



# **LMUN DELEGATE PREPARATION GUIDE**

**THE COMPLETE STARTER KIT TO PREPARING FOR YOUR FIRST  
MODEL UN CONFERENCE FOR NOVICE DELEGATES AGES 11-18**

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## Table of Contents

<b>Introduction</b> .....	3
<b>Starting Your Research</b> .....	4
AOS #1: United Nations.....	5
AOS #2: Your Committee.....	7
AOS #3: General Background of Country/NGO.....	9
AOS #4: Committee Topics.....	12
AOS #5: Delegates Role.....	14
<b>LMUN Requirements</b> .....	16
Position Paper.....	16
Public Speaking.....	18
Opening Statement.....	19
<b>Resolution Writing</b> .....	23
Amendments.....	30
<b>Rules of Procedure</b> .....	31
<b>Final Step</b> .....	37

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## Introduction

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Welcome to Lincoln Model United Nations (LMUN), an academic simulation that thrusts students into various roles as delegates. Achieving success in LMUN is intricately linked to thorough preparation. More than just role-playing, it involves equipping yourself with the knowledge to navigate complex diplomatic scenarios, deliver well-informed speeches, and generate realistic resolutions.

The depth of your preparation serves as the foundation for active participation, fostering meaningful engagement, substantial contributions, and collaborative influence over any Model United Nations (MUN) outcome. At LMUN, effective preparation transforms knowledge into diplomatic prowess. Welcome to a place where readiness translates into diplomatic excellence.

**For additional information NOT found in this document, please refer to the official and primary source for MUN programs, “Best Delegate”. Click the image to visit the page.**



**bestdelegate**

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## Chapter (1) - Starting Your Research

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Consider the background information as a stepping stone for your research journey. While it provides a foundation, individual research is pivotal. We recommend delving into academic literature, scholarly journals, newspaper articles, and official documents from UN-affiliated bodies. UN documents and resolutions can be accessed through the UN treaty database, college and law school libraries, or specific websites such as the following:

<a href="#"><u>United Nations</u></a>	Explore the UN website for exclusive access to individual committee sites, specific agenda items, related information, and Member States' missions.
<a href="#"><u>United Nations Digital Library</u></a>	Delve into the UN Dag Hammarskjöld Library's archive, housing landmark UN documents, resolutions, meeting records, and press releases.
<a href="#"><u>United Nations Official Documents System (ODS)</u></a>	Navigate the UN System's comprehensive database, covering all official UN documentation since 1993.
<a href="#"><u>United Nations Handbook</u></a>	Utilize the UN Handbook, published by New Zealand's Ministry of Foreign Affairs and Trade, as a vital reference for UN organ information.
<a href="#"><u>The GA Handbook: A Practical Guide to the United Nations General Assembly</u></a>	Access a Member State-initiated publication focusing on the General Assembly, providing working methods, structures, and protocols essential for LMUN preparation.
<a href="#"><u>UN Global Issues</u></a>	Engage with a UN website section offering a topic-by-topic research gateway on "global issues" cutting across borders and UN agencies.
<a href="#"><u>UN Research Guides and Resources</u></a>	Initiate delegate research at the UN Research website, with a special nod to the user-friendly UN Documentation Research Guide for efficient document location.

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Moreover, various committee sites host their document collections and databases, adding depth to your exploration. Delegates are strongly urged to combine these tools for their research. Utilize the identified sources to formulate your ideas and suggestions in alignment with your state's policy. **It's crucial to note that plagiarism will not be tolerated in any work submitted by delegates.**



**The key to success at any MUN is thorough preparation. We recommend that all delegates become familiar with the following five areas of study (AOS)**

**AOS #1: *United Nations***

Getting ready for a Model United Nations (MUN) involves more than just understanding your country's stance; it requires a thorough look into the history, structure, and operations of the organization. A robust grasp of various UN entities, document types, and core international instruments is crucial to present realistic ideas in committee sessions.

**The UN's Six Principal Organs Established by the Charter**

**General Assembly**

In the global forum, member states convene to discuss and decide on various issues, such as peace, development, and human rights. Each country, regardless of size, holds one vote.

**Security Council**

This entity is tasked with preserving international peace and security. It comprises 15 members, with five having veto power. The Council can impose sanctions, approve the use of force, and establish peacekeeping missions.

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<b>Economic and Social Council (ECOSOC)</b>	Focused on global economic and social cooperation and development, this organization, consisting of 54 members elected by the General Assembly, coordinates efforts among UN agencies. It addresses concerns like poverty, education, and health.
<b>Secretariat</b>	The administrative arm, headed by the Secretary-General, manages day-to-day UN operations, implements decisions, and provides support to member states. The Secretary-General's appointment involves both the General Assembly and the Security Council.
<b>Trusteeship Council</b>	This group used to watch over places becoming self-governed, but it's not doing anything at the moment. It could start again if needed.
<b>International Court of Justice (ICJ)</b>	The UN's main court, with 15 judges chosen by the General Assembly and Security Council, settles legal disputes and gives advice. Its decisions are final and help solve conflicts using the law.

There are other types of entities that all delegates should know about:

**1. Inter-Agency Mechanisms:**

- a. On thematic issues cutting across various UN programs, funds, and agencies, inter-agency coordination mechanisms are often established. These mechanisms, either organized by one member or managed by a secretariat, serve as essential sources of information on thematic issues, representing the collective work of the entire UN system.

**2. Research and Training Institutes:**

- a. These are various research and training institutes that were created by the General Assembly to conduct independent research and training.

**3. Related Organizations:**

- a. While not officially part of the UN, related organizations cooperate through special arrangements. These organizations have separate members, governing bodies, executive heads, and secretariats.

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Delegates should prioritize acquiring a comprehensive knowledge of their committee, encompassing its history, governance, structure, membership, mandate, functions, powers, and recent sessions. This knowledge forms the base for meaningful participation and informed decision-making within the UN framework.

## **AOS #2: *Your Committee***

To simulate the committee accurately and play your role effectively, it's crucial to have a clear understanding of the body's mandate. This not only simplifies the committee's work but also naturally sets boundaries aligned with the mandate's scope. Delegates must ensure a comprehensive understanding of the following:

- *Foundational Documents*: This refers to the resolution(s) that established the body and its foundational governing document, like a charter or treaty.
- *Evolution and Changes in Mandate Over Time*: This involves understanding how the committee's mandate has evolved and changed over time.
- *Other Key International Documents*: This encompasses examining additional international documents that provide the fundamental basis for the committee's mandate.

Therefore, it is recommended to explore these aspects before delving into your assigned position using platforms such as:

### ***The UN Charter:***

- If you're in a General Assembly (GA), Economic and Social Council (ECOSOC), or Security Council committee, refer to the UN Charter as the source of your committee's authority. For regional organizations like NATO or OAS, the Charter's impact, especially Chapter VII on international security and Chapter VIII on regional arrangements, remains relevant.

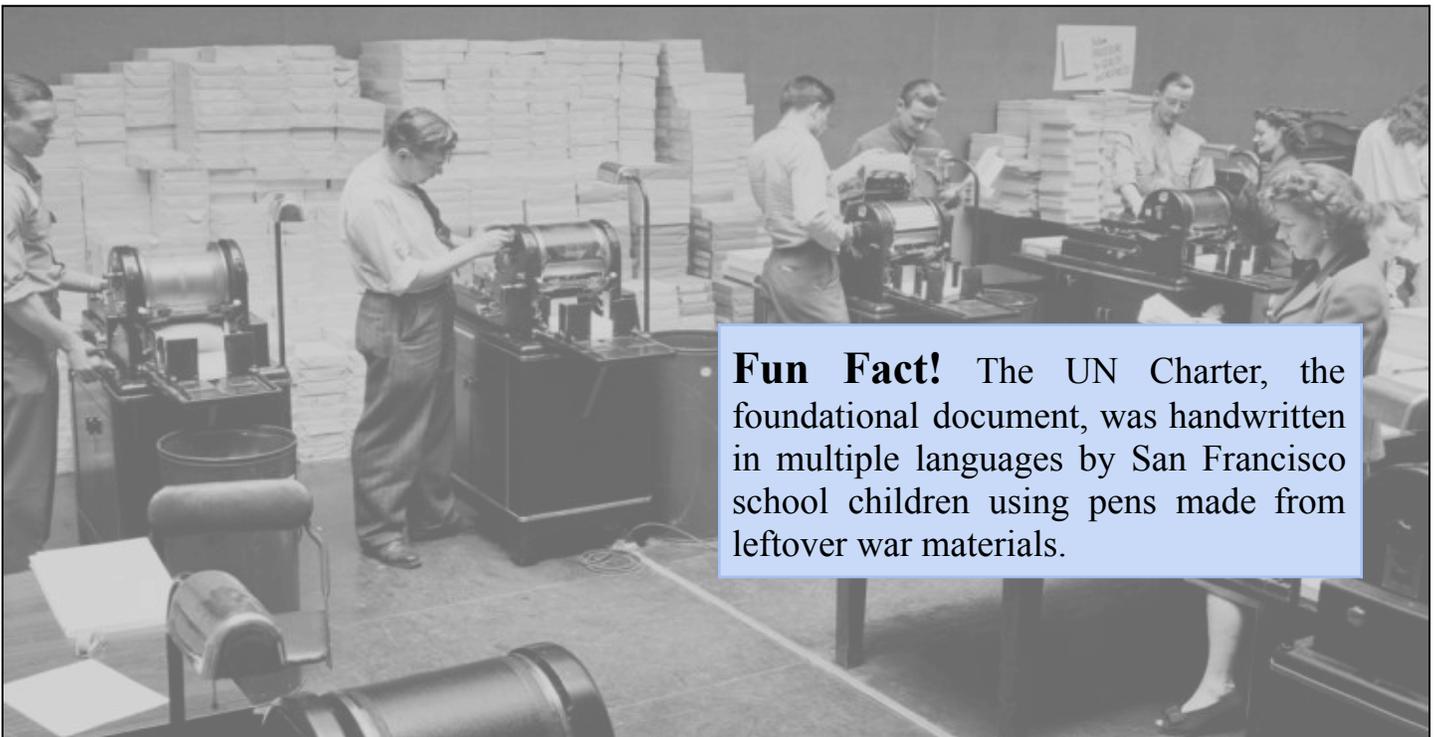
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***Model United Nations Institute by Best Delegate:***

→ For committees involving regional organizations, such as NATO or OAS, be aware that the UN Charter, particularly Chapter VII and Chapter VIII, still influences your work. The Model United Nations Institute by Best Delegate is a valuable resource for understanding these dynamics.

***Resolutions, Treaties, and Conventions:***

→ Familiarize yourself with past resolutions through the UN documentation center to grasp the historical context of your topic. Preambulatory clauses in the latest resolution can guide you to others. Additionally, explore treaties and conventions as they may hold the most relevant international legal frameworks related to your assigned topic.



**UN's founding documents | Member States**

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## Member States

In each committee, a specific number of Member States constitutes the full membership. A member state is a nation that belongs to an international organization, federation, or confederation. These Member States can sponsor working papers and exercise full voting rights within the committee. Representatives of Member States participate in meetings to discuss agenda matters and collaboratively address them on an international level.

Delegates, often government or political participants recognized by the UN, are expected to align with their state's foreign policies. Active participation in committee sessions is crucial for a successful delegate experience at an MUN conference. This involves following the rules of procedure, engaging in formal debate, and, importantly, contributing during informal debate sessions through activities like drafting working papers, identifying common positions, and building consensus through negotiation.

**NOTE: Lincoln Model United Nations (LMUN) rarely operates using observers or non-governmental organizations (NGOs) during their committees.**

### ***AOS #3: General Background of Country/NGO***

## Researching Your Member State

When delving into your research on the United Nations, it's crucial to shift your focus to studying your assigned Member State. Begin this research after receiving your assignment, ensuring you are well-versed in the details of your designated country or observer status.

If assigned a Member State, start your research by exploring its **political structure, economic conditions, religion(s), history, and culture**. Understanding these aspects is crucial as they collectively influence a **state's foreign policy**.

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**NOTE: We also recommend that delegates explore their nation's indexes to complement their understanding with raw data.**

## **Key Indexes for MUN with Examples**

### **Economic**

- Gross Domestic Product (GDP)
- Gross National Income (GNI)
- Purchasing Power Parity (PPP)
- Unemployment Rate
- Human Development Index (HDI)

### **Educational**

- Literacy Rate
- Enrollment Rate
- Education Quality Index
- Education Equality Index
- Gender Parity Index (GPI)

### **Crime**

- Incarceration Rate
- Judicial Independence Index
- Rule of Law Index
- Corruption Perceptions Index (CPI)
- Homicide Rate

### **Social**

- Education Index
- Life Expectancy
- Global Peace Index (GPI)
- Happiness Index
- Corruption Perceptions Index (CPI)

### **Military**

- Military Expenditure
- Active Military Personnel
- Defense Budget
- Global Firepower Index
- Military Strength Index (MSI)

### **Environmental**

- Environmental Performance Index
- Global Green Economy Index (GGEI)
- Climate Change Performance Index
- Ocean Health Index (OHI)
- Pollution Index

Examine challenges within your state related to ethnic and religious minorities, suppression of dissent, wealth distribution, freedom of the press, development, healthcare, education, poverty, the environment, and human rights. Additionally, pay attention to the subtler aspects of your state's domestic and foreign policies. This comprehensive approach will give you a well-rounded understanding of formulating informed policies.

The information mentioned above can be located in places like:

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## CIA World Factbook.

→ This platform includes essential country information including its location, neighbors, population, government type, economy, trade partners, and international affiliations. Not being acquainted with these details can be embarrassing as a representative.

## Speeches and Press Releases

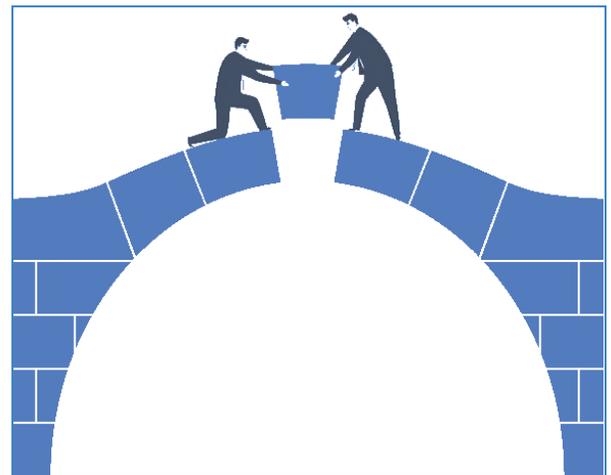
→ To understand your country's policies, focus on speeches and press releases from key executive figures like the President, Prime Minister, Foreign Minister, and Ambassadors. Check your country's Ministry of Foreign Affairs or Department of State website for relevant information.

## Voting Record

→ If your country's leaders haven't clearly outlined a policy on the topic, analyze past votes on resolutions, treaties, and conventions to infer their stance. Recent speeches may indicate a change, particularly with a new administration. Understanding your country's past actions is crucial for your awareness and potential inquiries.

### **IMPORTANT!**

**Use the provided information to build a foundation based on the needs and desires that your country seeks in the resolutions of your committee. Clearly defining your objectives will also help identify others with similar intentions, enabling you to build alliances.**



To broaden your research, examine your country's voting records and past resolutions to understand its stance on relevant issues. Utilize the UN Digital Library mentioned earlier or refer to the Member State's Record for this information.

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## AOS #4: *Committee Topics*

Preparing for your committee discussions involves thoroughly researching assigned topics and understanding your delegation's position. After your faculty advisor or head delegate assigns your delegation a Member State, carefully review the committee structure to ensure you focus on the correct committees. Each delegate should grasp all agenda topics, using the **Background Guide** as an initial resource but not relying solely on it. Explore speeches made by your country, relevant resolutions, and voting records to gauge your country's stance.

Given the complexity of UN agenda topics, it's crucial to understand how they are discussed in your specific committee. Consider the mandate of your committee to grasp its tone and working style. Researching involves exploring past actions, current policies, and plans related to the topic. Analyze both successes and failures to understand the reasons behind each.

As you go through the Background Guide, formulate responses to these **fundamental questions**. Keep in mind that your country's stance may vary based on the specific topic being discussed:

1. When thinking about each topic, what key questions arise?
2. As a diplomat, why do you find these issues significant?
3. What do you think is the reason these issues remain unresolved? Can you pinpoint specific factors?
4. Which important documents are crucial for your research?
5. In the past, what actions have various international bodies taken concerning these issues?
6. Currently, what actions are these bodies taking, and are there committees addressing them?

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7. From your Member State's perspective, what steps should be taken to resolve the issues?

### **Your Delegation's Position on the Topics**

One of the advantages of participating in any MUN is the opportunity to comprehend the interests of an assigned Member State, even if you may not personally agree with its position. This mirrors the real-world responsibilities of professional diplomats who advocate for their government's best interests. This aspect sets Model UN apart from simulations of Congress or Parliament, where individuals act as members rather than representing the entire Member States.

In preparation for committee sessions at LMUN, it is also essential to identify groups of states that may share similar perspectives and priorities, offering potential collaboration during committee discussions. Therefore you must be able to answer the **following questions** when faced with other member states:

1. Are there other Member States that share your view?
2. What Member states oppose your view?
3. Is your assigned state affiliated with any regional organizations?

### **Forming Blocs**

Forming blocs is crucial in Model United Nations (MUNs) as they play a pivotal role in the conference process.

Blocs, in essence, are groups of delegates who share similar ideas and collaborate to address committee issues. Although entering a committee with unfamiliar faces can be initially

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intimidating, mastering the art of breaking the ice and networking with fellow delegates is a vital first step.

In MUNs, blocs typically consist of delegates collaborating on documents or amendments. Alternatively, they can also be groups of countries sharing similar policy stances, voting uniformly on topics and crafting resolutions aligned with their common views. Several factors contribute to the formation of blocs, such as geographical lines (e.g., South-East Asia, West Africa, Latin America) or shared foreign policy stances.

**Note:** It would be ideal to not only perform investigations on your country but also on those other nations that fall within your bloc.

### **AOS #5: *Delegate's Role***

Let's refocus on the core purpose of Model United Nations (MUN), which is to seek peace and security across various contexts. Having gathered all the necessary information, we can now proceed to formulate potential resolutions for the issues at hand. When searching for solutions, delegates may concentrate on two types:

#### *Past Solutions and Global Attempts*

- Investigate previous global efforts to address the issue and analyze the factors that led to success or failure.

#### *Country-Specific Solutions*

- Dedicate focused research time to comprehend the preferences and beliefs of your assigned country. Gain insights into the country's stance on the matter and assess its capacity to implement potential solutions.

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After identifying potential solutions to the given issue, delegates can move on to the creation of content pools. In this context, a content pool is a curated collection of relevant information, ideas, and arguments related to the proposed solutions.

Delegates assemble this pool to support and strengthen their positions during discussions, negotiations, or when presenting resolutions. The following are examples of potential content pools that could be used during an MUN conference.

### Developing Content Pools

<b>Solution Pool</b>	Build a diverse pool of possible solutions, including past, proposed, and new ideas. Aim for both quantity and diversity, refining them as the conference progresses.
<b>Action Pool</b>	List potential actions based on your delegate experience level. Plan specific actions, such as contacting allies or proposing moderated caucuses.
<b>Rhetoric Pool</b>	Compile impactful facts, ideas, and phrases for speeches. Strengthen arguments by linking rhetoric with proposed solutions.
<b>Miscellaneous Pool</b>	Create a repository for miscellaneous thoughts or research bits. Store valuable information that might take time to be useful.

By **selecting an overall strategy**, reviewing a content pool is essential to identify synergies between solutions, actions, and rhetoric and to discern potential areas of consensus and collaboration. Delegates should prioritize and carefully plan an overall strategy for the conference, considering the dynamic interplay of ideas, potential alliances, and the broader diplomatic landscape.

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## Chapter (2) - LMUN Requirements

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### Position Paper

A position paper is a concise, one or two-page document outlining your country's stance on a given topic and its proposed actions. Its significance lies in providing clarity on what needs to be communicated and accomplished during a Model United Nations (MUN) conference. Crafting a position paper involves a thorough review, comprehension, analysis, and critical thinking about your country about the topic. The document serves as a valuable guide during the MUN conference, aiding in structuring speeches and clarifying negotiation and resolution objectives.

For each topic, it is advisable to create a separate position paper, which typically comprises several sections, each spanning about four paragraphs. These sections delve into various aspects related to your country's perspective, contributing to a comprehensive understanding of your stance on the issues at hand:

- Topic Background (15%)
- Past International Action (35%)
- Country Policy (25%)
- Possible Solutions (25%)
- *Sources*

**NOTE: Sources are NOT included in the one or two pages. Place them below with the use of a Page Break**

Observing the structure between the position paper sections and the earlier researched areas, you can effectively utilize your research to address each part. If your research is

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well-organized, you've completed a significant portion of the work. Now, let's delve into each section by answering the following questions:

### **Topic Background**

- What does the topic mean?
- Where and with whom does the topic occur; stakeholders?
- How many people does it impact, where, and how?
- When did this issue first arise?

### **Past International Action**

- What efforts has the UN, particularly your committee, made to address this issue?
- Can you highlight the key resolutions and treaties related to this topic?
- What are the main perspectives or positions on this topic, considering different sides or viewpoints?

### **Country Policy**

- How has this issue affected your country?
- What actions has your country taken in response to this matter?
- Can you share any statements made by your political leaders, such as the President, Prime Minister, or Foreign Minister, regarding this issue?

### **Possible Solutions**

- What solution could your country endorse? **(Think about an existing approach that could be enhanced with additional support or funding)**
- How might the funding for this solution be secured?

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**You can find examples of Position Papers by clicking on the provided link!**

[☰ Position Paper Examples](#)

## **Public Speaking**

Improving your public speaking skills is a valuable asset with benefits that extend to further areas of your life. During the MUN conference, you'll have ample opportunities to deliver speeches as the representative of your country.

Your role involves discussing your country's stance on committee topics and presenting proposed solutions. Developing the ability to prepare and deliver well-organized and thoughtful speeches will prove advantageous in various aspects of your life. [You can deliver speeches at MUN conferences in two ways:](#)

### **Speakers List/Formal Debate:**

- When the committee starts, the chair, who leads the committee, will make a list of delegates wanting to speak. Speeches are usually about the topic, country policy, and potential solutions, lasting 1-2 minutes. Your first time speaking is your opening speech, so it's a good idea to prepare it before the conference.

### **Moderated Caucus:**

- The moderated caucus, explained more in the next chapter on Rules of Procedure, is different from the speaker's list. While the speakers list covers general topics, a moderated caucus focuses on a specific question. For example, a delegate might propose a moderated caucus to discuss a draft resolution. Unlike the speaker's list, there's no set order; delegates raise their placards and wait for the chair to call on them. Each delegate usually gets 30 seconds to 1 minute to speak.



## Opening Statement

In this chapter, we'll guide you in preparing your opening speech, as it's the one you can fully prepare for. You aim to craft a 1-minute opening speech. Start by reading the next section on opening speeches to understand how to structure your speech. Then, utilize the opening speech worksheet to write your speech, incorporating information from your position paper.

## Suggested Opening Statement Structure

A straightforward method to structure your Model UN speeches, particularly for opening speeches, is by employing the following three-part formula:

- *Hook*: An engaging way to grab your audience's attention
- *Point*: Your country's policy on the topic
- *Call to Action*: Your possible solutions to the topic

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## (1) Hook

The start of a speech plays a crucial role in captivating your audience. An effective introduction, often called a "hook," gives your audience a compelling reason to pay attention. In Model UN, various types of hooks can be employed for this purpose, however it is recommended to **NEVER ABUSE ITS USE**, rather use them every once in a while:

**Question:** Easily grab attention by asking the audience a question

**Quote:** Engage the audience with a recognizable figure's quote

**Statistic:** Capture attention with a surprising or interesting statistic

**Story:** Use storytelling effectively, keeping it brief in MUN speeches

## (2) Point

The point of your speech is essentially the reason behind why you're speaking. After capturing your audience's attention, your goal is to convey your main message. In the context of opening speeches in MUN, the "point" specifically refers to stating your country's policy on the given topic. Following this, you should provide 2-3 reasons that elaborate on why your country has adopted this particular policy. This approach helps to communicate your stance and reasoning to the audience.

### Example:

"The United States asserts that healthcare is a fundamental human right. Access to quality healthcare should be universally guaranteed. Adequate healthcare serves as a catalyst for socioeconomic progress, exemplified by the United States in its historical development. Recognizing healthcare as a driver of societal well-being, it is paramount for global prosperity and the continued advancement of humanity."

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### (3) Call to Action

Effective speeches conclude with a "call to action," where you encourage your audience to take specific actions. Your call to action represents your proposed solution to the problem.

#### Example:

"To address global health disparities, Nigeria proposes the establishment of an international initiative named 'Health Equity Now.' This initiative aims to allocate resources to three critical programs in developing nations: enhancing healthcare infrastructure, training healthcare professionals, and advancing preventive healthcare measures. We urge the international community to collaboratively establish and contribute to this initiative, fostering health equity and ensuring the right to well-being for all worldwide."

The opening speech serves to communicate your country's stance on the committee topic. Compellingly start your speech to capture the committee's attention. Conclude by outlining the actions the committee should take regarding the topic. The simplest way to structure your opening speech is by following the same three parts mentioned earlier. Below is a sample of an opening speech.

We would like to recommend to all those interested in further honing their skills to visit the following platforms and watch the following videos:

- 1)<https://www.wisemee.com/mun-public-speaking/>
- 2)<https://www.youtube.com/watch?v=xSp78RwcAS4>
- 3)<https://www.carthage.edu/community/model-un/high-school-conference/conference-training-resources/public-speaking-tips/>



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## Sample Opening Speech: *Best Delegate (2015)*

### Hook

Example: *“Fifty years ago, United States President John F. Kennedy said, ‘Ask not what your country can do for you, but what you can do for your country.’ Today, ask not what the world can do for you, but what you can do for the world.”*

### Point

Example: *“The Republic of Korea believes that education is a human right, and that all people should have access to education. Korea has a very strong education system, but some of the most well-educated students in the world; we know the value of education. So we believe that all countries and all people should have proper access to education. And historically we have support many UN and NGO programs that provide education, especially to those living in developing countries.”*

### Action

Example: *“To provide universal access to education, Korea proposes the creation of an international fund called ‘Education For All’ that will support 3 programs in developing countries: building more schools, training new teachers, and preventing girls from dropping out of school. Korea calls upon the international community to create and donate to this fund. If you like this idea, feel free to send us a note or meet us in the next unmoderated caucus to discuss this further.”*

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## Chapter (3) - Resolution Writing

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A resolution stands as the primary outcome of your committee's efforts, aimed at resolving the focal problem. It serves as the official document through which the UN makes decisions, crafted collaboratively by groups of Member States pooling their ideas. Resolutions have two primary functions: to outline the actions the United Nations will take regarding the issue and to propose or request that individual Member States take specific actions to address the problem. Resolutions adhere to a specific format, consisting of three main sections: the header, the preamble, and the operative section.

In a resolution paper, a country can assume one of the following roles:

**Sponsor:** This refers to the author of all or parts of a resolution who agrees with its content.

**Signatory:** This role is for a delegate who wants the resolution to be discussed in the committee but may not necessarily contribute content or fully agree with its content.

### (1) The Header

There are four main elements in the header of the resolution that **must** be included:

- **Committee** - The name of the committee being represented
- **Topic** - The name of the topic at hand
- **Sponsors** - The delegates that wrote the clauses of the resolution
- **Signatories** - The delegates that would like to see this resolution introduced in the committee. They don't necessarily support the resolution.

### (2) Body

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In a resolution paper, there are two types of a paragraph that constitute its entirety:

### **Preambular Paragraph**

These paragraphs collectively form the Preamble of a resolution, serving as the introductory section that showcases why the United Nations is deliberating on a particular issue.

The introductory clauses, known as preambulatory clauses, outline the committee's focus and reasons for addressing a particular issue. These clauses may provide insights into why the committee is working on the matter and highlight previous international actions related to it. Some uses of preambulatory clauses include:

- Explore previous UN resolutions, treaties, or conventions on the topic.
- Examine past regional, non-governmental, or national efforts to address the issue.
- Refer to the UN Charter and other international frameworks and laws.
- Consider statements from the Secretary-General or relevant UN bodies or agencies.
- Gather general background information and facts about the topic, highlighting its significance and impact.

To draft a preambulatory clause, choose a statement you want to address, like an issue you aim to resolve or a specific fact from the provided bullet points. Pair this statement with one of the preambulatory phrases and conclude it with a comma. Below are some examples of preambulatory phrases:

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## List of Preambulatory Phrases:

<i>Affirming</i>	<i>Expecting</i>	<i>Keeping in mind</i>
<i>Alarmed</i>	<i>Expressing its appreciation</i>	<i>Noting with regret</i>
<i>Approving</i>	<i>Expressing its satisfaction</i>	<i>Noting with deep concern</i>
<i>Aware of</i>	<i>Fulfilling</i>	<i>Noting with satisfaction</i>
<i>Bearing in mind</i>	<i>Fully alarmed</i>	<i>Noting further</i>
<i>Believing</i>	<i>Fully aware</i>	<i>Noting with approval</i>
<i>Concerned</i>	<i>Fully believing</i>	<i>Observing</i>
<i>Confident</i>	<i>Further deploring</i>	<i>Reaffirming</i>
<i>Contemplating</i>	<i>Further recalling</i>	<i>Realizing</i>
<i>Convinced</i>	<i>Guided by</i>	<i>Recalling</i>
<i>Declaring</i>	<i>Having adopted</i>	<i>Recognizing</i>
<i>Deeply concerned</i>	<i>Having considered</i>	<i>Referring</i>
<i>Deeply conscious</i>	<i>Having considered further</i>	<i>Seeking</i>
<i>Deeply convinced</i>	<i>Having devoted attention</i>	<i>Taking into account</i>
<i>Deeply disturbed</i>	<i>Having examined</i>	<i>Taking into consideration</i>
<i>Deeply regretting</i>	<i>Having heard</i>	<i>Taking note</i>

## Example of Preambular Clause:

Concerned that children are being recruited for military purposes,

Recognizing that the disarmament, demobilization, and reintegration programmes (DDR) are too rigid, unable to adapt to different situations of different soldiers,

Understanding that DDR programmes are costly and unaffordable for countries who are having the issue of child soldiers,

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## Operative Paragraph

Operative clauses in a resolution outline proposed solutions to address the issues raised in the preceding preambulatory clauses. To craft an operative clause, generate a solution and pair it with an underlined operative phrase, concluding with a semicolon (or period for the final clause).

These clauses are sequentially numbered, distinguishing them from preambulatory clauses. This numbering aids in maintaining a logical progression within the resolution and facilitates easy reference during speeches and discussions. Below are some examples of operative phrases:

### List of Operative Phrases:

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

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## Example of Operative Clause:

1. Endorses funding for the International Rescue Committee and NGOs to set up schools to educate former child soldiers and equip them with different skills to direct them away from a life of violence after conflict, including:
  - Elementary schools,
  - Middle schools,
  - High schools, and,
  - Colleges;
2. Calls upon countries to create military units specifically to directly rescue or counter the use of child soldiers in their country by rebel militias;
3. Recommends the setting up of “rehabilitation villages” to collect all former child soldiers and rehabilitate them, focusing on sustainability, holistic skill building, and education;
4. Reminds countries subscribing to these recommendations that rehabilitating every child will depend on individual cases.

## Sample Resolution Paper: *Best Delegate (2017)*

**Committee:** General Assembly

**Committee:** Disarmament and International Security (DISEC)

**Topic:** The Use of Unmanned Aerial Vehicles (Drones)

**Sponsors:** Argentina, Ethiopia, Germany, Kazakhstan

**Signatories:** Poland, Somalia, South Africa, Sudan, Tunisia, Turkey, Ukraine

The General Assembly,

*Bearing in mind* Article 1 of the Charter of the United Nations, which states that the purposes of the United Nations include “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...”,

*Recalling* its resolution A/RES/68/178 which sought to limit the use of armed Unmanned Aerial Vehicles UAVs in combating terrorism without the express permission of Member States,

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*Concerned* by the recent high rate of civilian casualties in the rate of armed UAV strikes,

*Aware* of potential medical, commercial, agricultural, and other beneficial functions of unarmed UAVs,

*Expressing concern* that countries' national sovereignty is being violated by certain nations, conducting extrajudicial targeted killing in their territory with UAVs without declaring war,

*Welcoming* the January 2014 report of the Secretary-General S/2014/9 on the need for global cooperation to combat terrorism, specifically in sub-Saharan Africa,

1. *Encourages* countries to adopt a UNHCR and UNODA orchestrated 2014 Covenant on Extrajudicial Drone Strikes that:

- a. Treats extrajudicial targeted assassination outside declared conflict zones as violations of the 1966 Covenant on Civil and Political Rights,
- b. Reaffirms the rights of nations to develop drones, especially for nonviolent purposes,
- c. Acknowledges that drone use in self-defense and inside declared war zones is acceptable by existing international law;

2. *Strongly encourages* the use of drones in peaceful and primarily civilian affairs within each nation for instances of agricultural progress, surveillance, monitoring natural disasters and the environment;

3. *Notes* that the 2014 Covenant on Extrajudicial Drone Strikes will be based on the principles that:

- a. Every state has the right to develop unmanned aerial vehicles for peaceful civilian purposes such as the development and transportation of goods,
- b. In times of peace, no state can operate UAVs in another state's airspace without consent,
- c. Parties undergoing war must adhere to the norm of proportionality, which states that the anticipated benefits of waging war are greater than the expected evils or harms;

4. *Calls* for the establishment of the World Forum on Drone Innovation (WFDI) that will meet annually starting in 2015 for private companies, national governments, and NGOs to discuss drone uses for peaceful purposes including but not limited to scientific, agricultural, and economic uses;

5. *Affirms* the use of drones for:

- a. Emergency Preparation and Disaster Responses,
- b. Agriculture, including but not limited to crop dusting, pesticides, infestation eradication, and

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- monitoring of soil moisture levels and crop growth,
  - c. Cargo Delivery including but not limited to long haul trips, transporting hazardous material, and deliveries during hazardous flying conditions and emergencies,
  - d. Environmental Monitoring, including but not limited to wildlife tracking and monitoring droughts and floods,
  - e. Maritime Domain Research and Awareness, such as:
    - i. criminal personnel search and pursuit,
    - ii. personnel search and rescue,
    - iii. identification and surveillance of low observable vessels and small craft,
  - f. Law Enforcement, such as:
    - i. reconnaissance and criminal personnel search and pursuit,
    - ii. personnel search and rescue,
    - iii. communications augmentation,
    - iv. border Patrol Security;

6. *Encourages* the creation of a fund supported by the UN ICS to develop satellite technology drones (instead of the actual antenna technology drones) in the following five years specifically for efficient longer-ranged operations that contribute to international security;

7. *Recognizes* the work of the “Responsibility to Protect” which was launched in 2005 and insists that drones should be used under the following guidelines:

- a. carry the primary responsibility to protect populations from genocide, war crimes, crimes against humanity, and ethnic cleansing, and their incitement,
- b. international communities have the responsibility to encourage and assist states in fulfilling the protection of their countries,
- c. the international community has the right to use appropriate diplomatic humanitarian and other means to protect populations from crimes;

8. *Emphasizes* the need for protective measures used against any violations that destabilize public security and pose any nation to the threat of terrorism, which can be done by methods including but not limited to expanding the relations between the UN Counter-Terrorism Center and governments;

9. *Calls* for the international community wishing to increase their aid for expanding and enhancing community centers that ensure the rehabilitation of people traumatized and physically affected by drones that can be done by means including but not limited to:

- a. providing psychological aid for those suffering the aftermath of drone attacks such as PTSD,

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- b. insuring medical care for physically injured persons,
  - c. providing shelter and food for those affected by drones until they are physically and mentally able to pursue their lives;

10. *Requests* the Secretary-General to deliver a global report on the progress toward achieving peace through the use of unarmed UAVs in UN Peacekeeping Operations and UN Special Political Missions.

## Amendments

Once all resolutions are submitted and presented to the committee, delegates have the opportunity to create amendments, allowing them to add, delete, or substitute ideas in other countries' resolutions.

A **friendly amendment** is a change that all sponsors of the draft resolution agree upon. Once signed by all sponsors and approved by the committee chair, it is automatically incorporated into the resolution.

On the other hand, an **unfriendly amendment** is a change not supported by some or all of the sponsors, requiring a committee vote. Delegates who didn't draft the resolution but see potential in it with certain changes can propose unfriendly amendments after obtaining the required number of signatories. Writing an amendment is a straightforward process – delegates need to create an operative clause that adds, deletes, or modifies a clause in a draft resolution.

### Examples include:

- 1) Adds an operative clause that reads “14. Urges all states in the Asia-Pacific region to...”
- 2) Deletes operative clause 8.
- 3) Changes operative clause 2 to read “2. Urges the World Health Organization to facilitate affordable access to essential medicines...”

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## Chapter (4) - Rules of Procedure

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Now that you've finished your research and understand position papers, opening statements, and resolution papers, let's focus on comprehending the Rules of Procedure.

The term "Rules of Procedure" refers to the guidelines governing how a committee functions, covering aspects such as selecting the committee leader (chair), managing speaking turns, presenting resolutions, and conducting votes.

These rules are crucial to ensure order and fairness within a committee, particularly considering the multitude of delegates, each eager to express their views. Without structured rules, the committee could descend into chaos with everyone attempting to speak simultaneously.

The Rules of Procedure address questions like how much time is allocated for writing and voting on resolutions, and in what sequence resolutions should be considered. This guide includes a comprehensive appendix detailing the complete Rules of Procedure, which may seem extensive and detailed at first glance. However, for conference preparation, especially for newcomers, only the following few key aspects need to be understood:

1. **Opening:** Process to start up a committee
2. **Debate:** Process to make speeches and write resolutions.
3. **Closing:** Process to present resolutions and vote on them.

### Opening

The committee session will kick off with your chair tapping the gavel, introducing themselves, and giving a brief speech to motivate everyone to delve into the topics. Following that, the chair will clarify that if you have questions during the committee proceedings, you can raise your placard and request any of the three following "points."

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- **Point of Inquiry:** If you have a general question, simply raise your placard. When the chair recognizes you, say "Point of Inquiry" and proceed to ask your question. This point is meant for inquiries about procedures.
  - **Point of Personal Privilege:** If you have a personal concern or question, simply raise your placard and use the phrase "Point of Personal Privilege." This is the proper way to bring up issues like difficulty hearing the chair or speaker or if you find the room temperature uncomfortable.
  - **Point of Order:** If you think the chair has made a procedural mistake, simply raise your placard and state "Point of Order." Then, clarify why you believe there was an error in the procedure.

Following these questions, it'll proceed with **Roll Call**. During the Roll Call, when the chair calls out your country's name, you simply respond with "**Present**" to confirm your attendance. If you wish to express an intention to vote on resolutions and amendments during the voting procedure, you can say "**Present and Voting**." This phrase signifies that you won't abstain from voting and are actively participating in the decision-making process.

Following the Roll Call, the chair will bring up a **Motion to Open Debate**. This is a formality, and every delegate is expected to vote in favor of this motion.

Next, the chair will seek **Motions to set the Agenda**. Since each committee has either two or more topics of discussion, the committee needs to decide the order in which these will be discussed.

With the agenda complete, the chair will motion to **Open a Speakers List**. Again, this is a formality; every delegate is expected to vote in favor.

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## Debate

After the committee begins, there will be a debate on the chosen topic. The committee can participate in three different debate formats:

- Speakers List
- Unmoderated Caucus
- Moderated Caucus

### Speakers List

The committee will initiate the debate using the Speakers List as the default format. To begin, the chair will ask, "Are there any delegates wishing to speak?" It is essential for every delegate, including yourself, to raise their placard at this point to be added to the speaker's list. While some delegates might hesitate, this is the perfect moment to challenge yourself and promptly raise your placard, especially since you should have your opening speech prepared and rehearsed. In the process of opening the speaker's list, the chair will showcase the rules regarding speaking:

- **Speaking Time:** The committee holds the power to determine the duration for each speaker, typically falling within the range of 1 to 2 minutes. The chair oversees and manages the speaking time for each participant. As a customary practice, the chair indicates the remaining time for a speaker, often with a gentle tap of the gavel, signaling that the time is about to elapse.
- **Comments or Questions:** The committee has the option to establish a specific number of comments and questions to follow each speech. However, this order may change if the speaker decides to yield.

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- **Yields:** After a speaker concludes their speech, they may still have some remaining speaking time. In such instances, the speaker has the option to yield this remaining time. There are three available options for the speaker:
    - **Yield to Questions:** The speaker has the option to utilize the remaining speaking time to respond to questions from other delegates
    - **Yield to Another Delegate:** The speaker has the option to transfer their remaining speaking time to another delegate. The designated delegate can then utilize that allocated time to deliver a speech.
    - **Yield to the Chair:** In this situation, the chair takes up the remaining speaking time, and the speaker then concludes and sits down.
  
  - **Moderated Caucus:** Referencing the "Public Speaking" section, it's important to note that the moderated caucus operates differently from the speakers list in debates. While the speakers list focuses on the general topic and follows a predetermined order of speakers, a moderated caucus centers around a specific question related to the topic. In this format, the chair selects delegates to speak without adhering to a predefined list.

## Moderated Caucus

To propose a **Moderated Caucus** during a committee session, a delegate needs to make a motion, specifying the total time, speaking time, and purpose.

For instance, a delegate from Costa Rica might say, “Motion for a 5-minute moderated caucus with a 30-second speaking time to discuss draft resolution 1.1.” The committee then votes on this motion by a **simple majority**, and if approved, the delegate making the motion typically becomes the first speaker.

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The purpose of a moderated caucus is to facilitate focused discussions on a particular aspect of the topic, and the outcomes can be integrated into resolutions. Making this motion is advantageous for a delegate since, if approved, it provides them with an opportunity to speak. This becomes especially valuable if the delegate is lower down on the speaker's list.

### **Unmoderated Caucus**

In this debate format, delegates can move around the room and engage in discussions with others. This allows them to form alliances, exchange ideas on policies and potential solutions, and collaborate on drafting resolutions.

A delegate must propose a motion specifying the total time allocated to initiate an Unmoderated Caucus. For instance, Costa Rica might state, "Motion for a 5-minute unmoderated caucus."

The Unmoderated Caucus is a crucial phase as it is when the actual resolution writing occurs. Committees often take 20-minute unmoderated caucuses, provided they are productive and nearing completion of their resolutions. Additionally, this period is utilized for delegates to draft amendments to other resolutions.

### **Closing**

Upon completing their resolution drafts, delegates are required to submit them to the chair. The chair will then review the resolutions to ensure they effectively address the topic and are correctly formatted. Following this review, the chair will assign a resolution number (e.g., Draft Resolution 1.1) and declare the resolution ready for committee debate.

At this stage, a sponsor of the resolution can propose a **Motion to Introduce a Resolution**. The chair will acknowledge and allow a select group of sponsors to speak and

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present the resolution. During this time, sponsors can read the resolution's clauses aloud, deliver speeches on its merits, and entertain questions from the committee. The presentation of resolutions holds significance as it has the potential to influence the committee's vote in favor or against the resolution.

The chair will later evaluate each resolution and invite sponsors to present their resolutions. Once a resolution is introduced, the committee might initiate a moderated caucus to delve deeper into debating that specific resolution. Alternatively, the committee may opt for an unmoderated caucus to discuss particular clauses in the resolution where multiple delegates may not concur. This stage is when amendment writing occurs.

**NOTE: Amendments are not NEEDED for a resolution, they can still pass without them. This in turn means that each country is on board with it.**

Once all resolutions are introduced and amendments are proposed, the chair will call for a **Motion to Close Debate**. Unlike typical motions, this one demands two speakers supporting it, two opposing it, and a two-thirds majority vote. These stringent requirements aim to guarantee that every delegate has had the opportunity to express their views on the subject and the resolutions before the committee proceeds to vote.

After the debate concludes, the committee transitions into **Voting Procedure or Voting Bloc**. During this phase, the chair typically instructs the committee to maintain silence and refrain from passing notes.

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The chair will guide the committee through voting on each resolution and amendment separately. Initially, one resolution will be presented, and the committee will vote on any proposed amendments. Subsequently, a vote on the resolution itself will take place. If the resolution is approved, it's typically followed by applause from the committee. Furthermore, the chair will then proceed to vote on the resolution that follows and its corresponding amendments, repeating this process until all resolutions are addressed.

When a resolution or amendment is on the floor, you have three voting options: **For**, **Against**, or **Abstain** (indicating neither support nor opposition). If you previously declared "present and voting" during the roll call, abstaining might not be an option. The chair will instruct, "Those in favor of the resolution, please raise your placards now." If you support the resolution, then raise your placard, and the same procedure goes for "Against" votes and abstentions. For a resolution to pass, it needs more "For" votes than "Against" votes.

## Final Step

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Congratulations! You've completed the LMUN Delegate Preparation Guide. To finish it all off, we want to inform you that we will receive and respond to all questions you have without hesitation. Just contact us, and we'll get back to you as soon as possible.

### Contact Information

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