<table>
<thead>
<tr>
<th>Table of Contents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Address and Secretariat Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Delegate Etiquette</td>
<td>3</td>
</tr>
<tr>
<td>Position Papers</td>
<td>4</td>
</tr>
<tr>
<td>Flow of Debate</td>
<td>5</td>
</tr>
<tr>
<td>General Information Regarding Debate</td>
<td>6</td>
</tr>
<tr>
<td>Rules of Parliamentary Procedure</td>
<td>7</td>
</tr>
<tr>
<td>Overview of Resolutions</td>
<td>10</td>
</tr>
<tr>
<td>Working Paper and Resolution Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Sample Phrases</td>
<td>13</td>
</tr>
<tr>
<td>Sample Resolution</td>
<td>14</td>
</tr>
</tbody>
</table>
Welcome to Hofstra University’s Model United Nations Conference, 2017!

The Hofstra Model United Nations Club is excited to be putting on this conference for local high school students and looks forward to three fun and informative days of debate. We have put together this Model UN 101 guide to help you prepare for the conference and familiarize yourself with the procedures we will be utilizing. In addition to this guide, make sure you read the background guides for your committee, which are available on the conference website (http://www.hofstra.edu/home/news/ur/modelun/). Feel free to contact the members of the Hofstra University Model United Nations Secretariat at hofstramodelun@gmail.com if you have any questions.

Sarah Gerwens  
Secretary General

Robert Bielunas  
Historical Crisis Committee Chair

Bryan Cuellar  
Future Crisis Committee Co-Chair

Daniel Davidson  
Future Crisis Committee Director

Kali McCauley  
African Union Chair

Aizaz Chaudary  
SPECPOL Chair

Albert Hamowy  
Undersecretary General

Nick Zotto  
Historical Crisis Committee Director

Mirabai Siegel  
Future Crisis Committee Co-Chair

Diana Kurth  
SOCHUM Chair

Rebecca Gleeson  
UNICEF Chair
Hofstra University Model United Nations
Delegate Etiquette

1. Maintain professional demeanor at all times. Treat other delegates, members of the Secretariat and UN staff with the highest level of courtesy and respect. Please notify any member of the Secretariat if a dispute arises at any time during the Conference.

2. Observe the style known as Western Business Attire. Wear identification badges at all times.

3. Observe the guidelines outlined by Parliamentary Procedure. Contact the Conference Secretariat should any questions about the Rules of Procedure arise.

4. Arrive at meetings on time as scheduled. The presence of all delegates at all committee meetings is essential for ensuring productive debate during the Conference and a successful outcome.

5. Remain in character and represent the interests and policies of the countries to which you are assigned.

6. Refrain from eating, smoking, or drinking anything but water in formal meetings.

7. Give your full attention to the proceedings in all meetings. Engage other delegations in discussions during breaks, informal consultations or after sessions have concluded for the day. Conduct informal consultations in the Commuter Lounge and Student Center Theater areas.

8. Do not use cell phones or other electronic devices during plenary and committee meetings.

9. Laptop computers will not be permitted during the conference.

10. Working papers and draft resolutions must be hand-written during committee.
Position Papers

A position paper is an essay detailing your country’s policies on the topics being discussed in your committee. Hofstra’s Model UN conference does not require that each delegation writes and submits a position paper, but it is recommended. Writing a position paper will help you organize your ideas so that you can share your country’s position with the rest of the committee. If you conduct extensive research, a position paper should be easy to write.

How to Write a Position Paper

Writing a position paper might appear to be a daunting task, especially for new delegates. But with enough research, you will find that writing a position paper will be easy and useful.

Position papers should be brief. Your position paper should include a brief introduction followed by a comprehensive breakdown of your country's position on the topics that are being discussed by the committee. A good position paper will not only provide facts but also make proposals for resolutions.

The requirements for Position Papers at the Hofstra MUN Conference are:

a. One page (12 font, 1.5 spacing) per topic, works cited may be on a second page
b. Must outline the issues related to the assigned topic
c. Must be written from the perspective of the assigned country

A good position paper should include:

- A brief introduction to your country and its history concerning the topic and committee;
- Actions taken by your government with regard to the issue;
- UN actions that you feel are relevant to the topic;
- What your country believes should be done to address the issue;
- What your country intends to do to help resolve the issue or address the topic.

Position Paper Tips

- Keep it simple. To communicate strongly and effectively, avoid flowery wording and stick to uncomplicated language and sentence structure.
- Cite your sources. If you are unfamiliar with bibliographic form, look up the Modern Language Association (MLA) guidelines at your school’s library.
- A good position paper makes a great introductory speech. During debate, a good position paper will also help you to stick to your country’s policies.

**Flow of Debate**

Below is a general description of how debate will flow at the Hofstra Model United Nations Conference. There are other, more specific rules and motions that determine the flow of debate during committee (see page

**Roll Call**

The Chairperson will announce each country’s name. After delegates hear their country, they should answer "present."

**Setting the Agenda**

When Model UN committees have more than one topic available, the body must set the agenda to begin working on one of these issues. Debate will begin with a Speaker’s List wherein all the delegates will be permitted to speak on both topics. After a fair amount of discussion, a delegate typically makes a motion, stating “The country of [name] moves to set the topic to topic A or B,” depending on which one he or she wishes to debate. Once the motion has been made, at the Hofstra MUN conference two delegations must speak in favor of the motion, and two other delegations will speak against it. These speeches should alternate between those in favor and those opposed. Once these four speeches have been given, a vote is taken. Setting the agenda requires a simple majority vote.
General Information Regarding Debate
From the United Nations Association of the United States of America (UNA-USA)
Model UN Preparation Guide
http://www.unausa.org/munpreparation

Like real UN bodies, Model UN committees have lengthy agendas and many delegates who want to convey their country’s positions. To help maintain order, Model UN conferences adopt rules of procedure to establish when a delegate may speak and what he or she may address.

At a Model UN conference, there is formal debate as well as informal debate, called caucusing.

**Formal Debate:** During formal debate, the staff maintains a Speaker’s List and delegates speak in the order they are listed. At this time, delegates have an opportunity to share their views with the entire committee. Delegates make speeches, answer questions, and introduce and debate resolutions and amendments. Formal debate is important to the committee’s work. By not knowing the rules of procedure, delegates slow down the debate and hold back their committee’s progress.

**Moderated Caucus:** To go to a moderated caucus, a delegate makes a motion to go into a Moderated Caucus for a prescribed amount of time, with a designated speaking time, for the purpose of addressing one particular cause. A moderated caucus is a mixture of both formal and informal debate. Anyone may speak if they raise their placard and are called on by the Chair.

**Unmoderated Caucus:** In an Unmoderated Caucus, delegates meet informally with one another and the committee staff to discuss and negotiate draft resolutions, amendments and other issues.

The next page provides the list of rules and regulations that will be utilized at the Hofstra University Model United Nations Conference.
Rules of Parliamentary Procedure

Precedence of Motions (Most Destructive to Least Destructive)

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Adjournment of the Meeting
5. Suspension of the Meeting
6. Unmoderated Caucus
7. Moderated Caucus
8. Motion to Change Speaking Time
9. Introduction of a Draft Resolution
10. Introduction of an Amendment
11. Postponement of Debate
12. Resumption of Debate
13. Closure of Debate

Parliamentary Rules of Debate (Required Vote)

Motion to Open the Speakers List (Simple Majority)

-No Caucuses until the topic has been set

Motion to Set the Topic to (A/B) (Simple Majority)

-Two Speakers For, Two Against
-If no Speakers Against, Motion Automatically Passes

Motion for a Moderated Caucus (Simple Majority)

-Vote longest time first, then (if proposed times are the same) by number of speakers

-Example Voting Order:
  15 minutes (assuming the only motion for 15 minutes)
  10 minutes with 30 second speaking time (20 speakers)
  10 minutes with 1 minute speaking time (10 speakers)
-Person who makes the motion shall be permitted to speak first
Motion for an Unmoderated Caucus (Simple Majority)

- Do not exceed 15 minutes. If needed, it may be extended
- No fraternizing outside the room

Motion for a Role Call Vote (Simple Majority)

Motion to Adjourn the Meeting (Simple Majority)

Motion to Suspend of the Meeting/Rules (2/3 Majority)

- After the introduction of working papers/resolutions (Chairs should urge them to move into a question and answer period)

Motion to Change Speaking Time (Simple Majority)

Motion to Introduce a Draft Resolution (Simple Majority)

- Division of the question takes precedence over the introduction of an amendment, requires a simple majority to pass.

Motion to Introduce an Amendment (2/3 Majority)

- Establish whether it is Friendly (receives support of all Sponsors) or Unfriendly (One or more Sponsors does not sign off on the Amendment)

- If Unfriendly, the room must vote on whether or not to add said amendment (Simple Majority)

Motion to Postpone Debate (2/3 Majority)

Motion to Resume Debate (2/3 Majority)
Voting Procedure

Role Call Vote (Simple Majority)

Motion to Table Resolution (2/3 Majority)

Motion to Divide the Question (2/3 Majority)

Motion to Make an Important Question (After moving into voting procedure, there will be two speakers for, two speakers against. A simple Majority is required to pass the motion.)

-An important question requires that a 2/3 majority is needed to pass said resolution. This can be ruled dilatory if the delegates do not make a case stating that this resolution deals with the maintenance of international peace and security, the suspension of the rights and privileges of membership, the expulsion of members, questions relating to the operation of the trusteeship system, and budgetary questions.

Crisis Committees will observe different rules, however. In a Crisis Committee, it is typical for the Chair to have discretion over the method’s by which his or her committee is run. As the debate is set at a much faster pace, it can be assumed that the delegates will participate in ongoing moderated caucuses. Rules regarding voting procedure will vary depending on the Chair. He or she may also set aside special rules for Directives regarding sponsorship. The use of Parliamentary Procedure will be loose but the standard rules for motions such as tabling debate, closure of debate, and any suspensions of the rules will still apply.
Overview of Resolutions
From the United Nations Association of the United States of America (UNA-USA)
Model UN Preparation Guide
http://www.unausa.org/munpreparation

The final results of discussion, writing and negotiation are resolutions—written suggestions for addressing a specific problem or issue. Resolutions, which are drafted by delegates and voted on by the committee, normally require a simple majority to pass (except in the Security Council). Only Security Council resolutions can compel nations to take action. All other UN bodies use resolutions to make recommendations or suggestions for future action.

Draft Resolutions

Draft resolutions are all resolutions that have not yet been voted on. Delegates write draft resolutions alone or with other countries. There are three main parts to a draft resolution: the heading, the preamble and the operative section. The heading shows the committee and topic along with the resolution number. It also lists the draft resolution’s sponsors and signatories (see below). Each draft resolution is one long sentence with sections separated by commas and semicolons. The subject of the sentence is the body making the statement (e.g., the General Assembly, Economic and Social Council, or Security Council). The preamble and operative sections then describe the current situation and actions that the committee will take. (See page 14 for a sample draft resolution)

Bringing a Resolution to the Floor for Debate

A draft resolution must always gain the support of a certain number of member states in the committee before the sponsors (the delegates who created the resolution) may submit it to the committee staff. A staff member will read the draft resolution to ensure that it is relevant and in proper format. Only when a staff member formally accepts the document and assigns it a number can it be referred to in formal debate.

At the Hofstra MUN Conference, draft resolutions will be required to have a minimum of five (5) sponsors. In addition, draft resolutions will be required to have twenty (20) percent of all present and voting states agree to be signatories. Please see Working Paper and Draft Resolution Requirements (page 25) for all of the requirements.

Preambulatory Clauses

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma. Preambulatory clauses can include:

-References to the UN Charter;
-Citations of past UN resolutions or treaties on the topic under discussion;

-Mentions of statements made by the Secretary-General or a relevant UN body or agency;

-Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and

-General statements on the topic, its significance and its impact.

(See page 13 for a list of sample preambulatory phrases)

**Operative Clauses**

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period. (See page 13 for a list of sample operative clauses)

**Sponsors and Signatories**

Sponsors of a draft resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs at the UN, since countries must work together to create widely agreeable language in order for the draft resolution to pass. Sponsors control a draft resolution and only the sponsors can approve immediate changes.

Signatories are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments.

Draft Resolutions will be required to have a minimum of five (5) sponsors. Draft Resolutions will be requited to have twenty percent of all present and voting states agree to be signatories.

**Friendly and Unfriendly Amendments**

Approved draft resolutions are modified through amendments. An amendment is a written statement that adds, deletes or revises an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections. There are two types of amendments:

A **friendly amendment** is a change to the draft resolution that all sponsors agree with. After the amendment is signed by all of the draft resolution’s sponsors and approved by the committee director or president, it will be automatically incorporated into the resolution.
An unfriendly amendment is a change that some or all of the draft resolution’s sponsors do not support and must be voted upon by the committee. The author(s) of the amendment will need to obtain a required number of signatories in order to introduce it. Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.

Ultimately, resolutions passed by a committee represent a great deal of debate and compromise. They are the tangible results of hours if not days of Model UN debate. As a result, it is important to become familiar with the resolution process and practice drafting resolutions using the proper structure and wording.

**Working Paper and Draft Resolution Requirements**

Draft Resolutions will be required to have a minimum of five (5) sponsors. Draft Resolutions will be required to have twenty percent of all present and voting states agree to be signatories.

All papers and Resolutions shall be laid out in the following manner:

- Committee Name
- Resolution #
- Topic:
- Sponsors:
- Signatories:

The (Committee Name),

Preambulatory Phrase (clause),

Preambulatory Phrase (clause),

1. Operative Phrase (operative clause);

2. Operative Phrase (operative clause):
   a. (Sub-clause),
   b. (Sub-clause),
   c. (Sub-clause):
      i. (Sub-sub-clause),
      ii. (Sub-sub-clause),
      iii. (Sub-sub-clause);

3. Operative Phrase (operative clause).
### Sample Preambulatory Phrases

<table>
<thead>
<tr>
<th>Affirming</th>
<th>Expecting</th>
<th>Noting with satisfaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarmed by</td>
<td>Expressing its appreciation</td>
<td>Noting further</td>
</tr>
<tr>
<td>Approving</td>
<td>Expressing its satisfaction</td>
<td>Noting with approval</td>
</tr>
<tr>
<td>Aware of</td>
<td>Fulfilling</td>
<td>Observing</td>
</tr>
<tr>
<td>Bearing in mind</td>
<td>Fully alarmed</td>
<td>Reaffirming</td>
</tr>
<tr>
<td>Believing</td>
<td>Fully aware</td>
<td>Realizing</td>
</tr>
<tr>
<td>Confident</td>
<td>Fully believing</td>
<td>Recalling</td>
</tr>
<tr>
<td>Contemplating</td>
<td>Guided by</td>
<td>Recognizing</td>
</tr>
<tr>
<td>Convinced</td>
<td>Having adopted</td>
<td>Referring</td>
</tr>
<tr>
<td>Declaring</td>
<td>Having considered</td>
<td>Seeking</td>
</tr>
<tr>
<td>Deeply concerned</td>
<td>Having considered further</td>
<td>Taking into account</td>
</tr>
<tr>
<td>Deeply conscious</td>
<td>Having devoted attention</td>
<td>Taking into consideration</td>
</tr>
<tr>
<td>Deeply convinced</td>
<td>Having examined</td>
<td>Taking note</td>
</tr>
<tr>
<td>Deeply disturbed</td>
<td>Having studied</td>
<td>Viewing with appreciation</td>
</tr>
<tr>
<td>Deeply regretting</td>
<td>Keeping in mind</td>
<td>Welcoming</td>
</tr>
<tr>
<td>Desiring</td>
<td>Noting with regret</td>
<td></td>
</tr>
<tr>
<td>Emphasizing</td>
<td>Noting with deep concern</td>
<td></td>
</tr>
</tbody>
</table>

### Sample Operative Phrases

<table>
<thead>
<tr>
<th>Accepts</th>
<th>Endorses</th>
<th>Further requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirms</td>
<td>Expresses its appreciation</td>
<td>Further resolves</td>
</tr>
<tr>
<td>Approves</td>
<td>Expresses its hope</td>
<td>Has resolved</td>
</tr>
<tr>
<td>Authorizes</td>
<td>Further invites</td>
<td>Notes</td>
</tr>
<tr>
<td>Calls</td>
<td>Deplores</td>
<td>Proclaims</td>
</tr>
<tr>
<td>Calls upon</td>
<td>Designates</td>
<td>Reaffirms</td>
</tr>
<tr>
<td>Condemns</td>
<td>Draw the attention</td>
<td>Recommends</td>
</tr>
<tr>
<td>Confirms</td>
<td>Emphasizes</td>
<td>Regrets</td>
</tr>
<tr>
<td>Congratulates</td>
<td>Encourages</td>
<td>Reminds</td>
</tr>
<tr>
<td>Considers</td>
<td>Endorses</td>
<td>Requests</td>
</tr>
<tr>
<td>Declares accordingly</td>
<td>Expresses its appreciation</td>
<td>Solemnly affirms</td>
</tr>
<tr>
<td>Deplores</td>
<td>Expresses its hope</td>
<td>Strongly condemns</td>
</tr>
<tr>
<td>Designates</td>
<td>Further invites</td>
<td>Supports</td>
</tr>
<tr>
<td>Draws the attention</td>
<td>Further proclaims</td>
<td>Takes note of</td>
</tr>
<tr>
<td>Emphasizes</td>
<td>Further reminds</td>
<td>Transmits</td>
</tr>
<tr>
<td>Encourages</td>
<td>Further recommends</td>
<td>Trusts</td>
</tr>
</tbody>
</table>
Sample Resolution

General Assembly Third Committee

Resolution 2
Topic: “Strengthening UN coordination of humanitarian assistance in complex emergencies”
Sponsors: United States, Austria and Italy
Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, [use commas to separate preambulatory clauses]

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; [use semicolons to separate operative clauses]

2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;

3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;

4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;

5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;

6. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. [end resolutions with a period].