

# **FLORIDA HIGH SCHOOLS MODEL UNITED NATIONS**

Delegate Resources

# Contents

## Getting Conference Ready

Committee Materials

Attire: Dress to Impress

## Positions Papers

Guidelines

Suggested Format

## Rules of Procedure

Officers

Language

Credentials

Diplomatic Courtesy

Quorum

Order of Consideration

Powers of the Committee Director

Speaker's List

Yields

Points of Order

Points of Inquiry

Point of Personal Privilege

Right of Reply

Appealing the Decision of the Committee Director

Resolutions

Caucusing

Moderated Caucus

Unmoderated Caucus

How to Suspend Debate for a Caucus

Amendments

Friendly Amendments

Unfriendly Amendments

Withdrawal of Sponsorship

Closure of Debate

Adjournment of Debate

Voting Procedures

Required Votes

Definitions of Majority Votes

Conduct during Voting



[Explanation of a Vote](#)

[Change in a Vote](#)

[Motions in Writing](#)

[Recess and Adjournment](#)

[Reconsideration](#)

[FHSMUN Committee Speaker Policy](#)

[Resolution Writing](#)

[Sponsors and Signatories](#)

[Heading](#)

[Preamble](#)

[Operative Clauses](#)

[Sample Resolution](#)



## Getting Conference Ready

### Committee Materials

You may be wondering, "What should I bring to a committee session?" It's a common question, and while there might be some variation among delegates, here are the essentials:

1. At least two writing utensils – pen or pencil
2. Yellow or white notepad paper for taking notes. Do not bring a stack of loose-leaf paper in a folder. Having a notepad will make you look more organized; it's also more difficult to lose in the conference bustle.
3. A folder, binder, or organizer to hold all your research.
4. A bag or case to hold all these materials.
5. A bottle of water. Sessions are usually long, and continuous periods of speaking will tire out your throat. Remember, water, not soda!

### **Note about electronics**

FHSMUN permits the use of laptops among delegates while committee is in session only under the following circumstances:

1. During unmoderated caucuses.
2. Whenever expressly authorized by your committee's Dais staff.

The use of other electronic devices (e.g. cell phones) during committee sessions is not permitted unless authorized by your committee's Dais staff.

FHSMUN expects all delegates to maintain a level of professionalism and decorum throughout the conference, including in the use of social media. **Your school and/or school district's policies on social media are in effect during the conference, and improper or inappropriate use of social media will be reported to your adviser/s.**

### **Attire: Dress to Impress**

Western business attire is the accepted standard for Model United Nations conferences.

For females, this includes formal dress shirts, skirts or dress slacks, or suits with nice dress shoes.

For males, this includes dress shirts, dress slacks, dark dress shoes, and a tie. Suits are acceptable as well.

As a rule of thumb, the more formal the dress, the better. Do not worry about looking overdressed.

Absolutely no t-shirts, shorts, jeans, flip-flops, sandals, or sneakers are allowed for committee sessions.



## Position Papers

Position papers are a required element of preparation for many Model UN conference and FHSMUN is no exception. An articulate position paper demonstrates the research, analysis, and overall level of preparation for a particular delegate; additionally, positions paper are included in the FHSMUN awards scoring process.

## Guidelines

FHSMUN requests that all delegates adhere to the following guidelines when composing and submitting their respective position paper/s. Failure to do so will result in the delegate's position paper(s) not being considered for awards purposes.

1. The position paper should be typed, preferably using 10 or 12 point font, and should be single-spaced.
2. In the upper right corner, the delegate should include **only** the following information:
  - a. Delegate Name
  - b. Country Represented
  - c. Committee
3. The position paper should not exceed one single-spaced page per topic, except for delegates in the Ad Hoc Working Group, whose paper should not exceed two single-spaced pages in total.
4. Position papers are due when the delegates arrive at the conference site for registration, unless otherwise indicated by the Chairman of the Board of the Secretary General.

## Suggested Format

In terms of organization, one suggested format is for delegates to organize a position paper as follows:

1. How does the topic affect your country? Why is the topic of concern?
2. What steps has your country taken to address this problem? What laws have been passed? Has your government signed and/or ratified any relevant treaties or agreements?
3. What would your government like to see done in the near future to resolve this issue?



## **Rules of Procedure**

The Rules of Procedure contained in this packet are the official Rules of Procedure for the FHSMUN conference.

### **Officers**

All officers are appointed by the Secretary General for the duration of the conference.

### **Language**

English shall be the official and working language of the conference. The use of other languages is permitted if both of the following conditions are met:

1. The Secretariat is given prior notice.
2. An approved translation into English is made readily available.

### **Credentials**

The Secretariat will approve the credentials of accredited representatives. The Secretary General has the right to revoke the credentials at any time during the conference. This includes groups with Official Observer status. Delegates from groups with Observer status will be allowed access to all committees except the Security Council.

### **Diplomatic Courtesy**

The primary principle of diplomatic protocol is courtesy or decorum. Any delegate or visitor who persists in an attempt to divert the conference from its educational purposes shall be subject to action from the Secretariat and may have their credentials revoked.

### **Quorum**

A majority of voting members answering to the roll at each day's first meeting shall constitute a quorum for that day. A quorum will be assumed unless questioned through a Point of Order.

### **Order of Consideration**

The order of consideration of the topic agenda shall be established by each committee. Amendments to the order of the agenda topics are permissible and require a two-thirds vote of the committee. The motion shall be made in writing to the Director. Debate is limited to one speaker for and one speaker against.

### **Powers of the Committee Director**

In addition to exercising the powers which are conferred elsewhere in these Rules, the Director shall:

1. Declare sessions opened and closed.
2. Direct all discussions in the body.
3. Ensure observance of the Rules of Procedure and provide interpretations of the Rules.
4. Put questions and announce decisions to the committee.
5. Rule on Points of Order and have control over all proceedings to ensure the smooth functioning of the body unless specified in the Rules.
6. Limit the number of speakers and the time allotted to each speaker.
7. Limit the number of times each representative may speak on a question.
8. Declare necessary recesses.

### **Speaker's List**

The Committee Director staff shall keep a Speaker's List for each topic (not each resolution or amendment). Resolutions will be debated simultaneously using a singular Speaker's List. The Speaker's



List may be closed upon a motion from the floor. Permission to speak shall be accorded to one speaker for and one against. A simple majority is required for passage. The vote will be by placard. The Committee Director may refuse to entertain a motion of closing the Speaker's List at the Director's discretion. If delegates are absent when they are called upon to speak, they will lose their position on the Speaker's List and must be recognized by the Director to be placed on it again. A delegate may only be present on the list once, but may re-enter after s/he has spoken.

## Yields

If a delegate completes a speech within a pre-designated time limit, the remaining time may be yielded to another delegation. There will be no yields when a time limit has not been set. A delegate who yields speech time also yields questions/questioning time. Yields apply only to substantive matters and remaining time may only be yielded once.

## Points of Order

Points of Order will only be recognized for the following items:

1. To question errors in voting, tabulation, or procedure.
2. To question incorrect placement on the Speaker's List.
3. To question a quorum.

A Point of Order may interrupt a speaker and **it is to be used sparingly.**

## Points of Information

When there is no discussion on the floor, a delegate may direct a question to the Committee Director or to another delegate. Any question directed to another delegate may only be asked immediately after the delegate has finished speaking on a substantive matter, and the question must not be rhetorical. The question must confirm to the following format:

- Delegate from Country A: *Raises placard to be recognized by the Committee Director*
- Committee Director: *"To what point do you rise?"*
- Delegate, Country A: *"Point of Information."*
- Director: *"State your Point."*
- Delegate, Country A: *"Will the delegate from Country B (who must have just concluded a substance speech) yield to a question?"*
- Director: *"Will the delegate yield?"*
- Delegate, Country B: *"I will." (if not, return to the next business item)*
- Delegate, Country A: *Asks question. (It must not be a rhetorical question.)*
- Delegate, Country B: *Chooses to respond or decline.*

## Point of Personal Privilege

Points of Personal Privilege are used to move an amendment, request information or clarification, and all other business of the body except those specifically designated as Points of Order or Points of Inquiry.

Note: The Director may refuse to recognize Points of Order, Points of Inquiry, or Points of Personal Privilege if the Director believe the decorum and restraint inherent in the exercise has been violated, or if the Point is deemed dilatory (unnecessary) in nature.

## Right of Reply

At the Committee Director's discretion, any member state or observer may be granted a Right of Reply to answer serious insults directed at the dignity or a country represented. The procedural motion must be submitted to the Director in writing. The Director has the **absolute authority** to accept or reject Rights of



Reply, and the decision **is not subject to appeal**. Delegates who feel they are being treated unfairly may take their complaint to any member of the Secretariat.

### Appealing the Decision of the Committee Director

A delegate may appeal any ruling of the Committee Director except those in regard to the granting of roll-call votes, explanation of votes, Rights of Reply, and all other decisions specifically exempted elsewhere in the Rules. The appeal must be put to an immediate vote. The Director's ruling shall stand unless overruled by a two-thirds majority vote of the members present and voting.

### Resolutions

Resolutions must be co-sponsored by one-sixth of the quorum or a minimum of five member states, whichever is greater.

### Caucusing

A caucus may be called for by the delegates of the Director. **A caucus' time limit is determined solely by the Director**. The Committee Director reserves the right to end a caucus at any time.

#### Moderated Caucus

A moderated caucus helps facilitate discussion on a specific topic. Delegates will have an opportunity to speak for a limited amount of time if called upon by the Committee Director.

#### Unmoderated Caucus

An unmoderated caucus is an opportunity for delegates to freely and informally meet with each other and the Dais staff to discuss ideas, negotiate, and draft working papers.

### How to Suspend Debate for a Caucus

To suspend debate for a caucus, delegates should raise their placard and wait to be called upon by the Director.

For a moderated caucus, follow these guidelines:

- Director: *Calls on Country A*
- Country A: *"Country A moves to suspend debate for a moderated caucus to discuss (specific topic) for (amount of time), with a speaking time of (amount of time allotted to each speaker).*

For an unmoderated caucus:

- Director: *Calls on Country A*
- Country A: *"Country A moves to suspend debate for an unmoderated caucus for (amount of time).*

### Amendments

Any member state may propose an amendment to a resolution during debate. Amendments must be submitted in writing to the Director. Any amendment may be proposed from the Speaker's List or on a Point of Personal Privilege. The Director may request that members submitting similar amendments attempt to achieve a common one. Amendments themselves are not amendable.

#### Friendly Amendments

Friendly amendments are changes to the resolution that all sponsors feel are appropriate. Signatories of the draft resolution do not need to be involved. Changes are immediately incorporated into the document





## Unfriendly Amendments

An unfriendly amendment is one that one or more sponsors do not support, though a sponsor of the original draft resolution can participate as a sponsor of an unfriendly amendment. This type of amendment must be sponsored by one-sixth of the quorum, or a minimum of five member states, whichever is greater. Unfriendly amendments will be debated requiring two speakers for and two speakers against. A vote must be taken on an amendment before any other amendment may be proposed.

## Withdrawal of Sponsorship

Sponsorship of a working paper or draft resolution may be withdrawn at any time. If and when this occurs, any other member state present may assume sponsorship. If the number of sponsors falls under the required amount, the working paper/draft resolution in question will be withdrawn and debate will continue.

## Closure of Debate

A motion for closure of debate, bringing an issue to an immediate vote, is in order only after there have been at least three speakers on a substantive motion. Permission to speak shall be according to two speakers for and two speakers against closing debate. Closure of debate can also occur if the Speaker's List is exhausted.

## Adjournment of Debate

A motion for adjournment of debate, if successful, allows the delegates to end debate on one topic without having to vote on the draft resolution(s) for that topic. This motion is in order only after there have been at least eight speakers on a substantive motion, and it requires a simple majority vote to pass. The delegates may return to the topic if there is a successful motion to adjourn off a different topic and return to the original one.

## Voting Procedures

Voting will be conducted by placard or roll call. The type of voting will be at the discretion of the Director, but any member state may request a roll call vote on any substantive question.

## Required Votes

Amendments to resolutions and resolutions themselves shall require a simple majority to pass. However, in the Security Council, procedural motions will require at least nine member states voting in favor and resolutions will require at least nine votes in favor to pass with no Permanent Member of the Security Council voting against the resolution.

## Definitions of Majority Votes

A simple majority vote requires the concurrence of 50 percent plus one of those member states voting yes and no. A two-thirds majority vote requires the concurrence of 67 percent or more of those members voting yes and no. **Abstentions are not included in the calculation of the vote.**

## Conduct during Voting

After the Director announces the beginning of a vote, there will be no moving, speaking, or caucusing until the vote is over and results have been announced by the Director. The one exception is on a Point of Order in connection with the actual conduct of the vote. Repeated violations of this rule shall constitute grounds for expulsion.



### **Explanation of a Vote**

A member state, at the discretion of the Director, may explain its vote after a roll call vote has been taken. This must be requested at the time the nation announces its vote by voting "with rights". Length of time allowed for an explanation will be set by the Director, and is not appealable.

### **Change in a Vote**

A member state may change its vote only when the Director asks if there are any such changes. A change in vote may only be called for roll call votes on resolutions and amendments.

### **Motions in Writing**

All motions that must be in writing must be delivered to the Director prior to being moved.

### **Recess and Adjournment**

Motions to recess or adjourn shall be permitted at the discretion of the Director. The Director may declare necessary recesses. Such decisions are not subject to appeal. To request recess/adjournment, a delegate should move to suspend debate for a specific purpose, such as lunch, or move to adjourn the meeting for the day.

### **Reconsideration**

Reconsideration is the only way that delegates may vote a second time on a substantive resolution and it requires that a delegation that had previously voted with the prevailing side indicates to the Director in writing that s/he wishes to change their vote and to reconsider the particular resolution. This motion must be then moved from the floor and requires a second and a two-thirds majority to pass. There will be two speakers for and two against and if successful, the delegates will return to original resolution and vote again. If any amendments have been written for the resolution, they must be moved immediately after a successful vote for reconsideration is conducted.



## FHSMUN Committee Speaker Policy

FHSMUN has a well-established tradition of sending different "Speakers" into the committees to assist the delegates and the committee Dais staff in maintaining a consistent high level of well focused discussions and debates on the topics in the respective committees. To ensure that all delegates, advisors, and chaperones are fully cognizant of FHSMUN's policy on Speakers in the committee sessions, we would ask that everyone refer to the following guidelines:

1. Every Speaker to the committee has been invited and/or requested by the committee Dais staff, and possibly through delegate Speaker requests.
2. The Speaker is present to assist the committee in its deliberations but the presentation style and content will be determined by the particular role that the Speaker has been requested to portray or simulate.
3. Speakers must be treated with a level of decorum equal to that of the delegations present during the regular committee sessions.
4. Speakers are brought in to the committees to assist delegates in ensuring that the level of authenticity of the debates, working papers, draft resolutions, and reports is of the highest quality.
5. At times, Speakers may represent diplomats and world leaders to provide important perspectives on the respective topics in the committees; this process permits the Dais staff to maintain its vital impartiality throughout the conference.
6. Questions regarding Speakers' roles should be directed to Casey Morell, Chairman of the Board of Directors, or Brian Sutliff, Executive Director and Academic Director.



## Resolution Writing

When drafting and sponsoring a draft resolution, delegates should keep in mind that wording will influence its appeal (or lack thereof). The draft resolution should be clear, concise and specific. The substance should be well researched and reflect the character and interests of the sponsoring nations.

It is one long sentence with commas and semicolons throughout the resolution and with a period at the very end. The first word in each perambulatory clause should be *italicized* and each operative clause underlined, and each clause in the preamble should end with a comma. All operative clauses end with a semicolon except the final clause, which ends with a period.

## Sponsors and Signatories

Sponsors are those countries that have been the principal authors of the document and agree with its substance. Signatories are countries that may or may not agree with the substance, but would like to see it debated on the floor.

## Heading

FHSMUN XXXVIII

Committee Name

Topic Name

Version Number (e.g., 1.1, 1.2 if on the first topic, or 2.1, 2.2 if on the second topic)

Sponsors: List of sponsoring member states

Signatories: List of signatories

## Preamble

The purpose of the preamble is to show that there is a problem that needs to be solved. The preamble of a resolution does not propose action or make any substantive statement in the topic at hand. The preamble begins with the name of one of the three major organs (e.g. The Security Council).

The perambulatory clauses can include:

- References to the U.N. Charter
- Citations of past U.N. resolutions or treaties that been ratified under the topic of discussion
- Statements made by the Secretary-General or a relevant U.N. body or agency
- Recognition of the work or efforts of regional organizations in dealing with the issue
- General statements on the topic, its significance, and its effects.

## Operative Clauses

Operative clauses are set out to achieve the main policy goals on the topic. Each operative clause begins with a number, ends with a semicolon, and the final clause ends with a period. Operative clauses should be organized in a logical progression, and each clause should contain a single idea or policy proposal. Keep in mind that all resolutions except those from the Security Council, are nonbinding and only the Security Council should ever "Condemn" anything.



## Sample Resolution

FHSMUN XXXVIII

General Assembly Second

Addressing the Needs of Least Developed Countries

1.2

Sponsors: South Africa, Gabon, Uganda, Japan, Greece

Signatories: Saudi Arabia, Italy, Egypt, Indonesia, Venezuela, Greece, Japan, Russia, Denmark

The General Assembly Second,

*Deeply regretting* the instability of Least Developed Countries' governments and the resulting inability to meet the Millennium Development Goals,

*Deeply concerned* about the current situation of the poverty stricken lower class of the LDCs,

*Fully believing* that the empowerment of women and environmental sustainability should be supported,

*Emphasizing* the need to address the issues of the LDCs;

*Declaring* that the LDC governments do not have the necessary infrastructure to address the issues on their own,

*Desiring* to advise the best means on how to stabilize their governments and economies,

*Reaffirming* that our goal is for the LDC states to meet their MDGs and eventually become self-sufficient,

1. Encourages the formation of regional partnerships among national and local governments, Non-Governmental Organizations, civil society representatives, and the private and public sector communities for the purpose of making recommendations to LDC governments on the best means to achieve the Millennium Development Goals,
2. Further encourages the regional partnerships to utilize bi-annual conferences, workshops, and forums to bring together relevant stakeholders to discuss mechanisms for implementing novel solutions to problems facing Least Developed Countries;
3. Requests that the goals of these regional partnerships include, but not be limited to:
  - a. Eradicating extreme poverty and hunger by working in tandem with local and international institutions to help provide microfinancing opportunities for developing countries,
  - b. Providing for universal primary education by working with LDC governments in order to set up a public school system or enhance the already established system and focusing on increasing women's literacy rate and knowledge about contraceptives,
  - c. Promoting gender equality and empowerment of women via increasing outreach of existing female empowerment programs,
  - d. Reducing child mortality by working with LDC governments to promote better healthcare systems and increasing availability of these systems with affordable fees for the LDC citizens governments as well as the citizens,
  - e. Improving maternal health by providing better funding for hospital facilities and supporting the education for women on how to keep in good health during pregnancy,
  - f. Combating HIV/AIDS, malaria, and other diseases by widely distributing condoms and informational packets through governmental public health sectors and commercial sectors, while also outlining important preventive measures and providing free or low-cost testing to all citizens;
4. Endorses working with LDC governments for the creation of long-term solutions and effective programs by conducting comprehensive five-year audits as specified by resolution 1.1 of programs officially sanctioned by the respective regional partnership;
5. Calls on the regional partnerships to work in tandem with existing international financial institutions and United Nations bodies to obtain funding for the partnership-approved programs.

