



# AMERICAN MODEL UNITED NATIONS INTERNATIONAL CONFERENCE RULES AND PROCEDURES REPRESENTATIVE HANDBOOK

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

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

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# AMERICAN MODEL UNITED NATIONS INTERNATIONAL

## TENTATIVE AGENDA

### 17 - 20 NOVEMBER 2007

#### SATURDAY, 17 NOVEMBER

1:00 p.m. - 6:00 p.m.	Registration
4:30 p.m. - 5:30 p.m.	Rules and Role Playing Overview - All Representatives
6:15 p.m. - 7:00 p.m.	Opening Session
7:30 p.m. - 10:00 p.m.	GA Committee / Concurrent GA Plenary / Council Sessions
	International Court of Justice Sets Docket and Begins Deliberations (Ongoing)
8:00 p.m. - 9:00 p.m.	International Court of Justice Advocate Meeting

#### SUNDAY, 18 NOVEMBER

8:30 a.m. - 12:00 p.m.	GA Committee / Concurrent GA Plenary / Council Sessions
12:00 p.m. - 1:15 p.m.	Lunch
1:15 p.m. - 5:00 p.m.	GA Committee / Concurrent GA Plenary / Council Sessions
5:00 p.m. - 7:00 p.m.	Dinner
7:00 p.m. - 10:00 p.m.	GA Committee / Concurrent GA Plenary / Council Sessions

#### MONDAY, 19 NOVEMBER

8:30 a.m. - 1:00 p.m.	GA Committee / Concurrent GA Plenary / Council Sessions
10:00 a.m. - 2:00 p.m.	Graduate School and Career Expo
1:00 p.m. - 6:00 p.m.	Free Afternoon
6:00 p.m. - 9:30 p.m.	GA Committee / Concurrent GA Plenary / Council Sessions
10:00 p.m. - 2:00 a.m.	Representative Dance
1:00 a.m.	HSC / SC Emergency Session Begins

#### TUESDAY, 20 NOVEMBER

8:30 a.m. - 11:00 a.m.	Combined GA Plenary / Council Sessions
11:00 a.m. - 1:00 p.m.	Lunch
1:00 p.m. - 3:15 p.m.	Combined GA Plenary / Council Sessions
	ECOSOC Plenary Session
3:30 p.m. - 4:15 p.m.	Closing Plenary



# CHAPTER ONE

## GENERAL CONFERENCE INFORMATION

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

### Number of Representatives

The minimum size of any delegation will be one Representative for each Committee/Council on which that country is represented. Please note that all countries are automatically represented on the four General Assembly Committees and in the Concurrent General Assembly Plenary session. All countries also have the option of seating one Representative on the United Nations Conference on Trade and Development (UNCTAD) simulation, with an optional second Representative in this simulation on request if all of your other assignments are filled. Additionally, specific countries may be assigned a seat on the Economic and Social Council, Commission on Population and Development (CPD), Economic and Social Commission for Asia and the Pacific (ESCAP), Security Council, or Historical Security Council. Schools assigned to these countries will be expected to provide at least one Representative to sit on the additional Commission and/or Council(s).

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

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

### Conference Fees

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

**Cost per delegation: \$50.00**  
**Cost per delegate: \$42.00**

In this manner, the minimum fee for a school with one delegation consisting of five Representatives would be \$260.00 (1 x \$50 plus 5 x \$42). A school with one delegation and ten Representatives would have a fee of \$470.00. However, a school with two delegations and the same number of Representatives - ten - would see only a slight fee increase to \$520.00. A flat fee of \$42.00 will be charged for International Court of Justice and International Press Delegation

participants *not affiliated* with a delegation. Individual students not associated with a registered school may be represented on these bodies where space is available.

### Hotel Information

The Sheraton Chicago Hotel & Towers is located at 301 East North Water Street, just east of Michigan Avenue and facing the Chicago River. The main hotel phone number is 312-464-1000. Room reservations may be made by calling any of these numbers. **To ensure favorable rates, please ask for the Reservations Department and tell them that you are with the "AMERICAN MODEL UNITED NATIONS" group.**

**Hotel costs will be \$121.00 per night (plus tax)  
for single, double, triple or quad rooms**

The hotel offers parking which is both convenient and at a standard cost for downtown Chicago. Those staying at the hotel are allowed in/out privileges. The rates for valet parking are subject to change at any time; as the conference approaches, contact the hotel for the current parking rate. Additionally, there are several self parking lots within two blocks of the hotel. A map of nearby parking alternatives is available on AMUN's website at: [www.amun.org/amun\\_parking.pdf](http://www.amun.org/amun_parking.pdf)

### Dress Code

The appearance of participants at AMUN 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 Western business attire during all formal sessions, including the final General Assembly sessions on Tuesday. Western business attire is a business jacket or suit, dress slacks (or a skirt for women), dress shirt (with a tie for men), and dress shoes. Attire should follow the rule of being appropriate for visiting an embassy. Revealing dress shirts that expose excessive bare skin on the chest or stomach are not appropriate. Sweaters 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 also shall not wear the traditional and/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.

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 of appropriate attire and professional behavior are at the ultimate discretion of the Secretariat.

## Conduct

Representatives are expected to conduct themselves, at all times, in a manner befitting international diplomats. This means that every courtesy, both in speaking and behavior, should be extended to all Representatives, faculty members, guests and Secretariat members at the Conference. *AMUN reserves the right to expel any Representative not acting in a courteous and professional fashion.*

Cigarette smoking is not permitted in the AMUN Conference hotel. A designated smoking area is provided outside of the hotel for those participants who choose to smoke.

## Badges

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

It is recommended that Representatives wear their credentials at all times while in the hotel. This will allow 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 badges immediately before leaving the hotel.* A convention badge worn on the streets of Chicago advertises you as a tourist and is an open invitation to potential trouble. Please exercise caution in this area.

## Placards

A placard with the name of each delegation will be placed at that delegation's group of seats in each Committee/Council. These are the property of AMUN; the placard should not be defaced or removed from the location assigned by the Secretariat or removed from the room. Representatives are welcome to take their placard with them as a souvenir at the conclusion of the final Committee/Council session of the Conference.

## Registration

Conference check-in will be located at the registration desk in the lobby area of the Ballroom level (one floor up from the hotel lobby). Delegations may pick up their Conference packets and name badges at this desk. Check-in to sleeping rooms should be done at the hotel front desk, located in the main lobby. Conference registration will be open on Saturday from Noon - 6:00 p.m. Schools arriving after 6:00

p.m. can register in the AMUN Executive Office, located in the Ohio Room (one floor down from the hotel lobby). **All fees must be paid in full before registration can be completed.**

## Executive Office

The AMUN Executive Office includes the Executive Director, Associate Executive Directors, 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, printing and replacement of name badges, is available at Faculty and Permanent Representative meetings, and conducts the lottery for country assignments for the next year's Conference.

## Conference Secretariat

The Secretariat of AMUN is made up of college students, graduate students and professionals from a variety of fields. All of these people are highly experienced in Model UNing, both as Representatives and staff members at previous AMUN simulations and/or other Model UN Conferences. Staff members serve as the equivalent of the United Nations Secretariat, in addition to supervising the activities of the various bodies simulated. Secretariat members will chair the Committees/Councils, direct the International Press Delegation and International Court of Justice, and run the Home Government, Delegate Services, Conference Services and Executive offices. Members of the Secretariat will be able to answer any questions that Representatives or faculty members have about AMUN, or direct them to someone who will be able to answer their questions.

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

## Home Government

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

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

an unrepresented Member State, observer, or other recognized group. All requests for role players should be directed to the Committee/Council Chair/President.

- **Expert Reports to Committees/Councils:** Home Government Secretariat members may also be called upon by an entire Committee or Council to provide an “expert” report as a Secretariat member from a relevant UN body. This can be used to clarify any points of confusion about the work of a simulation, or to provide additional technical information or specifics about the current status of UN efforts in a particular area. An expert may be called by making a request to the Chair/President, and expert presentations will be made before the entire Committee/Council with the opportunity to ask relevant questions.
- **Substantive Issues Outside the Scope of a Simulation:** Issues occasionally arise which are outside the scope of an AMUN simulation. In these cases, Representatives should consult Home Government to determine whether the issue may be discussed at the Conference. All decisions of the Home Government Secretariat are final on such issues.

## Delegate Services

Delegate Services will provide all of the paperwork and logistical material 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;
- the use of computers to type draft resolutions and other official documents during the Conference.

Note that Delegate Services will copy documents in the quickest and most efficient manner, with preference on a first-come, first-served basis. Thus, 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

AMUN’s Conference Services is a centrally-located information station. Here you can find information such as a list of nearby restaurants, places of worship, things to do in your free time in Chicago, and information pertaining to the Conference. The friendly Conference Services staff are able to answer all your Conference-related questions and will have available extra Conference handouts. Conference Services is also the place to purchase all your exciting souvenirs to help you remember your great experience at the American Model United Nations International Conference. Conference Services can be found in the lobby area of the ballroom level of the Sheraton Hotel, immediately outside many of the simulations.

## After Hours Events & Representative Dance

It is understood that one of the draws of any MUN Conference is the after hours “informal caucusing.” The Sheraton Chicago Hotel & Towers offers an informal meeting area on the lobby level, which Representatives are 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.** Attire matching the Dance theme is encouraged, although not required. This year’s theme is “Come As You Are.” Comfort and fun is the name of this game! It is the dance theme that is no theme at all. As this is an after hours function, any Representative wearing appropriate casual attire and their Conference credentials (name badges) will be allowed to enter the Representative Dance. All participants **must** wear their Conference credentials (name badges) in order to gain admittance to the Representative Dance.

## 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 hotels. We also suggest that you follow several common sense rules to keep all participants safe during the conference. These include:

- 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 of the hotels alone after dark, 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 others to not travel outside of the hotel alone
- Inform one of the leaders of your group immediately if you have a safety concern, or if any emergency situation occurs to you or another participant, regardless of the time. Remember that safety should always be more important than avoiding minor embarrassment to you or another person.

**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.** Also, please feel free to contact the AMUN staff at any time during the Conference, day or night, if any emergency event occurs where we can be of assistance.

## Simulations

AMUN simulates the General Assembly (GA) Plenary, four Main Committees of the GA, the Security Council, the Economic and Social Council, the Commission on Population and Development (CPD), the Economic and Social Commission on Asia and the Pacific

(ESCAP), the United Nations Conference on Trade and Development (UNCTAD) and the International Court of Justice. AMUN also features two non-traditional simulations: the Historical Security Council and an International Press Delegation. Please see the *Issues at AMUN Handbook* for information about the topics and the purviews of these simulation.

In the **GA**, the **First (Disarmament & International Security)**, **Second (Economic & Financial)**, **Third (Social, Humanitarian & Cultural)** and **Fourth (Special Political and Decolonization) Committees**, as well as a **Concurrent GA Plenary** will meet for the first three days (Saturday through Monday) of the Conference. These four committees will then merge with the Concurrent Plenary to form a **Combined GA Plenary** session for the final day on Tuesday. Note that Representatives who participate in the Committees will also participate in the Combined GA Plenary session (up to four Representatives may be seated at each delegation's seat). The purpose of this combined session is to ratify the resolutions which passed in the four Main GA Committees.

The **Economic and Social Council (ECOSOC)** will meet for the four days of the Conference. ECOSOC deals with the issues on its agenda, including any necessary interactions with the other bodies simulated. The **ECOSOC Commission on Population and Development (CPD)** and the **Economic and Social Commission on Asia and the Pacific (ESCAP)** will meet for the four days of the Conference, reporting to the ECOSOC Plenary session on the final afternoon.

The modern day **Security Council** will be responsible for dealing

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

The **Historical Security Council** will simulate the events occurring in the year 1956. Representatives will follow standard Security Council rules and procedures, but will role play the viewpoint of their delegation as of 1956.

The **United Nations Conference on Trade and Development (UNCTAD)** will meet for the four days of the Conference. UNCTAD is a specialized agency responsible for promoting trade and development through cooperative efforts among Member States. UNCTAD will submit a report to the General Assembly Plenary session on the final day of the Conference.

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

The **International Press Delegation (IPD)** will feature Reporters covering the issues of the Conference as they occur. The IPD will publish a once or twice daily newspaper on Conference topics and other issues of interest to Representatives. IPD will also accept press releases and hold press conferences for interested delegations.



# CHAPTER TWO

## ROLE PLAYING AND PREPARATION

### The Representative

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

Delegates should then be ready to discuss the issues with their counterparts and to prepare draft resolutions, or other documents based on the specifics of each simulation, which codify solutions to problems. These draft resolutions and documents may be submitted for debate at the Conference. *See Chapter VI - Draft Resolutions, et al. for details.*

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

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

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

### Role Playing

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

At AMUN, Representatives will only have four days to assume the role of their nation's Representative and simulate the actions of the UN. This consolidation of time leads to many different circumstances

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

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

### Research and Preparation

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

- 1. The UN System as a whole:** It is vitally important for each Representative to understand the basics of the organization which they are simulating, the United Nations. A well-prepared student should not only know the basics of the UN's structure, but should have a good understanding of how the committee they will be working on fits into the organization. In building this base of knowledge, Representatives will better understand what their committee/council can or cannot do within the UN system, what they can make recommendations on, what they can reasonably "demand," and what issues are beyond the purview of the body they are simulating. The *Issues at AMUN* handbook includes a brief description under each Committee of what is within the purview for that body. This is provided to assist students in understanding the place of their work in the UN system, and it can be supplemented with additional research.
- 2. Current statistical information and a general background of the represented nation's history and policies:** This is the first key to understanding what actions a nation may prefer on the specific issues. Research should include, but certainly not be limited to, such areas as population, government type, natural resources, and trade data for the nation being represented. Traditional allies and adversaries should also be noted. Additionally, a country's history can be crucial to its contemporary actions, including the question of whether that country was previously colonized or was a colonial power, when the country gained statehood, and what means were used in gaining independence (civil war, violent struggle, peaceful movement, etc.).

**3. Specific background of the nation's viewpoints on the issues to be discussed at the Conference:** This is the center point of most Model UN preparation - focused research on the issues being discussed in each committee and on your government's position on those issues. Research can come from a variety of sources, beginning with UN documents (often found on the internet or in paper form in a library or documents depository) and moving to articles, periodical sources, books, and internet resources beyond the UN web site. UN resolutions and reports on the issues under discussion are especially helpful because they provide a quick reference to what has already been accomplished by the UN, and to what still needs to be done in the future. These documents also frequently provide voting information, which allows Representatives to quickly determine their country's past positions on issues. A number of relevant sources are provided in the bibliography section of each topic brief in the *Issues at AMUN* handbook. Contacting the represented country's Permanent Mission to the UN can also be helpful, but the level of assistance provided varies with each country's policies and the resources they have available to help others.

Some countries it will be very easy to find specific information to determine a position on most or all topics, and for others this information will be difficult to come by or simply not available. When clear-cut information is not available, it is incumbent on the students preparing to make the best possible interpolations of what the country's policy would be, given the facts available. This might include knowing the country's background, their traditional allies, the stance of a regional group with whom they tend to agree, or a variety of other factors. Regardless of the facts available, knowing *exactly* what a country would do in a given situation is not always possible. Representatives should strive in their research to know as much as they can about the country and its stance on each topic, and to educate themselves enough to make reasonable policy assumptions on issues which are not totally clear.

**4. The current world situation as it applies to the nation:**

This is a subset of the previous two areas of research, but is important enough to be mentioned in its own right. There is a significant difference between the policies of the only remaining superpower and a nation with very little military might. Even more significant at the UN is the difference between the policies of the relatively rich, industrialized nations and the relatively poor, developing (and especially least developed) nations on many issues. Additionally, a nation which is currently involved in a civil war, or a nation which is under UN sanctions, may have unique responses on some issues which are very different from those of the remainder of the international community. Knowing where the nation you represent fits in the current world geo-political context, as a complement to your country specific research, can answer many questions which will come up during the simulation.

**5. A specific background of the perspectives of nations with differing viewpoints on the issues:** This is one of the more difficult areas in preparation. While it is reasonable to expect that a Representative will know who their general allies and adversaries on a given issue should be (regional partners, long-standing allies, etc.), it is very difficult to have detailed

information on what the policies of each country in the simulation will be on a given issue. Limitations in preparation time by definition require that students focus *primarily* on the policies of their own country, often learning about others through references in their own research. This is an area where complete knowledge will serve participants well, but it is much more likely that each Representative will be learning the formal policies of the other countries in the committee when they give speeches from the floor and confer behind the scenes in caucus sessions.

**6. The rules of procedure for AMUN (provided in this handbook):** While substantive discussions of the issues form the basis of any good simulation of the UN, the rules of procedure are used to facilitate the substantive debate which occurs. In general, these rules are intended to provide an even playing field, allowing each country to accomplish its individual goals in 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, it is recommended that each person has a working knowledge of the principal motions which can be made during the simulation, as encapsulated on the Rules Short Forms on pages 39-40 of this book. The chairperson of each committee will assist Representatives in using these rules on the first day of the Conference, and assist in bringing everyone onto an even playing field. For experienced Representatives, especially those who have not attended AMUN in the past, we suggest reading AMUN's rules in-depth, both as a refresher on these rules of procedure and to note differences from other conferences a school might attend. Most Model UN conferences use at least slightly different rules of procedure, and in some cases the contrasts are significant. In order to best facilitate everyone's experience, it is incumbent upon every participant to learn and use the rules as laid out for this Conference.

## Preparing as a Group

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

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

By contrast, research on the topics discussed in each committee will, by its nature, be more individualistic. This does not mean, however, that the other members of the delegation will not benefit from a briefing on each topic. Topic briefings can both give the entire delegation a broader picture of country policy, as well as give the



individual Representatives valuable practice in consolidating the information they discover and in making a public presentation to the group.

## Strategy at the Conference

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

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

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

## The Permanent Representative

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

The Permanent Representative has a number of responsibilities, including:

- Be responsible to the Secretariat for the delegation and its actions;
- Act as the leader of the delegation for substantive matters;
- Coordinate the delegation across Committees and Councils, and during the move from General Assembly Committees into the Combined General Assembly Plenary and the ECOSOC Committees and Councils into the Combined ECOSOC Plenary sessions;
- Coordinate and monitor the delegation's submission of draft resolutions and other documents;
- Represent the delegation at general meetings of Permanent Representatives called by the Conference;
- Act as liaison to the Secretariat for any administrative matters at the Conference.

The Permanent Representative may sit in any Committee/Council at AMUN on which that delegation is seated, in addition to the

two regular Representatives allowed in any body. The Permanent Representative may be assigned to a specific Committee/Council, or may "float" throughout the various simulations at the Conference, helping where needed. If the Permanent Representative is not assigned to a specific Committee or Council, this person may be ideal to serve as an ICJ Advocate, or to be available if your country is called into the Security Council or the Historical Security Council. Permanent Representatives will be asked to provide their hotel room number and Committee/Council assignment to the Secretariat when they register at the Conference.

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

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

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

## The Faculty Advisor

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

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

In helping a delegation prepare for the content issues they will face at the Conference, a Faculty Advisor could either run a full curriculum class, or serve as a resource for a Model UN Club or other organization. They may use a well-established, proven curriculum, or utilize this handbook as a guide to preparing the students who will attend. All registered schools will receive the *Model UN "in a Box"* Simulation Kit, which contains resources for Model UN leaders for 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 their performance at the Conference. This very often leads to poor role playing as the students involved are working for their grade, and not necessarily to accurately portray their country. Several areas where AMUN specifically **discourages** grading include:

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

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

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

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

## Delegations That Are “Out of Character”

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

First, and most importantly, **being “in character” is the responsibility of each delegation, and ultimately falls to the Permanent Representative and/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 expects that the members of each delegation will enter the Conference prepared and knowing more about their individual country and their country’s stance on the issues than any other Representative present.

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

- First, please revisit the actions taken by the Representative in question. Is the Representative “out of character” given the particular resolution and situation on the floor? Have circumstances (either in the real world or at Conference) changed such that the Representative could *realistically* modify their country’s stance on a particular issue? Are you **certain** that you know the actual stance of the country in question on the issue? Many cases of a Representative appearing “out of character” are actually just misinterpretations of what was said or of a country’s previously stated policies.
- If you still feel that the Representative is “out of character,” AMUN asks that you talk to the Representative about the issue before bringing the problem to the Secretariat. This can be easily done in a **non-confrontational** manner by stating something like: “*I hadn’t realized that was your country’s position on the issue, where did you see that?*” -or- “*I thought I read something in (state your source) about your country’s having a different opinion on this issue; have you seen that information?*” Directly confronting a Representative to say “*You’re wrong on this*” will likely not succeed and could damage your diplomatic relations in the future.
- The Representative will likely respond in one of three ways to your question, either with information to justify their statements, with a statement like “*I did the research and this is my country’s view on the issue,*” or with interest in the new information you have provided. If this response answers your question, the problem is resolved. If a Representative is interested in more information, please send that person to the Home Government office, which has many files and resources to help with questions. If the Representative is non-responsive or chooses not to answer your question, you can bring the issue to the attention of the Committee/Council Chair, who will request that the Home Government Secretariat look into the situation.
- **Please note that AMUN Chairs are specifically instructed to NOT provide advice to Representatives on the issues being discussed.** AMUN Chairs are specifically trained on the Rules of Procedure, while Home Government Secretariat are trained on assisting Representatives with content questions. Chairs may arbitrate disagreements but will never render an opinion regarding an “out of character” disagreement.

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

Since all participants at AMUN are learning about the United Nations as they participate, these situations may occur. AMUN expects that all delegations will take the time necessary to prepare and correctly portray their country on each issue under consideration. AMUN also asks that Representatives not jump to conclusions on other

delegations' role playing without having detailed background on the other country's position on the issue. Finally, AMUN asks that Representatives on all sides handle potential "out of character" situations with the utmost of diplomatic courtesy for all parties involved. The AMUN Secretariat will be the final arbiter of any "out of character" disputes that arise at the Conference.

## Rules of Procedure

Another recommended method of preparation for AMUN is to hold practice rules sessions for Representatives. First, review the rules as a group and work out any questions. Next, using the AMUN rules, develop several mock resolutions to discuss. Delegations can then hold a mock session, with each student representing a different nation and utilizing the rules in a "real" setting. This can also give students the opportunity to "trade roles" as practice for the Conference.

Note that this method of preparation has also been successful where delegations have held an open conference, including any interested students at their school, not just the members of their class or club. AMUN also provides the AMUN *Model UN "in a Box"* Simulation Guide which can assist Faculty Advisors or club leaders in running practice simulations.

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

## General Sources of Information

AMUN recommends the following general sources of information to use when researching your country and the issues of the Conference. Note that many of these sources are available on the Internet, either publicly, or through subscriptions that are often held by your school library.

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

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

- UN Department of Public Information/Publications, Room DC2-0853, United Nations, New York, NY 10017, (212)

963-1234. Request a Model United Nations Kit and a UNDP/UNEP Catalog. The Model UN kit contains many of the most useful UN documents for your preparations at a low charge. Also, most UN publications are for sale, and many will be provided for free if your delegation offers to handle any shipping charges.

- UNA-USA Publications, 801 Second Avenue, New York, NY 10017-4706, (212) 907-1300, E-mail: [modelun@unusa.org](mailto:modelun@unusa.org). Request both a catalog and information from the Office of Model UN & Youth Programs.

Participants can also contact the United Nations Information Centre (UNIC) to request any specific document published by the United Nations at no charge, so long as the document number is known. These document numbers can usually be found through Internet searches. The UNIC in the United States can be contacted at: 1775 K Street, N.W., Suite 400, Washington, DC 20006, (202) 331-8670.

## Utilizing the Internet

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

**News Sources:** Most major newspapers and news organizations now publish directly to the web. A few sites of particular interest include: *The New York Times* at [www.nyt.com](http://www.nyt.com), *The Washington Post* at [www.washingtonpost.com](http://www.washingtonpost.com), and CNN at [www.cnn.com](http://www.cnn.com). Note that the *Washington Post* site also includes all *Associated Press* stories filed during the week. All of these pages (and many others) provide both daily news, as well as searchable archives of previous news stories. *Google News* at [news.google.com](http://news.google.com) is also an excellent source for country and topic information, allowing you to input specific key words, and then providing a daily synopsis of worldwide news using those words.

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

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

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

The UN also provides public access to its Optical Disk System (ODS), which includes nearly all of the documents published by the UN, including many that are not available on the UN's main web site. The ODS system is available at: **documents.un.org** Please note that the search engine available on ODS is not always easy to use, but it is very easy to find files if you know the UN document number. You may want to utilize the UNBISNET search engine to find your document name/number, and then move to ODS to find the actual document. UNBISNET also provides access to voting records and country speeches. It is located at: **unbisnet.un.org**

One of the best sources of up-to-date, timely and broad ranging news is the UN Foundation's *UN Wire* daily newsletter. This publication, which is provided for free by the UN Foundation, provides 20+ daily stories on UN related issues and topics. These usually involve a brief (1-2 paragraph) synopsis of the current story, along with invaluable links to more information, both inside the UN system and across the

web. The highlights of *UN Wire* can be e-mailed to you daily (again at no charge) or you can visit it on the web at **www.smartbrief.com/un\_wire/** You can also access *UN Wire* issues published before August, 2004 at: **www.unwire.org**

The UN Information Centre (UNIC) also provides a weekly update on UN activities. You can request this free e-mail service at **www.unicwash.org**

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





# CHAPTER THREE

## INTERNATIONAL PRESS DELEGATION (IPD)

### What is the International Press Delegation?

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

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

Because the role of the press is critical to the success of the UN, AMUN has created the IPD simulation to recognize the critical role of the press in the workings of the United Nations. Specifically, the IPD has two major purposes:

1. To provide an opportunity for students with an interest in journalism, specifically international journalism, to work as reporters in covering newsworthy events at the AMUN Conference; and
2. To provide all AMUN Representatives with a high quality newspaper each day of the Conference, both to keep Representatives informed about the news from each individual simulation, and to add to Representatives’ understanding of how the United Nations functions as a whole organization. The newspaper also allows Representatives the opportunity to put forth their country’s position through press releases and press conferences.

Members of the AMUN Secretariat will serve as the Director, Editor and Publisher of the IPD. The Editor of the paper will supervise the activities of all reporters and publish the paper. IPD staff meetings, production and printing of the paper will occur in the IPD office. IPD Reporters will have computers and printing facilities at their disposal.

### Duties of IPD Reporters

Each IPD Reporter will be assigned to at least one “beat.” These could include each simulation (e.g., Security Council, ICJ, Third Committee, etc.), and/or each bloc (e.g. Latin American Bloc).

Additionally, Reporters will be assigned to cover news conferences and other Conference events, such as interviews with guest speakers and Editorial Board meetings. All IPD Representatives will be responsible for the submission of articles covering their assigned stories for each issue of the *AMUN Daily Chronicle*, published each day during the Conference. Representatives should be prepared to type their own articles (computer training will be provided, if needed), and to assist with the production and dissemination of the paper. The *IPD Procedures and Style Manual* will be provided to all registered IPD Reporters prior to the conference to further assist in their preparations.

### IPD Membership

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

IPD applications are available from the AMUN Secretariat and are also available on the AMUN website at [www.amun.org/amun\\_ipdreg.php](http://www.amun.org/amun_ipdreg.php). There is a \$42.00 fee for participation on the IPD. Representatives who are not with a registered delegation may participate on the IPD for this fee. Due to the resource-intensive and specialized nature of this simulation, **AMUN will accept up to 12 IPD Reporters; positions will go to qualified applicants on a first-come, first-served basis.** Please contact the AMUN Executive Office ([mail@amun.org](mailto:mail@amun.org)) for more information.

### Utilization of the IPD

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



# CHAPTER FOUR

## INTERNATIONAL COURT OF JUSTICE (ICJ)

### What is the International Court of Justice?

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

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

The primary purpose of the ICJ is to render opinions on international legal disputes between States. These cases may only be submitted by States that have accepted the jurisdiction of the ICJ. Another purpose of the ICJ is to clarify significant international legal questions brought to it by the UN General Assembly and the Security Council. When a UN body brings an issue before the Court, they are requesting an Advisory Opinion. The ICJ does not have authority to decide disputes involving individuals, the public, or private organizations, although the Court may request that public organizations present information in a case.

When states have a case before the Court, participants submit written memorials and present oral arguments. When the Court is asked to render an Advisory Opinion, interested or assigned parties also submit written memorials and present orally before the Court. In both types of cases, interested parties can seek to submit an Amicus Curiae memorial, Latin for "friend of the court." Amicus Curiae memorials may be submitted by any AMUN delegation that seeks to assist the Court in defining the issue. These memorials may be submitted by states not specifically named in the case.

Article 38 of the Statute of the ICJ establishes the sources of law to be applied by the Court in resolving disputes in accordance with international law:

1. International Conventions (and treaties);
2. International Custom, as evidence of a general practice accepted as law; and
3. General Principles of Law recognized by civilized States.

Since 1945, the Court has rendered a number of decisions and advisory opinions. Since the Court has no binding enforcement mechanism, not all of the disputing parties have complied with its decisions. Despite this condition, the Court's rulings are typically considered as authoritative interpretations of law and have a strong moral and suasive effect on the international legal community. The Court's most effective areas have been boundary disputes and providing legal basis for enforcing damage claims by states in disputes involving the use of force (e.g. in *Islamic Republic of Iran v. United States*, and in *Libya v. Chad*).

### Structure of AMUN's ICJ

The cases before the 2007 AMUN International Court of Justice (ICJ) include:

- *Spain v. Canada* - Fisheries Jurisdiction Case (Historical);
- *Republic of the Congo v. France* - Certain Criminal Proceedings in France;
- *Costa Rica v. Nicaragua* - Proceedings Instituted by Costa Rica Against Nicaragua.

Other cases may be determined and announced later. Representatives are strongly encouraged to contact AMUN if their delegation wishes to bring a case before the Court; these cases should be submitted before 1 October.

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

AMUN's ICJ is an all-student-run simulation, in that students serve both as Justices and as Advocates. While Justices adjudicate on the dispute, the Advocates present the arguments for the parties in the dispute. Advocates can also represent other interested groups who seek to submit an Amicus Curiae memorial.

Amicus Curiae memorials may be submitted by a Representative from any State or organization with an interest in the case. Such memorials may advocate the position of either the Applicant or the Respondent, or they may advocate other arguments, based partially on each side's position(s), or another position not advocated by either party.

The ICJ Justices and Advocates will be assisted by members of AMUN's Secretariat: the Director and Registrars of the Court. Staff responsibilities include the approval of cases for inclusion on the Court's docket, the review of memorials submitted to the Court, assisting in the preparation of the Court's docket, and the provision of any other assistance needed by ICJ Justices and Advocates.

The cases pre-selected by the AMUN Secretariat will form the substance of the Court's docket. Requests for additional cases may be submitted by any state registered as an AMUN delegation or by any ICJ Representative. Likewise, the UN General Assembly or the Security Council may submit a request to the ICJ for an advisory opinion on a topic of international law. The Director will review such requests. The AMUN Secretariat, with the advice of the Director, will decide whether such additional cases will be included on the Court's docket.

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

## Representative Information

Any college, graduate or law student may register as either a Justice or an Advocate for the ICJ, regardless of whether the student's school is registered for a delegation at AMUN.

**A delegation with a case before the ICJ will be expected to provide a Representative(s) to argue its case, unless other arrangements are made with the Secretary-General by 1 October.**

Justice positions are available 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 for the duration of the Conference. States wishing to do this may do so in two ways: (1) they may register someone to be a permanent justice (up to the maximum listed above); or (2) they may appoint an ad hoc justice that 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 simulations. 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, determining the final procedures of the Court, and hearing the first case. The rest of Conference will be spent hearing cases, in deliberations, and rendering opinions on those cases.

Advocate positions are not duration-of-the-conference assignments. ICJ advocates should expect to spend three to four hours presenting their case and hearing the opinion during conference. ICJ Advocates should also serve as Representatives to another AMUN simulation. It is essential that, whenever possible, the ICJ advocate or ad hoc justice is teamed with another Representative in a Committee/Council, so that their state is represented while the advocate is presenting the case. Advocate positions would also be ideal for a Permanent Representative who is "floating" between Committees/Councils.

There is no additional per delegate fee for a student assigned to a Committee/Council who also serves as an ICJ Advocate from a school with a registered delegation.

## Preparation

**General Preparation:** Initially, ICJ Representatives should determine whether they have access to international legal sources. All ICJ Representatives need to acquire a basic working knowledge about the history of the ICJ and how it functions, which is available at [www.icj-cij.org](http://www.icj-cij.org). They will also need to read the ICJ section in the *Issues at AMUN* handbook, and further research the factual and legal background about each of the disputes in which they are involved.

**Justices:** Justices should review relevant treaties, applicable international common law, and prior ICJ decisions and scholarly articles analyzing those treaties, common laws and decisions. Most law school libraries, and many undergraduate libraries, have international law casebooks which contain ICJ opinions, as well as opinions written by justices sitting on other

international tribunals; these are also available online at [www.un.org/Depts/dhl/resguide/specil.htm](http://www.un.org/Depts/dhl/resguide/specil.htm). As you read these decisions, ask yourself:

- What writing style does the author use?
- How do Justices address jurisdictional issues?
- How do they apply the law to the facts of the case?

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

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

## Preparation of Memorials

ICJ memorials contain, in the following order:

1. A statement of facts (what are the relevant facts in the case?);
2. A jurisdictional statement and arguments (i.e. does the state recognize the Court's jurisdiction on this case, and why or why not?);
3. A statement of law (what laws, customs, precedents or treaties apply?);
4. A detailed argument section, which discusses how the law and facts apply to the merits of the case (how do the laws and facts support your case?); and
5. A summary and prayer for relief (what do you want the Court to do?).

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

**All memorials must be submitted by 7 November to the AMUN Secretariat at [mail@amun.org](mailto:mail@amun.org).**

## Preparation of Oral Arguments

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 shall argue first. The Respondent shall then have the same amount of time to reply. 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 should be prepared for anywhere between 10 and 20 minutes for arguments.

Advocates should be aware that the oral argument is not simply an opportunity to give a prepared "speech." While an Advocate should have an outline of the points they wish to make, the Justices often

interject with specific questions during each Advocate's presentation. **The first five minutes of each Advocate's presentation will be uninterrupted, to allow each side the opportunity to freely present the key issues of their arguments. After the initial five minutes, the Advocates may continue with their presentations, but the Justices may also interject and question the Advocates on the merits of their case.** Therefore, be prepared to both answer questions and defend your position.

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

1. Identify the issues that are the critical, deciding factors in the case. You should try to have at least three critical 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, you are just trying to tell the Justices a story - a story about why your country has been wronged, or about what they 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 that 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. Therefore, while preparing your presentation it is to your advantage to focus on the main points and key issues during the first five minutes. We suggest that you follow a "pyramid" format, in which the crux of the argument is presented first and then for the remainder of the allotted time the speaker expands on those issues in a more thorough and complete manner. This format can also allow for a quick means of referencing issues during the remaining period of presentation/questions. It is also wise to conclude your presentation by again summing up the key points.
6. Do not write out answers verbatim. Do, however, write out "catch phrases" or legal terms you will want to remember precisely. Oral arguments will involve extemporaneous speaking and responses, not the presentation of a memorized speech.
7. Be sure your outline includes specific names of conventions, treaties, cases, etc. which you are using to support your answers. This is very important because your legal argument is what you need to use to convince the Justices that your side of the case is stronger.

8. Practice, practice, practice! There is no substitute for practicing oral arguments. Your presentation is likely to be smoother, and thus more persuasive. Have your Faculty Advisor and/or other students fire questions at you. Learn to field those questions, and then transition back to the point you were making prior to the question.

9. Hammer home your theme again and again. Remember, your legal argument is what is going to convince the Justices to decide in favor of your state. The facts are the facts; what is going to be in contention is how international law views the dispute. Rambling, disjointed presentations are not persuasive. Simple, concise answers that repeatedly stress the same points are persuasive, and will be remembered by the Justices.

10. Contact a court (an appeals court, if possible) in your area and find out when arguments or a trial will occur. Then, visit the court and observe how the attorneys make their presentations, and how the Justices question them. Also, on the web, at [www.icj-cij.org](http://www.icj-cij.org), there are oral arguments that you can listen to via your computer.

11. Learn proper courtroom demeanor. Remember to be polite and deferent to the justices at all times. While argument is the method, persuasion is the goal.

## Duties of the Justices

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

Each justice, while "independent," will still have a role-playing 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. A justice's citizenship is important, since 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. Thus, 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.

Justices will each have an opportunity to review the memorials submitted for each case. All justices will be expected to hear arguments and question the advocates in all cases on the docket. After each case is argued, the justices will retire to deliberate and to write opinions.

Justices should take the time to do preliminary research on the cases and advisory opinions. If Justices have difficulty accessing documents relevant to the cases or advisory opinions, they should contact the Secretary-General or the Director of the Court to request assistance at [icj@amun.org](mailto:icj@amun.org).





## CHAPTER FIVE POSITION PAPERS

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

AMUN believes the most important information a delegation can furnish to other delegations prior to the Conference is its basic public policy on each issue to be discussed.

### “Internal” Position Papers

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

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

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

### “Public” Position Papers

This type of position paper is intended as a public statement of your country’s positions on the topics being discussed at the AMUN Conference. It should include brief statements about where your country stands on the issue in question and on what the UN has done

to confront this issue. It should also include your country’s public position on the options for the UN in the future, noting proposals which your group has (or intends to) sponsored, supported, or not supported and why. Public papers do not need to go into detail about your negotiating positions or other “behind the scenes” issues, but should rather be seen as something that a diplomat might say in a public speech on the topic.

### Items to Include in “Public” Position Papers

While the position papers sent to the Conference can include any material that your delegation deems appropriate for public consumption, a number of items should be included in a well-written position paper. First, each section of the paper should specifically state the one or two key points that your country believes are the most important on each topic. While other important issues can be included, no more than two (or possibly as many as three) main points should be highlighted. The paper can then go into specific details on why these points are important and on what your country believes should be done by the UN or its Member States to improve the situation in question. Many papers will then sum up by recapping the most important points.

Also, there are a number of things which you may want to include in your position paper. These will vary by topic based on the issue and the information available. Important items to incorporate in each section of the position paper include:

- References to past UN resolutions and international treaties, providing the specific number or name of that document and the year it passed;
- References to the UN Charter, as appropriate for the topic;
- Past statements by the Secretary-General, a senior UN Secretariat member or by a representative of a UN agency on the topic;
- Reference to the work the UN has already done on the topic, whether by specialized agencies, regional bodies or working with non-governmental organizations;
- Past statements on the topic by representatives of your government, especially if these mention the significance of the specific issue to your country;
- Specific suggestions of action(s) that your country will support in solving the issue in question.

Finally, it is important to note that a well-written public position paper is **not** about your country, but rather about what your country would like to accomplish on the topics of discussion in each simulation. Thus your public position papers should not talk about the problems facing your country, but rather the problems facing the international community. Other countries do not care as much about your internal issues, but rather are interested in where your country stands on the external issues under discussion at the UN. If your country is a clear example of a successful UN program in action, or if your country is a member of an affected group, you may want

to include a brief reference to that in your paper; otherwise, there is usually no need to even mention specifics about your country in a position paper.

## Submission of Position Papers

AMUN requests that each delegation submit a position paper to the Conference, covering each committee and council simulation on which it is seated, **no later than 25 October 2007**. These papers should include **no more than one-half page on each topic** that is covered under the committee or council. Thus all delegations should submit a paper covering the Concurrent GA Plenary and each of the four General Assembly Committees, including both topics for each committee. Delegations represented on ECOSOC should also include the three main topics of discussion for that Council. Delegations represented on the Commission on Population and Development should also include the two topics of discussion for the Commission. Delegations represented on the Economic and Social Commission for Asia and the Pacific should also include the two topics of discussion for the Commission. Delegations represented on the Security Council and Historical Security Council should choose the two or three topics which they think are the most important for their respective Councils to discuss, and include these in their position paper. If a delegation chooses to place a Representative on the United Nations Conference on Trade and Development (UNCTAD), a section for that agency should also be included.

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

While these papers will not be "judged" in any way by the AMUN Secretariat, they will be made available to all delegations both on-line pre-conference and at the Conference as a statement of your country's

starting positions and intentions. Position papers will be collected and organized by the AMUN Secretariat, and then posted in the Home Government office and at each committee/council dais for public perusal during the Conference.

**Submission Specifications:** AMUN requests that all position papers be submitted in electronic format, utilizing AMUN's on-line web form. These will then be printed out and made available electronically at the Conference. Position papers should be submitted on-line at the AMUN website ([www.amun.org](http://www.amun.org)). Additional submission information will be sent in the fall to all registered schools.

**Extension of Due Dates:** AMUN realizes that some schools are on quarter or trimester systems, thus leading to later starting dates. Any school with a late Fall start date may request a one week extension to the official due dates listed above by emailing the AMUN Executive Office at [mail@amun.org](mailto:mail@amun.org).

## Position Paper Award Certificate

AMUN will provide a Position Paper Award Certificate for each country that submits a completed position paper, including sections for each topic in all assigned simulations, by Midnight Central Time on 25 October. Note that this must include sections for the General Assembly Plenary, all GA Committees, and any other simulation on which your country is seated. Sections on the Special Committee and ECOSOC Commissions need only be included in your position paper if your country will place a representative on those simulations. If your school is representing multiple countries, each country will be considered separately for Position Paper Certificates. Please contact the AMUN Executive Office if you have any questions.

If you have any questions about writing or submitting position papers, please contact the AMUN Executive Office at [mail@amun.org](mailto:mail@amun.org), or call 773-777-AMUN.



# CHAPTER SIX

## DRAFT RESOLUTIONS, AMENDMENTS, REPORTS & STATEMENTS

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

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

Reports and statements are similar to resolutions in that they state a UN policy or objective. The only functional difference is in the format of these documents. Reports (typically written by long-standing commissions and committees) 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. Statements (often used in place of resolutions in the Security Council) offer a less formal pronouncement of some UN action.

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

### Draft Resolutions

AMUN simulations will only accept draft resolutions, reports and other documents at the Conference. These may not be submitted in advance of the Conference, but delegations may choose to bring

working documents with them in order to assist in getting a quick start in your deliberations.

Draft resolutions are not eligible for formal consideration on the floor of GA Committees and Concurrent GA Plenary until they receive the support and sponsorship of at least twenty-five percent of the total delegations registered for the conference, as announced at the first session of each Committee; draft resolutions in ECOSOC and other simulations require support and sponsorship of at least twenty-five percent of total delegations registered for that simulation. In the Security Council, only one sponsor is required. Additional sponsors to a resolution can be added at any time - as the document is written, in caucusing sessions, or at a later point in the Conference. Once a resolution is under formal consideration by a body, additional sponsors may only be added with the consent of the resolution’s original sponsors.

To facilitate the process of discussing, creating, combining and changing resolutions, a motion for a 30 minute (or more) suspension of the meeting will be entertained at the beginning of each simulation. It is recommended that Representatives use this time to discuss the problems facing their simulation, and to begin the creation of documents or combination of existing drafts proposed by the delegations. This session will be Representatives’ first opportunity to formally enter the UN political process of working with others in an attempt to build consensus.

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

To this end, **Representatives will need to work together and most likely combine clauses from a number of draft resolutions or subsequent proposals** made by other Member States at the Conference. Representatives are strongly encouraged to undertake this process before a resolution comes to the floor. As in the real UN, building support for one resolution that encompasses the entire topic will be a much better use of the Representatives’ time than trying to work on multiple draft resolutions, many of which will overlap. **Thus AMUN suggests that Representatives not contend over which draft resolution will come to the floor, but rather caucus and compromise to determine how best to combine draft resolutions into a coherent, whole product that all nations can accept, either through friendly amendments or through the drafting of a new “omnibus” draft resolution.**

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

Draft resolutions which are created at or brought to the Conference by delegations must have the requisite twenty-five percent sponsors before they will be considered by the dais or processed in Delegate Services. Security Council draft resolutions never require more than one sponsor to be brought to the floor.

## 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 your draft resolutions as realistic as possible. Points to consider include:

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

## Rules for Submission of Draft Resolutions

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

All draft resolutions submitted at the Conference **must** be entered (or transferred) into the AMUN computer system, located in the Delegate Services office, and must also be approved by the dais staff in your simulation. While Representatives may feel free to circulate non-approved drafts, no draft resolution will be accepted for discussion on the floor unless it is in the AMUN computer system and has been approved by a dais staff member. When a draft resolution is approved, it will then be copied and distributed to the entire Committee/Council, at which time it can be moved to the floor for formal discussion if desired.

When processing draft resolutions, please **DO NOT** use italics, bold or underlined print to highlight words. Italic text should only be used as shown in the "Sample Draft Resolution" on page 24.

Note that AMUN reserves the right to reject any draft resolutions which are not in proper format, or which do not relate to one of the topics as stated in the *Issues at AMUN* handbook. AMUN staff members will typically approve any draft resolution that is on topic, however, regardless of the relative quality compared to other submitted drafts. This means that Representatives should be especially careful in preparing their draft resolutions. A poorly written draft resolution will not be automatically rejected and may be available for the study and critique of all delegations in the Committee/Council. The converse is also true though: **a well written draft resolution, accurately asserting your country's viewpoint and allowing for the viewpoints of others, can be a very positive statement about your delegation.**

## Draft Resolution Guidelines

Each draft resolution should be written as a single sentence, with commas and semicolons separating the various parts (see "Sample Draft Resolution" on page 24 for specifics). In drafting the heading of resolutions, Representatives should state their country name, the name of the Committee/Council to which it will be presented, and the topic of the draft resolution at the top of the document. **Please note that draft resolutions must use the names of the Committee/Council and topic exactly as stated in the *Issues at AMUN* handbook. Draft resolutions which do not utilize these names will not be processed.**

Following the "heading" section, draft resolutions are split into preambular and operative (sometimes called "activating") clauses. *Preambular* clauses are listed first, and they are used to justify action, denote past authorizations and precedents for action, and/or denote the purpose for an action. *Operative* clauses are the statements of policy in a resolution. Each 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 Resolution Format

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

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

## 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 and/or addition of numerous clauses to a document. Note that both preambular and operative clauses in draft resolutions may be amended.

Amendments are typically made informally during the drafting process of a document, whereby Representatives of various countries may make a variety of suggestions for changes to that document. Prior to approval by the dais, a document may be changed in any way that its sponsors see fit with no need for formal amendments. If a sponsor does not approve of a change, either it is not incorporated into the document (in which case a formal amendment may be proposed at a later time), or the sponsor may choose to withdraw their sponsorship from the revised document.

Once a document is approved for discussion on the floor, amendments must be moved through a formal process. This involves writing the proposed change(s) on an Amendment Form (available at the dais in each Committee/Council) and submitting it to the dais for approval. A minimum of fifteen percent of the delegations in a simulation must sponsor each amendment (with the exception of the Security Council, where only one sponsor is required). If all of the sponsors of a resolution are also sponsors on an amendment (regardless of other sponsors), an amendment is considered “friendly” and automatically becomes part of the draft resolution without a vote. If all of the resolution sponsors are not signed on to an amendment, it must go through the standard amendment process. This includes moving the amendment to the floor, discussion, and voting procedure.

## Reports

A report is another written form of decision making at the United Nations. Reports of functional commissions, standing committees, regional commissions, or other bodies that make reports to the Economic and Social Council or the General Assembly generally follow the UN format for annual reports, though at AMUN the reporting body will write one report for each topic on its official agenda. The reports will summarize the body’s discussion of the topic and will recommend specific resolutions and actions to the appropriate body.

The format for reports is outlined here, and a sample Table of Contents for the report follows. A more detailed description and a sample report will be made available online. The Secretariat members in each simulation that will create a report will provide more details to the participating delegations on the first day of the Conference and will assist Representatives in procedures involved in writing the report. (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, especially in regard to the Commission’s findings and its recommendations to the Council. 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 the *AMUN Rules and Procedures* 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. 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. The focus should be on the decision-making *process* that the Commission followed in order to make its recommendations. Chapter III, if necessary, should be titled “Decisions adopted by the Commission at its 2007 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, in reality, 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.) 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 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.

Simulations that produce a report will follow reporting procedures appropriate to the body that receives the report. Reports will be heard 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 report and compose the executive summary for the report during the morning session on Tuesday. The executive summary will be copied for all delegations in the body that hears the report. Secretariat members in the appropriate simulations will guide Representatives through the reporting process.

## 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	4
	II. Draft Resolution II - Title of second Resolution	6
	B. Other recommendations for action	
II.	Consideration of agenda topic I	7
III.	Resolutions and decisions adopted by the Commission at its 2007 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	Alarmed by	Approving
Aware of	Believing	Bearing in mind
Confident	Convinced	Declaring
Deeply concerned	Deeply convinced	Deeply disturbed
Deeply regretting	Desiring	Emphasizing
Expecting	Fulfilling	Fully aware
Fully alarmed	Fully believing	Further deploring
Guided by	Having adopted	Having considered
Having examined	Having studied	Having heard
Having received	Keeping in mind	Noting with regret
Noting with satisfaction	Noting with deep concern	Noting with approval
Observing	Realizing	Reaffirming
Recalling	Recognizing	Seeking
Taking into consideration	Viewing with apprehension	Welcoming

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

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

## Lending Emphasis to Resolution Phrasing

Diplomatic communication relies heavily on connotation and nuance, and UN resolutions and decisions are no exception to this rule. When resolutions are constructed, they often contain language which, although apparently innocuous, conveys the precise attitudes and intentions of their 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 UN, and should also be emphasized in the 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 UN practitioners as "crescendos." Each crescendo below 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 UN resolutions; when applicable, this information has been included parenthetically with each phrase. Some phrases, which 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 Crescendos** (*all lists start with neutral/ weakest and end with 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 SG'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 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 by the General Assembly)

**Notes with concern**

**Expresses its concern**

**Expresses its deep concern**

**Deplores**

**Strongly deplores**

**Condemns** (rarely used by the General Assembly)

**Commonly Misunderstood Terms**

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

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

**See Sample Resolution on Page 24**

## Security Council Presidential Statements

While the GA and other UN bodies usually only pass motions through resolutions, the Security Council has another option: the submission of a “Presidential Statement.” The use of Presidential Statements is extremely common in the UN Security Council; in many years they are employed more often than the passage of resolutions.

A Presidential Statement is a written statement, made by the President, noting that the Council has been discussing a specific topic and stating the general course of that discussion. These are frequently made at the beginning of or after a significant event in a crisis situation. These statements are usually no more than one sentence to one or two paragraphs in length. At AMUN, the Security Council President will not craft this statement him/herself, but may encourage members of the body to craft such a statement and then submit it to Delegate Services for publication. These statements are usually clear and simple enough that they are agreed to by the entire body, although they 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 for reasons of their own one or more Member States (often Permanent Members) find it politically inexpedient to pass an actual, binding resolution on the subject.

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

At the meeting of the Security Council, held on 22 May 2002, in connection with the Council’s consideration of the item entitled “The Situation in Sierra Leone,” the President of the Security Council made the following statement on behalf of the Council:

“The Security Council welcomes the elections held in Sierra Leone on 14 May 2002. It congratulates the people of Sierra Leone on the peaceful and orderly way in which the elections were held. It commends the National Electoral Commission and all those responsible for the successful management of the elections, and commends UNAMSIL for their invaluable supporting role. The Council notes that the various electoral observation groups were impressed by the Sierra Leonean people’s commitment to democracy and their determination to vote. The Council calls on all political parties and their supporters to work together to strengthen democracy and thereby assure continuing peace. The Security Council will continue to pay close attention to developments in Sierra Leone and the Mano River region. The Council requests the Secretary-General monitor the situation there closely and to keep the Council informed of any significant developments.”

## Sample Draft Resolution

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

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

SUBMITTED TO: The General Assembly Plenary

SPONSORS: The Kingdom of Morocco, The United Kingdom of Great Britain and Northern Ireland, Spain, and the Russian Federation (The name of your country and every other sponsors)

*The General Assembly*

*Reaffirming* its resolutions A.RES.61/171 (2006) of 19 December 2006 and A.RES.59/191 (2004) of 20 December 2004, as well as Security Council resolution S.RES.1757 (2007),

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

*Further reaffirming* that acts of international terrorism constitute a threat to international peace and security as well as an impediment to stable growth in Least Developed Countries (LDCs),

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

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

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

1. *Urges* all States to enforce existing resolutions and agreements, to the best of their abilities, including those designed to:
  - (a) Prevent terrorist acts through:
    - (i) the suppression of monetary funds used for international terrorism;
    - (ii) the utilization of education to combat intolerance and extremism;
    - (iii) the prevention of the proliferation of small arms and explosives or components used for the creation of small arms and explosives;
  - (b) Criminalize the willful provision or collection, by any means, directly or indirectly, of funds by their nationals or in their territories with the intention that the funds should be used, or in the knowledge that they are to be used, in order to carry out terrorist acts;
2. *Further urges* all States to refrain from providing any form of support, active or passive, to entities or persons involved in terrorist acts, to suppress recruitment of new members to terrorist groups, and to eliminate the supply of weapons to terrorists;
3. *Requests* that States take the necessary steps to prevent the loss of innocent life while combating international terrorism;
4. *Additionally requests* that all States make an effort to help those who have been injured or displaced as a result of combating international terrorism or because of a terrorist attack;
5. *Additionally urges* all States to ensure that any person who participates in the financing, planning, preparation or perpetration of terrorist acts or in supporting terrorist acts is brought to justice and ensure that, in addition to any other measures against them, such terrorist acts are established as serious criminal offences in domestic laws and regulations and that the punishment duly reflects the seriousness of such terrorist acts;
6. *Reminds* all states of their responsibility under the United Nations Charter to comply with all relevant United Nations resolutions on this matter.





# CHAPTER SEVEN

## RULES OF PROCEDURE: SECURITY COUNCIL & HISTORICAL SECURITY COUNCIL

### 1. Administrative

- 1.1 The Secretariat.** The Secretariat consists of the volunteer staff members of American Model United Nations.
- 1.2 Rules Committee.** The President of the General Assembly, Senior Vice Presidents of the General Assembly, Director of Security Council Procedures, and one other person 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.** In the Security Council a quorum is made up of all member delegations; to begin a Council session all members must be present,
- The Secretariat reserves the right to adjust the quorum as it deems necessary.
- 1.5 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.** The Security Council President shall be the chairperson at all Council sessions. In addition to exercising such authority conferred upon the President elsewhere in these rules, the President shall have the authority to:
- Declare the opening and closing of each session,
  - Ensure the observance of the rules,
  - Direct the discussions of the Council, and accord the right to speak,
  - Advise the Council on methods of procedure that will enable the body to accomplish its goals,
  - Rule on points and motions, and subject to these rules, shall have complete control of the proceedings of the Council and the maintenance of order at its meetings,
- During the course of the session the President may propose:
- Limits on Debate, Closure of Debate, Enter Consultative Session and Suspension and Adjournment of the Meeting,
- The President is under the direct authority of the Rules Committee, 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 and assume 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 provides the Council with topics that are the basis for its deliberations, but 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 (See rule 7.10),
  - A delegation wishing to change this order may move to change the order of consideration of the working agenda (See rule 7.9).
- 1.12 Participation by Non-Council Member Nations and International Organizations.** When an issue before the Security Council involves a non-Council UN member nation or observer, the Council may request that the delegation be represented during Council sessions in which the issue is being discussed,
- To do this a Council member delegation must move that the nation is Party to the Dispute (see rule 7.15),
- A non-Council UN member or observer that has been requested to attend Council sessions will usually be given debating privileges; this would allow the delegation to be recognized by the President during debate,
- A non-Council UN member nation or observer may submit draft resolutions of amendments, but may not move these to the floor or vote at any time,
  - A non-Council member requested to attend a Council session, but not given debating privileges, will be subject to a question and answer period,
- If the Security Council, when discussing any issue, finds it necessary to have present a Representative of a non-UN member nation, an international organization, or any other persons it considers competent for the purpose, it may request one by means of Party to the Dispute (see 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,

- The Secretariat will assume full responsibility to certify Representative credentials prior to their appearance before the Council,

If it is determined that many nations outside of the Security Council have an interest in a specific issue, the Council may declare an “open 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,
- Any UN member nation 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 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. Throughout the General Assembly, Representatives will be kept informed by the Secretary-General of any seized issues.

## 2. General Rules

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

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

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

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

- The President shall call upon delegations in the order in which they signify their desire to speak,

- Delegations, not Representatives, are recognized to speak; more than one Representative from the same delegation may speak when the delegation is recognized,
- Speakers must keep their remarks germane to the subject under discussion,
- A time limit may be established for speeches (rule 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 should signify by raising a Point of Inquiry (see rule 6.3),
  - All questions and replies are made through the President,
- A speaker who desires to make a motion may do so after their speech and questioning, but prior to yielding the floor,
  - By making a motion the speaker yields the floor,
  - Motions may not be made from; Points of Order (rule 6.1), Information (rule 6.2) or Inquiry (rule 6.3).

**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,
- Speakers will be recognized in a fair and orderly manner,
- 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’s decision is not subject to appeal,
- There shall be no reply to a reply,
- The President may limit the time for reply.

**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 any other delegation.

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

- This ruling is not subject to appeal.

**2.8 Open Debate on Motions.** Representatives wishing to speak to a motion may do so for any motions which are subject to open debate,

- The President shall declare the opening and closing of debate on motions,
- Questioning of speakers will not be in order during this debate,

- Motions of higher priority than the one being debated may be made from the floor during open debate,
- The President will declare debate closed when no other delegations signify their desire to speak,
  - Closure of open debate may not be moved by a delegation from the floor,
  - The body will move to an immediate vote on the motion following the President's declaration of closure.

- 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 at the conclusion of discussions on the consultative topic (see rule 7.7).

### 3. Rules That Relate to the Rules

- 3.1 Rule Priority and Procedure.** The rules contained in this handbook are the official rules of procedure of American Model United Nations and will be used for all Council sessions. These rules take precedence over any other set of rules.
- 3.2 Precedence of Rules.** Proceedings in the Security Council of AMUN shall be conducted under the following precedence of rules;
1. AMUN Rules of Procedure,
  2. AMUN Security Council Precedence Short Form (see page 39),
  3. Rulings by the Rules Committee,
  4. Historical Usage of the AMUN Rules of Procedure,
  5. 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 39) 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 in these rules at any time. Should a change occur, it will be communicated to the Representatives in a timely manner.

### 4. Draft Resolutions, Amendments, & Statements

- 4.1 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,
- These draft resolutions will be approved if they are legible, organized in content and flow, and in the proper format,
  - Once approved, draft resolutions will be distributed in a

timely fashion to all Security Council delegations, A draft resolution that has been distributed may be proposed when the Council considers the agenda topic that is the subject of the draft resolution,

- 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 the draft resolution, no additional sponsors may be added,
  - Friendly amendments (see rule 4.4) do not limit the addition of sponsors as above,
- Only one draft resolution may be considered at any time during formal debate,
- See also rules 7.4, 7.5, and 7.13.

- 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 the draft resolution.

- 4.4 Amendments.** All amendments must be submitted on an official amendment form to the President/Vice President for approval,
- Amendments will be approved if they are legible, organized in content and flow, and in proper format,
  - Approved Amendments will be assigned an identification letter by the Vice President,
  - Typographical errors will be corrected by the President and announced to the body,

One or more amendments may be considered on the floor at any given time, See also rules 7.4, 7.5, and 7.14,

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

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

- 4.5 Withdrawal of Sponsorship.** Sponsorship of a resolution or amendment may be withdrawn at any time before voting on it has begun,
- 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 from the President of the Council, but is drafted by the body, or its designate(s).

- 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 (see rule 5.3),
- As this type of statement does not represent a formal decision of the Council, a formal vote is not recorded on a Presidential Statement,
- Unlike resolutions, Presidential Statements are not binding on Member States.

## 5. Voting

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

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

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

- Historical Security Councils occurring prior to 1963, consisting of eleven members, require seven affirmative votes for passage of decisions.

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

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

**5.4 Method of Voting.** The Council shall 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 (see rule 5.8),
- Any nation 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 nation selected at random by the Vice President,
- Representatives shall reply “yes,” “no,” “abstain” or “abstain from the order of voting,”
- A nation may abstain from the order of voting once during a roll call; a second abstention from the order of voting will be recorded as an abstention.

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

results of the vote are announced,

- Once in voting procedure, no Representative shall interrupt the voting except on a Point of Order or Information concerning the actual conduct of the vote,
- Following Closure of Debate, and prior to entering voting procedure, the President shall pause briefly to allow delegations the opportunity to make any relevant motions,
  - Relevant motions prior to a vote include: Suspension of the Meeting (7.1), Adjournment of the Meeting (7.2), Enter Consultative Session (7.7), Division of the Question (7.12) or Adoption by Consensus (5.3).

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

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

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

## 6. Points of Procedure in Order of Priority

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

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

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

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

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

- Questions must be directed through the President and may be made only after the speaker has concluded his/her remarks, but before he/she has yielded the floor,
- Representatives may not interrupt a speaker on a Point of Inquiry,
- See also rule 2.3, Speeches.

## 7. Motions in Order of Priority

**7.1 Suspension of the Meeting.** During the discussion of any matter, a Representative may move to suspend the meeting. 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, the Council, when it reconvenes, 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,

- A motion to adjourn 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 would end debate on that draft resolution or amendment,
  - An adjourned draft resolution can be resubmitted to the floor by any delegation, at the discretion of the President as to the dilatory nature of such a motion,
- Adjourning debate on an agenda topic has the effect of postponing debate on the topic and allowing the Council to move on to consideration of other topics or issues,
- The Council may return to discussion of an agenda topic by either placing the topic on the working agenda, or by changing the order of consideration of the working agenda (see rules 7.8, 7.9 and 7.10).

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

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

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

- This motion is subject to open debate. 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 the draft resolution or agenda topic, all amendments on the floor will be voted upon in the reverse order from which they were moved to the floor,
- After voting on all amendments is completed, the draft resolution shall be voted upon in accordance with these rules,

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

**7.6 Appealing a Decision of the 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 sustained?” A “yes” vote supports the President’s decision; a “no” vote signifies objection,
- The decision of the President shall be sustained by a tie,
- 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 Enter Consultative Session.** A motion to enter consultative session 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 motion should specify a length of time for the consultative session,
  - This can be set to a specific time, or based on the discussion of a specific amendment, draft resolution or agenda topic.
  - See rule 2.9

**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,
- 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,

- The delegation making this motion must state, in the motion, the new order in which the agenda topics are to be considered.

- 7.10 Set Working Agenda.** At the start of each daily session the Security Council shall establish a working agenda (see rule 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,
  - A working agenda does not have to contain all agenda topics.
- 7.11 Limits on Debate.** A motion to limit or extend the time allotted to each delegation, or limit the number of times each delegation can speak on a proposal, is in order at any time,
- This motion is subject to open debate. 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,
  - This motion may limit the number of points of inquiry a speaker may accept to a minimum of one,
- 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,
  - The first motion for division of an amendment or draft resolution to receive a majority vote shall determine the order in which the amendment or draft resolution is voted

on. After a majority vote is received, 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,
  - If division causes a draft resolution to no longer be in proper format (see 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 subject to debate,
  - Only one draft resolution may be on the floor at any time,
  - The sponsoring delegation will be allowed to speak first on the draft resolution, if desired.
- 7.14 Consideration of Amendments.** An amendment, once approved and assigned an identifying letter, may be moved to the floor by any delegation that receives recognition by the President,
- This motion is not subject to debate,
  - The sponsoring delegation will be allowed to speak first on the amendment, if desired.
- 7.15 Party to the Dispute.** When the Security Council discusses a topic/issue that involves a nation or international organization not represented on the Council, it may request a Representative by moving Party to the Dispute,
- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
  - The motion must state the UN member nation(s) or organization(s) whose Representative is desired and, if a nation, whether debating privileges are to be granted,
  - If debating privileges are not granted, a formal “question and answer” period 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 nations outside of the Security Council have an interest in a specific issue, the Council may declare an “open meeting” on any issue being discussed,
  - See rule 1.12.



# CHAPTER SEVEN

## RULES OF PROCEDURE: GENERAL ASSEMBLY & ECONOMIC AND SOCIAL COUNCIL

### 1. Administrative

- 1.1 The Secretariat.** The Secretariat consists of the volunteer staff members of American Model United Nations.
- 1.2 Rules Committee.** The Rules Committee of the Secretariat shall be composed of the President of the General Assembly, the Senior Vice Presidents of the General Assembly, and one other person, appointed by the Secretary-General.
- 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 will be one-fourth of the member delegations in attendance for each Committee/Council,
- A quorum must be present at all times during Committee/Council sessions,
  - A majority is required for a substantive question to be put to a vote,
  - Questions concerning quorum or majority should be directed to the Chair,
  - It is the responsibility of the Chair to ensure that a quorum is present at all times.
- 1.5 Committee/Council Officers.** The Secretariat of AMUN shall select persons to serve as President/Chairperson and Vice President/Vice Chairperson for each Committee/Council, and shall select any other positions necessary to help conduct the sessions of the Committees/Councils,
- Hereafter, in these rules, “Chair” will refer to both “Chairpersons” and “Presidents.”
- 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,
  - Direct the discussions of the Committee/Council, and accord the right to speak,
  - Advise the Committee/Council on methods of procedure that will enable the body to accomplish its goals,
  - Rule on Points of Order and Procedure, and subject to these rules, shall have complete control of the proceedings of the Committee/Council and the maintenance of order at its meetings,
- During the course of the session the Chair may propose;
- Limits on Debate, Closure of Debate, and Suspension and Adjournment of the Meeting,
- The Chairperson is under the direct authority of the Rules Committee, and may be directed to inform the body on

matters of procedure and/or the body’s topical competence if such action is deemed necessary by the Rules Committee.

- 1.7 Absence of Chair.** If the assigned Chair is absent during any part of a Committee/Council session, an individual will be assigned to perform the duties with the same authority.
- 1.8 Number of Accredited Representatives.** Each delegation is allowed two Representatives per Committee/Council on which it is a member, 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/Council except the following:
- They may not vote on any item,
  - They may not make or second the following motions:
    - Adjournment of the Meeting (rule 7.2),
    - Adjournment of Debate (rule 7.3),
    - Closure of Debate (rule 7.4),
    - Decision of Competence (rule 7.8).

### 2. General Rules

- 2.1 Statements by the Secretariat.** The Secretary-General or any member of the Secretariat may make verbal or written statements to a Committee/Council at any time during the conference.
- 2.2 Diplomatic Courtesy.** Representatives must accord diplomatic courtesy to all other Representatives and Secretariat members at all times,
- Representatives who persist in obvious attempts to disrupt the session shall be subject to expulsion from the Committee/Council by the Chair,
  - The Secretariat reserves the right to expel any Representative/delegation from the conference,
  - Decisions of the Chair on diplomatic courtesy are not appealable.
- 2.3 Speeches.** No delegation may address the Committee/Council without obtaining the permission of the Chair,
- Delegations are called upon in the order in which they signify their desire to speak,
  - Delegations, not Representatives, are recognized to speak; more than one Representative from the same delegation may speak when the delegation is recognized,
  - Speakers must keep their remarks germane to the subject under discussion,
  - A time limit may be established for speeches (rule 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 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 their speech and questioning, but prior to yielding the floor,
  - By making a motion the speaker yields the floor,
  - Motions may not be made from Points of Order (rule 6.1), Information (rule 6.2), or Inquiry (rule 6.3), or from any procedural speeches.

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

- The exception to this rule occurs on any Point of Order (rule 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,
- Speakers will be recognized in a fair and orderly manner,
- Speakers lists will not be used.

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

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

**2.6 Withdrawal of Motions.** A motion may be withdrawn by its proposer at any time before voting on it has begun,

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

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

- This ruling is not subject to appeal.

### 3. Rules That Relate to the Rules

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

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

1. AMUN Rules of Procedure,
2. AMUN GA/ECOSOC Precedence Short Form (see page 40),
3. Rulings by the Rules Committee,

4. Historical Usage of the AMUN Rules of Procedure,
5. The Charter of the United Nations.

**3.3 The Order of Precedence of Procedural Motions.** The order of precedence of procedural motions is listed, in order of priority in both the GA/ECOSOC Precedence Short Form (see page 40) 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/Council or the General Assembly.

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

## 4. Draft Resolutions & Amendments

**4.1 Definition of Draft Resolutions.** A draft resolution is a written proposal consisting of at least one preambular and one operative clause.

**4.2 Draft Resolutions.** Draft resolutions may be submitted to the Committee/Council Secretariat for approval at any time during the Conference,

- For a draft resolution to be considered it must be organized in content and flow, have a minimum of 25% of the delegations in attendance listed as sponsors, and the signature of the Committee/Council Vice Chair,
  - 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 Vice Chair, draft resolutions shall be processed in the order in which they are received and distributed to all delegations as soon as feasible,
- 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 the draft resolution, no additional sponsors may be added,
  - Friendly amendments (see rule 4.4) do not limit the addition of sponsors as above,
- See also Consideration of Draft Resolutions (rule 7.14) and Closure of Debate (rule 7.4).

**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 to draft resolutions must be signed by 15% 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 Committee/Council Vice Chair for approval. Amendments will be approved if they are legible, organized in content and flow, and in the proper format,



- Approved amendments will be assigned an identification letter by the Vice Chair,
- Typographical errors in a resolution will be corrected by the Chair and announced to the body,

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

- See also Consideration of Amendments (rule 7.15) and Closure of Debate (rule 7.4),”

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

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

**4.5 Withdrawal of Sponsorship.** Sponsorship of a resolution or amendment may be withdrawn at any time before voting on it has begun,

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

## 5. Voting

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

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

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

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

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

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

**5.4 Method of Voting.** The Committee/Council shall normally vote by a show of raised placards,

- The Chair may grant a request by a delegation for a roll call vote on any substantive matter, and the Chair’s decision on such a request is not subject to appeal,
- When applicable, roll shall be called in English alphabetical order beginning with a nation selected at random by the Vice Chair,
  - Representatives shall reply “yes,” “no,” “abstain” or “abstain from the order of voting,”
  - A nation may abstain from the order of voting once during a roll call; a second abstention from the order of voting will be recorded as an abstention.

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

- Once in voting procedure, no Representative shall interrupt the voting except on a Point of Order or Information concerning the actual conduct of the vote,
- Following Closure of Debate, and prior to entering voting procedure, the Chair shall pause briefly to allow delegations the opportunity to make any relevant motions,
  - Relevant motions prior to a vote include: Suspension of the Meeting (rule 7.1), Adjournment of the Meeting (rule 7.2), Decision of No Action (rule 7.5), Decision of Competence (rule 7.8), Division of the Question (rule 7.11), Important Question (rule 7.13) or Adoption by Consensus (rule 5.3).

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

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

## 6. Points of Procedure in Order of Priority

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

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

- 6.2 Point of Information.** A Point of Information is raised to the Chair if a Representative wishes to obtain a clarification of procedure or a statement of the matters before the Committee/Council,
- Representatives may not interrupt a speaker on a Point of Information.
- 6.3 Point of Inquiry.** During substantive debate, a Representative may question a speaker by rising to a Point of Inquiry,
- Questions must be directed through the Chair and may be made only after the speaker has concluded his/her remarks, but before he/she has yielded the floor,
  - Representatives may not interrupt a speaker on a Point of Inquiry,
  - See also rule 2.3, Speeches.

## 7. Procedural Motions in Order of Priority

- 7.1 Suspension of the Meeting.** During the discussion of any matter, a Representative may move to suspend the meeting. Suspending a meeting recesses it for the time specified in the motion,
- This motion requires a second and a simple majority vote for passage,
  - The 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/Council, when it reconvenes, will continue its business from the point at which the suspension was moved.
- 7.2 Adjournment of the Meeting.** The motion of adjournment means that all business of the Committee/Council has been completed, and that the Committee/Council will not reconvene until the next annual session,
- A motion to adjourn is not debatable and will be put to an immediate vote,
  - This motion requires a second and a simple majority vote for passage,
  - The Chair may refuse to recognize a motion to adjourn the meeting if the Committee/Council still has business before it,
  - This decision is not appealable.
- 7.3 Adjournment of Debate.** During the discussion of any resolution or amendment, a Representative may move the Adjournment of Debate on that matter,
- Adjournment of Debate on a draft resolution or amendment has the effect of tabling that item and allows the Committee/Council to move onto another draft resolution/amendment,
  - This motion requires a second and a simple majority vote for passage,
  - Two delegations may speak in favor of the motion, and two opposed; the motion shall then be put to a vote,
  - An item upon which debate has been adjourned must pass a vote of Reconsideration before it may be brought back to the floor for consideration, (see also rule 7.12)

- 7.4 Closure of Debate.** A Representative may move to close debate on an issue before the Committee/Council at any time,
- If closure passes, the item upon which debate was closed will be put to a vote,
  - This motion requires a second and a simple majority vote for passage,
  - Two delegations may speak against closure, and the motion will 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 the draft resolution, all amendments on the floor will be voted on in the reverse order from which they were moved to the floor,
  - After voting on all amendments is completed, the draft resolution shall be voted upon in accordance with these rules.
- At the conclusion of voting procedure, the draft resolution or amendment being voted on is removed from consideration for future discussions, regardless of whether it passes or fails. Debate then continues in the current topic under discussion.
- 7.5 Decision of No Action.** Applicable only in the General Assembly Plenary (see 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 and a simple majority vote for passage,
  - Two delegations may speak in favor of the motion and two opposed,
  - An appeal must be made immediately following the ruling in question,
  - 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 sustained?” A “yes” vote supports the Chair’s decision; a “no” signifies objection,
  - The decision of the Chair shall be sustained by a tie,
  - Rulings by the Chair on the following rules or motions are not appealable: Diplomatic Courtesy (rule 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 (see rule 9.4).
- 7.8 Decision of Competence.** A motion calling for a decision on the competence of the Committee/Council to discuss or adopt a draft resolution or amendment is in order at any time prior to entering voting procedure,
- This motion requires a second and a simple majority vote for passage,
  - Two delegations may speak in favor of the motion and two opposed,
  - If a Committee/Council decides it is not competent to discuss or vote on an amendment or draft resolution, the effect is the same as adjourning debate (see also 7.11 on Reconsideration).

- 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 and a simple majority vote for passage,
  - The motion is not debatable,
  - This motion is not in order during the Combined General Assembly 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 may be proposed by the Chair or a delegation,
- This motion requires a second and a simple majority vote for passage,
  - Two delegations may speak in favor of the motion and two opposed,
  - The time allotted for substantive speakers shall be no less than three minutes,
  - The time allotted for procedural speakers 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,
- It may also be moved to limit the time allowed for debate on an agenda topic, a draft resolution or an amendment.
- 7.11 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 requires a second and a simple majority vote for passage,
  - Two delegations may speak in favor of the motion and two opposed,
  - The first motion for division of an amendment or draft resolution to receive a majority vote shall determine the order in which the amendment or draft resolution parts are to be voted on. After a majority vote is received, no other motion for division of the question is in order on that amendment or draft resolution,
  - Those clauses of the amendment/draft resolution which are approved shall then be put to a vote as a whole,
  - If division causes the draft resolution to no longer be in the proper format (see rule 4.1), the proposal as a whole is rejected.
- 7.12 Reconsideration of Proposals.** A motion to reconsider is in order on an amendment or draft resolution which has passed or failed when put to a final vote. The motion is also in order for proposals on which debate has been adjourned (see rule 7.3), on proposals on which No Action was decided (see rule 7.5) and on proposals upon which the Committee/Council has decided it was not competent to discuss or adopt (see rule 7.8),
- This motion requires a second and a two-thirds majority vote for passage,
  - Two delegations may speak opposed to the motion,
  - 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 (see rule 8.6).
- 7.14 Consideration of Draft Resolutions.** Draft resolutions with at least 25% sponsoring delegations may be considered, one at a time, from the floor. A draft resolution may be moved to the floor by a motion for Consideration of Draft Resolutions,
- This motion requires a second and a simple majority vote for passage,
  - The motion is not debatable,
  - If the motion passes, the delegation moving consideration will be allowed to speak first on the draft resolution, if desired,
  - Draft resolutions with fewer than the required number of sponsoring delegations may not be moved to the floor,
  - If no draft resolution has the required number of sponsoring delegations, discussion may focus on the topic area under consideration, or the Chair may suggest a Suspension of the Meeting for delegations to consider the draft resolutions available,
  - This motion is not in order during the Combined General Assembly session.
- 7.15 Consideration of Amendments.** To bring an amendment to the floor for discussion a delegation must first be recognized by the Chair,
- No verbal second is required,
  - The Chair will present the amendment to the body,
  - The delegation moving consideration will be allowed to speak first on the amendment, if desired.
- 7.16 Setting the Order of Consideration of Draft Resolutions for Combined GA Plenary Session.** This motion is in order at the conclusion of Committee sessions prior to convening the Combined General Assembly Plenary session. Each 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 and a simple majority vote for passage,
  - The motion is not debatable,
  - This motion may list any or all resolutions already passed by the Committee, in order, for consideration by the Combined Plenary,
  - 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, a priority order will be set by the Committee Chair and the President of the General Assembly,
  - This motion is not in order during the General Assembly Plenary sessions.

## 8. 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 enumerates the General Assembly session(s) to which it applies.

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

- Note that motions described under Consideration of Agenda Topics (rule 7.9), Consideration of Draft Resolutions (rule 7.14), and Setting the Order of Consideration of Resolutions for Combined GA Plenary Session (rule 7.16) are not in order during the Combined General Assembly session.

**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 Presidents and Committee Chairs serving as supporting officers during the Combined General Assembly Plenary. The officers shall have all the powers, duties, and responsibilities of the Committee Officers, as described in rules 1.5 and 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 7.16). 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 40 minutes is imposed on the discussion; after 40 minutes (including debate and caucus time) have expired the draft resolution will come to an immediate vote as if Closure of Debate had been passed,
  - This Limit may be shortened, extended, or repealed through the passage of a Limits on Debate motion (rule 7.10),
  - 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,
  - 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.

**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 and a simple majority vote for passage,
- Two delegations may speak in favor of the motion and two opposed,
- If the General Assembly decides to take no action on an amendment or draft resolution, the effect is the same as adjourning debate (see also 7.12, Reconsideration of Proposals),
- Note that this motion is in order during the Concurrent and Combined General Assembly Plenary sessions.

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

- recommendations with respect to maintenance of international peace and security (only when the Security Council fails to act),
- admission of new members to the UN,
- suspension of rights and privileges of membership,
- expulsion of member nations,
- questions in relationship to the Trusteeship system;
- 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,

- Note that this motion is in order during 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. Accordingly, any General Assembly draft resolution pertaining to a seized issue cannot be put to a final vote until the Security Council has completed its deliberations on the subject,
- General Assembly draft resolutions that deal with a seized issue may be discussed and amended, but no final vote on the draft resolution may be taken,
  - 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,
  - General Assembly Representatives will be kept informed by the Secretary-General of any seized issues,
  - Note that this rule applies during 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. Applications shall contain a declaration, made in a formal instrument, that the State in question accepts the obligations contained in the UN Charter,
- The Secretary-General shall inform the Security Council and the General Assembly of any applications.
- 8.9 Consideration of Applications and Decisions Thereon.** If the Security Council recommends the application of a State for membership, the General Assembly shall consider whether the applicant is a peace-loving State and is able and willing to carry out the obligations contained in the UN Charter,
- Any draft resolution on admission is automatically an Important Question,
  - If the Security Council does not recommend the applicant State for membership, or if it postpones consideration of the application, the General Assembly may, after full consideration of the special report of the Security Council, send the application back to the council, together with a full record of the discussion of the General Assembly, for further consideration and recommendation,
  - This rule applies to 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 applicant is approved, membership shall become effective on the date on which the General Assembly makes its decision on the applicant.

- 9. Rules Relating Only to the Economic and Social Council**
- 9.1 Interchangeability of the Rules.** All Committee/Council rules apply to the conduct of business in the Economic and Social Council. 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 all rights as observers (rule 1.10) in the General Assembly,
  - Organizations or individuals may speak, but have no rights to make any motion or vote.
- 9.3 Consideration of Reports in ECOSOC Plenary Session.** The Secretariat will distribute an agenda for the ECOSOC Plenary session prior to its meeting. The agenda will establish the order in which Committees' reports are to be considered. The agenda order may be altered by a majority vote of the Council (rule 7.9). ECOSOC *must* consider one report or item from each Committee before considering a second report or item from any Committee.
- When a draft resolution 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 caucus 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 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.
- 9.4 Consultative Session.** The Council may choose to suspend the rules and enter an informal, consultative session if its members determine that this process will enhance members' understanding on a particular issue,
- The motion to move into a consultative session must include the amount of time that such a session is to be in effect,
  - This motion requires a second and a simple majority vote for passage,
  - Two delegations may speak in favor of the motion and two opposed,
  - The Council will move immediately into a formal session at the conclusion of discussions on the consultative topic.

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

1. Membership of the Committee;
2. Issue(s) to be investigated;
3. Objectives of the Committee;
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 and a simple majority vote for passage,
- Two delegations may speak in favor of the motion and two opposed,
- Upon the conclusion of the Committee's work, it will report its findings to the Council.

**9.6 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,
- Upon the conclusion of the commission's work, it will report to the Council as a whole for approval on its findings.

**9.7 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 General Assembly Plenary session for approval and ratification by all member nations.

# AMERICAN MODEL UNITED NATIONS INTERNATIONAL

## ORDER OF PRECEDENCE OF RULES: SECURITY COUNCIL SHORT FORM

Rule	Debatable?	Vote Required	Page Number	Description
6.1 Point of Order	No	None	28	Used to point out a misuse of the rules
6.2 Point of Information	No	None	28	Ask any question of the President, or gain a clarification
6.3 Point of Inquiry	No	None	28	Ask a question of a speaker at the end of their speech, prior to speaker's yielding the floor
7.1 Suspension of the Meeting	No	Majority	29	Recess the meeting for a specific period of time -- often for caucusing
7.2 Adjournment of the Meeting	No	Majority	29	End the meeting for the year
7.3 Adjournment of Debate	Yes	Majority	29	Removes from consideration any issue open to debate <i>without</i> a vote on the content of that issue
7.4 Closure of Debate on an Agenda Topic	Yes	Majority	29	End debate on an agenda topic, bringing all draft resolutions and/or amendments on the floor to an immediate vote
7.5 Closure of Debate	Yes	Majority	29	End debate on any issue open to debate and brings it to an immediate vote
7.6 Appealing the Decision of the President	Yes	Majority	29	Challenge a ruling made by the President
7.7 Enter a Consultative Session	Yes	Majority	29	Move to an informal debate session
7.8 Add an Agenda Topic	Yes	Majority	29	Add an agenda topic to the working agenda
7.9 Change the Order of Consideration of the Working Agenda	Yes	Majority	29	Change the order in which agenda items are set on the agenda
7.10 Set Working Agenda	Yes	Majority	30	Set the daily order for the Working Agenda
7.11 Limits on Debate	Yes	Majority	30	Impose (or repeal) a limit on the length of any form of debate
7.12 Division of the Question	Yes	Majority	30	Divide a draft resolution or amendment into two or more clauses, each to be voted on separately after Closure of Debate
7.13 Consideration of Draft Resolutions	No	None	30	Bring a draft resolution to the floor for discussion
7.14 Consideration of Amendments	No	None	30	Bring an amendment to the floor for discussion
7.15 Party to the Dispute	Yes	Majority	30	Request that 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 1963 will require a 7 vote majority for passage.
  3. Any motion may be seconded, but no seconds are required in the Security Council.

**AMERICAN MODEL UNITED NATIONS INTERNATIONAL**

**ORDER OF PRECEDENCE OF RULES: GENERAL ASSEMBLY / ECOSOC SHORT FORM**

Rule	Second?	Debatable?	Vote Required	Page Number	Description
6.1 Point of Order	No	No	None	33	Used to point out a misuse of the rules
6.2 Point of Information	No	No	None	34	Ask any question of the Chair, or gain a clarification
6.3 Point of Inquiry	No	No	None	34	Ask a question of a speaker at the end of their speech, prior to speaker's yielding the floor
7.1 Suspension of the Meeting	Yes	No	Simple Majority	34	Recess the meeting for a specific period of time -- often for caucusing
7.2 Adjournment of the Meeting	Yes	No	Simple Majority	34	End the meeting for the year
7.3 Adjournment of Debate	Yes	2 Pro 2 Con	Simple Majority	34	Has the effect of removing from consideration any issue open to debate <i>without</i> a vote on the content of that issue
7.4 Closure of Debate	Yes	2 Con	Simple Majority	34	Ends debate on any issue open to debate and brings it to an immediate vote
7.5 Decision of No Action	Yes	2 Pro 2 Con	Simple Majority	34	<b>Only in GA Plenary sessions;</b> signifies no action will be taken on the matter
7.6 Appealing the Decision of the Chair	Yes	2 Pro 2 Con	Simple Majority	34	Challenge a ruling made by the chair
7.7 Consultative Session	Yes	2 Pro 2 Con	Simple Majority	34	<b>Only in ECOSOC;</b> Move to an informal debate session
7.8 Decision of Competence	Yes	2 Pro 2 Con	Simple Majority	34	Question whether the UN body is competent to act on a certain issue within the Charter and international law
7.9 Consideration of Agenda Topics	Yes	No	Simple Majority	35	Change the order in which agenda items are discussed
7.10 Limits on Debate	Yes	2 Pro 2 Con	Simple Majority	35	Impose (or repeal) a limit on the length of any form of debate
7.11 Division of the Question*	Yes	2 Pro 2 Con	Simple Majority	35	Divide a draft resolution or amendment into two or more clauses, each to be voted on separately after Closure of Debate
7.12 Reconsideration of Proposals	Yes	2 Con	2 / 3 Majority	35	Reconsider an item on which debate has been adjourned or upon which a vote has been taken
7.13 Important Question	Yes	2 Pro 2 Con	Simple Majority	35	<b>Only in GA Plenary sessions;</b> signifies that a draft resolution or amendment shall require a 2/3 majority vote for passage
7.14 Consideration of Draft Resolutions	Yes	No	Simple Majority	35	Bring a draft resolution that has the requisite number of signatures to the floor for discussion
7.15 Consideration of Amendments	No	No	None	35	Bring an amendment to the floor for discussion
7.16 Setting the Order of Consideration of Draft Resolutions for the GA Plenary Session	Yes	No	Simple Majority	35	Establish a priority order for draft resolutions which passed in GA committees to be considered by the Combined GA Plenary