolution.

The body of the resolution is written in the format of a long sentence.

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 committees 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 participle and ends with a comma. A list of Suggested Preambulatory Clauses can be found in Appendix D of this guide.

3) Operative Clauses are numbered and state the action to be taken by the body. These 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 semicolon except the last, which ends with a period. A list of Suggested Operative Clauses can be found in Appendix D.

Of course, compromise on resolutions is not always possible, as delegates must also protect their own national interests. Thus, every HMUN India resolution passed does not have to be based entirely on compromise and consensus. Such a demand would ignore the essential national interests of the member nations of the UN. Compromise is not an end in itself, and neither is "the compromise resolution." Delegates should never feel forced to compromise their national interests for the sake of consensus.

To be accepted by the dais, a resolution must be able to be passed in its current form. This includes answering all of the "Questions a Resolution Must Answer" outlined in the committee's background guide.

## Amendments

As not everything can be worked out prior to the introduction of resolutions, it is expected that amendments to resolutions will be presented on the floor. The amendment process allows delegates to alter parts of a resolution without scrapping the entire document, strengthening consensus on the resolution by allowing delegates to change sections upon which they disagree. However, delegates must be aware of

the direction in which the amendments are steering the committee. If the amendments are not substantive, they merely bog the committee down in procedure. Procedure is important for amending resolutions particularly because there are no friendly amendments at HMUN India; it is not possible for a resolution to be changed after it has been introduced without a vote.

## Reaching a Decision

Once debate on a resolution has been closed, voting procedure is fairly standard. There is no turning back once debate has been closed; the committee moves directly into voting procedure. The voting itself, however, can then be altered by moving for a roll call vote, division of the question or reordering the resolutions. By adopting a resolution, the committee has agreed by a majority vote that the resolution is the best possible solution to the current problem.

After having compiled extensive research on the topic area and an understanding of your country's stance on the issue, you are now ready to try to solve the problem while keeping your national interests in mind. But you may be unsure of how the actual committee will run. Because the United Nations strives to include every member of the international community and thus has a large membership, debate must follow an organized procedure to be productive. HMUN India strives to simulate that process and has adopted a series of rules with which to conduct debate. The Rules of Procedure that we use at HMUN India can be found in a later section of this Guide and in the Conference Handbook.

## THE ART OF COMMUNICATION

Often the most serious obstacle to a committee's progress is not some irreconcilable ideological difference, but simply a failure on the part of the delegates to listen to and understand one another. This section is designed to help you better utilize your opportunities for communication and effectively debate the issues at HMUN. The skills you learn from this may help you become a better speaker and debater.

### Using the Speakers List

During formal debate, the order in which delegates make their speeches is dictated by their order on the Speakers List (to which names are added as soon as they are submitted).

### Speech Preparation and Content

When you are planning your upcoming speech, you need

not write it out word for word. A written speech takes much time to prepare and may lack enthusiasm or spontaneity. You may prefer to outline your points and perhaps jot down a few key phrases. Pay attention to the previous few speeches: their content may prompt you to change what you were planning to say. Also, by referring back to previous speeches you make it far clearer how your position relates to other delegates' positions.

You have a wide range of choices for the substantive content of your speech. You can introduce new ideas, elaborate on old ones, support and defend allies' positions, attack opposing positions, or do any combination of the above. Keep in mind, however, that the content of your speech should be a balance between what you want to say and what the committee is currently discussing.

### Delivery

The key to a successful speech is strong and effective presentation of your ideas. Be confident in your public speaking. Avoid showing any signs of fear, stress, doubt, anxiety, or nervousness. In terms of style, it is especially important that in your first few speeches you give the impression of confidence: confidence in your preparation, confidence in your ideas, and confidence in your ability to communicate. Remember that the point is to get your ideas across; you know what you want to say, so relax and concentrate on making your views clear.

### Yields

There are three different types of yields (Rule 22) you can make. Please remember, though, that yields only apply to substantive speeches, there is only one yield per speech, and yielding precludes any comments.

- To questions: With this yield, the Moderator selects delegates who wish to ask you questions. Each delegate is allowed one question, and only your answer time is subtracted from your remaining time. Often the best kind of yield that you can make, yielding to questions lets you clear any misconceptions that delegates may have.
- To a delegate: When you yield to another delegate, he or she is given your remaining time to speak. You usually opt for this yield when an ally knows a particular idea especially well and would be better able to express it.
- To the Chair: After you make this yield, the Chair proceeds to the next speaker, unless there are any motions.

### Comments

If a delegate's speech is substantive and involves no yields, then two 30-second comments are allowed. These short

speeches provide the timeliness of questions with the latitude of a substantive speech. The only restriction is that the comment must pertain directly to the content of the preceding speech. This will be strictly enforced.

## Moderated Caucus

Compared to the strict parliamentary order of formal debate, caucus may appear to be disorganized and hectic. If it proves impossible to conduct productive caucuses, consider asking the Moderator to give you some help. One successful format for a moderated caucus divides the delegates pro and con on a particular issue and then alternates delegates from both groups, according each one minute to speak. Such moderated caucuses combine the best elements of formal debate and caucus, providing the order of formal debate with the spontaneous flow of ideas associated with caucus.

## Unmoderated Caucus

An unmoderated caucus is a state of committee during which no speakers are recognized by the moderator. Though no debate takes place, the committee invariably hums with activity. During unmoderated caucuses, delegates often try to come to consensus, organize blocs, and write documents. Delegates also use this time to check on co-delegates that may have been working outside of the committee room. This is one of your best opportunities to work together.

## How and When to Move to Unmoderated Caucus

A motion to an unmoderated caucus, since it is a non-debatable procedural motion, takes precedence over all other motions except for Parliamentary Points. When you motion for an unmoderated caucus, the moderator will ask you for how long and for what purpose you want to have an unmoderated caucus. If you feel that discussion among delegates outside of formal debate is necessary, then move to an unmoderated caucus. Generally, delegates will call for an unmoderated caucus to accomplish one of the following specific goals:

- **Review ideas:** One of the first things you should do in an unmoderated caucus is meet with your bloc and review what was said, deciding which new ideas are acceptable and which are not. Encourage delegates in your unmoderated caucusing session to put forth any new ideas they have. Also, you should analyze the response of the rest of the committee to the ideas you and your bloc brought up.
- **Establish a consensus:** Try to establish a consensus on the major points as soon as you can. Do not expect to hammer out all the little differences, as that will take a while. Just reach an agreement on

the fundamentals so that your bloc can present a unified front to the committee during the next formal debate session.

- **Contact other people:** Besides talking to delegates in your own bloc, it is a good idea to talk to delegates in other blocs. Try to get some rough idea as to the positions of the other blocs and see which delegates are potential allies and which will be your opposition. In addition, you should talk to the ADs and let them know your ideas and how negotiations are proceeding. Finally, you should begin thinking about forming strong coalitions.

Regardless of any suggested divisions, simplified or actual, you are, of course, free to caucus with any delegates you choose. In fact, after several unmoderated caucuses, you will find blocs dividing and recombining in new ways, depending on both personalities and goals.

## NEGOTIATION

While the ability to communicate is necessary to functioning in committee, the art of negotiation is necessary to producing a successful resolution. HMUN India's value as a simulation lies not only with the substantive education one gets on current international problems, but more importantly, with the opportunity to hone one's negotiation skills, which are vital to future leaders in any field.

## Coming to resolution

The desired product of successful negotiation is, of course, the resolution. At HMUN India, we allow only one resolution to be passed per topic area. We hope that the demands we place on the product will result in a more rigorous and ultimately more exciting process.

## Drafting a resolution

Every good resolution should fulfill "the Three Cs": comprehensive, collaborative, and conceivable. Virtually all the problems that the UN tackles are quite complex; for a resolution to be a good solution to a problem of global importance it must be comprehensive. If the resolution is to gain enough support to be passed by the committee, then it must also be collaborative. Finally, if the resolution is to gain the approval of the Director, then it must be conceivable. The realistic resolution takes into account the UN's limitations and the current international balance of power so as to make the most effective use of diplomacy.

## FINALIZING A RESOLUTION

Before you type up the final version of your resolution, you should review it with an Assistant Director (AD). After getting the AD's advice and making any necessary changes,

show it to the Director, and, after getting his/her advice, make any final necessary changes.

You are now ready to type it out (computers are available in the computer labs). At this stage, it is important to carefully check over grammar, syntax, style, etc. Not only is a well-written resolution easier to comprehend, it is more impressive to delegate and hence more likely to gain their support. Both this Delegate Preparation Guide and the Conference Handbook contain sample resolutions for you to follow.

You must now get the required number of delegate signatures (see the list of the number of required delegate signatures for resolutions for each committee - Rule 29). When attempting to get signatures, it is important to remind delegates hesitant to sign that their signature does not bind them in any way to any future support, a signature only implies a desire to see the resolution out on the committee floor. Finally, you need to present the resolution to the Director for his/her signature so that the resolution can be brought to Delegate Services to be photocopied.

## The Amendment Process

Since there are no sponsors of resolutions, there is no such thing as a “friendly” or “unfriendly” amendment. The resolution is considered the property of the entire committee and it requires a majority of the committee to incorporate an amendment. Amendments require a certain number of delegate signatures and the signature of the Director before they can be introduced (Rule 32). The number of required delegate signatures for an amendment for each committee is listed at the bottom of the Quick Reference on the outside of the back cover.

Amendments to your resolution, assuming they do not radically alter the intention of your resolution, are beneficial in that they validate the legitimacy of your resolution: no one would bother to amend a resolution that they thought would never pass. Bear in mind, however, that an excessive number of amendments, especially poorly written ones, will slow the pace of the committee. Therefore, make sure to keep yourself apprised of the amendments being written. Find out what are the most popularly requested changes, and then draft a comprehensive amendment that incorporates those changes that are acceptable to your coalition.

## Voting on a Resolution

Once debate is closed, the committee immediately moves to a vote on the resolution (or amendment; the parliamentary procedure is analogous). At this point, however, delegates may decide to Divide the Question (Rule 33), Reorder the Resolutions (Rule 34) or have a Roll Call Vote (Rule 35) to their advantage.

## Division of Question

This is the most complicated and, not coincidentally, the most widely misunderstood rule (your Moderator will take time to explain it thoroughly should it be made). The delegate making the motion wishes the committee to consider including only certain operative clauses of the resolution on which debate has been closed in the final version.

## Roll Call Vote

If this motion is passed (see rules for required number of seconds), the Moderator shall call the roll in alphabetical order, starting from a randomly selected country. There are two rounds of voting. During the first round, delegates can vote Yes, No, Abstain, or Pass. During the second round, all delegates who passed must then vote Yes or No - there are no abstentions. Delegates may request the right to explain their vote during either the first or second round.

The Roll Call Vote not only allows other delegates to get a better picture of where delegates in the committee stand (which may be especially important if the resolution may be reconsidered), but also allows delegates to air their reasons for voting as they did. For instance, after a Division of the Question, some delegates may find that the changed resolution either does or does not fall in line with their national interests and may desire the opportunity to explain their vote.

With both placard and roll call votes, a majority is defined as those members present and voting; therefore, abstentions do not count.

## What to do if your resolution fails

Remember that the value of HMUN India resides not in getting your resolution passed, but in learning both about the UN as an international forum and about how to communicate and negotiate. The true victors at HMUN India are those delegates who learn from their experiences in the committee process and take that knowledge from the Conference and apply it to their endeavors beyond.

## ACADEMIC INTEGRITY

HMUN is committed to providing an outstanding academic experience for all participants. In accordance with this commitment, all staff members are expected to adhere to a strict code of academic integrity. In particular, you can be confident that all material published by our staff that is derived from another source, including Background

Guides and Update Papers, is thoroughly and professionally sourced and cited. We will be expecting delegates to uphold these same standards of academic integrity in their work for HMUN India, both prior to and during the conference.

Academic integrity is first and foremost about respecting others. In the HMUN context, this largely consists of giving others credit for their work when you use it in your writing; failure to do so constitutes plagiarism. In any document you prepare for HMUN India, always remember that if an idea you are using is not originally yours, or if you are borrowing wording from another source, you must use a proper citation to give credit to the original source, or you will be violating HMUN India policies. The HMUN India staff is equipped with software that can linked plagiarized writing back to the original source, so if you plagiarize at HMUN India, you should assume you will be caught, and you will be disqualified from awards.

Plagiarism exists in two main forms. The first form is lifting content from one source and putting it into your writing as if it were your original work. It is very easy to avoid this kind of plagiarism: if you did not write something, do not pretend that you did. If you are lifting a short passage, you may avoid this form of plagiarism entirely by placing the passage in quotation marks and properly citing the source. You should avoid lifting passages longer than approximately five lines of text for the purposes of HMUN India, even if you place them in quotation marks, because you are expected to conduct original thinking, and referring us to thinking done by someone else does not demonstrate original thinking.

The second form of plagiarism is more subtle, and it is important you remain vigilant to avoid committing it: if you take an idea from another source and you change the wording of the content but clearly borrow its meaning, you must note that you drew from that source. In these cases, you would likely not use quotation marks (which are used only for exact replications of someone else's words), but you would still be required to cite your sources.

We encourage you to refer to citation manuals to help you make proper citations for your position papers. While we will accept any citation style you are comfortable with, we recommend that you use Modern Language Association (MLA) style if you do not already have a style you prefer to MLA. Many guides to MLA citation are available online or in libraries.

At conference, your Director will ask that you informally cite your sources in your working papers and draft resolutions by noting if content is derived from an outside source. For example, if you are drawing on a definition that is from an existing United Nations resolution, you will be expected to list that resolution as the source of the definition, although you will not need to include a full bibliographic citation.

If you have any questions about academic integrity, you

should feel free to contact your Directors. Our goal is to help teach you how to cite properly, so you will always be given the benefit of the doubt by our staff.

## RULES OF PROCEDURE

### GENERAL RULES

1. **Scope:** These rules apply to the General Assembly, the Economic and Social Council, the Regional Bodies, the Security Council, and the Historical Security Council, except for modifications provided by the Secretariat, and will be considered adopted in advance of session. Other committees are run according to rules set by the Director.
2. **Language:** English will be the official and working language of the conference.
3. **Delegations:** Each member state will be represented by one or two delegates and shall have one vote on each committee. Representatives of accredited observers will have the same rights as those of full members, except that they may not sign or vote on resolutions or amendments. The Secretary-General will provide a list of member states and accredited observers for each committee.
4. **Participation of Non-Members:** A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Director.
5. **Credentials:** The credentials of all delegations have been accepted upon registration. The Secretary-General shall be the final arbiter of the validity of all credentials. Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.
6. **Statements by the Secretariat:** The Secretary-General or a member of the Secretariat whom he or she designates may at any time make either written or oral statements to the committee.
7. **General Powers of the Committee Staff:** The Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Director will have complete control of the proceedings at any meeting. The Moderator will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Moderator may temporarily transfer his duties to

another member of the Committee staff or other designates of the Director. Committee staff members may also advise delegations on the course of debate. In the exercise of these functions, the Committee staff will be at all times subject to these rules and responsible to the Secretary-General.

8. Appeal: Any decision of the Moderator, with the exception of those matters for which the Committee Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Moderator may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Moderator will stand unless overruled by a two-thirds majority. The Director has ultimate discretion on any ruling, whether it is appealed successfully or not.

9. Quorum: The Director may declare a Committee open and permit debate to proceed when at least one fourth of the voting members of the Committee is present. A member of the Committee is considered present if at least one delegate representing that member is in the Committee chamber. The presence of a majority of the members will be required for the vote on any substantive motion. A quorum will be assumed to be present unless specifically challenged by a Point of Order and shown to be absent. A roll call is never required to determine the presence of a quorum.

10. Courtesy: Delegates will show courtesy and respect to the Committee staff and to other delegates. The Moderator will immediately call to order any delegate who fails to comply with this rule.

11. Electronic Devices: No laptops, tablets computers, cell phones, or other electronic devices may be used in the Committee room during formal debate or moderated caucus. Computers may be used outside the Committee room at any time, or in the Committee room during unmoderated caucus.

## Rules Governing Debate

12. Agenda: The first order of business for the Committee, if the Committee has more than one topic area to discuss, will be the consideration of the agenda. Because each of the committees as HMUN India 2017 are single topic, the agenda will be automatically adopted.

13. Debate: After the Agenda has been determined, one continuously open speakers list will be established for the duration of the topic area, except as interrupted by procedural points or motions, caucuses, discussion of amendments, and introduction of draft resolutions. Speakers may speak generally on the topic area being considered and may address any working paper or any draft resolution currently on the floor. A draft resolution can only be referred to as such once it has been introduced to the committee.

14. Unmoderated Caucus: An unmoderated caucus

temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion may briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage. The Moderator may rule the motion dilatory and his or her decision is not subject to appeal. The Moderator may prematurely end an unmoderated caucus if the Moderator feels that the caucus has ceased to be productive, and this decision is not subject to appeal.

15. Moderated Caucus: The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes, for the caucus. Once raised, the motion will be voted on immediately, with a simple majority required for passage. The Moderator may rule the motion dilatory and his or her decision is not subject to appeal. If the motion passes, the Moderator will call on delegates to speak at his or her discretion for the stipulated time. Only speeches will be counted against the overall time of the caucus, and each speech will be counted as taking up the full duration of the speaking time. If no delegates wish to speak, the moderated caucus will immediately conclude, even if time remains in the caucus. The moderator may also decide, subject to appeal, to suspend the caucus early.

16. Closure of Debate: When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Moderator may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Moderator may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. If the Committee is in favor of closure, the Moderator will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote. If the speakers list is exhausted and no delegations wish to add their name to the list, debate on the topic at hand is immediately closed.

17. Suspension or Adjournment of the Meeting: Whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all Committee functions until the next meeting, or for the adjournment of the meeting, to suspend all Committee functions for the duration of the Conference. A motion to adjourn will not be in order until three quarters of the time scheduled for the last session have elapsed. The Moderator may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

18. **Postponement and Resumption of Debate:** Whenever the floor is open, a delegate may move for the postponement of debate on a resolution or amendment currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds majority to pass and will be debated by two speakers in favor and two opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed, and if debate on a resolution or amendment has not been resumed before debate is closed, that resolution or amendment may not be voted upon. A motion to resume debate on an amendment or resolution on which debate has been postponed will require a simple majority to pass and will be debated by two speakers in favor and two opposed. Resumption of debate will cancel the effects of postponement of debate.

## RULES GOVERNING SPEECHES

19. **Speakers List:** The Committee will have an open speakers list for the topic area being discussed. Separate speakers lists will be established as needed for motions to set the agenda and debate on amendments. A delegation present may add its name to the speakers list by submitting a request in writing to the Chair, provided that delegation is not already on the speakers list, and may similarly remove their name from the list by a similar request in writing. At his or her discretion (usually only when a new speakers list is opened) the Moderator may solicit nations to be added to the speakers list by raising their placard.

20. **Speeches:** No delegate may address a session without having previously obtained the permission of the Moderator. The Moderator may call a speaker to order if his or her remarks are not relevant to the subject under discussion, or offensive to committee members or staff. Delegates who are absent when recognized by the dais automatically forfeit their time, and debate will continue.

21. **Speaking Time:** When any speakers list is opened, the speaking time is automatically set to one minute. Delegates may also motion to set a new speaking time at any time when points or motions are in order during formal debate. This motion requires a simple majority to pass.

22. **Yields:** A delegate granted the right to speak from a speakers list may, after speaking, yield in one of three ways: to another delegate, to questions, or to the Chair.

- **Yield to another delegate:** Any remaining time will be given to that delegate, who may not, however, then yield any remaining time. To turn the floor over to a co-delegate is not considered a yield.
- **Yield to questions:** Questioners will be selected by the Moderator and limited to one question each. Follow-up questions will be allowed only at the discretion of the Moderator. Only the speaker’s

answers to questions will be deducted from the speaker’s remaining time.

- **Yield to the chair:** Such a yield should be made if the delegate has finished speaking and does not wish his or her speech to be subject to comments. The Moderator will then move to the next speaker. A yield to the chair is in order, but not automatic, when a speaker’s time has elapsed.
- **Yields are in order only on substantive speeches and not during moderated caucus.**

23. **Comments:** If a substantive speech is followed by no yields, the Moderator may recognize two delegations, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. Commenters may not yield. No comments will be in order during debate on procedural motions, moderated caucus, or debate on amendments.

24. **Right of Reply:** A delegate whose personal or national integrity has been impugned by another delegate may request in writing a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Moderator’s decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Moderator.

25. **Point of Personal Privilege:** Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege may interrupt a speaker, delegates should use this power with the utmost discretion.

26. **Point of Order:** During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper use of parliamentary procedure. The Point of Order will be immediately ruled upon by the Moderator in accordance with these rules of procedure. The Moderator may rule out of order those points that are dilatory or improper; such a decision cannot be appealed. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.

27. **Point of Parliamentary Inquiry:** When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Moderator a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the committee staff at an appropriate time.

## Rules Governing Substantive Matters

28. Working Papers: Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, and do not require formal introduction, but do require the signature of the Director to be copied and distributed. Working papers do not have signatories.

29. Resolutions: A resolution may be introduced when it receives the approval of the Director and is signed by 25 members in General Assembly committees, 8 members in the Economic and Social Council committees and Regional Bodies, and 5 members in the Security Council and Historical Security Council. Signing a resolution need not indicate support of the resolution, and the signatory has no further rights or obligations and may sign more than one draft resolution. There are no official sponsors of resolutions. The Director's decision not to sign a resolution or amendment may not be appealed. Resolutions require a simple majority to pass unless otherwise stated in specific Committee rules. More than one resolution may be on the floor at any one time, but at most one resolution may be passed per topic area.

30. Introducing Resolutions: Once a resolution has been approved as stipulated above and has been copied and distributed, a delegate may make a motion to introduce the resolution. This motion requires only authorization by the Moderator. The dais staff, time permitting, may choose to read the operative clauses of the resolution. Once a draft resolution has been introduced and distributed, the Moderator may entertain non-substantive clarificatory points, typically used to address typographical, spelling, or punctuation errors. A resolution will remain on the floor until debate is postponed or a resolution on that topic area has been passed.

31. Amendments: Delegates may amend any resolution that has been introduced. An amendment must have the approval of the Director and the signatures of 12 members in the General Assembly, 4 members in the Economic and Social Council and Regional Bodies, and 3 members in the Security Council and Historical Security Council. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. There are no official sponsors of amendments and all amendments on the floor must be debated and voted upon:

- An approved amendment may be introduced when the floor is open. General debate will be suspended and two speakers lists will be established, one for and one against the amendment. Debate will alternate between each list.

- A motion to close debate will be in order after the Committee has heard two speakers for the motion and two against, or when one of the speakers lists is exhausted. In accordance with the normal procedure described in Rule 15, the Moderator will recognize two speakers against the motion to close debate, and a 2/3 majority is required for closure of debate on the agenda.

- When debate is closed on the amendment, the Committee will move to an immediate vote. Votes on amendments are substantive votes. After the vote, debate will return to the general speakers list.

## Rules Governing Voting

32. Division of the Question: After debate on a topic area or amendment has been closed, a delegate may move to divide the question on any item which is about to be voted on. Division of the question means that a specified set of operative clauses may be voted on separately from the rest. Preambulatory clauses may not be removed by division of the question. The motion may be debated to the extent of two speakers for and two speakers against. This motion requires a simple majority to pass:

- If the motion passes, the Moderator will accept proposals on how to divide the question. Such proposals may divide the question into two or more parts. After all proposals have been accepted, the Moderator will arrange them from most severe to least, and each will be voted on, in that order. If no division passes, the resolution remains intact.

- If any proposal passes, all other proposals are discarded and the resolution or amendment is divided accordingly. A substantive vote must then be taken on each divided part to determine whether or not it is included in the final draft. A simple majority is required for inclusion of each part. After all divided parts have been voted on, those that were voted to be included are recombined into the final draft resolution, which must then be voted upon under regular rules of procedure. If all of the operative parts of the substantive proposal are rejected, the proposal will be considered to have been rejected as a whole.

33. Reordering Resolutions: The default order in which resolutions are voted on is the order in which they were introduced. After debate on a topic has been closed, a delegate may motion to change the order in which resolutions on the Committee floor will be voted on. Such a motion must specify a desired order. Once such a motion has been made, the Moderator will accept alternative proposals for ordering. This motion takes precedence over a motion to divide the question on a resolution. Proposals will be voted on in the order in which they were received and require a simple majority to pass; once a proposal has



been passed, all others are discarded and resolutions will be voted on in that order.

34. Voting: Once Committee is in voting procedure and all relevant motions have been entertained, the committee will vote on the resolutions on the floor. Voting occurs on each resolution in succession; once a resolution has been passed, no further resolutions will be voted on. In all matters, both substantive and procedural, each country will have one vote. Each vote may be a “Yes,” “No,” or “Abstain.” All matters will be voted upon by placards, except in the case of a roll call vote. After the Moderator has announced the beginning of voting, no delegate will interrupt the voting except on a Point of Personal Privilege or on a Point of Order in connection with the actual conduct of the voting. A simple majority requires more “Yes” votes than “No” votes; abstentions are not counted toward either total. A 2/3 majority vote requires at least twice as many “Yes” votes as “No” votes. A procedural vote is a vote on any matter besides an amendment or resolution, and requires every country to vote either “Yes” or “No” on the question.

35. Roll Call Voting: After debate is closed on any topic area or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions. The Moderator’s decision whether to accept the motion for a roll call vote may not be appealed. Such a motion may be made from the floor and must be seconded by 25 members in General Assembly committees and 8 members in Economic and Social Council committees and Regional Bodies. All substantive votes are roll call votes in the Security Council and Historical Security Council. Voting will be at the discretion of the Chair in all other Committees.

- In a roll call vote, the Moderator will call all countries noted by the dais to be in attendance in alphabetical order starting with a randomly selected member.
- In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” “Pass,” “Yes with rights,” or “No with rights.”
- A delegate who passes during the first sequence of the roll call must vote “Yes” or “No” during the second sequence. The same delegate may not request the right of explanation.
- A delegate may only vote with rights if he or she votes “Yes” or “No” in the first round of voting and if his or her vote appears to constitute a divergence from his or her country’s policy. After all delegates have voted, delegates who had requested the right of explanation will be granted 30 seconds each to explain their votes.
- The Moderator will then announce the outcome of the vote.

## Precedence of Motions

36. Precedence: Motions will be considered in the following order of preference. If a point or motion is on the floor, points or motions lower on this list are out of order.

1. Parliamentary Points
  - a. Points that may interrupt a speaker:
    - i. Points of Personal Privilege (Rule 25)
    - ii. Points of Order (Rule 26)
  - b. Points in order only when the floor is open:
    - i. Points of Parliamentary Inquiry
2. Procedural motions that are not debatable:
  - a. Adjournment of the Meeting (Rule 16)
  - b. Suspension of the Meeting (Rule 16)
  - c. Unmoderated Caucus (Rule 13)
  - d. Moderated Caucus (Rule 14)
  - e. Motion to change the speaking time (Rule 21)
  - f. Introduction of a draft resolution
  - g. Introduction of an amendment
3. Procedural motions that are applicable to a resolution or amendment under consideration:
  - a. Closure of Debate (Rule 15)
  - b. Postponement of Debate (Rule 17)
  - c. Division of the Question (Rule 33)
  - d. Reordering Resolutions (Rule 34)
4. Substantive motions:
  - a. Amendments (Rule 32)
  - b. Resolution (Rules 29-30)
5. Other procedural motions:
  - a. Resumption of Debate (Rule 17)

## COMMITTEES AND DIRECTORS

### General Assembly

Disarmament and International Security Committee, *Sunaina Danziger*  
disec@hmunindia.org

Social, Cultural and Humanitarian Committee, *Catherine Brennan*  
sochum@hmunindia.org

Special Political and Decolonization Committee, *Erin Olivieri*  
specpol@hmunindia.org

Legal Committee, *Abby Kasdin*  
legal@hmunindia.org

World Health Organization, *Eliza Ennis*  
who@hmunindia.org

### Economic and Social Council & Regional Bodies

United Nations Economic and Social Commission, *Andrew Chang*  
unesco@hmunindia.org

International Monetary Fund, *Pavan Hedge*  
imf@hmunindia.org

Organization of American States, *Allison Toledo*  
oas@hmunindia.org

World Social Forum, *Sidney li*  
wsf@hmunindia.org

United Nations Environmental Program, *Daniel Menz*  
unep@hmunindia.org

Commission on the Status of Women, *Amy Tan*  
csw@hmunindia.org

### Specialized Agencies

Security Council, *John Bowers*  
unsc@hmunindia.org

Historical Security Council, 1986, *Andrew Jiang*  
hsc@hmunindia.org

Iraq Revolutionary Command Council, 1981 *Anne Warnke*  
iraq@hmunindia.org

Press Corps, *Tae Yeong Park*  
presscorps@hmunindia.org

## Appendix A: Sample Position Papers

Committee: Disarmament and International Security  
 Topic: Nuclear Test Ban  
 Country: The Republic of Sierra Leone  
 School: High School Academy

*[Section A should discuss history/background of the issue]*

The nuclear test ban issue has been the first item on the agenda of the Conference on Disarmament since 1978 with good reason. In 1963, the United States, the United Kingdom, and the USSR entered into the Partial Test Ban Treaty (PTBT), which prohibited testing in the atmosphere and underwater. In 1974, the United States and the USSR entered into the Threshold Test Ban Treaty (TTBT) which placed an upper limit of 150 kilotons on nuclear tests.

The next logical step, a comprehensive test ban treaty (CTBT), has been long overdue. Nuclear weapon testing allows the arms race to continue and even escalate. The implementation of a test ban would slow down the development of new nuclear weapons and thereby slow down the arms race. Furthermore, a CTBT would not, as some states have claimed, threaten the stability of the policy of nuclear deterrence, on which both superpowers rely. In fact, a CTBT would maintain stability by preventing innovations and developments which could potentially give one nuclear state a unilateral advantage. Moreover, the increasing use of supercomputers has essentially eliminated the need for actual testing.

*[Section B should discuss your country's position/history on topic]*

The Republic of Sierra Leone believes disarmament to be crucial for the maintenance of worldwide security and considers a nuclear test ban to be an important step in the process of reaching that goal. Sierra Leone is not a nuclear power nor does it aid other countries in producing nuclear weapons. Our policy in the past has been to work diligently toward a Comprehensive Test Ban Treaty. We wish to accomplish this goal through negotiation in the Conference on Disarmament. In accordance with this policy, the Resolution 485 banning nuclear testing in Africa and Resolution 781 banning nuclear testing in Southeast Asia received wholehearted support from Sierra Leone. Furthermore, our government received glowing reports from the international press for our stance on the issue. The African Journal wrote that "To maintain the fundamental principles of Africa, the UN needs more nations like Sierra Leone" (Volume 48, 1993, pp. 12).

*[Section C should outline ideas and policy proposals]*

The Republic of Sierra Leone supports the following proposals for a nuclear test ban treaty:

The treaty must be a comprehensive and permanent one. Although Japan's proposal to have a progressive lowering of the threshold limit until it reached zero is an interesting idea, not only does this legitimize nuclear weapon testing, it also delays a true resolution of the problem. In addition, it gives the nuclear states a greater opportunity to escape their obligations through inevitable loopholes in the treaty.

Although peaceful nuclear explosions could potentially bring about beneficial results, the nearly insurmountable difficulty in differentiating between nuclear tests for weapons and nuclear tests for peaceful purposes makes such a distinction infeasible. The proposal that a state must provide the Secretary-General with all relevant data about the planned explosion is laudable, yet proper assurance of the peaceful nature of a test would require a degree of monitoring to which most nuclear states would not agree.

States can rely not only on all national means of verification which are consistent with international law, but also an international verification system. Current seismic monitoring systems, such as the Norwegian Seismic Array (NORSAR), are sufficiently advanced to determine whether states are complying with a CTBT. In addition, the 1984 experiment involving the World Meteorological Organization/Global Telecommunications System (WMO/GTS) illustrates the viability of an international seismic network. As per the Ad Hoc Group's report, Sierra Leone is in favor of an international network of seismic monitoring stations which would send their data to International Data Centers (IDCs) for analysis. These IDCs would automatically give out type I data (basic information) with type II data (data subjected to more advanced analysis) available upon request. Of course, even after the conclusion of a CTBT, there should be further research into the development of even more sensitive and accurate seismic monitoring equipment and analysis techniques. If the test ban treaty involved the gradual reduction of the threshold limit, then that limit should reflect current seismic monitoring technology. In addition, on-site inspections should be allowed.

Regarding compliance, a test ban treaty is of such paramount importance that violators should be punished. Yet the fact remains that embargoes would most likely have little if any effect on most nuclear states. Perhaps compliance measures will eventually rely on first convincing the superpowers, and any other nuclear states, to enter into a CTBT and then getting the superpowers themselves to ensure that their allies abide by the treaty.

## Appendix B: Sample Working Papers

Committee: Commission on Trade and Development

Topic: Generalized System of Preferences

Bolivia, Peru, and Ecuador believe that a General System of Preferences (GSP) should be set up so that Less-Developed Countries (LDCs) receive preferential treatment from Developed Countries (DCs). To that end we propose:

1. Each DC reduce their tariffs to the lowest level possible. This level will be determined by the below created subcommittee,
2. Bilateral trade agreements should be pursued for further reductions in tariffs.
3. Trade preferences should be granted in the following areas:
  - Agriculture
  - Manufactures
  - Semi-manufactures
  - Raw materials
4. Decisions on product coverage by preference giving nations be made in consultation with the affected LDC. Annual reevaluation of coverage shall take place with the LDC with disputed going to the below-created subcommittee.
5. A subcommittee of UNCTAD should be created with equal membership of developed and developing countries. This subcommittee would have the following powers:
  - a. To mediate disputes between preference givers and receivers
  - b. Make recommendations which all countries should follow
  - c. Serve as a forum for airing grievances relating to the GSP
  - d. Report regularly to the Secretary General
6. Membership should be as follows:
  - a. Five permanent nations from the DCs
  - b. Five permanent nations from the LDCs and LLDCs
  - c. Ten members elected annually by UNCTADVoting rights will have to be worked out, but the UN format for subcommittees seems best. Of course, we are amenable to change.

## Appendix C: Sample Draft Resolution

Committee: Commission on Information Regulation

Topic: International Newsflow Imbalance

Signatories: Algeria, Belize, Cambodia, Cameroon, Dominica, Ecuador, Egypt, Ethiopia, Finland, France, Greece, India, Indonesia, Kenya, Lebanon, Madagascar, Malawi, Mali, Mozambique, Nepal, Nicaragua, Oman, Pakistan, Palestine (observer), Slovenia, Solomon Islands, South Korea, Spain, United Arab Emirates, Uganda, Ukraine, United Kingdom, Venezuela

The Economic and Social Council,

*Recalling* its Resolution A/36/89 of 16 December 1981, “The Declaration on Fundamental Principles Concerning the Contribution of the Mass Media to Strengthening Peace and International Understanding,”

*Recalling also* Article 19 of the Universal Declaration of Human Rights, “Everyone has the right to...receive and impart information and ideas through any media and regardless of frontiers,”

*Recognizing* that the problem of newsflow imbalance is that two-way information among countries of a region is either nonexistent or insufficient and information exchanged between regions of the world is inadequate,

*Realizing* the need for all Sovereign Nations to maintain their integrity and still play an active role in the international system,

- 1) Recommends that a three-level information interchange system be established on the National, Regional, and International levels to ameliorate the current problems of newsflow imbalance, which is to operate as follows:
  - a) Each region’s member nations will report their national information and receive the information of other nations in their region from the regional level of this interchange system;
  - b) Nations will decide the character of the newsflow media best suited to the need of their sovereign territory, be this printed, audio, or audiovisual;
  - c) Regional News Gathering Agencies will serve to gather information from the nations in their region, and these boards will have no editorial discretion and will serve to forward all information to the International Board;
  - d) Each regional agency will be composed of representatives from every member nation of the region;
  - e) The primary function of the International Board will be to translate information accumulated from the regional news gathering agencies;
  - f) The secondary purpose will be to transmit all information gathered back to the member nations via the regional news gathering agencies;
  - g) In order to expedite the transfer of information from the international to regional level the international board will utilize a UN frequency on a European Economic Community (EEC) satellite;
  
- 2) Proposes that the following be designated as regional areas:
  - a) Africa;
  - b) Middle East;
  - c) Asia and the Pacific;
  - d) Latin America;
  - e) Eastern Europe;
  - f) Western Europe and North America;
  
- 3) Urges the establishment of the University of International Communications, whose main branch will be in Geneva, Switzerland with additional branches located in each of the aforementioned regions, with the following aims:
  - a) The University and branches will be established with the express purpose of bringing together world views and facilitating the transfer of technology;
  - b) All member nations of the United Nations will be equally represented at the University;
  - c) Incentives will be offered to students of journalism and communications at the University to return to their countries to teach upon completion of instruction;
  - d) The instructors of the regional education centers will be comprised of a multi-partisan coalition of educators from throughout the world;
  - e) The number of students admitted to the University will be contingent upon the amount of funding provided by the United Nations;
  
- 4) Calls for the continued use of funds from the International Program for the Development of Communications, Special Account, UNESCO, the UN Development Program, and other sources of funding including national governments and private donors;
  
- 5) Recommends that the distribution of funds be decided by the IPDC.

## Appendix D: Preambulatory and Operative Phrases

### Preambulatory Phrases

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

### Operative Phrases

Accepts	Declares accordingly	Further proclaims	Regrets
Affirms	Demands*	Further remind	Requests
Approves	Deplores	Further recommends	Resolves
Authorizes	Draws attention	Further requests	Solemnly affirms
Calls for	Designates	Further resolves	Strongly condemns*
Calls upon	Emphasizes	Has resolved	Supports
Condemns*	Encourages	Notes	Takes note of
Congratulates	Endorses	Proclaims	Trusts
Confirms	Expresses its appreciation	Reaffirms	Urges
Considers	Expresses its hope	Recommends	<i>*reserved for the Security Council</i>
Decides	Further invites	Reminds	

THIS DOCUMENT AND THE HARVARD RULES OF PROCEDURE ARE THE INTELLECTUAL PROPERTY OF HARVARD MODEL UNITED NATIONS AND THE HARVARD INTERNATIONAL RELATIONS COUNCIL. THEY MAY BE USED FOR EDUCATIONAL AND NON-COMMERCIAL PURPOSES ONLY.

REPRODUCTION ONLY WITH REFERENCE OF "HARVARD MODEL UNITED NATIONS."

CONTACT [INFO@HARVARDMUN.ORG](mailto:INFO@HARVARDMUN.ORG) FOR TERMS OF USE.

HARVARD MODEL UNITED NATIONS INDIA IS A INITIATIVE OF HARVARD INTERNATIONAL RELATIONS COUNCIL

HARVARD INTERNATIONAL RELATIONS COUNCIL IS A STUDENT-RUN ORGANIZATION AT HARVARD COLLEGE.

HARVARD NAME AND/OR VERITAS SHIELD ARE TRADEMARKS OF THE PRESIDENT AND FELLOWS OF HARVARD COLLEGE AND ARE USED BY PERMISSION OF HARVARD UNIVERSITY.