

SUNMUN 2022



DELEGATE HANDBOOK

Model United Nations at ASU



Acknowledgements

Content Written By John Spevacek, ASU &
Model United Nations alum, graduated in
December 2021

Proofread, Designed, & Edited By Ritisha Das



Table of Contents

Policy Papers.....1

Committee Procedures.....3

Resolutions.....5

Tips & tricks for Novice Delegates.....6

Addendum A - Policy Paper Research.....8

Addendum B- Policy Paper Format Guidelines.....10

Addendum C- P-Rules.....12

Addendum D - Resolution Formatting.....14

Addendum E - Preambulatory & Operative
Clause Phrases.....15

Policy Papers

Before writing your policy papers, it's important to have a good understanding of the United Nations as an organization, its main bodies, and the powers it has in the international community. A good place to start is at the **UN website** where you can find information about the history and current initiatives that are happening. Further, delegates should also be familiar with the UN charter as it is often cited in resolutions and can be a great resource if you do not know where to start in committee. After you gain a better understanding of what the UN does, you can start looking more deeply into your topic and your country's policy on the issue.

The first thing you should do is read your committee and topic background guides. This will give you a solid grasp on what efforts have been made to help solve the issue at hand in addition to what is actually within the acting power of your committee. Your background guide will serve as a great reference for your first paragraph; however, it should not be your only source of research -- rather, it should lead you to other sources that provide more complete information on your paper's topic. Consider citing UN resolutions, work done by NGOs, and other specific instances where the UN was or is currently directly involved in solving the issue you are writing on. Avoid generalizations and surface level explanations; it is always better to have thorough information and cut back during editing than having too much "fluff." The UN website has a repository of all past resolutions written on a variety of topics. Simply searching your issue there and adding keywords such as "resolution", "NGO", or "initiative" can find you quality information. Additional websites and resources are listed in the Policy Paper Research addendum.

For your second paragraph, it is good to start by doing some background research on your country. The **UN or US Department of State websites offer detailed country profiles** that will help you better understand the demographics and culture of your country. On particularly difficult topics, knowing your country's voting history or general beliefs about common issues can be extremely helpful, in addition to helping you form alliances in committee.

Most states have a website for their **Mission to the UN** where you can find data regarding country policy, NGO and resolution support, and even articles on common topics like sustainability or human rights. The more information you can get directly from the “mouth” of your country (i.e. representatives, elected officials, country websites, etc.) the better. The second paragraph is all about the important work that your country has done to mitigate the problem at hand. Therefore, try to focus on positives and mention whatever support your state may have given in any areas related to the topic. Once again, specificity is key -- try to avoid glossing over the subject or using filler sentences like “The United States is committed to supporting human rights.” Clearly every country is going to say something like this, but you should be focused on what actions they’ve actually taken to support this view.

Finally, you should combine your research from the first two paragraphs to develop a country policy in your third. Your last paragraph is your call to action; this is your chance to convince other countries of what should be done and why. If you have weak policy or are struggling to find solid statements from your country, consider looking at close allies or members of the same voting bloc and analyzing their policies -- chances are they will be quite similar if not the same. That being said, make sure you know the demographic differences between states and avoid anything that could be seen as potentially harmful to your country and its reputation. In this paragraph, it is important to be specific about which policies you want implemented but it is also important that you suggest solutions that could be adapted for other states if necessary. Rather than only stating what has worked for your state, make sure you are being inclusive and innovative in regard to your ideas and research.

After you have finished your first draft make sure that you take the time to edit for content, grammar, and formatting. It is a good idea to read your paper out loud to yourself or others to make sure that there is proper flow. Aside from incorrect policy, spelling and grammar mistakes are one of the quickest ways to lose points during grading. Policy statements should be single spaced, one-inch justified margins, and not exceed one page in length. Further, they should include a heading at the top left in all caps that includes your country’s full name, committee title, and topic listed in all caps.

Committee Procedures

Once in committee, it is imperative that you come prepared! While you cannot bring in pre-written resolutions, having printed research with you is tremendously helpful. Whether they are previous UN resolutions or relevant articles, print them out, annotate them, and have them handy during committee to reference. This can also include your own copy of policy statements, speeches, and other forms of research that you may find useful. Again, there are absolutely NO prewritten resolutions allowed at ASU MUN. Any delegate found with prewritten resolutions of any kind will be disqualified from committee and risk making their school ineligible for awards.

When giving speeches, make sure you speak up, make eye contact, and do not reference your notes when delivering a speech. Prior preparation is crucial to being confident and successful in committee - even if you have your research, knowing it off the top of your head will make you look much more competent and help you answer questions after speaking or during unmoderated caucuses. Be an engaging conversationalist and speak plainly, directly, and concisely. While quality is valued over quantity, you should still always have something to say that is relevant and factual to the topic being discussed. Don't be afraid to raise your placard first! Additionally, take notes when other delegates are speaking and ask meaningful questions that will supplement the debate. While it is important to be noticed in committee, you can get points knocked off for poorly written questions that don't contribute to the group. Further, be sure that you have a complete understanding of the P-rules (included in Addendum D) and know the correct way to use them in committee. P-rules are useful when determining the flow of your committee and asking questions during speeches.

Teamwork and diplomacy are also crucial to success in MUN. While awards are offered, delegates are participating in a collaborative event with the ultimate goal of solving problems that affect everyone in the international community.

Most committees have a variety of countries present, which is why it is extremely helpful to do prior research and understand other country's positions before the conference. Once in committee, this will give you a better idea on who to seek out first when forming a resolution-writing bloc. **Addendum F** includes guides for each committee at SunMUN, giving a brief background and history of each body.

Resolutions

When writing resolutions, be sure that you work collaboratively in your groups to get the most solid policy on paper. Be inclusive and don't shut out other ideas completely - the entire idea of MUN is to be diplomatic! SunMUN caps the number of sponsors per resolution at five member states and number of signatories are limitless. The number of speakers and presenters for each resolution are left up to the discretion of the chairs. All papers must have sponsors.

Your resolutions should consist of a heading, preambulatory clauses, and operative clauses that contain your call to action. Remember - the UN does not have any legal authority over states. Thus, in resolutions you can only suggest or strongly urge the international community to act on the issue at hand; don't use threats or attempt to impose laws when writing. **See the included addendums for resolution formatting, examples of preambulatory and operative clause phrases, and a sample resolution.**

Tips & Tricks for 1st Time Delegates

Your first MUN conference can be an easily overwhelming experience. But we are happy to assure you novices that this conference experience will be beginner-friendly too, so as long as you stay prepared and breathe, you will assuredly enjoy your first MUN Conference experience. Definitely do your research beforehand so you know your subject and committee well. Consider preparing a research binder with any and all relevant information for easy access during committee sessions.

Research is the best way to prepare and succeed in any conference. Understand your topic completely and have information related to other countries in your committee in addition to your own. This will prepare you for debate and caucusing and give you a stronger ability to promote your policy in your resolution.

When presenting, make sure that you are engaging and captivating while still remaining professional. Avoid pathos and keep a reserved demeanor while presenting; while it's important to keep your audience interested, speeches should be used for relaying your argument and policy in a mature way. Maintain a clear and stable voice and keep eye contact when speaking with other delegates directly. Share your ideas with confidence and poise rather than sparking heated arguments or heightening emotions. During your first speech, this is your chance to introduce yourself to your committee as a delegate and as a representative of your country. Prepare this speech ahead of time and practice it as much as possible. This will set the tone for the rest of your committee, giving you a stronger start to the conference. During breaks and free time, it may be wise to prepare notes for future speeches and practice points you want to make during the next committee meeting. Additionally, it is never a bad idea to write down your comments and questions while taking notes to give you a better grasp of your words before presenting them to the committee!

When you are listening to other delegates speeches, pay attention to policy that may align with or differ from yours and don't be afraid to ask for clarification. It is beneficial to take notes in committee so you can bring points up later in unmoderated caucuses as well.

Overall, it is most important to be diplomatic and considerate of other delegates. Remember that you are not only representing your country and the United Nations, but you are also representing your team and school. Have fun and be respectful of your other delegates. Maintain decorum at all time and adhere by the guidelines set by your chairs to ensure the best experience for everyone!

Addendum A - Policy Paper Research

Below are helpful links to get you started on research. While no works cited is required, make sure you are using legitimate and reputable sources. The more you can take from official UN and country websites, the better.

1. <https://www.cia.gov/the-world-factbook/>
 - a. The CIA World Factbook presents an overview of countries with information about their demographics, economy, government, etc.
2. <https://library.un.org/>
 - a. The UN library is an excellent tool when delegates are confused with how to research UN facts and figures. The library has research guidelines and links to useful websites. Delegates can search relevant articles and databases for the topic they are researching.
3. <http://www.un-ilibrary.org/>
 - a. The United Nations iLibrary is a source of all digital content produced by the United Nations that is often used by specialists, policy makers, and scholars. It will give you different publications, journals, and data that have been directly published by the UN Secretariat relating to several topics.
4. <http://www.usip.org/publications/foreign-affairs-ministries-web>
 - a. The Foreign Affairs Ministries website offers information on state's national policies regarding certain issue areas. It is an excellent resource to research your state's position on a topic. It is within the US Institute of Peace, which also publishes several relevant articles about missions to end violence and promote peace worldwide.
5. <https://www.hrw.org/>
 - a. Similar to the CIA World Fact Book, this website will give delegates information on the human rights records of various countries. This site will prove beneficial for research on assigned countries as well as other countries in a delegate's committee.

6. <https://research.un.org/en/docs/ga/quick/emergency>.

- a. This website provides all past General Assembly Resolutions as well as those from Special and Emergency Sessions. This site will prove helpful for all delegates researching previous UN actions.

7. <http://www.un.org/en/ga/sixth/>

- a. This website offers a broad overview of the Sixth Committee of the UN General Assembly. Pages can be found regarding current programs and international efforts, as well as previous sessions. This site will prove helpful for delegates dealing with the Sixth Committee or any legal issue within a committee.

8. <http://www.un.org/press/en/content/security-council/meetings-coverage>

- a. The UN Press website releases round-ups of each Security Council meetings. These round-ups give easy-to-read summaries of committee sessions and actions taken.

9. <http://www.who.int/about/en/>

- a. This website offers a broad overview of the World Health Organization. Pages can be found regarding current programs and international efforts, as well as the body's structure and governance. This site will prove helpful for delegates dealing with the WHO or any medical crisis.

Addendum B-

Policy Paper Format Guidelines

Formatting:

- 12 pt. Times New Roman Font
- Single Spaced
- 1-inch margins
- Justified margins

Papers must be no more than one page in length and consist of three distinct paragraphs to be considered for scoring. Each paper should have a heading in the top left corner that includes the country name, committee name, and topic listed in all caps. *Example:*

SOUTH AFRICA
ECOSOC
STATELESS PERSONS

Paragraph 1: Topic Background and Past UN Actions- roughly 14 lines

In this section you should discuss the topic and its historical background, particularly in relation to the UN and its past involvement with the issue. How did it occur and how has it impacted the international community? Rather than giving a lengthy summary, focus on important UN resolutions, NGOs, and other historical facts relevant to the topic. Try to keep your first paragraph around 14 lines.

Paragraph 2: Past Actions of Assigned Country.

Discuss past actions by your country including adopted policy or laws, involvement in NGOs or campaigns, and any other ways it may have helped solve the issue.

Be sure to describe the effectiveness and success of these actions. This paragraph should not contain any policy or suggestions for the international community; it is merely a summary of what your country has done either individually or in partnership with other nations to solve the problem. The second paragraph should be around 14 lines.

Paragraph 3: Country Policy and Recommendations

This section is for specific policy suggestions and potential solutions that have been proposed by your country. Make sure that anything you propose is something that your country would actually support in real life; if your suggestions aren't in line with your country's policy in real life, you will not be given points for this section. Provide specific foreign policy of the country and a call to action with respect to the topic. What is the significance of this policy and what are its implications? Why does your country support this approach as opposed to others? Be detailed but clear; avoid fillers and vague language. This paragraph should be around 14 lines.

Overall, a good policy statement will have correct formatting with a single space between paragraphs and no indentations. Paragraphs should not exceed 14 lines and must stay within one page. Any material that spreads on to additional pages will not be given credit. All papers must be submitted as PDFs and labeled as "Committee, Country Name, Topic 1 or 2". Do not include any personal information such as school or author's name in your policy statements.

Addendum C - P-rules

P-rules are used in committee to assist the flow of debate. While not all may be used during each session, it is important to understand their use and meaning, particularly for questions, comments, and overall procedure.

- **P-10** Order of Business, Reordering
 - Rule that sets agenda, reorders topics
 - Simple majority to pass
- **P-11** Resolutions & Amendments
 - Rule under which Resolutions and amendments are submitted
 - Order of voting on resolutions may be changed in same manner as P-10
 - Amendment must be submitted BEFORE the end of substantive debate
- **P-14** Introduction, Sponsorship, and Withdrawal of Proposals
- **P-21** Method of Voting, Roll Call Vote
 - Member can request roll call vote on any substantive matter
 - Alphabetical order, can call "yes", "no", "abstain", "pass", or "yes/no with explanation"
 - Delegates who "pass" are asked again to vote once all other delegates have voted. May pass only one time.
- **P-23** Speeches & Comments
 - When speaker's list open, P-23 used to be added to or removed from list
 - Used to comment on last speech (relevant comments)
 - Delegates can ask people questions other than the last speaker on the floor

- **P-25 Points of Parliamentary Procedure**
 - Point of appeal - can be used to protest application of a rule or appeal a chair ruling
 - Point of order- used to correct an error in procedure
 - Point of inquiry- used after a speech to ask question to speaker
 - Point of personal privilege - used to request something of chairs for personal comfort
 - Point of information - used to ask chairs about meeting organization
- **P-26 Order of Procedural Motions**
- **P-27 Suspension or Adjournment of Meeting**
 - Suspension of debate for a temporary amount of time. Immediate vote with a simple majority
 - Adjournment of debate
- **P-28 Postponement of Debate**
 - Used to postpone debate on 1 agenda item and move to the next item on agenda
- **P-29 Closure of Agenda Item**
 - Used to close debate, during any time
- **P-30 Adjournment of Debate**
 - Use to go from General debate (speaker's list with speeches on countries' basic positions, intermingled with caucus) to Substantive debate (over Resolution)

Addendum D - Resolution Formatting

Draft Resolution XY [XY will be replaced by revision number (i.e. 1.0, 2.0, etc.)]

Committee: Insert Here

Topic: Insert Here

Sponsors: List here, in Alphabetical Order

[Sponsors have to have contributed to your resolution and vote “Yes” on the resolution.]

The *Insert Committee Name*, [italics]

[The following are **Pre-ambulatory Clauses**. These should show **WHY** you are taking action by referencing **past UN action and international action**.]

Formatting:

- ***Italicize the first word*** of the preambulatory clause (Check Resolution Writing: Preambulatory and Operative Clauses for clauses.)
- **End each preambulatory clause with a COMMA,**

Recalling Security Council Resolution 1769 and all previous resolutions concerning the situation in Sudan, [Use commas to separate pre-ambulatory clauses]

Recognizing the past efforts of the African Union and United Nations peacekeeping forces stationed in the Sudan for the promotion of peace and stability,

[The following are **Operative Clauses**. They explain **HOW** you are taking action. This is where solutions need to be **SPECIFIC**. Include the **when, where, and how**.]

Formatting:

- **Underline the first word** of the operative clause
- **End each operative clause with a SEMICOLON**
- **End resolution with a PERIOD**
- **Number the operative clauses**

1. Requests that additional methods be implemented to promote peace in the Darfur region, including:
 - a. The protection of non-governmental aid organizations,
 - b. The inclusion of other international leaders outside of Sudan in peace talks;
[An operative clause can have a sub-clause A, only if it has a sub-clause B. There cannot be a sub-clause A only. See example above.]
2. Requests that the Security Council and the African Union authorize the deployment of more peacekeeping troops to Darfur; [Use semicolons to separate operative clauses]
3. Condemns those who work against the security of the Darfur region and ultimately threaten the security of the international community;
Requests further aid be given to the displaced population, particularly women and children who are the most vulnerable in this conflict. [End resolution with a period.]

Addendum E - Preambulatory Clauses & Operative Clause Phrases

Phrases for Preambulatory Clauses:

- Affirming
- Alarmed by
- Having considered
- Aware of Believing
- Bearing in mind
- Confident
- Contemplating
- Convinced
- Declaring
- Deeply concerned
- Deeply conscious
- Deeply convinced
- Taking note
- Noting further
- Referring
- Deeply disturbed
- Deeply regretting
- Observing
- Emphasizing
- Expecting
- Having examined
- Having studied
- Fulfilling
- Fully aware
- Fully alarmed
- Fully believing
- Further deploring
- Further recalling
- Welcoming
- Seeking
- Guided by
- Having adopted
- Having considered further
- Having devoted attention
- Realizing
- Recalling
- Recognizing
- Having heard
- Having received
- Keeping in mind
- Noting with regret
- Noting with satisfaction
- Noting with deep concern
- Desiring

Phrases for Operative Clauses:

- Accepts
- Authorizes
- Condemns
- Declares accordingly
- Draws attention
- Endorses
- Further proclaims
- Further requests
- Proclaims
- Regrets
- Requests
- Supports
- Affirms
- Calls
- Confirms
- Deplores
- Emphasizes
- Expresses its hope
- Further recommends
- Further resolves
- Reaffirms
- Reminds
- Resolves
- Takes note of
- Approves
- Calls upon
- Considers
- Designates
- Encourages
- Further Invites
- Further reminds
- Notes
- Recommends
- Renews
- Solemnly affirms
- Urge

That brings us to the end of our
custom delegate handbook,
brought to you by the **Model
United Nations Team at ASU.**

Thank you for reading!

We are looking forward to seeing
all of you soon at our annual
SunMUN Conference.

Please do not hesitate to reach out
if you have any questions!

