

AMERICAN MODEL UNITED NATIONS INTERNATIONAL RULES AND PROCEDURES REPRESENTATIVE HANDBOOK

This *Rules and Procedures* Handbook is published to assist Representatives in their preparations for the American Model United Nations International Conference. When utilized to complement the students' research on the nation they represent and the topics of discussion, this handbook provides Representatives with all the information they will require to function effectively at the simulation. Its sister handbook, *Issues at AMUN*, provides an overview of the topics which will be discussed at the simulation.

The following pages include many of the logistical items which must be taken into account when attending the American Model United Nations Conference. These are intended as both a guide to help you in pre conference preparations and to give you direction at the Conference. Please feel free to call or write the Secretariat if you have any questions on these or other issues. Representatives are strongly encouraged to read this guide thoroughly and discuss the items that apply to their delegations. This handbook contains the following:

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AMERICAN MODEL UNITED NATIONS INTERNATIONAL TENTATIVE AGENDA 17-20 NOVEMBER 2001

SATURDAY, 17 NOVEMBER

Noon	:	p.m.	Registration	
:	p.m.	:	p.m.	Rules and Role Playing Overview All Representatives
:	p.m.	:	p.m.	Opening Session
:	p.m.	:	p.m.	Committee / Council Sessions
				International Court of Justice Sets Docket and Begins Deliberations Ongoing
:	p.m.	:	p.m.	International Court of Justice Advocate Meeting

SUNDAY, 18 NOVEMBER

:	a.m.	:	p.m.	Committee / Council Sessions
:	p.m.	:	p.m.	Lunch
:	p.m.	:	p.m.	Committee / Council Sessions
:	p.m.	:	p.m.	Dinner
:	p.m.	:	p.m.	Committee / Council Sessions

MONDAY, 19 NOVEMBER

:	a.m.	:	p.m.	Committee / Council Sessions
:	p.m.	:	p.m.	Free Afternoon
:	p.m.	:	p.m.	Committee / Council Sessions
:	p.m.	:	a.m.	Representative Dance

TUESDAY, 20 NOVEMBER

:	a.m.	:	p.m.	GA Plenary / Council Sessions
:	p.m.	:	p.m.	Lunch
:	p.m.	:	p.m.	GA Plenary / Council Sessions
:	p.m.	:	p.m.	Closing Plenary



CHAPTER I.

GENERAL CONFERENCE INFORMATION

The following chapter provides Representatives with all of the logistical information needed to attend the American Model United Nations International AMUN Conference. Questions about this information should be directed to the AMUN Executive Office at the phone number or e mail listed on page of this book.

NUMBER OF REPRESENTATIVES

AMUN's goal is to provide an exceptional educational experience to as many people as possible. For this reason, we have limited delegation size in an effort to keep the number and diversity of delegations as broad as possible.

The minimum size of any delegation will be one Representative for each Committee/Council on which that country is represented. Please note that all countries are automatically represented on the four General Assembly Committees. All countries also have the option of seating one Representative on the Food and Agriculture Organization FAO simulation. Additionally, specific countries may be assigned a seat on the Economic and Social Council, Security Council, or Historical Security Council. Schools assigned to these countries will be expected to provide at least one Representative to sit on the additional Council s .

The maximum size of any delegation will be two Representatives per Committee/Council on which the country is seated, plus one Permanent Representative if this person is not assigned to a specific committee. Schools are requested to contact the Secretariat regarding adding an extra delegation if they will exceed this number. Additional delegation fees are minimal to facilitate this process.

Note that Representatives to the International Press Delegation IPD and International Court of Justice ICJ Judges do not count towards this total. ICJ Advocates, however, may only be arguing a case for three to four hours, and should be assigned to a regular Committee/Council for the remainder of the Conference. IPD Representatives and ICJ Judges are considered outside of their school's normal delegation, will be assigned *exclusively* to the IPD and ICJ for the length of the Conference, and do not count toward delegation minimums or maximums.

CONFERENCE FEES

AMUN uses a per delegation and per delegate fee structure, as follows:

Cost per delegation:	st Delegation	.
	nd Delegation	.
	rd Delegation	FREE
	and greater	

Cost per delegate: .

In this manner, the minimum fee would be for a school with one delegation consisting of four Representatives, at a cost of . x plus x . A school with one delegation and eight Representatives would have a fee of . . However, a school with two delegations and the same number of Representatives eight would see only a slight fee increase to . .

A flat fee of . will be charged for International Court of Justice and International Press Delegation participants *not affiliated* with a delegation. Individual students not associated with a registered school may be represented on these bodies while space is available.



HOTEL INFORMATION

The Hyatt Regency Chicago Hotel is located at East Wacker Drive, just east of Michigan Avenue and facing the Chicago River. The main hotel phone number is: or . Room reservations may be made by calling either of these numbers. **To ensure favorable rates, please ask for the Reservations Department and tell them that you are with the “AMERICAN MODEL UNITED NATIONS” group.**

HOTEL COSTS WILL BE: . SINGLE, DOUBLE, TRIPLE OR QUAD ROOM PLUS TAX

The hotel offers parking which is both convenient and at a standard cost for downtown Chicago. Those staying at the hotel are allowed in/out privileges. The rates for parking are subject to change at any time, but are currently . per day. This is a hour rate, with in/out privileges.

DRESS CODE

The appearance of participants at AMUN provides the first impressions of their national character to other Representatives. Attention to proper appearance sets an expectation for professionalism and competence. In order to demonstrate respect to fellow Representatives, Secretariat members, and distinguished guests of the conference, AMUN requires business attire during all formal sessions, including the final General Assembly sessions on Tuesday.

Occasionally, questions arise regarding whether a particular outfit would be considered appropriate. AMUN will not consider any dress appropriate which includes T shirts, jeans, shorts, athletic shoes or any form of commercial advertising. *AMUN reserves the right to refuse admittance to the Conference floor to any Representative who is inappropriately attired. Decisions of appropriate attire are at the ultimate discretion of the Secretariat please be aware that Representatives who are not appropriately attired may not be recognized during formal debate in any AMUN simulation.*

CONDUCT

Representatives are expected to conduct themselves, at all times, in a manner befitting international diplomats. This means that every courtesy, both in speaking and behavior, should be extended to all Representatives, faculty members, guests and Secretariat members at the Conference.

AMUN reserves the right to expel any Representative not acting in a courteous and professional fashion.

BADGES

Name badges act as Representatives' credentials for the Conference. Each badge will list a Representative's name, country, and the Committee/Council to which he/she is originally assigned. Representatives and faculty members will be required to wear their assigned credentials badges at all times while in the Conference area. This includes social events after normal Conference hours. **No one will be admitted to any Conference area without approved credentials.**

It is recommended that Representatives wear their credentials at all times while in the hotel. This will allow you to be easily recognized by both Conference and hotel staff, and will help to alleviate any potential problems that may arise within the hotel.

Representatives should ALWAYS remove their badges immediately before leaving the hotel. A convention badge worn on the streets of Chicago advertises you as a tourist and is an open invitation to potential trouble. Please exercise caution in this area.

PLACARDS

A placard with the name of each delegation will be placed at that delegation's group of seats in each Committee/Council. These are the property of AMUN; the placard should not be defaced or removed from the room.



CONFERENCE SECRETARIAT

The Secretariat of AMUN is made up of college students, graduate students and professionals from a variety of fields. All of these people are highly experienced in Model UNing, both as Representatives and staff members at previous AMUN simulations and/or other Model UN Conferences.

Staff members serve as the equivalent of the United Nations Secretariat, in addition to supervising the activities of the various bodies simulated. Secretariat members will chair the Committees/Councils, direct the International Press Delegation and International Court of Justice, and run the Home Government, Delegate Services and Conference Services offices.

Members of the Secretariat will be able to answer any questions that Representatives or faculty members have about AMUN, or direct them to someone who will be able to answer their questions.

The Secretariat will also serve as security personnel at after hours functions. They will ensure that noise is kept to the designated areas provided for Representative gatherings, and that Representatives do not become disruptive. They will intervene with the hotel, when possible, in disputes between the Representatives and the hotel. *In the interest of an orderly Conference, please follow all directions of Secretariat members in this area.*

HOME GOVERNMENT

AMUN's Home Government will be responsible for several areas of Representative interaction, including:

- **Resource Center:** Home Government will be a resource center at which Representatives can obtain information to supplement their pre conference research. AMUN's Home Government library has numerous documents about the United Nations and the issues being discussed, as well as access to other information on the Internet. The Home Government staff will be available to give competent, general advice on many areas. They will also give some country specific advice if a Representative is unsure of their country's policy. They will not, however, tell a Representative how to vote on any given issue.
- **Role Playing:** Home Government may be called upon, at the request of any delegation, to role play a country or organization that is not otherwise represented at this AMUN simulation. They may be brought in to provide a substantive report from the Secretariat, as an informational source from a non government organization, or to give the perspective of an unrepresented member state, observer, or other recognized group. All requests for Home Government to play this role should be directed to the Committee/Council Chair/President.

DELEGATE SERVICES

Delegate Services will provide all of the paperwork and logistical material for the AMUN Conference. Services available there will include:

- Resolution final production;
- Copying;
- Computers will be available to type resolutions at the Conference.

CONFERENCE SERVICES

Conference Services will be the main source of general conference information once the simulations begin. The Conference Services desk will be located in the lobby area of the ballroom level, immediately outside many of the Committees. Secretariat members will be available at this location during Conference hours to provide information on the conference, on the hotel, the city of Chicago, or to provide any other assistance needed. Extra conference handouts, name badge replacement and AMUN souvenirs will also be available in this location.



REGISTRATION

Conference check in will be located at the registration desk in the lobby area, Regency West Tower Ballroom level. Delegations may pick up their Conference packets, resolution packets and name badges at this desk. Check in to sleeping rooms should be done at the hotel front desk, located up the escalators in the main lobby. Conference registration will be open on Saturday from : : p.m. Schools arriving after : : p.m. can register in the Atlanta Room. ***All fees must be paid in full before registration can be completed.***

AFTER HOURS EVENTS

It is understood that one of the draws of any MUN Conference is the after hours “informal caucusing.” AMUN provides one meeting room as a gathering room, which Representatives are encouraged to use after hours. Parties in hotel sleeping areas are strongly discouraged: these could very easily disturb other guests in the hotel, reflecting poorly on both participating schools and on the Conference.

AMUN also encourages all participants to attend our Representative Dance on the Monday evening of the Conference, held in the Regency Ballrooms.

SIMULATIONS

AMUN will simulate the General Assembly GA , four Committees of the GA, the Security Council, the Economic and Social Council, and the International Court of Justice. AMUN also features three non traditional simulations this year: the Historical Security Council, the Food and Agriculture Organization and an International Press Delegation. Please see the *Issues at AMUN Handbook* for background information on the topics to be discussed.

The **Historical Security Council** will simulate the events occurring in the year . These include issues in the Middle East, as well as issues which arose in the early Cold War environment. Representatives will follow standard Security Council rules and procedures, but will role play the viewpoint of their delegation as of .

In the **General Assembly** simulation, the **First (Disarmament and International Security)**, **Second (Economic and Financial)**, **Third (Social, Humanitarian and Cultural)** and **Sixth (Legal) Committees** will meet for the first three days Saturday through Monday of the Conference. These four Committees will then merge to form a **General Assembly Plenary** session for the remainder of the Conference on Tuesday. Note that Representatives who participate in the Committees will also participate in the Plenary session, thus a separate Representative is not needed for the Plenary session.

The **Food and Agriculture Organization** FAO will meet continuously for the four days of the Conference. This UN specialized agency is being simulated to provide Representatives with another example of the important economic and social work conducted by the UN. FAO will submit its work as a final report to the Economic and Social Council session on the final day.

The modern day **Security Council** will be responsible for dealing with international peace and security issues as they stand at the time of the Conference. A tentative agenda will be given, but Representatives should be prepared to discuss any and all peace and security issues that a member of the Council might bring to the table.

The **Economic and Social Council** ECOSOC will deal with the issues on its agenda, including any necessary interactions with the other bodies simulated. ECOSOC is unique in that its members will be encouraged, throughout the Conference, to create sub bodies as needed.

The **International Court of Justice** ICJ will feature judges, drawn from any interested Representatives, presiding over cases brought before the court by represented delegations or their advocates. Individuals from colleges and law schools not necessarily affiliated with a delegation are also encouraged to participate in this simulation.

The **International Press Delegation** IPD will feature Reporters covering the issues of the Conference as they occur. The IPD will publish a once or twice daily newspaper on Conference topics and other issues of interest to Representatives. IPD enhances the AMUN experience by allowing Representatives to use the media, as their countries do at the real UN, through calling press conferences to announce information of interest, by writing editorials, by submitting formal statements, or by “leaking” information to the press.



CHAPTER II.

ROLE PLAYING AND PREPARATION

THE REPRESENTATIVE

Delegates are fundamental to any Model UN Conference. A delegate's job is to research the positions of a UN Member nation, both on the specific topics that will be discussed at the Conference and as a general overview of that nation's policies.

Delegates should then be able to prepare draft resolutions to be submitted for debate at the Conference. Draft resolutions can be submitted in advance for placement on a draft resolution web page that is made available to all delegations, can be prepared for submission at the Conference, or can be written with others at the Conference. *See Chapter V Draft Resolutions, for details.*

Finally, delegates attend the Conference to *represent* their nation in discussing the draft resolutions presented. **When delegates reach the floor of the Model UN Conference, they assume the role of the *Distinguished Representative* from their country, with all the *rights and responsibilities* which that entails.**

At the Conference, Representatives in the role of their countries' spokesperson will debate the issues on the agenda to seek solutions to the problems facing the world community. They will also create and discuss draft resolutions, caucus with Representatives who are role playing other countries, and work to solve the problems facing the world. In the UN today, nations will usually debate an item in an attempt to reach a consensus that can be agreed to by all, or at least by most, nations. The draft resolutions under discussion at AMUN can be accepted by consensus, adopted, amended, combined or even debated to the point that no final document can be produced on a given issue.

In recent years a special effort has been made to achieve consensus on issues, rather than requiring a formal vote, thus showing solidarity and strong support for UN decisions. Over seventy five percent of the General Assembly's resolutions are now adopted by consensus. While not always achievable on every issue, passage of resolutions by consensus illustrates the importance of an issue to the international community. By striving for universal agreement for their resolutions, AMUN committee and council simulations strive to emulate this aspect of international diplomacy.

ROLE PLAYING

AMUN is a **simulation** of the UN. By its very nature, the quality and tone of debate will be dramatically different than in the "real" UN. At the UN, Representatives and their consular staffs spend months in preparation, "behind doors" caucusing, and interacting with other nations *before* an issue is brought to a vote. A UN Representative, or Head of State, will almost always make a prepared speech that will not be "news" to the other Representatives present.

At AMUN, Representatives will only have four days to assume the role of their nation's Representative and simulate the actions of the UN. This consolidation of time leads to many different circumstances with which each delegation will have to contend. Among the considerations is the fact that Representatives will rarely have the opportunity to make a pre written speech on a topic. Instead, they will often be forced to verbally react to circumstances as they arise, and they may be in a position where it is reasonable to reinterpret their nation's position in light of new facts. Representatives should not simply read from their country's established record on the issues presented; they should be prepared to compromise with the other nations represented, and adapt their policies where needed to meet the current circumstances of the world as simulated at the Conference.

Note that this in no way gives delegations license to act "out of character." Representatives should research and generally follow the policies of their country, modifying these as new circumstances dictate. Successful role playing involves walking a careful line on policy: avoid the extremes of either reading verbatim a country's past statements, or creating ad hoc policy with no previous basis.



RESEARCH AND PREPARATION

As a general rule, Representatives should become familiar with several items in their preparations for the Conference, from the UN system as a whole to the specifics of their country's position on the topics of discussion for their respective committees. Research and preparation can be broken into six areas:

- 1. The UN System as a whole:** It is vitally important for each Representative to understand the basics of the organization which they are simulating, the United Nations. A well prepared student should not only know the basics of the UN's structure, but should have a good understanding of how the committee they will be working on fits into the organization. In building this base of knowledge, Representatives will better understand what their committee/council can or cannot do within the UN system, what they can make recommendations on, what they can reasonably "demand," and what issues are beyond the purview of the body they are simulating.
- 2. Current statistical information and a general background of the represented nation's history and policies:** This is the first key to understanding what actions a nation may prefer on the specific issues. Research should include, but certainly not be limited to, such areas as population, government type, natural resources, and trade data for the nation being represented. Traditional allies and adversaries should also be noted. Additionally, a country's history can be crucial to its contemporary actions, including the question of whether that country was previously colonized, or possibly a colonial power, when the country gained statehood, and what means were used in gaining independence civil war, violent struggle, peaceful movement, etc. .
- 3. Specific background of the nation's viewpoints on the issues to be discussed at the Conference:** This is the center point of most Model UN preparation focused research on the issues being discussed in each committee and on your government's position on those issues. Research can come from a variety of sources, beginning with UN documents often found on the internet or in paper form in a library or documents depository and moving to articles, periodical sources, books, and internet resources beyond the UN web site. UN resolutions and reports on the issues under discussion are especially helpful because they provide a quick reference to what has already been accomplished by the UN, and to what still needs to be done in the future. These documents also frequently provide voting information, which allows Representatives to quickly determine their country's past positions on issues. Contacting the represented country's Permanent Mission to the UN can also be helpful, but the level of assistance provided varies with each country's policies and the resources they have available to help others. Also, for some countries it will be very easy to find specific information to determine a position on most or all topics, and for others this information will be difficult to come by or simply not available. When clear cut information is not available, it is incumbent on the students preparing to make the best possible interpolations of what the country's policy would be, given the facts available. This might include knowing the country's background, their traditional allies, the stance of a regional group with whom they tend to agree, or a variety of other factors. Regardless of the facts available, knowing *exactly* what a country would do in a given situation is not always possible. Representatives should strive in their research to know as much as they can about the country and its stance on each topic, and to educate themselves enough to make reasonable policy assumptions on issues which are not totally clear.
- 4. The current world situation as it applies to the nation:** This is a subset of the previous two areas of research, but is important enough to be mentioned in its own right. There is a significant difference between the policies of the only remaining superpower and a nation with very little military might. Even more significant at the UN is the difference between the policies of the relatively rich, industrialized nations and the relatively poor, developing and especially least developed nations on many issues. Additionally, a nation which is currently involved in a civil war, or a nation which is under UN sanctions, may have unique responses on some issues which are very different from those of the remainder of the international community. Knowing where the nation you represent fits in the current world geo political context, as a complement to your country specific research, can answer many questions which will come up during the simulation.
- 5. A specific background of the perspectives of nations with differing viewpoints on the issues:** This is one of the more difficult areas in preparation. While it is reasonable to expect that a Representative will know who their general allies and adversaries on a given issue should be regional partners, long standing allies, etc. it is very difficult to have detailed information on what the policies of each country in the simulation will be on a given issue. Limitations in preparation time by definition require that students focus *primarily* on the policies of



their own country, often learning about others through references in their own research. This is an area where complete knowledge will serve participants well, but it is much more likely that each Representative will be learning the formal policies of the other countries in the committee when they give speeches from the floor and confer behind the scenes in caucus sessions.

- 6. The rules of procedure for AMUN (provided in this handbook):** While substantive discussions of the issues form the basis of any good simulation of the UN, the rules of procedure are what is used to facilitate the substantive debate which occurs. In general, these rules are intended to provide an even playing field, allowing each country to accomplish its individual goals in speaking their policies, while also maximizing opportunities for the group to reach agreement, or even consensus, on the issues. Several levels of preparation are possible on the rules. For new Model UN participants, it is recommended that each person has a working knowledge of the principal motions which can be made during the simulation, as encapsulated on the Rules Short Forms on pages of this book. The chairperson of each committee will assist Representatives in using these rules on the first day of the Conference, and assist in bringing everyone onto an even playing field. For experienced Representatives, especially those who have not attended AMUN in the past, we suggest reading AMUN's rules in depth, both as a refresher on these rules of procedure and to note differences from other Conferences a school might attend. Most Model UN Conferences use at least slightly different rules of procedure, and in some cases the contrasts are significant. In order to best facilitate everyone's experience, it is incumbent upon every participant to learn and use the rules as laid out for this Conference.

PREPARING AS A GROUP

Research on the areas described above is the essential element in preparing for AMUN. It is strongly recommended that Representatives use a combined effort whenever possible in doing research. Representatives can fully take advantage of all the people representing their country by assigning various topics to each individual to research and report on to the group; some areas will naturally lend themselves to group research and discussion, while others will be more individual based.

In particular, researching the UN system and the specific background on a nation can be more easily accomplished by a group effort. Each student can be assigned a specific area, such as historical background of the country, current statistics, etc. Each individual can then report back to the group on their findings, possibly including both a written and/or oral report, and allow for greater burden sharing among the members of the delegation.

By contrast, research on the topics discussed in each committee will by its nature be more individualistic. This does not mean, however, that the other members of the delegation will not benefit from a briefing on each topic. Topic briefings can both give the entire delegation a broader picture of country policy, as well as give the individual Representatives valuable practice in consolidating the information they discover and in making a public presentation to the group.

STRATEGY AT THE CONFERENCE

Toward the end of your preparation process, each delegation should determine its strategy and goals for the Conference. Your delegation should be involved in working toward solutions to the problems placed before the United Nations. This requires a great deal of negotiation and compromise, often at the expense of certain positions which may be of concern to your individual delegation. Your delegation must decide which items are of greatest importance to your nation, and set your strategies accordingly. Strategic areas to consider include:

- What kind of role will your delegation play at the Conference? Examples: Conciliatory, obstructive, aggressive, neutral or leading
- Will your delegation seek leadership positions in each Committee/Council and in the General Assembly Plenary?
- How can your delegation achieve the goals and interests identified in your research?
- With which other nations will your delegation attempt to work? this may vary by committee
- What delegations will be your main adversaries on each topic?

Remember, passing resolutions is not the true measure of success at the Conference. While your delegation is encouraged to propose resolutions on the various issues, you must stand ready to **compromise** to achieve any real solution to the problems being discussed.



THE PERMANENT REPRESENTATIVE

Each delegation should appoint **one** person to act as the primary Representative for that delegation, assuming the role of *Permanent Representative* when the delegation is on the floor for meetings. Schools with more than one delegation should appoint one Permanent Representative per delegation represented.

The Permanent Representative has a number of responsibilities, including:

- Responsibility to the Secretariat for the delegation and its actions;
- Act as the leader of the delegation for substantive matters;
- Coordinate the delegation across Committees and Councils, and during the move from General Assembly Committees into the General Assembly Plenary session;
- Coordinate and monitor the delegation's submission of resolutions, both before and at the Conference;
- Represent the delegation at general meetings of Permanent Representatives called by the Conference;
- Act as liaison to the Secretariat for any administrative matters at the Conference.

The Permanent Representative may sit in any Committee/Council at AMUN on which that delegation is seated, in addition to the two regular Representatives allowed in any body. The Permanent Representative may be assigned to a specific Committee/Council, or may "float" throughout the various simulations at the Conference, helping where needed. If the Permanent Representative is not assigned to a specific Committee or Council, this person may be ideal to serve as an ICJ Advocate, or to be available if your country is called into the Security Council or the Historical Security Council.

In their responsibility as leader of the delegation, the Permanent Representative should be the focal point for coordinating the delegation's efforts throughout the various Committees/Councils. This person should allow your nation to maintain a coherent policy on similar issues which may surface in the different simulations.

It is **essential** that the Permanent Representative maintain contact with all Committees/Councils, to ensure that one Representative is not acting in a way which is not consistent with the remainder of their delegation. While the "character" of the delegation's role playing should be thoroughly discussed in advance of the Conference, it is the Permanent Representative's job to make sure that individuals remain within that "character" while at the Conference.

It is also very important for the Permanent Representative to monitor draft resolutions sponsored by the delegation, both for advance submission and at Conference. A draft resolution is a written statement of a country's viewpoint on the issue in question, and should thus be considered carefully to make sure that it is both within the country's policies, and is of sufficient content to not prove embarrassing to the country if submitted for consideration on the floor.

THE FACULTY ADVISOR

AMUN suggests that a Faculty Advisor's main role be in working with and preparing the school's delegation s before they attend the Conference. Regardless of whether the Faculty Advisor is a class professor or club sponsor, this person can assist the delegation in both logistical and content preparation for the Conference.

Logistically, the Faculty Advisor may be the main contact with both the Conference and the school administration. This role could include working with finances and group organization, registering the school for the Conference, making hotel reservations, preparing travel arrangements, and a host of other preparations. Alternately, these roles could be delegated and assumed by the delegation leaders or club officers at a school.

In helping a delegation prepare for the content issues they will face at the Conference, a Faculty Advisor could either run a full curriculum class, or serve as a resource for a Model UN Club or other organization. They may use a well established, proven curriculum, or utilize this handbook as a guide to preparing the students who will attend. All registered schools will receive the *AMUN Simulation Guide* which contains resources for Model UN leaders for training delegations to participate at AMUN. The United Nations Association also provides excellent background materials for preparing students to attend a Model United Nations conference.

Also, the Faculty Advisor can coordinate and run preparatory sessions to better prepare students for the Conference.



GRADING THE MODEL UN EXPERIENCE

AMUN strongly recommends that Faculty Advisors **NOT** grade students based on their performance at the Conference. This very often leads to poor role playing as the students involved are working for their grade, and not necessarily to accurately portray their country. Several areas where AMUN specifically **discourages** grading include:

- Students' getting "their" resolution or amendment to the floor or passed;
- Students' speaking a certain number of times stressing quantity over quality ;
- Students' making a certain number of motions.

If grading is necessary, AMUN suggests the following as possible areas for appraisal:

- Pre Conference preparation possibly including testing or paper submission ;
- **Quality** of resolutions submitted;
- The effectiveness of the student at the Conference in playing the delegation's role based on direct Faculty observations, not the quantitative items listed above This could include:
 - Clearly stating the country's position and basing all actions on this;
 - Effectively working with other delegations, both on the floor and in caucusing;
 - Effectively working toward a consensus of the body, when appropriate;
- Whether or not the student is present and on time for all assigned committee/council sessions;
- A post Conference paper based on students' learnings and experience at the Conference.

The interactive nature of the Model UN experience provides incredible learning opportunities for the students who attend and become immersed in that experience. AMUN requests that Faculty Advisors not dilute the students' experience by linking grades to quantitative performance at the Conference.

DELEGATIONS WHICH ARE "OUT OF CHARACTER"

Since students attending the Conference are not career diplomats representing their country, and since most students will not have lived or been raised in the country they are representing, questions do sometimes arise at a Conference as to whether the actions of an individual are "out of character" in relation to their delegation's policy in the real world. AMUN has several specific suggestions to address this issue.

First, and most importantly, **being "in character" is the responsibility of each delegation, and ultimately falls to their Permanent Representative and/or their Faculty Advisor.** There is no possible substitute for extensive preparation on your country and the issues to be discussed **BEFORE** attending the Conference. AMUN expects that the members of each delegation will enter the Conference prepared and knowing more about their individual country, and their country's stand on the issues, than any other Representative present.

If you, or your delegation, feel that a Representative has not done sufficient research and is misinformed or acting "out of character" on a particular issue, AMUN recommends several steps which can be taken:

- First, please revisit the actions taken by the Representative in question. Is the Representative "out of character" given the particular resolution and situation on the floor? Have circumstances either in the real world or at Conference changed such that the Representative could *realistically* modify their country's stance on a particular issue? Are you **certain** that you know the actual stance of the country in question on the issue? Many cases of a Representative appearing "out of character" are actually just misinterpretations of what was said, or of a country's previously stated policies.
- If you still feel that the Representative is "out of character," AMUN asks that you talk to the Representative about the issue before bringing the problem to the Secretariat. This can be easily done in a **non-confrontational** manner by stating something like: *"I hadn't realized that was your country's position on the issue, where did you see that?"* or *"I thought I read something in state your source about your country's having a different opinion on this issue; have you seen that information?"* Directly confronting a Representative to say *"You're wrong on this"* will likely not succeed, and could damage your diplomatic relations in the future.



- The Representative will likely respond in one of three ways to your question, either with information to justify their statements, with a statement like “*I did the research and this is my country’s view on the issue,*” or with interest in the new information you have provided. If this response answers your question, the problem is resolved. If a Representative is interested in more information, please send that person to the Home Government office, which has many files and resources to help with questions. If the Representative is non responsive or chooses not to answer your question, you can bring the issue to the attention of the Committee/Council Chair, who will request that the Home Government Secretariat look into the situation.
- Please note that AMUN Chairs are specifically instructed to NOT provide advice to Representatives on the issues being discussed. AMUN Chairs are specifically trained on the Rules of Procedure, while Home Government Secretariat are trained on assisting Representatives with content questions. Chairs may arbitrate disagreements but will never render an opinion regarding an “out of character” disagreement.

If a delegation or individual is found to be acting “out of character,” AMUN’s goal is to provide them with the information needed to correctly represent their country on a given issue. The delegation’s Permanent Representative will always be sought out by the Secretariat if someone from their delegation may be “out of character” to inform them of the situation.

Since all participants at AMUN are learning about the United Nations as they participate, these situations may occur. AMUN expects that all delegations will take the time necessary to prepare and correctly portray their country on each issue under consideration. AMUN also asks that Representatives not jump to conclusions on other delegations’ role playing without having detailed background on the other country’s position on the issue. Finally, AMUN asks that Representatives on all sides handle potential “out of character” situations with the utmost of diplomatic courtesy for all parties involved.

RULES OF PROCEDURE

Another recommended method of preparation for AMUN is to hold practice rules sessions for Representatives. First, review the rules as a group and work out any questions. Next, using the AMUN rules, develop several mock resolutions to discuss. Delegations can then hold a mock session, with each student representing a different nation and utilizing the rules in a “real” setting. This can also give students the opportunity to “trade roles” as practice for the Conference. Note that this method of preparation has also been successful where delegations have held an open conference, including any interested students at their school, not just the members of their class or club. AMUN also provides the *AMUN Simulation Guide* which can assist Faculty Advisors or club leaders in running practice simulations.

Please feel free to phone, e mail or write the AMUN Secretariat if you have any questions concerning your preparations or the rules of procedure.

GENERAL SOURCES OF INFORMATION

AMUN recommends the following general sources of information to use when researching your country and the issues of the Conference:

- *Basic Facts about the United Nations* UN Department of Public Information
- *A Guide to Delegate Preparation* UNA Publication
- Model United Nations Preparations Kit UNA Publication
- *A Global Agenda: Issues Before the th General Assembly* UNA Publication
- The World Almanac and/or The Universal Almanac
- Permanent Missions to the United Nations Write for information on your nation and the specific issues under consideration
- UN Department of Public Information Write for a publications list
- *The Europa Yearbook* available in most library reference sections, contains detailed background on all countries and international organizations in the world
- Various periodicals, including: the *UN Chronicle*, *New York Times*, *Christian Science Monitor*, *The Economist* weekly , *Keesing’s Record of World Events* monthly



Addresses for the United Nations Association (UNA) and the UN Department of Public Information are:

- UNA USA Publications, 200 Second Avenue, New York, NY 10001, E mail: modelun@unusa.org. Request both a catalog and information from the Office of Model UN & Youth Programs.
- UN Department of Public Information/Publications, Room DC 200, United Nations, New York, NY 10001. Request a Model United Nations Kit and a UN DPI Catalog. The Model UN kit contains many of the most useful UN documents for your preparations at a low charge. Also, most UN publications are for sale, and many will be provided for free if your delegation offers to handle any shipping charges.

Participants can also contact the United Nations Information Centre (UNIC) to request any specific document published by the United Nations at no charge, so long as the document number is known. These document numbers can usually be found through Internet searches. The UNIC in the United States can be contacted at: 1000 K Street, N.W., Suite 1000, Washington, DC 20001.

UTILIZING THE INTERNET

News Sources: Most major newspapers and news organizations now publish directly to the web. A few sites of particular interest include: *The New York Times* at www.nyt.com, *The Washington Post* at www.washingtonpost.com, and CNN at www.cnn.com. Note that the *Washington Post* site also includes all *Associated Press* stories filed during the week. All of these pages and many others provide both daily news, as well as searchable archives of previous news stories.

UN Documents: Many United Nations resolutions, documents, speeches and other resources can be accessed through the Internet. Most UN agencies are represented, along with databases containing information on various regions around the world.

In particular, the main United Nations Home Page at www.un.org provides up to date information on UN Documents passed in the General Assembly, Security Council, and ECOSOC, as well as historical information from these bodies, reports of the Secretary General on various issues, and other very useful documents, along with excellent search capabilities.

The UN home page can also be used to locate the e mail address for the nation you are representing. Additionally, many UN members now have home pages for their permanent missions in New York and Geneva. When a home page is available, it often includes details on the country's policy, and may have actual speeches given by Representatives of that country at the United Nations. These addresses can be found at www.un.org/members/

When using the Internet, a great starting point is AMUN International's World Wide Web Home Page, which includes links to these and many other UN related sites. This home page is updated with UN links as they become available, and includes a great deal of background information to assist in your preparations for a conference, including links to each topic discussed in the *Issues at AMUN* handbook. AMUN's Home Page can be reached at www.amun.org.

Finally, one of the best sources of up to date, timely and broad ranging news is the UN Foundation's *UN Wire* daily newsletter. This publication, which is provided for free by the UN Foundation, provides 1-2 daily stories on UN related issues and topics. These usually involve a brief paragraph synopsis of the current story, along with invaluable links to more information, both inside the UN system and across the web. The highlights of *UN Wire* can be e mailed to you daily again at no charge or you can visit it on the web at www.unfoundation.org.

If you have any trouble reaching AMUN's Home Page, or would like additional assistance in finding UN resources whether general or specific on the Internet, please feel free to call the AMUN Executive Office or e mail AMUN at mail@amun.org

Most schools now provide free access for registered students to the Internet. If you do not currently have access, call your school's library, computer center or similar department.



CHAPTER III.

THE INTERNATIONAL PRESS DELEGATION

The International Press Delegation (IPD) is a unique simulation, offered at very few Model UN programs.

In fact, the IPD is not really a “simulation” at all: an “International Press Delegation” does not exist at the United Nations. However, hundreds of reporters from news agencies around the world cover the work of the UN, making information on UN events available to people living in every nation on earth. By doing so, the members of the “international press corps” assist the UN in fulfilling one of its fundamental objectives, the dissemination of information about UN and world events to all people.

Because the role of the press is critical to the success of the UN, AMUN has created the IPD, a simulation designed to recognize this important function. Specifically, the IPD has two major purposes:

- To provide an opportunity for students with an interest in journalism, specifically international journalism, to work as reporters in covering newsworthy events at the AMUN Conference; and
- To provide all AMUN Representatives with a high quality newspaper each day of the Conference, both to keep Representatives informed about the news from each individual simulation, and to add to Representatives’ understanding of how the United Nations functions as a whole organization.

Members of the AMUN Secretariat will serve as the Directors and Editors of the IPD. The Editors of the paper will supervise the activities of all reporters and publish the paper. IPD staff meetings, production and printing of the paper will occur in the IPD office, located in the Atlanta Room on the Regency Ballroom Level. IPD Reporters will have computers and printing facilities at their disposal.

DUTIES OF IPD REPORTERS

Each IPD Reporter, will be assigned to at least one “beat.” These could include each simulation (e.g., Security Council, ICJ, Fourth Committee, etc.), and/or each bloc (e.g. Latin American Bloc). Additionally, Reporters will be assigned to cover news conferences and other Conference events. All IPD Representatives will be responsible for the submission of articles covering their beats for each issue of the paper. Representatives should be prepared to type their own articles (computer training will be provided, if needed), and to assist with the production and dissemination of the paper.

The IPD Procedures and Style Manual will be provided to all registered IPD Reporters prior to the conference to further assist in their preparations.

IPD MEMBERSHIP

IPD Reporter positions are open to any interested student. However, it is important to note that *IPD Reporters cannot also be members of their school’s delegation s* . In other words, participation on the IPD is an exclusive, duration of the conference position. One or more students from any school may become IPD Reporters. Also, students from schools which are not sending a delegation to AMUN are welcome to participate as individuals on the IPD.

IPD applications are available from the AMUN Secretariat. There is a . fee for participation on the IPD. Representatives who are *not* with a registered delegation may participate on the IPD for this fee.

UTILIZATION OF THE IPD

All AMUN Representatives and delegations are encouraged to take advantage of the news coverage possibilities offered by the IPD. In particular, Representatives should get to know the Reporters covering their simulations, and make themselves available for interviews and background information when such is requested, or when it is in their country’s interest to seek press coverage. **Also, Representatives and delegations are strongly encouraged to call press conferences and to submit editorials and press releases to the IPD.**



CHAPTER IV.

THE INTERNATIONAL COURT OF JUSTICE

The International Court of Justice (ICJ) was established under Chapter XIV of the United Nations Charter. It replaced the Permanent Court of Justice, which existed under the UN's predecessor, the League of Nations.

The ICJ is the only major UN body whose headquarters is not in New York City; the Court sits in the Hague, Netherlands. The Court is the principal judicial organ of the UN, and all members of the UN are ipso facto parties to the Statute of the ICJ. Fifteen independent judges, elected by the General Assembly and the Security Council, each serve on the Court for nine year terms.

The purpose of the ICJ is to decide international legal disputes. Only nations which have accepted the ICJ's jurisdiction may submit disputes to the Court for resolution, or be named as parties in a case. Only states may be parties in cases. The ICJ does not have authority to decide disputes involving individuals, or public or private organizations, although public organizations may be requested by the Court to present information. The ICJ is empowered to render advisory opinions at the request of the General Assembly or the Security Council, and under certain circumstances, other UN bodies.

Article 4 of the Statute of the ICJ establishes the sources of law to be applied by the Court in resolving disputes in accordance with international law:

- . International Conventions and treaties ;
- . International Custom, as evidence of a general practice accepted as law;
- . General Principles of Law recognized by civilized nations; and
- . Judicial Decisions (case law precedent) and the teachings of the most highly qualified publicists of the various nations, as subsidiary means for the determination of law.

The Court has rendered a number of major decisions and advisory opinions since 1946. While not all of its decisions have been strictly complied with by the parties, the ICJ has no binding enforcement mechanism; its rulings do set legal precedent and have a strong moral and legal persuasive effect on parties and other interested states. The Court has been particularly effective in resolving boundary disputes and in providing a legal basis for actions to enforce damage claims by states in certain disputes involving the use of force (e.g. in *United States v. Iran*, and in *Libya v. Chad*).

STRUCTURE OF AMUN'S ICJ

The cases before the AMUN 'International Court of Justice (ICJ)' include:

- *Nauru v. Australia* Dispute on the rehabilitation of an island nation after colonial mining;
- *Hungary v. Slovakia* Dispute over the finishing of Treaty obligations;
- *Nicaragua v. Honduras* Dispute over the maritime boundaries of two nations.

Other cases and/or advisory opinions may be determined and announced at a later time. Representatives are strongly encouraged to contact AMUN if their delegation wishes to bring a case before the Court.

Background papers on the cases listed above are provided in the *Issues at AMUN Handbook*. Explicit instructions on the procedures of the Court will be forthcoming to all registered delegations in an ICJ Addendum.

AMUN's ICJ is an all student run simulation, in that students serve both as judges and as advocates (attorneys for the parties and other states who submit amicus curiae, or "friend of the court" memorials and arguments). One member of AMUN's Secretariat will serve as Director of the Court. The Director's responsibilities include the approval of cases for inclusion on the Court's docket, the review of memorials submitted to the Court, the preparation of the Court's docket, and the provision of any assistance needed to ICJ Judges and Advocates.



The cases pre selected by the AMUN Secretariat will form the Court's initial docket. Additional case requests may be submitted by any state registered as an AMUN delegation or by any ICJ Representative. Such requests will be reviewed by the Director. The AMUN Secretariat, with the advice of the Director, will decide whether such additional cases will be included on the Court's docket. *Also, the AMUN General Assembly and/or Security Council may, at any time, request that the Court consider a question of international law and render an advisory opinion.*

The Court will meet to hear arguments throughout the Conference. The Judges, in consultation with the Director, will set the docket and review the procedures of the Court on the first day of the Conference.

REPRESENTATIVE INFORMATION

Any college, graduate or law student may register as either a judge or an advocate for the ICJ, regardless of whether the student's school is registered for a delegation at AMUN. Up to two students from a school may participate on the ICJ.

Advocate positions are available to any student applicant. **If a state which is a party to a case is represented at the AMUN Conference by a school's delegation, that state will be expected to provide a Representative to argue its case, unless other arrangements are made with the Secretary-General.** Additionally, any Representative wishing to present a "friend of the court" memorial and oral argument may participate, as a representative of a state or an international organization not represented at the AMUN Conference.

Judge positions are available on a first come, first served basis, until the fifteen judge positions are filled. Judges may be a member of a delegation, or any interested non delegation member. **States involved in a case before the Court are strongly encouraged to place a Judge on the Court for the duration of the Conference.**

Judge positions are duration-of-conference assignments, and Representatives serving as judges should not be assigned to another simulation. ICJ judges should expect to spend the entirety of Saturday setting the docket and determining the final procedures of the Court. Sunday, Monday and Tuesday will be spent hearing cases and rendering decisions on those cases.

Advocate positions are not duration-of-the-conference assignments. ICJ advocates should expect to spend four to five hours presenting their case on either Sunday, Monday or Tuesday. ICJ advocates should also serve as Representatives to another of the AMUN simulations. It is essential that, whenever possible, the ICJ advocate is teamed with another Representative in a Committee/Council, so that the simulation will still be covered when the ICJ Representative is in the Court. Advocate positions would also be ideal for a Permanent Representative who is "floating" between Committees/Councils.

There is no additional per delegate fee for a student assigned to a Committee/Council who also serves as an ICJ Representative from a school with a registered delegation. Students from a school without a registered delegation must pay the . . . per delegate registration fee.

PREPARATION

General Preparation: Initially, ICJ Representatives should determine whether they have access to international legal sources. All ICJ Representatives need to acquire a basic working knowledge about the history of the ICJ and how it functions. They will also need to research the factual and legal background about each of the disputes in which they are involved on AMUN's ICJ docket.

Judges: Judges should review prior ICJ decisions and articles analyzing those decisions. Most law school libraries, and many undergraduate libraries, have international law casebooks which contain ICJ opinions, as well as opinions written by judges sitting on other international tribunals; these are also available online at www.un.org/Depts/dhl/resguide/specil.htm. As you read these decisions, ask yourself: What writing style is used by the writer? How do the judges address jurisdiction issues? How do they apply the law to the facts of the case?

Note: Remember that the AMUN ICJ is a simulation. No one expects students, who are by definition not lawyers or judges, to make decisions and render opinions with the same level of sophistication as actual ICJ judges. Your job is simply to gain a basic understanding of what considerations are taken into account by judges when deciding cases and writing opinions.



Advocates: Advocates must thoroughly research both the facts and law involved in the dispute from which their case arises. Advocates also will be responsible for the preparation of written memorials and the presentation of oral arguments regarding their positions in their case.

PREPARATION OF MEMORIALS

ICJ memorials contain, in the following order:

- . A brief statement of law what laws, customs, precedents or treaties apply? ;
- . A statement of facts what are the relevant facts in the case? ;
- . A jurisdictional statement, including arguments on jurisdiction does the state recognize the court's jurisdiction on this case, and why? ;
- . A detailed argument section, which discusses how the law and facts apply to the merits of the case how do the laws and facts support your case? ; and
- . A summary and prayer for relief what do you want the court to do? .

The “plaintiff,” or party bringing the case, is called the Applicant. The “defendant” is called the Respondent. Due to time constraints, both the Applicant and Respondent in any AMUN ICJ case must prepare their memorials without seeing the memorial of their opponent. However, the Respondent’s memorial should seek to counter the anticipated arguments of the Applicant.

Amicus Curiae, or “friend of the court” memorials, may be submitted by any state or organization with an interest in the case. Such memorials may advocate the position of either the Applicant or the Respondent, or they may advocate other arguments, based partially on each side’s position s , or another position not advocated by either party.

All memorials are to be submitted on the first day of the AMUN Conference, unless decided otherwise by the Court. Copies should be provided in sufficient number eighteen unless otherwise advised to distribute to all other parties and judges.

PREPARATION OF ORAL ARGUMENTS

Oral arguments provide advocates with an opportunity to explain to the judges the merits of their arguments. In each case, the Applicant shall argue first, and shall have approximately fifteen minutes to speak. The Respondent shall then have approximately fifteen minutes to reply. Advocates presenting friend of the court arguments will then be accorded five minutes each to speak. Note that the Court may alter these times as it deems necessary.

Advocates should be aware that oral argument is not simply an opportunity to give a “speech.” While an advocate should have an outline of the points he/she wishes to make, the judges can, and likely will, interject with specific questions during each advocate’s presentation. **The first five minutes of each advocate’s presentation will be uninterrupted, to allow each side the opportunity to freely present the key issues of their arguments. After the initial five minutes, the advocates may continue with their presentations, but the judges may also interject and question the advocates on the merits of their case.** Therefore, be prepared to both answer questions and present a defense of your positions.

The following steps should be taken to prepare for oral arguments:

- . Identify the issues which are the critical, deciding factors in the case. Usually, there will be no more than three critical issues.
- . Examine your memorial. What are your best arguments regarding the critical issues?
- . Develop a “theme” which incorporates your best arguments on the critical issues. Keep it simple. Remember, you are just trying to tell the judges a story; a story about why your country has been wronged, or about what they can do to provide a fair and just solution.
- . Prepare an outline. The outline should include your theme, your best arguments on the critical issues, your answers to your opponent’s best arguments, and ideas about answers to any other questions you think the judges might ask. Try to make your memorial and oral argument outline consistent, so that the first issue addressed in the memorial is the first addressed in the oral argument.



- Though each advocate has fifteen minutes to present his/her arguments, keep in mind that only the first five minutes of the presentations will be uninterrupted. Therefore, while preparing your presentation it is to your advantage to focus on the main points and key issues during the first five minutes. We suggest that you follow a “pyramid” format, in which the crux of the argument is presented first and then for the remainder of the allotted time the speaker expands on those issues in a more thorough and complete manner. This format can also allow for a quick means of referencing issues during the remaining ten minutes of presentation/questions. It is also wise to conclude your presentation by again summing up the key points.
- Do not write out answers verbatim. Do, however, write out “catch phrases” or legal terms you will want to remember precisely. Oral arguments will involve extemporaneous speaking and responses, not the presentation of a memorized speech.
- Be sure your outline includes specific names of conventions, treaties, cases, etc. which you are using to support your answers. It is a good idea to make brief notes about what each convention, treaty or case says.
- Practice, practice, practice! There is no substitute for practicing oral arguments. Your presentation is likely to be smoother, and thus more persuasive. Have your faculty advisor and/or other students fire questions at you. Learn to field those questions, and then transition back to the point you were making prior to the question. Also, many good speakers practice in front of a mirror – there is no better way to evaluate yourself.
- Hammer home your theme again and again. Rambling, disjointed presentations are not persuasive. Simple, concise answers which repeatedly stress the same points are persuasive, and will be remembered by the judges.
- Contact a court – an appeals court, if possible – in your area and find out when arguments or a trial will occur. Then, visit the court and observe how the attorneys make their presentations, and how the judges question them.
- Learn proper courtroom demeanor. Remember to be polite and deferent to the judges at all times. While argument is the method, persuasion is the goal.

DUTIES OF THE JUDGES

AMUN ICJ judges will have wide latitude to operate within the AMUN Statute of the ICJ, copies of which will be furnished to all ICJ Representatives. Judges will meet with the Director on the first day of the Conference to go over the Statute and to establish their own internal rules of procedure.

Each judge, while “independent,” will still have a role playing function. ICJ judges “retain” their citizenship with whatever nation their school represents at the Conference. Judges not affiliated with a delegation will be assigned citizenship with a nation. A judge’s citizenship is important, since it is frequently the case in the “real” ICJ that a judge from a particular country will side with the position advocated by his/her country of origin when that state comes before the ICJ – although they do not always do so. Thus, while ICJ judges are supposed to be “independent,” many judges exhibit some “favoritism” toward the position of their own nation or bloc.

Judges will each have an opportunity to review the memorials submitted for each case. All judges will be expected to hear arguments and question the advocates in all cases on the docket. After each case is argued, the judges will retire to meet and make their decisions, then write their opinions.

Judges should take the time to do preliminary research on the pre set cases and advisory opinions. If Judges have difficulty accessing documents relevant to the cases or advisory opinions, they should contact the Secretary General at the Conference address to request the appropriate materials.



CHAPTER V.

DRAFT RESOLUTIONS

Resolutions are the primary tools for action at the United Nations. Debate at the UN focuses on solving, at least in part, the many problems facing the world community. After sometimes months of debate and behind the scenes discussion on a topic, the Member States will come to an agreement on how their countries should proceed on the issue. This agreement is then codified in the form of a “draft resolution.” The text of a draft resolution is usually worked out well in advance of it being brought to the floor, with many nations making suggestions and many changes occurring behind the scenes. When a draft resolution is brought to the floor, it may also be formally discussed, amended, rejected or adopted as circumstances dictate. Note that it is very rare for a UN resolution to be rejected – most Member States prefer to only bring a draft resolution to the floor if they are sure that it will be adopted, and it is not uncommon to wait until they are sure that all members present will agree to the resolution and adopt it by consensus.

Resolutions usually state a policy that the UN will undertake, but they also may be in the form of treaties, conventions and declarations in some bodies. They range from very general to very specific in content. Depending on the body involved, they may call for or suggest a course of action, condemn an action, and require action or sanctions on the part of the member states. The General Assembly and the Economic and Social Council may only call for or suggest actions. It should be noted that no body other than the Security Council may require action or sanctions from member states. In some cases, final conventions and treaties may also require action, but this would only be on the part of the signatory nations.

Amendments to draft resolutions are the means by which resolutions may be altered by the body involved. Amendments can create additions, deletions or changes to a draft resolution in order to increase its acceptability to all nations involved. Amendments are usually needed for a body to move toward a consensus on a draft resolution. When all sponsors of a draft resolution agree to an amendment, the change is automatically made without a formal debate or vote ; this type of change is called a “friendly amendment.”

DRAFT RESOLUTIONS

In the AMUN General Assembly Committees and Economic & Social Council, all resolutions accepted from delegations prior to the Conference and included in the initial packet distributed to schools will be considered “draft resolutions.”

Draft resolutions are not eligible for discussion on the floor of GA Committees until they receive the support and sponsorship of at least twenty five percent of the total delegations registered for the conference, as announced at the first session of each Committee; draft resolutions in ECOSOC require support and sponsorship of at least twenty five percent of total delegations registered for the Council. Additional sponsors to a resolution can be added at any time before the Conference begins, in the initial caucusing session, or at a later point in the Conference. Once a resolution is under discussion by a body, additional sponsors may only be added with the consent of the resolution’s original sponsors.

To facilitate the process of discussing, combining and changing resolutions to determine which one should be brought to the floor for discussion, a motion for a thirty minute or more suspension of the meeting will be entertained at the beginning of the first General Assembly and ECOSOC sessions. It is recommended that Representatives use this time to caucus on the resolutions before the body in an attempt to reach consensus on which resolutions should be addressed. This session will be Representatives’ first opportunity to formally enter the UN political process of working with others in an attempt to build consensus.

The process of utilizing “draft resolutions” and requiring more than one sponsoring delegation is intended to replicate the United Nations practice of gaining support for resolutions before they are discussed in Committee or Council. Further, it should push delegations away from looking at a proposal as “*my resolution*” and toward working with others to find a solution and to gain a consensus opinion on the topic being discussed.

To this end, **Representatives will need to work together and doubtless combine clauses from a number of draft resolutions or subsequent proposals** by other member states at the conference. Representatives are strongly encouraged to undertake this process before a resolution comes to the floor. As in the real UN, building support for one resolution that encompasses the entire topic will be a much better use of the Representatives’ time than trying to work on multiple resolutions, many of which will overlap. **Thus AMUN suggests that Representatives not contend**



over which resolution will come to the floor, but rather caucus and compromise to determine how best to combine resolutions into a coherent, whole product that all nations can accept, either through friendly amendments or through the drafting of a new “omnibus” resolution.

After a draft resolution receives the requisite twenty five percent sponsorship, it must be brought to the dais for approval. Once an approved resolution is made available in sufficient quantity for all delegations, the Chair will then announce the resolution as available for discussion on the floor.

Draft resolutions which are created at or brought to the Conference by delegations must have the requisite twenty five percent sponsors before they will be considered by the dais or processed in Delegate Services. Security Council draft resolutions never require more than one sponsor to be brought to the floor. Resolutions submitted in advance and provided in the opening packet will be considered “draft resolutions” until they are moved to the floor.

POINTS TO CONSIDER IN WRITING DRAFT RESOLUTIONS

The following list includes important points to consider when writing a draft resolution, either in advance or for submission at the Conference. This is by no means an exhaustive list, but should provide a good starting point to make your draft resolutions as realistic as possible. Points to consider include:

- In the preambular clauses, describe the recent history of the situation and the issue as it currently exists;
- Reference past United Nations actions and previous resolutions passed on the topic, when available;
- In the operative clauses, include actions which will solve the problem, not just make a statement;
- Do not be blatantly political in the content of the draft resolution this may damage efforts to reach a consensus on the issue;
- Take into account the points of view of other nations whenever possible;
- Write the draft resolution from your country’s side of the “international” or “United Nations” perspective, not just from your country’s individual point of view;
- Refer issues which need further discussion to appropriate, existing bodies;
- Do not create new committees/commissions/working groups/etc. without considering funding for these groups, or if other, similar bodies already exist;
- Always consider previous UN resolutions on the topic do not duplicate what other resolutions have done without referencing the appropriate sources.

SUBMISSION OF DRAFT RESOLUTIONS

AMUN will accept draft resolutions from delegations both before and at the Conference. **AMUN will provide access via our web site (www.amun.org) to all appropriate pre-submitted draft resolutions at least one week before the Conference.** Resolution packets will also be distributed at Conference registration.

IMPORTANT NOTE: Due to the significance of a delegation’s providing public policy information to fellow delegations, AMUN will only accept pre-conference draft resolutions from delegations which have previously or concurrently provided position papers for all committee/council simulations on which they are seated see Chapter VI Position Papers . Pre conference draft resolutions will not be accepted for any delegation which does not submit these position papers. Note that this in no way affects a delegation’s ability to bring draft resolutions with them to the Conference, or to draft resolutions while in session.

Also, AMUN reserves the right to reject any draft resolutions which are not in proper format, or which do not relate to one of the topics as stated in the *Issues at AMUN Handbook*. However, AMUN will endeavor to accept and pre-publish *all other draft resolutions* which are received before the deadline from delegations whose position papers have been received.

This means that Representatives should be especially careful in preparing their draft resolutions. A poorly written draft resolution will *not* be automatically rejected, and may be available for the study and critique of all delegations BEFORE the Conference begins. Thus, the quality of draft resolutions submitted in advance can directly impact the respect your delegation receives when it participates in the Conference. ***A well written draft resolution, accurately asserting your country’s viewpoint and allowing for the viewpoints of others, can be a very positive advance statement about your delegation.***



Note that AMUN will only accept a strict limit of one pre-conference draft resolution, per country, per topic of discussion in each Committee/Council.

Representatives wishing to submit draft resolutions in advance of the Conference must e mail resolutions in appropriate format to **resolution@amun.org** no later than **21 October 2001**. A “draft resolution template” is provided for download from AMUN’s web site; all pre conference draft resolutions should be submitted using this template to allow for efficiency of posting draft resolutions on the AMUN web site.

Draft resolutions should be submitted via Internet to AMUN’s address: **resolution@amun.org**. **Draft resolutions received after this deadline may not be accepted**, although AMUN will endeavor to post all acceptable draft resolutions in a timely fashion. Late submitted draft resolutions may also be brought to the Conference for submission from the floor per the appropriate Committee/Council rules.

Please e-mail us at mail@amun.org or call (773) 777AMUN if you have any questions on the submission of draft resolutions. If your school cannot submit resolutions by e mail, please call to make other arrangements.

Any resolutions not accepted will be held in Delegate Services for review by the submitting delegation.

DRAFT RESOLUTION GUIDELINES

Each draft resolution should be written as a single sentence, with commas and semicolons separating the various parts see “Sample Resolution” for specifics . In drafting the “heading” of resolutions, Representatives should state their country name, the name of the Committee/Council to which it will be presented, and the topic of the draft resolution at the top of the document. **Please note that draft resolutions must use the names of the Committee/Council and topic exactly as stated in the Issues at AMUN Handbook. Draft resolutions which do not utilize these names will not be processed.**

Following the “heading” section, draft resolutions are split into *preambular* and *operative* sometimes called “activating” clauses. Preambular clauses are listed first, and they are used to justify action, denote past authorizations and precedents for action, and/or denote the purpose for an action. Operative clauses are the statement of policy in a resolution. They are numbered, begin with a verb to denote an action or suggested action , and each clause usually addresses no more than one specific aspect of the action to be taken.

RULES FOR SUBMISSION OF DRAFT RESOLUTIONS

Draft resolutions must be submitted using the following format. Any draft resolutions received in any other format will not be accepted. **Draft resolutions included in the opening packet must be submitted electronically and must follow the sample format given.** All Committee/Council titles and topics must follow the exact wordings given in the *Issues at AMUN Handbook*. Draft resolutions must follow the margin, numbering and other procedural guidelines given below.

When processing draft resolutions, please DO NOT use italics, bold or underlined print to highlight words. Italic text should only be used as shown in the “Sample Draft Resolution” on page .

Draft resolutions must be submitted by e-mail. These may be in any PC compatible format, but AMUN prefers resolutions submitted in either WordPerfect any version or DOS/ASCII text format. If you use a Macintosh to produce your draft resolutions, please convert files to Rich Text Format *.rtf for ease of conversion. When sending by e mail, please include only one draft resolution per attached file. Alternately, you may included one zipped file of all draft resolutions keeping each resolution in a separate file . If for some reason your delegation is incapable of submitting draft resolutions via Internet, please contact the AMUN Executive Office to work out other arrangements.

If Representatives plan to submit draft resolutions from the floor, they may expedite the process by bringing enough copies for all delegations present. At this time, Representatives should plan to bring copies for the GA Plenary and Committees, sixty copies for ECOSOC, and twenty copies for the Security Council and Historical Security Council. Any draft resolutions submitted from the floor must follow the appropriate Committee/Council rules for submission, and must be in Conference approved format.



DRAFT RESOLUTION FORMAT

The following format *must* be used for all draft resolutions submitted to the AMUN Conference. Draft resolutions not submitted in this format will not be accepted. The standard format is as follows:

- Single spaced throughout, with double spacing between clauses,
- Clauses must begin with proper introductory words/phrases, in italics,
- Preambular clauses end with commas and operative clauses end with semi colons,
- Each operative clause must be numbered and indented,
- The final operative clause ends with a period,
- Please do not number lines in the margin of the resolution.

RESOLUTION INTRODUCTORY PHRASES

The following phrases/words are a partial list of the appropriate introductions in resolutions:

PREAMBULAR PHRASES

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

OPERATIVE PHRASES

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

SAMPLE DRAFT RESOLUTION

Please note: the sample resolution presented below is shown for formatting purposes only. It is intentionally simplistic, and is not meant to represent the content of an actual draft resolution.

SUBJECT OF RESOLUTION: Refraining from the Use of Force in International Relations

SUBMITTED TO: The Fourth Committee

SUBMITTED BY: Your Country

The Fourth Committee

Recognizing that the use of force in international relations cannot be condoned,

Affirming the principals of the UN Charter in regards to the non usage of force in international relations,

Seeking solutions to international problems without the use of force,

Deeply concerned that some nations still consider the use of force acceptable,

- . *Requests* all nations to refrain from the use of force in international relations;
- . *Supports* the use of the various United Nations bodies for the settlement of international disputes;
- . *Congratulates* all nations which choose to resolve their disputes in a peaceful fashion.



CHAPTER VI.

POSITION PAPERS

Well crafted position papers can serve as an excellent preparatory tool for Model UN Conference participants. A position paper can be used either as a device for internal preparation among the members of a delegation, or as a “public” statement of your delegation’s positions on the issues being discussed at the Conference. AMUN requests that all delegations submit public position papers to the Conference, but also strongly suggests that each delegation prepare internal position papers which more clearly and completely define their nation’s perspective.

AMUN believes that the most important information a delegation can furnish to other delegations prior to the Conference is its basic public policy on each issue to be discussed. **To this end, AMUN will only accept pre-conference draft resolutions from delegations whose position papers are already received. We strongly recommend that delegations focus on position papers before considering the pre-conference submission of draft resolutions.**

“INTERNAL” POSITION PAPERS

This type of position paper is intended as a preparatory tool for the individuals on your delegation, and for the delegation as a whole. While these are not required, AMUN strongly recommends that groups preparing for the Conference utilize position papers as one step in their preparations. Internal position papers, which might be called “white papers” in the international community, are a broad based statement of your country’s policies on a specific issue. This might include what you publicly tell other nations, your knowledge of any behind the scenes diplomacy e.g. what deals have been made on the sidelines, information on allies and adversaries on each topic, your negotiating position on the topic, and what your nation hopes to accomplish on the topic. This might also include your “bottom line” negotiating position; the things you will press for in discussions, and what if anything your nation must see, or *not see*, in a resolution before it can provide support.

Internal position papers are very valuable tools for individual preparation, as they force students to think about the full complexity of the issues they are confronting from your delegation’s perspective. Also, by asking students to put their ideas in writing an internal position paper can force each student to condense a large amount of research and ideas into a small, more comprehensible argument from your nation’s perspective.

These types of position papers do not need to be more than one or two pages in length, and may be written either in paragraph form or with bullet points for each unique idea/issue in the topic area. Also, the entire delegation can benefit from each individual’s work if these papers are copied and shared with each member of the group, thus providing a better rounded view of the represented country’s positions on all issues.

“PUBLIC” POSITION PAPERS

This type of position paper is intended as a public statement of your country’s positions on the topics being discussed at the AMUN Conference. It should include brief statements about where your country stands on the issue in question and on what the UN has done to confront this issue. It should also include your country’s public position on the options for the UN in the future, noting proposals which your group has or intends to sponsor, supports, or does not support and why. Public papers do not need to go into detail about your negotiating positions or other “behind the scenes” issues, but should rather be seen as something that a diplomat might say in a public speech on the topic.

SUBMISSION OF POSITION PAPERS

AMUN requests that each delegation submit a position paper to the conference, covering each committee and council on which they are seated, **no later than 21 October 2001**. These papers should include **no more than one-half page on each topic** that is covered under the committee or council. Thus all delegations should submit a paper covering each of the four General Assembly Committees, including both topics for each committee. Delegations represented on ECOSOC should also include the four main topics of discussion for that Council. Delegations represented on the Security Council and Historical Security Council should choose the two or three topics which they think are the most important for their respective Councils to discuss, and include these in their position paper. If your



delegation chooses to place a Representative on the Food and Agriculture Organization FAO , a section for that agency should also be included.

Format of Papers: One comprehensive position paper should be submitted on line for each *delegation*, combining all of the committees/councils on which that delegation is seated. A sample position paper, along with full submission instructions are available at AMUN's website www.amun.org .

While these papers will not be “judged” in any way by the AMUN Secretariat, they will be made available to all delegations both on line pre conference and at the Conference as a statement of your country’s starting positions and intentions at the Conference. Position papers will be collected and organized by the AMUN Secretariat, and then posted in the Home Government office and at each committee/council dais for public perusal during the Conference. As previously stated, however, no pre conference draft resolutions will be accepted if a delegation does not submit position papers for all committees/councils on which they are seated.

Submission Specifications: AMUN requests that all position papers be submitted in electronic format. These will then be printed out or made available electronically at the Conference. Position papers should be submitted on line at the AMUN website www.amun.org . Additional submission information will be sent in the fall to all registered schools.

If you have any questions about writing or submitting position papers, please contact the AMUN Executive Office at mail@amun.org, or call AMUN.



CHAPTER VII. RULES OF PROCEDURE: SECURITY COUNCIL & HISTORICAL SECURITY COUNCIL

1. ADMINISTRATIVE

1.1 The Secretariat. The Secretariat consists of the volunteer staff members of American Model United Nations.

1.2 Credentials. All questions concerning the validity of Representative credentials shall be submitted in writing to the Secretariat,

- The Secretariat has sole authority to decide all questions concerning credentials,
- Representatives must wear approved credentials at all times while on the Conference premises.

1.3 Quorum. In the Security Council a quorum is made up of all member delegations; to begin a Council session all members must be present,

- The Secretariat reserves the right to adjust the quorum as it deems necessary.

1.4 Security Council Officers. The Secretariat shall appoint the President and Vice President of the Security Council, and shall select any other positions necessary to help conduct the sessions of AMUN.

1.5 General Authority of the Security Council President. The Security Council President shall be the chairperson at all Council sessions. In addition to exercising such authority conferred upon the President elsewhere in these rules, the President shall have the authority to:

- Declare the opening and closing of each session,
- Ensure the observance of the rules,
- Direct the discussions of the Council, and accord the right to speak,
- Advise the Council on methods of procedure that will enable the body to accomplish its goals,
- Rule on points and motions, and subject to these rules, shall have complete control of the proceedings of the Council and the maintenance of order at its meetings,

During the course of the session the President may propose:

- Limits on Debate, Closure of Debate, Enter Consultative Session and Suspension and Adjournment of the Meeting,

The President is under the direct authority of the Rules Committee.

1.6 Absence of Council President. If the Council President should find it necessary to be absent during any part of a Council session, he/she will designate an individual, normally the Vice President, to chair the Council session and assume authority.

1.7 Attendance at Security Council Sessions. Each Security Council member delegation assumes the responsibility to have present a minimum of one accredited Representative at each Council session.

1.8 Emergency Council Sessions. Emergency Security Council Sessions may be called by the Secretariat at any time international conflicts require immediate Council attention, as established in the Charter of the United Nations.

1.9 Consultative Session. The Council may choose to suspend its rules and enter an informal, consultative session moderated by the Council President if the members determine that this process will better facilitate the discussion of a particular issue,

- The motion to move into a consultative session must include the amount of time that such a session is to be in effect,
- The Council will move immediately into a formal session at the conclusion of discussions on the consultative topic.

1.10 Provisional Agenda. The Secretariat shall distribute a provisional agenda to all delegations prior to the start of the Conference,

- This agenda provides the Council with topics that are the basis for its deliberations, but in no way limits the Council's topics,
- A delegation wishing to add a topic to the agenda may do so during any Council session See rule . . .

1.11 Daily Order of Consideration of Agenda Topics. The Council will establish the daily order of consideration of agenda topics at the start of each daily session. Once established, this will become the working agenda for the duration of that day,

- Agenda topics will be discussed in the order in which they appear on the working agenda See rule . . . ,
- A delegation wishing to change this order may move to change the order of consideration of the working agenda See rule . . .



1.12 Participation by Non-Council Member Nations and International Organizations.

When an issue before the Security Council involves a non Council UN member nation or observer, the Council may request that the delegation be represented during Council Sessions in which the issue is being discussed,

- To do this a Council member delegation must move that the nation is Party to the Dispute see rule . . . ,
- A delegation that has been requested to attend Council sessions will usually be given debating privileges; this would allow the delegation to be recognized by the President during debate,
 - A non Council UN member nation may submit draft resolutions or amendments, but may not move these to the floor or vote at any time,
- A delegation requested to attend a Council session, but not given debating privileges, will be subject to a question and answer period monitored by the President and conducted by the Council as a whole,

If it is determined that many nations outside of the Security Council have an interest in a specific issue, the Council may declare an “open debate” on any issue being discussed,

- In order to allow all delegations time to prepare their comments, an open debate in the Council should be announced at least four hours in advance of the open debate session,
- Any UN member state or observer may participate in open debate,
- Participation by non Council members includes full speaking rights but no right to vote,

If the Security Council, when discussing any issue, finds it necessary to have present a Representative of a non UN member nation, an international organization, or any other persons whom it considers competent for the purpose, it may request one by means of party to the dispute see rule A Representative will be made available to the Council in a timely fashion,

- These Representatives may not be given debating privileges, but will be subject to a question and answer period,
- The Secretariat will assume full responsibility to certify Representative credentials prior to their appearance before the Council.

1.13 Security Council Priority Relating to Issues Concerning the Maintenance of International Peace and Security. The

Security Council, as established in the United Nations Charter, shall have priority over the General Assembly on issues that pertain to the maintenance of international peace and security,

- Issues of this type, while under discussion in the Security Council, shall be seized from General Assembly action,
- Accordingly, any General Assembly draft resolution pertaining to a seized issue cannot be put to a final vote until the Security Council has completed its deliberations on the subject,
- General Assembly draft resolutions that deal with a seized issue may be discussed and amended, but no final vote on the draft resolution may be taken,

The Security Council will be considered to have completed its deliberations on a seized issue once a draft resolution on the subject has been put to a vote and the topic closed, or after a two hour time period has elapsed since the Security Council last considered any aspect of the topic. The Council may also remain actively seized on any issue, thus preventing General Assembly action until further Security Council action is taken. Throughout the General Assembly, Representatives will be kept informed by the Secretary General of any seized issues.

2. GENERAL RULES

2.1 Statements by the Secretariat. The Secretary General, or any member of the Secretariat, may make verbal or written statements to the Security Council at any time.

2.2 Diplomatic Courtesy. Representatives must accord diplomatic courtesy to all other Representatives and Secretariat members at all times,

- Any Representative or visitor who, after being advised by the President, persists in an obvious attempt to divert the meeting from its intended purpose, or who otherwise attempts to disrupt the proceeding, shall be subject to disciplinary action and expulsion from the Council by the President,
- The Secretariat reserves the right to expel any Representative/delegation from the Conference,
- Decisions of the President on diplomatic courtesy are not appealable.

2.3 Speeches. No Representative may address the Council without previously obtaining the permission of the President,



- The President shall call upon delegations in the order in which they signify their desire to speak,
- Delegations, not Representatives, are recognized to speak; more than one Representative from the same delegation may speak when the delegation is recognized,
- Speakers must keep their remarks germane to the subject under discussion,
- A time limit may be established for speeches rule . . . ,
- Representatives, at the conclusion of a substantive speech, will be allowed, if they are willing, to answer questions concerning their speech,
 - A delegation that desires to ask a question should signify by raising a Point of Inquiry see rule . . . ,
 - All questions and replies are made through the President,
- A speaker who desires to make a motion may do so after their speech and questioning, but prior to yielding the floor,
 - By making a motion the speaker yields the floor,
 - Motions may not be made from; Points of Order rule . . . , Information rule . . . or Inquiry rule . . .

- 2.4 Recognition of Speakers.** Delegations wishing to speak on an item before the body will signify by raising their placards,
- The exception to this rule occurs on any Point of Order rule . . . , Information rule . . . , or Inquiry rule . . . , at which time a Representative should raise their placard and call out “Point of _____” to the President,
 - Points will be recognized in the order of their priority,
 - Speakers will be recognized in a fair and orderly manner,
 - Speakers lists will not be used.

- 2.5 Right of Reply.** The President may accord a right of reply to any Representative if a speech by another Representative contains unusual or extraordinary language clearly insulting to personal or national dignity,
- A request to grant a Right of Reply shall be made in writing to the President,
 - The request shall contain the specific language which was found to be insulting to personal or national dignity,
 - The decision of the President on a Right of Reply is not subject to appeal,

- The President may limit the time for reply,
- There shall be no reply to a reply.

- 2.6 Withdrawal of Motions.** A motion may be withdrawn by its proposer at any time before voting on it has begun, provided the motion has not been amended,
- Seconds to a motion may also be withdrawn,
 - A withdrawn motion or second may be reintroduced or sponsored, either verbally or in writing, by any other delegation.
- 2.7 Dilatory Motions.** The President may rule out of order any motion repeating or closely approximating a recent previous motion on which the Council has already rendered an opinion,
- This ruling is not subject to appeal.
- 2.8 Open Debate on Motions.** Representatives wishing to speak to a motion may do so for any motions which are subject to open debate,
- The President shall declare the opening and closing of debate on motions,
 - Questioning of speakers will not be in order during this debate,
 - Motions of higher priority than the one being debated may be made from the floor during open debate,
 - The President will declare debate closed when no other delegations signify their desire to speak,
 - Closure of open debate may not be moved by a delegation from the floor,
 - The body will move to an immediate vote on the motion following the President’s declaration of Closure.

3. RULES THAT RELATE TO THE RULES

- 3.1 Rule Priority and Procedure.** The rules contained in this handbook are the official rules of procedure of American Model United Nations and will be used for all Council sessions. These rules take precedence over any other set of rules.

- 3.2 Precedence of Rules.** Proceedings in the Security Council of AMUN shall be conducted under the following precedence of rules;

- . AMUN Rules of Procedure,
- . AMUN Security Council Precedence Short Form see page . . . ,
- . Rulings by the Rules Committee,
- . Historical Usage of the AMUN Rules of Procedure,
- . The Charter of the United Nations.



3.3 The Order of Precedence of Motions. The order of precedence of motions is listed in order of priority in both the Security Council Precedence Short Form see page and in these rules under Section , Motions in Order of Priority. These motions, in the order given, have precedence over all other proposals or motions before the Security Council.

3.4 Rules Committee. The President of the General Assembly, Senior Vice President of the General Assembly, President and Vice President of the Security Council, and one other person appointed by the Secretary General shall compose the membership of the Rules Committee.

3.5 Rule Changes. The Rules Committee reserves the right to make changes in these rules at any time. Should a change occur, it will be communicated to the Representatives in a timely manner.

4. DRAFT RESOLUTIONS, AMENDMENTS & STATEMENTS

4.1 Draft resolutions. A draft resolution is a proposal consisting of at least one preambulatory and one activating clause,

- Security Council Representatives will receive a packet containing draft resolutions submitted by participating delegations. Additional draft resolutions may be submitted to the Security Council President for approval at any time during the Conference,
- These draft resolutions will be approved if they are legible, organized in content and flow, and in the proper format,
- Once approved, draft resolutions will be distributed in a timely fashion to all Security Council delegations,

A draft resolution that has been distributed may be proposed when the council considers the agenda topic that is the subject of the draft resolution,

- Only one draft resolution may be considered at any time during formal debate,
- See also rules . . . , . . . , and . . .

4.2 Definition of Amendments. An amendment to a draft resolution is a written motion that adds to, deletes from, or revises any part of the draft resolution.

4.3 Amendments. All amendments must be submitted on an official amendment form to the Vice President for approval,

- Amendments will be approved if they are legible, organized in content and flow, and in the proper format,
- Approved amendments will be assigned an identification letter by the Vice President, One or more amendments on any draft resolution which is on the floor, may be considered at the same time,
- See also rule . for bringing an amendment to the floor,
- See also rules . and . for bringing amendments to a vote.

An amendment will be considered “friendly” if all sponsors of the draft resolution are also sponsors or seconding signatures to the amendment,

- A friendly amendment becomes part of a draft resolution upon receipt by the President,
- The President shall announce the acceptance of a friendly amendment on the first opportunity at which no speaker has the floor,
- Friendly amendments cannot be accepted after a vote has been taken on a contested amendment,
- No vote is required to add a friendly amendment to a draft resolution.

4.4 Presidential Statements. The Security Council may choose to issue a Presidential Statement on issues which do not warrant a resolution,

- This statement is formally from the President of the Council, but is drafted by the body, or its designate s ,
- This statement must be accepted by a consensus of the Council see rule . . ,
- These statements are discussed, drafted and accepted in informal debate or outside of a formal Council session,
 - As this type of statement does not represent a formal decision of the Council, no formal vote is recorded on a Presidential Statement,
- Unlike resolutions, Presidential Statements are not binding on member states.

5. VOTING

5.1 Voting Rights. Each Security Council member delegation is accorded one vote,

- No Representative/delegation may cast a vote on behalf of another country.

5.2 Votes Required for Passage. Unless otherwise specified in these rules, decisions in the Council require nine affirmative votes for passage.



- Historical Security Councils occurring prior to . . . , consisting of eleven members, require seven affirmative votes for passage of decisions.

5.3 Adoption by Consensus. The adoption of amendments and draft resolutions by consensus is desirable when it contributes to the effective and lasting settlement of differences, thus strengthening the authority of the United Nations,

- Any Representative may request the adoption of an amendment or draft resolution by consensus at any time after Closure of Debate has passed,
- The President shall ask whether there is any objection to a consensus,
 - If there is no objection, the proposal is approved by consensus,
 - If any Representative objects to consensus, voting shall occur as otherwise stated in these rules.

5.4 Method of Voting. The Council shall ordinarily vote on motions by a show of raised placards. Unless adopted by consensus, any nation may request a roll call vote on substantive matters which shall then be automatically granted by the President,

- When applicable, roll shall be called in English alphabetical order beginning with a nation selected at random by the Vice President,
- Representatives shall reply “yes,” “no,” “abstain” or “abstain from the order of voting,”
 - A nation may abstain from the order of voting once during a roll call; a second abstention from the order of voting will be recorded as an abstention,
- The votes of Council members on all substantive matters shall be officially recorded, and all substantive matters are subject to the Consent of the Permanent Members, regardless of the means by which they are voted upon. see rule .

5.5 Conduct During Voting. Immediately prior to a vote the President shall describe to the Council the proposal to be voted on, and shall explain the consequences of a “yes” or a “no” vote. Voting shall begin upon the President’s declaration “we are in voting procedure,” and end when the results of the vote are announced,

- Once in voting procedure, no Representative shall interrupt the voting except on a Point of

Order or Information concerning the actual conduct of the vote,

- Following Closure of Debate, and prior to entering voting procedure, the President shall pause briefly to allow delegations the opportunity to make any relevant motions,
 - Relevant motions prior to a vote include: Suspension of the Meeting . . . , Adjournment of the Meeting . . . , Enter Consultative Session . . . , Division of the Question . . . or Adoption by Consensus . . .

5.6 Changes of Votes. At the end of roll call, but before rights of explanation and the subsequent announcement of the vote, the Vice President will ask for changes of vote. Any delegation that desires to change its recorded vote may do so at that time.

5.7 Rights of Explanation. Rights of explanation are permitted on all substantive votes after voting. Rights of explanation may be limited in time by the President.

5.8 Voting on Amendments. A motion for Closure of Debate on an amendment is in order at any time the amendment is under consideration by the Council,

- If the motion for closure passes, the amendment will be put to an immediate vote, An amendment that has been introduced and discussed by the Council, but not put to a vote, will be subject to a vote once a motion for closure on its draft resolution or agenda topic passes,
- The vote on the amendment will occur just prior to the vote on the draft resolution it proposes to amend,
- Multiple amendments on the floor for the same draft resolution that have not been voted on prior to the closure of debate on their draft resolution or agenda topic will be voted on in the reverse order in which the Council considered them, not necessarily in alphabetical order. see also rules . and .

5.9 Voting on Draft Resolutions. A motion for Closure of Debate on a draft resolution is in order at any time the draft resolution is under consideration by the Council,

- A draft resolution being considered under an agenda topic will be put to a vote when a motion for closure of debate on that agenda topic passes,
- Draft resolutions will be voted on in the order in which they were considered by the



Council, not necessarily in numerical order.
see rule .

5.10 Consent of the Five Permanent Members.

As established in the Charter of the United Nations, each of the five Permanent Members China, France, Russian Federation, the United Kingdom and the United States shall have the right to veto any substantive matter which comes to a vote before the Security Council,

- A “no” vote by any Permanent Member, along with nine affirmative votes by other Council members, shall constitute a veto and cause the motion to fail.

6. POINTS OF PROCEDURE IN ORDER OF PRIORITY

6.1 Point of Order. During the discussion of any matter, a Representative may rise to a Point of Order if he/she believes that the Council is proceeding in a manner contrary to these rules,

- The Representative will be immediately recognized by the President and the point ruled on,
- A Representative rising to a Point of Order may not speak substantively on any matter,
- If a Representative’s ability to participate in the Council’s deliberations is impaired for any reason related to the Council’s physical environment, the Representative may rise to a Point of Order,
- A Point of Order may interrupt a speaker.

6.2 Point of Information. A Point of Information is raised to the President if a Representative wishes to obtain a clarification of procedure or a statement of the matters before the Council,

- Representatives may not interrupt a speaker on a Point of Information.

6.3 Point of Inquiry. During substantive debate, a Representative may question a speaker by rising to a Point of Inquiry,

- Questions must be directed through the President and may be made only after the speaker has concluded his/her remarks, but before he/she has yielded the floor,
- Representatives may not interrupt a speaker on a Point of Inquiry,
- See also rule . , Speeches.

7. MOTIONS IN ORDER OF PRIORITY

7.1 Suspension of the Meeting. During the discussion of any matter, a Representative may move to suspend the meeting, except when such a motion would interrupt a speaker. Suspending a

meeting recesses it for the time specified in the motion,

- The motion is not debatable and may not interrupt a speaker,
- The President may request that the mover modify the time of suspension,
- When the Council reconvenes it will continue its business from the point at which suspension was moved.

7.2 Adjournment of the Meeting. The motion of adjournment means that all business of the Council has been completed, and that the Council will not reconvene until the next annual session,

- A motion to adjourn is not debatable and may not interrupt a speaker,
- The President may refuse to recognize a motion to adjourn the meeting if the Council still has business before it,
 - This decision is not appealable.

7.3 Adjournment of Debate. During the discussion of any substantive matter before the Council, a delegation may move for adjournment of debate,

- This motion is subject to open debate and may not interrupt a speaker. Upon closure of the open debate period, the motion shall be put to a vote,
- Adjournment of debate on a draft resolution or amendment would end debate on that draft resolution or amendment,
 - An adjourned draft resolution can be resubmitted to the floor by any delegation, at the discretion of the President as to the dilatory nature of such a motion,
- Adjourning debate on an agenda topic has the effect of postponing debate on the topic and allowing the Council to move on to consideration of other topics or issues,
- The Council may return to discussion of an agenda topic by either placing the topic on the working agenda, or by changing the order of consideration of the working agenda see rules . and . .

7.4 Closure of Debate on an Agenda Topic. A motion to close debate on an agenda topic is in order at any time during discussion of that topic. The effect of this motion, if passed, is to put a draft resolution that is on the floor to a vote,

- If no draft resolution is on the floor, the effect of this motion is to end debate on this topic and move on to the next topic on the working agenda,



- This motion is subject to open debate and may not interrupt a speaker. Upon closure of the open debate period, the motion shall then be put to a vote.

7.5 Closure of Debate. A motion for Closure of Debate is in order at any time during the discussion of an amendment or draft resolution. The effect of this motion is to bring the issue under discussion to an immediate vote,

- This motion is subject to open debate and may not interrupt a speaker. Upon closure of the open debate period, the motion shall then be put to a vote,
- Representatives should specify what the motion for closure applies to; an amendment or a draft resolution,
- If closure passes on the draft resolution or agenda topic, all amendments on the floor will be voted upon in the reverse order from which they were moved to the floor,
 - After voting on all amendments is completed, the draft resolution shall be voted upon in accordance with these rules,

At the conclusion of voting procedure, the draft resolution or amendment being voted on is removed from consideration for future discussions, regardless of whether it passes or fails. Debate then continues on the current topic under discussion.

7.6 Appealing a Decision of the Chair. Rulings of the President are appealable unless otherwise specified in these rules,

- This motion is subject to open debate and may not interrupt a speaker. Upon closure of the open debate period, the motion shall then be put to a vote,
- An appeal must be made immediately following a ruling on a question,
- The President shall put the question as follows: “Shall the decision of the President be sustained?” A “yes” vote supports the President’s decision; a “no” vote signifies objection,
- Rulings by the President on the following rules or motions are not appealable: Diplomatic Courtesy rule . . . , Right of Reply rule . . . , Dilatory Motions rule . . . , granting of a roll call vote rule . . . , Adjournment of the Meeting rule . . . , and any time a ruling by the President is a direct quotation from these rules of procedure.

7.7 Enter Consultative Session. A motion to enter consultative session is in order at any time.

- This motion is subject to open debate and may not interrupt a speaker. Upon closure of the open debate period, the motion shall then be put to a vote,
- The motion should specify a length of time for the consultative session,
 - This can be set to a specific time, or based on the discussion of a specific amendment, draft resolution or topic.

7.8 Add an Agenda Topic. A motion to add an agenda topic is in order during any Council session,

- This motion is subject to open debate and may not interrupt a speaker. Upon closure of the open debate period, the motion shall then be put to a vote,
- Once an issue is added as an agenda topic, it must be placed on the working agenda before it can be discussed by the Council see rules . . . and . . .

7.9 Change the Order of Consideration of the Working Agenda. A motion to change the order of consideration of topics on the working agenda is in order during any Council session. The effect of this motion is to change the order in which agenda topics are to be discussed by the Council,

- This motion is subject to open debate and may not interrupt a speaker. Upon closure of the open debate period, the motion shall then be put to a vote,
- The delegation making this motion must state, in the motion, the new order in which the agenda topics are to be considered.

7.10 Set Working Agenda. At the start of each daily session the Security Council shall establish a working agenda see rule A delegation may move to set the working agenda,

- This motion is subject to open debate and may not interrupt a speaker. Upon closure of the open debate period, the motion shall then be put to a vote,
- The motion must include the order in which agenda topics are to be considered,
- An issue that has not been established as an agenda topic cannot be placed on the working agenda see rule . . . ,
- A working agenda does not have to contain all agenda topics.

7.11 Limits on Debate. A motion to limit or extend the time allotted to each delegation, or limit the number of times each delegation can speak on a proposal, is in order at any time,



- This motion is subject to open debate and may not interrupt a speaker. Upon closure of the open debate period, the motion shall then be put to a vote,

A motion to limit the time of debate on an agenda topic, draft resolution, or amendment is also in order.

7.12 Division of the Question. A motion to divide the question, proposing that clauses in an amendment or draft resolution be voted on separately, is in order at any time prior to entering into voting procedure on the amendment or draft resolution,

- This motion is subject to open debate and may not interrupt a speaker. Upon closure of the open debate period, the motion shall then be put to a vote,
- No debate or vote is necessary if the sponsor s of the draft resolution does not object to the division,
 - If a draft resolution has been previously amended, any Council member may object to division and require a vote,

The first motion for division to pass shall determine the order in which the amendment/draft resolution is voted on. Those clauses of the amendment/draft resolution which are approved shall then be put to a vote as a whole,

- If division causes a draft resolution to no longer be in proper format, the proposal as a whole is rejected.

7.13 Bring a Draft Resolution to the Floor. A draft resolution may be moved to the floor by any delegation that receives recognition by the President,

- This motion is not subject to debate and may not interrupt a speaker,
- Only one draft resolution may be on the floor at any time,
- The sponsoring delegation will be allowed to speak first on the draft resolution, if desired.

7.14 Bring an Amendment to the Floor. An amendment, once approved and assigned an identification number, may be moved to the floor by any delegation that receives recognition by the President,

- This motion is not subject to debate and may not interrupt a speaker,
- The sponsoring delegation will be allowed to speak first on the amendment, if desired.

7.15 Party to the Dispute. When the Security Council discusses a topic/issue that involves a nation or international organization not represented on the Council, it may request a Representative by moving Party to the Dispute,

- This motion is subject to open debate and may not interrupt a speaker. Upon closure of the open debate period, the motion shall then be put to a vote,
- The motion must state the nation s or organization s whose Representative is desired and, if a nation, whether debating privileges are to be granted,
- If debating privileges are not granted, a formal “question and answer” period may be instituted by the President, for the purposes of questioning the Representative on the issue s at hand,
- See rule . .



CHAPTER VIII. RULES OF PROCEDURE: GENERAL ASSEMBLY & ECONOMIC AND SOCIAL COUNCIL

1. ADMINISTRATIVE

1.1 The Secretariat. The Secretariat consists of the volunteer staff members of American Model United Nations. The Rules Committee of the Secretariat shall be composed of the President of the General Assembly, the Senior Vice President of the General Assembly, and a third person, appointed by the Secretary General.

1.2 Credentials. All questions concerning the validity of Representative credentials shall be submitted in writing to the Secretariat,

- The Secretariat has sole authority to decide all questions concerning credentials,
- Representatives must wear approved credentials at all times while on the conference premises.

1.3 Quorum/Majority. A quorum will be one fourth of the member delegations in attendance at the conference,

- A quorum must be present at all times during Committee/Council sessions,
- A majority is required for a substantive question to be put to a vote,
- Questions concerning quorum or majority should be directed to the Chair,
- It is the responsibility of the Chair to ensure that a quorum is present at all times.

1.4 Committee/Council Officers. The Secretariat of AMUN shall select persons to serve as President / Chairperson, Vice President / Vice Chairperson and Rapporteur for each Committee/Council, and shall select any other positions necessary to help conduct the sessions of AMUN.

1.5 General Authority of the Chairperson. In addition to exercising such authority conferred upon the Chair elsewhere in these rules, the Chair shall;

- Declare the opening and closing of each session,
- Ensure the observance of the rules,
- Direct the discussions of the Committee/Council, and accord the right to speak,
- Advise the Committee/Council on methods of procedure that will enable the body to accomplish its goals,
- Rule on Points of Order and Procedure, and subject to these rules, shall have complete

control of the proceedings of the Committee/Council and the maintenance of order at its meetings,

During the course of the session the Chair may propose;

- Limits on Debate, Closure of Debate, and Suspension and Adjournment of the Meeting, The Chairperson is under the direct authority of the Rules Committee. If the assigned Chairperson finds it necessary to be absent, an individual will be assigned to perform the duties with the same authority. At no time will the Chair be accorded the right to vote.

1.6 Number of Accredited Representatives. Each delegation is allowed two Representatives per Committee/Council on which it is a member, plus one Permanent Representative.

1.7 Selection of Agenda Items. Agenda items shall be selected by the Secretariat prior to the start of the conference. Once selected, these items are fixed for the duration of the conference.

1.8 Observer Status. Those delegations recognized as having Observer Status by AMUN shall be accorded all rights in the Committee/Council except the following:

- They may not vote on any item,
- They may not make or second the following motions;
 - Adjournment of the Meeting rule . . . ,
 - Adjournment of Debate rule . . . ,
 - Closure of Debate rule . . .
 - Decision of Competence rule . . .

2. GENERAL RULES

2.1 Statements by the Secretariat. The Secretary General or any member of the Secretariat may make verbal or written statements to a Committee/Council at any time during the conference.

2.2 Diplomatic Courtesy. Representatives must accord diplomatic courtesy to all other Representatives and Secretariat members at all times,

- Representatives who persist in obvious attempts to disrupt the session shall be subject to expulsion from the Committee/Council by the Chair,



- The Secretariat reserves the right to expel any Representative/delegation from the conference,
- Decisions of the Chair on diplomatic courtesy are not appealable.

2.3 Speeches. No delegation may address the Committee/Council without obtaining the permission of the Chair,

- Delegations are called upon in the order in which they signify their desire to speak,
- Delegations, not Representatives, are recognized to speak; more than one Representative from the same delegation may speak when the delegation is recognized,
- Speakers must keep their remarks germane to the subject under discussion,
- A time limit may be established for speeches rule . . . ,
- Representatives, at the conclusion of a substantive speech, will be allowed, if they are willing, to answer questions concerning their speech,
 - A delegation that desires to ask a question should signify by raising a Point of Inquiry rule . . . ,
 - All questions and replies are made through the Chair,
- A speaker who desires to make a motion may do so after their speech and questioning, but prior to yielding the floor,
 - By making a motion the speaker yields the floor,
 - Motions may not be made from; Points of Order rule . . . , Information rule . . . , Inquiry rule . . . , or from any procedural speeches.

2.4 Recognition of Speakers. Delegations wishing to speak on an item before the body will signify by raising their placards,

- The exception to this rule occurs on any Point of Order rule . . . , Information rule . . . , or Inquiry rule . . . , at which time a Representative should raise their placard and call out “Point of _____” to the Chair,
 - Points will be recognized in the order of their priority,
- Speakers will be recognized in a fair and orderly manner,
- Speakers lists will not be used.

2.5 Right of Reply. The Chair may accord a Right of Reply to any Representative if a speech by another Representative contains unusual or extraordinary language clearly insulting to personal or national dignity,

- Requests for a Right of Reply shall be made in writing to the Chair,
- The request shall contain the specific language which was found to be insulting to personal or national dignity,
- The Chair’s decision is not subject to appeal,
- There shall be no reply to a reply,
- The Chair may limit the time allowed for a reply.

2.6 Withdrawal of Motions. A motion may be withdrawn by its proposer at any time before voting on it has begun, provided the motion has not been amended,

- Seconds to a motion may also be withdrawn; if a withdrawn sponsorship or second brings the proposal below the required number the motion is withdrawn,
- A withdrawn motion, sponsorship or second may be reintroduced, either verbally or in writing, by any other delegation.

2.7 Dilatory Motions. The Chair may rule out of order any motion repeating or closely approximating a recent, previous motion on which the Committee/Council has already rendered an opinion,

- This ruling is not subject to appeal.

3. RULES THAT RELATE TO THE RULES

3.1 Rule Priority and Procedure. The rules contained in this handbook are the official rules of procedure of American Model United Nations and will be used for all Committee/ Council sessions.

- These rules take precedence over any other set of rules.

3.2 Precedence of Rules. Proceedings in the Committees/Councils and General Assembly sessions of AMUN shall be conducted under the following precedence of rules;

- . AMUN Rules of Procedure,
- . AMUN GA/ECOSOC Precedence Short Form see page . . . ,
- . Rulings by the Rules Committee,
- . Historical Usage of the AMUN Rules of Procedure,
- . The Charter of the United Nations.

3.3 The Order of Precedence of Procedural Motions. The order of precedence of procedural motions is listed, in order of priority in both the GA/ECOSOC Precedence Short Form see page . . . and in these rules under Section . . . , *Procedural Motions In Order of Priority*. These motions, in the order given, have precedence over all other



proposals or motions before a Committee/Council or the General Assembly.

3.4 Rule Changes. The Rules Committee reserves the right to make changes in these rules at any time. Should a change occur, it will be communicated to the Representatives in a timely manner.

4. DRAFT RESOLUTIONS & AMENDMENTS

4.1 Definition of Draft Resolutions. A draft resolution is a proposal consisting of at least one preambulatory and one activating clause.

4.2 Draft Resolutions. Representatives will receive a packet containing “Draft Resolutions” submitted by participating delegations,

- For a Draft Resolution to be considered on the floor, it must have a minimum of of the delegations in attendance listed as sponsors,
 - The final number of signatories will be determined by the Rules Committee at conference registration and announced at the opening of each committee session,
- Draft Resolutions in the packet should be brought to the Committee/Council Vice Chair or Chair for acknowledgment upon receipt of the sponsoring signatures,
- Additional draft resolutions may be submitted at the Conference,
 - Draft resolutions submitted at the Conference must have minimum signatures of delegations in attendance, as well as the signature of the Committee/Council Chair or Vice Chair,
 - After acceptance by the Chair or Vice Chair, draft resolutions shall be processed in the order in which they are received and distributed to all delegations as soon as feasible,
- The Chair shall announce each Draft Resolution in the initial packet as being available for discussion on the floor when it receives the requisite signatures,
 - The Chair shall announce additional draft resolutions which are available for discussion on the floor as they are ready for distribution.
- Once a draft resolution is on the floor for discussion, additional sponsors may only be added to that draft resolution with the consent of the original sponsors,
- See also rule . . .

4.3 Definition of Amendments. An amendment is a motion that adds to, deletes from or revises any part of a draft resolution.

4.4 Amendments. All amendments to draft resolutions must be signed by of the delegations in attendance,

- The final number of signatories will be determined by the Rules Committee at conference registration and announced at the opening of each committee session,
An amendment is submitted on an official amendment form to the Committee/Council Vice Chair for approval. Amendments will be approved if they are legible, organized in content and flow, and in the proper format,
- Approved amendments will be assigned an identification code by the Vice Chair,
- Typographical errors will be corrected by the Chair and announced to the body,

One or more amendments may be considered on the floor at any given time,

- See also rule . , Consideration of Amendments, for bringing an amendment to the floor,
- See also rule . , Closure of Debate, for bringing amendments to a vote,

An amendment will be considered “friendly” if all sponsors of the draft resolution are also sponsors of the amendment,

- A friendly amendment becomes part of a draft resolution upon receipt by the Chair,
- The Chair shall announce the acceptance of a friendly amendment on the first opportunity at which no speaker has the floor,
- No vote is required to add a friendly amendment to a draft resolution.

5. VOTING

5.1 Voting Rights. Each member delegation shall have one vote in each Committee/Council on which it is represented,

- No Representative/delegation may cast a vote on behalf of another country.

5.2 Simple Majority. Unless otherwise specified in these rules, decisions in the Committee/Council shall be made by a majority vote of those nations present and voting. If there is an equal division between yes and no votes, the motion fails,

- The phrase “nations present and voting” refers to members casting affirmative or negative votes. Members which cast a final abstention are not voting.

5.3 Adoption by Consensus. The adoption of amendments and draft resolutions by consensus is desirable when it contributes to the effective and lasting settlement of differences, thus strengthening the authority of the United Nations,



- Any Representative may request the adoption of an amendment or draft resolution by consensus at any time after Closure of Debate has passed,
- The Chair shall ask whether there is any objection to a consensus, and shall ask if any nations wish to abstain from consensus,
 - If there is no objection, the proposal is approved by consensus,
 - If any Representative objects to consensus, voting shall occur as otherwise stated in these rules.

5.4 Method of Voting. The Committee/Council shall normally vote by a show of raised placards. The Chair may grant a request by a delegation for a roll call vote on any substantive matter and the Chair's decision on such a request is not subject to appeal,

- Roll call votes, when applicable, shall be called in English alphabetical order beginning with a nation selected at random by the Vice Chair,
- Representatives shall reply "yes," "no," "abstain" or "abstain from the order of voting,"
- A nation may abstain from the order of voting once during a roll call; a second abstention from the order of voting will be recorded as an abstention.

5.5 Conduct During Voting. Immediately prior to a vote, the Chair shall describe to the Committee/Council the item to be voted on, and shall explain the consequences of a "yes" or a "no" vote. Voting shall begin upon the Chair's declaration "we are in voting procedure," and end when the results of the vote are announced,

- Once in voting procedure, no Representative shall interrupt the voting except on a Point of Order or Information concerning the actual conduct of the vote.
- Following Closure of Debate, and prior to entering voting procedure, the Chair shall pause briefly to allow delegations the opportunity to make any relevant motions,
 - Relevant motions prior to a vote include: Suspension of the Meeting . . . , Adjournment of the Meeting . . . , Decision of No Action . . . , Decision of Competence . . . , Division of the Question . . . , Important Question . . . or Adoption by Consensus . . .

5.6 Changes of Votes. At the end of roll call, but before rights of explanation and the subsequent announcement of the vote, the Vice Chair will ask for any vote changes. Any delegation that desires to change its recorded vote may do so at that time.

5.7 Rights of Explanation. Rights of explanation are permitted on all substantive votes after voting. Rights of explanation may be limited in time by the Chair.

6. POINTS OF PROCEDURE IN ORDER OF PRIORITY

6.1 Point of Order. During the discussion of any matter, a Representative may rise to a Point of Order if he/she believes that the Committee/Council is proceeding in a manner contrary to these rules,

- The Representative will be immediately recognized by the Chair and the point ruled on,
- If a Representative's ability to participate in the Committee/Council's deliberations is impaired for any reason, the Representative may rise to a Point of Order,
- A Point of Order may interrupt a speaker.

6.2 Point of Information. A Point of Information is raised to the Chair if a Representative wishes to obtain a clarification of procedure or a statement of the matters before the Committee/Council,

- Representatives may not interrupt a speaker on a Point of Information.

6.3 Point of Inquiry. During substantive debate, a Representative may question a speaker by rising to a Point of Inquiry,

- Questions must be directed through the Chair and may be made only after the speaker has concluded his/her remarks, but before he/she has yielded the floor,
- Representatives may not interrupt a speaker on a Point of Inquiry,
- See also rule . . . , Speeches.

7. PROCEDURAL MOTIONS IN ORDER OF PRIORITY

7.1 Suspension of the Meeting. During the discussion of any matter, a Representative may move to suspend the meeting, except when such a motion would interrupt a speaker. Suspending a meeting recesses it for the time specified in the motion,

- Second required and majority vote for passage,
- The motion is not debatable,
- The Chair may request the mover to modify the time of suspension,
- If the motion passes, the Committee/Council, when it reconvenes, will continue its business from the point at which the suspension was moved.



7.2 Adjournment of the Meeting. The motion of adjournment means that all business of the Committee/Council has been completed, and that the Committee/Council will not reconvene until the next annual session,

- Second required and majority vote for passage,
- The Chair may refuse to recognize a motion to adjourn the meeting if the Committee/Council still has business before it,
 - This decision is not appealable,
- A motion to adjourn is not debatable, and will be put to an immediate vote.

7.3 Adjournment of Debate. During the discussion of any matter, a Representative may move the Adjournment of Debate on that matter,

- Adjournment of Debate on a draft resolution or amendment has the effect of tabling that item and allows the Committee/Council to move onto another draft resolution/amendment,
- Second required and majority vote for passage,
- Two delegations may speak in favor of the motion, and two opposed; the motion shall then be put to a vote,
- An item upon which debate has been adjourned must pass a vote of Reconsideration before it may be brought back to the floor for consideration, see also rule . on Reconsideration

7.4 Closure of Debate. A Representative may move to close debate on an issue before the Committee/Council at any time, except when such a motion would interrupt a speaker,

- If closure passes, the item upon which debate was closed will be put to a vote,
- Second required and majority vote for passage,
- Two delegations may speak against closure, and the motion will then be put to a vote,
- When discussing an amendment, Representatives should specify whether the motion for closure applies to the amendment in question or to the draft resolution,
- If closure passes on the draft resolution, all amendments on the floor will be voted on in the reverse order from which they were moved to the floor,
 - After voting on all amendments is completed, the draft resolution shall be voted upon in accordance with these rules.

7.5 Decision of No Action. Applicable only in the General Assembly Plenary see rule . .

7.6 Appealing a Decision of the Chair. Rulings of the Chair are appealable unless otherwise specified in these rules,

- Second required and majority vote for passage,
- Two delegations may speak in favor of the motion and two opposed,
- An appeal must be made immediately following the ruling in question,
- The Chair shall put the vote thusly: "Shall the decision of the Chair be sustained?" A "yes" vote supports the Chair's decision; a "no" signifies objection,
- The decision of the Chair shall be sustained by a tie,
- Rulings by the Chair on the following rules or motions are not appealable: Diplomatic Courtesy rule . , Right of Reply rule . , Dilatory Motions rule . , granting of a roll call vote rule . , Adjournment of the Meeting rule . , and any time a ruling by the President is a direct quotation from these rules of procedure.

7.7 Decision of Competence. A motion calling for a decision on the competence of the Committee/Council to discuss or adopt a proposal is in order at any time prior to the proposal being put to a vote,

- Second required and majority vote for passage,
- Two delegations may speak in favor of the motion and two opposed,
- If a Committee/Council decides it is not competent to discuss or vote on an amendment or draft resolution, the effect is the same as adjourning debate. see also . on Reconsideration

7.8 Changing the Order of Consideration of Agenda Items. Agenda items will be considered in the order in which they appear in the draft resolution packet, unless that order is altered by the passage of a motion to Change the Order of Consideration of Agenda Items,

- Second required and majority vote for passage,
- The motion is not debatable.

7.9 Limits on Debate. A motion to limit or extend the time allotted to each delegation, or limit the number of times each delegation can speak on a proposal, is in order at any time. This motion may be proposed by the Chair or a delegation,

- Second required and majority vote for passage,
- Two delegations may speak in favor of the motion and two opposed,

It may also be moved to limit the time allowed for debate on an agenda topic, a draft resolution or an amendment.



7.10 Division of the Question. A motion to divide the question, proposing that clauses of an amendment or draft resolution be voted on separately, is in order at any time prior to entering into voting procedure on it,

- Second required and majority vote for passage,
- Two delegations may speak in favor of the motion and two opposed,

The first motion for division to receive a majority vote shall determine the order in which the amendment/draft resolution parts are to be voted on. Those clauses of the amendment/draft resolution which are approved shall then be put to a vote as a whole.

- If division causes the draft resolution to no longer be in the proper format see rule . , the proposal as a whole is rejected.

7.11 Consideration of Amendments. To bring an amendment to the floor for discussion a delegation must first be recognized by the Chair,

- No verbal second is required,
- The Chair will present the amendment to the body,
- The delegation moving consideration will be allowed to speak first on the amendment, if desired.

7.12 Reconsideration of Proposals. A motion to reconsider is in order on an amendment or draft resolution which has passed or failed when put to a final vote. The motion is also in order for proposals on which debate has been adjourned see rule . , on proposals on which No Action was decided see rule . and on proposals upon which the Committee/ Council has decided it was not competent to discuss or adopt see rule . ,

- A motion to reconsider requires a second and two thirds majority vote for passage,
- Two delegations may speak opposed to the motion,
- If the motion passes it brings the issue back before the body for debate, and to be voted on again.

7.13 Important Question. Applicable only in the General Assembly Plenary see rule . .

7.14 Consideration of Draft Resolutions. Draft resolutions with at least sponsoring delegations may be considered, one at a time, from the floor. A draft resolution may be moved to the floor by a motion for Consideration of Draft Resolutions,

- Second required and majority vote for passage,
- The motion is not debatable,

- If the motion passes, the delegation moving consideration will be allowed to speak first on the draft resolution, if desired,
- Draft resolutions with fewer than the required number of sponsoring delegations may not be moved to the floor,
- If no draft resolution has the required number of sponsoring delegations, discussion may focus on the topic area under consideration, or the Chair may suggest a Suspension of the Meeting for delegations to consider the draft resolutions available.

8. RULES RELATING ONLY TO THE GENERAL ASSEMBLY PLENARY

8.1 Interchangeability of Rules. All Committee/Council rules apply to the conduct of business in the General Assembly, except where noted below.

8.2 Quorum. A quorum in the General Assembly Plenary session will be one third of the member delegations in attendance at the conference.

8.3 Officers. The President of the General Assembly shall act as the principal Chair of the Assembly, with the Senior Vice President and Committee Chairpersons serving as supporting officers. The officers shall have all the powers, duties, and responsibilities of the Committee Officers, as described in rule . .

8.4 Order of Consideration of Committees. The Secretariat will distribute an agenda for the General Assembly prior to its first session. The agenda will establish the order in which Committees are to be considered. The agenda order may be altered by a majority vote of the Assembly. The General Assembly *must* consider one topic from each Committee before considering a second topic from any Committee.

- When a draft resolution is brought to the floor of the General Assembly, an automatic limit of debate of minutes is imposed on the draft resolution; after minutes including debate and caucus time have expired the draft resolution will come to an immediate vote as if Closure of Debate had been passed,
 - This Limit may be lengthened, extended, or repealed through the passage of a Limits on Debate motion,
- For the purposes of this rule, a topic has been “considered” when Closure of Debate is successfully moved or the automatic limit has expired and a vote, either passing or



failing, has been taken on a draft resolution pertaining to the topic.

8.5 Consideration of Draft Resolutions. Draft resolutions passed by a General Assembly Committee are available for discussion in the General Assembly with no additional signatures needed. Additional draft resolutions may also be submitted from the floor in the General Assembly Plenary,

- Draft resolutions submitted from the floor must have a minimum of signatures of delegations in attendance, as well as the signature of the President or Vice President,
- After acceptance by the President or Vice President, draft resolutions shall be processed in the order in which they are received and distributed to all delegations as soon as feasible,
- The President shall announce additional draft resolutions for discussion on the floor as they are ready for distribution.

8.6 Decision of No Action. During the discussion of any substantive matter, a Representative may move that the body take no action on that matter;

- Second required and majority vote for passage,
- Two delegations may speak in favor of the motion and two opposed,
- If the General Assembly decides to take no action on an amendment or draft resolution, the effect is the same as adjourning debate. See also . on Reconsideration.

8.7 Important Question. General Assembly Important Questions require a *two thirds majority vote of all members present and voting* for passage. Amendments to draft resolutions dealing with Important Questions also require a two thirds majority vote for passage. Decisions on Important Questions are applicable only to the General Assembly. When discussed in Committees, these issues are debated and voted upon utilizing normal Committee rules. Such questions shall include:

- a. recommendations with respect to maintenance of international peace and security only when the Security Council fails to act ;
- b. admission of new members to the UN;
- c. suspension of rights and privileges of membership;
- d. expulsion of member nations;
- e. questions in relationship to the Trusteeship system;
- f. budgetary questions.

Draft resolutions which fall into these categories are automatically Important Questions, and will be designated as such by the President of the General Assembly. Determination of additional categories of Important Questions may be made by a simple majority vote of the members present and voting, before a vote is taken on any part of a proposal dealing with the subject. If Important Question status is moved, there shall be two speakers in favor and two opposed, followed by an immediate vote on the change of status.

8.8 Security Council Priority Relating to Issues Concerning the Maintenance of International Peace and Security. The Security Council, as established in the United Nations Charter, shall have priority over the General Assembly on issues that pertain to the maintenance of international peace and security.

Issues of this type, while under discussion in the Security Council, shall be seized from General Assembly action. Accordingly, any General Assembly draft resolution pertaining to a seized issue cannot be put to a final vote until the Security Council has completed its deliberations on the subject,

- General Assembly draft resolutions that deal with a seized issue may be discussed and amended, but no final vote on the draft resolution may be taken,
- The Security Council will be considered to have completed its deliberations on a seized issue once a draft resolution on the subject has been put to a vote and a topic closed, or after a two hour time period has elapsed since the Security Council last considered any aspect of the topic,
- Throughout the General Assembly, Representatives will be kept informed by the Secretary General of any seized issues.

8.9 Applications for Admission of New Member States. Any state which desires to become a member shall submit an application to the Secretary General. Applications shall contain a declaration, made in a formal instrument, that the State in question accepts the obligations contained in the UN Charter,

- The Secretary General shall inform the Security Council and the General Assembly of any applications.

8.10 Consideration of Applications and Decisions Thereon. If the Security Council recommends the application of a State for membership, the General Assembly shall consider whether the applicant is a peace loving



state and is able and willing to carry out the obligations contained in the UN Charter,

- Any draft resolution on admission is automatically an Important Question,
- If the Security Council does not recommend the applicant State for membership, or if it postpones consideration of the application, the General Assembly may, after full consideration of the special report of the Security Council, send the application back to the Council, together with a full record of the discussion of the General Assembly, for further consideration and recommendation.

8.11 Notification of the Decision and Effective Date of Membership. The Secretary General shall inform the applicant state of the decision of the General Assembly. If the application is approved, membership shall become effective on the date on which the General Assembly makes its decision on the applicant.

9. RULES RELATING ONLY TO THE ECONOMIC & SOCIAL COUNCIL

9.1 Interchangeability of Rules. All Committee/Council rules apply to the conduct of business in the Economic & Social Council. The priority of rules for motions specific to the Council shall be in the order in which they are listed under Section , and they shall follow all other GA/ECOSOC rules in overall precedence.

9.2 Participation of Non-Member States. The Council may invite a non represented state or intergovernmental organization to participate in its discussions on any item before the body. This includes all United Nations member states, recognized non member states, and any organization or individual recognized by the United Nations whose participation would enhance the proceedings of the Council,

- Non members may be invited into the Council by a request made to the Chair from any member state,
- Non member states of the Council shall have all rights as observers rule . in the General Assembly,
- Organizations or individuals may speak, but have no rights to make any motion or vote.

9.3 Consultative Session. The Council may choose to suspend its rules and enter an informal, consultative session if the members determine that this process will enhance members understanding on a particular issue,

- The motion to move into a consultative session must include the amount of time that such a session is to be in effect,
- The Council will move immediately into a formal session at the conclusion of discussions on the consultative topic.

9.4 Formation of Committees. A delegation may propose the formation of a Committee to deal with any issue s , including topics not already on the agenda of the Economic and Social Council. The motion must be submitted in writing to the Chair prior to being made from the floor, and must contain the following:

- . Membership of the Committee;
- . Issue s to be investigated;
- . Objectives of the Committee;
- . Duration of the Committee's existence.

A Committee, once established, shall elect its own officers and determine its rules of procedure, within the bounds of the Council rules,

- The motion to form a Committee requires a second and is debatable,
- Upon the conclusion of the Committee's work, it will report its findings to the Council.

9.5 Formation of Commissions. The Council has the authority to establish commissions on topics that require long term consideration,

- A commission may be established to develop a convention, treaty, or deal with an issue that requires more in depth deliberation than the Council can provide,
- The motion to establish a commission should be in the form of a draft resolution, it should detail the commission's membership, and establish the mandate for its formation,
- Once the establishment of a commission has been recommended by the Council, the Secretariat will review the proposal for potential implementation at the next year's conference,
- Upon the conclusion of the commission's work, it will report to the Council as a whole for approval on its findings.

9.6 Creation of Conventions and Treaties. The Council may decide to draft a convention or treaty on any given topic. The format of such a document shall be determined by the Council,

- Conventions and treaties, upon conclusion, shall be sent to the General Assembly Plenary session for approval and ratification by all member nations.



AMERICAN MODEL UNITED NATIONS INTERNATIONAL
ORDER OF PRECEDENCE OF RULES: SECURITY COUNCIL SHORT FORM

RULE	DEBATABLE	VOTE?	INTERRUPT SPEAKER	DESCRIPTION
. Point of Order	No	None	Yes	Used to point out a misuse of the rules
. Point of Information	No	None	No	Ask any rules or non rules related question of the Chair, or gain a clarification
. Point of Inquiry	No	None	No	Ask a question of a speaker at the end of their speech, prior to speaker's yielding the floor
. Suspension of the Meeting	No	Majority	No	Recess the meeting for specific period of time often for caucusing
. Adjournment of the Meeting	No	Majority	No	End the meeting for the year
. Adjournment of Debate	Yes	Majority	No	Has the effect of removing from consideration any substantive issue
. Closure of Debate on an Agenda Topic	Yes	Majority	No	Ends debate on an agenda topic, bringing all draft resolutions and/or amendments on the floor to an immediate vote
. Closure of Debate	Yes	Majority	No	Ends debate on any issue open to debate and brings it to an immediate vote
. Appealing a Decision of the Chair	Yes	Majority	No	Challenge a ruling made by the Chair
. Enter Consultative Session	Yes	Majority	No	Move into an informal debate period
. Add an Agenda Topic	Yes	Majority	No	Bring an additional agenda topic under consideration
. Change the Order of Consideration of the Working Agenda	Yes	Majority	No	Change the order in which agenda items are set on the Working Agenda
. Set Working Agenda	Yes	Majority	No	Set the daily order for the Working Agenda
. Limits on Debate	Yes	Majority	No	Impose or repeal a limit on the length of any form of debate
. Division of the Question	Yes	Majority	No	Divide a draft resolution or amendment into two or more clauses, each to be voted on separately after Closure of Debate
. Bring a Draft Resolution to the Floor	No	None	No	Bring a draft resolution to the floor for discussion
. Bring an Amendment to the Floor	No	None	No	Bring an amendment to the floor for discussion
. Party to the Dispute	Yes	Majority	No	Request that a non Security Council member be invited to the session

- Notes:
- . *A majority in the Security Council shall always be votes.*
 - . *Historical Security Councils occurring prior to will require a vote majority for passage.*
 - . *Any motion may be seconded, but no seconds are ever required in the Security Council.*



AMERICAN MODEL UNITED NATIONS INTERNATIONAL
ORDER OF PRECEDENCE OF RULES: GENERAL ASSEMBLY / ECOSOC SHORT FORM

RULE	SECOND?	DEBATABLE	VOTE REQUIRED	INTERRUPT SPEAKER	DESCRIPTION
. Point of Order	No	No	None	Yes	Used to point out a misuse of the rules
. Point of Information	No	No	None	No	Ask any rules or non rules related question of the Chair, or gain a clarification
. Point of Inquiry	No	No	None	No	Ask a question of a speaker at the end of their speech, prior to speaker's yielding the floor
. Suspension of the Meeting	Yes	No	Majority	No	Recess the meeting for specific period of time often for caucusing
. Adjournment of the Meeting	Yes	No	Majority	No	End the meeting for the year
. Adjournment of Debate	Yes	Pro Con	Majority	No	Has the effect of tabling any issue open to debate <i>without</i> a vote on the content of that issue
. Closure of Debate	Yes	Con	Majority	No	Ends debate on any issue open to debate and brings it to an immediate vote
. Decision of No Action	Yes	Pro Con	Majority	No	ONLY in GA Plenary session; signifies no action will be taken on the matter
. Appealing a Decision of the Chair	Yes	Pro Con	Majority	No	Challenge a ruling made by the Chair
. Decisions of Competence	Yes	Pro Con	Majority	No	Question whether the UN body is competent to act on a certain issue within the Charter and international law
. Changing the Order of Consideration of Agenda Items	Yes	No	Majority	No	Change the order in which agenda items are discussed
. Limits on Debate	Yes	Pro Con	Majority	No	Impose or repeal a limit on the length of any form of debate
. Division of the Question	Yes	Pro Con	Majority	No	Divide draft resolution/amendment into two or more clauses, each to be voted on separately after Closure of Debate
. Consideration of Amendments	No	No	None	No	Bring an amendment to the floor for discussion
. Reconsideration of Proposals	Yes	Con	/ Majority	No	Reconsider an item on which debate has been adjourned or upon which a vote has been taken
. Important Question	Yes	Pro Con	Majority	No	ONLY in GA Plenary session; signifies that a draft resolution or amendment requires / majority vote for passage
. Consideration of Draft Resolutions	Yes	No	Majority	No	Consider a draft resolution that has the requisite number of signatures



NOTES



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