

Being a diplomat, is not easy. Model UN conferences adopt rules of procedure to establish when a delegate may speak and what he or she may address. To start with basics, let's know what is MUN:

Model United Nations is an authentic simulation of the UN General Assembly, UN Security Council, or other multilateral body, which introduces students to the world of diplomacy, negotiation, and decision making.

Things you should know as a delegate:

Agenda: The order in which session topics will be debated. It is used for committees that address more than one issue and it is created after the roll call attendance.

Caucus: A disruption from the formal debate in which states may effectively discuss topics in a less formal manner

Moderated Caucus: During a caucus, which is a temporary recess, the rules of procedure are suspended. To go to a moderated caucus, a delegate makes a motion to suspend debate and the committee votes.

A moderated caucus is a mixture of both formal and informal debate.

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

Decorum: Order and respect that delegates must abide to. The chair calls for decorum whenever he/she feels the committee is being disrespectful.

Draft resolution: A document drafted by one or more delegates that aims to address the topic of the debate. If passed, it becomes a resolution

Motion: An official request made by a delegate which impacts the whole committee. Motions are made for different topics, such as a caucus, introduce a draft resolution, move into voting procedure, to adjourn and etc.

Placard: The sign with the country name tagged on. Placards are used to identify the delegate and to signal the chair that the delegates wish to address the floor if raised.

Points: A request raised by a delegate for information or for an action relating to that delegate.

Point of Inquiry: used when a delegate has a question about something that is not clearly understood in committee. Use this to ask a question if you don't understand a term or get what's going on in committee!

Point of Personal Privilege: used when a delegate experiences personal discomfort that hinders their ability to participate in committee. Examples: temperature of room, distractions during committee, can't hear another delegate, etc.

Point of Order (also called **Point of Parliamentary Procedure**): used when a delegate believes that there was a mistake made regarding the rules of procedure.

Yield: this is when a speaker decides to give up the remaining time in his or her speech. Typically, the three types of yields are: 1) **Yield to the Chair** meaning you give up the rest of your time, 2) **Yield to another delegate** meaning you give up the rest of your time to another delegate, or 3) **Yield to questions** from other delegates or **Yield to comments** to your speech by other delegates. Questions are also sometimes called Points of Information.

Chairs: The chairpersons are seated in the front with their gavel and facilitate the debate. They call on speakers, time speeches, and maintain the rules of procedure. If the conference gives awards, they will also evaluate your performance.

Signatories: delegates who wish to see the draft resolution debated but may or may not agree with all of the ideas. However, they think there is some merit to it and want to see it presented. Some resolutions will require a minimum number of signatories.

Roll Call: Usually the first order of business of a committee. The chairs take the attendance by naming all states' name in alphabetical order. Member states answer with "present" or "present and voting." Delegates responding with "present and voting" are not allowed to abstain on substantive votes, this presence status is usually used by states who are deeply engaged in the topic at hand

Study Guide: A **Background Guide** with contextual information for the delegates created by the Chairs and the secretariat of the conference. The guide is given before the conference starts and it is crucial for the preparation for the committee, especially for crisis committees, JCCs and interconnectivity.

Things to know about your country:

- **Background of topic:** Background guide of the topic provided by the conference, Google, the news, Wikipedia (to frame the topic)
- **Past international actions:** UN website, your committee's website, key treaties or resolutions mentioned in your background guide, UN or NGO reports
- **Country policy:** CIA World Factbook, your country's foreign ministry website, domestic programs within your country, and your country's voting record on key treaties or resolutions
- **Possible Solutions:** NGO or think tank policy recommendations, past UN resolutions that you'd like to change or expand on, and your own creativity

DO'S:

#1 Come Prepared.

#2 Maintain Diplomacy.

#3 The best defence is a good offense.

#4 Find a "universal principal" everyone agrees on.

#5 Turn a perceived weakness into a strength.

#6 Capture the audience's attention.

#7 Use Facts.

#8 Admit fault.

#9 Capitalize on your strengths.

DON'TS

#1 Never underestimate your opponent.

#2 Don't cram.

#3 Never lose your cool.

#4 Always believe in what you are defending.

#5 Don't use absolutes "always and never".

Seeking the floor and addressing the Chair

The most universal rules of debate are:

- no one (other than the Chairman) may **intervene** in the debate (i.e. speak so as to be heard by the conference) without having been given the floor by the Chairman; and
- when anyone other than the Chairman intervenes, they must address their remarks to the Chairman (although everyone understands that what they say is meant for the whole conference).

For further information and details, go to <http://bestdelegate.com/>