



Delegates Manual

27th DSAMUN

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CHAPTER 1:

WHAT IS (DSA)MUN

This Manual is dedicated to your proper initiation in the DSAMUN Rules of Procedure as well as to providing you with some basic tips on how to advance your Model UN skills.

The Manual is directed to delegates of all General Assembly (GA) Committees, the Economic and Social Council (ECOSOC), the Environmental Committee (EC), the Special Conference (SPECON) and the Youth Assembly (YA)/Action Paper (AP).

I. What is MUN

Model United Nations – also called Model UN or simply MUN – is a simulation of the various organs, councils, and committees of the real UN. During an MUN conference, students represent the 193 countries of the UN (195, including observer states), trying to solve issues of great importance, by representing the view and policies of the country assigned to them.

II. Committees in DSAMUN

a. Disarmament and International Security Committee (GA1)

GA1 usually debates on issues of international security and disarmament, i.e. the prohibition and removal of weapons. Being an intermediate-advanced committee, delegates will need to think critically while creating alliances and drafting resolutions.

Difficulty: Advanced

b. Social, Humanitarian and Cultural Committee (GA3)

GA2 handles a variety of topics. It focuses on social issues, humanitarian crises, and cultural differences, assessing how these could be prevented or how they could benefit humanity. Some of the topics that are discussed include gender equality, the right of self-determination, the protection of refugees, and social advancement issues, among others.

Difficulty: Intermediate

c. Special, Political and Decolonisation Committee (GA4)

GA4 focuses on, as its name may suggest, issues of decolonization and politics. The committee's topics usually tackle a specific case in terms of decolonization, preservation of peace, or other activities.

Difficulty: Advanced

d. Legal Committee (GA6)

The Legal Committee is the primary forum for the consideration of legal questions in the General Assembly. Topics concerning international law and treaties are discussed in this committee.

Difficulty: Intermediate

e. Environmental Committee (EC)

The purpose of this committee is to propose recommendations and come up with solutions for global environmental issues. Some common topics for this committee are climate change, the protection and preservation of oceans, air pollution and environmentally friendly policies.

Difficulty: Beginner

f. Security Council (SC)

The Security Council consists of 15 members, 5 permanent and 10 temporaries. The Security Council, being the highest-ranking organ of the UN, responds to urgent crises, tackling issues regarding peacekeeping operations, current conflicts, and other emergencies. In MUN, the Security Council is considered the most advanced committee.

Difficulty: Expert

g. Economic and Social Council (ECOSOC)

ECOSOC serves as the central mechanism for the activities of the United Nations system and its specialized agencies and supervises the subsidiary and expert bodies in the economic, social, and environmental fields.

The Council's 54 member Governments are responsible for promoting higher standards of living, full employment, and economic and social progress; identifying solutions to international economic, social and health problems; facilitating international cultural and educational cooperation; and encouraging universal respect for human rights and fundamental freedom.

Difficulty: Intermediate

h. International Court of Justice (ICJ)

The International Court of Justice is the principal judicial organ of the United Nations (UN). The Court's role is to settle legal disputes submitted to it by States, in accordance with international law, and to give advisory opinions on legal questions referred to it by authorized United Nations Organs and specialised agencies.

Difficulty: Advanced

i. Special Conference (SPECON)

The Special Conference is the only committee that does not represent a real organ of the UN. The topics of SPECON are decided by the conference's theme. This means that the committee's mandate can vary each year. This year's Special Conference theme is "Conflict Realities".

Difficulty: Beginner-Intermediate

j. Youth Assembly (YA)/Action Paper (AP)

The Youth Assembly (also known as the Action Paper (AP)) is the first step in a delegate's MUN career. In the Youth Assembly delegates represent their own opinions instead of national policies. Topics can vary from environmental crises to social and cultural issues, such as immigration, activism, education and more.

Difficulty: Beginner

CHAPTER 2: DSAMUN RULES OF PROCEDURE

III. Quorum and Debate Mode

Quorum is the percentage of delegates needed for any decision to be taken.

In DSAMUN, Quorum is set at 1/3 (one-third) of the total number of delegates in the Committee/Council. The presence of a majority of the members is also required for voting procedures in the Committee.

Open debate is DSAMUN's only debate mode when debating resolutions. This means that, during debate on the resolution, delegates can deliver speeches either in favour or against. Closed debate is however required during the discussion on amendments.

IV. Parliamentary Behaviour by Delegates

- ◆ Delegates should address the Chair and the House before proceeding with their speech presenting their speech.
- ◆ Delegates should refrain from using the personal pronoun "I" and use "we" or "The delegation of..." or their country's name, since they represent a nation and not themselves.

This does not apply to the Youth Assembly, where delegates represent their personal values.

- ◆ Delegates should stand when speaking and should not sit down until after the speaker has finished answering the delegate's question.
- ◆ Delegates should always remain diplomatic, not use insulting or abusive language, and deliver speeches which are relevant to the topic of the resolution.
- ◆ Mobile phones must be always turned off. Laptops are allowed, but only during the Lobbying procedure.
- ◆ Delegates should raise their placards only after the Chair asks them to.
- ◆ The dress code should be followed. Being a simulation of the United Nations, delegates attending DSAMUN are expected to dress accordingly.
- ◆ Eating and drinking during debate is not in order; water is the only exception.

V. Points

In general, Points during debate may NOT interrupt a speaker except for a Point of Personal Privilege, which refers to audibility. Delegates need to otherwise wait until they are recognized by the Chair after the speech is finished.

The Points and Motions in DSAMUN are as follows:

a. Point of Personal Privilege

- ◆ Refers to the comfort and well-being of the delegate
- ◆ May only interrupt a speaker **if it refers to audibility**
- ◆ May not refer to the content of a speech
- ◆ Is not debatable
- ◆ Does not require a second

Example: "Could the windows please be opened? It is very hot in here."

b. Point of Order

- ◆ Refers to procedural matters only, i.e. if the chair makes an error in the order of debate or in the setting/observing of debate time
- ◆ Is not debatable
- ◆ Can only refer to something that just happened, direct referral, otherwise out of order
- ◆ If the chair indeed has made a mistake, they should state that "the chair stands corrected" and correct themselves

Example: "Is it in order, for the delegate to yield the floor to another delegation since the floor was previously yielded to him by Poland?"

c. Point of Information of the Speaker

- ◆ A question directed to the delegate having the floor, and who has indicated that he/she is willing to yield the floor to Points of Information
- ◆ Speaker asking the Point of Information may only speak if recognized by the Chair.
- ◆ The delegate must always remain standing when the speaker is replying to their Point of Information.
- ◆ Must be formulated in the form of a question, i.e. "Is the speaker aware that...".
- ◆ There can be **no dialogue** between the speaker and the questioner on the floor.

Example: "Could the honourable delegate, as she is the main submitter of this resolution, please explain to the house what she intends with clause 3?"

d. Point of Parliamentary Inquiry

- ◆ Question to the chair concerning Rules of Procedure

Example: "Could the Chair please explain to the house what is meant by closed debate?"

e. Point of Information to the Chair

- ◆ A question to the chair
- ◆ Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege.
- ◆ Chair to answer clearly and swiftly and move on with business

Example: "At what time do we adjourn for lunch?"

VI. Motions

a. Motion to Move to the Previous Question

- ◆ Calls for the closure of debate and a vote to be taken on the item (resolution/amendment) pending
- ◆ When discussing an amendment, in time in favour, this motion means to move to time against the amendment.
- ◆ Requires a “second” by the house and is overruled if an objection is voiced.
- ◆ Requires a vote (2/3 majority) if proposed by the Delegates
- ◆ May be overruled by the Chair if time needs to be filled.

b. Motion to Extend Points of Information to the Speaker

- ◆ Can be moved only after time for points of information directed to the speaker has elapsed
- ◆ The Chair always needs to ask if the speaker accepts this motion.

c. Motion to Divide the House

- ◆ Entertained when there is a tie in the results of the final vote.
- ◆ Entertained when the number of abstentions is overwhelming.
- ◆ Abstentions are out of order.
- ◆ Not debatable, no second required.
- ◆ Objections are out of order.

d. Motion to Extend Debate Time

- ◆ At the chairs’ discretion/ not debatable
- ◆ Needs a second, if proposed from the house.

e. Motion to Follow Up

- ◆ Allows a delegate who moved a Point of Information to a Delegate to ask a second, clarifying question.
- ◆ Not used to ask a completely different question, otherwise considered out of order.
- ◆ Can be overruled by the Chairs due to time constraints.

f. Right of Reply

- ◆ Right given to a delegate if their country's integrity is being violated during a speech.
- ◆ The delegate representing the country has the right to reply, thus defending its nation.

VII. Table with Points and Motions

Name	Description	Debatable	Vote Needed	Second Needed	May interrupt the speaker
Point of Personal Privilege	Registers a complaint referring to the personal discomfort of an individual	No	None	No	Only due to audibility
Point of Order	A short remark concerning a mistake the chair might have made	No	None	No	No
Point of Information to the Speaker	A short question made to the speaker having the floor	No	None	No	Recognized after the speaker is done with their speech
Point of Parliamentary Inquiry	Clarify the Rules of Procedure	No	None	No	No
Point of Information to the Chair	A question to the chair	No	None	No	No

Motion to move to the Previous Question	Calls for moving to the next stage of debate.	No	2/3 Majority*	Yes	No
Motion to Extend Debate Time	Calls for the extension of debate	Yes	2/3 Majority*	Yes	No
Motion to Extend Points of Information to the Speaker	Extends POIs to the speaker having the floor	Yes	None	Yes	No
Motion to Divide the House	Calls for retaking voting procedure	No	2/3 Majority	Yes	No
Motion to Follow Up	Allows a Delegate to Ask a Follow Up Question	No	None	No	No
Right of Reply	Refers to a delegate defending its country's integrity after a speech	No	None	No	At the end of a delegate's speech

*Only applies when the Motion is proposed by the House (Delegates).

VIII. Amendments

a. Amendments of the First Degree

- ◆ Amendments are proposals made by delegates during debate to change the resolution being discussed in some way. Delegates can either strike (remove), add or modify a clause of the resolution
- ◆ An amendment is only in order if it has been submitted to the chairs on the official Amendment Sheet. The amendment must be easily legible.
- ◆ Amendments can only be introduced by a speaker who has the floor, after being recognized by the Chairs. The delegate that has the floor should ask: “My delegation would like to entertain an amendment; will that be in order?”.
- ◆ The usual amendment procedure consists of debating on the amendment and putting it to vote. Friendly amendments (amendments that change a word or minor detail in a clause), however, are in order and can be immediately implemented after approval from the resolution’s main submitter.
- ◆ Closed debate is the norm for amendments. An equal amount of speakers/time in favour and against must be set, with the delegate who moved the amendment counting as the first speech in favour.
- ◆ Only one amendment (max: one entire clause) per amendment sheet will be in order.

b. Amendments of the Second Degree

- ◆ Can only be entertained during the time against the Amendment of the First Degree (although it should be submitted early enough).
- ◆ Same procedure as for normal amendments
- ◆ Debate on the Amendment of the First Degree will always be continued, whether the Amendment of the Second Degree passes or fails.
- ◆ Amendments of the Second Degree should however be avoided since they cause a lot of confusion to the house and are time-consuming.
- ◆ An Amendment to the Third and further Degree is out of order.

c. Sample Amendment Sheet

AMENDMENT SHEET

COMMITTEE: Disarmament and International Security Committee (GA1)

QUESTION OF: Ending the Embargo on Cuba

SUBMITTED BY: Angola

TYPE: STRIKE

CLAUSE NUMBER: 9

To strike in Operative Clause 9 the words

“Fundraising committee monitored”

and insert the word

“fund”

so that the clause would read:

“Further encourages the establishment of a fund by the World Bank [...]”

CHAPTER 3: LOBBYING

IX. Resolutions

a. What is a resolution

The THIMUN (The Hague International Model UN) Foundation defines a resolution as “[...] a formal statement of a proposal to a UN Council, Committee or Commission. It consists of one long, but coherent, sentence divided into clauses and subclauses.”

In this document you propose comprehensive solutions concerning the topic based on your research during the conference. Through this document you can establish your policy, opinion, and approach on the different topics.

The resolution is split into two parts, namely the preambulatory and operative clauses. The preambulatory section outlines the topic at hand. Here you can mention important treaties, events and conflicts that have led to the issue. The operative section contains delegates’ solutions to the issue, including any necessary details.

b. How to write a resolution

Step 1: Write the preambulatory clauses. In these clauses you briefly state the situation (historic background, past UN resolutions and decisions, current events).

Step 2: Proceed with your suggested solutions, operative clauses. Here you make recommendations and propose specific measures to be taken. Keep in mind that clauses must always be aligned with your country’s interest.

Step 3: Save the document

Step 4: Bring it along to the conference.

c. Resolution Formatting Rules

1. A clause can be further split into sub- and sub-sub-clauses.
2. Sub-clauses are lettered (a., b., c., etc.), while sub-sub-clauses are numbered with Roman Numerals (i., ii., iii.).
3. Semi-colons (;) separate two full clauses.
4. Colons (:) separate a clause from its demoted form (i.e., clauses from sub-clauses and sub-clauses from sub-sub-clauses).
5. Different sub-clauses and sub-sub-clauses are separated by commas (,).
6. Sub-clauses and sub-sub-clauses are indented from the main clause (by pressing Tab on the keyboard).
7. The only full stop/period (.) comes after the final operative clause.
8. The first letters of sub-clauses and sub-sub-clauses are not capitalized.
9. Every acronym must be first written out in full, before using its abbreviation for the rest of the resolution (e.g., The United Nations (UN))
10. There must be more than one sub-clause or sub-sub-clause for them to exist. In case there is only one, it is incorporated into the main clause/sub-clause.
11. The correct font and size for resolutions is **Arial, size 11**

d. Sample Resolution

FORUM: Economic and Social Council

QUESTION OF: Ensuring transparency and equality in healthcare systems

SUBMITTED BY: United Kingdom

CO-SUBMITTED BY: Canada, China, France, Japan, Portugal, United States of America

THE ECONOMIC AND SOCIAL COUNCIL,

Recalling the Universal Health Coverage Resolution (2012) emphasizing the importance of accessible and affordable healthcare services for all,

Taking into consideration the Sustainable Development Goal III, which underscores the necessity for achieving healthcare equality and transparency as part of a broader sustainable development effort,

1. Urges Member States to foster reforms in their respective education systems, with respect and equality in mind, with measures such as but not limited to:
 - a. school programs and actions to motivate future generations to respect the rights of all groups, through:
 - i. educational material created by experts,
 - ii. school exhibitions on Human Rights Day, each December 10th,
 - b. the promotions of advertisements about human rights and the right for a proper healthcare system by:
 - i. television programs,
 - ii. different kinds of social media,
 - iii. radio programs;
2. Invites the World Health Organization (WHO) to allocate resources to Less Economically Developed Countries (LEDCs) in need, through:
 - a. the mass hiring and elation of specialists in hospitals and the medical sector,
 - b. the training of doctors and medical personnel in becoming specialist,
 - c. the issuing of guidelines in conjunction with national health authorities to inform the populace on basic health issues.

X. Stock Phrases for Preambulatory and Operative Clauses

For Preambulatory Clauses:

<i>Affirming</i>	<i>Expressing its appreciation</i>	<i>Keeping in mind</i>
<i>Alarmed by</i>	<i>Expressing its satisfaction</i>	<i>Noting with deep concern</i>
<i>Approving</i>	<i>Fulfilling</i>	<i>Noting with regret</i>
<i>Aware of</i>	<i>Fully alarmed</i>	<i>Noting with satisfaction</i>
<i>Bearing in mind</i>	<i>Fully believing</i>	<i>Noting further</i>
<i>Believing</i>	<i>Further deploring</i>	<i>Noting with approval</i>
<i>Confident</i>	<i>Further recalling</i>	<i>Observing</i>
<i>Contemplating</i>	<i>Guided by</i>	<i>Reaffirming</i>
<i>Convinced</i>	<i>Having adopted</i>	<i>Realizing</i>
<i>Declaring</i>	<i>Having considered</i>	<i>Recalling</i>
<i>Deeply concerned</i>	<i>Having devoted attention</i>	<i>Recognizing</i>
<i>Deeply conscious</i>	<i>Having examined</i>	<i>Referring</i>

Deeply convinced

Having heard

Seeking

Deeply disturbed

Having Received

Considering

Deeply regretting

Having studied

Taking into consideration

Desiring

Taking note

Expecting

Emphasizing

Viewing with appreciation

Welcoming

For Operative Clauses:

Accepts

Draws the attention

Proclaims

Affirms

Emphasizes

Reaffirms

Approves

Further invites

Recommends

Authorizes

Encourages

Regrets

Calls

Expresses its appreciation

Reminds

Calls upon

Expresses its hope

Requests

Condemns

Further invites

Solemnly affirms

<u>Confirms</u>	<u>Further proclaims</u>	<u>Strongly condemns</u>
<u>Congratulates</u>	<u>Further reminds</u>	<u>Supports</u>
<u>Considers</u>	<u>Further recommends</u>	<u>Takes note of</u>
<u>Declares accordingly</u>	<u>Further requests</u>	<u>Transmits</u>
<u>Deplores</u>	<u>Further resolves</u>	<u>Trusts</u>
<u>Designates</u>	<u>Notes</u>	

XI. Lobbying Procedure

- One of the most significant parts of the committee session will involve the creation of resolutions.
- Delegates with similar policies form an alliance. Then they obtain an Alliance Sheet. Delegates will have to write all Co-Submitters and determine who will be the Main Submitter.
- **Keep in mind that Plagiarism is strictly prohibited!**

To fully comprehend the committee procedure, it is necessary to mention the whole resolution process:

1. Draft resolutions are brought to the conference.
2. Delegates lobbies, merges resolutions and (re)types merged resolution.
3. Delegates fill out the Alliance sheet.
4. Draft resolution is reviewed by the Student Officers, who act as the initial approval panel.
5. The resolution corrected by the Chairs is sent to the Approval Panel.
6. Approval Panel corrects the resolution and assigns it an A-Number (Approved)

CHAPTER 4: PREPARING FOR DSAMUN

In this section of the manual, we will go through the work that you must put down as preparation for our conference by providing you with all required information on background papers, policy statements and more. We hope that after reading this section of the manual you will have acquired all the necessary knowledge to prepare for the conference this October.

XII. Background Papers

The background paper is a document created by you, which outlines various aspect of your committee's topics. Through it you can further research your country's policy, write resolutions and much more. The format of the paper is up to you since you won't be submitting it to anyone during the conference. To check whether your background paper is complete, ask yourself the following:

- ◆ What is my topic?
- ◆ Which country do I represent?
- ◆ How is my country relevant to the topic?
- ◆ What is my country's policy on the topic?
- ◆ What is the impact and role of the topic in an international context?

Though you can copy-paste information from the internet (only for the background paper, plagiarism is otherwise prohibited), you should always try and re-write what you have found in your own words. This way, you can be more comfortable when presenting your findings.

XIII. Policy Statement

a. What is a Policy Statement

A short speech, maximum one minute in length, which can discuss one of the issues or on all the topics of a committee. In a policy statement you express your country's point of view on the issues of the committee.

The Policy Statement is essentially a shorter version of the background paper, in which you focus on your policy. It also must be fully original and be structured as a speech, not a random assortment of bullet points.

b. Sample Policy Statement

DELEGATION OF: Brazil

FORUM: Disarmament and International Security Committee (GA1)

QUESTION OF: Measures to prevent terrorists from acquiring weapons of mass destruction

Brazil fervently supports measures to assist the Weapons of Mass Destruction Branch of the UN Office for Disarmament Affairs in its attempts to prevent terrorists from acquiring weapons of mass destruction (WMD), as it firmly believes that such efforts are necessary to combat the global threat of terrorism.

Our delegation endorses the Outcome Document of the 2005 World Summit, adopted on 13/9/2005, which condemns terrorism in all its forms and manifestations and strives to set up an international system that strictly monitors the transfer of materials that may be used to produce WMD.

Being one of the driving forces behind the 1967 Treaty of Tlatelolco, which turned Latin America into the world's first nuclear-free zone, the delegation applauds the recent efforts made by the Members of the UN to free the world of any type of WMD. We feel especially responsible as our nation commands huge uranium resources.

We view with satisfaction the recent efforts of Member States to prevent the use of WMD by terrorists. However, Brazil expresses its deepest regret that, despite recent efforts to combat the acquisition of WMD by terrorist groups, some countries have refused to abide by the will of the international community. It is our deepest interest to ensure a world untroubled by the transfer of WMD and materials that can be used in the production of any such weapons.

XIV. Ambassadors

- ◆ Each delegation is headed by an ambassador.
- ◆ The ambassador, being head delegate is usually the most experienced delegate in a delegation.
- ◆ Before the conference, ambassadors should ensure that all members of their delegation are well-prepared on the topics and aware of the rules of procedure.
- ◆ DSAMUN has no ambassador speeches. Ambassadors, like all delegates, will be given the opportunity to deliver a policy statement in the committee before lobbying starts.
- ◆ During the conference ambassadors may be called upon in the International Court of Justice as witnesses or in the Security Council.

XV. Stock Phrases for Delegates

When Starting a Speech	Honourable Chairs, dear fellow delegates [...]
	Is the Speaker (not) aware that [...]
	<i>OR</i>
When asking a question to the speaker	Does the Speaker (not) agree with us that [...]
	<i>OR</i>
	Does the Delegate (not) realise
After finishing a Speech	We are open to one/two/any and all Points of Information
After an Amendment is entertained	We wish to add/strike/amend Clause no. [...]
Before returning to your seat	We yield the floor to the Chairs