MUNprep

2024

MODEL UN
COMMITTEE
HANDBOOK

Teambuilder
Conference Support

Table of Contents

This guide equips you with everything you need to excel as a delegate!
We have everything from tips on bloc building to insights on the resolution writing process. Whether you're new to Model UN or looking to refine your expertise, this handbook will help you succeed in your MUN journey.

The Flow Of Debate

The Formal Debate Process
Formal Debate is composed of
1. **The Speakers List**
2. **Caucusing**

The Formal Debate Process

Primary Speakers List (Determine Topic) → Secondary Speakers List (Opening Speeches) → Caucusing (Moderated & Unmoderated) → Resolution Creation
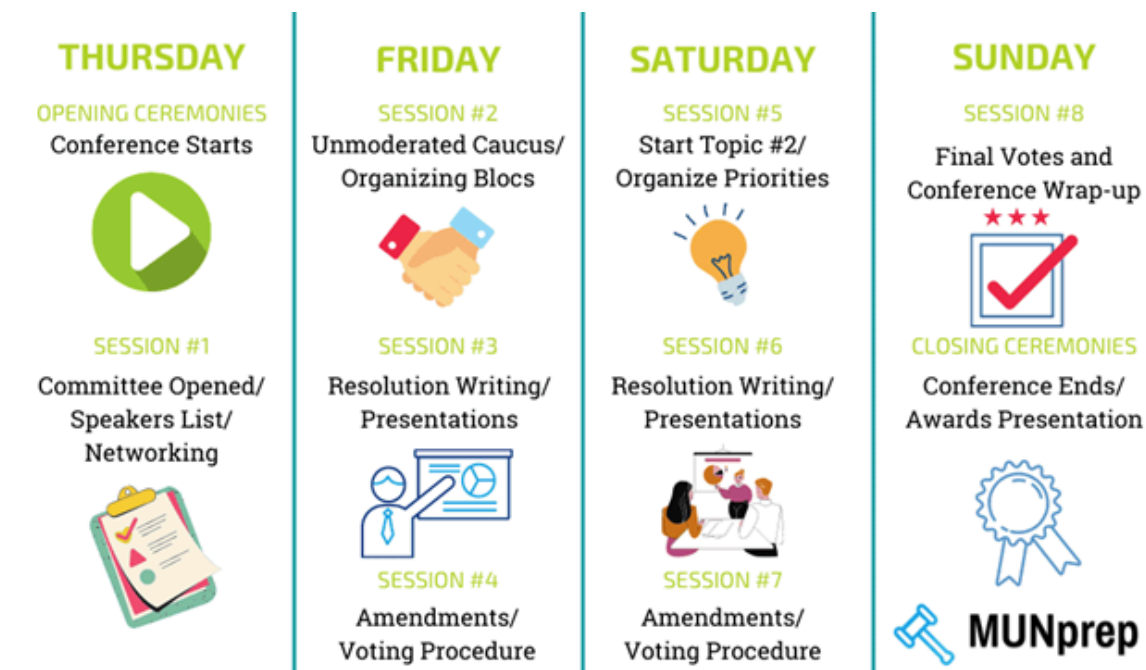
Return to Primary Speakers List & Start Again

Speakers List

- **Primary Speaker's List** - Delegates on the Primary Speakers list make speeches to advocate for a particular topic of discussion.
  - Only used when a committee has multiple topics.

- **Secondary Speaker's List** – The Secondary Speakers list is where delegates begin discussing a topic once it has been selected. Delegates may propose a solutions and begin substantive discussion.
  - This is where a delegate makes their Opening Speech.

The Conference Weekend

THURSDAY

OPENING CEREMONIES
Conference Starts

SESSION #1
Committee Opened/
Speakers List/
Networking

FRIDAY

SESSION #2
Unmoderated Caucus/
Organizing Blocs

SESSION #3
Resolution Writing/
Presentations

SESSION #4
Amendments/
Voting Procedure

SATURDAY

SESSION #5
Start Topic #2/
Organize Priorities

SESSION #6
Resolution Writing/
Presentations

SESSION #7
Amendments/
Voting Procedure

SUNDAY

SESSION #8
Final Votes and
Conference Wrap-up

CLOSING CEREMONIES
Conference Ends/
Awards Presentation

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Points and Motions

Points

Point of Order	Used to correct a procedural error - The chair forgot Roll Call
Point of Inquiry	Used to ask the Dais a question about Parliamentary Procedure
Point of Personal Privilege	Used to express a personal concern - The room is too warm, your placard broke, you cannot hear the speaker
Point of Information	Used to ask a delegate a clarifying question **Confirm with the Chair (not every conference will use)**

Motions

Opening Debate	
Motion to Open Debate	Requires a simple majority to pass

Organizing Priorities	
Motion to open the Primary Speakers List	Used to discuss which topic should be considered first. **Mention** - Proposed speaking time (unless chair already established one)
Motion to set the Agenda	Delegates vote on which topic to resolve first. **Mention** - The topic you would like to set the agenda to.
Motion to open the Secondary Speakers List	Used after the agenda has been set **Mention** - speaking time
Motion to set the Speaker time	Used if the speaker time is too long/short. **Mention** - The revised speaking time

Motions

Formal/Informal Debate	
Motion for a Moderated Caucus	Ensure total caucus time divides by the number of speakers. **Mention** – Subject, Time, Speaking Time
Motion for an Unmoderated Caucus	Informal debate and discussion **Mention** - Subject, Time
Motion to Introduce Working Paper	Present a Working paper to the committee, usually followed by a Q&A period **Mention** - Which Working Papers to Introduce
Motion to Table Debate	Ends the debate on a certain topic to discuss another subject. **Motion to Reintroduce** - restarts discussion on the topic.
Motion to Introduce Amendment	**Friendly Amendment** - Has been accepted by all sponsors, after introduction it is added to Draft Resolution **Unfriendly Amendment** - Not accepted by all sponsors, Introduction is followed by For & Against speakers and a vote.

Voting Procedure	
Motion to Move into Voting Procedure	Delegates are not allowed to pass notes or leave the committee room during this time. **Mention** –Directives to vote on & the number of for and against speakers
Motion for a Roll Call Vote	Should only be done after the vote on if the first vote was very close.
Motion to Divide the Question	Takes out one particular portion of a Draft Resolution and vote on it separately. **Mention** - The Clause to divide the Question on

Closing Debate	
Motion to Suspend Debate	Used if you have a recess between sessions
Motion to Adjourn Debate	Used at the end of the day or for the final committee session.

Marketing Your Solutions

Practical analysis of your Solutions

If you feel like your solutions are looking a bit disorganized, it's always best to bring things back to the basics and ask yourself: **What is the benefit that you are providing?**

Marketing

Even if you have the best solutions in your committee, they won't be as effective if you don't market them properly.

- **Keep it simple** - Keep your solutions practical and straightforward.
- **Identify your marquee solution** - Make a solution a part of your brand, get the reputation as the 'alternative plastics guy' or 'sustainable packaging expert'.
- **Use an acronym** - If the marquee approach doesn't suit, acronyms can also make an initiative memorable.

Priority	What is the Benefit you are providing/How will you market it?
Example **The Development of Alternative Plastics**	**Benefit** - If we were able to develop a biodegradable plastic, then many of the waste issues caused by its long lifespan would be mitigated. **Marketing** - Make it a part of the Research, Advertising, Distribution (RAD) initiative.
Priority #1 -	**Benefit -** **Marketing -**
Priority #2 -	**Benefit -** **Marketing -**
Priority #3 (Backup Plan)	**Benefit -** **Marketing -**

Bloc Building

How to Make a Bloc

When building a bloc, assess three major factors:
1. **Countries**
2. **People**
3. **Objectives**

While it's important to collaborate with countries that naturally align with the nation you are representing and to find people whose core objectives match yours, prioritizing a strong relationship is key.

First Impressions matter

First impressions are everything in Model UN because they can affect your success throughout the conference. If you start off well, it can lead to good teamwork and strong alliances. But if you get a bad reputation at the start, it's hard to change that in just three days. To build a good reputation the most important thing is to show that you are a team player. You want delegates to know that if they cooperate with you:
- They will be supported
- Their ideas will be included in your resolution

Notes and Bloc Building

Notes are a key bloc-building tools. From the very start of the conference, send out as many as possible to establish connections. This proactive approach ensures that when the first Unmoderated Caucus begins, you will have delegates looking for you as well.

Introductory Note Ideas

Note Idea #1

Hi France! I really loved your opening speech, especially your point on how educational reform is a key aspect to ensuring gender equality long-term.
I would love to hear more about your thoughts and work with you! Here's my number: ###-###-#### add me if you want to meet me by the door at unmod!
Spain (your real name)

Note Idea #2

Hi Nigeria!
I've been thinking about similar ideas especially with your point on increased access to medical care - I think it could work really well with some solutions I've been thinking of too, particularly our AAA Initiative!
I'd love to talk more about this with you in the next unmod
Thanks, Great Britain (real name)

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Diplomatic Framing

Sounding Like a Diplomat
Diplomatic framing is a communication technique that helps to reduce defensiveness and encourage collaboration.

There are 3 components of good diplomatic framing:
1. **Use Positive Language**
2. **Focus on the issue, not the person**
3. **Use inclusive language – words like 'we' and 'our'**

Making Suggestions
- **Instead of** "Your plan is ridiculous and will never work."
- **You could try** "How about we brainstorm a few other options to see if we can find a solution that works for everyone?"

Disagreeing
- **Instead of** "You're wrong"
- **You could try:** "I see it differently. What if we consider some additional factors?"
  - Or "I understand your view, but let's look at it from another angle."

Requesting Clarification
- **Instead of** "WHAT?!"
- **You could try:** "Could you explain that a bit more?"
  - Or "I'm not sure I follow—could you provide more details?"

Offering Compromise
- **Instead of saying** "I don't agree with x part of this proposal, so I don't think we can work together"
- **You could try** "We'd like to explore adjustments to make this work for both sides."
  - "Your idea has potential; let's discuss how to modify it."

Proposing Future Actions
- **Instead of** "I don't want to move forward with this" or
- **You could try** "We might need to review and refine our approach before moving forward."

Public Speaking

What makes a great speech?

There are 4 key aspects to any great speech, your opening speech should have all of these ingredients as well:

- **Clear Purpose**
- **Compelling Content**
- **Effective Structure**
- **Engaging Delivery**

Purpose

- Understand the Conference agenda
- Identify your delegation objective
- Define your objective

Content

Facts, Examples, Quotes

- **Facts -** Choose data that is directly related to your key points.
  - "There are currently over 70 million displaced people worldwide. This is the highest number since World War II."

- **Examples -** Examples make confusing ideas more understandable.
  - "Sweden, for instance, recycles almost 99% of its household waste, with innovative systems in place for sorting and reusing materials"

- **Quotes -** Quotes can make your entire speech sound more authoritative.
  - "To quote former UN Secretary-General Ban Ki-moon, 'Saving our planet, lifting people out of poverty, advancing economic growth… are one and the same fight."

Remember to not overuse these devices or they lose their effect! A maximum of 2 or 3 in your opening speech should be enough.

Structure

Try out the START formula for your next speech

- **S**trong Attention Grabber – Pull your audience in with a thought-provoking question, anecdote or fact. 1-2 sentences
- **T**opic Introduction – Highlight the importance of the topic, preferably linking with your future solutions. 1-2 sentences
- **A**ssert Your Position – State your country's position on the topic, express your priorities and set a foundation. 1-2 sentences
- **R**easoning and Solutions – Outline your approach and how it solves the problem. As much space as you can afford.
- **T**ie it Together –Summarize with your main point. 1-2 sentences.

Public Speaking - Pt 2

Delivery

- **Leverage your personality –** You want delegates to trust you, authenticity is the best way to do that.
- **Think about the ending–** Finish strong, give a final punchy point.
- **Eye contact is key –** This will help keep your audience engaged for as long as you can.
- **Include your delegation's name –** Mention the country/person you're representing a few times so committee members know who you are.

Stage Fright - Fear of Public Speaking

Stage fright can happen to anyone and make it hard to share your ideas. Here are some tips to help you handle it:

- **Deep Breaths** - Take slow, deep breaths to help calm your nerves before you start speaking.
- **Friendly Faces** - Look for friendly faces in the audience to help you feel more comfortable.
- **Reframe Anxiety** - Think of nervousness as excitement that can make your performance better.
- **Strong Opening** - Start with a strong, attention-grabbing opening to build your confidence.
- **Focus on Your Message** - Concentrate on what you want to say, and not on your audience.

Speech Builder	
What is the Purpose of your Committee?	
How would you describe your public speaking style?	
What are some Facts, Examples or Quotes that you can use in your speeches?	

Resolution Writing

Resolution Introduction – Sponsors & Signatories
- To start, you will need a title, committee topic, and a list of sponsors and signatories.
  - A sponsor is someone who made a significant contribution to the resolution writing process, their clauses are an important part of the resolution.
  - Signatories are people who may simply be supportive of your ideas or believe that a Resolution is significant enough to submit to the dais for debate.
    - You can be a Signatory and still vote against a resolution.

Preambulatory Clauses
- Preambulatory Clauses provide background information and reasons for the action.
  - You can use a Preambulatory Clause to describe how important an issue that you are solving is.
- **All Preambulatory clauses end with a semicolon (;).**

Preambulatory Clause Terms

Acknowledging	Determined	Having examined
Alarmed	Emphasizing	Having received
Appreciating	Encouraged	Mindful
Approving	Expecting	Noting
Believing	Expressing appreciation	Realizing
Concerned	Expressing concern	Recognizing
Considering	Expressing satisfaction	Regretting
Convinced	Fulfilling	Reminding
Declaring	Guided by	Seeking
Deeply regretting	Having adopted	Stressing
Desiring	Having considered	Welcoming

Preambulatory Clauses -

Defining intervention via humanitarian aid as remotely or directly providing material or logistical assistance, → Defines a key term that will be used in the resolution

Keeping in mind the devastating and long-lasting effects that armed conflicts have on the health and wellbeing of a nation and its peoples, → Highlights the magnitude of the topic

Recalling the principles of International Humanitarian Law and Transitional Justice, → Mentions agreements that will be important later in the resolution

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Resolution Writing - Pt 2

Operative Clauses

- An Operative Clause is your opportunity to showcase the solutions that you have created for your committee.
  - Writing these clauses should take up most of your time and make up most of your resolution. It's also important to make them as detailed as possible.
- **Each Operative Clauses should end with a comma (,) the final clause should be punctuated with a full stop(.).** These are some terms that you can use to start your Operative Clauses:

Operative Clause Terms

Accepts	Condemns	Endorses
Adopts	Confirms	Expresses appreciation
Advises	Congratulates	Expresses its hope
Affirms	Considers	Expresses its regret
Appeals	Decides	Further invites
Appreciates	Declares	Further proclaims
Approves	Declares accordingly	Further recommends
Authorizes	Demands	Further requests
Calls	Deplores	Has resolved
Calls for	Designates	Instructs
Calls upon	Directs	Introduces
Commends	Emphasizes	Invites
Concurs	Encourages	Notes

Operative Clauses -

6. Establishes the Intervention Action Criteria (IAC) that will give a definitive list of actions to be conducted by UN and regional bodies in civil conflict before the use of military force:

a. The IAC should consider factors including but not limited to:
  i. percentage of lives lost within a country's population due to the consequences of civil conflict reaching great standards,
  ii. the dollar amount of property damage incurred,
  iii. effects of the civil conflict on surrounding countries
  iv. potential responses from actors involved and the consequences of an increasingly degenerating situation,
  v. The involvement required from outside actors to swiftly react, and stabilize the situation,

b. The IAC will have a research branch that will reassess existing criteria every 2 years;

Operative Clauses can be used to create an entirely new initiative.

Make sure to be specific if you're going to make one!