

MEDMUN 2021 : Rules and Procedures for English Committees

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How to Conduct Research

General:

Before arriving at the conference, each delegate must prepare for the committee topic by conducting research on the country which they represent. Each individual is responsible for preparing in the necessary measure. Thus, it is vital that each delegate conduct thorough research to become experts of their country's politics and current events relating to the committee topic.

Delegates can consult websites such as "*CIA World Factbook*" that provide accurate and detailed information on the history, economy, government, and geography of different countries. It is possible to use sites that come directly from the country you are representing. Delegates must ensure they are using accurate sources and ensure they have facts/figures to support their resolution.

Below are questions to guide your research:

Geography of the country:

- a. Capital
- b. Population
- c. Location
- d. Proximity to maritime zone. If yes, which ?
- e. What are the neighboring countries? Are they stable ?

History and Politics of the country:

- a. How long has the country been independent?
- b. What political system governs today?
- c. Is the current regime stable? What was the previous regime?
- d. When was the last election? Any upcoming elections?
- e. Who is the head of government?
- f. Important events of the past 5 years.

The Culture of the country:

- a. Predominant language
- b. Religion in the state
- c. Different ethnic groups within the population? Cultural norms and practices?

The Economy:

- a. How economically developed in the country?
- b. What economic system has the country adopted?
- c. What are the natural resources in your country?
- d. What sector is dominant in the country's economy?

International Relations:

- a. Military independence?
- b. Arsenal?
- c. International alliances?
- d. What treaties have they signed?
- e. Are they represented in the Security Council?

General Questions

- a. What interests you about the country? Any specific topics related to or not to the committee?
- b. Is the country a region of conflict or post conflict?
- c. Dans quelle mesure mon pays peut-il assurer la sécurité multilatérale dans les zones de conflit ou de post-conflit ?
- d. Mon pays a-t-il besoin d'une sécurité multilatérale ou est-il actuellement occupé par une telle sécurité ?

For Committee :

After gaining knowledge on your country, it is vital to conduct research on the specific topic covered in your committee. For that, the source most trustworthy and helpful is the United Nations website. In the same manor, pose questions and conduct in depth research.

In some occurrences, delegates can find it difficult to find information on their country or on the specific committee subject they must prepare for. In this case, you must conduct thorough research to be able to “think like your country” to formulate a critical opinion. Delegates must sufficiently understand their country to be able to carry out the committees.

Questions to guide research:

- a. What are the keywords of your subject? What are the definitions?
- b. Are there solutions created by the UN for the issue addressed in your committee? Has your country signed it?
- c. When was the last international conference on this subject?
- d. What are the councils and commissions that actively work on your subject?
- e. What are precedent rulings and resolutions on your subject?
- f. What are the countries most involved in your subject?
- g. How have delegates actively tried to find solutions for this subject?

Rules and Procedures

General

At MEDMUN we have adopted a mix of rules and procedures to adapt to an efficient, natural, and productive debate, resembling the United Nations. Therefore, we ask you to attentively read the information provided below for the format of the conferences.

Roll Call

The start of each session of debate will include a roll call. Delegates must raise their placard when the name of their country is called. The countries will be called in alphabetical order. The delegates must indicate they are «present» or «present and voting». If a delegate states they are «present», they may abstain their vote for the session. If a delegate states «present and voting» their vote will be required and counted throughout the session for all motions. Delegates are all expected to be on and time. Any delegate who arrives after roll call must send a note to the chair stating they are «present» or «present and voting».

Debate

When simulating the United Nations conferences such as MEDMUN, three types of debate can take place: the speakers list, moderated caucus, and unmoderated caucus.

A. Primary and Secondary Speaker list

- i. In the course of the committee there will be a list of primary and secondary speakers (for formal debate). These lists will be used so that the delegates have time within the committee to express their point of view with the other delegates.
- ii. Delegates give speeches, respond to questions, present and debate the resolutions and potential amendments.
- iii. The debate by the bases of the primary and secondary list of speakers is important for the work of the committee. By not knowing the rules and regulations, delegates slow down the committees progress and debate.
- iv. The speech of delegates cannot surpass 1 minute (3 minutes for the delegates who presented the primary speech) during the official debate.

B. Moderated Caucus

- i. A delegate presents a motion to enter a moderated caucus. The delegate chooses the speaking time, subject, and duration of the moderated caucus. Delegates can also choose to be the first or last speaker in the moderated caucus. This motion must be seconded by the other delegates in the committee to be passed.
- ii. During the moderated caucus (i.e formal debate) any delegate can raise their placard to be chosen for the speakers list to present their country's stance on the subject being discussed.

C. Unmoderated Caucus

- i. Unmoderated caucuses are heavily discouraged during the first session.
- ii. A delegate presents the motion to enter an unmoderated caucus, the delegate chooses the duration of the unmod. This motion must be «seconded» by other delegates to be passed during voting procedure.
- iii. During an unmoderated caucus, delegates have the opportunity to move around and speak one-on-one with their fellow delegates to create connections, ask questions, and discuss the topics that have been debated. The delegates are strongly urged to form blocks with other delegates to then create similar resolutions.
- iv. When a caucus is not moderated, and there is a temporary pause, the natural procedures of a moderated caucus are suspended. To return to a moderated caucus a delegate must propose a motion to suspend debate and committee votes.

Motions

When simulating a UN conference, delegates may raise their placards to propose a motion. The motion must be seconded by other delegates to be put into action. Motions cannot interrupt a speaker.

Motion	Description
Motion to prolong the duration of the debate	A motion to prolong the time spent on debate can be up to the discretion of the chair. The chair can accept or deny the motion to increase the time depending on the flow of the debate. There needs to be a “second” if the proposition is delegated into the committee.
Motion to proceed to voting procedure	A motion to proceed to voting procedure means the delegate would like to suspend debate on an amendment or resolution to move the committee into voting procedure.
Motion to suspend debate	A temporary suspension of the debate and the session
Motion to expand inquiry point	If, during a speech, the Chair chooses only a certain number of delegates in the room to state points of information, the delegates may make this motion after the last point of information. This motion must be accepted by the Chair in order to extend the points of information that other delegates can ask the speaker. The delegate must approve the other inquiry points.

Points

When simulating a United Nations conference, delegates can raise points individually and do not require others to second it. None of the following points can interrupt a speaker, except for a point of privilege in the case of low audibility.

Point	Description
To raise a point	The delegates must raise their placard and wait for the chair to call upon their country before raising a point.
Point of personal privilege	A point of personal privilege can be used in reference to delegate discomfort that actively impeaches on their focus during the debate. It can only interrupt a speaker if it is related to inaudibility.
Point of order	A point of order refers to the immediate violation of questions in the procedure. The chair is in charge of facilitating debate. If the chair violates procedure, delegates may raise a point of order right after. However, a point of order cannot be raised about violations that happened earlier in the debate. Delegates may not interrupt the speaker in the case of a point of order.
Point of information	A point of information is a question addressed to the speaker who has opened themselves up to questions after their speech. This point must be in the form of a question. Delegates cannot make a declaration using this point. Delegates may not have dialogue with the speaker or the chair. The speaker can open themselves to inquiries at any point and the chair may call upon delegates who would like to make a point of information.
Point of parliamentary inquiry	Point of parliamentary inquiry is a question addressed to the chair asking for a clarification on rules and procedures of the committee.
Point of information at Chair	Point of information for the chair is a question for the chair that is not related to rules and procedures or a point of order. It is usually related to the agenda item being discussed during committee.

Vote

During voting procedure, the doors must be firmly closed and the administrative staff must take their position for the procedure. No individual can enter or leave the room except in the case of an emergency. Delegates can no longer have private conversations. No motions or points will be accepted during voting procedure. Delegates may vote for, against, or abstain from voting (unless it is not permitted to abstain in the voting procedures in your committee).

Amendments

Amendments must be submitted on the official paper of amendments provided during the session of committee. These amendments are changes proposed to a resolution presented: the elimination of a clause, the addition of a clause, and the modification of a pre-existing clause. They are only admissible if the depositor proposes the amendment while obtaining the floor. Delegates can make short speeches before moving the amendment. Moderated caucuses will be the mode of debate for discussing amendments presented; if an amendment is rejected, its mover retains the floor to complete the speech s/he started before moving the amendment. Delegates can vote for, against, or abstain an amendment. A second degree amendment (amendment to the amendment) requires the same procedures as regular amendments and requires a debate. If a second degree amendment is adopted or rejected, the Chair resumes debate on the first degree amendment.

A brief summary

Point	Description
Point Of personal privilege	Inform the chair of a personal discomfort
Point of order	Inform the chair of a mistake in procedure
Point of parliamentary inquiry	Ask the chair to find out about parliamentary procedure.
Adjourn the meeting	Close the session but only until the next session.
Suspension of assembly	Suspend the committee for a certain time.
Moderated caucus	Create a formal caucus
Unmoderated caucus	Create an informal caucus
Motion to change speaking time	Modify the speaking time for speeches within a moderated caucus
Present a working resolution	Move the debate to a draft resolution that is in progress
Introduce an amendment	Start the debate on a draft amendment
Suspension of debate	End debate on a specific topic
Re-open debate	Re-open debate on a specific topic
Closer of debate	Closure of debate, usually followed by voting procedures

V. Writing a resolution

General

Before arriving at MEDMUN, delegates must prepare one document. Delegates must write an opening speech (1:30 minutes) where they express their country's position and opinion on the topic presented. Delegates must give the chair their speech days before the conference. Further general guidance will be sent out to delegates before the conference.

Resolution

The resolution of a committee is the heart of each MUN conference. They are written during the course of a conference (especially during unmoderated caucuses) by delegates who have formed «blocks» and want to present a solution to the topic being discussed in committee. Resolutions have a specific and strict format that is outlined below.

Preamble Clauses

An introductory clause contextualizes the subject (historically and factually) and presents the elements that make it problematic. It binds the subject to the committees concerned, referring to previous resolutions adopted concerning the subject or any other similar subject, whether these resolutions have been adopted by the committee or not. These clauses also describe the current situation of the issue at hand and highlight national or international efforts to resolve it. Essentially, it is the introductory clauses that should ask the question: "What is the problem"? Each clause begins with one of the following verbs or similar verbs (the verb must be in italics and each clause must end with a comma):

- o Thanking
- o Affirming
- o Alarmed by
- o Approve
- o Consent to
- o Believe
- o In view of the following
- o Confident in
- o Congratulates
- o Convinced of
- o Deeply...
 - Concerned
 - Aware
 - Bothered
 - Regretful
- o Entirely...
 - Alarmed
 - Aware
 - Believe

- o Deploy
- o Guided by
- o Having ...
 - Adopted
 - Considered
 - Devoted attention
 - Examined
 - Heard
 - Studied
- o Noted with...
 - Great concern
 - Regret
 - Satisfaction
- o Underline
- o Reaffirm
- o Recall
- o Grateful
- o Make a reference to...
- o Reminding
- o Search
- o By taking a(n)...
 - Account
 - Consideration
 - Observation

Operative Clauses

The language used constitutes the body of the resolution. These are actions the committee takes or urges its members or others to take. Each clause presents a solution (or part of a solution) to the subject in question. Essentially, they ask the question, "How do you solve the problem"? These clauses are numbered and usually contain sub-clauses, and sub-sub-clauses, so that we could have "operational clause 1. b.i., etc." The clauses always end with a semicolon, except for the last sub clause, which ends with a period. Each operational clause begins with an active verb (always underlined) similar to those found in the list below:

- o Accepts
- o Affirms
- o Approves
- o Authorizes
- o Requests
- o Condemns (firmly)
- o Confirms
- o Congratulates
- o Considers
- o Declares consequences

- o Deplores
- o Designs
- o Draws attention
- o Highlights
- o Encourages
- o Approves
- o Expresses ...
 - Appreciation
 - Hope
- o Invites
- o Notes
- o Takes note of
- o Transmits
- o Proclaims
- o Re-affirms
- o Recommends
- o Regrets
- o Recalls
- o Demands
- o Supports

o Sample Resolution

FORUM: Security Council

QUESTION OF: Preventing the Manufacture of Weapons of Mass destruction

MAIN SUBMITTED BY: The United Mexican States

CO-SUBMITTED BY:

SECURITY COUNCIL,

Deeply Disturbed by the fact that biological, chemical and nuclear weapons have been used in the world history before, and that countries at war are in possessions of nuclear weapons and other Weapons of Mass Destruction (WMD's),

Further recalling that more than 130,000 people have been killed by the bombing of Hiroshima and Nagasaki in 1945 and that there were more than 80 chemical attacks in Syria reported by the Human Rights Council,

Fully aware, that countries have been starting to limit the use of weapons of mass destruction as well as signing agreements that have resulted in a control of the manufacture and the testing of weapons of mass destruction, and the participation at worldwide conference with the goal for an arms control on these types of weapons,

Emphasizing the fact, that Mexico is one of the countries in the world, that is not in possession of WMD's and is part of the Australia Group, which is an informal organization that hinders the proliferation of materials that contribute to the production of some WMD's,

Noting with satisfaction, that Mexico has set a president in the reduction of uranium ores, limiting the fact that Mexico will be able to build a nuclear weapon,

Approving, of the fact that WMD's are an extreme threat not only to countries, and civilians, but also to the planet and the countries in possession of them,

1. Calls for all countries that are in possession of WMD's to sign a worldwide treaty limiting points such as but not limited to:
 - a. non-proliferation,
 - b. strict number of weapons allowed to be produced and owned by country;
2. Calls upon a committee named UNWMDRC (United Nations Weapons of Mass Destruction Regulation Committee) to oversee the number of WMD's in countries and to create the treaty listed in clause one and enforce it, with the committee's purpose being but not limited to:
 - a. writing the treaty and enforcing all nations that are part of the UN to sign it,
 - i. without signing the treaty, the country risks its membership in the United Nations,
 - ii. by signing the treaty the country gains a membership in the United Nations,
 - b. ensuring that random security checks are taking place, to ensure that the treaty is enforced,
 - c. creating a secure environment for the weapons to be safely stored from theft or accidental damage,
 - d. making sure that all WMD's that the country is in possession of have a seal, ensuring that they are in observation by UNWMDRC,
 - e. ensuring strong nonproliferation requirements;
3. Takes note of the fact that a Cold War concept called Mutually Assured Destruction (MAD) might be a reason for two countries to further have weapons of mass destruction, since if the enemy starts a missile towards a country with a WMD, this country will launch an attack as well and both countries will be destroyed, however noting with concern that a country might also send a WMD to a country not in possession of such weapon, and thus calls for strict regulation of WMD's;
4. Urges for a request, that in the worst-case scenario of usage of a weapon of mass destruction, countries have to deliver a detailed report explaining their use of WMD's by chapters such as, but not limited to:
 - a. why the WMD was the only possible solution to preserve peace in a country,
 - b. a detailed account of the damage that was created with the WMD,
 - c. a proposal of aid to the country in which the WMD was used,
 - d. a vision for the future for the country in which the WMD was used, that ensures peaceful resolution of conflict and planning for the country's world status;
5. Condemns the use of WMD's in any situation as it eventually results in more conflict than it would result in peaceful resolution.

What to do to prepare for the conference:

How to be ready for the conference? Three steps that will prepare you for your committees:

I. Research

- i. Research is the most important aspect delegates need to prepare before coming to MEDMUN. It's the deciding part of your success, and the quality of the debate. You must become an expert on the opinion of your country on all the subjects which are dealt within your committee. It is therefore necessary that you fully understand your country and your country's position.
- ii. Do not forget the conference is a simulation of the United Nations. You are a "delegate of _", thus you must speak in "we" pluriel form.
- iii. It does NOT matter what country you represent and whether or not you agree with your country's position. You **MUST** represent your country's position, whether controversial or not, within your committee.
- iv. Furthermore, you will not be penalized for representing your country's opinions (whether controversial or not). There is an understanding that you are a direct delegate of the country you represent.

II. Clauses of a Resolution

- i. After conducting your research, you must write **4 potential operative clauses** for a resolution that could be drafted in your committee. These clauses must be based on what your country hopes to achieve out of debating in your committee.
- ii. The formatting, content, and statistics involved in your clauses must be accurate and well written (citations are not required). Please write your clauses in 12 point Times New Roman and make sure the spacing resembles that of a resolution paper (see above for more direction).
- iii. These clauses will be used during your committee discussions and will help you once blocs are created. The goal is to merge your clauses with other delegates and to ensure your country's goals and desires are represented in your draft resolution.
- iv. It will be **MANDATORY** to submit these clauses to the Chairs by **12/03/2021 by 11:59 pm CET** (14 days prior to the conference). The method of submitting your clauses to the Chairs will be communicated to you at a later date.
- v. Keep in mind the Chairs of your committees will be using the quality of your clauses when determining delegate awards.

III. Opening Speech

- i. The opening speech is the first speech given by the delegate that provides an outline of your country's position on the topic discussed within your committee.
 - i. The speech must provide your fellow delegates with information about your country and why your position should be valued.
- ii. Present your speech in a brief and firm manner that does not exceed 1 minute and 30 seconds.