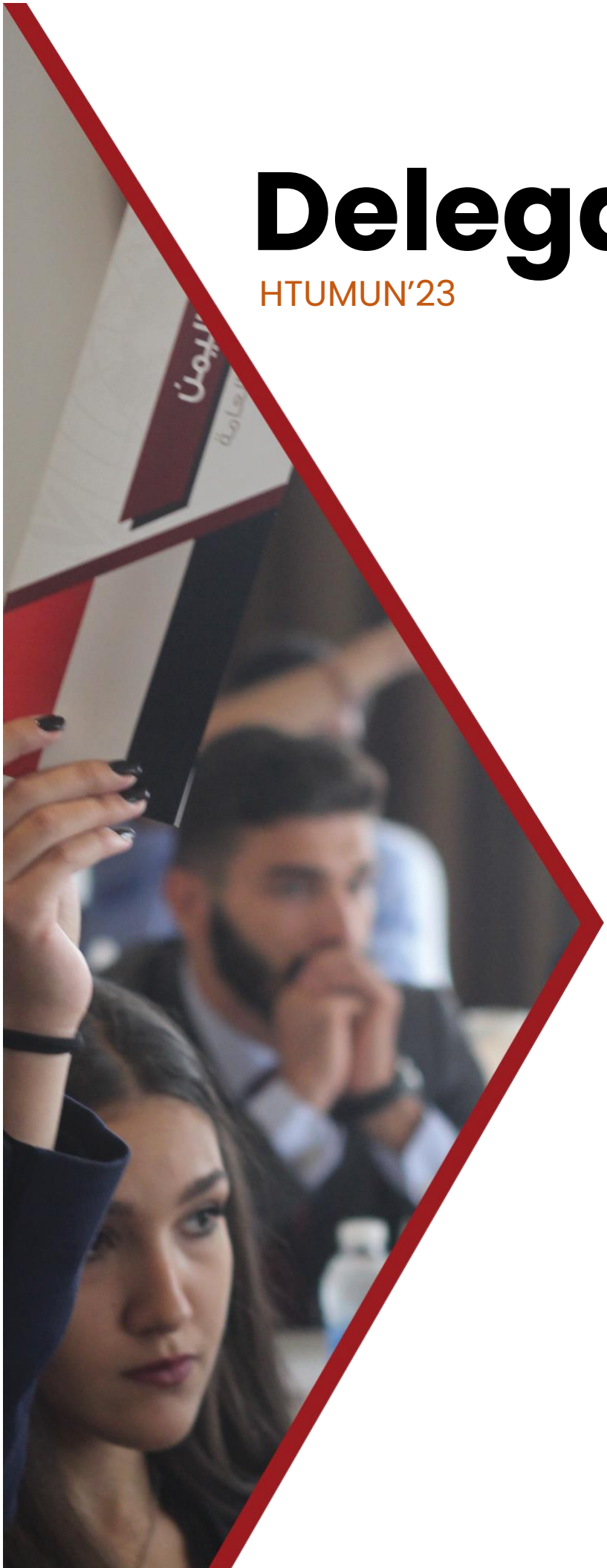


# Delegate Guide

HTUMUN'23



## Contents

Introduction:.....	3
Welcome to HTUMUN .....	3
What is MUN? .....	3
Organizing Team’s Message .....	3
General Information:.....	4
What I Should Do Before the MUN? .....	4
General Rules: .....	5
General Terms and Phrases:.....	6
Methods and Procedures:.....	9
Opening Speeches:.....	9
Resolutions:.....	9
Points and Motions:.....	10
Debate Flow and Structure: (Turn This into a flow chart moving from 1-2-3-4-5) .....	12
Conclusion:.....	13

# Introduction

## Welcome to HTUMUN

Dear Delegates,

Welcome to the al Hussein Technical University Model United Nations (HTUMUN)! As we embark on this journey of diplomacy, debate, and global perspectives, we are excited to host bright minds and future leaders like yourself. Our commitment to providing an immersive MUN experience ensures that every delegate not only hones their skills but also understands the essence of international relations and diplomacy.

## What is MUN?

Model United Nations (MUN) is an educational simulation where participants, known as 'delegates', step into the shoes of diplomats from various countries to discuss, negotiate and seek solutions to contemporary global issues. Through MUN, delegates learn more about diplomacy, international relations, the workings of the United Nations, and the art of debate. By partaking in the discussions, delegates develop critical thinking, teamwork, leadership, and public speaking skills, all set within a framework of global awareness and civic responsibility.

## Organizing Team's Message

Dear Delegates,

We are honored to welcome each one of you to HTUMUN. As we merge the world of academia with the complexities of international diplomacy, our vision is for you to engage in constructive debates, foster connections, and develop solutions to pressing global challenges. The secretariat has worked tirelessly to ensure that this conference is an enriching experience for all. We believe in the power of youth, dialogue, and collaboration, and it's this belief that fuels our dedication to HTUMUN. This conference, while a simulation, embodies real-world challenges and opportunities. Dive in, share your perspectives, challenge conventions, and remember - every solution starts with a conversation. We're eager to witness the impact you'll make.

Wishing you insightful debates and memorable experiences,

The HTUMUN Organizing Team.

## **General Information**

### **What I Should Do Before the MUN?**

#### **1. Understand My Committee:**

Your assigned committee will be the platform for all discussions. Familiarize yourself with its structure, past resolutions, and the major issues it handles. This will allow you to align your research, position, and arguments accordingly. Visit the committee's official UN webpage or other reputable sources for an authentic understanding.

#### **2. Research My Country and Understand General Information About It:**

Delving deep into your assigned country's history, culture, politics, and international relations will provide you with the necessary foundation for effective representation. Understand its alliances, enemies, and stances on major global issues. For a structured guide, refer to the country paper.

#### **3. Research the Topics and My Position on Them:**

The topics provided are the core issues for debate. Research them in-depth, and understand their global implications, historical contexts, and current developments. More importantly, find out your assigned country's stance on these issues. Craft a structured Position Paper that will be your guide during the sessions. For a comprehensive structure and guidance, refer to the Position Paper Template.

**Researching Tip:** Utilize reliable sources such as academic journals, official government websites, and trusted international news platforms. Avoid Wikipedia, AI language tools, and biased sources, and ensure your data is up to date.

## General Rules

### Dress Code:

- **First Day: Semi Formal**
  - Men: Suits without ties.
  - Ladies: Business attire.
- **Second and Third Day: Formal**
  - Men: Full suits with ties.
  - Ladies: Formal business attire.

**Plagiarism:** All resolutions must be original work. Any resolution found to contain plagiarized content will be disqualified immediately.

**Language:** English is the official language of HTUMUN. All submissions and presentations must be in English, except for Arabic Committees, where Arabic is acceptable.

**Note Passing:** Communication during sessions can be facilitated by passing notes. This is allowed among delegates and between delegates and the chairing panel. Ensure notes are professional and pertinent to the discussions.

### Other Rules:

- **Smoking:** Committees are designated smoke-free zones. If you wish to smoke, please do so outdoors or in designated smoking areas only.
- **Food and Drink:** Consuming food or beverages, other than water, is not permitted inside committee rooms. There will be designated coffee breaks and lunch times for refreshments and networking.
- **Placard Raising:** Delegates are to raise their placards only after the chair has given instructions to do so. This maintains order and ensures an organized flow of discussion.

*Please respect and adhere to all rules for a seamless and constructive MUN experience.*

## General Terms and Phrases

**Lobbying and Merging:** During the lobbying and merging phase, delegates come together to discuss, collaborate, and combine their draft resolutions. This process encourages teamwork, negotiation, and diplomacy. Delegates work to merge similar ideas and proposals, aiming to create comprehensive resolutions that garner broad support. It's an essential period for networking and forming alliances.

**Roll Call:** Roll Call is the method by which the Chair determines the presence of the member states in the committee session. At the beginning of each meeting, the Chair will call out the name of each delegation in alphabetical order. Delegates respond with either "Present" or "Present and Voting." The latter indicates that the delegate is present and will vote on all matters during that session. Delegates must be attentive during roll call and ensure their presence is noted.

**Quorum:** Quorum refers to the minimum number of member states that must be present for the committee to officially conduct its business and adopt resolutions. In most Model UN conferences, a quorum is set at one-third or two-thirds of the members. Once a quorum is established, the committee can move forward with formal debate, voting procedures, and other official actions.

**Resolution:** A resolution is the formal written expression of the position of member states on a particular topic. It aims to address specific problems, suggest solutions, or request actions from relevant bodies. Resolutions undergo a process of discussion, amendment, and eventually, voting. They're the primary output of any MUN committee, representing the collective efforts of the delegates.

**Amendment:** Amendments serve to modify resolutions, either by adding, deleting, or changing certain sections. They're used to refine a resolution, making it more accurate, comprehensive, or acceptable to a wider range of delegates. There are two types of amendments: 'friendly' and 'unfriendly.' Friendly amendments are those accepted by the original drafters of the resolution, while unfriendly ones are not. The latter must be debated and voted upon by the committee.

## Preambulatory Phrases:

Preambulatory phrases are utilized in the introductory clauses of resolutions. They state the reasons for which the committee is addressing the topic and provide context by referring to past resolutions, treaties, or events related to the issue at hand. These phrases set the tone for the resolution and lay the groundwork for the operative clauses that follow.

<ul style="list-style-type: none"><li>• Affirming</li><li>• Alarmed by</li><li>• Approving</li><li>• Aware of</li><li>• Believing</li><li>• Bearing in mind</li><li>• Confident</li><li>• Contemplating</li><li>• Convinced</li><li>• Declaring</li><li>• Deeply concerned</li><li>• Deeply convinced</li><li>• Deeply disturbed</li><li>• Deeply regretting</li><li>• Desiring</li><li>• Emphasizing</li><li>• Expecting</li><li>• Expressing its appreciation</li><li>• Expressing satisfaction</li></ul>	<ul style="list-style-type: none"><li>• Fulfilling</li><li>• Fully aware</li><li>• Fully alarmed</li><li>• Fully believing</li><li>• Further deploring</li><li>• Further recalling</li><li>• Guided by</li><li>• Having adopted</li><li>• Having considered</li><li>• Having considered further</li><li>• Having devoted attention</li><li>• Having examined</li><li>• Having studied</li><li>• Having heard</li><li>• Having received</li><li>• Keeping in mind</li><li>• Noting with regret</li><li>• Noting with satisfaction</li></ul>	<ul style="list-style-type: none"><li>• Noting with deep concern</li><li>• Noting further</li><li>• Noting with approval</li><li>• Observing</li><li>• Realizing</li><li>• Reaffirming</li><li>• Recalling</li><li>• Recognizing</li><li>• Referring</li><li>• Seeking</li><li>• Taking into account</li><li>• Taking into consideration</li><li>• Taking note</li><li>• Viewing with appreciation</li><li>• Welcoming</li></ul>
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## Operative Phrases:

Operative phrases introduce the actionable parts of a resolution. These clauses outline the committee's recommendations, calls to action, or decisions on the topic. Each operative clause begins with an operative phrase, detailing the specific action the committee wishes to take.

<ul style="list-style-type: none"> <li>• Accepts</li> <li>• Affirms</li> <li>• Approves</li> <li>• Authorizes</li> <li>• Calls</li> <li>• Calls upon</li> <li>• Condemns</li> <li>• Congratulates</li> <li>• Confirms</li> <li>• Considers</li> <li>• Declares</li> <li>• Demands accordingly</li> <li>• Deplores</li> <li>• Draws the attention</li> <li>• Designates</li> </ul>	<ul style="list-style-type: none"> <li>• Emphasizes</li> <li>• Encourages</li> <li>• Endorses</li> <li>• Expresses its appreciation</li> <li>• Expresses its hope</li> <li>• Further invites</li> <li>• Further proclaims</li> <li>• Further reminds</li> <li>• Further recommends</li> <li>• Further resolves</li> <li>• Further requests</li> <li>• Have resolved</li> <li>• Notes</li> <li>• Proclaims</li> </ul>	<ul style="list-style-type: none"> <li>• Reaffirms</li> <li>• Recommends</li> <li>• Reminds</li> <li>• Regrets</li> <li>• Requests</li> <li>• Solemnly affirms</li> <li>• Strongly condemns</li> <li>• Supports</li> <li>• Trusts</li> <li>• Takes note of</li> <li>• Transmits</li> <li>• Urges</li> </ul>
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**Formal Debate:** Formal debate is the structured portion of the committee session where delegates deliver speeches, discuss resolutions, and engage in formal discourse. This segment is governed by specific rules and procedures to ensure order, respect, and productive discussions.

**Moderated Caucus:** A moderated caucus is a period of directed debate on a specific aspect of the topic or a particular clause of a resolution. The Chair controls the speaking order and time. It provides a platform for focused discussions and allows delegates to address the committee without the constraints of the speaker's list.

**Unmoderated/Informal Caucus:** Unlike the moderated caucus, the unmoderated caucus allows delegates to move freely and converse informally. Delegates use this time to negotiate, draft, and revise resolutions, build alliances, and strategize. This segment is more flexible and is crucial for collaborative work and diplomacy.



## **Methods and Procedures**

### **Opening Speeches:**

An opening speech is a delegate's first chance to present their country's position on the agenda topics. Lasting between 60 to 90 seconds, it sets the stage for the nation's participation in the conference. This speech offers a snapshot of the country's views and potential solutions, making it vital for forming alliances and setting the tone for further debates. An impactful start can significantly influence a delegate's overall success and interactions with others.

### ***Resolutions***

#### **Resolution Writing:**

A resolution reflects the collective agreement of the committee on a specific topic, and writing one demands clarity, precision, and collaboration. A well-drafted resolution consists of a clear structure that includes perambulatory clauses (which set the context and rationale) and operative clauses (which suggest actions or solutions). As you pen a resolution, focus on the depth of research, the stance of your nation, and ensure adherence to the standard format. For a clearer understanding, delegates can refer to the appendices for a sample resolution.

#### **Submitting Resolutions:**

Once your resolution is drafted, it must be presented to the chairing panel. This submission is not the end of the journey, but a crucial checkpoint. The chairing panel will review, offer guidance, and suggest possible improvements. The essence of this process is to fine-tune the resolution to its best form. This guidance predominantly happens during the lobbying and merging sessions, ensuring collaborative adjustments.

#### **Presenting Resolutions:**

The main submitter of the resolution takes the lead in presenting it to the committee, walking delegates through the proposed solutions and arguments. This presentation should be compelling and clear, encapsulating the core of the resolution. Meanwhile, co-submitters play a supporting role, offering supplementary arguments, answering queries, and aiding the main submitter in rallying support for the resolution. It's a team effort, with each member having a pivotal role in driving the resolution's acceptance.

## Points and Motions:

### Points:

In a Model UN committee session, "points" are tools used by delegates to address procedural matters without resorting to long-winded statements. They allow delegates to bring attention to specific issues related to the flow of debate, whether they're seeking clarification, correcting mistakes, or raising concerns.

Name of Point	Usage	Can it interrupt a speaker?	Who decides?
Point of Order	Raised when a delegate believes there's been a breach of the committee's rules of procedure.	Yes, but only if rules are being broken.	Chair decides immediately
Point of Information (to the speaker)	Used to ask a direct question to a speaker after their speech.	No	The speaker, post their speech
Point of Personal Privilege	Addresses issues of personal discomfort (e.g., room too hot or can't hear the speaker).	Yes, if it's about audibility. Else, No.	Chair decides
Point of Inquiry	For questions about the rules of procedure.	No	Chair decides
Point of Parliamentary Procedure	To seek clarification on the committee's rules and procedures.	No	Chair decides

## Motions:

Motions are tools used by delegates to guide the flow and direction of debate. They can influence the structure of debate, bring about caucuses, or determine the focus of discussion. Mastery of motions is essential for an effective delegate, as they give you control over the committee's proceedings.

Motion	Purpose	Can it interrupt a speaker?	Can it be 2nded?	How is it decided?
Motion to start a moderated caucus	Start a debate with a speakers list and limited time on a sub-topic.	No	Yes	1/2 of delegates' votes
Motion to start an unmoderated caucus	Start a debate without a speakers list and without a time limit (delegate specifies time).	No	Yes	1/2
Motion to table the resolution	Change the order in which resolutions are debated.	No	Yes	1/2
Motion to limit/extend debate	Change the amount of time allotted for speakers.	No	Yes	1/2
Motion to resume debate	Return to a previously suspended debate area.	No	Yes	1/2
Motion to move to voting procedure	Close debate on an amendment, draft resolution, or topic area. Voting occurs immediately after.	No	Yes	2/3
Motion to reconsider	Revote on a draft resolution if believed that the committee has acted hastily.	Yes, during voting	No	1/2

Motion to divide the house	Suspend abstentions during voting. Delegates can only vote for or against.	No	Yes	1/2
May the delegate approach the chair	Delegate wishes to go to the chair to clarify or explain a point.	Chair's discretion	N/A	N/A
I yield the rest of my time	Delegate finishes before allotted time and hands the remaining time back to the chair or another delegate or for Q&A.	N/A	N/A	N/A

### Debate Flow and Structure:

The flow of debate in a Model United Nations (MUN) session is systematic, allowing for structured discussion and progression. Here's a simple breakdown of how a typical debate session might flow:

1. **Session Opening:** This marks the beginning of the committee session. The chair will formally open the committee and often give a brief introduction.
2. **Roll Call:** The chair calls out the name of each member state (or other entities, depending on the committee). Delegates respond with "Present" or "Present and Voting" to indicate their attendance and whether they retain the right to abstain during substantive votes.
3. **Debate:** This is the main discussion phase where delegates present their views on the topic at hand. The debate can be formal or informal.
  - **Formal Debate:** The standard format where delegates speak one at a time according to a speakers' list. They present their country's position, respond to previous speakers, or introduce resolutions and amendments.
  - **Moderated Caucus:** A type of formal debate where the standard speakers' list is set aside. Delegates raise their placards to speak, and the chair selects speakers at their discretion. Each speaker has a limited time, set in advance. This format allows for more focused discussion on specific aspects of the topic.

- **Unmoderated/Informal Caucus:** A break from formal debate. Delegates are free to move around, discuss, negotiate, and draft resolutions or amendments. This is a critical time for collaboration and diplomacy.
- 4. **Close of Debate:** Delegates decide to end the debate on the topic or resolution. This requires a motion and is typically followed by voting procedures.
- 5. **Voting Procedures:** The committee votes on draft resolutions and amendments. Procedures can vary, but typically involve votes "in favor", "against", and "abstentions".

## Conclusion:

As we draw this guide to a close, we'd like to leave you with some key pointers to make your HTUMUN'23 experience fruitful:

## Tips:

- **Engage Actively:** Make the most of each session, participate actively, and share your perspectives.
- **Listen:** While speaking is important, so is listening. Understand the viewpoints of other delegates and use them to strengthen your arguments.
- **Collaborate:** MUN is as much about collaboration as it is about debate. Work with fellow delegates to draft resolutions and find solutions.
- **Stay Updated:** Make sure to keep an eye on the latest global events related to your topic, as real-world developments can greatly influence MUN discussions.
- **Respect:** Treat fellow delegates, chairs, and organizers with respect, both in and out of sessions.
- **Ask Questions:** If you're unsure about procedure, topics, or anything else, don't hesitate to ask.

As the days draw closer, our anticipation rises. We hope you share in our excitement and look forward to a conference filled with passionate debates, innovative solutions, and forging new friendships. We urge you to meet and interact with the HTUMUN'23 Organizing Team – we are here to support and guide you.

Always remember, whether you're a seasoned MUNer or it's your first time, this is a place of learning, growth, and fun. Don't hesitate to ask for help or clarifications from your chairing panels or the organizing team.