

SMUN 2017 Preparation Guide

The SMUN Secretariat

May 25, 2017



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Dear delegates, advisors, and everyone involved,

I am glad that I may open this Preparation Guide with a personal letter to all of you. I will, breaking with the usual fashion of Secretary-Generals, keep this message brief for clarity's sake.

SMUN, like all other MUN conferences, has been and is a lot of work for all those organizing it. They work to create a seamless, enchanting and demanding conference for those attending. We at deMUNz are directly serving you, future delegates.

The delegates, however, are also serving someone. This service is rendered to all of mankind, by which we all grow wiser, more knowledgeable, and more tolerant so as to better help our fellow man.

My pride in this conference lies within the humility with which we work, and expect from all SMUNers.

An excellent conference to all,

Sincerely,

A handwritten signature in black ink, appearing to read 'Ulf Kemmsies', with a stylized initial 'U'.

Ulf Kemmsies
Secretary-General
Swiss Model United Nations 2017

The Structure of the United Nations

Established in 1945 after the end of the Second World War, the United Nations is the largest, most comprehensive international organization in the world. The need for such a body as a forum for dialogue, maintenance of world peace, and development of social progress became apparent after the devastating consequences of the two World Wars. With the addition of South Sudan in July 2011, the UN now has 193 member-states representing the clear majority of the world’s population.

The United Nations is led by the Secretary General, who oversees the workings of the entire organization. More broadly, the purposes of the organization, as found in Article I of the UN Charter, are:

1. To maintain international peace and security, and to that end: to take effective collective measures for the prevention and removal of threats to the peace, and for the suppression of acts of aggression or other breaches of the peace, and to bring about by peaceful means, and in conformity with the principles of justice and international law, adjustment or settlement of international disputes or situations which might lead to a breach of the peace;
2. To develop friendly relations among nations based on respect for the principle of equal rights and self-determination of peoples, and to take other appropriate measures to strengthen universal peace;
3. To achieve international co-operation in solving international problems of an economic, social, cultural, or humanitarian character, and in promoting and encouraging respect for human rights and for fundamental freedoms for all without distinction as to race, sex, language, or religion; and
4. To be a center for harmonizing the actions of nations in the attainment of these common ends.

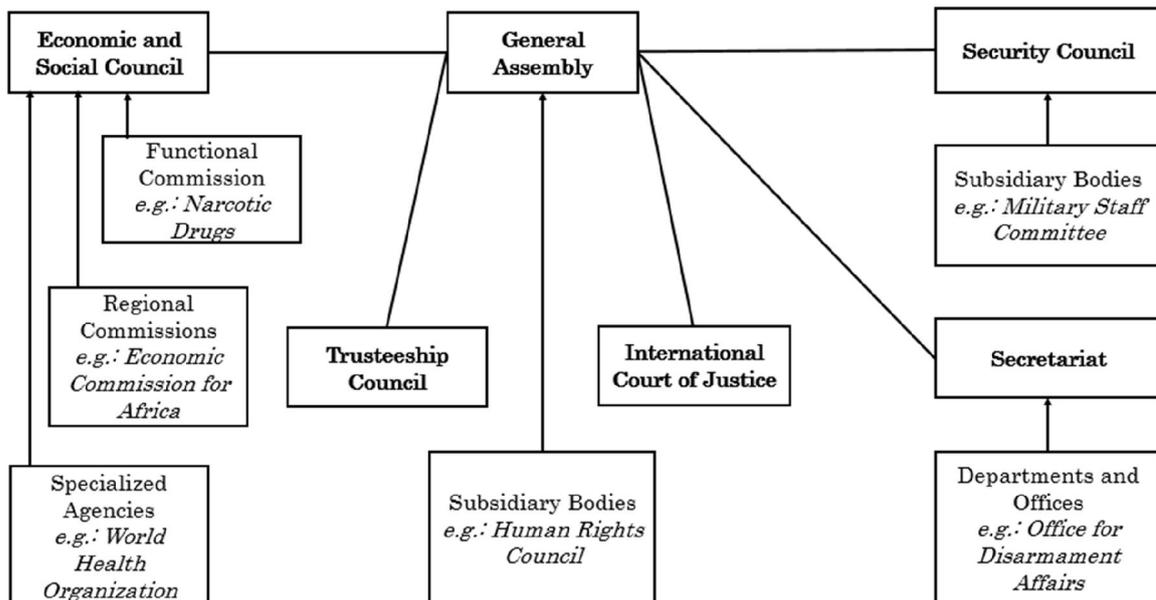


Figure 1 : United Nations System

There are five main organs of the United Nations system:

- General Assembly;
- Security Council;
- Economic and Social Council;

- International Court of Justice; and
- Secretariat.

At the center of the UN system is the 193-member General Assembly (GA), comprised of seven main committees and various subsidiary and related bodies. The GA serves primarily as a forum for discussing general issues such as international peace and security and international collaboration in economic, social, cultural, educational, and health fields.

The Security Council (SC) is charged with maintaining international peace and security in accordance with the principles and purposes of the UN. The SC is composed of five permanent members and ten non-permanent members elected for two-year terms. The SC is capable of directing the use of economic sanctions and military force.

The Economic and Social Council (ECOSOC) is composed of 54 member-states and consists of a large number of commissions, agencies, and other bodies. It serves as the central forum for the discussion of international economic and social issues. Charged with promoting respect for and observance of human rights and fundamental freedoms, ECOSOC can conduct studies, make policy recommendations, call international conferences, consult with non-governmental organizations, and prepare draft conventions the GA. ECOSOC coordinates specialized agencies such as the Food and Agriculture Organization of the United Nations (FAO), the World Health Organization (WHO) and the World Bank Group and its agencies such as the International Financial Corporation.

The International Court of Justice (ICJ) considers disputes of a purely legal nature. The Court is made up of fifteen members and usually hears cases concerning the interpretation of treaties and the UN Charter. In the past, the Court has made such important decisions as declaring in 2007 that, in response to the situation in Serbia, states can be held responsible for genocide.

The Secretariat is responsible for a myriad of administrative and clerical duties such as managing the logistics of peacekeeping operations and making surveys. The Secretariat is led by a Secretary-General, who is assisted by a staff of international civil servants. The Secretariat is the basis of the SMUN staff structure.

The Trusteeship Council only meets by request of a majority on the General Assembly or Security Council. It supervises the administration of Trust Territories placed under the Trusteeship System, promoting the advancement of the inhabitants and progressive development toward self-governance or independence.

The Structure of SMUN 2017

General Structure

This second annual edition of SMUN will be held at the school campus of the Colégio Suíço-Brasileiro de Curitiba (CHPR), exclusively for high-school students. About 150 delegates will be attending, accompanied by their school's two faculty advisors (per participating school), Co-Chairs, and Head Delegates, to confront and debate aspects of a single issue of international import. In participating at SMUN, delegates experience first-hand the challenges of negotiation by assuming the roles of United Nations representatives and members of other decision-making bodies.

This session will consist of **seven committees**, which are all opened to visiting schools, including Chair positions for the Committees of Debate (UNSC, ECOSOC, WHO, FAO & IFC);

- UNSC, or the UN Security Council;
- ECOSOC, or the Economic and Social Council of the UN;
- WHO, or the World Health Organization;
- FAO, or the Food and Agriculture Organization of the UN;
- IFC, or the International Financial Corporation;
- CDC, or the Crisis Directorate Committee; and
- Press Corps.

SMUN 2017 Innovations

SMUN 2017 will have some innovations. Not only will the conference be more realistic but it will be more interconnected and fast-paced. This second annual edition of SMUN will be a **crisis-oriented conference**. Instead of having only one crisis committee, all the committees will be crisis committees. Thus, delegates will be, at all times, reconsidering their countries position on the matters. Due to the amount of crisis that must be created and developed, SMUN 2017 will introduce a new committee: **Crisis Directorate Committee**.

Another innovation is that the entire conference will have a **single topic**: *Geopolitics and Military Might of Changing Power Poles*. Each committee will focus on an aspect of this universal topic. The topic will basically be the current political and military tension that has been built with missiles being fired, espionage, civil wars, Islamic fundamentalist connections and so on. Thus, be sure to read current news.

SMUN 2017 will also show the **importance of the Press Corps** on our daily lives. All the information about crisis and decisions reached in the committees will be delivered through Press, simulating how we receive information on the real world, by biased articles about facts.

Yet another innovation is that delegates will be issuing short **directives** which require more consensus-oriented discussion instead of writing lengthy, time-consuming and over-specific resolutions. Directives are straightforward resolutions, without perambulatory clauses and with a limit of 5 clauses.

The SMUN 2017 Staff also strongly encourages all delegates to **maintain communication** with delegates of other committees during conference. For example, if a delegate from the UNSC needs money so they can negotiate better, they would send a note to the delegation of the same country in the IFC, as they will be dealing with money.

Bearing in mind the current political and military tension that will be discussed in conference, the Committees of Debate (UNSC, ECOSOC, WHO, FAO and IFC) will all have these **18 delegations**:

- Bolivarian Republic of Venezuela;
- Democratic People's Republic of North Korea;
- Federal Republic of Germany;
- Federative Republic of Brazil;
- Federal Republic of Nigeria;
- French Republic ('*Ghost Delegation*');
- Islamic Republic of Iran;
- Islamic Republic of Pakistan;
- Malaysia;
- People's Democratic Republic of Algeria;
- People's Republic of China;
- Republic of India;
- Republic of Korea;
- Russian Federation;
- State of Israel ('*Ghost Delegation*');
- State of Japan;
- United Kingdom;
- United States of America;

Crisis Directorate Committee

One of the innovations of SMUN 2017, this committee will be responsible for constantly creating crisis based on the decisions made inside the Committees of Debate. Once the CDC receives the intel on the decisions of the committees, they will create a crisis that could have been developed if those decisions were in fact enforced. CDC will basically serve as a way to see the UN impact on the world, without having to wait to see the consequences.

This committee will have from 10 '*developers*'. In the CDC, participants will not represent countries, nor newspapers, thus, they are called developers and not delegates.

Press Corps

Unlike SMUN 2016, the second annual SMUN will have an official Press Corps Committee. And it will have the important role of bringing the news on the decisions made in the Committees of Debate to all of the other committees, including the Crisis Directorate. Furthermore, the Press Corps will be the way through which the Committees of Debate will get the information on the crisis.

Press Corps will have the realistic role of filtering the information of the consequences and the decisions made by the UN delegates. Press Corps will be multimedia with both video and audio recordings. Around 10 people will be in the Press Corps.

Directive & Information Flow

The information about the crisis developed by the CDC will go through the following diagram:

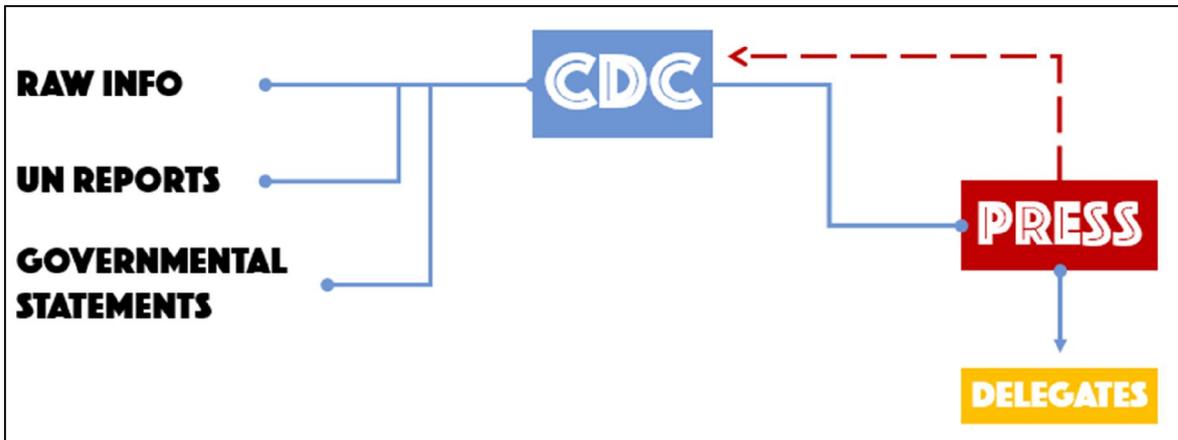


Figure 2: News/Directives Flow

The image below shows an example of a Crisis made on the CDC in red and the 3 different sources of intel that the delegates will receive in black:

The US attacked Mosul, Syria, at 18h00, with heavy ammunition, including the so called “Mother of All Bombs”. Four civilians were killed.

Syria
 “The Syrian Arab Republic condemns the unjust and arrogant aggression from the United States, and would like at this time to invite the world to realize that Syria is just another example of the American Imperialism”

US
 “This attack is a response to the irresponsible actions of Bashar al-Assad and his allies, including the recent chemical attack clearly perpetrated by the Syrian government to assure its position in power”

Russia
 “We firmly condemn the actions taken by the US government against the people and government of Syria. The people of Russia is also by this announcing the freezing of all air zone negotiations”

Figure 3: Example of Crisis

Conference Flow

All the Committees of Debate (UNSC, ECOSOC, WHO, FAO and IFC) will follow the **UN hierarchy**. Thus, the Specialized Agencies (WHO, FAO and IFC) will be under the jurisdiction of the ECOSOC decisions. As for the UNSC, it will be at the same level as ECOSOC, but both will reach decisions that will influence each other. Always bear in mind the importance of Press Corps into this hierarchy.

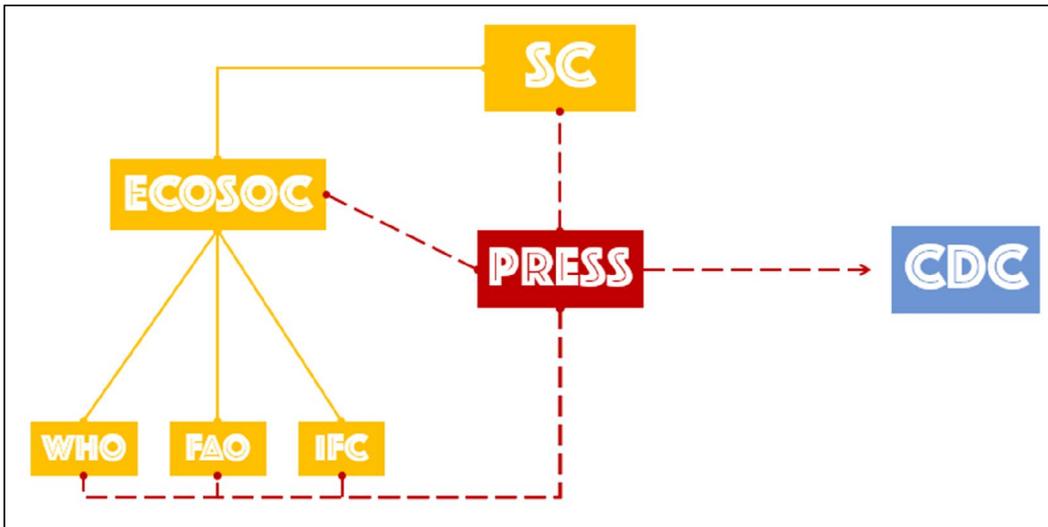


Figure 4: SMUN 2017 Conference Flow

The structure of SMUN will mirror the interconnections of the UN. The UNSC will have a direct contact with ECOSOC as the UNSC decisions will affect the countries' economies and societies. The UNSC will debate on the military and security of the topic common to all committees, thus if a delegate in the UNSC needs funding, we strongly encourage him or her to send a note to the delegate on the ECOSOC.

The ECOSOC will have a two-way connection with the UNSC and will coordinate the topics of discussion to the Specialized Agencies (WHO, FAO, IFC). The delegates in ECOSOC will be debating both economic and social aspects of the universal topic, however they will also narrow both topics and notes sent by the UNSC to the agency best suited for the information received.

The Specialized Agencies are coordinated by the ECOSOC, thus they will each discuss a specific part of the topic common to all committees. They will have a close relationship with ECOSOC, thus delegates from the Agency and ECOSOC are encouraged to maintain communication as it will be crucial the decisions made.

Conference Information

Schedule

Wednesday, 27th

07:30 – 08:30 Registration
 08:30 – 08:40 Opening Show
 08:40 – 09:15 Official Speeches
 09:15 – 09:45 Coffee Break
 09:45 – 10:45 Head Delegate Speeches
 10:45 – 11:00 Official Photos
 11:00 – 12:00 Lunch
 12:00 – 12:30 Ice Breakers
 12:30 – 14:00 Committee Meeting
 14:00 – 14:30 Coffee Break
 14:30 – 16:30 Committee Meeting
 16:30 – 16:45 Coffee Break
 16:45 – 18:00 Committee Meeting

Thursday, 28th

08:00 – 09:15 Committee Meeting
 09:15 – 09:45 Coffee Break
 09:45 – 11:00 Committee Meeting
 11:00 – 12:00 Lunch
 12:00 – 14:00 Committee Meeting
 14:00 – 14:30 Coffee Break
 14:30 – 16:30 Committee Meeting
 16:30 – 16:45 Coffee Break
 16:45 – 18:00 Committee Meeting
 18:00 – 19:00 UN Funding Sign Up Lecture

Friday, 29th

08:00 – 09:15 Committee Meeting
 09:15 – 09:45 Coffee Break
 09:45 – 11:00 Committee Meeting
 11:00 – 12:00 Lunch
 12:00 – 13:30 Committee Meeting
 13:30 – 14:00 Coffee Break
 14:00 – 15:30 Closing Ceremony
 15:30 – 16:00 Final Shows

Dress Policy

Observing any committee meeting at the UN, you'll notice that everyone is dressed with *good taste* and expressing *common sense*. Most delegates and other participants will usually be wearing Western business attire, except when they are not able to use on the grounds of well justified religious or cultural reasons. The following gender-oriented descriptions and photos should give you a good idea of what the SMUN team means by *good taste*.

- Men must wear a suit or a jacket and dress pants (no jeans or cargo pants) with a dress shirt and tie. Socks and dress shoes must be worn. No hats or caps will be allowed. Also, nothing with flare or outrageous, like neon colors or clothes 3 sizes too small (or big, at that). Shine through your words and actions, not your clothes!
- Women must wear a dress, suit, dress slacks (no jeans) or skirt of appropriate length with a blouse or sweater. Dress shoes must be worn. No hats or caps will be allowed. Same goes for you, ladies: nothing outrageous!

From the chart below, the closer you get to level 1, the better (and fancier, more respectable, and therefore more eligible for an award). When casual attire is permitted, basic rules of propriety will still apply.

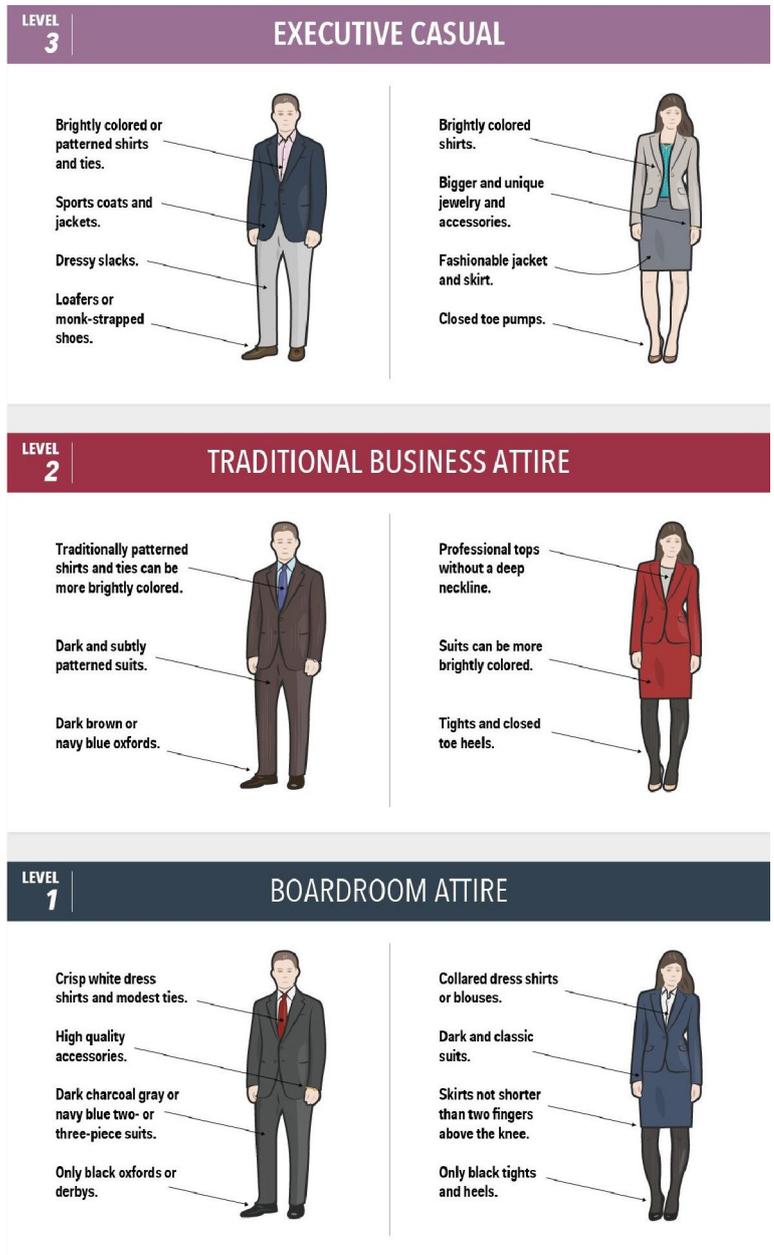


Figure 5: Dress Policy retrieved from *Business Insider*

Awards Policy

In any committee meeting, there will always be a handful of delegates who are the *de facto* shakers and movers, propelling the committee forwards to whatever diplomatic accord has in store for it. This kind of propelling entails things like actively participating in debate, introducing working papers and directives, and making the whole experience more interesting and enjoyable for everyone. The SMUN administration is certain that it will be difficult to choose who to honor with an

award due to sheer number of excellent delegates present! At the Closing Ceremony, the Secretariat will announce individual and delegation awards.

Each committee's Chair, in consultation with his or her Co-Chair, will determine individual awards on the basis of the following criteria:

- Quality of position papers;
- Knowledge of conference topics;
- Knowledge and representation of the nation's interests and policies;
- Skill and effectiveness in caucusing, writing amendments and directives, and debate (both formal and informal);
- Ability to work with and persuade other delegates through in-depth explanations and convincing arguments;
- Ability to develop pragmatic and actionable solutions; and
- Ability to work under constant position change due to crisis.

A total of five awards will be given overall: one Best Delegate for each Committee of Debate (UNSC, ECOSOC, WHO, FAO, IFC). The prize for each award is R\$100 for Best Delegate. Remember, the point of working hard, researching well and honing your debate skills for the big day is **not** to receive an award, but to improve the overall experience and provide everyone a fun time. Like dental hygiene, *being an awesome delegate is its own reward*.

Pre-Writing Policy

Any documents written before the conference may not be submitted to the committee staff at SMUN (excepting the Position Papers, of course). All conference-related writing is expected to take place during committee sessions. Committee staff have been instructed that they should not accept a document that does not seem as though it could have been feasibly written during the conference, based on the content of the document and/or the time at which it is submitted. Delegates who, for whatever reason, submit prewritten work will be subject to disciplinary action, up to and including notification of faculty advisors, forfeiture of individual or delegation awards, expulsion from the conference, and/or disqualification from future attendance at SMUN. Emphasis on *common sense* here. We are all in high school, after all, and for that reason, the next section is doubly important.

Plagiarism Policy

The open exchange of ideas plays a crucial role in debate. Yet, it is important for all delegates to acknowledge clearly when they have relied upon or incorporated the work of others. It is expected that all materials submitted to the committee staff before and during the conference will be the delegates' own work.

As much as you would feel a world of negative emotions after discovering someone out there has been using the fruits of your mental labor *without your permission or even acknowledging you*, other people deserve at least your recognition for their work. Again, we stress *common sense* here and expect all attending delegates to have some empathy.

We at SMUN do not like taking disciplinary action. However, delegates who, for whatever reason, submit work that is not their own without clear attribution to its sources will be subject to disciplinary action, up to and including notification of faculty advisors, forfeiture of individual or delegation awards, expulsion from the conference, and/or disqualification from future attendance at SMUN. All documents submitted to the dais will be vetted for plagiarism, but any suspicions regarding an infraction of the plagiarism policy should be brought to the immediate attention of the committee Chair and regarded with a disapproving face and a *tsk, tsk* for good measure.

Conference Preparation

General Research and Preparation

There are three equally important aspects of delegate preparation: functional, substantive, and positional preparation. Functional preparation equips the delegates with basic tools, including an understanding of the rules necessary to perform in committee. The substantive element provides a groundwork of specific information on the topic areas. Finally, positional preparation requires the students to adopt perspectives that are not their own. The SMUN Secretariat provides three key tools to aid you: this Preparation Guide, Background Guides & Committee Topics, and position papers. Together, these will ensure you will be ready for the conference. Beyond reading and understanding the material we have provided, the more practical experience you can acquire the better prepared you will be.

Functional Preparation, in order to perform in committee, delegates must have an understanding of the basic structure of model UN. This Preparation Guide covers most of that information. Herein, you may find an overview of the UN system and SMUN structure, the Rules of Procedure, and the writing process. Keep in mind, if everyone arrives having understood the rules and meeting flow, a lot of time can be spared.

Substantive Preparation, as mentioned, include the Background Guides as well as the Conference Topics, both are the result of extensive research and effort on the part of the Chairs and are the foundation of substantive preparation for each committee. We highly suggest delegates to read them carefully and review as many times as necessary. Take under advisement, however, that these documents should serve as a first band of your research, thus, furthering your knowledge in

the topics are more than recommended. With extensive research, your confidence will be boosted and the meetings will, thus, be improved.

Positional Preparation SMUN requires delegates to adopt the position of a specific country. This may be one of the most important and difficult aspects of the MUN. Important because it will give the dynamics the meetings need and difficult because the delegate will need to confront their own beliefs and cultural customs. The key and mantra for position papers is short and sweet. Although we ask only (and up to) one A4 page of text per topic, they should be water-tight and accurate, as they stand up to the scrutiny of our staff for evaluation. The inclusion of sources at the end makes the process easier for us, so please do include a reference section. Position papers give you practice in the UN style of writing and policy-making.

All position papers are to be sent to the SMUN administration until 23:59 on the 20th of September to SMUN's official email address:

smun@chpr.com.br

Where to Begin your Research

Both the Preparation Guide and the Backgrounders should only be viewed as a starting point to begin research. Individual research is essential, and we recommend use of academic literature, scholarly journals, newspaper articles, and official documents or other literature provided by bodies associated with the UN. Access to many UN documents and directives is available through the UN treaty database, or the following websites:

- United Nations Website;
- United Nations Handbook;
- The PGA Handbook: A practical guide to the United Nations General Assembly;
- UN Bibliographic Information System;
- UN Global Issues; and
- UN Research Guides and Resources.

Other useful resources are:

- Non-Governmental Organizations, especially those accredited by the UN;
- Country reports and data published by international or regional organizations such as the *World Bank*, *WHO*, *OECD*, *APEC*, etc.;
- The *CIA World Factbook* which provides general overviews for specific Member States and includes general socioeconomic data.

Apart from the United Nations sources, however, there are general sources of information. Investigate journals, periodicals, and newspapers for more current sources. Inform yourself bearing in mind the conference's importance given to Press, thus all the information you will receive during the conference will be through press.

Position Papers

Once you have completed your preliminary research, you are ready to write your position paper. The structure of a position paper is extremely simple, although its contents aren't: the historical backdrop of the situation, your nation's role in it, and what policies or proposed solutions it might have in relation to it.

National interests are what a country would like to see happen in the world. These interests are not subject to compromise, but instead generally idealized goals or methods of solving specific problems.

National policies are the country's attempts to secure its interests (e.g. Japan is a very conservative country and due to its shrinking population tends to accept few immigrants and/or refugees). These policy positions are usually open to negotiation.

Your opinions on potential directive components must be consistent with your country's national interests and current national policies (e.g. Japan as mentioned above has a strict policy towards refugees, on the other hand Japan cooperates thoroughly with financial aid towards the issue. It is in other words an open wallet, closed doors way to address the problem).

Writing position papers benefits you in many ways. The staff and delegates read the position papers and summarize them in order to gauge what the committee will be like and to see which delegates have done a good job preparing for the conference. You also have a chance to find out who is likely to support your ideas. Most importantly, writing a position paper makes you think about the information you have researched and helps you to express ideas concisely and clearly, making you better prepared for the conference.

There is a sample position paper in the end of this guide, please take a good look at it; The following link is one of the most comprehensive guides to writing position papers. Embrace it.

<http://tinyurl.com/SMUN2017PositionPaper>

Committee Dynamics

The Stages of the Committee Session

The sixteen hours of committee session are governed by the SMUN rules of parliamentary procedure. Committee time is divided between formal debate and caucus. During formal debate, delegates address the entire committee, making speeches and taking questions. This is a great time to expose other delegations to your nation's policies and interests, and start gauging who might be on the same page as you regarding the discussed topics.

Delegates who lack an understanding of the rules can hamper the progress of an otherwise productive committee session. Committee meetings over the course of the week will roughly adhere to the following pattern. The six stages of committee progress are:

- Opening Speeches for all topics;
- Agenda;
- Working Papers;
- Directives;
- Amendments; and
- Decision.

Opening Speeches

The first committee meeting will be on Wednesday. The first thing to be done is the Opening Speeches by each delegation. Each and every delegation will have 45 seconds to speak. During this speech, the delegation must address its audience, state the topics at hand and clearly state their position on each of the topics.

If you are not sure how to write one, just make a summary of your positions paper, but focus on the third paragraph of the position paper. There is a sample opening speech in the end of this guide.

Agenda

The main goal of the first minutes of committee session after the opening speeches is to set the agenda. This is when delegates decide which of the topics they will discuss and which order. Once the sequence of topics of discussion is selected, a speakers list will be opened, and delegates will sign up in order to give opening remarks and opinions in a formal setting. At some point, a delegate usually calls for a caucus in order to discuss ideas in an informal manner. During unmoderated caucus, delegates may stand up and move around or even leave the committee room. It is a break in formal debate where meeting is temporarily suspended and delegates may speak to one another directly for a certain amount of time free from the constraints of parliamentary procedure. Towards the end of this first session, more diligent delegates will begin writing working papers that will be presented at the following session.

Working Papers

Working papers are the first step towards a directive. Somewhere between scribbles and a directive, they provide the delegates with exactly what the name suggests — something to work on. It is the first attempt to place the abstract ideas from debate and position papers into written form. Working papers have no set format, use however your common sense. They are usually one-page proposals and help to focus discussion on certain aspects of the entire topic at hand (see the sample working paper). It is possible, advisable even, that delegates amass the committee's consensus around certain points of a working paper and start turning into a draft directive. This is key. In the working paper stage, it is very important for the committee to gain as much consensus as possible. During this interim step toward a directive, some of the most valuable debate takes place. If problems are dealt with during this phase, the directive process will usually be much smoother. The Chair has

power over the working paper process; the paper must be approved by the Chair (but requires no delegate signatures) before it can be copied and handed out.

Please note that there is no set format for working papers; the sample working paper attached as an appendix at the end of this guide is just one example of a possible working paper.

Directives

Your solution to the problems that the committee confronts take the form of a directive. Directives represent the committee's final attempt to draw together the interests of many competing nations into a comprehensive solution that serves the interests of the collective world community. From the procedural perspective, the directive is the formal document upon which the committee will act via the amendment and voting processes.

Directives are short direct resolutions. They have a **strict** number of maximum 5 clauses and they do not have preambulatory clauses. The clauses must be straightforward and must be **doable actions**. Bear in mind that in the end of the conference each committee will reach a resolution with no limit for clauses and with preambulatory clauses.

A directive is a document that follows a strict format and reflects the negotiation, debate, and innovative proposals that the committee has produced. Before a directive can be formally introduced into a committee, it must receive the approval of the Chair. The Chair will sign a directive if it demonstrates an adequate understanding of the issue, answers the questions posed in the Background Guide, and has a wide base of support. A well-written directive exhibits the following qualities:

- Familiarity with the problem: Relevant background information and previous UN actions should be referenced. In addition, a good directive should keep in mind the actual power and influence of the committee. An ambiguous, unenforceable directive is useless.
- Recognition of the issues. At the very least, the directive should address the ideas in the "Focus Questions" section of the Background Guide.
- Concision. Every clause and phrase has a purpose.
- Good form. An otherwise sound directive may suffer from clumsy grammar or sloppy format.

The heading of a directives should include the committee name, the list of Main Submitters and Co-Submitters, and the topic addressed by the directive. The body of the directive is written in the format of a long sentence.

- Committees use their own names as the introductory line. The rest of the directive consists of clauses, with the first word of each clause underlined.

- The next section, consisting of perambulatory clauses are for **Resolutions only**, describes the problem being addressed, recalls past actions taken, explains the purpose of the directive, and offers support for the operative clauses that follow. Each clause in the preamble begins with an underlined participle and ends with a comma.
- Operative clauses are numbered and state the action to be taken by the body. These clauses all begin with present tense, active verbs, which are generally stronger words than those used in the Preamble. Each operative clause is followed by a semicolon except the last, which ends with a period.

Of course, compromise on directives is not always possible, as delegates must also protect their own national interests. Thus, every SMUN directive proposed does not have to be based entirely on compromise and consensus. That would actually go against our purpose.

Amendments

As not everything can be worked out prior to the introduction of directives, it is expected that amendments to directives will be presented on the floor. The amendment process allows delegates to alter parts of a directive without scrapping the entire document, strengthening consensus on the directive by allowing delegates to change sections upon which they disagree. However, delegates must be aware of the direction in which the amendments are steering the committee. If the amendments are not substantive, they merely ensnarl the committee in procedure, creating bad vibes amongst nations which could be collaborating. Procedure is important for amending directives particularly because there are no friendly amendments at SMUN; it is not possible for a directive to be changed after it has been introduced without a vote.

Reaching a Decision

After debate on a directive has been closed, voting procedure is fairly standard. Much like with going black, there is no going back. The voting itself, however, can then be altered by moving for a roll call vote, division of the question or reordering the directives.

By adopting a directive, the committee has agreed by a majority vote that the directive is the best possible solution to the current problem. Discussion of the second topic area begins once a directive on the first topic has been passed or the committee has moved to close debate on the topic after a proposed directive has failed.

After having compiled extensive research on the topic areas and an understanding of your country's stance on the issue, you are now ready to try to solve the problem while keeping your national interests in mind. But you may be unsure of how the actual committee will run and don't want to feel like a fish swimming in a nice restaurant's aquarium. Because the United Nations strives to include every member of the international community, its membership is very large. As a result, debate must follow an organized procedure to be productive. SMUN strives to simulate that process

and has adopted a series of rules with which to conduct debate. The Rules of Procedure that we use at SMUN can be found in a later section of this Guide.

Flow of Debate

Using the Speaker's List

During formal debate, the order in which delegates make their speeches is dictated by their order on the Speakers List (to which names are added as soon as they are submitted). Since you can only be on the Speakers List once at any given time, you should resubmit your name as soon as you finish speaking to maximize speaking opportunities. Even if nothing relevant is in your mind when you do that, answers, comments, and opportunities for furthering discussion will have arisen in there by the time the pendulum swings back to you. You can also attempt to increase the number of times you can address the committee by asking other delegates to yield their remaining time to you. "Please" goes a long way!

Speech Preparation and Content

When you are planning your upcoming speech, you need not write it out word for word. A written speech takes much time to prepare and may lack *jazz*. However, just winging it isn't recommended either. You may prefer to outline your points and perhaps jot down a few key phrases. Pay attention to the previous few speeches: their content may prompt you to change what you were planning to say. Also, by referring to previous speeches, you make it far clearer how your position relates to other delegates' positions.

Your committee and fellow delegates trust you to use your allocated time wisely, as the possibilities are virtually unlimited! You can introduce new ideas, elaborate on old ones, support and defend allies' positions, attack opposing positions, or do any combination of the above. Keep in mind, however, that the content of your speech should be a balance between what you want to say and what the committee is currently discussing.

Moderated Caucus

Compared to the strict parliamentary order of formal debate, caucus may appear to be disorganized and hectic. If it proves impossible to conduct productive caucuses, consider asking the Chair or Co-Chair to give you some help. One successful format for a moderated caucus divides the delegates pro and con on a particular issue and then alternates delegates from both groups, according each one minute to speak. Such moderated caucuses combine the best elements of formal debate and caucus, providing the order of formal debate with the spontaneous flow of ideas associated with caucus.

Unmoderated Caucus

An unmoderated caucus is a state of committee during which no speakers are recognized by the moderator. Though no debate takes place, the committee invariably hums with activity. During unmoderated caucuses, delegates often try to come to consensus, organize blocs, and write documents. Delegates in double-delegation committees also use this time to check on co-delegates that may have been working outside of the committee room.

How and When to Move to Caucus

A motion to caucus, since it is a non-debatable procedural motion, takes precedence over all other motions except for Parliamentary Points. When you motion for a caucus, the Chair will ask you for how long and for what purpose you want to caucus. If you feel that discussion among delegates outside of formal debate is necessary, then move to caucus. Generally, delegates will call for a caucus to accomplish one of the following specific goals:

Review ideas: One of the first things you should do in caucus is meet with your allies and review what was said, deciding which new ideas are acceptable and which are not. Encourage delegates in your caucusing session to put forth any new ideas they have. Also, you should analyze the response of the rest of the committee to the ideas you and your allies brought up.

- **Establish a consensus:** Try to establish a consensus on the major points as soon as you can. Do not expect to hammer out all the little differences, as that will take a while. Just reach an agreement on the fundamentals so that your bloc can present a unified front to the committee during the next formal debate session.
- **Contact other people:** Besides talking to delegates in your own bloc, it is a good idea to talk to delegates in other blocs. Try to get some rough idea as to the positions of the other blocs and see which delegates are potential allies and which will be your opposition. In addition, you should talk to the Assistant Chairs and let them know your ideas and how negotiations are proceeding. Finally, you should begin thinking about forming strong coalitions.

Regardless of any suggested divisions, simplified or actual, you are, of course, free to caucus with any delegates you choose. In fact, after several caucuses, you will find blocs dividing and recombining in new ways, depending on both personalities and goals.

Negotiation While the ability to communicate is necessary to functioning in committee, the art of negotiation is necessary to producing a successful directive. SMUN's value as a simulation lies not only with the substantive education one gets on current international problems, but more importantly, with the opportunity one has at the conference to hone one's negotiation skills, which are vital to future leaders in any field.

Coming to Directive

Drafting the Directive Every good directive should merit description by “the Three Cs”: comprehensive, collaborative, and conceivable. Virtually all the problems that the UN tackles are quite complex; for a directive to be a good solution to a problem of global importance it must be comprehensive. If the directive is to gain enough support to be passed by the committee, then it must also be collaborative. Finally, if the directive is to gain the approval of the Chair, then it must be conceivable. The realistic directive takes into account UN limitations and the current international balance of power so as to make the most effective use of diplomacy.

Finalizing the Directive Before you type up the final version of your directive, you should review it with the Co-Chair. After hearing the Co-Chair’s feedback and making any necessary changes, show it to the Chair, and, after getting his/her advice, make any final necessary changes.

You are now ready to type it out (we recommend attending delegates to bring their own electronic devices). At this stage, it is important to carefully check over grammar, syntax, style, etc. Not only is a well-written directive easier to comprehend, it is more impressive to delegate and hence more likely to gain their support. Both this Preparation Guide and the Handbook contain sample directives for you to follow. Improperly formatted directives will be returned to delegates for revision.

You must now get the required number of delegate signatures (see Rule 31 for the list of the number of required delegate signatures for directives for each committee). When attempting to get signatures, it is important to remind delegates hesitant to sign that their signature does not bind them in any way to any future support, a signature only implies a desire to see the directive out on the committee floor. Finally, you need to present the directive to the Chair for his/her signature so that the directive can be brought to the IT team to be printed out and distributed.

The Amendment Process There is no such thing as a “friendly” or “unfriendly” amendment. The directive is considered the property of the entire committee and it requires a majority of the committee to incorporate an amendment. Amendments require a certain number of delegate signatures and the signature of the Chair before they can be introduced (Rule 33).

Amendments to your directive, assuming they do not radically alter the intention of your directive, are beneficial in that they validate the legitimacy of your directive: no one would bother to amend a directive that they thought would never pass. Bear in mind, however, that an excessive number of amendments, especially poorly written ones, will slow the pace of the committee. Therefore, make sure to keep yourself apprised of the amendments being written. Find out what are the most popularly requested changes, and then draft a comprehensive amendment that incorporates those changes that are acceptable to your coalition.

Voting on the Directive

Once debate is closed, the committee immediately moves to a vote on the directive (or amendment; the parliamentary procedure is analogous).

What to do if Your Directive Fails Remember that the value of SMUN resides not in getting your directive passed, but in learning both about the UN as an international forum and about how to communicate and negotiate.

The true victors at SMUN are those delegates who learn from their experiences in the committee process and take that knowledge from the Conference and apply it to their endeavors beyond, much unlike how actual diplomats and politicians act, unfortunately.

Rules of Procedure

General Rules

1. Scope: Rules regarding procedure during conference will have exception and specificities to Crisis Directory Committee and Press Corps (further information will be given in its respective background guide).
2. Scope: These rules apply to the UN Security Council, Economic and Social Council, Food and Agriculture Organization, World Health Organization and International Financial Corporation.
3. Language: English shall be both the official and the working language of the United Nations and its committees.
4. All directives and other documents shall be published in the language of the General Assembly.
5. Delegations: Each member state will be represented by one School and every delegate shall have one vote on each committee.
6. Participation of Non-Members: A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Secretariat.
7. Statements by the Secretariat: The Secretary-General or a member of the Secretariat whom he or she designates may make either written or oral statements to the committee at any time.
8. Credentials: The credentials of all delegations have been accepted upon registration. The Secretary General shall be the final arbiter of the validity of all credentials.
9. General Powers of the Committee Staff: The Chair will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Chair will have complete control of the proceedings at any meeting. In the exercise of these functions, the committee staff will be at all times subject to these rules and responsible to the Secretary-General. Appeal: Any decision

of the Moderator, with the exception of those matters for which the SMUN Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Moderator may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Moderator will stand unless overruled by a two-thirds majority. The Chair has ultimate discretion on any ruling, whether it is appealed successfully or not.

10. **Courtesy:** Delegates will show courtesy and respect to the committee staff and to other delegates. The Chair will immediately call to order any delegate who fails to comply with this rule.
11. **Electronic Devices:** The use of electronic devices including Tablets and Notebooks are allowed at all times during the SMUN.
12. **Weapons, of any kind, are heavily prohibited.** By breaking rule 11, the individual will be submitted to disciplinary action, including notification of faculty advisors, forfeiture of individual and delegation awards, expulsion from the conference, and disqualification from future attendance at SMUN.
13. **Possession of any narcotic or controlled substance are strongly prohibited at SMUN.** By breaking rule 12, the individual will be submitted to disciplinary action, including notification of faculty advisors, forfeiture of individual and delegation awards, expulsion from the conference, and disqualification from future attendance at SMUN.
14. **All the material and infrastructure present during the SMUN are property of the Colégio Suíço-Brasileiro de Curitiba.** In that way, delegates and the like will be charged the costs of, any and all damages he or she may cause.
15. **Delegates and the like are responsible for any damage to or loss of his or her property, including money, personal belongings, computers and electronics, or other items of value, located on the SMUN's premises.**

Rules Governing Debate

1. **Agenda:** The first order of business for the committee, if the committee has more than one topic area to discuss, will be the consideration of the agenda. If the committee has only one topic area, the agenda is automatically adopted. To set the agenda:
 - A motion should be made to set the agenda to one of the committee's topic areas as stated by the Chair in the committee background guide.
 - Two speakers' lists will be established: one in favor of the motion, and one opposed to the motion and in favor of the other topic. The committee will hear alternating speakers from these lists. No motions for moderated or unmoderated caucuses are permitted during this time.

- A motion to close debate will be in order after the committee has heard at least two speakers for the motion and two against, or when one of the speakers' lists is exhausted. In accordance with the normal procedure described in Rule 16, the Chair will recognize two speakers against the motion to close debate, and a two-thirds majority is required for closure of debate on the agenda.
 - When debate is closed, the committee will proceed to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other Topic Area will automatically be placed before the committee.
 - When voting procedure is complete on the first topic area, the second topic area is automatically placed before the committee.
 - In the event of an international crisis or emergency, the Secretary-General or his or her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. Under such circumstances, a delegate may motion to table the topic and temporarily set the agenda to the crisis situation. After a directive has been passed on the crisis, the committee will return to debate on the tabled topic. Until a directive has passed, the committee may return to debate on the tabled topic area only at the discretion of the Secretary-General or his or her representative.
2. Debate: After the agenda has been determined, one continuously open speakers' list will be established for the duration of the topic area, except as interrupted by procedural points or motions, caucuses, discussion of amendments, and introduction of draft directives. Speakers may speak generally on the topic area being considered and may address any working paper or any draft directive currently on the floor. A draft directive can only be referred to as such once it has been introduced to the committee.
 3. Moderated & Unmoderated Caucus: A motion for a moderated/ unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage.
 4. Closure of Debate: A representative may at any time move the closure of the debate on the item under discussion, whether any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the committee. If the committee is in favor of closure of debate, the Chair will declare the closure of the debate and move the committee to immediate voting procedure. If a given Speakers' List is exhausted, debate will automatically be closed.

5. Suspension of the meeting: During the discussion of any matter, a representative may move the suspension of the meeting. Such motions shall not be debated but shall be immediately put to the vote. However, a motion to suspension will not be in order until three quarters of the time scheduled for the session have elapsed.
6. Deference toward the Secretariat: all participants of SMUN in the room must rise in the event that the Secretary-General or other distinguished guests enter it. They may sit with his or her permission.

Rules Governing Speeches

1. **Speakers' List:** The committee will have an open speakers' list for the topic area being discussed. A delegation present may add its name to the speakers' list by raising their placard. The speakers' list for the second Topic Area will not be open until the committee has proceeded to that topic.
2. **Speeches:** No representative may address the committee without having previously obtained the permission of the Chairman. The Chairman shall call upon speakers in an order determined by the Chairman. The Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.
3. **Speaking Time:** When any speakers' list is opened, the speaking time is automatically set to one minute, if the Chairs do not set themselves. Delegates may also make a motion to set a new speaking time at any time when points or motions are in order during formal debate. This motion requires a simple majority to pass.
4. **Yields:** A delegate granted the right to speak from a speakers' list may, after speaking, yield in one of three ways: to another delegate, to questions, or to the dais.
 - Yield to another delegate: Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to a third delegate. To turn the floor over to a code legat is not considered a yield.
 - Yield to questions: Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
 - Yield to the Chair: Such a yield should be made if the delegate has finished speaking and does not wish to yield to another delegate or to questions, and further does not wish his or her speech to be subject to comments. The Chair will then move to the next speaker. A yield to the Chair is in order, but not automatic, when a speaker's time has elapsed.
 - Yields are in order only on substantive speeches and not during moderated caucus.

Points

1. **Point of Personal Privilege:** Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may rise to a point of personal privilege to request that the discomfort be corrected. While a point of personal privilege may interrupt a speaker, delegates should use this power with the utmost discretion.
2. **Point of Order:** During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Moderator in accordance with these Rules of Procedure. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.
3. **Point of Parliamentary Inquiry:** When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the Chair a question regarding the Rules of Procedure. A point of parliamentary inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this point, but should rather approach the committee staff at an appropriate time.
4. **Point of Information:** If a substantive speech is followed by no yields, the Chair may recognize delegations, other than the initial speaker, to make points of information for thirty seconds each, on the specific content of the speech just completed, in the form of a question. Delegates who make points of information may not yield. No points of information will be in order during debate on procedural motions, moderated caucus, or debate on amendments.
5. **Point of Clarification:** During the discussion of any matter, a delegate may rise to a point of clarification to clarify what was stated incorrectly or ambiguously previously. The point must be approved by the Chair and must be in form of a factual and objective statement, no questions nor arguments can be made using this point.
6. **Right of Reply:** A delegate whose personal or national integrity has been impugned by another delegate may request in writing a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Chair's decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Chair.

Motions

1. **Motion for a Moderated Caucus:** In order to enter a moderated caucus, delegates must specify the total period for the caucus, speaking time, and purpose. During a moderated caucus, the Chair recognizes delegates for the discussion without the use of a speakers list and yields.

2. **Motion for an Unmoderated Caucus:** When making this motion, delegates must specify the length and purpose of the caucus. Unmoderated caucuses allow delegates to have informal discussions and move around the committee room. It is used to write directives and it is the lobbying time itself.
3. **Motion to Table Debate:** The committee may consider a motion to table debate on the item under discussion, this is used for directives and amendments. Two representatives may speak in favor of and two against the motion. A two-thirds majority is required for passage. For reintroduction of directive or amendment, the same process must take place.
4. **Motion to Move into Time Against:** If a delegate feels that debate in favor of a directive or amendment is repetitive, he or she may call out for this motion. Usually the Chair will already move into time against, but the delegate may use it to show off its knowledges of motions.
5. **Motion to Pass without a Vote:** If a delegate believes that the entire committee supports an amendment or directive, the delegate may motion to pass the directive or amendment without a vote.
6. **Motion to Pass as a Friendly Amendment:** If one of the main submitters of the directive supports the amendment, the delegate may motion to pass the amendment as friendly. This motion only passes if there are no objections from the main submitters.
7. **Motion to Move into Voting Procedure:** When a delegate feels that the topic has already been sufficiently discussed, he or she may motion to close debate and move into voting procedure. This motion passes if it is seconded and there are no objections.
8. **Motion to Vote Clause by Clause:** If an amendment submitted has more than one clause and the delegate believes the clauses will have different discussions and votes, he or she may motion to vote or discuss clause by clause.
9. **Motion to Suspend Debate:** When the time calculated for a specific committee session has elapsed, a delegate may make a Motion to Suspend Debate. In order to pass, this motion must be seconded and face no objections.
10. **Motion to Recess:** When the time scheduled for the last committee session has elapsed, delegates may make a Motion to Recess. In order to pass, this motion must be seconded and have no objections.
11. **Motion to Cite Sources:** If a delegate feels the fact stated by another delegate is incorrect, they may motion for the delegation that stated the incorrect fact to cite their sources to the Chair. This motion does not need the approval of the Chair, no voting procedure and objections are not in order for this motion. The Chair will allow the delegation that must cite their sources a

period of time so they are able to find the source and the Chair will decide whether the source is credible or not.

12. **Motion to Divide the House:** Before the voting procedure for directives, resolutions and motions, the delegate may use the motion to divide the house. This motion overrules the abstentions; thus, delegations may only vote in favor or against, no abstentions are in order.
13. **Motion to Speak with Compatriot:** If the delegate wishes to speak to any of their compatriots, the delegate may motion to speak with compatriot. The chair will recognize this motion and communicate the chair from the other committee asking for the co-delegate to be excused. Compatriots will meet in the corridor by at most 5 minutes. If the co-delegate cannot be excused this motion will be overruled by the chairs.
14. **Motion to Approach the Chair:** If the delegate has a specific personal issue or question that is not relevant for the debate, the delegate may motion to approach the chair to have a face-to-face conversation with one of the co-Chairs.

Rules Governing Substantive Matters

1. **Working Papers:** Delegates may propose working papers for committee consideration. Working papers are intended to aid the committee in its discussion and formulation of directives and need not be written in directive format. Working papers are not official documents, and do not require formal introduction, but do require the signature of the Chair to be copied and distributed. Working papers do not have Main Submitters.
2. **Directives:** A directive may be introduced when it receives the approval of the Chair and is signed by Main Submitters and Co-submitters. A Co-submitter does not need to support a directive; it only wants it to be discussed. There will be up to two Main Submitters per directive. Main Submitters are the writers of the directive, thus, the show support towards it. A friendly amendment can only be created if all Main Submitters agree. The Chair's decision not to sign a directive or amendment may not be appealed. Directives require a simple majority to pass unless otherwise stated in specific committee rules. More than one directive may be on the floor at any one time, but at most one directive may be passed per topic area.
3. **Introducing Directives:** Once a directive has been approved as stipulated above and has been copied and distributed, a delegate may make a motion to introduce the directive. This motion requires only authorization by the Chair and does not require a substantive vote. The DAIS staff, time permitting, may choose to read the operative clauses of the directive. Immediately after a draft directive has been introduced and distributed, the Chair may entertain non-substantive clarificatory points, typically used to address typographical, spelling, or punctuation errors. A directive will remain on the floor until debate is postponed or a directive on that topic area has been passed.

4. Amendments: Delegates may amend any directive that has been introduced. An amendment must have the approval of the Chair. There are no official Main Submitter of amendments and all amendments on the floor must be debated and voted upon:
 - a An approved amendment may be introduced when the floor is open. General debate will be suspended and two speakers' lists will be established, one for and one against the amendment. Debate will alternate between each list.
 - b A motion to close debate will be in order after the committee has heard two speakers for the motion and two against, or when one of the speakers' lists is exhausted. In accordance with the normal procedure described in Rule 4 of Governing Debate, the Chair will recognize two speakers against the motion to close debate, and a two-thirds majority is required for closure of debate.
 - c When debate is closed on the amendment, the Committee will move to an immediate vote. Votes on amendments are substantive votes. After the vote, debate will return to the general speakers' list.

Rules Governing Voting

1. Reordering Directives: The default order in which directives are voted on is the order in which they were introduced. After debate on a topic has been closed, a delegate may motion to change the order in which directives on the committee floor will be voted on. Such a motion must specify a desired order. Once such a motion has been made, the Chair will accept alternative proposals for ordering. This motion takes precedence over a motion to divide the question on a directive. Proposals will be voted on in the order in which they were received and require a simple majority to pass; once a proposal has been passed, all others are discarded and directives will be voted on in that order.
2. Voting: Once committee is in voting procedure and all relevant motions have been entertained, the committee will vote on the directives on the floor. Voting occurs on each directive in succession; once a directive has been passed, no further directives will be voted on. In all matters, both substantive and procedural, each country will have one vote. Each vote may be a "Yes," "No," or "Abstain." All matters will be voted upon by placards, except in the case of a roll call vote. After the Chair has announced the beginning of voting, no delegate will interrupt the voting except on a point of personal privilege or on a point of order in connection with the actual conduct of the voting. A simple majority requires more "Yes" votes than "No" votes; abstentions are not counted toward either total. A two-thirds majority vote requires at least twice as many "Yes" votes as "No" votes. A procedural vote is a vote on any matter besides an amendment or directive, and requires every country to vote either "Yes" or "No" on the question.
3. **Veto Power:** Veto power only exists in Security Council. The countries holding the veto power are: United States of America, Russian Federation, United Kingdom, French Republic and

People’s Republic of China. Vetoes can only be used when the nation’s sovereignty is being infringed by the directive. The delegate must justify how the proposed directive infringes on its sovereignty, at which point the Chairs will determine whether the veto is valid or not. Any no vote from a permanent member is automatically a veto. For these reasons, if a nation that holds veto power disagrees with a directive but it does not infringe on that nation’s sovereignty, it should not vote against the directive but abstain instead.

Directive/Resolution Formatting Guide

The difference between a Directive and a Resolution is fairly simple. Directives are short and straight forward. Resolution are lengthy and over specific. There is a sample directive and resolution in the end of this guide which will make this difference clearer.

Heading

The title should be centered, in capital letters, above the body of the draft directive. The next two lines should list the name of the committee and the title of the topic, left-aligned. Do note that draft directives require the approval of the Chair and the signature of eight members in the Economic and Social Council committees and Specialized Committees, and five members in the Security Council. Main Submitters and Co-Submitters should be listed at the top of the first page of the draft directive.

Body

The body of a directive is written in the format of a long sentence, with the following rules:

- The committees of the General Assembly and Economic and Social Council should begin their directives with “The General Assembly” and “The Economic and Social Council,” respectively. All other committees should use their own names in the introductory line. The rest of the directive is comprised of two sets of clauses.
- The first set consists of preambulatory clauses for **Resolutions only**, which describe the problem being addressed, recall past actions taken, explain the purpose of the directive, and offer support for the operative clauses that follow. Each clause in the preamble begins with an italicized (or underlined, if handwritten) word or phrase and ends with a comma.
- The second set consists of operative clauses, which are numbered and state the action(s) to be taken by the body. These clauses all begin with present tense active verbs, which are generally stronger words than those used to begin preambulatory clauses. These verbs are underlined. All operative clauses, except the last, which ends with a period, are followed by semi-colons.

Preambulatory

Affirming

Approving

Alarmed by

Aware of

Bearing in mind	Having considered further
Believing	Having devoted attention
Cognizant of	Having examined
Confident	Having heard
Contemplating	Having received
Convinced	Having studied
Declaring	Keeping in mind
Deeply concerned	Noting further
Deeply conscious	Noting with approval
Deeply convinced	Noting with concern
Deeply disturbed	Noting with regret
Deeply regretting	Noting with satisfaction
Desiring	Observing
Emphasizing	Reaffirming
Expecting	Realizing
Expressing its appreciation	Recalling
Expressing its satisfaction	Recognizing
Fulfilling	Referring
Fully alarmed	Seeking
Fully aware	Taking into account
Fully believing	Taking note
Guided by	Viewing with appreciation
Having adopted	Welcoming
Having considered	

Operative

Accepts	Further proclaims
Affirms	Further recommends
Approves	Further reminds
Authorizes Calls for	Further requests
Calls upon	Further resolves
<i>Condemns (SC only)</i>	Has resolved
Confirms	Notes
Congratulates	Proclaims
Considers	Reaffirms
Declares accordingly	Recommends
<i>Demands (SC only)</i>	Regrets
Deplores	Reminds
Designates	Requests
Draws attention	Resolves
Emphasizes	Solemnly affirms
Encourages	Strongly condemns
Endorses	Supports
Expresses its appreciation	Takes note of
Expresses its hope	Trusts
Further invites	Urges
	Welcomes

Sample Position Paper

Committee: The Organization of American States

Topic C: Promoting Economic and Social Stability in Venezuela

Delegation: Canada

School: Swiss School of Curitiba

Delegates: Dante Molento and Julia Veloso

The Bolivarian Republic of Venezuela has been in an economic and humanitarian crisis for years. Since President Nicolás Maduro came into power in 2013, Venezuela has been struggling to feed its population or even to provide them medicine. Inflation rate were more than 1600% in 2016. Even with the largest oil reserves, the population faces daily blackouts due to electricity rationing. Venezuela loses 0.1% of its population to murder and has an increasing black market further exploiting the population. Moreover, the South American country is struggling with democracy. On December 2015, Venezuela's opposition won two-thirds of the seats in the National Assembly and collected 1.85 million signatures to start a recall referendum, but the government refused to accept it. To worsen the situation, a devastating drought hit the country further enforcing the power rationing, and furthermore, Venezuelan government refuses to accept humanitarian help from international organizations and other countries.

Canada has been aiding the Bolivarian Republic of Venezuela for years. Between 2002 and 2008, Canada has managed and provided \$12 million for a project focusing on the creation of high-quality information on geological hazards to aid in land-use planning. Other aids including healthcare, police training and technologic advances during 2003 and 2007. As stated in the Permanent Council of the Organization of American States General Assembly held in June 2016 in the Dominican Republic, Canada reinforces the effective political dialogue to address the needs of the Venezuelan population, preserve peace and security and ensure full respect for human rights. Canada believes that offering assistance is the first step to committing to the support of Venezuelans in order to democratic processes to be fully respected. The declaration signed in 2016 called for the upholding of the role of the freely elected national assembly and adhering to constitutional procedures, including the provision for a recall referendum and its necessary verification.

Canada urges for a frank and effective dialogue, alongside the hope for the Government of Venezuela to respect the spirit of the constitution and the people. Nevertheless, the blockade of the process or the decision to prohibit the departure of opposition leaders will affect the establishment of a peaceful dialogue. Canada believes in the commitment to the Charter of the Organization and the Inter-American Democratic Charter on the support of a national, inclusive, and effective political dialogue upholding the separation of powers and the consolidation of democracy. The dialogue must be held as soon as possible, using facilitators or a direct dialogue in order to form long-lasting peaceful solutions, democracy and social stability, concerning full respect for human rights, international agreements and democracy. Canada strongly encourages the continued respect for peaceful and nonviolent forms of expression. Moreover, reaffirming Canada's commitment to

democratic principles and to the defense of human rights, the government is deeply concerned about the decision of the National Electoral Council of the Bolivarian Republic of Venezuela to postpone the process to collect signatures from 20% of the electorate required to activate the recall referendum. Canada urges the Venezuelan Government to respect the will of the people to recall the referendum and to hold a national dialogue.

Sample Opening Speech

Fellow Delegates, honorable chairs,

The Organization of American States is once again gathered to discuss very important topics.

The first one being: The Threat of Narcoterrorism in Andean States. The Delegation of Canada acknowledges that narcoterrorism and problems of similar ilk have proven themselves as a matter that requires international attention if a solution is to ever be achieved. In Canada's *International Development Efforts*, Colombia is found as a *country of focus*, like few.

Safeguarding Democracy and Ending Corruption in Brazil is the topic which immediately follows. Canada believes it is through the inspection of several bodies that the Canadian Government is able to keep control and maintain the levels of corruption as low as possible. This Delegation strongly believes that if abiding by this method, Brazil can also succeed in the fight against corruption.

And lastly, Promoting Economic and Social Stability in Venezuela will be this committee's ultimate urge. The Bolivarian Republic of Venezuela has been in an economic and humanitarian crisis for years. Canada urges for a frank and effective dialogue, alongside the hope for the Government of Venezuela to respect the spirit of the constitution and the people.

Thank you.

Sample Working Paper

Committee: UN Commission on Trade and Development

Topic: Generalized System of Preferences

Main Submitters: Algeria, United States, Colombia

The authors of this working paper believe that a GSP should be set up so that Least-Developed Countries (LDCs) receive preferential treatment from Developed Countries (DCs). To that end we propose:

1. Each DC reduce its tariffs to the lowest level possible. This level will be determined by the below created subcommittee.
2. Bilateral trade agreements should be pursued for further reductions in tariffs.
3. Trade preferences should be granted in the following areas:
 - (a) Agriculture
 - (b) Manufactures
 - (c) Semi-manufactures
 - (d) Raw materials
4. Decisions on giving nations preference in product coverage should be made in consultation with the affected LDC. Annual re-evaluation of coverage shall take place with the LDC with dispute going to the below-created subcommittee.
5. A subcommittee of UNCTAD should be created with equal membership of developed and developing countries. This subcommittee would have the following powers:
 - (a) To mediate disputes between preference givers and receivers
 - (b) Make recommendations which all countries should follow
 - (c) Serve as a forum for airing grievances relating to the GSP
 - (d) Report regularly to the Secretary-General
6. Membership should be as follows:
 - (a) Five permanent nations from the DCs
 - (b) Five permanent nations from the LDCs

Sample Directive

Committee: UN Commission on Science and Technology

Topic: International News Flow Imbalance

Main Submitters: Algeria, United States, Colombia

The Economic and Social Council.

1. Recommends that a three-level information interchange system be established on the National, Regional, and International levels to ameliorate the current problems of news flow imbalance.;
2. Urges the establishment of the University of International Communications, with main branch in Geneva, Switzerland;
3. Calls for the continued use of funds from the International Program for the Development of Communications, Special Account, UNESCO, the UNDP, and other sources of funding including national governments and private donors;
4. Further recommends that the distribution of funds be decided by the IPDC.

Sample Resolution

Committee: The Organization of American States

Topic: Tackling the Threat of Narcoterrorism in Andean States

Main Submitters: Mexico, Canada, USA, Colombia, Panama, Brazil

Co-Submitters: Russia, Argentina, Venezuela, China, Uruguay, Jamaica, Peru

Recalling the beginnings of the matter being discussed in this committee, when in 1983, Peruvian president Belaunde Terry first adopted the term “Narco Terrorism” to describe the violent attacks committed by drug traffickers against the Peruvian police,

Deeply disturbed by narco terrorist groups such as the FARC, the ELN, the AUC, the PCP-SL the Hamas, and the Taliban,

Believing that the continuous cycle of narco terrorism, which intertwines both terrorism and the narcotics industry, can make inspection and criminalization of these two different offenses obscure and far more complex,

Fully aware of the issue that arises with distinguishing between narco-terrorists and criminal drug traffickers,

Bearing in mind the necessity of implementing means to investigate nations infamously known as facilitators of this particularly divisive industry,

Expressing its appreciation regarding the efforts already made by leaders of numerous nations to fight the issue,

Bearing in mind [resolution 1373](#) addressing terrorism and more specifically the financial sponsoring of terrorist groups,

Recalling the Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances,

The General Assembly,

1. Recognizes the severe consequences of the circulation, selling and possession of illicit narcotics, and remedies this through actions, pending each nation’s approval, such as but not limited to,
 - a. The further application of beliefs and goals agreed upon within the United Nations Office on Drugs and Crime (UNODC), such as those expressed in,
 - i. The Single Convention on Narcotic Drugs of 1961,
 - ii. The 1972 Protocol Amending the Single Convention on Narcotic Drugs,
 - iii. The Convention on Psychotropic Substances of 1971,
 - iv. The United Nations Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of 1988,
 - b. Encouraging, through peaceful negotiations between nations within UNODC, the reinforcement and development of laws against illicit traffic of Narcotics within each nation, keeping in mind each nation’s constitution and sovereign rights, aiming to achieve and enhance the aforementioned goals of each convention,

- of children and teenagers who've been previously involved with drug trafficking,
- b. Encourage schools to integrate classes that educate students about recurring global issues such as narcoterrorism, aiming to promote awareness and deviate such people from drug use and other illicit activities.
5. Requests interstate cooperation with members outside the Andean sphere of influence:
 - a. Ensuring bilateral relationships with nations that harbor terrorist organizations
 - i. Implementing extradition treaties for known terrorists and drug traffickers,
 - b. Increasing global ties and consequently the difficulty for malignant forces to operate anonymously.
 6. Supports the incentivization of affiliated persons to come forward with information by means such as:
 - a. For those who have already been arrested:
 - i. Reduction of sentence and parole,
 - b. Protection by government agencies,
 - c. Implementing sanctions to any country that offers a safe haven to narcoterrorist organizations
 7. Endorses the creation of a hotline instituted in all countries facing the issue at hand for:
 - a. Civilians to be able to report any information to any drug-related occurrence;
 8. Trusts that alliances with non-partisan NGOs and journalist associations are established to address:
 - a. Institutional corruption,
 - b. Violation of human rights,
 - c. The misconduct and misappropriation of state power by:
 - i. The Police
 - ii. The Militia
 - iii. Counter-Terrorist Ops
 9. Urges increased accountability and punishment for police officers that are found to have any affiliation with narcotrafficking, and such investigations being conducted by separate entities,
 10. Encourages the creation of sport-related programs for teenagers:
 - a. So that it may prevent them from entering into the world of drugs,
 - b. Especially in suburban and slum areas where academics are not as dominant,
 - c. By:
 - i. Making it mandatory to have physical education classes in all schools,
 - ii. Offering scholarships based on athletic ability,
 - iii. Creating government funded championships and competitions,
 11. Endorses a method which will assist in distinguishing between narcoterrorism and regular drug trafficking. This method consists of the following:

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- a. Requesting the help of the UNODC (United Nations Office on Drugs and Crime) in order to combat the issue, where it shall:
 - i. File semesterly reports on the activities of organizations involved in drug trafficking which must specify the whereabouts and means of the profits acquired by such organizations, in order to help on determining whether they are funding or providing aid to terrorist activities;
 - ii. Call upon the assistance of the ICC (International Criminal Court) when investigating drug trafficking organizations;
 - b. Urging drug supplier nations' governments to collaborate in the investigation of drug trafficking agencies amongst their state by:
 - i. Immediately reporting them to the UNODC in case any suspicious behavior linking the criminal organization to terrorist means is encountered;
 - ii. Take legal action against:
 1. Such agencies;
 2. Any individuals or group providing these criminal organization with financial aid or safe havens;
 - iii. Inspecting the purposes of such organizations' drug trafficking, in order to uncover their understructure and motives - noting that a drug trafficking organization is given the "narco terrorist" label if its motives fall under any of the below, but not limited to, categories:
 1. Ideological;
 2. Political;
 3. Religious;