



# SWCHSMUN 2023 Delegate Handbook

<b>Logistics &amp; Important Information</b>	<b>1</b>
<b>General Information</b>	<b>3</b>
<b>Research Methods</b>	<b>4</b>
<b>Writing Working Papers</b>	<b>6</b>
<b>Flow of Debate</b>	<b>8</b>
<b>Glossary</b>	<b>10</b>



## Logistics & Important Information

**SWCHSMUN Website:** [SWCHSMUN - Home \(weebly.com\)](http://SWCHSMUN - Home (weebly.com))

### SWCHSMUN Schedule:

#### Friday, October 27, 2023

2:00 p.m. – 2:45 p.m. Delegate Check-in in the Main Foyer

3:00 p.m. – 3:15 p.m. Opening Ceremonies in Main Gym

3:30 p.m. – 5:30 p.m. Session I

5:30 p.m. – 6:30 p.m. Dinner Break (meal not provided)

6:30 p.m. – 8:30 p.m. Session II

#### Saturday, October 28, 2023

9:00 a.m. – 11:30 a.m. Session III

11:30 a.m. – 12:30 p.m. Lunch Break (meal not provided)

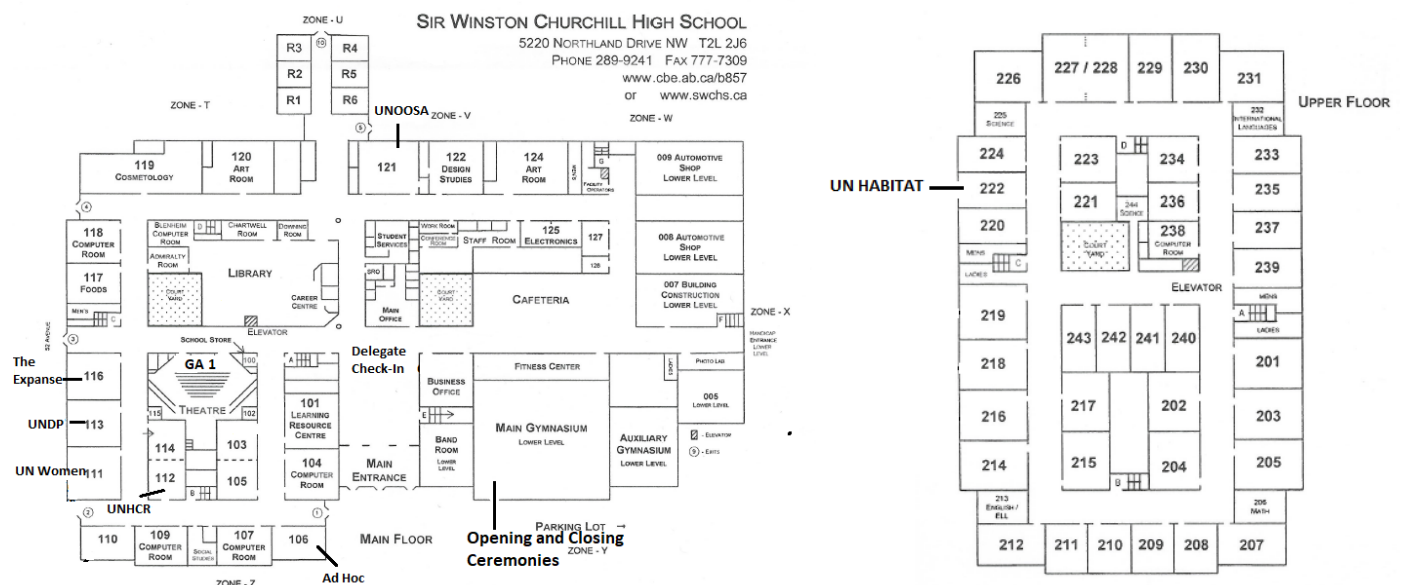
12:30 p.m. – 3:30 p.m. Session IV

3:30 p.m. – 3:45 p.m. Break (snack provided)

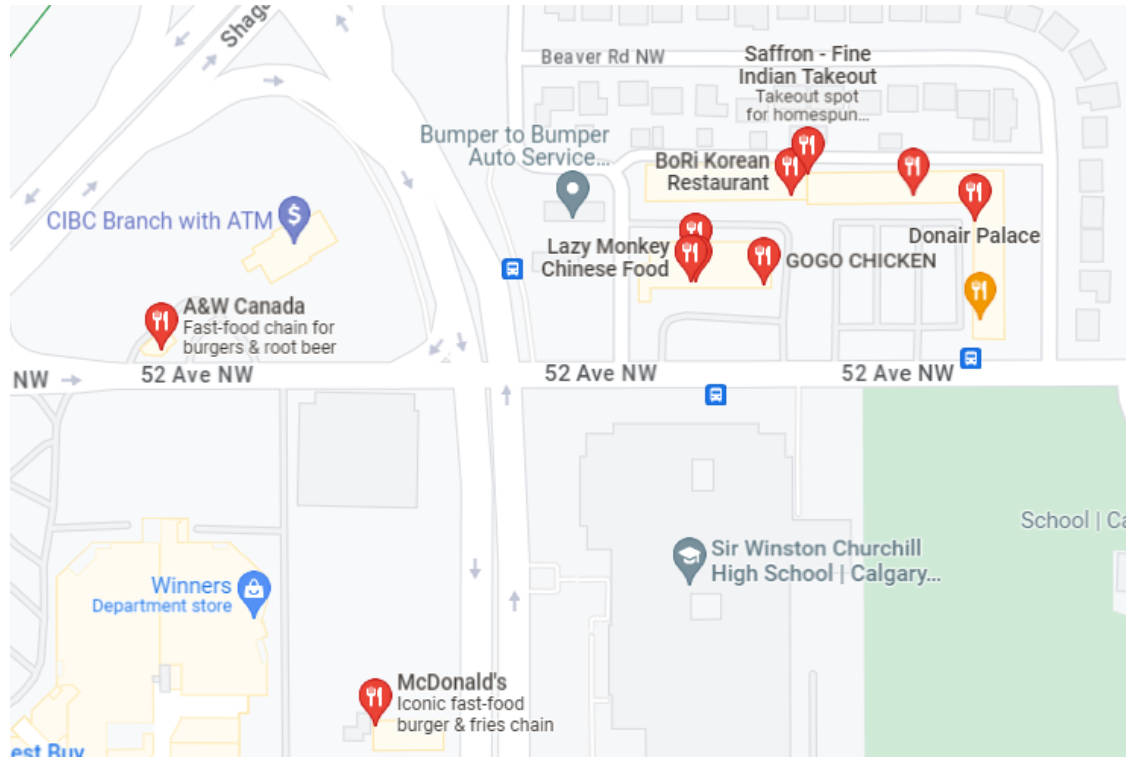
3:45 p.m. – 4:45 p.m. Session V

5:00 p.m. – 5:30 p.m. Closing Ceremony and Awards Presentation

### Map of Room Locations:



## Food Near Sir Winston Churchill:





## **General Information**

### **What should you strive for?**

- Being professional and a principled negotiator
  - Considering the opinions of other delegates and collaborating effectively
  - Using professional language and precise vocabulary specific to the topic
  - Using principle rather than pressure to convince
- Considering the larger picture of the issue
  - Ex: considering the social, political, environmental, economic, religious and scientific aspects to each topic
- Using strong evidence and structure
  - Citing credible sources that have recently been made to back up speeches

### **What should you avoid?**

- Only talking about the interest of your nation
  - Disregarding the ideas of others
  - Talking over other delegates
- Using slang or informal words during speeches
- Threatening other delegates

### **What are the Chairs looking for?**

- Delegates that use diplomacy, principle and statistics while expressing their ideas
- Individuals who are knowledgeable and collaborative with all delegates
- Delegates that follow their country's foreign policy and beliefs
- Creating effective clauses that solve the problem
  - Quality clauses over the number of clauses



## Research Methods

### Breakdown:

- There are 3 essential parts of the research:
  1. Research on the committee topics - **general research**
  2. Research about your country - **individual research**
  3. Research about other countries in the committee - **external research**

### General Research:

- When researching a topic, the main goal is to comprehensively understand the topic and the layers to the issue
  - Look at past initiatives by the United Nations and understand what has worked and what has not worked
  - Find statistics and figures that can be used as references during the committee
- The research found must be relevant to the day of the committee
  - As a rule of thumb try and find information that has been written within 5 years unless the issue has been stagnant for a long time
    - Keep in mind how quickly the problem is changing and do research accordingly

### Individual Research:

- The fundamental idea behind researching your own country is to understand what your country would do in committee
  - Research your country opinion and what initiative has been made to solve the issue for each topic
- Research basic information about your country
  - Ex: GDP, population, literacy, defense spending, brief historical summary, currency, president/prime minister, the capital city, geography
- Research foreign policy (the goals that your country pursues abroad)
  - Ex: Organizations you are a part of, allies, enemies, past conflicts, economic direction, environmental focus



- Allies and enemies may be based on the location, religion, or economy of your country

#### **External Research:**

- The purpose of researching other countries is to understand who you may want to work with and what others may think about certain issues
  - Determine which countries have been most involved in the issue and what they have done
    - Consider if these solutions been successful or not and if your country has aligned beliefs

## Writing Working Papers

### What is a Working Paper?

- Working papers are formal document used by the committee to spell out the action to be taken for the resolution of a particular problem
  - It addresses one or several specific aspects of the larger issue being debated and introduces new ideas or approaches to deal with the problem

### Disclaimer:

- All resolutions in SWCHSMUN are to be written during committee sessions
  - **NO pre-written resolutions/working papers**

### Working Paper Format:

Here is a Sample Resolution (with layout labeled):

General Assembly Third Committee  
 Sponsors: Austria, Italy and the United States  
 Signatories: Canada, Gabon, Greece, Japan, Mali, Netherlands, Tajikistan  
 Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

} **Heading**  
Countries should be alphabetized

The General Assembly, ← The Address

**Preambulatory Clauses**

*Reminding* all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, [use commas to separate preambulatory clauses]

*Reaffirming* its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

*Noting* with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

*Stressing* the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

**Operative Clauses**

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; [use semicolons to separate operative clauses]

2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;

3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;

4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;

5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;

**Preambulatory Clauses Tips:**

- Reference past U.N. solutions or solutions by other countries which relate to paper
- Note any relevant U.N. bodies which may be used in the solutions
- Reference statistics or key ideas which are relevant to the operative clauses

**Operative Clauses Tips:**

- Make descriptive clauses that do not overlap with other clauses
- Consider logistics and remember to follow your foreign policy





## ***Flow of Debate***

### **Roll Call:**

- Attendance period where delegates either respond with “present” or “present and voting”
  - “Present” refers to a delegation being in committee, while “present and voting” refers to a delegation being in committee and choosing to vote on every matter

### **Primary Speakers List:**

- Delegates speak on their preferred order of agenda (order of topics) while introducing their country
  - The purpose is to provide your country’s opinion on why certain topics are more important than others

### **Setting the Order of Agenda:**

- Delegates motion to set the order of agenda to their preferred order
  - Following these motions, the committee votes on the order of agenda

### **Secondary Speakers List:**

- Delegates give a general speech on the chosen topic to express their country view

### **Moderated Caucus:**

- Structured periods in which delegates propose discussion topics and speak on issues
  - Ex: Discussing the long-term solutions to the problem

### **Unmoderated Caucus:**

- Unstructured periods where delegates are free to interact and collaborate with whomever they chose
  - Unmoderated caucuses are generally a time to discuss the issue at hand with other delegates and begin to formulate a solution



### **Presenting Working Papers:**

- The presenting sponsors of each working paper present the preambulatory and operative clauses to the committee

### **Q & A:**

- Delegates question clauses or ideas of other working papers to clarify any issues
  - The questions are answered by the presenting sponsors of the working paper

### **Voting Bloc:**

- The doors are barred and the delegates then vote on which working papers should pass



## Glossary

**Abstain** - During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a state does not support the resolution being voted on, but does not oppose it enough to vote no.

**Adjourn** - All UN or Model UN sessions end with a vote to adjourn. This means that the debate is suspended until the next meeting. This can be a short time (e.g., overnight) or a long time (until next year's conference).

**Agenda** - The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

**Amendment** - A change to a draft resolution on the floor. It can be of two types: a "friendly amendment" is supported by the original draft resolution's sponsors, and is passed automatically, while an "unfriendly amendment" is not supported by the original sponsors and must be voted on by the committee as a whole.

**Background guide** - A guide to a topic being discussed in a Model UN committee which is a starting point for any research before a Model UN conference.

**Binding** - Having legal force in UN member states. Security Council resolutions are binding, as are decisions of the International Court of Justice; resolutions of the General Assembly and Economic and Social Council are not.

**Bloc** - A group of countries in a similar geographical region or with a similar opinion on the topic

**Caucus** - A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.

**Chair** - A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure. Also known as a Moderator.

**Dais** - The group of people, usually high school or college students, in charge of a Model UN committee. It generally consists of a Chair, a Director, and a Rapporteur.

**Decorum** - The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or their roles as ambassadors.



**Delegate** - A student acting as a representative of a member state or observer in a Model UN committee for a weekend.

**Delegation** - The entire group of people representing a member state or observer in all committees at a particular Model UN conference.

**Division of the Question** - During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as the division of the question.

**Draft Resolution** - A document in the first stage that seeks to fix the problems addressed by a Model UN committee. If passed by the committee, the draft resolution will become a resolution.

**Flow of debate** - The order in which events proceed during a Model UN conference.

**Gavel** - The tool, shaped like a small wooden hammer, that the Chair uses to keep order within a Model UN committee. Many conferences give the gavel used in a committee to the delegate recognized by the dais as the best in that committee; therefore, the term is frequently used to refer to the award given to the Best Delegate, even in cases where no actual gavel is given.

**Formal debate** - The "standard" type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speakers' list.

**Member State** - A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. Currently, there are 193 member states. The only internationally recognized state that is not a member state is the Holy See.

**Motion** - A request made by a delegate that the committee as a whole to do something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into the voting bloc.

**Observer** - A state, national organization, regional organization, or non-governmental organization that is not a member of the UN but participates in its debates. Observers can vote on procedural matters but not substantive matters. An example is the Holy See.



**On the floor** - At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Director and introduced by the committee, it is put "on the floor" and may be discussed.

**Page** - A delegate in a Model UN committee that has volunteered to pass notes from one delegate to another, or from a delegate to the dais, for a short period of time.

**Placard** - A piece of cardstock with a country's name on it that a delegate raises in the air to signal to the Chair that he or she wishes to speak.

**Point** - A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege.

**Position paper** - A summary of a country's position on a topic, written by a delegate before a Model UN conference.

**Preambulatory Clause** - The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary. It begins with a participle or adjective (noting, concerned, regretting, aware of, recalling, etc.).

**Procedural** - Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

**Quorum** - The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

**Rapporteur** - A member of the dais whose duties include keeping the speakers' list and taking the roll call.

**Resolution** - A document that has been passed by an organ of the UN that aims to address a particular problem or issue. The UN equivalent of a law.



**Right of Reply** - A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech. Generally requires a written note to the Chair to be invoked.

**Roll Call** - The first order of business in a Model UN committee, during which the Rapporteur reads aloud the names of each member state in the committee. When a delegate's country's name is called, he or she may respond "present" or "present and voting." A delegate responding "present and voting" may not abstain on a substantive vote.

**Rules of Procedure** - The rules by which a Model UN committee is run.

**Second** - To agree with a motion being proposed. Many motions must be seconded before they can be brought to a vote.

**Secretariat** - The most senior staff of a Model UN conference.

**Secretary-General** - The leader of a Model UN conference.

**Signatory** - A country that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish this. A signatory need not support a resolution; it only wants it to be discussed. Usually, Model UN conferences require some minimum number of sponsors and signatories for a draft resolution to be approved.

**Simple majority** - 50% plus one of the number of delegates in a committee. The amount needed to pass most votes.

**Speakers' List** - A list that determines the order in which delegates will speak. Whenever a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by sending a note to the dais.

**Sponsor** - One of the writers of a draft resolution. A friendly amendment can only be created if all sponsors agree.



**Substantive** - Having to do with the topic being discussed. A substantive vote is a vote on a draft resolution or amendment already on the floor during voting bloc. Only member states (not observer states or non-governmental organizations) may vote on substantive issues.

**Unmoderated Caucus** - A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. Frequently used to sort countries into blocs and to write working papers and draft resolutions.

**Working Paper** - A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently the precursor to a draft resolution.

**Veto** - The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.

**Vote** - A time at which delegates indicate whether they do or do not support a proposed action for the committee. There are two types: procedural and substantive.

**Voting bloc** - The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the room during voting bloc.