



RULES & PROCEDURES

2015 AMUN International Executive Committee

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TABLE OF CONTENTS

This *Rules and Procedures* handbook is published to assist Representatives in their preparations for the American Model United Nations (AMUN) Conference. When used to complement the research students conduct on the State 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 handbook thoroughly and discuss the items that apply to their delegation(s) before arriving at Conference.

CHAPTER ONE – GENERAL CONFERENCE INFORMATION

| | |
|---|---|
| Dress Code | 3 |
| Conduct | 3 |
| Use of Electronic Devices..... | 3 |
| Credentials | 3 |
| Seating and Placards..... | 3 |
| Executive Office..... | 3 |
| Conference Secretariat | 4 |
| Home Government..... | 4 |
| Delegate Services..... | 4 |
| Conference Services | 4 |
| Dais Staff | 4 |
| After-Hours Events & Representative Dance | 4 |
| Security Council Emergency Sessions..... | 4 |
| Safety at AMUN..... | 5 |
| AMUN Lost & Found Policy..... | 5 |
| Events for Faculty Advisors and Permanent Representatives | 5 |
| Post Conference Surveys | 5 |

CHAPTER TWO – ROLEPLAYING

| | |
|--|---|
| The Representative | 6 |
| Roleplaying..... | 6 |
| Strategy at the Conference | 6 |
| The Permanent Representative | 6 |
| The Faculty Advisor | 7 |
| Grading the Model UN Experience | 7 |
| Using The Amun Home Government Office | 8 |
| Substantive Issues..... | 8 |
| Delegations That Are “Out Of Character” | 8 |
| Understanding the AMUN Rules of Procedure..... | 9 |
| Practicing the AMUN Rules of Procedure..... | 9 |
| 2015 Conference Simulations | 9 |

CHAPTER THREE – THE INTERNATIONAL PRESS DELEGATION

| | |
|---|----|
| What is the International Press Delegation? | 10 |
| IPD Membership | 10 |
| Duties of IPD Reporters | 10 |
| Connecting with the IPD | 10 |

CHAPTER FOUR – THE INTERNATIONAL COURT OF JUSTICE

| | |
|--|----|
| What is the International Court of Justice? | 11 |
| Structure of AMUN’s International Court of Justice | 11 |
| Representative Information | 12 |
| Preparation | 12 |
| Preparation of Memorials..... | 12 |
| Preparation of Oral Arguments | 12 |
| Duties of the Justices | 13 |

CHAPTER FIVE – DRAFT DOCUMENTS

| | |
|---|----|
| Draft Documents..... | 14 |
| Points to Consider in Writing Draft Resolutions | 15 |
| Rules for Submission of Draft Resolutions | 15 |
| Draft Resolution Guidelines and Format | 15 |
| Amendments | 15 |
| Reports | 16 |
| Sample Table of Contents for Reports..... | 16 |
| Resolution Introductory Phrases | 17 |
| Lending Emphasis to Resolution Phrasing..... | 17 |
| Sample Preambular Phrase Crescendos | 17 |
| Sample Operative Phrase Crescendos | 17 |
| Commonly Misunderstood Terms..... | 17 |
| Sample Draft Resolution..... | 18 |
| Checklist for Resolution Formatting | 19 |
| Security Council Presidential Statements | 20 |
| Sample Security Council Presidential Statement | 20 |
| Sample Amendment Form | 20 |
| See Companion Sample Resolution on Page 18 | 20 |

CHAPTER SIX – SECURITY COUNCIL RULES OF PROCEDURE

| | |
|---|----|
| 1.0 Administrative | 21 |
| 2.0 General Rules | 22 |
| 3.0 Rules That Relate to the Rules | 23 |
| 4.0 Draft Resolutions, Amendments & Statements..... | 23 |
| 5.0 Voting..... | 24 |
| 6.0 Points of Procedure in Order of Priority | 24 |
| 7.0 Motions in Order of Priority..... | 25 |

CHAPTER SEVEN – GA & ECOSOC RULES OF PROCEDURE

| | |
|--|----|
| 1.0 Administrative | 27 |
| 2.0 General Rules | 27 |
| 3.0 Rules That Relate to the Rules | 28 |
| 4.0 Draft Proposals & Amendments | 28 |
| 5.0 Voting..... | 29 |
| 6.0 Points of Procedure in Order of Priority | 30 |
| 7.0 Procedural Motions in Order of Priority..... | 30 |
| 8.0 Rules Relating Only to the General Assembly Plenary Sessions..... | 32 |
| 9.0 Rules Relating to the Economic and Social Council, its Subsidiary Bodies and Special Committees | 33 |

AMUN RULES SHORT FORMS

| | |
|-----------------------------------|----|
| Security Council Short Form | 35 |
| GA & ECOSOC Short Form | 36 |



TENTATIVE CONFERENCE AGENDA

SATURDAY

1:00 p.m. – 6:00 p.m.

4:30 p.m. – 5:30 p.m.

5:30 p.m. – 6:00 p.m.

6:15 p.m. – 7:00 p.m.

7:30 p.m. – 10:00 p.m.

8:00 p.m. – 9:00 p.m.

Registration

Rules and Roleplaying Overview Sessions:

General Assembly and ECOSOC; Commissions and Special Committee (CND, ESCWA, and UN-Habitat); and Security Councils.

International Press Delegation Reporters Meet

Opening Plenary Session

GA Committee / Concurrent GA Plenary / Commission / Council Sessions

International Court of Justice Sets Docket and Begins Deliberations (Ongoing)

International Court of Justice Advocate Meeting

SUNDAY

8:30 a.m. – 12:00 p.m.

12:00 p.m. – 1:15 p.m.

1:15 p.m. – 5:00 p.m.

3:15 p.m. – 4:15 p.m.

4:15 p.m. – 4:45 p.m.

5:00 p.m. – 7:00 p.m.

7:00 p.m. – 10:00 p.m.

7:30 p.m. – 8:15 p.m.

GA Committee / Concurrent GA Plenary / Commission / Council Sessions

Lunch

GA Committee / Concurrent GA Plenary / Commission / Council Sessions

Permanent Representative / Faculty Advisor Meeting

Permanent Representative / Faculty Advisor Meeting (Hotel Issues)

Dinner

GA Committee / Concurrent GA Plenary / Commission / Council Sessions

AMUN Staff Information Session

MONDAY

8:30 a.m. – 1:00 p.m.

10:00 a.m. – 11:00 a.m.

11:30 a.m. – TBD

1:00 p.m. – 6:00 p.m.

6:00 p.m. – 9:30 p.m.

8:00 p.m. – 9:00 p.m.

10:00 p.m. – 2:00 a.m.

1:00 a.m. – TBD

GA Committee / Concurrent GA Plenary / Commission / Council Sessions

Permanent Representative / Faculty Advisor Meeting

2016 Country Lottery

Free Afternoon

GA Committee / Concurrent GA Plenary / Commission / Council Sessions

Committee on the Agenda

Representative Dance

Emergency Sessions for all Security Councils

TUESDAY

8:30 a.m. – 11:00 a.m.

9:00 a.m. – 1:00 p.m.

11:00 a.m. – 1:00 p.m.

1:00 p.m. – 3:15 p.m.

3:30 p.m. – 4:15 p.m.

Combined GA Plenary / Commission / Council Sessions

Graduate School and Career Expo

Lunch

Combined GA Plenary / ECOSOC Plenary / Council Sessions

Closing Plenary Session

KEYNOTES AT AMUN

American Model United Nations International strives to bring quality keynote speakers to our Conferences. AMUN keynote speakers are usually individuals with extensive background in international affairs and have included ambassadors, United Nations employees, speakers from NGOs and notable personalities. The date and time of the keynote speaker will be dependent upon the speaker's schedule, and the Conference Agenda will be adjusted accordingly. Biographical information on the keynote speaker will be made available in the Conference Program.



CHAPTER ONE

GENERAL CONFERENCE INFORMATION

This chapter provides Representatives with all of the logistical information needed to attend the American Model United Nations (AMUN) Conference. Questions about this information should be directed to the AMUN Executive Office at the phone number or e-mail listed on the inside cover of this book.

DRESS CODE

The appearance of AMUN participants provides the first impressions of their delegation 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 conservative Western business attire for all Representatives and Secretariat during all formal sessions, including the final sessions on Tuesday.

Western business attire is a business jacket or suit, dress slacks (or a skirt for women), dress shirt (with a tie for men), and dress shoes. Attire should be conservative and follow the rule of being appropriate for visiting an embassy. Revealing dress shirts that expose excessive bare skin on the chest or any skin on the stomach are not appropriate. Sweaters or leggings are generally considered too casual for Western business attire. Clothing that reveals undergarments in any way, including being too tight, is not appropriate. AMUN will not consider any manner of dress appropriate which includes T-shirts, jeans, shorts, hats, athletic shoes or any form of commercial advertising.

Participants shall not wear the traditional or religious garb of any State or organization. The only exception to this is required traditional or religious garb from a student's personal religion or culture. Additionally, participants should not affect the mannerisms, linguistic characteristics or any other perceived traits of a State or culture that they are representing. These affectations are inappropriate and may be seen as offensive by other students, or by natives of that State or culture. Small lapel pins representing the delegation's flag or other national symbols are appropriate.

Please be aware that Representatives who are not appropriately attired or who do not follow these rules may not be recognized during formal debate in any AMUN simulation. Further, AMUN reserves the right to refuse admittance to the Conference floor to any Representative who is inappropriately attired or who violates the above provisions. Decisions about appropriate attire and professional behavior are at the discretion of the AMUN Secretariat.

CONDUCT

Representatives are expected to conduct themselves at all times in a manner befitting international diplomats. This means that every courtesy, both in speech and behavior, should be extended to all Representatives, faculty members, guests and AMUN Secretariat members at the Conference. AMUN expects the same level of diplomatic courtesy in written communications, including notes passed during formal session and posts to social media sites. AMUN reserves the right to expel any Representative not acting in a courteous and professional fashion. Please refer to Rule 2.2, Diplomatic Courtesy, for more information.

USE OF ELECTRONIC DEVICES

The use of electronic devices, including laptops, tablets, e-readers and cell phones, is permitted in committee rooms provided they are silenced. All electronic devices must be set up and powered in a manner which does not create a safety hazard for other Representatives. During formal session, groups may not congregate around said devices; all caucusing must take place outside committee rooms. Any use of electronic devices in committee rooms should relate to the purposes of the Conference and must comply with the expectation of Diplomatic Courtesy as outlined in Rule 2.2. All Representatives are expected to comply with the directions of the AMUN Secretariat regarding the use of electronic devices.

CREDENTIALS

Name badges act as Representatives' credentials for the Conference. Credentials will list a Representative's name, country and the Committee to which he/she is originally assigned. Credentials for Permanent Representatives will state "Permanent Representative" regardless of whether they are assigned to a particular simulation. Representatives, Faculty Advisors and Conference guests will be required to wear their assigned credentials 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, including social events, without approved credentials.

Representatives must also wear their credentials at all times while in the common areas of the hotel. This will allow Representatives 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 credentials 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.

SEATING AND PLACARDS

A placard with the name of each delegation will be placed at that delegation's seat in each Committee. These are the property of AMUN; the placard should not be defaced or removed from the location assigned by the Secretariat or removed from the room. Placards of Member States are always placed in alphabetical order, but the exact position of the placards changes at the beginning of each session to ensure equality in seating delegations. Observer States are always seated at the end of the Member States, but will also rotate positions when the room is re-set. Representatives are welcome to take their placard with them as a souvenir at the conclusion of the final Committee session of the Conference.

EXECUTIVE OFFICE

The AMUN Executive Office includes the Executive Director and other senior members of the AMUN Secretariat. This is the primary point of contact for participating schools throughout the year. At the Conference, the Executive Office handles all financial and registration issues, makes changes to credentials as needed, is available at Faculty



and Permanent Representative meetings, and conducts the lottery for country assignments for the next year's Conference.

CONFERENCE SECRETARIAT

The AMUN Secretariat is made up of college students, graduate students and professionals from a variety of fields. All staff are highly experienced in Model UNing, both as Representatives and staff members at previous AMUN simulations or other Model UN Conferences. Secretariat members will chair the Committees, serve as Simulation Directors, Rapporteurs and Special Rapporteurs, direct the International Press Delegation and International Court of Justice, and run the Home Government, Delegate Services, Conference Services and Executive Offices. Secretariat Members 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 be available at after-hours functions. They will encourage all Representatives to move all gatherings to designated areas and to 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.

HOME GOVERNMENT

The AMUN Home Government Secretariat is available to help representatives provide an accurate roleplaying experience at Conference. See Chapter 2 for a detailed list of how Home Government can assist Representatives during the course of the Conference.

DELEGATE SERVICES

Delegate Services will provide logistical support and document processing for the AMUN Conference. These services include the production of draft resolutions and other official documents for distribution in the simulations; the copying of any materials needed by Representatives during the Conference (note that there is a small fee for this service); and the use of computers to type draft resolutions and other official documents during the Conference.

Delegate Services will produce documents in the quickest and most efficient manner possible. While we aim for a speedy turn-around in returning documents to committees, Representatives should expect that resolution and document processing can take up to two hours at busy times, when all simulations are submitting documents. Your Dais Staff can provide more information on the busiest times for production.

CONFERENCE SERVICES

Conference Services is the all-purpose information hub for Representatives and faculty. Visit Conference Services on the Ballroom level, to find helpful information about nearby restaurants, places of worship, tourist information about Chicago for your free afternoon, and all things related to the Conference.

The staff will answer your Conference-related questions, provide Conference handouts and have Conference handbooks for sale. Conference Services is the place to purchase AMUN memorabilia to commemorate your AMUN experience. Conference Services also prints replacement credentials for Representatives and Faculty Advisors.

DAIS STAFF

Members of the AMUN Secretariat assigned to the General Assembly and its Committees, ECOSOC and its Commissions, Special Committees, and Security Councils are referred to as Dais Staff. Chairs and Presidents facilitate debate and the use of rules of procedure, assisting in the orderly flow of debate during formal sessions. In General Assembly committees and ECOSOC, Rapporteurs facilitate the creation and adoption of resolutions by assisting Representatives with the format and purview of draft resolutions. In Reporting bodies, Special Rapporteurs act as a resource, guiding committees in structure and content through the report-writing process. In the Security Council and Historical Security Councils, the Simulation Directors act as the Home Government and main source of information in the Councils' deliberations as they guide the Councils through crisis simulations. Also, Vice Presidents in the Security Council simulations process resolutions.

AFTER-HOURS EVENTS & REPRESENTATIVE DANCE

One of the draws of any MUN conference is the after-hours "informal caucusing." An informal meeting area will be announced in the Conference Program, which Representatives will be encouraged to use after hours. Gatherings 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 encourages all participants to attend our Representative Dance on Monday evening of the Conference. *This year's dance theme is the AMUN Comic-Con! Celebrate your favorite heroes and villains of comics, movies, and TV at the annual AMUN Dance.* Attire matching the Dance theme is encouraged, although not required.

As this is a Conference function, only Representatives wearing appropriate casual attire and their Conference credentials will be allowed to enter the dance. Non-participants will not be allowed. Glassware, bottles and large bags are not allowed at the dance. Representatives are expected to remain diplomatically courteous during and after the Representative Dance. AMUN reserves the right to expel any participant acting in a discourteous manner.

SECURITY COUNCIL EMERGENCY SESSIONS

Representatives in each Security Council will try to resolve a simulated crisis during the Conference. Open only to Members of the Security Council and requested parties to the dispute, this unique simulation occurs late Monday evening, during and after the Representative Dance. It is strongly encouraged that all members of the Security Council stay at the Sheraton Chicago Hotel and Towers during their participation at AMUN.



SAFETY AT AMUN

AMUN places extreme importance on the safety of our participants and guests. We hope that you have an excellent and fun learning experience while at the Conference, but encourage everyone to consider safety issues in and around the Conference hotel. Safety should always be more important than avoiding minor embarrassment to you or another person.

We suggest that you follow several common-sense rules to keep all participants safe during the Conference, including the following guidelines:

- As a general rule, do not leave the hotel grounds without letting your group know how to find you;
- Always let one of the leaders of your group (faculty, club officer, etc.) know where you are going prior to leaving the area around the hotel (to visit local friends or relatives, etc.);
- Never leave any hotel alone after dark, and always travel with at least one person that you know;
- Always remove your name tag prior to leaving the hotel so as not to advertise yourself as a tourist;
- Help other participants to be safe by encouraging them to not travel outside of the hotel alone;
- Inform one of the leaders of your group immediately if you have a safety concern, or if any emergency situation occurs to you or another participant, regardless of the time.

AMUN encourages all Faculty Advisors and other group leaders to take time before the Conference to reinforce these and any other relevant safety instructions based on the rules of your schools. In case of an emergency, hotel security may be reached by dialing 0 on any hotel phone and requesting the security office. Also, please feel free to contact the AMUN Secretariat at any time during the Conference, day or night, if any emergency event occurs in which we can be of assistance.

AMUN LOST & FOUND POLICY

Any found unclaimed property can be turned in to Lost & Found located at Conference Services. Items will be held until the end of the closing session, at which time they will be turned over to hotel security.

- The Conference Services staff will make every attempt to contact the owner if an e-mail, phone number, country name or address is located on the item.
- In order to claim a lost item at Lost & Found, the owner must describe as closely as possible the lost item.
- A log book is available to customers with missing items. They may list the lost item along with their name, e-mail or phone number and they will be contacted if their item is turned in.
- Conference Services' hours are listed in the Conference Program.

EVENTS FOR FACULTY ADVISORS AND PERMANENT REPRESENTATIVES

AMUN hosts several Conference-related events for Permanent Representatives and Faculty Advisors during each Conference. They are

- **Delegation Lottery:** The Delegation lottery is conducted at Conference and allows the current year's attendees to select countries for the following year and guarantee a reduced fee for the next Conference. A small deposit for next year's Conference is required to participate.
- **Committee on the Agenda:** The Committee on the Agenda is the chance for schools to voice their opinions on topics for the next Conference. This input is highly valued by the AMUN Staff and is used by the Secretariat when deliberating on the topics for the next year.
- **Permanent Representative and Faculty Advisor Meetings:** Held on Sunday and Monday of Conference these meetings allow you to share comments and concerns on this year's Conference and any hotel issues your school may be experiencing.
- **Special Sessions for Faculty Advisors:** Guest speakers discuss running and advocating for Model UN with Faculty Advisors in round robin discussions. Consult the Conference Program for times and locations.

POST CONFERENCE SURVEYS

The AMUN Secretariat works year-round to prepare and run a premiere Model UN Conference. With your feedback we are able to improve the educational and administrative experience for our participants. Please take a moment to complete a post conference survey. Your feedback is invaluable to us as we plan for an even more successful Conference the following year. Visit www.amun.org/Conference_Surveys.html for more information.