



# 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.