



**20th DSAMUN**  
**20-22 October, 2017**

# Delegates Manual

Hello, delegates! 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 MUN skills. We wholeheartedly hope that you will find this manual useful and that you will use our suggestions and advice throughout your career as MUNers.

## What do you have to do prior to the conference?

In this section of the manual we will go through the work that you have to put down as preparation for our conference by providing you with all required information on background papers, policy statements and resolutions. Like every year we would be more than grateful to see you once again well-prepared, ready for anything and of course passionate. Therefore, we strongly urge you to work comprehensively and have all the required work done by October. Although it is not compulsory, it is more than highly advisable to do so, since you will be able to have covered every single aspect of your topic in detail and give your best during debate. We hope that after reading this section of the manual you will have acquired all the necessary knowledge in order to work efficiently without having to worry on the how and thus focus on the what. So, without further ado, let's get right to it!

## What is a Background Paper?

The background paper indicates the amount of research you have put in your topic. However, the quality of your research will show during debate. You may now be asking yourselves "Why do it?"

Well, a background paper guides you when writing policy statements or resolutions and helps you understand the topic as well as your country's policy on this particular topic to its full extent. The format of the paper is up to you since you won't be submitting it to anyone during the conference. For example, its form can vary from a simple, but comprehensive "mind-map" to a well-developed and analytically written text.

In any case, these are the questions you need to cover in your background paper:

- ✓ 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?
- ✓ Recent events?
- ✓ Will my advisor be satisfied with this?

All these questions, including the last one, are of extreme importance for your preparation for the conference. And remember: copy-pasting from the internet is

allowed (for the background papers only!), so that you can get a general idea without having to worry about plagiarism. Yet, expressing such information in your own words will of course be far more useful and advisable during your preparation.

## What is a Policy Statement?

It is a short speech, which can either be on one of the issues or on all of them. It should not exceed one minute. In a policy statement you have to express your country's point of view on the issues of the committee. In other words, it is just a shorter, well-elaborated and policy-centered version of your background paper. Remember that this time plagiarism will not be tolerated and would most probably bring you in an awkward position if you were to read it in front of the house. Moreover, it is important to note that while writing your policy statement you are advised to follow the specific structure of a policy statement as set out by THIMUN. One example would be the following<sup>1</sup>:

## A SAMPLE POLICY STATEMENT

**DELEGATION OF:** Brazil

**FORUM:** Disarmament Commission

**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.

Brazil 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.

Brazil, one of the driving forces behind the 1967 Treaty of Tlatelolco, which turned Latin America into the world's first nuclear-free zone, 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, in spite of 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.

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<sup>1</sup> This specific example can also be found in the official THIMUN website.

## What is a Resolution and how do you write it?

A resolution is basically the result of all your preparation on your country's policy and the topics at hand combined and in a written form. The THIMUN Organization 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."* On this document you propose comprehensive solutions concerning the topic based on your research and during the time of the conference this will be the document through which you will establish your policy, opinion and approach on the different topics. If you aim at being successful in a conference, a proper and well-crafted resolution is one of the most important keys to success. Yet, it requires a lot of work and dedication as well as time and creativity. We would strongly encourage you to invest all the above in writing your document and we assure you that this will not only pay off during this conference, but also during the other conferences that you will attend during your MUN career. Thus, we would hereby like to provide you with the general structure of a resolution as well as some piece of advice on how to write it.

- **Step 1:** Read the Study Guide your chair has prepared on the topic. There you will be provided with detailed information on the topic, useful statistics and even recommendations on how to approach the issue while trying to come up with a solution.
- **Step 2:** Make your own research on the topic (always link the information to your country).
- **Step 3:** Open a word page.
- **Step 4:** Begin with:

**FORUM:** (your committee)

**QUESTION OF:** (the topic)

**SUBMITTED BY:** (your country)

- **Step 5:** Write the preambulatory clauses. In these clauses you briefly state the situation (historic background, past UN resolutions and decisions, current events), starting with words such as: *Alarmed by, Keeping in mind, Recognizing, Recalling, Noting with..., Reaffirming etc.* Preambulatory clauses are to end with a comma ",". These clauses do not take any action and they are not debatable!
- **Step 6:** Proceed with your suggested solutions, operative clauses. Here you make recommendations (no GA resolution is binding for anyone) and propose specific measures to be taken. Remember that the introductory words should suppose that action is taken. Examples: Proposes, Asks for, Urges, Encourages, Recommends, Suggests etc. The operative clause should

always end with a semi-colon “;” and only the last one with a period. Keep in mind: they must always be aligned with your country’s interest.

- Step 7: Save the document!
- Step 8: Print it or send it to your advisor via email.
- Step 9: Bring it along to the conference.

A sample resolution would be the following:<sup>2</sup>

**FORUM:** GENERAL ASSEMBLY

**QUESTION OF:** Peace, security and reunification on the Korean peninsula

**SUBMITTED BY:** \_\_\_\_\_

THE GENERAL ASSEMBLY,

*Recalling* its resolution 55/11 of 31 October 2000, in which it welcomed and supported the inter-Korean summit and the joint declaration adopted on 15 June 2000 by the two leaders of the Democratic People’s Republic of Korea and the Republic of Korea,

*Reaffirming* the purposes and principles of the Charter of the United Nations regarding the maintenance of international peace and security,

*Convinced* that inter-Korean dialogue and cooperation are essential for consolidating peace and security on the Korean peninsula and also contribute to peace and stability in the region and beyond, inconformity with the purposes and principles of the Charter,

*Recognizing* that the summit held in Pyongyang from 2 to 4 October 2007 between the two leaders and their Declaration on the Advancement of North-South Korean Relations, Peace and Prosperity represent a major milestone in improving inter-Korean relations,

*Recalling* the statements welcoming the inter-Korean summit made on 1 October 2007 by the Secretary-General and the President of the General Assembly, and recalling also the statement welcoming the adoption of the Declaration made on 4 October 2007 by the Secretary-General,

1. Supports the inter-Korean summit held from 2 to 4 October 2007 and the Declaration on the Advancement of North-South Korean Relations, Peace and Prosperity adopted on 4 October 2007 by the two leaders of the Democratic People’s Republic of Korea and the Republic of Korea;
2. Encourages the Democratic People’s Republic of Korea and the Republic of Korea to implement the Declaration fully and in good faith, thereby consolidating peace on the Korean peninsula and laying a solid foundation for peaceful reunification;

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<sup>2</sup> This can also be found in the official THIMUN website

3. Invites Member States to continue to support and assist, as appropriate, the process of inter-Korean dialogue, reconciliation and reunification so that it may contribute to peace and security not only on the Korean peninsula but also in north-east Asia and the world as a whole.

(Please keep in mind that this is only a sample and an effective draft resolution should therefore be much longer)

## Stock phrases for preambulatory and operative clauses

### Preambulatory clauses:

Affirming	Expecting	Having examined
Alarmed by	Emphasizing	Having received
Approving	Expecting	Keeping in mind
Bearing in mind	Expressing its	Noting with deep
Believing	appreciation	concern
Confident	Fulfilling	Nothing with
Contemplating	Fully aware	satisfaction
Convinced	Emphasizing	Noting further
Declaring	Expecting	Observing
Deeply concerned	Expressing its	Reaffirming
Deeply conscious	appreciation	Realizing
Deeply convinced	Fulfilling	Recalling
Deeply Disturbed	Fully aware	Recognizing
Deeply Regretting	Further deploring	Referring
Desiring	Further recalling	Seeking
Emphasizing	Guided by	Taking into
	Having adopted	consideration
	Having considered	Taking note
		Viewing with
		appreciation
		Welcoming

### Operative clauses:

Accepts	Encourages	Further
Affirms	Endorses	recommends
Approves	Expresses	Further
Authorizes	its	requests
Calls	appreciation	Further
Calls upon	Expresses	resolves
Condemns	its hope	Has resolved
Confirms	Further	Notes

Congratulates	invites	Proclaims
Considers	Deplores	Reaffirms
Declares	Designates	Recommends
accordingly	Draws the	Regrets
Deplores	attention	Reminds
Designates	Emphasizes	Requests
Draws the	Encourages	Solemnly
attention	Endorses	affirms
Emphasizes	Expresses	Strongly
	its	condemns
	appreciation	Supports
	Expresses	Takes note of
	its hope	Transmits
	Further	Trusts
	invites	
	Further	
	proclaims	
	Further	
	reminds	

## What is the lobbying procedure?

This is the part of the conference where you have to prove your value as a delegate as well as a negotiator. During the lobbying procedure you are called upon to negotiate with other delegates in order to reach consensus, which basically means crafting a resolution. This means that this is the time for delegates to air their views, create alliances, merge resolutions and finally present the final draft of their resolution to their chairs. In order to join or create an alliance you have to find delegates with similar policies and approaches to the issue. After you find those delegates, you have to ask the Chairs for a Co-Submitter sheet, which every delegation in the alliance signs, stating their membership in the alliance and approving the inclusion of their country's name in the final draft of the resolution. What is more, it is important to note that during lobbying the delegates appoint the main submitter of the resolution. After all draft resolutions have been submitted to the Chairs and after D- and A-numbers have been acquired, it is time to move to the next procedure, debate.

# Debating

## Debate Mode

Open debate is DSAMUN's only debate mode when debating resolutions. At this year's conference closed debate is only allowed and required during the discussion on amendments.

## Points

Points during debate may NOT interrupt a speaker apart from the Point of Personal Privilege, which refers to audibility. All other points will be dealt with only when there is a debating pause, i.e. when the speaker having the floor yields to points of information, to another delegation, or to the Chair. Delegates may not just immediately state their Point; they must wait until the chair recognizes a Point.

### Example:

"Point of Information to the Chair".

"There has been a point of information in the house, could the delegate please rise and state his/her point."

"Is the chair not aware..."

## 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 be opened, please? It is very hot in here."

## 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
- May NOT interrupt a speaker



- Is not debatable
- Can only refer to something that just happened, direct referral, otherwise out of order

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?”

## **Point of Information to the Speaker**

- A question directed to the delegate having the floor, who has indicated that he/she is willing to yield to points of information
- Speaker asking the Point of Information may only speak if recognized by Chair
- Always remain standing when the speaker is replying to your Point of Information.
- Must be formulated in the form of a question, i.e. “Is the speaker aware that...” A short introductory statement may precede the question.
- Only ONE question by the same questioner. There will be no dialogue between speaker and questioner on the floor. There are NO “follow-ups”!

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

## **Point of Parliamentary Enquiry**

- Point of information to the chair concerning Rules of Procedure
- May NOT interrupt a speaker.

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

## **Point of Information to the Chair**

- A question to the chair
- May NOT interrupt a speaker
- Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege

- Example: “At what time do we adjourn for lunch?”
- ALSO: Question asking for a statement by the Chair or clarification on an issue

Example: “Could the Chair please explain to the house, whether the Darfur Liberation Army has signed the Darfur Peace Agreement?”

## **Motions**

A motion is a proposal to the house concerning procedural matters. The most usual and important ones are:

### **Motion to extend debate time**

- At the chairs’ discretion/ not debatable
- Needs a second, if proposed from the house
- Needs a simple majority or a ruling by the chair to be adopted (e.g. due to lack of time or a guest speaker)

### **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.
- May be moved by the Chair or a delegate
- May not interrupt a speaker
- Requires a “second” by the house, and is quickly voted upon if an objection is voiced
- May be overruled by Chair if time needs to be filled
- Chair needs to ask for objections

### **Motion to reconsider a resolution**

- Calls for a re-debate and a re-vote of a resolution that has already been discussed
- May only be entertained at the end of all debating
- Only necessary if no other draft resolutions on the issue are present
- Needs 2/3 majority (abstentions are not in order)
- Not debatable

## Amendments

- A. An amendment is only in order if it is submitted to the Chair on the official Amendment Sheet before the delegate takes the floor, and must be easily legible
- B. Amendments can only be introduced by a speaker who has the floor, while in previous DSAMUN conferences the chairs were responsible for moving the amendments. The delegate that has the floor should ask: "My delegation would like to move an amendment, if that is in order" and wait for the Chair's answer. It is at the chair's discretion to entertain it or not. (Short speeches before the speaker moves the amendment are perfectly in order)
- C. Delegate moves the amendment, but the Chair reads it out slowly and clearly for all delegates to note down
- D. Closed debate will be the norm for amendments
- E. Only one amendment (max: one entire clause) per amendment sheet will be in order, except in cases where this would have effect on the point of other clauses
- F. On an amendment, delegations can vote in favor, against or abstain, except for the Security Council where abstaining is not in order

## Amendments of the Second Degree

- A. Can only be entertained during the time against the Amendment of the First Degree (although it should be submitted early enough), and debate on this amendment does not count as time against the Amendment of the First Degree
- B. Same procedure as for normal amendments
- C. Debate on the Amendment of the First Degree will always be continued, whether the Amendment of the Second Degree passes or fails
- D. If an amendment of the second degree with a substantial change to the original amendment passes, the amendment as a whole passes too. If the passed alteration is a minor change to the amendment, debate will resume normally
- E. An Amendment to the Third and further Degree is out of order

## Voting

- Only member states of the UN may vote. Non Member Delegations (NGOs, unrecognized states) are not allowed to vote on amendments or resolutions (substantial matters). Nevertheless, NMDs can vote on procedural matters (such as motions)
- Delegations voting on a resolution or an amendment (substantial matters) may vote in favor, against or abstain
- Delegations and NMDs voting on procedural matters (motions), such as a motion to adjourn the debate, may only vote in favor or against (NO abstentions)
- During voting procedures, all points are out of order, except for points of order connected with the actual conduct of voting; there needs to be silence, and the Chair has to instruct Administrative Staff clearly to take voting positions and to close the doors
- There are NO informal votes at DSAMUN; all votes are real and count!
- Clapping is only allowed when a resolution passes

## Our closing remarks

We truly hope that you have found this guide helpful and that you are going to apply everything you learned from it to your preparation for the conference. Thus, we expect you to be well-prepared, contribute to achieving the best possible debate quality and the most comprehensive resolutions.

Hoping to see you all in October!

Best Regards,  
The Secretariat