Waterloo Catholic District School Board

MODEL UNITED NATIONS
Simulation Guide to Rules and Procedures

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Introduction to Model United Nations (MUN) Simulations

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Goals

The United Nations, "[a]s an international organization with 193 Member States…is uniquely positioned to address and solve global issues."[1] It addresses questions of maintaining international peace & security, protecting human rights, delivering humanitarian aid, supporting sustainable development & climate action, and upholding international law.[2] As a forum for debate, discussion, and decision, the UN represents a significant opportunity for the global community and individual states to come together in search of common goals and solutions to shared challenges.

The basic competencies of diplomacy - research & analysis, creative & collaborative problem solving, the communication of position & policy - are transferable skills of significance for students that the Model United Nations [MUN] seeks to foster. Those delegates engaging in simulation will be able to identify such exemplary practice and, through practice and coaching, will become increasingly successful in MUN events and academic life. MUN simulations should seek to always promote and amplify these skills in all activities, whether preparatory (with the aid of staff coaches) or practical (in coordination with fellow delegates and dais staff).

This guide offers a set of principles and procedures designed to orient the experience of all those involved in MUN at the Waterloo Catholic District School Board [WCDSB], and should be applied and revised in furtherance of this goal. As a global activity, MUN procedures may vary depending on the convening body and the Secretary General of the event, although they should be common enough to be easily navigated.

This guide sets out the practice for simulations facilitated by the WCDSB and will be used in the coaching of delegates, training of dais staff, and order of committees. This guide is not intended to be exhaustive, and, as such, questions or concerns as to the application of the guide should be directed to the Secretary General who, in consultation with staff, will determine next steps. Any feedback regarding the guide in general or specific policies, should be directed thusly.

[1] United Nations, "Our Work," United Nations (United Nations, 2021), https://www.un.org/en/our-work#:~:text=Maintain%20International%20Peace%20and%20Security.
[2] *Ibid*

Notes on Style

In order to facilitate accessibility and provide a consistent format for communication, the following guidelines apply.

1. The font used in proper order is Roboto (aligned with UN branding[3])
2. The format of citations is Chicago Style; see the UN Editorial Manual[4]
3. Official UN branding can be accessed online[5]
4. WCDSB branding can be accessed via the Secretary General

The *UN Editorial Manual*[6] is a useful guide for other matters of appropriate style and organisation of communication.

[3] "UN Brand Identity," accessed February 23, 2024, https://www.un.org/styleguide/pdf/UN_brand_identity_quick_guide_2020.pdf.
[4] Department for General Assembly and Conference Management, "Footnotes and Other References | Department for General Assembly and Conference Management," www.un.org, accessed February 23, 2024, https://www.un.org/dgacm/en/content/editorial-manual/footnotes/index.
[5] "UN Brand Identity"
[6] "United Nations Editorial Manual Online | Department for General Assembly and Conference Management," Un.org, 2021, https://www.un.org/dgacm/en/content/editorial-manual.

Roles and Preparation for MUN Simulations

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While the primary role in MUN simulation is the delegate, and as such all other roles and supports should amplify their experience, successful events rely on the cooperation of many participants including dais staff, pages, the Secretary General, and coaches. Each of these participants requires preparation and has a specific purpose in simulation.

The Delegate

As the primary role in simulation, the experience best belongs to the delegate. The role of all other participants is to ensure the optimal conditions for the delegates to engage.

The delegate is a student who is assigned a country (or other representation such as an Observer State, Non-Governmental Organisation, or other consulting non-state actor) and allocated to a committee considering a specific topic(s) as defined in the "backgrounder".

Committees, topics, and backgrounders are set by the organising team, but when possible, student choice will be considered in allocation. Country assignment will, in proper order, be random and distributed across schools (with consideration given to the creation of national caucus at major simulations).

Many resources, such as *Bestdelegate.com*[7] offer comprehensive guides to preparing for an event, but several areas should be noted:

1. Research - exemplary delegates are confident in their understanding of several key matters: the procedures and purview of the committee in question; the civic nature of their country and its diplomatic history relative to the issue, including relevant blocs or allies; the scope of the issue as described in the backgrounder and relevant data.

2. Preparation - exemplary delegates consider: does the committee require a position paper? How might the essence of the delegation's position be expressed in an opening statement? What goals/outcomes might be desirable for the delegation? What might be conceded versus what must be maintained? What might a preferred decision (resolution et al) be?

3. Comportment - exemplary delegates are aware of the norms of engagement: individual personal pronouns should not be used in formal communication (when speaking to committee, the delegate represents the country, not their own interests); dress should be appropriate to the context (consider business attire as

[7] Chea-Mun Tan, "The Ultimate Checklist for Delegates before a Conference," Best Delegate Model United Nations, April 28, 2016, https://bestdelegate.com/the-ultimate-checklist-for-delegates-before-a-conference/.

preferable or school uniform at a minimum) and, under no circumstances, should delegates wear cultural attire in imitation of a community to which they do not belong.

4. Demeanour - exemplary delegates are articulate and collaborative: while representing national interests, delegates do well to remember that the goal of the simulation is to cooperate in pursuit of common goals and solutions to shared challenges. Adversarial encounters or personal animus may result in a delegate being excused from committee.

The Dais Staff

The dais staff is responsible for the orderly progress of the committee, but as the delegate is the primary role in the simulation, the dais exists to allow them to best perform their tasks. In short, the activity of the committee belongs to the delegates and the dais ensures that access and participation is fair and accessible for all.

The dais staff consists of several members, each with a specific but related task.

1. The Chair - chairs exist to rule on proper order and move the committee through the phases of activity. In the UN, chairs are elected or appointed from the membership of the committee. In MUN, chairs are identified and charged by the Secretary General; committees will omit procedures to elect a chair for a conference. The WCDSB is committed to providing opportunities for student leadership and so, when possible with appropriate recommendation and training, students may also be delegated to act as a chair. Chairs are responsible for an exemplary technical ability to apply the rules and procedures in this guide, as well as the adaptive ability to coach delegates and suggest positive actions moving forward (here the phrase, “the chair would look favourably upon a motion to…” can be a useful exhortation).

   Chairs are charged with encouraging delegates to appropriate diplomatic comportment in tone, speech, and action. Should delegates behaviour not reflect the desired comportment, the chair will exhort “delegates, decorum please. Decorum!” Should the committee not respond positively to such requests, a staff member may intervene.

   If a staff member acts as a chair, they will also have the responsibility to supervise student behaviour; students do not act in this capacity.

2. The Vice-chair - vice chairs exist to support the chair in the exercise of their duties. They may offer technical advice s to the application of rules and procedures, they may take over the chair’s duties if the latter has to excuse themselves, or they may operate supporting platforms such as

MUNcoordinated.io[8] that facilitate delegate engagement. An additional member, often a staff representative, may sit on the dais to coach student chairs/vice-chairs and supervise student behaviour.

3. The Page - pages exist to allow for informal communication between delegates. Discussion and crosstalk between delegates is not only disruptive to the flow of debate and discussion and disrespectful to speakers, but it also advantages delegates seated in close proximity. Appropriate communication takes the form of private notes passed via the page to other delegates. In general, delegates are trusted to only use paging for committee business, but all notes are considered public property and staff may request to see them should they suspect behaviour not in keeping with the spirit of simulation or norms of the WCDSB.

<u>The Secretary General</u>

The Secretary General is responsible for the organisation and facilitation of simulations. Working in consultation and cooperation with staff, they:

- Arrange for facilities
- Identify committees
- Write backgrounders
- Assign delegations
- Convene the simulation
- Delegate staff responsibilities
- Communicate with participants
- Convene any appropriate plenary sessions, and
- Generally ensure that delegates have the best experience possible.

The Secretary General will rule in any questions of rules and procedure that go beyond the scope of the chair, and will ensure that dais staff are trained, assigned, and supported throughout the day. While not preferable, a Secretary General may act as a chair, recognising that this may limit the general exercise of their duties. In short, the Secretary General has the final word in all matters pertaining to WCDSB MUN Simulations.

<u>The Coach</u>

While the delegate is the primary role in the simulation and the dais staff and Secretary General are primarily responsible for the optimal conditions for delegates, the coach - most often a staff member at a school - plays a critical role in supporting the preparation of students, cooperating with the Secretary General to provide student access, and affirming and encouraging exemplary participation during simulations. While in committee, delegates should generally operate independently, but coaches can

[8] Bo, Max. "Muncoordinated." muncoordinated.io, n.d. https://muncoordinated.io/.

provide support throughout the day whether in navigating rules and procedures, clarifying research, and/or encouraging creative problem solving.

Overview of a Committee Session

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Committees (or other sessions) at the UN come with their own sets of membership, purviews, and rules & procedures. Should any of the above contradict those laid out in this guide or the backgrounder, chairs should be explicit in their communication with the delegates.

In general, the purpose of a MUN committee is to explore an issue, within a given set of parameters, from the perspective of a variety of stakeholders. By identifying common goals and shared challenges, delegates can move through three general phases of activity: debate, discussion, and decision.

While not all committees may achieve a formal and consensual result (resolution et al), the process of consideration and argument will amplify the understanding of delegates and challenge their skills in critical thinking and communication. There is a general flow to committees and the particular components and requisite procedures of each of the phases is explored in further sections.

1. Opening a Committee Session - there are several administrative tasks that set a committee on the path to success including understanding who is present, what are the appropriate thresholds for voting, and what issues will be addressed in what order.

2. Conducting General Debate - in order for delegates to have a clear sense of how their positions/policies may interact with those of their peers, opening statements are made that outline the basic stance of each delegation. These statements may be supported by the distribution of position papers when desirable or required by the Secretary General.

3. Engaging in Discussion - after summarising positions, delegates begin the task of defining terms, considering data, and exploring points of contention and commonality. The chair provides equitable access to the discussion through the modes of Moderated and Unmoderated Caucus. The outcome of discussion is often the drafting of documents such as resolutions et al.

4. Moving to Decision - when delegates, often forming a bloc or voting alliance, have drafted a document, they can submit it to the committee for consideration. Chairs will ensure an equitable process for the consideration, amendment, and acceptance by vote of these documents.

5. Returning to General Debate/Closing a Committee Session - After decision has been taken, the committee will choose - as time allows - to re-engage with the topic from a different focus *or* to advance the agenda to a new topic *or* to close the committee session.

Opening a Committee Session

Requirements for Position Papers

While not always required for committees, the goal of position papers is twofold: to organise delegate's research and thinking through a formal expression, and to express to the committee a delegation's position and policies with greater depth than an opening statement will allow. This allows for debate and discussion to be more substantive and effective given a committee's time constraints.

If required, it is preferable for position papers to be available to delegations at least a week prior to the committee convening. Sound communication is key and plagiarism or AI generation represents a serious breach of a delegate's responsibility. As this represents a significant increase in the responsibility and workload of students, papers may not be desirable. The decision to require papers is at the discretion of the Secretary General in consultation with staff and students.

The particular format of position papers can be found in many sources, but the basic schema of the WCDSB is borrowed from *Bestdelegate.com* ("How to Write Winning Position Paper"[9] and "A Formula for the Perfect Position Paper"[10]). The Secretary General may amend the format prior to an event.

Convening a Session

In order to begin a committee session, several preparations need to be made. Placards indicating delegations should be placed in alphabetical order throughout the room. Where possible, space should allow delegates to work with an electronic device but also for all to be heard when speaking at a reasonable volume. When possible, screens should be available to project timers, facilitation platforms such as *MUNcoordinated.io,* and resolutions et al.

The chair will convene the session at the appointed time by calling the committee to order; it is the responsibility of delegates to be seated and prepared to proceed prior to the call of the chair. It is convention, at this point, for the chair to welcome the committee, outline any pertinent terms of reference, and review the timing for the day. It is also desirable at this point to introduce the dais staff and their roles.

Calling the Roll

The dais staff will facilitate the calling of the roll. This is essentially attendance, and allows for the determination of quorum (how many delegates are required to proceed

[9] Toni Lawrence, "How to Write a Winning Position Paper," ed. Anish Vedentham, Best Delegate Model United Nations, March 5, 2018, https://bestdelegate.com/how-to-write-a-winning-position-paper/.

[10] Ellen, "A Formula for the Perfect Position Paper: Solution-Oriented Research," Bestdelegate.com, April 4, 2018, https://bestdelegate.com/a-formula-for-the-perfect-position-paper-solution-oriented-research/.

with committee activity) and thresholds (how many delegates are required to pass motions, etc.: typically procedural matters require a simple majority while substantive matters require ⅔ of delegates to agree). Delegates will identify themselves in alphabetical order by replying to the call with “present” or “present and voting”. While all delegates must vote on procedural matters, those who identify as “present and voting” must vote on substantive matters (i.e., the delegate cannot abstain).

Setting the Agenda

In smaller simulations, a backgrounder may only feature one topic for a committee to consider. In such a case, there is no need to entertain a motion to “set the agenda,” the agenda is de facto set. In larger simulations, a backgrounder may include multiple topics to sustain debate over several days. As the delegates properly own the action of the committee, it is for them to determine the order of items as time may limit the full exploration of second or third items. In these cases, the chair would entertain a motion to “set the agenda, considering first Topic X, and then Topic Y.”

Points and Motions

After the agenda is set, the movement of the committee is determined by the delegates through the consideration of points or motions. The chair will enquire “are there any points or motions on the floor?”

Points are immediate requests made by delegates, such as for clarification, information, or for someone to speak louder. Some points can interrupt a speaker as a matter of urgency, other points should only be made after a speaker concludes. Points are made by indicating to the chair by holding the placard perpendicular to one’s forearm in the shape of the letter “T”. A fuller explanation of the various points is made in the section, “Glossary and Key Points/Motions”.

Motions are suggestions for the committee to take action and are voted on as procedural matters requiring a simple majority. In WCDSB simulations, chairs will generally entertain only three motions at one time, and will do their best to allow for all delegates to have voice throughout a session. There is no need for a seconder of motions. Motions will be voted upon in a specified order, considering first those that are most intrusive to the work of the committee, and then in the order that they were moved. A fuller explanation of the various motions and the order of intrusiveness is made in the section “Glossary and Key Points/Motions.”

Conducting General Debate

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Goals

The goal of General Debate is to allow for a formal expression of the position of the various delegations. In simulations that do not require position papers, this is of particular import so that delegates can determine areas of commonality and difference within the committee. While natural blocs and alliances exist, an exemplary delegate noting the opening statements of their peers can find opportunities to collaborate and work productively towards resolution.

Opening Statements

General Debate is simply an open speakers list to which delegates add their names in advance and have the opportunity to speak, uninterrupted, for a specified period of time. At any point during a committee - especially if discussion wanes - General Debate can be reopened, but it is the convention that it is primarily used for opening and closing statements.

Delegates generally prepare opening statements in advance, and use a simple formula to write them: salutation, representation of national interest, appeal to diplomatic precedent, and call to action. Many sources offer suggestion as to writing effective opening statements, but *Bestdelegate.com* offers the frame of hook (an attention grabbing statement), point (the purpose of your speech), and call to action (a way to move to resolution)[11].

General Debate is opened by a delegate making a motion to "open General Debate with a speaking time of X seconds." It should be noted that convention stipulates that any motion for speaking time within a Moderated Caucus later in the session, should be less than that offered in the motion for General Debate. Delegates should be flexible in their statement so that they can confine their comments to the time allowed. Should speaking time remain after a statement is completed, delegates indicate they are finished by saying "I yield my time to the chair." It would be unconventional in General Debate to yield one's time to another delegate.

Care should be taken to have a timer available for delegates to see. As speaking time concludes, the chair will motion to the delegate - typically by raising their hand - followed by calling "time," eventually gavelling and calling "out of order."

A delegate may only be recognised on the speaker's list once each time the speaker's list is opened.

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[11] Caroline Bello, "Lessons from the MUN Institute: How to Write an Opening Speech," Best Delegate Model United Nations, March 31, 2016, https://bestdelegate.com/how-to-write-an-opening-speech/.

Right of Reply

In the event that a fellow delegate makes a statement in General Debate that is both factually inaccurate and derisory, a country may invoke the “Right to Reply.” This is done by making a point once the speaker concludes and before the next speaker begins. It may only be invoked twice during General Debate, and in each instance the invoker’s name is placed at the end of the speaker’s list and the delegate is allowed half the motioned time. They may only address the factually inaccurate material. The chair is empowered to deny the point if they believe the comment to not be either factually inaccurate or derisory. The chair may also rule the invoker “out of order” if they do more than correct the record in their reply.

General Debate is the only time that the “Right to Reply” can be invoked, as Moderated Caucus is driven by the chair recognising delegates and thus has the freedom to allow immediate response. It is the rigidity of the speaker’s list that necessitates the right.

Engaging in Discussion

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Goals

The bulk of a committee's proceeding will generally be taken by discussion. This is the working time in which questions are clarified, positions are negotiated, and responses are considered. It is here that delegates collaborate in identifying common goals and shared challenges before working together to come to decision (resolutions et al).

The chair facilitates the discussion by recognising speakers and keeping the committee focused on the work at hand; it is still the will of the committee that drives the direction of the discussion and this is achieved through points and motions. Again, the chair will ask "are there any points or motions on the floor."

There are two primary modes of discussion, each of which are driven by motion: Moderated Caucus and Unmoderated Caucus.

Moderated Caucus

The analogue of Moderated Caucus [MC] would be a classroom discussion: there is a specific topic being considered and students speak with one another while the teacher provides structure and ensures that work is on task.

A Moderated Caucus begins with the determination of a specific topic drawn from the overall focus of the backgrounder. Rather than addressing broad ideas with vague comment, the specificity allows for delegates to explore with clarity and insight. Useful topics may include defining terms of reference, considering causes or contributing factors, identifying affected populations, and/or discussing possible solutions.

Motions for Moderated Caucus include both an overall time for discussion and a specific time for speakers; the overall time should be divisible by the speaking time. The motion would be framed as "motion for Moderated Caucus on the topic of X, with a total time of Y and a speaking time of Z." The overall time of the motion will determine intrusiveness of competing motions for MC.

When a motion for Moderated Caucus is successful, the chair will enquire of the moving delegate if they would like to "retain the right to speak first" which, if accepted, allows the delegate to address the floor before any others are recognised.

Once MC is entered, delegates can indicate their desire to speak at any time by raising their placard high.

Chairs may choose to keep a running speakers list on a facilitation platform such as

MUNcoordinated.io so that delegates know that they have been noted, but in the interest of good conversation the chair may move through the list in any order that they choose. As a result of the chair's flexibility, the "Right to Reply" is unnecessary and does not apply.

Delegates who finish speaking with time remaining may yield their time to the chair or to another delegate if they have asked a question (although the delegate does not have to accept). The speaking delegate would say, "I yield my time to X".

If a delegate speaks to a subject not on topic, the chair will challenge them first by calling them "out of order" and then by suspending their speaking time.

Moderated Caucus expires when either the overall time closes, or no delegates wish to address the topic. At this point the chair will entertain points or motions. If time expires but delegates wish the debate to continue, they may motion to "extend the caucus by a period of X minutes." Such a motion would be judged more intrusive than a new MC.

By convention, the discussion phase would move through several sequential Moderated Caucuses before advancing to another form of discussion such as Unmoderated Caucus.

<u>Unmoderated Caucus</u>

The analogue of Unmoderated Caucus [UC] would be a group of students sitting at a table in a cafeteria; they may speak freely on any topic they deem useful without any guidance as to time or order of speaking, and they are also free to move from table to table, speaking with other students.

An Unmoderated Caucus does not require an official topic to be approved by the chair, but delegates should have an expressed purpose to this activity. Generally a UC exists to allow for a freer flow of ideas and more expeditious conversation between delegates. Paging is suspended for this period as delegates are rarely in their prescribed positions. As the discussion phase advances and delegates start to consider possible solutions (resolutions et al), a UC may serve as an opportunity for consultation and collaborative writing.

Motions for Unmoderated Caucus include only an overall time, although some delegates may express a preferred topic in the motion. The motion would be framed as "motion for an Unmoderated Caucus of X minutes." The overall time of the motion will determine the intrusiveness of competing motions for UC. Delegates should consider the purpose of the caucus and motion for an appropriate length of time; a longer UC is less disruptive than having to continually reconvene for extensions.

While delegates may - as always - feel free to excuse themselves for a comfort break, an

Unmoderated Caucus should not be considered as an opportunity for break or to leave the committee room for an extended period of time. This is properly motioned as a move to “recess.”

Unmoderated Caucus expires when either the overall time closes, or all delegates return to their seats indicating that they wish to continue with formal proceedings. At this point the chair will entertain points or motions. If time expires but delegates wish the caucus to continue, they may motion to “extend the caucus by a period of X minutes.” Such a motion would be judged more intrusive than a new UC. Motions for Unmoderated Caucus are always more intrusive than motions for Moderated Caucus.

Moving to Decision

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Writing Resolutions (et al)

When moving to decision and action, delegates may offer formal statements for the consideration, by vote, of the committee. These statements can take many forms including statements of understanding, declarations, treaties, and charters. Each of these modes has a unique format and requirement for enforcement.

The statement most commonly used in MUN simulations is a resolution. Resolutions "are formal expressions of the opinion or will of UN organs [committees]"[12] While the "specific patterns of documentation"[13] vary depending on the committee (General Assembly, Security Council, Economic & Social Council), the WCDSB adopts a general format to be used irrespective of organ.

A resolution comprises two parts:

1. The *pre-ambulatory section:* statements that recognise and outline the issue considered in the resolution as well as any relevant previous agreements, and a justification for action. These statements begin with an italicised verb ending in -ing, such as *recognising* or *affirming*.[14]

2. The *operative section:* statement(s) that describe the actions to be taken or recommendations being made, as well as any necessary practical terms and references. It's paragraphs are numbered (with subsections if necessary: 1; 1.1; 1.1.2) and begins with present tense verbs, such as 'determines' or 'requires.'[15]

A resolution is generally formatted by:

- Identifying the committee/council to which it is submitted
- Identifying the date of a submission and a resolution number (set by the chair as year and order of adoption, e.g., 2024.001)
- Identifying the topic/issue that the resolution addresses (more specific than the debate topic)
- Identifying the sponsors/signatories of the resolution

Resolutions should be targeted to some form of action identified in collaboration with allies, bloc members, or other interested parties. Collaborative action assumes a

[12] Susan Kurtas, "Research Guides: UN Documentation: Overview: Resolutions & Decisions," research.un.org, n.d., https://research.un.org/en/docs/resolutions.
[13] *Ibid*
[14] *Ibid*
[15] *Ibid*

measure of support in proposing and advancing the resolution. Authors and coauthors are called sponsors and are assumed to be in agreement with the resolution; they would only vote against it if it is substantially altered by unfriendly amendments. Those who are open to the discussion of the resolution are called signatories and they may vote for or against the resolution after debate.

Resolutions in WCDSB simulations require two sponsors and, at least, 20% delegates as signatories. In order to be substantial enough for consideration, resolutions should also feature a minimum of 3 pre-ambulatory and 2 operative clauses

While signatories are not obliged to vote in support of a resolution, sponsors should be aware of the substantive threshold and confident in their ability to generate support to meet it. Committees often flounder when several competing resolutions are tabled and support becomes divided. Collaboration amongst groups is often a more expeditious path to adoption.

There is no particular target length for resolutions although the longer they are, the more scrutiny that is required in debate and amendment. In the case of particularly long resolutions, delegates may move to "divide the question" meaning that the separate sections of the resolution may be voted on individually rather than taking it as a whole.

Many sources offer suggestion as to writing resolutions, but *Bestdelegate.com* offers a sound tutorial, sample phrases, and exemplar resolutions (Model UN Made Easy: How to Write a Resolution).[16] Exemplary delegates are aware of the limitations that resolutions have when relating to national sovereignty, referring to and employing existing UN structures when possible.

Tabling Resolutions (et al)

Once a working draft of a resolution is completed, delegates may wish to table it for consideration by the committee. Convention suggests that it is best to be received of all resolutions that might be tabled and a chair might counsel the committee to coordinate submission.

Once confident that the discussion phase has ended and that the committee is ready to move to decision, a motion will be made to "table draft resolutions." This is a procedural matter and requires a simple majority. As it shifts to decision, it is also judged most intrusive over motions for Moderated and Unmoderated Caucus.

[16] KFC, "Model UN Made Easy: How to Write a Resolution - Best Delegate Model United Nations," Best Delegate Model United Nations, October 26, 2011, https://bestdelegate.com/model-un-made-easy-how-to-write-a-resolution/.

At this point the committee pauses while the chair receives draft resolutions, typically via Google Drive, and numbers them before moving to presentation and amendment.

Once the order is set, the sponsor(s) of the resolution to be considered will be invited by the chair to come forward and present the resolution. Where possible, the resolution should be projected for all delegates to see (if necessary, physical or digital sharing might substitute, particularly in smaller committees). Sponsor(s) will present the resolution; presentation means a verbatim reading of the document for the sake of accessibility, this is not the time for explanation or comment. Sponsor(s) will present without interruption except for a point of personal privilege or intervention by the chair.

Following the presentation of the resolution, the chair may entertain a “question & answer” [Q&A] period; typically this would run for ten minutes, although it might be extended by motion. The chair reserves the right to rule extensions out of order if it is perceived that they are intended to filibuster the due consideration of the resolution. During the Q&A, the chair will facilitate questions from delegates and responses from sponsors without a formal speaking time; here the chair may encourage succinct speech. If judged useful to consideration, the chair may allow a follow up question, but will endeavour to allow as many delegates as reasonable to enquire. The proper form here is question and answer, it is not an opportunity for lobbying in favour or opposition to the resolution.

Once tabled and after Q&A expires, a resolution becomes the shared property of the committee and the delegates can amend either for matters of style (wording, grammar, punctuation etc.) or for matters of substance (meaning, action etc.). Only operative clauses may be amended. If a delegate offers an amendment, they should have a clear sense of the wording to be substituted/added/omitted; this is not an opportunity for collaborative writing. If the authors of a resolution readily agree, the amendment is friendly and proceeds without vote. If the authors do not agree, the amendment is unfriendly and requires a 20% threshold to move to vote (in keeping with the original requirement for signatories and in order to limit vexatious amendments), and a ⅔ majority to vote for acceptance.

When the final resolution is set (i.e., all tentative amendments have been considered), the chair will invite a speaker ‘for’ and a speaker ‘opposed’ (in that order) to address the session. The speaker ‘for’ is conventionally a sponsor, but the speaker opposed may be any delegate. In WCDSB events, each speaker will have one minute to address the floor.

N.B.: in some conferences, the sequence of submission/presentation/Q&A/ amendment may differ, but here the WCDSB attempts to offer a consistent process for its practice. All other considerations will move through the dais and ultimately appeal to the Secretary General if necessary. If such concerns or challenges are anticipated, they are better directed prior to the simulation beginning.

Voting Procedures

After the full process for tabling and amendment results in final resolution, delegates may move to a vote by making a motion to "close debate and move to voting procedure" which is considered most intrusive with all other motions.

Once the committee is in voting procedure, no one may enter or leave the room (as this affects thresholds, with the obvious exceptions for emergencies). Paging is suspended and all cross-talk, lobbying, or debate is prohibited. All interactions occur through the chair, although all points are still allowed.

At this point, the committee has the right to reorder the matter of consideration. This is significant considering both precedence and time constraints. Precedence is given to resolutions that are more recently adopted and so if conflict arises, the later document is in force. The consideration and voting on resolutions is time consuming in its simplest form and can extend even longer if procedural issues are raised. Later documents may not receive a vote if time for the session expires. The delegate would make a motion to "reorder resolutions."

With the order set and the voting procedures entered, the chair will entertain motions for a vote.

In exceptionally rare cases of long and complex resolutions, a motion may be made to "divide the question", thus separating the operative clauses of a resolution (individually or in units), each of which must be voted on separately. This action is time-consuming and not best suited for shorter simulations. The motion is procedural and three or four actions are required[17]:

1. Chair considers divisions: delegates set the individual clauses/units for vote
2. Procedural vote accepting all divisions: the accepted sections receive and individual and substantive vote; they are technically no longer part of the resolution until it is reconstituted
3. Substantive vote on all units and the remaining sections of the resolution: those that fail to pass cease to procedurally exist
4. Substantive vote on reconstituting the resolution: while optional, in proper form, the chair will reset the resolution with all successful units and a final vote on the complete resolution will be taken. If the vote fails, or if the chairs chooses not to reconstitute the resolution, each individual unit will be considered a resolution of its own along with all of the pre-ambulatory clauses of the original document.

[17] "Model UN Voting Procedure," All-American Model United Nations, n.d., https://www.allamericanmun.com/model-un-voting-procedure/.

At the Chair's discretion, typically, the motion would be made to "vote by acclaim," during which each delegation is called upon to offer one of five responses[18]: Delegates may motion to "vote by roll call" meaning that each delegation is called upon individually and a sixth option is available.

1. **Yes:** to the passing of the resolution
2. **No:** to the passing of the resolution
3. **Abstain:** only permitted if the delegate is <u>not</u> reported as "present and voting"; this lowers the vote count and necessary threshold to pass a resolution
4. **Yes, with rights:** the delegate is allowed to briefly explain their position; only used if the vote opposed national policy or a stated position in committee
5. **No, with rights:** the delegate is allowed to briefly explain their position; only used if the vote opposed national policy or a stated position in committee
6. **Pass:** the chair skips the delegate and continues through the roll, returning once complete; the delegate cedes the right to abstain.

If successful, the resolution will be declared by the chair and applause is appropriate.

If it fails, there are two procedural avenues still available, but should be consider exceptional[19]:

- A substantive motion to "divide the house" in which all abstentions may be called upon to vote so that if the number of delegates abstaining could swing the vote.
- A substantive motion to "reconsider" in which a delegate voting "no" may elect to switch the vote (in order to pass a resolution, not defeat). If carried, the committee would re-vote.

Once a tabled resolution has been fully voted on, any other resolutions remaining in order will undergo the same procedure.

[18] *Ibid*
[19] *Ibid*

Closing a Committee Session

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After all voting is completed, the committee - under the advice of the dais - must consider next steps. These steps should generally reflect the time remaining in the simulation and be in the best interest of the productive capacity of the committee.

1. A motion to “advance the agenda”
2. A motion to “reopen the speaker’s list” for the purpose of closing statements.
3. A motion to “adjourn”
4. A motion to “adjourn and move to *Fun MUN*”

Advancing the Agenda

If significant time remains, the chair would look favourably upon a motion to “advance the agenda” which moves the committee to the next, properly ordered item, in the backgrounder. Once passed, the committee moves back to the beginning of the debate phase and seeks a motion to “open General Debate.”

Closing Statements

If significant time remains, but not enough to advance the agenda (or return to the topic under consideration from a different focus), delegates may make closing statements that comment on the proceedings, discussion, and/or votes. They are conventionally positive statements, although a delegate may express disappointment in the passing or failure of a resolution; exemplary delegates would frame such concerns in a hopeful manner, seeking the possibility of future collaboration.

The motion would be made to “reopen the speakers list for the purpose of closing statements” but, once passed, may be followed by a motion for “recess of X minutes” (typically no more than five) so that delegates may prepare statements. There is no obligation for a delegate to speak and it would follow the rules of General Debate. The chair reserves the right to speak last, prior to seeking a motion to adjourn.

Recess & Adjournment

There are two ways for a committee to close proceedings.

A motion to “recess for X minutes” or “-for lunch” allows a committee to formally break with a specified time of return within the same day.

A motion to “adjourn” or “-adjourn until tomorrow” allows a committee to formally end their proceedings for the day or to close the committee session entirely.

Fun MUN

Fun MUN is an informal way to close a session if there is only a short amount of time remaining. It uses the norms and procedures of MUN in a lighthearted manner considering inconsequential manners.

A motion would be made to “adjourn and move to *Fun MUN*.”

In most simulations, *Fun MUN* is best left to time not designated for committee, but in exceptional circumstances it can take several forms, not limited to:

- Superlatives: an activity in which the committee lists and votes on “the delegate most likely to X.”
- Debate/Discussion/Decision on ephemeral matters, such as “should pineapple be properly considered a pizza topping?”
- Jam Session: an activity in which a voluntary delegate agrees to speak extemporaneously for one minute on a topic identified by the dais.
- Counterpoint: an activity in which two voluntary delegates are given alternating twenty second windows in which to argue contrasting opinions on topics identified by the dais.

Any and all *Fun MUN* activities should be respectful and cognisant of appropriate language and assertion. Comments and directions considered welcome in a small group of friends, cannot be assumed in a large group of individuals. Any activity which offends, causes harm, or even makes a delegate or other individual feel uncomfortable will not be tolerated.

There is no formal adjournment of *Fun MUN*, time simply expires and delegates are dismissed by the chair.

Awards

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“Honourable Mentions” and awards for “Best Delegate” are traditional parts of a MUN simulation. They may be distributed in committee or plenary session, but not in both.

All awards should be focussed on those exemplary delegates who work creatively and collaboratively to demonstrate depth of research, comportment, and problem solving. The challenge of awards is that they can be perceived as competitive and lead to adversarial (“win-lose”) approaches to delegate interactions. Should this occur, the awards should be suspended so as to not interfere with the proper purpose of the simulation.

At the discretion of the Secretary General, the dais of a committee will be directed to identify a specific number (typically a maximum, not a minimum) of award recipients. Generally, there is a single “Best Delegate” while the chair is free to identify the specified number of “Honourable Mentions” depending on the size of the committee.

In all cases, the dais should consider the WCDSB’s declared criteria in selecting exemplary delegates. These criteria, and the caveat to collaboration, should be shared with delegates by the Secretary General in plenary session, or by the chair in committee.

<u>Criteria</u>

The criteria are equally weighted as:

- **Preparation:** the delegates demonstrating significant evidence of research on their country and the issues in the backgrounder.
- **Comportment:** the delegates demonstrating significant use of procedural norms and diplomatic decorum.
- **Participation:** the delegates demonstrating significant engagement in committee - procedural and substantive - including all phases of debate, discussion, and decision.
- **Disposition:** the delegates demonstrating significant orientation to problem solving and collaboration.

Key Points & Motions

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The list of points and motions available to delegates is long, and those listed are not intended to be exhaustive. Rather they act as a guide to those most commonly used to advance the work of the committee.

Examples

When a delegate makes a point, it is noted as “P. of”.
When a delegate makes a motion it is noted as “M. to”

To -	Say -	Nature	Interrupts
Request an environmental accommodation for personal comfort or accessibility.	**P. of Personal Privilege**, and stipulate the request once recognised	Chair’s Discretion	Yes
Request information regarding the norms & procedures of a committee.	**P. of Parliamentary Enquiry**, and stipulate the request once recognised.	Chair’s Discretion	No
Request information regarding the current business under discussion	**P. of Information**, and stipulate the request once recognised.	Chair’s Discretion	No
Object to a perceived procedural error by a delegate or the dais.	**P. of Order**, and stipulate the concern once recognised.	Chair’s Discretion	Yes
Correct the record (in General Debate only) in matters of fact or derision.	**Request the Right to Reply**, and stipulate once recognised.	Chair’s Discretion	No
Begin the committee session	**M. to Open Proceedings**	Procedure	No
Reorder the sequence of topics within a committee session	**M. to Set Agenda**, and stipulate order when recognised.	Procedure	No
Open the speaker’s list	**M. to move to General Debate**, and stipulate times	Procedure	No

	once recognised.		
Open a discussion, facilitated by the chair, on a specific topic	**M. to move to move to Moderated Caucus**, and stipulate times once recognised.	Procedure	No
Open an unfacilitated discussion where delegates can freely associate.	**M. to move to Unmoderated Caucus**, and stipulate time once recognised.	Procedure	No
Continue a productive discussion.	**M. to move to Extend Caucus**, and stipulate time once recognised.	Procedure	No
Consider working documents.	**M. to move to Table Draft Resolutions**.	Procedure	No
Consider altering a submitted document.	**M. to Consider an Amendment**, and stipulate action once recognised.	Procedure	No
Agree to altering a submitted document.	**M. to Accept an Amendment**, and stipulate action once recognised	Substantive	No
Move from discussion to decision.	**M. to Close Debate and Enter Voting Procedure**.	Substantive	No
Reorder the sequence of submitted documents for voting.	**M. to Reorder Resolutions**, and stipulate order once recognised.	Procedure	No
Vote on a submitted document.	**M. to Vote by Roll Call**	Substantive	No
Continue to the next item in the order of the agenda.	**M. to Advance the Agenda**	Procedure	No
Question the application of a ruling of the dais.	**M. to Challenge the Chair**, and stipulate concern once recognised	Substantive	Yes
Introduce a formal break in committee session.	**M. to Recess**, and stipulate the time once recognised.	Procedure	No
End committee session.	**M. to Adjourn**	Procedure	No

Order of Precedence

When considering how to order points and motions, the most urgent and intrusive in the work of the committee will be voted upon first. The accepted sequence of common motions is:

1. Point of Order
2. Point of Personal Privilege
3. Point of Parliamentary Enquiry
4. Point of Information
5. Motion to Adjourn
6. Motion to Recess
7. Motion to Close Debate and Open Voting Procedures
8. Motion for Unmoderated Caucus
9. Motion for Moderated Caucus
10. Motion for General Debate

Appendices

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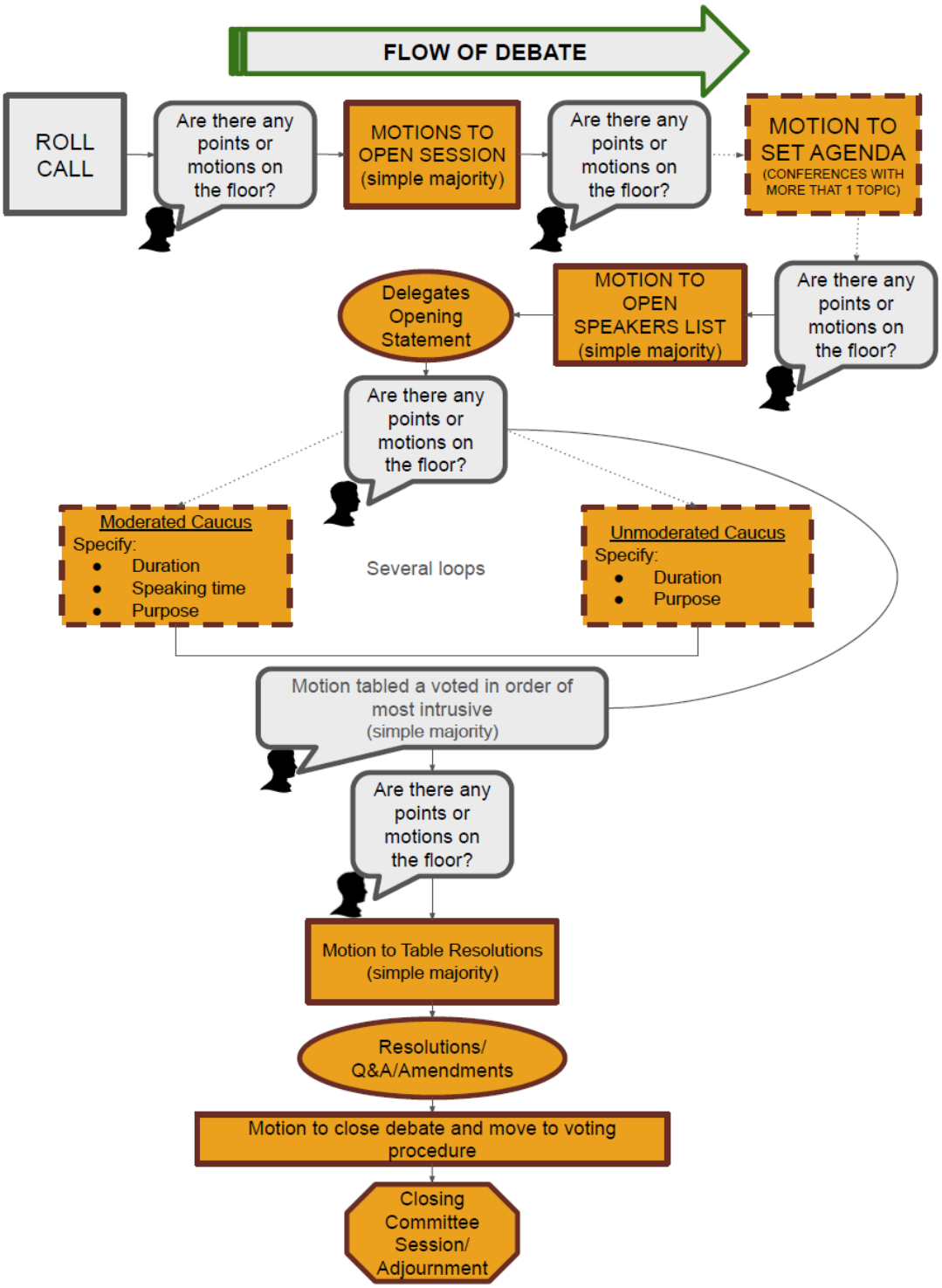
Appendix One: Procedure Overview Diagram

(with credit to Garry Kraehling, SDCSS)



Appendix Two: Glossary
(reformatted; original with credit to Garry Kraehling, SDCSS)

Amendment: a change to an operative clause in a draft resolution

Decorum: order in committee

Draft Resolution: a formal resolution introduced to committee but not yet voted upon

Friendly Amendment: a change welcomed by the sponsors

Moderated Caucus: discussion facilitated by the Chair on a specific topic

Motion: a specific action made by delegates to direct debate in a certain direction

Operative Clauses: statements in a resolution that require action

Point of Enquiry: a delegate has a question

Point of Order: a delegate believes there is a procedural error

Point of Personal Privilege: a delegate experiences discomfort hindering engagement

Preambulatory Clauses: statements in a resolution that describe the issue

Right of Reply: in General Debate only, a delegate corrects a factual/derisory comment

Signatories: delegates who wish to see a draft debated but may not agree with all of it

Speakers List: a list that contains the order of speakers in the committee

Sponsors: delegates who author a draft resolution

Unfriendly Amendment: a change not welcomed by the sponsors requiring a vote

Unmoderated Caucus: informal, unfacilitated discussion; delegates may move in room

Working Paper: a list of ideas formed by blocs, but not fully developed as a resolution

Yield: when a speaker decides to give up the remaining allotted speaking time

Appendix Three: General Procedure for Dais Staff

PHASE	DEBATE	DISCUSSION	DECISION
FOCUS	*"WHAT?"*	*"SO WHAT?"*	*"NOW WHAT?"*
ACTION	• Comments from the Chair • Take roll • Set Agenda • General Debate (open formal speakers' list)	• Moderated Caucus (formal informal; directed by Chair) • Unmoderated Caucus (informal informal; directed by delegations)	• Tabling items (statements, declarations, resolutions, etc.) • Set order of items • Introduce item • Amend item • Vote on item
USEFUL MOTIONS ["Motion to" - M.t.]	• M.t. open proceedings • M.t. set agenda • M.t. open general debate with a speaking time of 'x' seconds	• M.t. move to moderated caucus for 'x' minutes with a speaking time of 'x' seconds on the topic of 'x' • M.t. move to unmoderated caucus for 'x' minutes • M.t. extend caucus by 'x' minutes	• M.t. table an "item" • M.t. to set the order of "items" • M.t. request a Q&A period of 'x' minutes • M.t enter a "friendly"/"unfriendly" amendment • M.t enter voting procedure by "acclamation", "roll", or to "divide the question"
GENERAL POINTS ["Point of - P.o.]	• P.o. Order - *object to a perceived procedural error* • P.o.Information - *request information pertaining to current business* • P.o.Personal Privilege - *request an environmental accommodation* • P.o. Parliamentary Enquiry - *request information pertaining to procedure* • Right to Reply (only available in General Debate)		
GENERAL MOTION	• M.t. censure delegate - *challenges the ongoing behaviour of a delegate* • M.t. challenge chair - *challenges call for a vote on the ruling of a chair; censures* • M.t. recess - *moves to briefly suspend a committee for comfort* • M.t. adjourn - *moves to end the work of a committee for the event*		

Appendix Four: Preambulatory & Operative Clauses

(reformatted; original with credit to Garry Kraehling, SDCSS)

Preambulatory Clauses

(otherwise known as descriptive phrases – these are used to describe the issue that is being addressed)

Affirming	Emphasising	Having received
Alarmed by	Expecting	Keeping in mind
Approving	Expressing its appreciation	Noting with regret
Aware of	Expressing its satisfaction	Noting with satisfaction
Believing	Fulfilling	Noting with deep concern
Bearing in mind	Fully aware	Noting further
Confident	Further deploring	Noting with approval
Conscious of	Further recalling	Observing
Contemplating	Guided by	Realising
Convinced	Having adopted	Reaffirming
Declaring	Having considered	Recalling
Deeply concerned	Having considered further	Recognising
Deeply convinced	Having devoted attention	Seeking
Deeply disturbed	Having examined	Taking into account
Deeply regretting	Having studied	Taking note
Desiring	Having heard	Welcoming

Operative Clauses

(otherwise known as action phrases – these are used to indicate the action to be taken)

Accepts	Emphasises	Proclaims
Affirms	Encourages	Reaffirms
Approves	Endorses	Recommends
Authorises	Expresses its appreciation	Reminds
Calls	Expresses its hope	Regrets
Calls upon	Further invites	Requests
Condemns	Further proclaims	Resolves
Congratulates	Further recommends	Solemnly affirms
Confirms	Further reminds	Strongly condemns
Considers	Further requests	Supports
Declares	Further resolves	Trusts
Deplores	Have resolved	Takes note of
Draws attention	Notes	Urges
Designates		

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