

During Committee Session

During the five days of the conference most of the time will be spent in 'Committee Sessions'. They form the most essential part of a Model United Nations, and we want to give you a first impression, what it will be like. As you may have noticed there are two topics on the agenda. Hence the first task before the start of the discussions will be to set the agenda, i.e. to determine the order in which the topics are debated.

Once the agenda has been set, the flow of debate will alternate between formal debate, moderated and unmoderated caucus. The goal of the discussion will be to come up with a resolution that presents an agreement to the given topic. Therefore you will start to work on draft resolutions with your fellow delegates. When the discussion on the topic has exhausted, you will formally vote on all draft resolutions that are currently on the floor.

After the adoption of a resolution to the first topic, you will start with the second agenda topic, and the flow of debate will start from the beginning.

Setting the Agenda

There are two agenda items on the agenda of each committee when the conference starts, and the committee will have to decide which topic you would like to discuss first. It is recommended to consider beforehand, which topic is of greater importance to your country, and find associates within the committee to set this topic first on the agenda. A provisional speakers list will be opened in the beginning of the first session in order to discuss the agenda. You may motion to set either agenda topic A or B first on the agenda, if you think there will be a majority of delegates to support this motion. Once a motion to set the agenda passes, the committee will start to debate on the respective topic.

Flow of Debate

→ See chart "Flow of Debate"

Formal Debate

After the agenda is set, the speakers list will be opened for every Delegate, wishing to express their opinions and solutions before the entire body. It has proven to be useful to have an opening speech prepared for each topic in advance of the conference, which states the general position of your country on the issue. During speeches you may not refrain to yourself in first person, as you are representing a country and not your personal opinion. If you have time left, you may yield the remaining time back to floor (which means, that this time remains unused), to any other Delegate of the committee or to questions from the body.

Delegates may always pass a note to the Director if they wish to be added to or removed from the speakers list. However, Delegates may only be listed once on the speakers list. When they have spoken, they may pass a note to be added again to the speakers list.

During speeches all Delegates must maintain seated and pay respect to the speaker, which also includes refraining from using laptops in order to work on draft resolutions. In between speeches Delegates can raise their placard for a point or motion. More than one motion may be raised, and they will be voted on in order of precedence. However, at any time of the session it is up to the discretion of the Directors to accept or decline motions. (→ For an overview see "Points and Motions")

At the beginning of the debates, the speakers' time will be set by the Director. However, Delegates may raise a motion to change the speakers' time during formal session.

Once the speakers list runs out, the debate will be closed and the committee moves directly into voting procedure.

Unmoderated Caucus

"Caucusing" is the parliamentary term for diplomatic negotiation. It allows Delegates to step out of formal debate and directly discuss their standpoints and solutions. During this time, most of the work on the drafting of resolutions and amendments gets done. During the unmoderated caucus, delegates may move around the room freely.

However, while the rules of procedure are suspended during the unmoderated caucus, keep in mind, that all Delegates shall stay in character during unmoderated caucus. Delegates have to stick to English as the official working language and are still expected to afford one another diplomatic respect.

In order to have an unmoderated caucus, delegates may raise a motion for an unmoderated caucus specifying the duration. (e.g.: "The Delegate of Belgium motions for an unmoderated caucus for the duration of 20 minutes")

Moderated Caucus

The moderated caucus serves as a semi-formal focused debate on a specific topic. In contrast to the formal debate, there is no speakers list, and the Director may call directly on Delegates wishing to speak (raising their placard). Usually the speakers time is shorter than in formal debate, therefore a much quicker discussion is possible. Furthermore the moderated caucus is narrowed down to one specific topic, for example it is possible to discuss a certain clause of a draft resolution. Delegates wishing to have a moderated caucus may raise a Motion for a Moderated Caucus, specifying the overall duration, the individual speakers time, and the topic. (e.g. "The representative of Paraguay motions for a moderated caucus, for the duration of 15 minutes, speakers time 30 seconds, in order to discuss operative clause number 3 of draft resolution 1.3")

Suspension of the Meeting

During the suspension, Delegates may step out of their character and have private conversations. However, we still expect you to treat each other with respect, and ask you to speak English, for others might feel excluded.

The Director will entertain motions for a suspension of the meeting at the end of each session until the next session starts. During sessions, if the committee needs a break from the committee session, Delegates can raise a motion for a suspension of the meeting, specifying the duration of the suspension.

Points

Besides motions, delegates can also raise points during the committee session. The point of parliamentary inquiry, will allow you to ask questions to the Director about the Rules of Procedure. We encourage all Delegates to make use of this point if they feel unsure about the committee procedure.

The point of personal privilege may be used if delegate feels uncomfortable in any way, e.g. if he/she cannot hear the speaker properly.

A point of order may be raised if a Delegate feels that there has been a mistake in the proper use of the rules of procedure.

End of Debate

The debate of an agenda topic ends, when the speakers list has run out, or if a motion passes for closure of debate. Once the debate has ended, the committee will move directly into voting procedure and vote on all draft resolutions that are currently on the floor.

Life of a Resolution and Amendments

The final result of a committee session should be the adoption of a resolution. A Resolution is a document stating the concerns and intentions of the committee with regard to a certain matter.

After you have found allies in your committee, you can start drafting working papers. If you want to turn your working paper into a draft resolution you need to a total number of 1/5 of the committee members as sponsors (delegates that have worked on the resolution) or signatories (delegates supporting the draft resolution) in order to submit it to the Directors. They will either accept your working paper or they will ask you to make changes, in order to fulfill the formal requirements or to merge it with another group that is working on the same idea. Once it has been accepted it will be copied for the entire committee and the Director will ask for a motion to formally introduce the draft resolution. After its introduction, you may refer to the content of the draft resolutions within formal speeches and other delegates will have the chance to debate its content and amend the document.

There will be a vote on all draft resolutions at the end of the debate. However keep in mind, that your committee can only adopt one resolution per topic.

→ see chart "Resolution Processing"!

Formal Requirements for a Resolution

There are a couple of formal requirements, which any resolution has to meet.

The document consists of two sections

- a) The **perambulatory section** explains historic developments and facts that should be taken into account whilst reading the resolution.
- b) In the **operative section** the committee expresses its approach towards the matter and the particular steps to realize this approach.

Usually certain words are used at the beginning of a perambulatory and an operative clause; these words are:

Perambulatory clauses

Acknowledging, Affirming, Alarmed by, Approving, Aware of, Bearing in mind, Believing, Confident, Congratulating, Contemplating, Convinced, Declaring, Deeply concerned, Deeply conscious, Deeply convinced, Deeply disturbed, Deeply regretting, Deploring, Desiring, Emphasizing, Expecting, Expressing its appreciation, Expressing its satisfaction, Fulfilling, Fully alarmed, Fully aware, Fully believing, Further deploring, Further recalling, Guided by, Having adopted, Having considered, Having considered further, Having devoted attention, Having examined, Having heard, Having received, Having studied, Keeping in mind, Noting further, Noting with appreciation, Noting with approval, Noting with deep concern, Noting with regret, Noting with satisfaction, Observing, Pointing out, Reaffirming, Realizing, Recalling, Recognizing, Referring, Taking into account, Taking into consideration, Taking note, Viewing with appreciation, Welcoming

Operative clauses

Accepts, Affirms, Approves, Asks, Authorizes, Calls for, Calls upon, Condemns, Confirms, Congratulates, Considers, Declares accordingly, Deplores, Designates, Draws attention, Emphasizes, Encourages, Endorses, Expresses its appreciation, Expresses its concern, Expresses its hope, Further invites, Further proclaims, Further recommends, Further reminds, Further requests, Further resolves, Hopes, Invites, Proclaims, Proposes, Recommends, Regrets, Requests, Resolves, Seeks, Strongly affirms, Strongly condemns, Strongly urges, Suggests, Supports, Transmits, Trusts, Urges

Checklist for your Resolution

Heading	<ol style="list-style-type: none"> 1. Code (e.g. Draft Resolution 1.1) 2. Committee name spelled out 3. Subject (as in the Study Guide) 4. Sponsors/ Signatories (in total 1/5 of the committee)
Preambular Clauses	<ol style="list-style-type: none"> a) First word is a gerund (<i>Recalling, Keeping in mind, etc.</i>) and <i>italicized</i> b) Comma after each clause
Operative Clauses	<ol style="list-style-type: none"> a) First word is a verb in 3rd person and <i>italicized</i> b) Semi-colons after each clause c) Each clause is numbered and indented d) Make sure there is a period at the end of the final operative clause.
Sub-Clauses	<p>Subclauses should only be used on operative clauses, and should only be used if there are a legitimate 2+ sub-clauses - if there's only one, it should be folded up into the main clause. Subclause structure usually has the first half of a clause in the main portion, prior to the colon, and then multiple possible endings to that clause in each lettered sub-portion. Following any "path" through the clause will yield a full clause - you can even do sub-sub-clauses to add another layer! A properly formatted sub-clause example is below.</p> <ol style="list-style-type: none"> 1. <i>Reaffirms</i> that I: <ol style="list-style-type: none"> a. like: <ol style="list-style-type: none"> i. you; ii. basketball; b. hate: <ol style="list-style-type: none"> i. that guy; ii. coffee; 2. (Next clause)
Style	<ul style="list-style-type: none"> • Correct spelling/grammar/tenses: present tense • Always use 'Member States' instead of 'nations' or 'countries' • Acronyms are spelled out the first time they are used, with the acronym in parentheses
Content	<ul style="list-style-type: none"> • Can your committee discuss what is in the working paper? • Clauses may be ordered by more general to more specific • International commitments are referenced correctly, or aren't referenced at all • The central international documents i.e. UN Charter, any big declarations/ conventions, previous Resolutions on that matter are referred to • Make sure the clauses don't refer to anything too specific - i.e. a specific NGO or Member State • Make sure the preambular clauses are not operative clauses in disguise • This section should lay the groundwork and provide context for the operative clauses

Formal Requirements for an Amendment

The wording of a draft resolution can be changed during debate. Operative clauses can be altered, extended, shortened, added or removed. If you want to do so, submit your amendment in written form to the Director, and state clearly what and where exactly you propose changes. It lies within the discretion of the Director to approve the amendment. The chairperson will then distribute it to the committee. When this has happened you may make a motion to introduce the amendment and there will be a discussion in form of a moderated caucus on the amendment. At the end of the discussion the committee will vote on the amendment. Once an amendment has passed it becomes part of the Draft Resolution.