

# RULES & PROCEDURES



## 2017 AMUN International Executive Committee

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# AMUN RULES & PROCEDURES

## 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 that will be discussed at this year's simulation.

The following pages include information about many of the logistical items that must be taken into account when attending the AMUN 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 e-mail 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 .....	2
Conduct .....	2
Use of Electronic Devices.....	2
Credentials .....	2
Seating and Placards.....	2
Executive Office.....	2
Conference Secretariat .....	3
Home Government.....	3
Delegate Services.....	3
Conference Services .....	3
Dais Staff .....	3
Keynote Speakers at AMUN .....	3
After-Hours Events & Representative Dance .....	3
Security Council Emergency Session.....	4
Safety at AMUN .....	4
AMUN Lost & Found Policy.....	4
Events for Faculty Advisors and Permanent Representatives .....	4
Post Conference Surveys .....	4

### CHAPTER TWO – ROLEPLAYING

The Representative .....	5
Roleplaying.....	5
Strategy at the Conference .....	5
The Permanent Representative .....	6
The Faculty Advisor .....	6
Grading the Model UN Experience .....	6
Using the AMUN Home Government .....	7
Substantive Issues.....	7
Delegations that Are “Out of Character”.....	7
Understanding the AMUN Rules of Procedure.....	8
Practicing the AMUN Rules of Procedure.....	8
2017 Conference Simulations .....	8
Minimum and Maximum Delegation Counts.....	9

### CHAPTER THREE – THE INTERNATIONAL PRESS DELEGATION

What is the International Press Delegation? .....	10
What do IPD Reporters do?.....	10
Publishing the <i>AMUN Chronicle</i> .....	10
Pre-Conference Preparation .....	11
How can I join IPD?.....	11
How do representatives connect with IPD?.....	11

### CHAPTER FOUR – THE INTERNATIONAL COURT OF JUSTICE

General ICJ facts.....	12
Common Types of Cases.....	12
Structure of the AMUN ICJ .....	12
Preparing as a Justice.....	13
Preparing as an Advocate.....	13
Written Memorials.....	13
Oral Argument .....	13

### CHAPTER FIVE – COMMISSION OF INQUIRY

What are Commissions of Inquiry?.....	15
Commission of Inquiry Membership .....	15
Structure of AMUN’s Commission of Inquiry .....	15
Duties of the Commissioners At Conference.....	16
Preparing for the Commission of Inquiry at AMUN .....	16
Preparatory Statements .....	17

### CHAPTER SIX – DRAFT DOCUMENTS

Introduction to United Nations Documents .....	18
Draft Documents.....	18
Points to Consider in Writing Draft Resolutions .....	19
Rules for Submission of Draft Resolutions.....	19
Draft Resolution Guidelines and Format .....	19
Amendments .....	20
Reports .....	20
Sample Table of Contents for Reports.....	21
Resolution Introductory Phrases .....	22
Lending Emphasis to Resolution Phrasing .....	22
Sample Preambular Phrase Crescendos .....	22
Sample Operative Phrase Crescendos .....	22
Commonly Misunderstood Terms.....	22
Security Council Presidential Statements .....	23
Sample Security Council Presidential Statement .....	23
Sample Draft Resolution.....	24
Checklist for Resolution Formatting .....	25
Sample Amendment Form .....	25

### CHAPTER SEVEN – SECURITY COUNCIL RULES OF PROCEDURE

1.0 Administrative .....	26
2.0 General Rules .....	27
3.0 Rules That Relate to the Rules .....	28
4.0 Draft Resolutions, Amendments & Statements.....	28
5.0 Voting.....	29
6.0 Points of Procedure in Order of Priority .....	29
7.0 Motions in Order of Priority.....	30

### CHAPTER EIGHT – GA & ECOSOC RULES OF PROCEDURE

1.0 Administrative .....	32
2.0 General Rules .....	32
3.0 Rules That Relate to the Rules .....	33
4.0 Draft Proposals & Amendments .....	33
5.0 Voting.....	34
6.0 Points of Procedure in Order of Priority .....	35
7.0 Procedural Motions in Order of Priority.....	35
8.0 Rules Relating Only to the General Assembly Plenary Sessions .....	37
9.0 Rules Relating to the Economic and Social Council, its Subsidiary Bodies and Special Committees .....	38

### AMUN RULES SHORT FORMS

Security Council Short Form .....	40
GA & ECOSOC Short Form .....	41



## 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 skirt, dress shirt (with a tie for men), and dress shoes. Attire should follow the rule of being appropriate for visiting an embassy. Revealing dress shirts that expose excessive bare skin 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 or she is 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 the International Court of Justice; and run the Home Government, Delegate Services Lab, 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 the area 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 all simulations except the International Court of Justice and the International Press Delegation are referred to as Dais Staff. The specific makeup of a Dais team will vary depending on the type of committee. Generally, resolution-writing bodies will have chairs or presidents who facilitate debate through the use of the AMUN rules of procedure and rapporteurs who assist the committee with the resolution process. Report-writing bodies that submit a report to a plenary body will have presidents to facilitate debate and special rapporteurs who will guide the body through the reporting process and who are experts on both content and the required structure for the reports. In the Historical Commission of Inquiry, which writes reports but does not formally submit it to a plenary body at AMUN, simulation directors will serve as the primary resource for information in the commission, assisting representatives with matters of both content and the reporting process. In the Security Council and Historical Security Councils, presidents and vice presidents will facilitate debate through the use of the AMUN rules of procedure and assist representatives with the processing of resolutions and presidential statements and simulation directors will act as the primary source of information for the Councils, including acting as the Home Government for the Councils' participants.

## KEYNOTE SPEAKERS AT AMUN

American Model United Nations International strives to bring quality keynote speakers to our Conference. 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 a keynote speaker will be dependent on the speaker's schedule, and the conference agenda will be adjusted accordingly to accommodate the speaker and to maximize representatives' time in committee. Biographical information on the keynote speaker will be made available in the Conference Program. Should you have a suggestion for (and, ideally, a connection to) a keynote speaker at AMUN, please e-mail the Executive Office at [mail@amun.org](mailto:mail@amun.org).

## 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. *Monochromatic is the theme - choose what color looks best on you and get decked out from head to toe!* Attire matching the dance theme is encouraged, although not required.

As the dance is hosted by AMUN, only representatives wearing appropriate casual attire and their current conference credentials will be allowed to enter the dance. Due to security and safety concerns, NO bags, glassware, bottles, or other containers will be allowed on the level of the dance. Representatives bringing any of these items will be asked to take them to their rooms. Representatives participating in the overnight crisis session for the Security Council or Historical Security Councils



simulations will be provided storage space, which they can access at the start of the emergency session. AMUN is not able to provide storage space for other personal belongings. This policy requires planning and special attention, especially for representatives staying at area hotels rather than at the Sheraton. Furthermore, representatives are guests of the Sheraton hotel and must remain in approved areas of the hotel at all times. Representatives must remain diplomatically courteous during and after the dance. AMUN and hotel security reserve the right to expel any participant acting in a discourteous or disruptive manner.

## SECURITY COUNCIL EMERGENCY SESSION

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. Attendance at the emergency session by each Member of the Council is mandatory per the Rules of Procedure.

## 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 or an AMUN Secretariat Member 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 the 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 from the 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 reduced delegate fees 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](http://www.amun.org/Conference_Surveys.html) for more information.



## CHAPTER TWO ROLEPLAYING

### THE REPRESENTATIVE

Well-prepared representatives are critical to any Model UN conference. A delegation's job is to research the positions of a United Nations Member State, both on the specific topics that will be discussed at the conference and for a general overview of that country's policies.

With adequate preparation, representatives should be ready to discuss the issues with their counterparts and to prepare draft documents that, based on the specifics of each simulation, codify solutions to problems. These draft documents may be submitted for debate at the Conference. See Chapter 6, "Draft Documents," for details.

Finally, representatives attend the AMUN Conference to represent their nation in discussing the various issues presented. When representatives enter the opening session of AMUN, they assume the role of Distinguished Representative from their country with all the rights and responsibilities that entails.

At the Conference, representatives, in the role of their country's spokespersons, will debate the issues on the agenda to seek solutions to the problems facing the world community. They will also create and discuss draft documents, caucus with representatives who are roleplaying other countries and work to solve the problems facing the world. In the United Nations today, countries will usually debate an item in an attempt to reach a solution that can be agreed to by all, or at least by most, Member States. The draft documents 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.

One way that AMUN encourages representatives to work collaboratively on draft documents is by mandating a certain number of sponsors on a resolution, amendment or report before it can be considered by the body. This is not done at the United Nations in New York, where professional diplomats work together year-round to produce these documents. At AMUN, resolutions and reports in simulations other than the Security Council or Historical Security Councils, require sponsorship by 35 percent of delegations registered in a simulation. Amendments have a lower sponsorship threshold and require 15 percent sponsorship. You can read more about these requirements in Chapter 6, "Draft Documents," and Chapter 8, "Rules of Procedure," of this handbook.

Special effort should be made to adopt documents through consensus rather than a formal vote. Adoption by consensus shows solidarity and strong support within the body for a decision or course of action. Over seventy-five percent of the General Assembly's resolutions are now adopted by consensus. Passing resolutions by consensus is not achievable on every issue, but it illustrates the importance of an issue to the international community. By aiming for universal agreement on written work, AMUN simulations strive to emulate this aspect of international diplomacy.

### ROLEPLAYING

The AMUN Conference is a simulation of the United Nations. By its very nature, the quality and tone of debate will be dramatically different than at the United Nations in New York. At the United Nations, representatives and their consular staffs spend months in preparation, caucusing behind closed doors and interacting with other delegations before an issue is brought to a vote. A United Nations representative, or Head of State will rarely make a prepared speech that would be surprising to the other representatives present.

At AMUN, however, representatives will have only four days to assume the role of their State's representative and simulate the actions of the United Nations. 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 give a pre-written speech on a topic. Instead, they will often be forced to verbally react to circumstances as they arise, which may put them in a position where it is reasonable to reinterpret their country'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 States 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 State, modifying these as new circumstances dictate. Successful roleplaying involves walking a careful line on policy, avoiding the extremes of either reading verbatim a State's past statements or creating an ad hoc policy with no previous basis.

### STRATEGY AT THE CONFERENCE

Toward the end of the preparation process, each delegation should determine its strategy and goals for the Conference. Each 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 an individual delegation. Each delegation's representatives must therefore decide which items are of greatest importance to their country and set their strategies accordingly. Strategic areas to consider include the following:

- What kind of role will the delegation play at the Conference (e.g., conciliatory, obstructive, aggressive, neutral or leading)?
- Will the delegation seek informal leadership positions in each committee and in the Combined General Assembly Plenary?
- How can the delegation achieve the goals and interests identified in your research?
- With which other countries will the delegation attempt to work? This may vary by committee or by topic.
- Which other delegations will be this delegation's main adversaries on each topic?

Remember, passing resolutions and reports is not the true measure of success at the Conference. While each delegation is encouraged to propose



written solutions on the various issues, representatives must stand ready to *compromise* to achieve any real solution to the problems being discussed.

## THE PERMANENT REPRESENTATIVE

Each delegation must appoint one person to act as the primary representative for that delegation who will assume the role of permanent representative when the delegation is on the floor for meetings. Schools with more than one delegation must appoint one permanent representative per delegation.

The permanent representative has a number of responsibilities including, but not limited to, the following:

- Being responsible to the Secretariat for the delegation and its actions
- Acting as the leader of the delegation for substantive matters
- Coordinating the delegation across Committees and during the move from General Assembly Committees into the Combined General Assembly Plenary and the ECOSOC Committees and Commissions into the ECOSOC Plenary session
- Coordinating and monitoring the delegation's submission of draft documents
- Representing the delegation at general meetings of Permanent Representatives called by the Conference
- Acting as liaison to the Secretariat for any administrative matters at the Conference.

The permanent representative may sit in any committee 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 or may float throughout the various simulations at the Conference, helping where needed. If the permanent representative is not assigned to a specific committee, this person may be ideal if your country is called into the Security Council or the Historical Security Councils. Permanent representatives will be asked to provide their hotel room numbers, cellular phone numbers (if available) and committee assignment (if they have one) to the Secretariat when they register at the Conference.

As the leader of the delegation, the permanent representative should be the focal point for coordinating the delegation's efforts throughout the various simulations. This person should facilitate your delegation's ability 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 to ensure that one representative is not acting inconsistently with the remainder of their delegation. While the character of the delegation's roleplaying should be thoroughly discussed in advance of the Conference, the permanent representative must ensure that individuals remain within that character at the Conference.

Permanent representatives should monitor draft documents sponsored by the delegation. Each draft document should be considered carefully to ensure that it is within the State's policies and is of sufficient content to not prove embarrassing to the country if submitted for consideration on the floor.

## THE FACULTY ADVISOR

If a school has a faculty advisor, AMUN suggests that his or her 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. Alternatively, these roles could be delegated and assumed by the delegation leaders or club officers at a school.

In helping delegations prepare for the content issues they will face at the Conference, faculty advisors could either run a full-curriculum class or serve as a resource for a Model UN Club or other organization. They may use the well-established, proven curriculum provided by the *Model UN in a Box* simulation guide, which contains resources to assist Model UN leaders in training delegations to participate at AMUN. 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 quantitative measures of performance at the Conference. This often leads to poor roleplaying as the students involved are working for their grade and not necessarily for the accurate portrayal of their country's positions. Several areas where AMUN specifically *discourages* grading include the following:

- Students getting their draft 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 (including testing or paper submission)
- Quality of position papers, either internal or those submitted to the Conference
- Quality of resolutions drafted
- The effectiveness of the student at the Conference in playing the delegation's role (based on direct Faculty observations, not the quantitative items listed previously). Evaluation could include
  - Clearly stating and basing all actions upon the delegation's position.
  - 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 sessions
- A post-Conference paper based on what students learned and experienced at the Conference.





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

## USING THE AMUN HOME GOVERNMENT

AMUN's Home Government serves a variety of important interactive functions:

**Resource center:** Home Government is a resource center where representatives can obtain information to supplement their pre-Conference research. AMUN's Home Government has specialized knowledge and training about the United Nations in general and the issues being discussed at AMUN in particular. They are expert researchers who excel at finding information about unexpected aspects of the topics. The Home Government staff will be available to give competent, general advice on many areas. They can also give country-specific advice if a representative is unsure of their State's policy. Home Government is happy to provide expertise on a representative's country. They will not, however, tell a representative how to vote on any given issue.

**Roleplaying:** Representatives and Secretariat members may request roleplayers to represent a country, organization or entity that is not otherwise represented at AMUN. All requests for roleplayers should be directed to the Dais Staff. Roleplayers may also be brought in to provide the following: a substantive report from the Secretariat; an export report from a relevant United Nations body; an informational source from a non-governmental organization; or the perspective of an unrepresented Member State, observer or other unrecognized group. Roleplayers may be used to clarify any points of confusion about the work or goals of a simulation or to provide additional technical information about the current status of United Nations efforts in a particular area. Based on the availability of the Home Government roleplayer and at the discretion of the chair, representatives may have the opportunity to raise points of inquiry to gain additional information about the subject.

## SUBSTANTIVE ISSUES

Issues occasionally arise that are outside the scope of an AMUN simulation. In these cases, representatives should consult their Rapporteur or Special Rapporteur to determine whether the issue may be discussed at the Conference. Representatives in Security Councils or the Historical Commission of Inquiry should consult their Simulation Directors about such issues. All decisions of the Secretariat are final.

## DELEGATIONS THAT ARE "OUT OF CHARACTER"

Because students attending the Conference are not career diplomats representing their country and, in most cases, will not have lived or been raised in the country they are representing, questions do sometimes arise at Conference as to whether the actions of individuals are "out of character" in relation to their delegation's policies 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 the permanent representative or the faculty advisor. There is no possible substitute for extensive preparation on your country and the issues to be discussed before attending

the Conference. AMUN operates under the expectation and assumption that the members of each delegation will enter the Conference prepared and more knowledgeable about their individual country and their country's stance on the issues than any other representative present.

If you, or your delegation, believe that a representative has not done sufficient research and is misinformed or acting "out of character" on a particular issue, AMUN recommends several steps: First, please revisit, internally, 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.

Then, if you still believe that a 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 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 two ways to your question. The representative may respond with information to justify his or her position 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 issue is resolved. If a representative is interested in more information, please suggest that person visit the Home Government office or speak to a Simulation Director in Security Council and Historical Commission of Inquiry simulations. If the representative is non-responsive or chooses not to answer your question, you can bring the issue to the attention of the Dais Staff who will assist representatives in seeking further assistance from the Home Government Secretariat or Simulation Director.

AMUN Secretariat members have different roles. Please note that AMUN Chairs, Rapporteurs and Special Rapporteurs are specifically instructed to not determine whether representatives are acting in or out of character. Chairs are specifically trained on the Rules of Procedure. Rapporteurs and Special Rapporteurs are trained to assist with issues related to the drafting of resolutions and reports and ensuring that documents fall within the purview of a specific simulation. Committee Chairs, Rapporteurs or Special Rapporteurs may arbitrate disagreements but will never render an opinion regarding an "out of character" situation. The Home Government Secretariat and Simulation Directors are trained on determining whether representatives are acting in or out of character.

If delegations or individuals are finding it difficult to remain in 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 be sought out by the Secretariat if it appears that someone from their delegation may be "out of character" to inform them of the situation.



Because 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 countries on each issue under consideration. AMUN also asks that representatives not jump to conclusions about other delegations' roleplaying without having a detailed background on the other countries' positions on the issues. Finally, AMUN asks that representatives on all sides handle potential "out of character" situations with the utmost diplomatic courtesy for all parties involved. The AMUN Secretariat will be the final arbiter of any "out of character" disputes that arise at the Conference.

## UNDERSTANDING THE AMUN RULES OF PROCEDURE

While substantive discussions of the issues form the basis of any good simulation of the United Nations, the rules of procedure are essential to facilitating 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 advocating 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, AMUN recommends that each person have a working knowledge of the principal motions that can be made during the simulation, encapsulated on the Rules Short Forms on pages 40 and the Inside Back Cover of this book. The Dais Staff of each committee will assist representatives in using these rules 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 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 established for this Conference. All representatives are encouraged to attend the appropriate Rules and Roleplaying session on Saturday afternoon before Opening Plenary. These are led by senior AMUN Secretariat members and are designed to give representatives an overview of AMUN's rules and procedures.

## PRACTICING THE AMUN RULES OF PROCEDURE

In addition to preparing to represent their countries' positions, AMUN also recommends that representatives practice using the AMUN rules of procedure before attending Conference. Using the AMUN rules and formatting guidelines, representatives should develop several mock resolutions to discuss. Delegations can then hold a mock session, with each student representing a different State and using the rules in a realistic setting. This practice 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 Model UN in a Box simulation guide to all registered schools, which can assist faculty advisors or club leaders in running practice simulations. *Please e-mail the AMUN Executive Office at [mail@amun.org](mailto:mail@amun.org) if you have any questions about the AMUN Rules of Procedure.*

## 2017 CONFERENCE SIMULATIONS

In 2017, AMUN will simulate the General Assembly (GA) Plenary, three Main GA Committees, the World Summit on the Information

Society +10 (WSIS+10), the General Council of the Food and Agriculture Organization (FAO), the Conference of States Parties of the Organisation for the Prohibition of Chemical Weapons (OPCW), the Economic and Social Commission for Asia and the Pacific (ESCAP); the Committee of Experts on Public Administration (CEPA), the Security Council and the International Court of Justice. AMUN also simulates three historical bodies: the Historical Security Council of 1956, the Historical Security Council of 1994 and the Historical Commission of Inquiry of 1948. Finally, AMUN also features a simulation of the International Press Delegation, which produces the Conference newspaper and covers all simulations' work. Information about the topics for discussion and the purviews of these simulations is available in the Issues at AMUN handbook.

The **General Assembly First (Disarmament & International Security), Second (Economic & Financial) and Third (Social, Humanitarian & Cultural) Committees, the Concurrent General Assembly Plenary, World Summit on the Information Society +10, General Council of the Food and Agriculture Organization and Conference of States Parties of the Organisation for the Prohibition of Chemical Weapons** will meet for the first three and a half days of the Conference (i.e., from Saturday evening to Tuesday morning). These seven committees will then come together for a plenary session of the General Assembly during the afternoon session on Tuesday. Up to four representatives may be seated at the country's placard for the plenary session, and students may change out as required. The purpose of the General Assembly plenary session will be twofold. First, for the General Assembly Main Committees (GA1, GA2, GA3), the plenary body will consider and vote on one of the body's resolutions; the purpose here is to build consensus among Member States and to ratify the work of the General Assembly Main Committees. While a small amount of additional debate is typical, it is expected that the work done by each Committee will be respected. It is rare for significant changes to be made or for a resolution to fail in the Plenary session after passing in Committee. Second, for the remaining bodies, whose resolutions are not sent to the General Assembly Plenary for further consideration, the plenary session will hear the reports of and take questions on the work of these bodies. Each of these committees will have an opportunity to present their work and answer questions in front of the larger group, but no vote will be taken.

The **Committee of Experts on Public Administration (CEPA)** and the **Economic and Social Commission for Asia and the Pacific (ESCAP)** will meet for the first three and a half days of the Conference (i.e., from Saturday evening to Tuesday morning). The purpose of these two committees is to build consensus and to write and ratify reports submitted to the ECOSOC body. These two committees, along with the 54 Member States of the Economic and Social Council (ECOSOC) will then come together for a plenary session of the Economic and Social Council during the afternoon session on Tuesday. The purpose of the Economic and Social Council plenary session will be to hear the reports of and take questions on the two subsidiary bodies submitting a final report to the Economic and Social Council. The Members of the Economic and Social Council will receive the reports of its commissions and will vote on resolutions that recognize the bodies for their work and accept the work of their commissions. It is expected that the Members of Economic and Social Council will ask questions and read a short abstract about the commissions' work and then will generally pass a resolution adopting these reports with consensus or at least overwhelming support. While a small amount of additional debate is typical, it is



expected that the work done by each commission over the first three days of the Conference will be respected.

The Contemporary **Security Council** will be responsible for dealing with international peace and security issues as they stand at the opening of the Conference. A tentative list of topics will be provided for preparation, but representatives should be prepared to discuss any and all security issues that might arise. The **Historical Security Councils (1956 and 1994)** will simulate the events of those years; they will use contemporary rules of procedure but will roleplay the viewpoint of their delegation at the time of the simulation. These simulations will begin on the start date listed in the Issues at AMUN handbook. The Security Council and the Historical Security Councils will meet all four days of the Conference, including an emergency session on Monday night and a debrief on Tuesday afternoon.

The **International Press Delegation (IPD)**, the **International Court of Justice (ICJ)** and the **Historical Commission of Inquiry of 1948 (COI48)** are unique simulations that will meet all four days of the Conference. Individuals must apply for positions on these simulations via the [www.amun.org](http://www.amun.org) website. The International Press Delegation will provide journalistic cover for the Conference, producing at least one newspaper each day. More information can be found in Chapter Three of this publication. The International Court of Justice will hear cases brought to the Court by Member States. More information can be found in Chapter Four of this publication. The Historical Commission of Inquiry of 1948 will simulate a fact-finding investigation of two international incidents as requested by the Security Council.

## MINIMUM AND MAXIMUM DELEGATION COUNTS

AMUN strongly recommends delegations place two representatives on the following committees: the Security Council, the Historical Security Council of 1956 and the Historical Security Council of 1994.

Each delegation may place one or two representatives on the following committees: General Assembly Plenary, General Assembly First, General Assembly Second, General Assembly Third, World Summit on the Information Society +10, General Council of the Food and Agriculture Organization, Economic and Social Commission for Asia and the Pacific, the Committee of Experts on Public Administration.

Each delegation may place only one representative on the following Conference of the States Parties of the Organisation for the Prohibition of Chemical Weapons (OPCW) Requests for a second seat on the OPCW simulation should be directed to the AMUN Executive Office. Seats on the International Court of Justice, International Press Delegation and the Historical Commission of Inquiry of 1948 (COI48) are assigned only by application.

Delegations may also designate a floating permanent representative to assist with coordination across the delegation. Representatives may also have part-time assignments at Conference as an advocate for the International Court of Justice or as a party to the dispute in a Security Council, Historical Security Council, or Commission of Inquiry simulation.



## CHAPTER THREE

# INTERNATIONAL PRESS DELEGATION

### WHAT IS THE INTERNATIONAL PRESS DELEGATION?

The International Press Delegation (IPD) is a unique simulation offered by very few Model UN programs that allows students to fill the role of reporters as they work to produce AMUN's Conference newspaper, the *AMUN Chronicle* and keep participants informed about the functions of the United Nations.

While an "International Press Delegation" does not exist at the United Nations in the way it does at AMUN, hundreds of reporters from news agencies around the world cover the work of the United Nations, making information available to people living in most places on Earth. By doing so, the members of the international press corps assist the United Nations in fulfilling one of its fundamental objectives: the dissemination of information about the United Nations and world events to all people.

Recognizing the critical role the press plays at the United Nations, AMUN's IPD simulation has three major goals:

- To expand the education experience for students with an interest or background in strategic communications and journalism by simulating the public affairs environment at the United Nations.
- To keep all AMUN participants informed about newsworthy events from each simulation with social media and a high-quality newspaper (the *AMUN Chronicle*) each day of Conference.
- To provide representatives the opportunity to present their country's positions through press releases and press conferences and to gain familiarity with the challenges of strategic communications.
- AMUN Secretariat Members will serve in the following roles:
  - The IPD Director, who is responsible for overseeing all IPD activities and for the content of the published *AMUN Chronicle*.
  - The Publisher, who is responsible for taking the articles and laying them out into the template for the *AMUN Chronicle*.
  - Editors, who are responsible for helping Reporters plan each issue of the *AMUN Chronicle* and write their articles, lead press conferences, assist representatives with submitting press releases and press conference requests.

### WHAT DO IPD REPORTERS DO?

Participants will be issued specific press credentials that will identify them as IPD reporters to the AMUN Secretariat and representatives. Each IPD reporter will be assigned to at least one beat, which is a specific simulation (e.g., Security Council, ICJ, General Assembly Third Committee) that they will have primary responsibility for reporting on throughout the Conference. Reporters are assigned to beats to ensure consistent and thorough reporting to the rest of Conference and encourage a deeper understanding of how each committee functions for representatives and students. All IPD reporters will submit content covering their assigned beats for each issue of the *AMUN Chronicle*.

This content will include a short ticker story for their beat and, depending on the newsworthy events in a committee, reporters may also submit a committee feature (100-125 words) or a general feature (200

words). Reporters will also type their own content, participate in peer review and assist with the production and distribution of the paper as needed. Additionally, reporters will be asked to schedule tweets via the @AmunIPD Twitter handle and be assigned to cover press conferences and other Conference events, such as interviews with guest speakers.

Ticker stories will offer brief coverage of high-level events in a committee. Each simulation should have a ticker story in every edition of the *AMUN Chronicle*. Tickers should be no more than 50 words and must be tightly constructed and edited to convey the main point in a brief space. A ticker story for General Assembly Second Committee might read as the following:

*Although GA 2nd continues debate concerning revised guidelines for alleviating sovereign debt crises, several representatives from Latin America seek more impactful regulation to mitigate capital flows to violent extremists.*

General features will cover the primary, newsworthy event that occurred on a reporter's beat. When drafting features, reporters should investigate the motivations for and representatives involved in the notable event. By conducting thorough interviews and seeking accurate primary and secondary sources, features can clarify the various functions of the United Nations. Reporters are advised to build in-depth relationships with representatives on his or her beat. Each feature should include two to three quotations from different representatives and state their first and last name. To assist in planning and creating articles, fellow reporters and AMUN Secretariat members will provide feedback on Reporters' content. As part of the planning and editorial process, the IPD staff will advise on whether a committee will be covered by a feature article or general feature.

The content of each edition of the *AMUN Chronicle* is set in a budget meeting that reporters attend in their assigned work space. At each budget meeting, reporters will discuss with the IPD Secretariat which articles they will draft for the next edition of the *AMUN Chronicle* and the type and length of article(s). Reporters' content will be published to all participants at Conference, therefore accurate reporting is critical to ensure unbiased information about countries' positions and committees' work is disseminated.

### PUBLISHING THE AMUN CHRONICLE

Reporters are allotted at least two and half hours to draft, edit and submit content for each edition of the *AMUN Chronicle*. Although subject to change, the deadline to submit content for Sunday evening's *AMUN Chronicle* resembles the following:

- 5:30 p.m. Reporters will submit a word-processed, preliminary copy of content (including tickers, features and tweets as needed) for the third issue.
- 5:30–8:00 p.m. Reporters receive edits from peers and editors, investigate his or her beat in anticipation of their articles for the fourth issue, and revise content.
- 8:00 p.m. Reporters submit final copy of content and attend the budget meeting to discuss their assignment with AMUN



Secretariat for the fourth issue, share ideas for feature articles and review notable events on their beats.

- 8:00 p.m.–9:00 p.m. *IPD Secretariat will commence final review of content and Publisher will lay out copy of the AMUN Chronicle for duplication by Delegate Services.*
- 9:45 p.m. Once duplication has been completed, IPD personnel and any other available Secretariat members will collate and distribute the Chronicle.

## PRE-CONFERENCE PREPARATION

To prepare for conference, reporters will be provided with an *IPD Procedures and Style Guide*. The guide will include sample interview questions, sample tweets, committee hashtags and guidelines for journalistic writing (e.g. “the 5 W’s & H,” the Inverted Pyramid, beat reporting and tips on brevity). In advance of conference, reporters will submit a draft article in accordance with the *IPD Procedures and Style Guide*. The due date and subject of the articles will be released in the IPD welcome letter that reporters will receive between late-October and early-November. At conference, AMUN Secretariat will provide feedback and training before publishing the revised copies in the *AMUN Chronicle*.

## HOW CAN I JOIN IPD?

Any interested student can join the IPD. However, IPD reporters cannot also be members of their school’s delegation(s). In other words, participation in the IPD as a reporter is a mutually exclusive, duration-of-the-Conference assignment. Up to two students from any school may become IPD reporters. Students from schools that are not sending a delegation to AMUN are also welcome to apply to participate in the IPD. Students not attending with a school delegation must pay only the AMUN delegate fee.

Due to the resource-intensive and specialized nature of this simulation, AMUN will accept up to 14 IPD reporters; positions will go to applicants on a first-come, first-served basis. The application is available on the AMUN website; please contact the AMUN Executive Office (mail@amun.org) for more information. For the best chance of being accepted as a reporter, apply by mid-October.

## HOW DO REPRESENTATIVES CONNECT WITH IPD?

All AMUN representatives and delegations are encouraged to explore the news-coverage possibilities offered by the IPD. In particular, representatives should get to know the reporter(s) covering their simulations, make themselves available for interviews and provide background information when it 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 press releases, personal ads and letters to the editor.

**Press Conferences** allow representatives a chance to give an oral statement and to answer questions from reporters and other conference participants. Representatives request press conferences using the IPD Request Form. They are asked to provide three specific pieces of information: (1) the requested time for the press conference, (2) the countries that will participate and (3) the topic(s) that will be discussed. Representatives typically have a maximum of 20 minutes to complete

the press conference, including the question-and-answer session. Time slots are made available on a first-come, first-served basis.

**Press Releases** are official statements from a representative’s country. Typically, these releases detail or explain a country’s stance on one of the topics under debate at AMUN. Press releases are a maximum of 150 words and are included in every edition of the *AMUN Chronicle*, contingent upon available space. Press releases must be typed and submitted in the IPD Office. Press releases are edited by IPD Secretariat members for content and clarity.

**Personal Ads** are informal messages that can be submitted by any individual attending the AMUN Conference. Personal ads must be no longer than 30 words and are included in the *AMUN Chronicle* contingent upon available space. Personal ads must be submitted in writing (forms are available at the documents table in each simulation) or e-mailed to [personals@amun.org](mailto:personals@amun.org) after the Opening Plenary Session has ended.

**Letters to the Editor** may be submitted by any attendee and can be on any topic germane to the Conference. Letters to the editor are limited to 250 words. Letters to the editor must be typed and submitted in the IPD Office.

**Social Media** offers an opportunity to concisely communicate a country’s position in a more interactive manner. All IPD reporters will have the ability to tweet newsworthy updates via the AMUN official Twitter account. Each committee will have a designated hashtag, so all representatives can participate in the online conversation.

The decision to include material submitted to the IPD office in the *AMUN Chronicle* is left to the discretion of the Director of the International Press Delegation and the AMUN Executive Committee. AMUN Secretariat will screen and edit all content submitted to the IPD for clarity and adherence to rules for diplomatic courtesy.





## CHAPTER FOUR

# INTERNATIONAL COURT OF JUSTICE

### GENERAL ICJ FACTS

The International Court of Justice, sometimes referred to as the World Court, is the primary judicial organ of the United Nations. It sits in The Hague, Netherlands and is composed of fifteen independent Justices from around the world. The ICJ is the only court in the world with general and near-universal jurisdiction; countries may bring cases before the Court even without becoming UN Member States, as long as both countries have consented to be subject to the court's jurisdiction. It may entertain any question of international law, subject to the provisions of its founding statutes.

The Court's role is to examine international law and to settle legal disputes submitted to it by states. It also dispenses advisory opinions on legal questions referred to it by authorized United Nations organs and specialized agencies. Since 1946, the Court has heard more than 160 cases, including about 25 advisory opinions. ICJ cases, unlike most national legal systems, do not create binding legal requirements on other United Nations Member States, and cases are generally treated independently of one another.

The Justices are nominated by regional groups and elected by the General Assembly and Security Council for nine-year terms. Justices must receive a majority vote in each body to be named to the Court, and one third of the Court is elected every three years. A state party to a case before the ICJ also enjoys the right to appoint an ad hoc justice. The ad hoc Justice does not need to be from that state. The ad hoc Justice enjoys the same privileges and responsibilities as the other Justices, but his or her obligation is limited to proceedings in that case.

Once elected a Member of the Court is a delegate neither of their home government nor of any other State. Unlike most other organs of international organizations, the Court is not composed of representatives of governments. Members of the Court are independent judges whose first task, before taking up their duties, is to make a solemn declaration in open court that they will exercise their powers impartially and conscientiously.

Proceedings before the Court can last for years, involving complex issues of international law, as well as difficult political questions. The states party to the case submit pleadings, or memorials, in writing along with extensive records supporting their cases. The States also participate in oral arguments, which allow states to explore the case and respond to questions from the Justices. The Justices deliberate in private, then read the judgement in an open forum.

### COMMON TYPES OF CASES

The Court hears two types of cases, all involving nations rather than individuals. First, there are contentious cases between two states where there is a legal dispute and the states parties are bound to the Court's decision. States may institute proceedings by mutual agreement or by unilateral application against a respondent state. This is different from the International Criminal Court, which hears cases against individuals for crimes such as genocide.

Many of the Court's cases—historical and contemporary—are border or territorial disputes, where two states agree to let the ICJ decide where the border should be.

Other cases are highly charged and quite political in nature—it is rare that the interpretation and application of the law operates entirely outside of the realm of political discourse, and in the international arena, this is especially true.

Second, the Court can issue advisory opinions on legal questions referred to it by other agencies, such as the Security Council or the General Assembly. This opportunity is open to the five major organs of the UN and 16 other specialized agencies. Unlike the rulings in contentious cases, advisory opinions are not binding on the parties that request the opinion; the organization is under no legal obligation to follow the court's recommendation. The Court requests written and oral proceedings for the case, although these processes may be truncated when compared to the process used for contentious cases.

### STRUCTURE OF THE AMUN ICJ

In keeping with AMUN's philosophy of simulating United Nations bodies as closely as possible, the AMUN ICJ closely resembles the ICJ in the Hague. The ICJ at AMUN is composed of student Justices who hear oral arguments, deliberate on the cases before them and corroboratively develop opinions of the Court. Students also participate as Advocates, presenting their case first in a written memorial and then in oral arguments and in responses to questions from the Justices.

AMUN Secretariat members assist the ICJ in any additional legal research the body may require and help facilitate the work of the Court through each of the three cases. Secretariat responsibilities include researching cases for inclusion on the Court's docket, reviewing Memorials submitted to the Court, assisting in the preparation of the Court's docket and providing any other assistance needed by ICJ Justices and Advocates.

The cases preselected by the AMUN Secretariat form the Court's docket. This year the ICJ is deliberating three cases:

- Advisory Opinion: Legality of the Threat or Use of Nuclear Weapons (Historical Case)
- Liechtenstein v. Germany
- Maritime Delimitation in the Indian Ocean (Somalia v. Kenya)

Additionally, the General Assembly or the Security Council may submit a request to the ICJ for an Advisory Opinion on a topic of international law. The Secretary-General, with the advice of the Director of the ICJ, will decide whether to include additional cases on the Court's docket. The Court will meet to hear arguments throughout the Conference.

On the first day of the Conference, the Justices set the docket and review the procedures of the Court. When the docket is established it is published in the *AMUN Chronicle* and communicated to the advocates. After the docket is set, the Court elects a President and Vice President by secret ballot. Their duties are to moderate and time the oral arguments and facilitate the closed deliberations.



Justice positions are assigned by application on a first-come, first-served basis until the fifteen seats on the Court are filled. Note that no school will be allowed more than one Justice on the Court unless additional seats are open just prior to the Conference. It is not a requirement for Justices to be a member of a delegation. States involved in a case before the Court are strongly encouraged to place a Justice on the Court. States wishing to do this may do so in two ways: (1) they may register someone as a permanent Justice; or (2) they may appoint an ad hoc Justice who would only sit for their case. Ad hoc Justices only sit on the Court for the case in which their country is involved and must be assigned to another committee. If States wish to appoint an ad hoc justice they must contact the Secretary-General and the Director of the International Court of Justice by 1 October by e-mailing [icj@amun.org](mailto:icj@amun.org). All other Justices are duration of Conference assignments, and representatives serving as Justices shall not be assigned to another simulation. The Justices should expect to spend the first day setting the docket, electing officers, determining the final procedures of the Court and reviewing the substantive issues in each case before the Court. The rest of Conference will be spent hearing cases, deliberating and rendering opinions on those cases.

Advocate positions, on the other hand, are *not* full-time Conference assignments. ICJ Advocates should expect to spend two to three hours presenting their case and hearing the Court's opinion during the Conference. ICJ Advocates should also serve as representatives in another AMUN simulation. ICJ Advocate teams are limited to two people.

Both ICJ Advocates and ad hoc Justices should, whenever possible, be paired or teamed with another representative in committee, so the state is fully represented in committee while the delegation participates in the ICJ proceedings.

## PREPARING AS A JUSTICE

As with any position at AMUN, reading the *Issues at AMUN* handbook is the required starting point. Justices should familiarize themselves with the factual and legal disputes at hand, as well as the international treaties involved. Another helpful resource is previous ICJ opinions that are similar in this instance. While reading, note the tone and style used by the ICJ. Pay special attention to the way the Court addresses questions of jurisdiction; often this is the crux of the winning argument for the Court. Memorials written by the Advocates are available on the AMUN website in November. Reviewing these is key to a successful experience.

Each Justice, while independent, will still have a roleplaying function. ICJ Justices retain their citizenship with whatever state their school represents at the Conference. Justices not affiliated with a delegation will be assigned citizenship with a state; while ICJ Justices are supposed to be independent advocates for the law, they often come to the Court with inherent biases based on their home country's history, culture, religion and laws. A Justice's citizenship is important, because it is frequently the case in the real ICJ that a Justice from a particular country will side with the position advocated by their country of origin when that state comes before the ICJ, although they do not always do so.

All Justices will be expected to hear arguments and question the Advocates in all cases on the docket. Any Justice not present during the Court's Oral Arguments may not participate in the subsequent

deliberations and opinion writing for that case. After each case is argued, the Justices retire to deliberate and to draft the opinion of the Court. Justices discuss the case in depth, pulling from their research prior to the Conference, the advocates' memorials and the points raised during oral argument. If the Justices require any additional information, they are welcome to request that from the Secretariat. Justices collaborate to write a majority opinion and as many concurring and dissenting opinions as the body requires. Justices use their persuasive writing and speaking skills to sway additional Justices to their position throughout the drafting process.

## PREPARING AS AN ADVOCATE

Advocates' opportunity to present their case is twofold: written memorials and oral arguments. Advocates must thoroughly understand the legal principles that support, and those that oppose, their position, and be able to articulate them in the face of strict scrutiny from the Justices. Advocate positions are not duration of the Conference assignments. ICJ Advocates should expect to spend two to three hours presenting their case and hearing the Court's opinion during Conference. ICJ Advocates should also serve as representatives in another AMUN simulation. It is essential that, whenever possible, the ICJ Advocate or *ad hoc* Justice is teamed with another representative in a committee, so that the state is still represented in the committee while the advocate is fulfilling his or her duties in the ICJ.

## WRITTEN MEMORIALS

ICJ memorials should contain:

- Jurisdictional statement and arguments (outlining whether your country recognizes the Court's jurisdiction in this case)
- Statement of facts (what are the relevant facts in the case?)
- Statement of law (what treaties, customs or laws apply?)
- Argument section (detailing how the law and facts apply to the merits of the case - how do the laws and facts support your case?)
- Summary and prayer for relief (what do you want the Court to do?)

The ICJ does not require these sections to be in any particular order, although they are typically laid out in the order shown. As you draft your memorial, think carefully about how best to use these sections to your advantage to advocate your position.

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, each side should anticipate and seek to counter the arguments opposing Advocates might make. All memorials must be submitted by 25 October to the AMUN Secretariat at [icj@amun.org](mailto:icj@amun.org).

## ORAL ARGUMENT

Oral arguments provide Advocates with an opportunity to explain to the Justices the factual and legal merits of their case. In each case, the Applicant will argue first. The Respondent will then have the same amount of time to reply. Finally, the Applicant will have the opportunity to present a brief rebuttal. Advocates presenting amicus curiae arguments will then be accorded no more than five minutes each to



speak. On the first day of Conference, the Justices will create the docket and define the amount of time for oral arguments.

Advocates, with the exception of amicus curiae, should prepare between 10 to 20 minutes for arguments. The oral argument is not simply an opportunity to give a prepared speech; Justices often interject with multiple questions throughout the presentation. At least 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 Justices may also interject and question the Advocates on the merits of their case. Therefore, Advocates must be prepared to both answer questions and defend their positions. The following steps should be taken to prepare for oral arguments:

1. Identify the critical issues in the case. You should try to have at least three main points to your argument.
2. Examine your memorial. What are your best arguments regarding the critical issues?
3. Develop a theme which incorporates your best arguments on the critical issues. Keep it simple. Remember, the best arguments are structured around a story that has a unified theme, which explains why your country has been wronged, and what the Justices can do to provide a fair and just solution.
4. 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 Justices might ask. Try to make your memorial and oral argument outline consistent, so the first issue addressed in the memorial is the first addressed in the oral argument.
5. Though each Advocate will have more than five minutes to present oral arguments, keep in mind that only the first five minutes of the presentations will be uninterrupted. Focus on the main points and key issues during the first five minutes. We suggest that you follow a pyramid format; present the crux of the argument first and then use the remainder of the allotted time to expand 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 period of presentation and questions. It is also wise to conclude the presentation by again summing up the key points.
6. Try to anticipate questions the Justices might ask and develop answers. Do not write out answers verbatim. Do, however, write out catch phrases or legal terms you will want to remember precisely. Simple, concise answers that repeatedly stress the same points are persuasive and will be remembered by the Justices. Oral arguments will involve extemporaneous speaking and responses, not the presentation of a memorized speech.
7. Practice, practice, practice! There is no substitute for practicing oral arguments: your presentation is likely to be smoother and more persuasive. Have your Faculty Advisor 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.
8. Outline the specific names of conventions, treaties and cases in your memorial. Your oral argument requires these citations to maintain your credibility with the Justices, and articulate the reasons your side of the case is stronger.
9. Learn proper courtroom demeanor. Remember to be polite and deferential to the Justices at all times. While argument is the method, persuasion is the goal.

Note: Remember that the AMUN ICJ is a simulation. No one expects students, who are not lawyers or Justices, to make presentations, decisions or render opinions with the same level of sophistication as actual ICJ Justices or Advocates. The students' job is to gain a basic understanding of what considerations are taken into account when presenting or presiding over a case and to prepare to argue their cases before the Court.



## CHAPTER FIVE

# COMMISSION OF INQUIRY

### WHAT ARE COMMISSIONS OF INQUIRY?

To conduct in-depth investigations into conflicts and disputes, the United Nations Security Council establishes Commissions of Inquiry. These Commissions, each individually created by Security Council resolution, are tasked with providing reports that clarify the issues involved in the dispute, and, if necessary, identify which party or parties involved in the dispute bear responsibility for particular facets of the issue (e.g., the breaking of a ceasefire or violation of a border). Often, Commissions are also tasked with providing “good offices” to the parties in dispute by acting as a mediator in negotiations.

Each Commission is unique and created to address a specific conflict or dispute. While the reports these Commissions produce and any recommendations contained therein have no binding enforcement mechanism, those recommendations often form the basis for the future actions of the United Nations Security Council and the parties involved in the dispute.

At AMUN, the term “Commission of Inquiry” refers to the simulation of two such Commissions for a given year. The same group of representatives will comprise the separate Commissions, though this would be unlikely in practice. The Commission of Inquiry (COI) will operate primarily as an investigative body, with a mandate from the Security Council to provide clarity on the nature, causes and events within the disputes it has been asked to investigate; keep the Security Council apprised of new developments; and provide the Security Council with recommendations for a path towards a peaceful and final resolution of the dispute. The Commission may also, at times, act as a mediator in discussions between the parties to the dispute.

### COMMISSION OF INQUIRY MEMBERSHIP

The Commission of Inquiry is limited to 10 participants. These positions are for the duration of the Conference, and representatives serving as experts shall not be assigned to other simulations. Only one student per school may be seated on the Commission.

The delegations eligible to appoint an expert to the Commission are additionally limited by several elements specific to the inquiries before the Commission in a given year. Please see the Commission of Inquiry chapter of the *Issues at AMUN* handbook for more information about this year’s inquiries.

The COI is a historical simulation. Only States that were Members of the United Nations at the time of the simulated year may apply for a position on the Commission. Successor States will be identified for historical Member States that are no longer recognized as United Nations Members. This limitation is to preserve the integrity of the simulation and to encourage realistic historical research and simulation dynamics.

Several seats are determined by the States involved in the inquiries before the Commission. Each party to the dispute of each inquiry has the opportunity to nominate to the Commission a representative from another Member State. Because these positions are essential to the simulation and are also limited, a Commission seat designated for the

nominated Member States will be assigned as part of the Delegation Lottery in the preceding year. For more information about the unique role of the nominated experts, please see the “Duties of Commissioners” section later in this chapter.

The remaining positions are assigned by application on a first-come, first-served basis until the 10 seats on the Commission are filled.

Some States may *not* seat an expert on the Commission. In addition to those who were not Member States of the United Nations in the simulation year, any State involved in the conflicts being discussed by the Commission may not seat a representative. However, these delegations should anticipate having to represent their interests as Parties to the Dispute should the Commission wish to speak with them, and should prepare accordingly. Finally, the Permanent Five or P5 (China, France, Russian Federation, United Kingdom and the United States) may not appoint an expert to the Commission. This limitation is to provide expanded opportunities for non-P5 countries to participate in a premier simulation and to limit the size of the delegation required to represent a P5 State.

### STRUCTURE OF AMUN’S COMMISSION OF INQUIRY

As a historical simulation, many facts are known now that were not available at the time to anyone outside of the immediate dispute. To maintain the historical accuracy of the simulation, we strive to use only the material which would have reasonably been known to participants at the time. A start date, as well as a general overview of the dispute to that point, is provided for each inquiry in the *Issues at AMUN* handbook. Events, up to the start date, are static, though events may not be widely known or their import understood by all parties as of the start date. After the start date, all historical events may be preempted by the actions of the Commission and the responses thereto. This element of change and contingency separates the Commission’s work from a simple historical research project.

COIs are fact-finding instruments of the Security Council, established to deliver timely analysis of highly volatile situations. How the Commission chooses to conduct itself, the conclusions it draws and what it chooses to report back to the Security Council all will have a direct impact on current events and subsequent lines of inquiry. Immediate and direct reactions will be observable throughout the work of the body, from particulars like the amenability of a witness, to more sweeping changes such as the Security Council expanding or curtailing the Commission’s mandate.

At AMUN, members of the Secretariat called Simulation Staff are responsible for moderating how the world responds to the Commission’s actions, tracking the simulation, guiding the report-writing process and keeping the simulation as realistic as possible. Simulation Staff will play many roles throughout the simulation. They function as the Security Council receiving the COI’s reports and requesting more information from the Commission; they act as each expert’s home government, providing, upon request, supplemental research and general information to representatives; they are the clearinghouse for Commissioners to call parties to the dispute and witnesses before the COI; and they are



general Secretariat members who can speak to the simulation and AMUN in general.

Commissions of Inquiry at AMUN simulate two historical inquiries established by the Security Council, which are addressed sequentially during Conference by the COI's Commissioners. The Simulation Staff sets the order in which the inquiries are to be addressed; this order will be the order the topics are covered in the *Issues at AMUN* handbook. At AMUN, the members of the COI remain the same for both inquiries.

Throughout each inquiry, the Commission can make periodic reports back to the Security Council, and the Security Council may ask for additional information or focus on particular elements of the dispute. The Commission will also be able to take testimony of representatives of the parties to the dispute, as well as take testimony from additional witnesses such as inhabitants of the region, NGOs on the ground, and other United Nations bodies and States. For each inquiry, the Commission will elect a President and Vice President to help conduct its business. Each inquiry will conclude with a final, written report of the Commission's findings to the Security Council.

The final Commission session (Tuesday afternoon) will be a debrief by the Simulation Staff. This is a unique opportunity for Simulation Staff and Commissioners to discuss how and why the simulation differed from historical events, the behind-the-scenes consequences of the Commission's actions which may have been only indirectly visible to the COI as a whole, and the historical diplomatic themes of the inquiries and how those themes wound through the simulation.

## DUTIES OF THE COMMISSIONERS AT CONFERENCE

The first task of the Commission will be to elect a President and Vice President of each inquiry from among its members. The President and Vice President will help facilitate discussion, coordinate oral and written reporting requirements, and moderate the Commission's experts taking testimony for the duration of the inquiry. Elections are by secret written ballot at the beginning of each inquiry. Commissioners may self-nominate for these positions, and the Commission will be encouraged to discuss the decision before balloting takes place. Commissioners' pre-conference Preparatory Statements (see below) outline thoughts on the initial direction of the inquiry and may be especially useful in this discussion.

By its mandate, the Commission is authorized to take its decisions by majority vote and otherwise determine its own procedures. General Assembly, Economic and Social Council, and Security Council rules of procedure do not apply to Commissions. The Commission will need to informally adopt procedures that it feels best facilitate its work. That said, Rule 2.2, Diplomatic Courtesy, applies at all times at AMUN.

The Commission will gather information primarily by taking testimony from the parties to the dispute and other witnesses. The Commission, through its own processes, will decide who to call to give testimony. However, there will be time between the formal request of testimony and the arrival of the party to the dispute or witness. Commissioners will need to consider the criticality and urgency of testimony against the volatile dispute it is investigating as they decide which parties to the dispute or witnesses they call and in what order.

Before the final report of an inquiry is submitted, the Commission will make interim reports to the Security Council. Interim reports provide more frequent updates on the status of the Commission's work and can be especially useful diplomatic tools to open previously closed lines of inquiry or to ensure access and talks continue unimpeded. The Security Council may also request interim reports on specific elements of the dispute or in response to prior interim reports or events. These less formal reports are drafted as short letters to the Secretary-General and adopted by majority vote.

Throughout each inquiry, the Commission will compile a report on the dispute. While taking testimony, and throughout the evolving dispute, the report will be a living document. The Commission will need to establish the processes and responsibilities of its members for recording testimony and general note-taking. Commissioners are given wide latitude on the format of the report; however, to be accepted by the Secretariat each report must contain the following elements:

- An overview of the work and actions of the Commission.
- Analysis of the dispute, including a judgment of fault or an explanation of its absence.
- Recommendations to the Security Council to move forward.
- The inquiry will conclude upon the formal adoption by majority vote of the final report.

## PREPARING FOR THE COMMISSION OF INQUIRY AT AMUN

Commissioners will need to read the COI section in the *Issues at AMUN* handbook and further research the background of each of the disputes they will be discussing. This research should focus on acquiring a working knowledge of the historical context of the Commissions that will be simulated by the COI at Conference.

The Commission of Inquiry is a historical simulation, similar in some respects to the Historical Security Council simulations. History will be as written until the moment the Commission convenes at the beginning of Conference, but from that moment forward the events that transpire will be affected by the decisions and actions of the Commission, as well as those of the Simulation Staff. Critically for the Commission, many of the facts which we know today about the disputes may not have been known or were understood differently at the time of the Commission's operations. Representatives should endeavor to find timely materials in order to learn not just about the course of events themselves but also about the worldview of that time. Commissioners will need to understand not just the facts of the dispute as they are known now, but also what facts were known or not known by the Commission at the time of its actual proceedings.

Commissioners should also understand the position of their country of origin and State on the dispute: while the Commission is intended to render objective reporting on the dispute to the Security Council and Commissioners are expected to act as unbiased observers and mediators, Experts should understand whether their State historically preferred a particular outcome over another. Representatives from certain States, particularly those chosen by a Party to the Dispute to serve on the Commission, may be expected by their State or other actors to advocate certain courses of action or lines of inquiry. Clear understanding of these expectations as they were known and understood historically is critical for effective roleplayers. Regardless of State motives of





expectations, experts should keep in mind that they are independent actors and not officials representing their respective States and are, as such, free to take positions which are merited by their own understanding of the inquiry.

## PREPARATORY STATEMENTS

Commissioners will need to submit Preparatory Statements prior to Conference. These Statements will differ substantially from a conventional Position Paper and from a Memorial prepared for the International Court of Justice.

The purpose of the Commission is to act in an investigative and mediating role in a dispute rather than in a legislative capacity (such as in the General Assembly) or as an operational body (such as in the Security Council). The role of the Commission is more aligned with other report-writing bodies, such as the regional or functional commissions of the Economic and Social Council. Thus, Preparatory Statements should be seen as an opportunity to develop lines of inquiry and identify areas of interest to the Commission as a whole prior to Conference, rather than as declarations of intent or policy preference.

Preparatory Statements are a vital element of preparation for Conference. The potential witnesses, areas of interest and key questions identified by Commissioners in their Preparatory Statements will play a critical role in shaping the direction, and ultimately the success, of the Commission of Inquiry. The quality of Preparatory Statements will likely be taken into account by the Commission when deciding who to choose as the President and Vice President. Preparatory Statements will be considered when determining Position Paper awards: any delegation seating an expert on the Commission *must* submit a Preparatory Statement for each inquiry in order for the delegation to receive a Position Paper Award.

When preparing Preparatory Statements, consider the following questions:

1. What are the major unanswered questions in the dispute? How would the answers to these questions affect the resolution of the dispute?
2. Are there any major obstacles to the Commission fulfilling its mandate? Are there any steps the Commission can take or recommend to the Security Council to address those obstacles?
3. What witnesses, experts or representatives could be called to address the Commission and answer questions to best assist the Commission in fulfilling its mandate? What information can those persons provide to best assist the Commission in fulfilling its mandate?



## CHAPTER SIX

# DRAFT DOCUMENTS

### INTRODUCTION TO UNITED NATIONS DOCUMENTS

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

Resolutions usually state a policy that the United Nations will adopt or implement, and they may be included in the body of reports, treaties, conventions and declarations. Resolutions range from very general to very specific in content and, depending on the body involved, a resolution may call for or suggest a course of action, condemn an action, or require action or sanctions on the part of Member States. The General Assembly, Economic and Social Council, special committees and commissions may either call for or suggest actions. Only the Security Council may require action from or place sanctions on Member States. In some cases, conventions and treaties may also require action, but such requirements would be applicable only to the States Parties (i.e., those States which have ratified or are otherwise party to the convention or treaty).

Resolutions are formal documents adopted by a United Nations body that follow a standard format and include at least one preambular and one operative clause. Any body may issue a resolution, but in practice most are adopted by the General Assembly, its Main Committees and the Security Council.

Reports and statements are similar to resolutions in that they state a United Nations policy or objective, but they have different purposes and utilize different formatting. Reports, which are typically written by long-standing commissions and committees composed of experts on the topics being discussed, advise and inform decision-making bodies of a committee's work and are divided into chapters and sections that cover the various topics under discussion. Presidential statements, which are often used when the Security Council agrees that a problem exists but cannot come to agreement on a resolution, offer a less formal pronouncement of some United Nations action or position. Both resolution-writing and report-writing bodies are simulated at the American Model United Nations Conference.

### DRAFT DOCUMENTS

AMUN simulations will accept draft resolutions, reports and other documents only at the AMUN Conference. Draft documents may not be submitted in advance of Conference. Drafting documents is a collaborative process that begins with an idea about how to approach

a problem and then continues through a drafting process in which a group of delegations contributes ideas and concepts. The authors of draft documents obtain signatures from sponsors by caucusing and discussion, and eventually the draft is moved to the floor for open debate. The debate process brings the entire body into the discussion; often, the debate identifies areas where the draft must be modified to bring about a final document that the body may support by consensus.

AMUN strongly discourages what are known as pre-written resolutions. These are fully-formed draft resolutions that a delegation brings with it to Conference, with the intent to immediately circulate the draft for signatures and bring it to the floor. This approach fails the body in a number of ways. Any draft document that is not created with the input and assistance of the Members of the committee will not reflect the will of the body and cannot hope to achieve consensus. Presenting a completely formed draft document does not bring the Members of the body into the drafting process and does not create a sense of ownership that is necessary for Members to invest in the policies presented. Pre-written resolutions detract from the educational experience for all delegations, but it particularly affects those who intentionally forego the collaborative process. Delegations may choose to bring working documents with them to assist in starting their deliberations but should keep the aforementioned purpose and process in mind when doing so.

Draft resolutions are not eligible for formal consideration on the floor of General Assembly Committees and the Concurrent General Assembly Plenary until they receive the sponsorship of at least 35 percent of the total delegations in attendance at the Conference. The specific number of sponsors needed is announced at the first session of each committee. For reporting bodies, draft resolutions and reports require the sponsorship of at least 35 percent of total delegations registered for that simulation. In the Security Council and the Historical Security Councils, only one sponsor is required. In all bodies additional sponsors may be added as the document is written until the document has been moved to the floor; at that point, a delegation may only become a sponsor with the consent of the original sponsors. Once a substantive vote has been taken on a draft resolution or report, or on a contested amendment to the draft resolution or report, no new sponsors may be added to or removed from the draft resolution or report, as it has become the property of the body.

Chairs and presidents will entertain motions for a suspension of the meeting to facilitate the process of discussing, creating, combining and changing draft documents. It is recommended that representatives use this time to discuss the problems facing their committee and begin creating documents or combining existing drafts as proposed by Members of the body. These sessions offer representatives an opportunity to enter the United Nations political process of working with others in an attempt to build consensus, but in a less formal setting.

The process of using drafts and requiring more than one sponsoring delegation is intended to replicate the United Nations practice of gaining near-universal support for drafts before they are brought to the floor for debate and decision. Further, it should push delegations away from looking at a proposal as "their" and toward working with others to find



a solution and to gain a consensus opinion on the topic being discussed. AMUN requires a relatively high number of sponsors in order to encourage the body to work together on proposals, rather than individual countries or small blocs working on separate proposals in isolation. States that sponsor (or sign) a resolution should be in general agreement with its content at the time it is submitted, such that they would vote “yes” on the resolution. This sponsorship, however, is non-binding. Member States may exercise their sovereign right to vote in any way on any matter, substantive or procedural, that affects the outcome of the resolution.

To this end, representatives will need to work together and most likely combine clauses from a number of drafts or subsequent proposals made by other Member States at the Conference. Representatives are strongly encouraged to undertake this process before a draft comes to the floor. As in the real United Nations, building support for one draft that encompasses the entire topic will be a much better use of the representatives’ time than trying to work on multiple draft resolutions, many of which will overlap. AMUN suggests that representatives not contend over which draft will come to the floor, but rather caucus and compromise to determine how best to combine drafts into a coherent, whole product that all Member States can accept, either through friendly amendments or through the drafting of a new, all-encompassing document. Rapporteurs are available in General Assembly committees, special committees and reporting bodies to assist with this process.

After a draft receives the requisite sponsorship, two copies must be brought to the Dais for approval. Once an approved draft is printed and distributed, the Dais Staff will announce that the draft has become available for discussion on the floor. Although AMUN strives to print draft resolutions as quickly as possible, it may take up to several hours for copies to be delivered to the body, depending largely on the printing needs of the rest of the Conference.

## POINTS TO CONSIDER IN WRITING DRAFT RESOLUTIONS

The following list includes important points to consider when writing a draft resolution. This is by no means an exhaustive list, but should provide a good starting point to make draft resolutions as realistic as possible.

- In the preambular clauses, describe the recent history of the situation and the issue as it currently exists.
- Refer to specific past United Nations actions and previous resolutions passed on the topic, when available.
- In the operative clauses, include actions or recommendations that will solve the problem, not just make a statement.
- Avoid blatantly political language 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 States whenever possible.
- Write the draft resolution from an international or United Nations perspective, not just from a single country’s point of view.
- Consider whether the substance of the draft resolution is within the purview of the committee and refer relevant parts to other bodies where appropriate.
- Refer issues which need further discussion to appropriate, existing bodies.
- Do not create new committees/councils/commissions/working groups/etc. without first considering if other similar bodies already exist.

- Always consider previous United Nations resolutions on the topic; do not duplicate what other resolutions have done without referencing the appropriate sources.

## RULES FOR SUBMISSION OF DRAFT RESOLUTIONS

While representatives are free to circulate unofficial drafts, no draft resolution will be accepted for discussion on the floor unless it has been entered into the AMUN Document Processing System (DPS) located in the Delegate Services lab and has been approved by the Rapporteur or Dais Staff in the corresponding simulation. When a draft resolution is approved, it will be copied and distributed to the entire body, a process which may take several hours. Once copies of the draft resolution are printed, it can be moved to the floor for formal discussion. The body will not formally act on a draft resolution until the entire body has been given ability to review it.

As noted above, one point to consider when drafting a document is whether the document’s content is within the purview of the committee. Each body within the United Nations has a particular purview, or subject-matter jurisdiction, over which that body is particularly concerned. A body will not address subject matter that is outside its purview, because another body almost always has purview over that subject matter. The *Issues at AMUN* handbook identifies the purview for each United Nations body simulated at AMUN. Rapporteurs in the committees and reporting bodies and Simulation Directors in the Security Councils will review submitted resolutions to determine whether they are within the purview of the body. If possible Dais Staff will offer suggestions as to how to modify a draft document to bring it within the purview of the body, rather than simply rejecting a submission.

As part of our educational mission, AMUN strives to simulate the United Nations as realistically as possible, within the confines of a four-day simulation. Accordingly, in all simulations outside of the Security Council and Historical Security Council simulations, AMUN limits the topics that may be discussed. These topics are identified in depth in the *Issues at AMUN* handbook. In committees with limited agendas, Dais Staff will not accept resolutions unless they are directed to one of the topics described in the *Issues at AMUN* handbook.

The Dais Staff will not accept draft resolutions or other documents that it views as disruptive to the work of the body or the Conference as a whole. Disruptive resolutions and other documents are those that are only tangentially related to a topic in the *Issues at AMUN* handbook or contain language, proposals or solutions that are generally not seen in actual United Nations resolutions. Such disruptive resolutions detract from the educational experience of all AMUN’s participants. Accordingly, the submission of disruptive resolutions is considered diplomatically discourteous, and will be addressed by the Dais Staff in accordance with Rule 2.2., Diplomatic Courtesy. Decisions of the Secretariat on these matters are final.

## DRAFT RESOLUTION GUIDELINES AND FORMAT

Draft resolutions will consist of the standard heading section followed by preambular and operative clauses. Preambular clauses are listed first; they are used to justify action, denote past authorizations and precedents for action, or denote the purpose for an action. Operative clauses are the statements of policy in a resolution. Each operative clause is



numbered, begins with a verb to denote an action (or suggested action) and usually addresses no more than one specific aspect of the action to be taken.

Draft resolutions must be submitted using AMUN's Document Processing System, which formats resolutions in accordance with AMUN guidelines. The draft resolutions must also comply with the following additional formatting requirements:

- During the processing of draft resolutions, 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 24.
- Clauses must begin with proper introductory words/phrases in italics (see page 21 for a partial list of appropriate introductions in resolutions).

Information in the header (the topic and the name of the committee) will be automatically generated when you input the draft resolution into AMUN's Document Processing System. See the Sample Draft Resolution on page 24 and the Checklist for Resolution Formatting on page 25 for additional requirements.

Rapporteurs and Dais Staff are available to assist you with any questions you may have about format, grammar and entry into the AMUN Document Processing System.

## AMENDMENTS

An amendment is a written statement that adds to, deletes from or otherwise modifies a draft resolution, report or other document. An amendment may be as small as changing the word "and" to the word "or" in a sentence, or as large as the deletion or addition of numerous clauses in a document. Both preambular and operative clauses in draft resolutions may be amended.

Member States typically propose informal changes to draft documents during the drafting process. If a sponsor of the draft document does not approve of a change, the proposed changes are not incorporated into the draft document, but may be proposed via a formal amendment introduced after the document is introduced to the body for discussion. Otherwise, a sponsor may choose to withdraw its sponsorship from the draft document, into which the proposed changes are incorporated.

Once a document is approved by the Rapporteur for discussion on the floor, amendments must be made through a formal process. This involves writing the proposed changes on an Amendment form (available at the documents table in each simulation) and submitting it to the Dais Staff for approval. See the Sample Amendment Form on page 20 for specifics. A minimum of 15 percent of delegations must sponsor each amendment, although only one sponsor is required in the Security Council and Historical Security Councils. If all of the sponsors of a resolution are also sponsors on an amendment, an amendment is considered "friendly" and automatically becomes part of the draft resolution without a vote. If all of the resolution sponsors have not agreed to the amendment, it must go through the standard amendment process. This includes moving the amendment to the floor, discussion and voting procedure. If the body takes any substantive vote on an amendment or any part of the draft resolution, the document becomes the official product of the body and the friendly amendment process is no longer available. Any subsequent amendment must be voted on by the body to be incorporated into the resolution.

Formally submitted amendments should be written legibly, provide exactly what language is to be amended and identify where the current language exists in the draft document or where the newly proposed language should go. Please see the Sample Amendment Form on Page page 25, for specifics.

## REPORTS

A report is another type of formal document at the United Nations. Reports of functional commissions, standing committees, regional commissions or other bodies that make reports to the Economic and Social Council (ECOSOC) or the General Assembly generally follow the United Nations format for annual reports. At AMUN the reporting body may write one report for each topic that is presented. The reports summarize the body's discussion of the topic and make recommendations of actions to be taken by the appropriate body. At this year's Conference, the following simulations will write reports: the Economic and Social Commission for Asia and the Pacific (ESCAP) and Committee of Experts on Public Administration (CEPA).

The report format is outlined here, and a sample Table of Contents for the report follows. A more detailed description and sample reports are available at [www.amun.org/reporting-bodies/](http://www.amun.org/reporting-bodies/). The Dais Staff in each report-writing body will provide additional details to the commission on the first day of Conference and will assist representatives throughout the report-writing process. Please note that in this section "commission" refers to the reporting body and "council" refers to the body that receives the report.

The first item in the report will be an executive summary, not exceeding one page, that outlines the major points of the report, including the commission's findings and its recommendations to the council. The executive summary, rather than hard copies of the full report, will be distributed to all council delegations before the presentation of reports during the General Assembly or ECOSOC Plenary sessions on Tuesday afternoon. Thus it is important that the executive summary contain all the critical information for the body hearing the report. Rapporteurs in the appropriate simulations will guide representatives through the report-writing process and the chairs will guide the body through the formal acceptance of the report. The executive summary is written last to encompass all parts of the compiled report once actions are determined and deliberations finalized.

Chapter I of the report will be titled "Matters calling for action by the Economic and Social Council or brought to its attention." (For bodies reporting to the General Assembly, the chapter titles should be changed accordingly.) First, this chapter will contain the text of draft resolutions recommended by the commission for adoption by the council. With the exception of the title and numbering, the resolutions should follow standard resolution format as detailed in this handbook. Second, this chapter may contain a short statement on any other matter that requires action or attention by the council but has not been included in a draft resolution. Take care when including other matters that require action to ensure that there is consensus within the body for addressing these matters. Further, although Chapter I contains the text of draft resolutions recommended for adoption, the entire report should include substantially more material. The body should focus its efforts on drafting the report, rather than passing draft resolutions, which are merely recommendations, for inclusion in the report.



Chapter II of the report will be titled according to the official agenda item before the commission. This chapter should contain a brief account of the proceedings that the commission considers essential to transmit to the council and should focus on the decision making process that the commission followed in order to make its recommendations. This chapter is typically written throughout the entire time the commission is in session, taking into account all essential proceedings and decision making processes as they occur. Essential proceedings often include statements made by delegations regarding the topic at issue.

Chapter III, if necessary, should be titled “Decisions adopted by the Commission at its [year] session” and should contain those decisions, if any, adopted by the commission that do not require further action and that the commission takes in its own name. This practice is rare because ECOSOC Resolution 1623 (LI) states that resolutions of functional commissions and subsidiary bodies should normally be in the form of drafts for approval by the council. Generally, resolutions the body recommends (in other words, those that require further action) would not be incorporated in this chapter, but rather in Chapter I.

The last chapter should be titled “Adoption of the report.” The chapter should detail the manner in which the commission adopted the report, including the voting record, if any. Following the substantive chapters of the report, the commission may choose to include additional information as appendices for the council, including statements regarding the financial implications of the council’s recommendations; other relevant publications or statements; and relevant data, charts or graphs.

Reports will be heard, as appropriate, by the Combined General Assembly and by the Economic and Social Council during plenary sessions on Tuesday afternoon of the Conference. Reporting bodies should conclude their substantive work by Monday evening, and they should finalize and accept the reports and compose the executive summaries for the reports during the morning session on Tuesday. All Member States are encouraged to attend the plenary session, but only those States which are Members of the Council—and whose attendance is required—will vote on the adoption of the reports.

After hearing the report and asking any questions, representatives in the body receiving the report will decide how it wishes to accept the report—this is usually done by consensus. This vote is an acknowledgement of the reporting body’s work, rather than an endorsement of it. Generally, if a State has strong negative feelings about the content of a report or feels the report is inadequate, it will abstain from such a vote, rather than voting no, as a no vote would be seen as diplomatically discourteous to the work of the reporting body.

## SAMPLE TABLE OF CONTENTS FOR REPORTS

Chapter	Heading	Page
	Executive Summary	
I.	Matters calling for action by the Economic and Social Council and brought to its attention.	3
	A. Draft resolutions for adoption by the Economic and Social Council	3
	I. Draft Resolution I - [title of first Resolution]	3
	II. Draft Resolution II - [title of second Resolution]	4
	B. Other recommendations for action	6
II.	Consideration of [agenda topic]	7
III.	Resolutions and decisions adopted by the Commission at its [year] session	10
	A. Resolution XX/I/1 - Title of first resolution	10
IV.	Adoption of the report	12
Appendix I	Statements of financial implications of actions and proposals of the Commission	13
Appendix II	Relevant publications and documents issued by the Commission	14





## RESOLUTION INTRODUCTORY PHRASES

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

**Preambular Phrases** (*single verb in present participle or other introductory phrase*):

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

**Operative Phrases** (*verb in third person present indicative tense*):

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

## LENDING EMPHASIS TO RESOLUTION PHRASING

Diplomatic communication relies heavily on connotation and nuance, and United Nations resolutions and decisions are no exceptions. When resolutions are constructed, they often contain language that actually conveys the very precise attitudes and intentions of the authors. At AMUN, representatives are urged to select words carefully when drafting resolutions. The introductory phrases listed above also carry significant emotional and diplomatic meaning. Accurate use of these introductory terms is of paramount importance at the United Nations, and should also be emphasized in AMUN simulations.

A more useful method for listing introductory phrases, rather than the alphabetical listing above, might be in order of the phrases' emotional weight, described by United Nations practitioners as crescendos. Each of the following crescendos begins with a neutral phrase at the top (conveying little emotion) and concludes with a strongly worded phrase (conveying strongly positive or negative emotion). Some of

these opening phrases also have common uses in the language of United Nations resolutions; when applicable, this information has been included parenthetically with each phrase. Some phrases that express strong insistence or negative emotion are typically only used in Security Council resolutions and even then are selected with great care—these are noted where appropriate.

## SAMPLE PREAMBULAR PHRASE CRESCENDOS

All lists of sample phrase crescendos presented below start with the most neutral/weakest phrase and end with the strongest phrases.

**Noting** (by being neutral, this term actually can connote negativity; for example, a resolution “noting the report of the Secretary-General” actually insults the Secretary-General’s work by not being more approving)

**Noting with appreciation** (this is the typical way to recognize a report or other document)

**Noting with satisfaction**

**Noting with deep satisfaction**

**Noting**

**Noting with regret**

**Noting with deep regret**

## SAMPLE OPERATIVE PHRASE CRESCENDOS

**Notes** (See comments on “noting” above)

**Notes with appreciation**

**Notes with satisfaction**

**Welcomes**

**Recommends** (suggests that other organs take an action)

**Invites** (suggests that Member States take an action)

**Requests** (suggests that the Secretary-General take an action)

**Appeals** (suggests that Member States take an action, more emotional)

**Calls Upon** (suggests that Member States take an action, very emotional)

**Urges** (strongest suggestion by the General Assembly)

**Demands** (rarely used outside of the Security Council)

**Notes with concern**

**Expresses its concern**

**Expresses its deep concern**

**Deplores**

**Strongly deplores**

**Condemns** (rarely used outside of the Security Council)

## COMMONLY MISUNDERSTOOD TERMS

**Declares** (used to make a statement)

**Decides** (used to indicate an action to be taken)

For sample usage of the phrases, see “Sample Draft Resolution” on page 24 and the Checklist for Resolution Formatting on page 25.



## SECURITY COUNCIL PRESIDENTIAL STATEMENTS

While the General Assembly and other United Nations bodies usually speak through reports and resolutions, the Security Council has another option: the presidential statement. At the United Nations, the Security Council adopts presidential statements more frequently than resolutions.

A presidential statement is a written statement issued by the President, noting that the Council has been discussing a specific topic and stating the general course of that discussion. These documents are frequently made at the beginning of or after a significant event in a crisis situation, but can be used at any point in the simulation. These statements can be as short as a sentence or two in length, but they can be longer if the situation dictates. Presidential statements are usually simple enough that they are agreed to by the entire body. This also means they often do not prescribe action and have little real weight, unlike resolutions, which are technically binding on Member States. Presidential statements are often used when Members want to make a strong statement, but when one or more Member States, often Permanent Members, find it politically inexpedient to pass a binding resolution on the subject.

At AMUN, presidential statements are not written by the body's President as they are at the United Nations in New York. Instead,

presidential statements are written by the Council as a whole; the Council must enter an informal session and reach consensus to adopt a draft presidential statement. While draft statements, like draft resolutions, may be constructed by individuals or small groups during suspensions, AMUN recommends that representatives collaborate as much as possible on the creation of statements and suggests entering into a consultative session for this purpose. For more information, please see Rule 7.7 Consultative Sessions on page 30.

Representatives are free to circulate unofficial drafts, but a draft statement cannot be adopted until it has been entered into the AMUN Document Processing System located in Delegate Services, has received approval by the Dais Staff and copies have been distributed to the Council. To adopt an approved draft statement, the Council must enter consultative session. Once it appears consensus on the statement has been met, the President will poll for consensus on the statement. If there are no objections to consensus, the statement will be adopted. If there are objections, the Council may wish to discuss the draft further and make changes. Once consensus is reached, the statement is considered adopted; the Dais staff will update the document with any agreed to changes and copies of the final presidential statement will be made available to the Council.

## SAMPLE SECURITY COUNCIL PRESIDENTIAL STATEMENT



### *American Model United Nations* **Historical Security Council – 1967**

HSC-1961/PRST/2014/I

#### **Statement by the President of the Security Council**

- 1 At the meeting of the Security Council, held on 7 April 1967, in connection with the Council's consideration of the item entitled "The
- 2 Situation in Palestine," the President of the Security Council made the following statement on behalf of the Council:
- 3
- 4 "The recent news of the escalation of tensions between Israel and Syria has been a cause of great concern for the Security Council. The
- 5 body would like to note that it has expressed the desire to speak to all parties involved in the dispute: Israel, Jordan and Syria. We call now
- 6 for an immediate ceasefire among all state and non-state actors involved. The international community condemns the use of violence,
- 7 especially against civilians, and we request that all actors in the region bring their concern to the United Nations so that we may further
- 8 negotiate for peace."
- 9
- 10 The Security Council will continue to pay close attention to the developments.

*Passed by consensus, with one abstention*



## SAMPLE DRAFT RESOLUTION

Please note: The sample resolution presented below is shown for formatting purposes only. While roughly based on past United Nations resolutions, it is intentionally simplistic, and it is not meant to represent the content of an actual draft resolution.



### *American Model United Nations* **General Assembly Plenary (Concurrent)**

GA Plen/I/Unofficial

SUBJECT OF RESOLUTION: Protection of Human Rights and Fundamental Freedoms while Countering Terrorism

SUBMITTED TO: The General Assembly Plenary (Concurrent)

*The General Assembly Plenary (Concurrent),*

1 *Reaffirming* its resolutions 61/171 of 19 December 2006 and 59/191 of 20 December 2004, as well as Security  
2 Council resolution 1757 (2007) of 30 May 2007,

3 *Additionally reaffirming* the tenets of the Universal Declaration of Human Rights,

4 *Further reaffirming* that acts of international terrorism constitute a threat to international peace and security  
5 as well as an impediment to stable growth in ~~least developed countries~~,

6 *Recognizing* the need to combat, by all means in accordance with the United Nations Charter, threats to  
7 international peace and security caused by international terrorism,

8 *Deeply concerned* that the international increase in acts of terrorism, especially those motivated by intoler-  
9 ance or extremism, will result in an increase of retaliatory violence that will claim the lives of many who are innocent  
10 of any kind of terrorism,

11 *Guided by* the principle established by the General Assembly in its declaration of 24 October 1970 (resolution  
12 2625 (XXV)) and reiterated by the Security Council in its resolution 1189 (1998) of 13 August 1998, namely that  
13 every State has the duty to refrain from organizing, instigating, assisting or participating in terrorist acts in another  
14 State or acquiescing to organized activities within its territory directed towards the commission of such acts,

15 1. *Urges* all States to enforce existing resolutions and agreements, to the best of their abilities, including  
16 those designed to:

17 (a) *Further urges* all States to refrain from providing any form of support, active or passive, to  
18 entities or persons involved in terrorist acts, to suppress recruitment of new members to terrorist groups, and to  
19 eliminate the supply of weapons to terrorists;

20 (i) The suppression of monetary funds used for international terrorism;

21 (ii) The utilization of education to combat intolerance and extremism;

22 (iii) Criminalize the willful provision or collection, by any means, directly or indirectly, of funds by  
23 their nationals or in their territories with the intention that the funds should be used, or in the  
24 knowledge that they are to be used, in order to carry out terrorist acts;

25 (b) Criminalize the willful provision or collection, by any means, directly or indirectly, of funds by  
26 their nationals or in their territories with the intention that the funds should be used, or in the knowledge that they  
27 are to be used, in order to carry out terrorist acts;

28 2. *Further urges* all States to refrain from providing any form of support, active or passive, to entities or  
29 persons involved in terrorist acts, to suppress recruitment of new members to terrorist groups, and to eliminate the  
30 supply of weapons to terrorists;

31 3. *Requests* that States take the necessary steps to prevent the loss of innocent life while combating inter-  
32 national terrorism;

33 4. *Additionally requests* that all States make an effort to help those who have been injured or displaced as  
34 a result of combating international terrorism or because of a terrorist attack.



## CHECKLIST FOR RESOLUTION FORMATTING

The Checklist for Resolution Formatting details the common formatting and stylistic requirements for all draft resolutions at AMUN. Before submitting a draft resolution to the Dais Staff for review, please confirm that the following criteria are met. If there are significant formatting errors, the Dais Staff will ask representatives to correct the errors before approving the resolution.

### DOCUMENT FORMAT AND STYLE:

- ☐ All preambular and operative phrases are italicized.
- ☐ The first word of all clauses, sub-clauses and sub-sub-clauses is capitalized. In a clause with a two-word introductory phrase (e.g., *Further noting*) both words are italicized, but only the first is capitalized.
- ☐ All preambular clauses begin with an “ing” form verb (e.g., *Acknowledging*, *Recalling*), or other appropriate phrase (e.g., *Alarmed by*).
- ☐ All operative clauses begin with a verb that demonstrates action (e.g., *Requests*, *Calls upon*).
- ☐ All words should be spelled according to standard American usage, except in formal program or organization names or titles (e.g., World Food Programme).
- ☐ Acronyms and initialisms are appropriate in resolutions, except when referring to the United Nations and its principal organs (e.g., the General Assembly, the Economic and Social Council), which should always be spelled out in full.
- ☐ Acronyms and initialisms are written out in full the first time they are used within a resolution, followed by the abbreviation in parentheses (e.g., African Development Bank (ADB)).
- ☐ Full dates should always be used, including in reference to resolutions (e.g., 9 October 1977 or resolution 61/171 of 19 December 2006).
- ☐ In Security Council resolutions, the year the resolution was passed should be in parentheses along with the full date (e.g., resolution 1757 (2007) of 30 May 2007).
- ☐ When referencing a resolution, use the short resolution number instead of the full document symbol (e.g., resolution 61/171 instead of resolution A/Res/61/171).
- ☐ Numbers under 10 are written out, except in fractions, in lists or comparisons, in percentages, vote counts, ratios, etc.
- ☐ Numbers between 10 and 999,999 should be written in figures, except at the beginning of a clause/sentence.
- ☐ Millions, billions and trillions, write these numbers as follows: 1 million, 4.3 billion, etc.
- ☐ Isolated references to weights and measurements are spelled out (e.g., ten kilometers).

## SAMPLE AMENDMENT FORM

### AMENDMENT FORM

Committee/Council: The General Assembly Plenary Delegations to Contact: Switzerland and Greece

Topic: Protection of Human Rights and Fundamental... Resolution Number: GAPlenI/1 Doc#: 16

Rapporteur Use Only: *Approved by:* \_\_\_\_\_ *Amendment Letter:* \_\_\_\_\_ *On Floor?* \_\_\_\_\_

### Amendment Copy:

(Please Write Legibly)

REMOVE from the preambular clause starting with ‘Recognizing’  
“by all means in accordance with the United Nations Charter”

REPLACE operative clause 1(a) (beginning with “Prevent terrorist acts”) with  
“Prevent future actions of terrorism through:”

REPLACE in operative clause 3 (beginning with “Additionally requests”)  
“make an effort” with “make additional efforts”

ADD operative clause 5 (after operative clause 4 which begins with “Additionally requests”)  
“Further reminds all States to follow applicable protocols of the Geneva Convention when dealing with suspected terrorists.”



# CHAPTER SEVEN

## SECURITY COUNCIL RULES OF PROCEDURE

### 1.0 ADMINISTRATIVE

**1.1 THE SECRETARIAT.** The Secretariat consists of the volunteer staff members of American Model United Nations (AMUN).

**1.2 RULES COMMITTEE.** The President of the General Assembly, the Director of Rules and Procedures, the Director of Security Council Procedures, and one other person as appointed by the Secretary-General shall compose the membership of the Rules Committee.

**1.3 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, and
- Representatives must wear approved credentials at all times while on the Conference premises.

**1.4 QUORUM.** A quorum is made up of all Member States; to begin a Council session all Members must be present,

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

**1.5 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 the Council.

**1.6 GENERAL AUTHORITY OF THE SECURITY COUNCIL PRESIDENT.** In addition to exercising such authority conferred upon the President elsewhere in these rules, the President shall

- Declare the opening and closing of each session,
- Ensure the observance of the rules,
- Facilitate 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, and
- Rule on points and motions and, subject to these rules, 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 Suspension of the Meeting (rule 7.1), Adjournment of the Meeting (rule 7.2), Closure of Debate (rule 7.5), Consultative Session (rule 7.7), and Limits on Debate (rule 7.11). The President is under the direct authority of the Rules Committee, and may be directed to inform the Council on matters of procedure if such action is deemed necessary by the Rules Committee.

**1.7 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 with the same authority.

**1.8 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.

**1.9 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.

**1.10 PROVISIONAL AGENDA.** The Secretariat shall distribute a provisional agenda to all delegations prior to the start of the Conference,

- This agenda in no way limits the Council's topics.

**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 (rule 7.10), and
- A delegation wishing to change this order may move to add an agenda topic (rule 7.8) and change the order of consideration of the working agenda (rule 7.9).

**1.12 PARTICIPATION BY NON-COUNCIL MEMBER STATES AND INTERNATIONAL ORGANIZATIONS.** When an issue before the Security Council involves a non-Council United Nations Member State 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 must move that the Member or Observer be brought as a Party to the Dispute (rule 7.15). A non-Council United Nations Member or Observer that has been requested to attend Council sessions will usually be given debating privileges, allowing the delegation to be recognized by the President during debate,
- A non-Council United Nations Member State or Observer may submit draft resolutions or amendments, but may not move these to the floor or vote at any time, and
- A non-Council Member requested to attend a Council session, but not given debating privileges, will be subject to a question and answer period.

When discussing any issue, if the Security Council finds it necessary to have present a representative of a non-United Nations Member State, an international organization or any other persons it considers competent for the purpose, the Council may request one by means of Party to the Dispute (rule 7.15). 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, and
- The Secretariat will assume full responsibility to certify representatives' credentials prior to their appearance before the Council.





If it is determined that many Members or Observers outside of the Security Council have an interest in a specific issue, the Council may declare an Open Meeting on any issue being discussed,

- In order to allow all delegations time to prepare their comments, an open meeting in the Council should be announced at least two hours in advance of the open debate session (rule 7.15), and
- Any United Nations Member State or Observer may participate in an open meeting.

**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 issue, and
- 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.

If no resolution has been adopted, the Security Council will be considered to have completed its deliberations on a seized issue once that agenda topic is no longer under discussion. The Council may declare itself actively seized on a topic by stating this in a resolution; this seizure will prevent the General Assembly from taking action until a two-hour time period has elapsed. Throughout the General Assembly, representatives will be kept informed by the Secretary-General of any seized issues.

## 2.0 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.** All participants in the AMUN Conference must accord Diplomatic Courtesy to all credentialed representatives, Secretariat Members, Faculty Advisors, Observers and Hotel staff at all times,

- Representatives who persist in obvious attempts to disrupt the session shall be subject to expulsion from the Council by the President,
- The Secretariat reserves the right to expel any representative or Delegation from the Conference, and
- This decision is not appealable.

**2.3 SPEECHES.** No representative may address the Council without obtaining the permission of the President,

- 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 7.11),
- 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 of the speaker should signify by raising a Point of Inquiry (rule 6.3), and
- All questions and replies are made through the President.
- A speaker who desires to make a motion may do so after speaking and accepting points of inquiry, but prior to yielding the floor,
- By making a motion the speaker yields the floor.

**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 6.1), Information (rule 6.2), or Inquiry (rule 6.3), 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,
- Motions may not be made from Points of Order (rule 6.1), Information (rule 6.2) or Inquiry (rule 6.3), except
- A motion to Appeal the Decision of the President (rule 7.6), may be made when recognized for a Point of Order.
- The President shall recognize speakers in a fair and orderly manner, and
- Speakers' lists will not be used, except during an open meeting (rule 1.12).

**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,

- Requests for a Right of Reply shall be made in writing to the President,
- Requests shall contain the specific language which was found to be insulting to personal or national dignity,
- The President may limit the time for reply,
- There shall be no reply to a reply, and
- This decision is not appealable.

**2.6 WITHDRAWAL OF MOTIONS.** A motion may be withdrawn by its proposer at any time before voting on it has begun,

- A withdrawn motion may be reintroduced 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 decision is not appealable.

**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,
- Points of Inquiry are not 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 delegation raises its placard to signify desire to speak,
- Closure of open debate may not be moved by a delegation from the floor, and
- The body will move to an immediate vote on the motion following the President's declaration of closure.



- 2.9 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 Council will move immediately into a formal session once the time period or topic set for the Consultative Session has expired (rule 7.7).

### 3.0 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

1. AMUN Rules of Procedure,
2. AMUN Security Council Order of Precedence of the Rules Short Form (see page 40),
3. Rulings by the Rules Committee,
4. Historical usage of the AMUN Rules of Procedure,
5. Historical usage of the United Nations Rules of Procedure,
6. 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 40) and in these rules under Section 7, *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 RULE CHANGES.** The Rules Committee reserves the right to make changes to these rules at any time. Should a change occur, it will be communicated to the representatives in a timely manner.

### 4.0 DRAFT RESOLUTIONS, AMENDMENTS & STATEMENTS

- 4.1 DEFINITION OF DRAFT RESOLUTIONS.** A draft resolution is a written proposal consisting of at least one preambular and one operative clause.

- 4.2 DRAFT RESOLUTIONS.** Draft resolutions may be submitted to the Security Council President/Vice President for approval at any time during the Conference,

- For a draft resolution to be considered it must be organized in content and flow, in the proper format and approved by the Council Dais, and
- After acceptance, draft resolutions shall be processed in the order in which they are received and distributed to all delegations as soon as feasible.

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,
- 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 sponsor(s),
- Once a vote has been taken on a contested amendment to a

draft resolution, no additional sponsors may be added, and

- Friendly amendments (rule 4.4) do not limit the addition of sponsors as noted above.
- See also Closure of Debate on an Agenda Topic (rule 7.4), Closure of Debate (rule 7.5), and Consideration of Amendments (rule 7.14).

- 4.3 DEFINITION OF AMENDMENTS.** An amendment to a draft resolution is a written proposal that adds to, deletes from, or revises any part of a draft resolution.

- 4.4 AMENDMENTS.** All amendments must be submitted on an official amendment form to the President/Vice President for approval,

- For an amendment to be considered it must be organized in content and flow, be in the proper format, and be approved by the Council Dais,
- Approved amendments will be assigned an identification letter by the Vice President, and
- Typographical errors in a draft resolution will be corrected by the Council Secretariat and announced to the body.

One or more amendments may be considered on the floor at any given time (see also Closure of Debate on an Agenda Topic (rule 7.4), Closure of Debate (rule 7.5), and Consideration of Amendments (rule 7.14)),

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 the announcement that it is accepted by the dais,
- No vote is required to add a friendly amendment to a draft resolution,
- The President shall announce the acceptance of a friendly amendment on the first opportunity at which no speaker has the floor, and
- Friendly amendments cannot be accepted after a vote has been taken on a contested amendment, or after closure of debate on the resolution has been moved.

- 4.5 WITHDRAWAL OF SPONSORSHIP.** Sponsorship of a resolution or amendment may be withdrawn at any time before entering into voting procedure on the item,

- Sponsorship of a resolution may not be withdrawn after a vote has been taken on a contested amendment,
- If a draft resolution or amendment has all sponsorship withdrawn, any delegation may take up sponsorship of that draft resolution or amendment by informing the President,
- If all sponsors withdraw from a draft resolution or amendment, it is automatically removed from consideration.

- 4.6 DEFINITION OF PRESIDENTIAL STATEMENTS.** The Security Council may choose to issue a Presidential Statement on issues which do not warrant a resolution. This statement is formally issued by the President of the Council, but is drafted by the body, or its designees.

- 4.7 PRESIDENTIAL STATEMENTS.** Presidential Statements are discussed, drafted and accepted in informal debate or outside of a formal Council session,

- This statement must be accepted by a consensus of the Council,
- As this type of statement does not represent a formal decision of the Council, no formal vote is recorded on a Presidential



Statement, and

- Unlike resolutions, Presidential Statements are not binding on Member States.

A Presidential Statement may be submitted to the Security Council President/Vice President for approval at any time during the Conference,

- For a Presidential Statement to be considered it must be organized in content and flow, be in the proper format, and be approved by the Council Secretariat.

## 5.0 VOTING

**5.1 VOTING RIGHTS.** Each Security Council Member is accorded one vote,

- No representative/delegation may cast a vote on behalf of another Member State.

**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 1965, 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 then ask whether there is any objection to 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 normally vote on motions by a show of raised placards,

- 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 (rule 5.8),
- Any Delegation may request a roll call vote on substantive matters, unless adopted by consensus; this request shall then automatically be granted by the President,
  - When applicable, roll shall be called in English alphabetical order beginning with a Member selected at random by the Vice President,
  - Representatives shall reply “yes,” “no,” “abstain” or “abstain from the order of voting,”
  - A Member 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 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 now in voting procedure,” and end when the results of the vote are announced,

- 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 Adoption by Consensus (rule 5.3) Suspension of the Meeting (rule 7.1), Adjournment of the Meeting (rule 7.2), Enter Consultative Session (rule 7.7) and Division of the Question (rule 7.12), and
- Once in voting procedure, no representative shall interrupt the voting except on a Point of Order or Point of Information concerning the actual conduct of the vote,

**5.6 CHANGES OF VOTES.** At the end of roll call, but before Rights of Explanation (rule 5.7) are granted and the subsequent announcement of the vote, the Vice President 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. The President may limit the time for Rights of Explanation.

**5.8 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 substantive matter which has a majority of votes in favor but receives a “no” by any Permanent Member fails due to lack of consent of the Permanent Members.

## 6.0 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 must call out their point and will be recognized immediately 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, the representative may rise to a Point of Order,
- A Point of Order may interrupt a speaker, and
- See also Speeches (rule 2.3).

**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 must call out their point to be recognized,
- A Point of Information may not interrupt a speaker, and
- See also Speeches (rule 2.3).

**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 must call out their point to be recognized,
- A Point of Inquiry may not interrupt a speaker, and
- See also Speeches (rule 2.3).



## 7.0 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. Suspending a meeting recesses it for the time specified in the motion,

- The motion is not debatable,
- The President may request that the delegation making the motion modify the time of suspension,
- If the motion passes, upon reconvening the Council will continue its business from the point at which suspension was moved, unless otherwise stated in these rules.

**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,

- The motion is not debatable,
- 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 amendment, draft resolution or agenda topic before the Council, a representative may move for adjournment of debate,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall be put to a vote,
- Adjournment of debate on a draft resolution or amendment has the effect of removing that item from consideration and allows the committee to move on to another 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, and
- The Council may return to discussion of an agenda topic by changing the order of consideration of the working agenda (Rule 7.9).

**7.4 CLOSURE OF DEBATE ON AN AGENDA TOPIC.** A representative may move to close debate on an agenda topic at any time during the discussion of that topic. The effect of this motion, if passed, is to bring the draft resolution that is on the floor to a vote,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote, and
- If no draft resolution is on the floor, the effect of this motion is to end debate on this topic, removing it from the working agenda and moving to the next topic on the working agenda.

**7.5 CLOSURE OF DEBATE.** A representative may move to close debate on a draft resolution or amendment at any time during the discussion of that item. The effect of this motion is to bring the issue under discussion to an immediate vote,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
- Representatives should specify whether the motion for closure applies to an amendment or a draft resolution,

- If closure passes on a 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, and
- 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, regardless of whether it passes or fails. Debate then continues on the current topic.

**7.6 APPEALING A DECISION OF THE PRESIDENT.** Rulings of the President are appealable unless otherwise specified in these rules,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
- An appeal must be made immediately following the ruling in question,
- This motion may be made by a delegation that has been recognized through a Point of Order,
- The President shall put the question as follows: "Shall the decision of the President be upheld?" A "yes" vote supports the President's decision; a "no" vote signifies objection,
- The decision of the President shall be upheld by a tie, and
- Rulings by the President on the following rules or motions are not appealable: Diplomatic Courtesy (rule 2.2), Right of Reply (rule 2.5), Dilatory Motions (rule 2.7), granting of a roll call vote (rule 5.4), Adjournment of the Meeting (rule 7.2), and any time a ruling by the President is a direct quotation from these Rules of Procedure.

**7.7 CONSULTATIVE SESSION.** A motion to enter consultative session is in order at any time,

- The motion should specify a length of time or topic for the consultative session,
- This can be set to a specific time, or based on the discussion of a specific amendment, draft resolution or agenda topic (rule 2.9), and
- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote.

**7.8 ADD AN AGENDA TOPIC.** A motion to add an agenda topic to the working agenda is in order during any Council session,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote, and
- Once an issue is added as an agenda topic, it is placed as the last topic on the working agenda.

**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. Upon closure of the open debate period, the motion shall then be put to a vote, and
- 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 (rule 1.11). A delegation may move to set the working agenda,



- This motion is subject to open debate. 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, and
- 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 any matter, is in order at any time,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
- The time allotted for speakers on amendments, draft resolutions and agenda topics shall be no less than three minutes,
- The time allotted for non-substantive speeches shall be no less than one minute,
- This motion may limit the number of Points of Inquiry a speaker may accept to a minimum of one, and
- 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 of an amendment or draft resolution be voted on separately, is in order at any time prior to entering voting procedure on the amendment or draft resolution,

- This motion is subject to open debate. 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 vote has previously been taken on a contested amendment to the draft resolution, any Council Member may object to division and require a vote,
- After a motion for Division of the Question passes, no other motion for Division of the Question is in order on that amendment or draft resolution,
- Those clauses of the amendment or draft resolution which are approved shall then be put to a vote as a whole, and
- If division causes a draft resolution to no longer be in proper format (rule 4.1), the proposal as a whole is rejected.

**7.13 CONSIDERATION OF DRAFT RESOLUTIONS.** A draft resolution may be moved to the floor by any Delegation that receives recognition by the President,

- This motion is not debatable,
- Only one draft resolution may be on the floor at any time and
- The delegation moving consideration will be allowed to speak first on the draft resolution, if desired.

**7.14 CONSIDERATION OF AMENDMENTS.** To bring an amendment to the floor for discussion, a Delegation must first be recognized by the President,

- This motion is not debatable,
- The Vice President will present the amendment to the body, and
- The Delegation moving consideration 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 for a Party to the Dispute,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
- The motion must state the United Nations Member State(s) or organization(s) whose representative is desired and the length of time requested and, if a Member State or Observer, whether debating privileges are to be granted,
- If debating privileges are not granted, a formal “question and answer” period shall be instituted by the President, for the purposes of questioning the representative on the issue(s) at hand,
- If it is determined that many members or observer outside of the Security Council have an interest in a specific issue, the Council may declare an “open meeting” on any issue being discussed, and
- See also Participation by Non-Council Member States and International Organizations (rule 1.12).



# CHAPTER EIGHT

## GA & ECOSOC RULES OF PROCEDURE

### 1.0 ADMINISTRATIVE

- 1.1 THE SECRETARIAT.** The Secretariat consists of the volunteer staff members of American Model United Nations (AMUN).
- 1.2 RULES COMMITTEE.** The President of the General Assembly, the Senior Vice President of the General Assembly, the Director of Rules and Procedures, and one other person as appointed by the Secretary-General shall compose the membership of the Rules Committee.
- 1.3 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.
- 1.4 QUORUM/MAJORITY.** A quorum is one-fourth of the member delegations in attendance for each Committee; a majority is one-half of the member delegations in attendance for each Committee,
- A quorum must be present at all times during Committee sessions,
  - A majority must be present for a substantive question to be put to a vote,
  - Questions concerning quorum or majority should be directed to the Chair, and
  - It is the responsibility of the Chair to ensure that a quorum is present at all times.
- 1.5 COMMITTEE OFFICERS.** The Secretariat shall appoint the President/Chairperson, Vice President/Vice Chairperson, and Rapporteur(s) for each Committee, and shall select any other positions necessary to help conduct the sessions of the Committees,
- Hereafter, in these rules, “Chair” will refer to both “Chairpersons” and “Presidents” and
  - Hereafter, in these rules, “Committee” will refer to any Committee, Council or Commission, unless otherwise stated in the rule.
- 1.6 GENERAL AUTHORITY OF THE CHAIR.** 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,
  - Facilitate the discussions of the Committee, and accord the right to speak,
  - Advise the Committee on methods of procedure that will enable the body to accomplish its goals, and
  - Rule on Points and motions, and subject to these rules, have complete control of the proceedings of the Committee and the maintenance of order at its meetings,
- During the course of the session the Chair may propose Suspension of the Meeting (rule 7.1), Adjournment of the Meeting (rule

7.2), Closure of Debate (rule 7.4), Limits on Debate (rule 7.10), and, in Report-Writing Commissions, Consultative Session (rule 7.7). The Chair is under the direct authority of the Rules Committee and may be directed to inform the body on matters of procedure or the body’s topical competence if such action is deemed necessary by the Rules Committee.

- 1.7 ABSENCE OF CHAIR.** If the Chair is absent during any part of a Committee Session, he/she will designate an individual, usually the Vice Chair, to chair the session with the same authority.
- 1.8 NUMBER OF ACCREDITED REPRESENTATIVES.** Each delegation is allowed two representatives per Committee on which it is a member, plus one Permanent Representative.
- This excludes the Special Committee to the General Assembly, which only allows one representative plus one Permanent Representative.
- 1.9 SELECTION OF AGENDA TOPICS.** Agenda topics shall be selected by the Secretariat prior to the start of the conference. Once selected, these topics are fixed for the duration of the conference.
- 1.10 OBSERVER STATUS.** Those delegations recognized as having Observer Status by AMUN shall be accorded all rights in the Committee except the following:
- They may not vote,
  - They may not make or second the following motions:
    - Adjournment of the Meeting (rule 7.2),
    - Adjournment of Debate (rule 7.3),
    - Closure of Debate (rule 7.4), and
    - Decision of Competence (rule 7.8).

### 2.0 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 at any time.
- 2.2 DIPLOMATIC COURTESY.** All participants in the AMUN Conference must accord Diplomatic Courtesy to all credentialed representatives, Secretariat Members, Faculty Advisors, Observers and Hotel staff at all times,
- Representatives who persist in obvious attempts to disrupt the session shall be subject to expulsion from the Committee by the Chair,
  - The Secretariat reserves the right to expel any representative or delegation from the Conference, and
  - This decision is not appealable.
- 2.3 SPEECHES.** No representative may address the Committee without obtaining the permission of the Chair,
- 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 7.10),
  - 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 of the speaker should signify by raising a Point of Inquiry (rule 6.3),
- All questions and replies are made through the Chair,
- A speaker who desires to make a motion may do so after speaking and accepting Points of Inquiry, but prior to yielding the floor, and
- By making a motion the speaker yields the floor.

**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 6.1), Information (rule 6.2), or Inquiry (rule 6.3), 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,
- Motions may not be made from Points of Order (rule 6.1), Information (rule 6.2), or Inquiry (rule 6.3), or from any procedural speeches, except
- A motion to Appeal the Decision of the Chair (rule 7.6), may be made when recognized for a Point of Order.
- The Chair shall recognize speakers 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,
- Requests shall contain the specific language which was found to be insulting to personal or national dignity,
- The Chair may limit the time allowed for a reply,
- There shall be no reply to a reply, and
- This decision is not appealable.

**2.6 WITHDRAWAL OF MOTIONS.** A motion may be withdrawn by its proposer at any time before voting on it has begun,

- Seconds to a motion may also be withdrawn,
- A withdrawn motion or second may be reintroduced by another 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 has already rendered an opinion,

- This decision is not appealable.

## 3.0 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 the American Model United Nations and will be used for all Committee sessions. These rules take precedence over any other set of rules.

**3.2 PRECEDENCE OF RULES.** Proceedings in the Committees and General Assembly sessions of AMUN shall be conducted under the following precedence of rules

1. AMUN Rules of Procedure,
2. AMUN GA & ECOSOC Order of Precedence of the Rules

Short Form (see the inside back cover),

3. Rulings by the Rules Committee,
4. Historical usage of the AMUN Rules of Procedure,
5. Historical usage of the United Nations Rules of Procedure,
6. 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 both the GA/ECOSOC Precedence Short Form (see the inside back cover) and in these rules under Section 7, "Procedural Motions In Order of Priority." These motions, in the order given, have precedence over all other proposals or motions before a Committee or the General Assembly.

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

## 4.0 DRAFT PROPOSALS & AMENDMENTS

**4.1 DEFINITION OF DRAFT REPORTS.** A draft report is a formal written proposal consisting of sections and paragraphs that detail a committee's deliberations and recommendations on a particular topic. The report may include resolutions that the reporting body recommends for adoption by the body that receives the report. Reports must include an Executive Summary (rule 4.7).

**4.2 DRAFT REPORTS.** Draft reports may be submitted to the Committee Secretariat for approval at any time during the Conference,

- For a draft report to be considered, it must be organized in content and flow, have a minimum of 35 percent of the delegations in attendance listed as sponsors, and the approval of the Special Rapporteur,
- The final required number of sponsors will be determined by the Rules Committee at conference registration and announced at the opening of each committee session,
- After acceptance by the Special Rapporteur, draft reports shall be processed in the order in which they are received,
- Limited copies of the full text of the draft report shall be issued to the committee, and a copy of the Executive Summary shall be distributed to all delegations as soon as feasible,
- Only one draft report per topic area shall be accepted for consideration by the Special Rapporteur,
- Once a draft report is on the floor for discussion, additional sponsors may only be added to that draft report with the consent of the original sponsors,
- Any Resolutions adopted by the committee on the topic of the report will be automatically included in Section III of the report, including after the adoption of the report or executive summary,
- Once a vote has been taken on any part of a draft report, including a contested amendment, it becomes the property of the body, and no additional sponsors or friendly amendments may be added or removed,
- Friendly amendments (rule 4.6) do not limit the addition of sponsors as above,
- See also Closure of Debate (rule 7.4) and Consideration of Draft Reports (rule 7.14),
- Objections or reservations to the report shall be included in the text of the report, and
- Objections to the report must be in writing and may be submitted before or after the final vote on the report, and
- The default method of voting for reports shall be Adoption





by Consensus (rule 5.3). If there is any objection, the Committee will proceed with a substantive vote, which requires a simple majority for passage.

**4.3 DEFINITION OF DRAFT RESOLUTIONS.** A draft resolution is a written proposal consisting of at least one preambular and one operative clause.

**4.4 DRAFT RESOLUTIONS.** Draft resolutions may be submitted to the Committee Secretariat for approval at any time during the Conference,

- For a draft resolution to be considered, it must be organized in content and flow, in the proper format, have a minimum of 35 percent of the delegations in attendance listed as sponsors, and the signature of the Rapporteur,
- The final required number of sponsors will be determined by the Rules Committee at conference registration and announced at the opening of each committee session,
- After acceptance by the Rapporteur, draft resolutions shall be processed in the order in which they are received and distributed to all delegations as soon as feasible.

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

- Only one draft resolution may be considered on the floor at any time during formal debate,
- 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,
- Once a vote has been taken on a contested amendment to a draft resolution, no sponsors may be added or removed,
  - Friendly amendments (rule 4.6) do not limit the addition of sponsors as noted above, and
- See also Closure of Debate (rule 7.4) and Consideration of Draft Resolutions (rule 7.15).

**4.5 DEFINITION OF AMENDMENTS.** An amendment to a draft resolution or report is a written proposal that adds to, deletes from, or revises any part of a draft proposal.

**4.6 AMENDMENTS.** All amendments must be signed by 15 percent of the delegations in attendance,

- The final required number of sponsors 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 Rapporteur 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 Rapporteur, and
- Typographical errors in a resolution or report will be corrected by the Rapporteur and announced to the body.

One or more amendments may be considered on the floor at any given time (see also Closure of Debate (rule 7.4) and Consideration of Amendments (rule 7.16)),

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

- A friendly amendment becomes part of a draft proposal upon the announcement that it is accepted,

• A dais member shall announce the acceptance of a friendly amendment on the first opportunity at which no speaker has the floor, and

• Friendly amendments cannot be accepted after a vote has been taken on a contested amendment or after closure of debate on the report/resolution has been moved.

**4.7 DEFINITION OF EXECUTIVE SUMMARIES.** The reporting body must issue an Executive Summary of the finalized report which will briefly summarize the contents of the report.

**4.8 EXECUTIVE SUMMARIES.** Executive Summaries are discussed, drafted and accepted outside of formal Committee sessions (during a suspension of the meeting or consultative session),

- The default method of accepting the Executive Summary is through an informal consensus of the committee during suspension or Consultative Session. If there is objection to consensus the committee will proceed with an informal vote which requires a simple majority for passage.
- The final Executive Summary must be presented to the dais for inclusion with the Report and distribution to the Committee receiving the Report.

**4.9 WITHDRAWAL OF SPONSORSHIP.** Sponsorship of a resolution, report, or amendment may be withdrawn,

- Sponsorship of a resolution or report may not be withdrawn after a vote has been taken on a contested amendment,
- If a draft resolution, report, or amendment falls below the number of sponsors required for consideration, additional sponsors may be added to that proposal with the consent of the original sponsors, and
- If a draft resolution, report, or amendment falls below the required number of sponsors, it is automatically removed from consideration.

## 5.0 VOTING

**5.1 VOTING RIGHTS.** Each Member State is accorded one vote in each Committee on which it is represented,

- No representative or Delegation may cast a vote on behalf of another Member State.

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

**5.3 ADOPTION BY CONSENSUS.** The adoption of draft resolutions, reports and amendments 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 a report, amendment or draft resolution by consensus at any time after closure of debate has passed,
- For reports, the default method of voting is adoption by consensus,
- The Chair then shall ask whether there is any objection to a consensus and then shall ask if any Member States wish to abstain from consensus,
  - Delegations abstaining from consensus will be officially recorded,



- If there is no objection, the proposal is approved by consensus, and
- If any representative objects to consensus, voting shall occur as otherwise stated in these rules.

**5.4 METHOD OF VOTING.** The Committee 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,
- When applicable, roll shall be called in English alphabetical order beginning with a member selected at random by the Vice Chair,
- Roll Call Votes are not in order during Combined General Assembly Plenary,
- Representatives shall reply "yes," "no," "abstain," or "abstain from the order of voting" and
- A member 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 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 now 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 Point of 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 Adoption by Consensus (rule 5.3), Suspension of the Meeting (rule 7.1), Adjournment of the Meeting (rule 7.2), Decision of No Action (rule 7.5), Consultative Session (rule 7.7), Decision of Competence (rule 7.8), Division of the Question (rule 7.11), or Important Question (rule 7.13), and
- Once in voting procedure, no representative shall interrupt the voting except on a Point of Order or Point of Information concerning the actual conduct of the vote.

**5.6 CHANGES OF VOTES.** At the end of a roll call vote, but before Rights of Explanation (rule 5.7) 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. The Chair may limit time for Rights of Explanation.

## 6.0 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 is proceeding in a manner contrary to these rules,

- The representative must call out their point and will be recognized immediately by the Chair 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 Committee's deliberations is impaired for any reason, the representative may rise to a Point of Order,
- A Point of Order may interrupt a speaker, and
- See also Speeches (rule 2.3).

**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,

- The representative must call out their point to be recognized,
- A Point of Information may not interrupt a speaker, and
- See also Speeches (rule 2.3).

**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,
- The representative must call out their point to be recognized,
- A Point of Inquiry may not interrupt a speaker, and
- See also Speeches (rule 2.3).

## 7.0 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. Suspending a meeting recesses it for the time specified in the motion,

- This motion requires a second,
- This motion is not debatable,
- The Chair may request that the delegation making the motion modify the time of suspension,
- If the motion passes, the Committee, 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 has been completed, and that the Committee will not reconvene until the next annual session,

- This motion requires a second,
- This motion is not debatable,
- The Chair may refuse to recognize a motion to adjourn the meeting if the Committee still has business before it, and
- This decision is not appealable.

**7.3 ADJOURNMENT OF DEBATE.** During the discussion of any draft report, draft resolution or amendment, a representative may move for Adjournment of Debate,

- Adjournment of Debate on a draft report, draft resolution or amendment has the effect of removing that item from consideration and allows the Committee to move on to another draft report, resolution or amendment,
- This motion requires a second,
- Two delegations may speak in favor of the motion, and two opposed; the motion shall then be put to a vote, and
- 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 (rule 7.12).



**7.4 CLOSURE OF DEBATE.** A representative may move to close debate on a draft report, draft resolution or amendment before the Committee at any time. The effect of this motion, if passed, is to bring a draft report, resolution or amendment that is on the floor to a vote,

- This motion requires a second,
- Two delegations may speak against closure; the motion shall then be put to a vote,
- Representatives should specify whether the motion for closure applies to an amendment or a draft report/resolution,
- If closure passes on a draft report/resolution, all amendments on the floor will be voted on in the reverse order from which they were moved to the floor, and
  - After voting on all amendments is completed, the draft report or resolution shall be voted upon in accordance with these rules.

At the conclusion of voting procedure, the draft report, draft resolution or amendment being voted on is removed from consideration, regardless of whether the proposal passes or fails. Debate then continues on the current agenda topic.

**7.5 DECISION OF NO ACTION.** Applicable only in the General Assembly Plenary (rule 8.5).

**7.6 APPEALING A DECISION OF THE CHAIR.** Rulings of the Chair are appealable unless otherwise specified in these rules,

- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote,
- An appeal must be made immediately following the ruling in question,
- This motion may be made by a delegation that has been recognized through a Point of Order,
- The Chair shall put the question as follows: "Shall the decision of the Chair be upheld?" A "yes" vote supports the Chair's decision; a "no" signifies objection,
- The decision of the Chair shall be upheld by a tie, and
- Rulings by the Chair on the following rules or motions are not appealable: Diplomatic Courtesy (rule 2.2), Right of Reply (rule 2.5), Dilatory Motions (rule 2.7), granting of a roll call vote (rule 5.4), Adjournment of the Meeting (rule 7.2), and any time a ruling by the Chair is a direct quotation from these Rules of Procedure.

**7.7 CONSULTATIVE SESSION.** Applicable only in the Economic and Social Council and designated reporting bodies (rule 9.4).

**7.8 DECISION OF COMPETENCE.** A motion calling for a decision on the competence of the Committee to discuss or adopt a draft report, draft resolution or amendment as outlined in the United Nations Charter is in order at any time prior to entering voting procedure,

- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote, and
- The effect is the same as Adjournment of Debate (rule 7.3) and requires a motion for Reconsideration of Proposals (rule 7.12) in order to discuss the item again.

**7.9 CONSIDERATION OF AGENDA TOPICS.** Agenda topics will be considered in the order in which they appear in the *Issues at AMUN* handbook, unless that order is altered by the passage of a motion for Consideration of Agenda Topics,

- This motion requires a second,

- This motion is not debatable, and
- This motion is not in order during the Combined General Assembly Plenary session.

**7.10 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 requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote,
- The time allotted for substantive speeches shall be no less than three minutes,
- The time allotted for procedural speeches shall be no less than one minute,
- This motion may limit the number of Points of Inquiry a speaker may accept to a minimum of one, and
- A motion to limit the time of debate on an agenda topic, draft report, draft resolution, or amendment is also in order.

**7.11 DIVISION OF THE QUESTION.** A motion to divide the question, proposing that clauses of an amendment or draft resolution or paragraphs of a draft report be voted on separately, is in order at any time prior to entering voting procedure on the amendment, draft resolution, or report,

- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote,
- After a motion for Division of the Question passes, no other motion for Division of the Question is in order on that amendment, draft resolution or draft report,
- Those clauses or paragraphs of the amendment, draft resolution, or report which are approved shall then be put to a vote as a whole, and
- If division causes the draft resolution or report to no longer be in the proper format (rules 4.1 and 4.3), the proposal as a whole is rejected.

**7.12 RECONSIDERATION OF PROPOSALS.** A motion for Reconsideration of Proposals is in order on a report, 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 Adjournment of Debate has passed (rule 7.3), on proposals on which a Decision of No Action was decided (rule 7.5) and on proposals upon which the Committee has decided it was not competent to discuss or adopt (rule 7.8),

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

**7.13 IMPORTANT QUESTION.** Applicable only in the General Assembly Plenary (rule 8.6).

**7.14 CONSIDERATION OF DRAFT REPORTS.** Applicable only in the Economic and Social Council and designated reporting bodies (rule 9.5).

**7.15 CONSIDERATION OF DRAFT RESOLUTIONS.** A draft resolution may be moved to the floor by a motion for Consideration of Draft Resolutions,



- This motion requires a second,
- The motion is not debatable,
- Only one draft resolution may be on the floor at any time,
- If the motion passes, the delegation moving consideration will be allowed to speak first on the draft resolution, if desired and
- This motion is not in order during the Combined General Assembly Plenary session.

**7.16 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 Committee Secretariat will present the amendment to the body, and
- The delegation moving consideration will be allowed to speak first on the amendment, if desired.

**7.17 SETTING THE ORDER OF CONSIDERATION OF DRAFT RESOLUTIONS FOR COMBINED GA PLENARY SESSION.** This motion is in order at the conclusion of General Assembly Committee sessions, prior to convening the Combined General Assembly Plenary session. Each main General Assembly Committee must set a priority order of consideration of the resolutions which have passed during its sessions for consideration by the Combined Plenary. The Combined Plenary will then consider these resolutions for ratification, as described in rule 8.4,

- This motion requires a second,
- This motion is not debatable,
- This motion may list two Resolutions considered by the Committee for consideration by the Combined Plenary, in the order the Committee wishes them to be considered,
- The first motion to set the order of consideration of draft resolutions to receive a majority vote shall determine the order in which the draft resolutions are considered in the Combined Plenary. After a majority vote is received, no other motion to set the order of consideration of draft resolutions is in order for that Committee,
- If a Committee session concludes and this motion has not yet passed, the order will be set by the Committee Dais Staff and the President of the General Assembly, and
- This motion is not in order during the General Assembly Plenary sessions or the Economic and Social Council.

## 8.0 RULES RELATING ONLY TO THE GENERAL ASSEMBLY PLENARY SESSIONS

This section of the rules applies to both the Concurrent General Assembly Plenary session, which will convene at the same time as the main Committees, and to the Combined General Assembly Plenary session. Each rule below identifies the General Assembly session(s) to which it applies.

**8.1 INTERCHANGEABILITY OF RULES.** All Committee rules apply to the conduct of business in the General Assembly Plenary, except where noted below:

- Motions described under Consideration of Agenda Topics (rule 7.9), Consideration of Draft Resolutions (rule 7.15), and Setting the Order of Consideration of Resolutions for Combined GA Plenary Session (rule 7.17) are not in order during the Combined General Assembly session.

- Roll Call votes are not in order during Combined General Assembly Plenary.

**8.2 QUORUM.** The Concurrent General Assembly will observe the quorum requirements of rule 1.4. In the Combined General Assembly Plenary session, a quorum 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 Assembly Vice President, Committee Chairs and Rapporteurs serving as supporting officers during the Combined General Assembly Plenary. The officers shall have all the powers, duties, and responsibilities, as described in Committee Officers (rule 1.5) and General Authority of the Chair (rule 1.6).

**8.4 ORDER OF CONSIDERATION OF COMMITTEES IN COMBINED GENERAL ASSEMBLY PLENARY.** The Secretary-General will randomly select an order for consideration of Committees in the Combined Plenary session. Each Committee will establish, in advance, the order in which its own passed resolutions are to be considered for ratification (rule 7.17). The Combined Plenary session will begin by considering the first resolution selected by the initial Committee. After considering this resolution, the Combined Plenary will then consider the first resolution selected by the next Committee on the list. Each Committee's first resolution will be considered in turn. After the last Committee's first resolution has been considered, the Combined Plenary will consider the second resolution prioritized by the next Committee in the order and move down the Committee list again,

- Resolutions passed by a Committee are considered in the Combined Plenary with no additional signatures needed,
- When a Committee resolution is brought to the floor of the Combined Plenary, an automatic limit of debate of 15 minutes is imposed on the discussion; after 15 minutes (including debate and suspension time) have expired, the draft resolution will come to an immediate vote as if Closure of Debate (rule 7.4), had been passed,
- For the purposes of this rule, a Committee resolution has been considered when the Limit for Debate has expired or when any of the following motions is passed: Adjournment of Debate (rule 7.3), Closure of Debate (rule 7.4), or Decision of No Action (rule 7.5),
- If a resolution before the Combined Plenary does not pass (either through a failed vote, Adjournment of Debate or a Decision of No Action), the Combined Plenary may move to reconsider that resolution (rule 7.12) when the Committee from which it originated is again under consideration. A successful vote for reconsideration of a resolution would have the effect of deferring all subsequent resolutions selected by that Committee for consideration in the Combined Plenary to the next available time for that Committee, and
- Combined General Assembly Plenary will hear the reports of and consider resolutions accepting the work of its reporting bodies. The Secretary-General will place the relevant resolution(s) on the agenda for Combined General Assembly Plenary,
- Combined General Assembly Plenary will also hear a summary of resolutions, and a discussion of work of those bodies that the Secretary-General placed on the agenda.



**8.5 DECISION OF NO ACTION.** During the discussion of any draft resolution or amendment, a representative may move that the body take no action on that matter,

- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote,
- The effect is the same as adjourning debate (rule 7.3) and requires a motion for Reconsideration (rule 7.12) in order to discuss the item again, and
- This motion is in order during the Concurrent and Combined General Assembly Plenary sessions.

**8.6 IMPORTANT QUESTION.** An Important Question in the General Assembly requires 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:

- Recommendations with respect to maintenance of international peace and security (only when the Security Council fails to act),
- Admission of new members to the United Nation,
- Suspension of rights and privileges of membership,
- Expulsion of Member States,
- Questions in relationship to the Trusteeship system, and
- 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, and
- This motion is in order only in the Concurrent and Combined General Assembly Plenary sessions.

**8.7 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. 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,
- If no resolution has been adopted, the Security Council will be considered to have completed its deliberations on a seized issue once that agenda topic is no longer under discussion,
- The Council may declare itself actively seized on a topic by stating this in a resolution; this seizure will prevent the General Assembly from taking action until a two-hour time period has elapsed,

- General Assembly representatives will be kept informed by the Secretary-General of any seized issues, and
- Note that this rule applies to only the Concurrent and Combined General Assembly Plenary sessions.

**8.8 APPLICATIONS FOR ADMISSION OF NEW MEMBER STATES.** Any State which desires to become a member shall submit an application to the Secretary-General prior to the start of the Conference and at a date communicated by the AMUN Secretariat. Applications shall contain a declaration, made in a formal instrument, that the State in question accepts the obligations contained in the United Nations Charter,

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

**8.9 CONSIDERATION OF APPLICATIONS AND DECISIONS THEREON.** If the Security Council recommends the application of a State for membership, the General Assembly may consider whether the applicant is a peace-loving State and is able and willing to carry out the obligations contained in the United Nations 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, and
- Note that this motion is in order only in the Concurrent and Combined General Assembly Plenary sessions.

**8.10 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 takes its decision on the application.

## **9.0 RULES RELATING TO THE ECONOMIC AND SOCIAL COUNCIL, ITS SUBSIDIARY BODIES AND SPECIAL COMMITTEES**

This section of the rules applies to the Economic and Social Council, its Plenary session, and all meetings of report-writing bodies.

**9.1 INTERCHANGEABILITY OF THE RULES.** All committee rules apply to the conduct of business in the Economic and Social Council, its subsidiary bodies, and special committees. The priority of rules for motions specific to the Council shall be the order in which they are listed under Section 9, 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-Council United Nations Member States shall have the same rights as observers (rule 1.10) in the General Assembly, and
- Organizations or individuals may speak and accept points of inquiry, but have no rights to make any motion or vote.

### 9.3 CONSIDERATION OF REPORTS IN ECOSOC PLENARY SESSION.

- The Secretariat will announce an agenda for the ECOSOC Plenary session at the beginning of its meeting,
- The agenda will establish the order in which Committees' reports are to be considered, and the agenda will be made available at the dais for review.
  - The agenda order may be altered by a majority vote of the Council (rule 7.15). ECOSOC must consider one report or item from each Committee before considering a second report or item from any Committee.
  - When a draft resolution considering a committee's report is brought to the floor of ECOSOC Plenary, an automatic limit of debate, as determined by the Secretary-General and announced by the Chair, is imposed on the draft resolution; after this time (including debate and suspension time) has expired, the draft resolution will come to an immediate vote as if Closure of Debate had been passed,
  - This limit may be lengthened, shortened, or repealed through the passage of a motion for Limits on Debate (rule 7.10),
  - For the purposes of this rule, a report has been considered when either 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 report,
  - This motion is only in order during the ECOSOC Plenary Session.

### 9.4 CONSULTATIVE SESSION. The Council may choose to suspend the rules and enter an informal, consultative session if the Members determine that this process will better facilitate the discussion of a particular issue,

- The motion should specify a length of time and a moderator for the consultative session,
  - A moderator can be a representative or Secretariat Member,
- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote, and
- The Council will move immediately into a formal session at the conclusion of consultative session, and
- See also Consultative Session (rule 7.7).

### 9.5 CONSIDERATION OF DRAFT REPORTS. A draft report may be moved to the floor by a motion for Consideration of Draft Reports,

- This motion requires a second,
- This motion is not debatable,
- Only one draft report may be on the floor at any time,
- If the motion passes, the delegation moving consideration will be allowed to speak first on the draft report, if desired, and
- See also Consideration of Draft Reports (rule 7.14).

### 9.6 FORMATION OF COMMITTEES. A delegation may propose the formation of a committee to deal with any issue(s). The motion must be submitted in writing to the Chair prior to being made

from the floor, and must contain the following:

1. Membership of the committee,
2. Issue(s) to be investigated,
3. Objectives of the committee, and
4. 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,

- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote, and
- Upon the conclusion of the committee's work, it will report its findings to the Council.

### 9.7 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 or treaty, or to 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, detail the commission's membership, and establish the mandate for its formation, and
- Upon the conclusion of the commission's work, it will report to the Council as a whole for approval on its findings.

### 9.8 CREATION OF CONVENTIONS AND TREATIES. The Council may decide to draft a convention or treaty on any given topic. The Council shall determine the format of such a document,

- Conventions and treaties, upon conclusion, shall be sent to the Combined General Assembly Plenary for approval and ratification by all Member States, and
- Note: this rule applies only to the Economic and Social Council and not its subsidiary bodies.



## AMUN SECURITY COUNCIL ORDER OF PRECEDENCE OF THE RULES SHORT FORM

RULE	DEBATABLE?	VOTE REQUIRED	PAGE NUMBER	DESCRIPTION
<b>6.1 POINT OF ORDER</b>	No	None	24	Point out a misuse of the rules
<b>6.2 POINT OF INFORMATION</b>	No	None	24	Ask any question of the President, or gain a clarification
<b>6.3 POINT OF INQUIRY</b>	No	None	24	Ask a question of a speaker at the end of his or her speech, prior to the Delegation's yielding the floor
<b>7.1 SUSPENSION OF THE MEETING</b>	No	Majority	25	Recess the meeting for a specific period of time
<b>7.2 ADJOURNMENT OF THE MEETING</b>	No	Majority	25	End the meeting for the year
<b>7.3 ADJOURNMENT OF DEBATE</b>	Yes	Majority	25	Remove from consideration any substantive issue open to debate <i>without</i> a vote on the content of that proposal
<b>7.4 CLOSURE OF DEBATE ON AN AGENDA TOPIC</b>	Yes	Majority	25	End debate on an agenda topic, bringing any draft resolution and amendments on the floor to an immediate vote
<b>7.5 CLOSURE OF DEBATE</b>	Yes	Majority	25	End debate on any substantive issue open to debate and bring it to an immediate vote
<b>7.6 APPEALING A DECISION OF THE PRESIDENT</b>	Yes	Majority	25	Challenge a ruling made by the President
<b>7.7 CONSULTATIVE SESSION</b>	Yes	Majority	25	Suspend rules and move to an informal debate session
<b>7.8 ADD AN AGENDA TOPIC</b>	Yes	Majority	25	Add an agenda topic to the working agenda
<b>7.9 CHANGE THE ORDER OF CONSIDERATION OF THE WORKING AGENDA</b>	Yes	Majority	25	Change the order in which agenda items are set on the working agenda
<b>7.10 SET WORKING AGENDA</b>	Yes	Majority	25	Set the daily order for the working agenda
<b>7.11 LIMITS ON DEBATE</b>	Yes	Majority	26	Impose (or repeal) a limit on the length of debate
<b>7.12 DIVISION OF THE QUESTION</b>	Yes	Majority	26	Divide a draft resolution or amendment into two or more clauses, each to be voted on separately after Closure of Debate
<b>7.13 CONSIDERATION OF DRAFT RESOLUTIONS</b>	No	None	26	Bring a draft resolution to the floor for discussion
<b>7.14 CONSIDERATION OF AMENDMENTS</b>	No	None	26	Bring an amendment to the floor for discussion
<b>7.15 PARTY TO THE DISPUTE</b>	Yes	Majority	26	Request a non-Security Council member be invited to the session

- Notes:
1. A majority in the Security Council shall always be 9 votes.
  2. Historical Security Councils occurring prior to 1965 will require a 7 vote majority for passage.
  3. Any motion may be seconded, but no seconds are required in the Security Council.

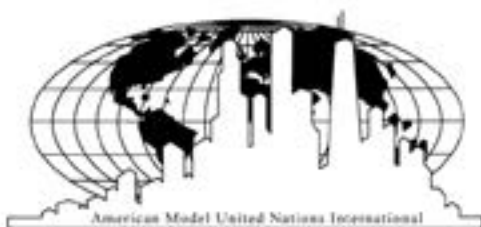




## AMUN GENERAL ASSEMBLY & ECOSOC ORDER OF PRECEDENCE OF THE RULES SHORT FORM

RULE	SECOND?	DEBATABLE?	VOTE REQUIRED	PAGE NUMBER	DESCRIPTION
<b>6.1 POINT OF ORDER</b>	No	No	None	30	Point out a misuse of the rules
<b>6.2 POINT OF INFORMATION</b>	No	No	None	30	Ask any question of the Chair, or gain a clarification
<b>6.3 POINT OF INQUIRY</b>	No	No	None	30	Ask a question of a speaker at the end of his or her speech, prior to the Delegation's yielding the floor
<b>7.1 SUSPENSION OF THE MEETING</b>	Yes	No	Simple Majority	30	Recess the meeting for a specific period of time
<b>7.2 ADJOURNMENT OF THE MEETING</b>	Yes	No	Simple Majority	30	End the meeting for the year
<b>7.3 ADJOURNMENT OF DEBATE</b>	Yes	2 Pro 2 Con	Simple Majority	30	Remove from consideration any proposal on the floor <i>without</i> a vote on the content of that proposal
<b>7.4 CLOSURE OF DEBATE</b>	Yes	2 Con	Simple Majority	30	End debate on any proposal on the floor and bring it to an immediate vote
<b>7.5 DECISION OF NO ACTION</b>	Yes	2 Pro 2 Con	Simple Majority	31	<b>Only in GA Plenary sessions;</b> signify that no action will be taken on the matter
<b>7.6 APPEALING A DECISION OF THE CHAIR</b>	Yes	2 Pro 2 Con	Simple Majority	31	Challenge a ruling made by the Chair
<b>7.7 CONSULTATIVE SESSION</b>	Yes	2 Pro 2 Con	Simple Majority	31	<b>Only in ECOSOC and report writing bodies;</b> Suspend rules and move to an informal debate session
<b>7.8 DECISION OF COMPETENCE</b>	Yes	2 Pro 2 Con	Simple Majority	31	Question whether the UN body is competent to act on a certain issue within the Charter and international law
<b>7.9 CONSIDERATION OF AGENDA TOPICS</b>	Yes	No	Simple Majority	31	Change the order in which agenda items are discussed
<b>7.10 LIMITS ON DEBATE</b>	Yes	2 Pro 2 Con	Simple Majority	31	Impose (or repeal) a limit on the length of any form of debate
<b>7.11 DIVISION OF THE QUESTION</b>	Yes	2 Pro 2 Con	Simple Majority	31	Divide a draft resolution or amendment into two or more clauses, or divide a report into two or more paragraphs, each to be voted on separately after Closure of Debate
<b>7.12 RECONSIDERATION OF PROPOSALS</b>	Yes	2 Con	2 / 3 Majority	31	Reconsider an item on which debate has been adjourned or upon which a vote has been taken
<b>7.13 IMPORTANT QUESTION</b>	Yes	2 Pro 2 Con	Simple Majority	31	<b>Only in GA Plenary sessions;</b> requires a 2/3 majority vote to adopt a draft resolution or amendment
<b>7.14 CONSIDERATION OF DRAFT REPORTS</b>	Yes	No	Simple Majority	31	<b>Only in report-writing bodies;</b> bring a draft report to the floor for discussion
<b>7.15 CONSIDERATION OF DRAFT RESOLUTIONS</b>	Yes	No	Simple Majority	31	Bring a draft resolution to the floor for discussion
<b>7.16 CONSIDERATION OF AMENDMENTS</b>	No	No	None	32	Bring an amendment to the floor for discussion
<b>7.17 SETTING THE ORDER OF CONSIDERATION OF DRAFT RESOLUTIONS FOR THE GA PLENARY SESSION</b>	Yes	No	Simple Majority	32	Establish a priority order for draft resolutions passed in GA committees to be considered by the Combined GA Plenary

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BRINGING GLOBAL PERSPECTIVES TO FUTURE LEADERS



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