



# AMERICAN MODEL UNITED NATIONS INTERNATIONAL CONFERENCE

## RULES & PROCEDURE HANDBOOK

This *Rules and Procedures* handbook is published to assist Representatives in their preparations for the American Model United Nations (AMUN) Conference. When utilized to complement the research students conduct on the nation they represent and the topics of discussion, this handbook provides Representatives with all the substantive 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 delegation(s). This handbook contains the following:

|                                                           |    |                                                                |           |
|-----------------------------------------------------------|----|----------------------------------------------------------------|-----------|
| Tentative Agenda.....                                     | 2  |                                                                |           |
| <b>CHAPTER ONE — GENERAL CONFERENCE INFORMATION</b>       |    | <b>CHAPTER FOUR — THE INTERNATIONAL COURT OF JUSTICE</b>       |           |
| Number of Representatives.....                            | 3  | What is the International Court of Justice?.....               | 13        |
| Conference Fees.....                                      | 3  | Structure of AMUN's International Court of Justice.....        | 13        |
| Hotel Information.....                                    | 3  | Representative Information .....                               | 14        |
| Dress Code.....                                           | 3  | Preparation .....                                              | 14        |
| Plagiarism.....                                           | 4  | Preparation of Memorials .....                                 | 14        |
| Conduct.....                                              | 4  | Preparation of Oral Arguments .....                            | 14        |
| Use of Electronic Devices .....                           | 4  | Duties of the Justices .....                                   | 15        |
| Credentials .....                                         | 4  | <b>CHAPTER FIVE — POSITION PAPERS</b>                          |           |
| Placards .....                                            | 4  | Internal Position Papers.....                                  | 16        |
| Registration .....                                        | 4  | Public Position Papers.....                                    | 16        |
| Executive Office .....                                    | 4  | Items to Include in Public Position Papers.....                | 16        |
| Conference Secretariat.....                               | 4  | Submission of Position Papers .....                            | 17        |
| Home Government .....                                     | 5  | Position Paper Award Certificates .....                        | 17        |
| Delegate Services .....                                   | 5  | <b>CHAPTER SIX — DRAFT DOCUMENTS</b>                           |           |
| Conference Services.....                                  | 5  | Draft Resolutions .....                                        | 18        |
| After Hours Events & Representative Dance .....           | 5  | Points to Consider in Writing Draft Resolutions .....          | 19        |
| Safety At AMUN.....                                       | 5  | Rules for Submission of Draft Resolutions.....                 | 19        |
| Dais Staff.....                                           | 6  | Draft Resolution Guidelines and Format.....                    | 19        |
| Simulations .....                                         | 6  | Amendments .....                                               | 19        |
| <b>CHAPTER TWO — ROLE PLAYING &amp; PREPARATION</b>       |    | Reports.....                                                   | 20        |
| The Representative.....                                   | 7  | Sample Table of Contents for Reports .....                     | 20        |
| Role Playing .....                                        | 7  | Resolution Introductory Phrases.....                           | 21        |
| Research and Preparation.....                             | 7  | Lending Emphasis to Resolution Phrasing.....                   | 21        |
| Preparing as a Group .....                                | 8  | Security Council Presidential Statements .....                 | 22        |
| Strategy at the Conference .....                          | 8  | Sample Security Council Presidential Statement .....           | 22        |
| The Permanent Representative.....                         | 9  | Sample Completed Amendment Form .....                          | 22        |
| The Faculty Advisor.....                                  | 9  | Sample Draft Resolution .....                                  | 23        |
| Grading the Model UN Experience .....                     | 9  | <b>CHAPTER SEVEN — SECURITY COUNCIL RULES OF PROCEDURE....</b> | <b>24</b> |
| Delegations That Are “Out of Character” .....             | 10 | <b>CHAPTER EIGHT — GA &amp; ECOSOC RULES OF PROCEDURE ....</b> | <b>30</b> |
| Rules of Procedure.....                                   | 10 | Security Council Short Form.....                               | 38        |
| General Sources of Information .....                      | 11 | General Assembly & ECOSOC Short Form.....                      | 39        |
| Using the Internet .....                                  | 11 |                                                                |           |
| <b>CHAPTER THREE — THE INTERNATIONAL PRESS DELEGATION</b> |    |                                                                |           |
| What is the International Press Delegation?.....          | 12 |                                                                |           |
| Duties of IPD Reporters.....                              | 12 |                                                                |           |
| IPD Membership .....                                      | 12 |                                                                |           |
| Using the IPD .....                                       | 12 |                                                                |           |