



Georgia Tech High School Model United Nations  
October 16 – 17, 2006

Delegate Resource Guide

## **Table of Contents**

Part I: Research

Part II: Position Papers

Part III: Working Papers and Resolutions

Part IV: Awards

Part V: Delegate Code of Conduct

Part IV: Committee Procedure

GTHSMUN Rules of Procedure

# 2006 Georgia Tech High School Model United Nations

## **Part I: Research**

The most important part of preparation for a simulation of the United Nations is research. In order to effectively participate in debate one must be prepared for the issues that will arise during the simulation. Without appropriate research, the educational experience of participating in the simulation is greatly inhibited. Therefore, research is just as much a part of a model United Nations simulation as the rules of parliamentary procedure. However, it can often be a very difficult process. This guide is meant to provide a starting point for adequate research and to help maximize the effectiveness of the time spent researching. There are specific questions that a delegate must look to answer when doing research. In addition, there are also different areas in which a delegate must be knowledgeable in order to be a successful participant in debate.

GTHSMUN is intended to be as realistic a simulation of the United Nations and other similar international bodies as possible. In order to make this goal a reality, each delegate must be prepared to act as a true national representative. While GTHSMUN is intended to be a fun experience that takes students out of the classroom setting to learn about international affairs, we at GTHSMUN still expect delegates to do their part to make this a successful conference and a valuable learning experience for everyone involved.

## **The United Nations System**

Perhaps the most often forgotten aspect of preparation for a United Nations simulation is researching the United Nations system itself. A delegate must understand the purpose, procedure, and organization of the United Nations in order to effectively simulate the undertakings of the organization. The Present Charter of the United Nations is available on the United Nations website ([www.un.org](http://www.un.org)) and is divided into sections so that it can be easily printed. All delegates are expected to at least be familiar with the provisions of the Charter that deal with their respective committees.

The history of the United Nations is also very important. The United Nations may have taken past actions that directly affect an issue that a committee deals with at GTHSMUN. The committee directors have written background papers for each topic that provide delegates with a brief history of United Nations action regarding the topic. However, these background guides are only a summary, and they do not always include detailed information about the action that the United Nations has taken. The best way to research the history of the United Nations is through review of UN documents such as resolutions and press releases. These documents are available through the United Nations website.

The following is an explanation of the symbols used by the United Nations in their system for identifying documents. It will be useful when determining which of the documents are relevant to the jurisdiction of a particular committee. Some of the less common symbols are not listed.

A symbol is a combination of numbers and letters that serves as a unique identifier for a United Nations Document. It generally does not give any significant indication of the subject of a document. All language versions of a document carry the same symbol. The first component usually reflects the parent organ issuing the document or to which the document is being submitted:

<b>A/-</b>	<b>General Assembly</b>
<b>S/-</b>	<b>Security Council</b>
<b>E/-</b>	<b>Economic and Social Council</b>
<b>ST/-</b>	<b>Secretariat</b>

Some exceptions occur in the case of bodies for which a special series symbol has been created not reflecting the parent organ. For example:

<b>CRC/C/-</b>	<b>Committee on the Rights of the Child</b>
<b>DP/-</b>	<b>United Nations Development Programme</b>
<b>TD/-</b>	<b>United Nations Conference on Trade and Development</b>
<b>UNEP/-</b>	<b>United Nations Environment Programme</b>

For more information see our website ([www.inta.gatech.edu/modelun](http://www.inta.gatech.edu/modelun)) under the Education section.

## Specific Country Research

Research on the country a delegate is to represent can be challenging. Very rarely will the policy of any nation be thoroughly discussed in research materials available to delegates. Many times a nation's position on a topic is not documented. In addition, many nations have a public position on an issue that differs greatly from their actual stance. For example, Iran would most likely state in an international forum that it does not participate in nor support terrorism in any way, but by a Western definition of terrorism, they are actively involved in terrorism. Because the policy of each country is not easily found in writing, it is the responsibility of the delegate to take what knowledge he or she has about the country and formulate a policy consistent with the needs of that nation.

First and foremost, each delegate should research their nation's geography, political and economic systems, military capability, history, culture, and international and regional affiliations. However, there are sometimes other issues that may be particularly important to a nation as well. Generally speaking, the more one knows about his or her country, the easier it will be for a delegate to accurately represent a country in debate. It is most effective for the entire delegation to work together in this phase of research. Fact sheets with vital statistical information for the country are a good start. It is also helpful in many cases to contact the nation's Permanent Mission to the United Nations or its embassy in Washington D.C. However, many of the smaller nations do not have the staff to be able to accommodate requests for information, so when contacting these sources, treat the representatives with respect and understanding. The addresses and telephone numbers of the embassies in Washington as well as various other embassy locations are located at *The Electronic Embassy* (<http://www.embassy.org/embassies/index.html>). The United States State Department compiles background notes on each nation that could be helpful in the initial stages of research. They can be contacted at:

Office of Public Affairs  
 US State Department  
 2201 C Street, NW  
 Washington, DC 20015  
 Telephone: (202) 632-1391

In addition, the US State Department also has specific offices devoted to each nation. The Department publishes the telephone numbers for these offices. Delegates are strongly encouraged to call these numbers to get information on their country and its stance on their particular agenda topics. Bear in mind, however, that this information is being provided by the United States government, and therefore does not necessarily reflect the actual position of the nation. It only represents what the United States perceives the nation's policy to be. These numbers can be found on the US State Department's website (<http://www.state.gov/countries>)

## Topic Research

Topic research is the last step in the research process, but it is this research that a delegate will mostly depend on during debate. All delegates should be familiar with the information in their respective committee background guides. This information has been provided by the committee directors, who will oversee parliamentary procedure and substantive debate in their respective committees at GTHSMUN. The directors at GTHSMUN are required to be highly knowledgeable about the issues of their committees, and have spent many hours preparing the background guides for delegate use.

The background guides cannot include all of the information pertinent to every nation's policy on an agenda topic. The guides are a summary of past UN action and include a breakdown of the different caucus blocs

and their positions. It is the responsibility of the delegate to research each agenda topic further. A delegate should answer a few questions regarding each agenda topic:

- a. How does it affect the nation directly?
- b. What has the government done about the issue in the past?
- c. What UN action would the country deem necessary and what would be deemed unnecessary?
- d. Which actions does the nation feel are most important?

These questions will aid in formulating a comprehensive policy that is consistent with the research that has already been done on the country.

There is no set formula for finding topic-related information. The following are Internet resources that are broad enough to encompass a large range of issues. They are commonly used to find information about a variety of topics, and most likely will be very helpful. However, a delegate should not feel limited to these sources. Delegates should take advantage of resources found elsewhere that deal more specifically with their topics.

## **Internet Resources**

### **United Nations Sites**

United Nations Website (<http://www.un.org>)  
International Atomic Energy Agency (<http://www.iaea.org>)  
UN Office for the Coordination of Humanitarian Affairs (<http://ochaonline.un.org>)  
United Nations Development Programme (<http://www.undp.org>)  
United Nations Environment Programme (<http://www.unep.org>)  
United Nations High Commissioner for Human Rights (<http://www.unhcr.ch>)  
United Nations Children's Fund (<http://www.unicef.org>)  
United Nations Peacekeeping Operations (<http://www.un.org/Depts/dpko/dpko/index.asp>)  
World Health Organization (<http://www.who.ch>)

### **Sites of Useful Non-United Nations Organizations**

Amnesty International (<http://www.amnesty.org>)  
European Union (<http://europa.eu.int>)  
Human Rights Institute (<http://www.hri.ca>)  
International Committee for the Red Cross and Red Crescent (<http://www.icrc.org>)  
International Monetary Fund (<http://www.imf.org>)  
World Bank Group (<http://www.worldbank.org>)

### **Regional Sites**

#### ***Asia***

Asian Development Bank (<http://www.adb.org>)  
Asiaweek (<http://www.pathfinder.com/Asiaweek>)  
Far Eastern Economic Review (<http://www.feer.com>)  
ASEAN (<http://www.asean.or.id>)  
Counterpart Central Asia (<http://www.counterpart.org/dnn/>)

#### ***Middle East***

The Organization of the Islamic Conference (<http://www.oic-oci.org>)  
US Department of State Near Eastern Division (<http://www.state.gov/p/nea/>)

#### ***Africa***

Africa News (<http://www.africanews.org>)  
University of Pennsylvania African Studies WWW ([http://www.sas.upenn.edu/African\\_Studies/AS.html](http://www.sas.upenn.edu/African_Studies/AS.html))  
Africa Policy Information Center (<http://www.africapolicy.org/index.shtml>)

### ***Europe***

Organization of Security and Co-operation in Europe (<http://www.osce.org>)

NATO (<http://hq.nato.int>)

Russian and Eastern European Studies (<http://www.ucis.pitt.edu/reesweb>)

### ***Americas***

U.S. State Department (<http://www.state.gov>)

Canadian Department of Foreign Affairs and International Commerce (<http://www.dfait-maeci.gc.ca>)

Organization of American States (<http://www.oas.org>)

## **Suggested Reading**

Boutros-Ghali, Boutros. *An Agenda for Peace*. New York: United Nations Publications, 1995.

*This book provides an overview of many of the pertinent issues facing the United Nations recently, from the perspective of a former United Nations Secretary General.*

Tessitore, John and Susan Woolfson, eds. *A Global Agenda*. New York: Roman & Littlefield Publishers, Inc.,  
Published Annually

*This book is the most comprehensive source of information on all aspects currently being discussed by the United Nations. It is divided up by UN committees, and provides an overview of the work completed on all main topics in each committee over the past year. This is an important resource for all delegates, and is highly recommended.*

### ***Journals, Newspapers, and Magazines***

The Christian Science Monitor (Newspaper)

Current History (Journal)

The Economist (Magazine)

Foreign Affairs (Journal)

The New York Times (Newspaper)

The United Nations Chronicle (Magazine)

## **Part II: Position Papers**

After the research process has been completed, and the delegate has formulated a policy on the given topics, the next step is a formalization of that position in writing. It is important to be able to successfully incorporate one's thoughts into written form during debate. GTHSMUN will require each delegation to submit a position paper to their committee director for the 2006 conference. **Submission of a position paper will be a key factor in determining a delegate's level of preparation for the purpose of selection for awards**

### **Format**

Position papers should be constructed in the following format. The position paper may not span more than one page (10 pt font minimum), but it must be single-spaced. They should be addressed separately, with each topic standing alone as its own paragraph. Substantively, the position paper should address the pertinent background information to the topic, the country's basic stance on the issue, and specific proposals to resolve the problem. In the appendix to this document, you will find an example of a position paper in correct format.

## **Part III: Working Papers and Resolutions**

The written format by which the United Nations brings the proposals of its member states to the floor for debate and a vote is called a *resolution*. Essentially, a resolution is a written statement of aims, goals, and a means of effective action by a United Nations committee.

Before delegates compose a formal resolution to deal with the topic problems, they may want to transfer their ideas into a *working paper*, or rough draft. Working papers are usually formed by a group of nations in the same geographical region or political persuasion. Working papers have no standard format, and are nearly always simply a list of ideas that delegates use as a starting point and point of reference in caucus and formal debate. Working papers serve to help delegates understand other nations' policy and facilitate more constructive debate.

Resolutions are usually formed by combining several working papers. Resolutions; however, should be drafted at the conference, and should be a collaboration of the efforts of several delegations within a voting bloc. An example resolution appears in the appendix to this document.

At some point in the debate a group of delegates who have been working on a proposal (possibly in working paper form) will find they have enough support to formally bring a resolution before the committee. At this time, the resolution is given to the committee director for approval. The resolution cannot be discussed in debate until it has been approved and copies of the resolution have been handed out to committee delegates. The directors at GTHSMUN will not accept written proposals unless they are written in correct resolution form

### **Resolution Heading**

Every resolution begins with a heading in the upper left-hand corner, which should include the committee name, topic, and sponsors of a resolution, as follows:

TOPIC: The title of the agenda topic in question. (e.g., "The Situation in East Timor")

COMMITTEE: The name of the UN organ you are a representative to. (e.g., "Special Political and Decolonization Committee")

SPONSORS: Affixed sponsoring States which support the content of the resolution.

SIGNATORIES: Space for ensuing signatories to the document to consider its discussion as a resolution.

### **Preambulatory Clauses**

After the heading come the preamble clauses. These clauses describe the committee's intent, motivation and frame of mind in writing the resolution. Preamble clauses begin with an underlined participle or adjective, which is capitalized, and are followed by a comma. Some sample words or phrases which can be used as preamble clauses include:

Acknowledging	Conscious	Having Adopted	Recognizing
Alarmed by	Considering	Having Considered	Reiterating
Angered	Convinced	Keeping in Mind	Respecting
Appalled	Deploing	Noting	Seeking
Aware of	Desiring	Observing	Stressing
Bearing in mind	Disturbed	Prompted by	Taking into consideration
Believing	Emphasizing	Reaffirming	Understanding
Concerned	Expressing	Realizing	
Confident	Guided by	Recalling	

### Operative Clauses

The operative paragraphs, which follow the preamble clauses, contain the action of the resolution. Each operative clause begins with a capitalized present tense verb in the third person singular. Each "paragraph" formed by a new operative verb is indented five spaces, numbered, indented to the tenth space, and ended with a semicolon. The last paragraph ends with a period. Sample action phrases which can initiate operative clauses include:

Accepts	Condemns	Encourages	Proclaims
Addresses	Considers	Endorses	Proposes
Adheres	Constructs	Establishes	Provides
Advocates	Continues	Expands	Reaffirms
Affirms	Creates	Expresses	Recognizes
Agrees	Declares	Gives	Recommends
Approves	Decreases	Guarantees	Regrets
Asks	Deems	Hopes	Reminds
Asserts	Defines	Improves	Requests
Begins	Demands	Insists	States
Calls for	Denies	Insures	Suggests
Calls upon	Deplores	Invites	Supports
Chooses	Designates	Praises	Urges

## **Part IV: Awards**

GTHSMUN awards outstanding delegations, outstanding delegates, and outstanding cooperation following the final session of the conference. This is a way for the GTHSMUN staff to recognize the hard work, diligent preparation, and professionalism of those delegates who stand out during debate. These awards are not intended in any way to undermine the performances of other delegates. Bear in mind that GTHSMUN is not a competition, but rather an educational experience. The GTHSMUN conference's goal is to bring delegates together in a spirit of compromise. Much like the United Nations, the organization exists for the betterment of all, and there are no winners or losers. GTHSMUN requires hard work and long hours from delegates before and during the conference, and therefore all delegates are commended for their successful participation.

*The following criteria will be used by GTHSMUN staff to determine awards:*

1. Presentation skills
2. Speaking skills
3. Creativity
4. Overall knowledge
5. Specific topic knowledge
6. Specific knowledge of country represented
7. Accuracy to country represented
8. Negotiation skills (especially during caucuses)
9. Courtesy to other delegates
10. Knowledge of rules/procedure
11. 'Political' ability
12. Overall presence
13. Position paper (accuracy and depth of knowledge)

Directors have the final say on which delegates from their committees get awards. Delegates are monitored during debates and caucuses. The ideal delegate is accurate and knowledgeable on both their country's position on the topic and the UN. They should work to create resolutions that are a reasonable solution to the problem while remaining loyal to their country.

Following is a list of awards that can be given during Closing Ceremonies:

### **Delegation Awards:**

George P. Burdell Cup (1) – This cup is given to the delegation that best represents their country through the duration of the conference. The delegates have a full understanding of their country's stance on all issues at hand, and assertively show these views in a diplomatic fashion. In addition, the delegates show the utmost respect for their fellow delegates in the committee.

Outstanding Delegation (2) – This award is given to the second and third ranked delegations.

### **Delegate Awards:**

Outstanding Delegate (1 per committee)

Honorable Mention (2 per committee)

### **ICJ Awards:**

Outstanding Memorial – Given to the Memorial presented to GTHSMUN prior to the conference showing the firmest grasp of international law and the rules of the court.

Outstanding Justice – Determined jointly by peer and director evaluation, criteria for this award include knowledge of the workings and values of the court, grasp of international law, and quality of oral and written arguments.

Outstanding Advocate – Determined jointly by peer and director evaluation, criteria include knowledge of pertinent international law and treaties, presentation of oral arguments, and respect for the values of the court.

## **Part V: Delegate Code of Conduct**

In general, GTHSMUN expects and **REQUIRES** all delegates to act in a professional manner during their participation in this conference. The guidelines that are provided for delegates in this guide are intended to protect delegates while they are in the City of Atlanta and at Georgia Tech as well as to ensure that the conference is a good experience for everyone involved.

### Respect

Delegates show respect to others at all times while participating in GTHSMUN. This means that all delegates should respect staff members, fellow delegates, faculty advisors, guests of the conference, Georgia Tech faculty, and anyone else that they come in contact with during the GTHSMUN conference. This applies in all circumstances. Delegates are responsible for the manner in which they treat other delegates in caucus, the content of notes passed during committee, and all other ways in which they interact with others. Any delegate who is not respectful to other participants will not be considered for awards at the end of the conference. Any delegate who shows extreme disrespect, including vulgar notes, will be asked to leave the conference and will become the responsibility of their advisor.

### Location

The dates that have been chosen for GTHSMUN are days that Georgia Tech does not have classes. For that reason, the number of Georgia Tech students who will be on campus during the conference will be less than that of a typical day of class. However, there will be a large number of students that live on campus that will have continuous access to some of the same buildings that will be in use during GTHSMUN. Delegates are *not* to associate with these students under *any* circumstances. Delegates are also required to remain in their respective debate areas at all times. Committee directors will assign locations where caucusing is acceptable, and will closely monitor those places. This is for the protection of all delegates. In addition, the staff requires that delegates wear their credentials at all times. Delegates are not allowed to remove them for lunch, caucus, or any other reason. Any delegate that leaves the building without express permission from their Director will be asked to leave the conference.

### Dress

All delegates at GTHSMUN are expected to be dressed appropriately. There are no exceptions to this rule. The dress for GTHSMUN is Western business attire. For men, a blazer or suit is appropriate. For women, skirts or slacks with a blouse, or dresses are acceptable, provided that the tops are not excessively low-cut, and that the skirts are not short. Jeans, shorts, sandals, or t-shirts are *not* acceptable under any circumstances. All decisions concerning the acceptability of a delegate's dress will be made solely at the discretion of the GTHSMUN Secretariat, and delegates dressed offensively will be expected to leave the conference.

### Consequences

GTHSMUN is only successful if delegates gain knowledge and experience from their participation in the conference. It is very important, therefore, that the GTHSMUN staff carefully and quickly handle any situations dealing with delegate behavior during the conference before they hinder the ability of another to effectively participate. Inappropriate behavior will not be tolerated. If a delegate persists with inappropriate behavior after a warning, GTHSMUN staff will notify the delegate's faculty advisor. GTHSMUN also reserves the right, in extreme circumstances, to bar a delegate from further participation in the conference if necessary. The delegate will be placed under the supervision of the faculty advisor in such a case.

## **Part V: Committee Procedures**

The committee room is the nucleus of the conference. Here the delegates complete most of their work concerning the issues at hand. There are several things to be aware of when entering the committee room.

## Environment

The rooms will be set up according to the wishes of the director. It is requested that delegates maintain this seating order throughout the conference. Also, please be aware that the temperature of the room may not be within your comfort zone. Unfortunately, the room temperature is not adjustable by the GTHSMUN staff. Please bring appropriate clothing for such temperature changes.

## The Committee Director

The committee director will be a facilitator for all discussion in the committee. They will not take sides and will not influence the decisions of the committee. The director's decisions are considered final. If you feel that a director has made a very grave mistake, please write your claim and write "To Secretariat" on the top and give it to the Director. The note will be given directly to the Secretariat for discussion. All decisions of the Secretariat are final.

## Forms of Debate

There are three forms of debate used at the GTHSMUN Conference. These are established to facilitate discussion of the issues. They are as follows:

Formal Debate – The committee maintains this level unless changed with the approval of the committee. During formal debate, the delegates will speak to the committee when it is their time, according to the speaker's list. Questioning of the speaking delegate is not allowed while in formal debate.

Moderated Caucus – At this level, the delegates may openly debate under the supervision of the director. Once the committee moves into moderated caucus, any delegates who wish to question the speaker may do so after being recognized by the Director.

Unmoderated Caucus – At this level, the delegates may openly debate without the supervision of the Committee Director. The delegates can interact without following the rules of procedure. It is requested that delegates remain in the room or designated areas during unmoderated caucus, unless excused by the director.

## Voting

Voting can only occur during formal debate, after the speaker's list has been exhausted or closed AND there is a resolution on the floor. The director has the discretion to postpone voting should he or she feel that debate has not been satisfactory to solve the topic at hand.

In voting, there are three voting options that can be established by the voting body. Should there be no motion, the body will vote by unanimous vote. Two voting motions can be accepted: vote by roll call and vote by ballot. If either motion is called, the delegate must state "I" or "Yea" for the positive, "Nay" for the negative, or "Abstain" for their exclusion from the vote. In such voting, majority vote considers only the positive and negative votes, and ignore abstentions.

## **GTSMUN Rules of Procedure**

### Introduction

1. These Rules of Procedure shall be considered adopted by the Assembly prior to its first meeting.
2. Interpretation of these Rules shall be reserved exclusively to the Director-General and his or her designate.

### Sessions

#### **Rule 1**

##### *Dates of Convening and Adjournment*

The Assembly shall meet every year in regular session commencing and closing on the dates designated by the Secretary-General.

#### **Rule 2**

##### *Place of Sessions*

The Assembly shall meet at a location designated by the Secretary-General.

#### **Rule 3**

##### *Invitation to Silent Prayer or Meditation*

Immediately after the opening of the Assembly, the Director may invite the representatives to observe one minute of silence dedicated to private prayer or meditation.

### Agenda

#### **Rule 4**

##### *Provisional Agenda*

The provisional agenda shall be drawn up by the Secretary-General and communicated to the members of the Assembly at least forty-five days before the opening of the first session

#### **Rule 5**

##### *Adoption of the Agenda*

The agenda provided by the Secretary-General shall be considered adopted as of the beginning of the opening session. Motions to order the agenda shall be debated and accepted in each committee, and the presiding officer may limit the allowed number of speakers for debate upon the order of the agenda. At any time, delegates may move to set the agenda and each motion shall immediately be put to vote. Majority vote of those present in the body shall determine the order of the agenda items.

### Secretariat

#### **Rule 6**

##### *Composition of the Secretariat*

The Secretariat will be composed of the Secretary-General, the Director-General, all Undersecretaries-General, the Conference Director, all Directors of standing committees, and all Assistant Directors of standing committees.

#### **Rule 7**

##### *Statements by the Secretariat*

Any member of the Secretariat, at any time, may make oral or written statements to the body concerning any question under consideration.

## Director

### **Rule 8**

#### *The Director*

The Secretary-General, or his/her designate, shall appoint a Director who shall hold office and, inter alia, chair the committee for the duration of the session, unless otherwise decided by the Secretary-General. If the Director finds it necessary to be absent during a meeting or any part thereof, the Secretary-General, or his/her designate, shall designate an Acting Director to take his/her place, unless otherwise decided by the Secretary-General.

Alternatively, if the Director is unable to perform his/her functions, a new Director shall be appointed for the remainder of the term at the discretion of the Secretary-General or his/her designate.

### **Rule 9**

#### *General Powers of the Director*

In addition to exercising powers conferred upon him/her elsewhere in these Rules, the Director shall declare the opening and closing of each meeting of the session, direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to a vote, and announce decisions. He or she shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order. The Director may, in the course of discussion of an item, propose to the Assembly the limitation of the time to be allotted for speakers, the limitation on the number of times each representative may speak, the closure of the list of speakers, or the closure of debate. He or she may also propose the suspension or the adjournment of the meeting or the adjournment of debate on the item under discussion. The Director may also, for any reason, rule any points or motions dilatory or out of order.

## Conduct of Business

### **Rule 10**

#### *Official and Working Language*

English shall be the official and working language of each committee. Any representative wishing to address the body or submit a document in a language other than English shall provide simultaneous translation into English and, for a speech, be afforded an equal amount of time to introduce the translation in addition to the original speech.

### **Rule 11**

#### *Quorum*

The Director may declare a meeting open and permit debate to proceed when representatives of at least one-third of the members of the committee are present. The presence of a majority of the members shall be required for any decision to be taken.

### **Rule 12**

#### *Speeches*

No representative may address the committee without having previously obtained the permission of the Director. The Director shall call upon speakers in the order in which they signify their desire to speak. The Director may call a speaker to order if his/her comments are not relevant to the subject under discussion.

### **Rule 13**

#### *List of Speakers*

At the beginning of debate on each topic on the committee agenda, the presiding officer will ask those wishing to speak to raise their placards, at which time those delegates will be placed on the speakers' list for the topic.

Delegates may only be on the list of speakers one at a time, but may be added again after they have spoken. If a delegate wishes to be added to or removed from the speaker's list as debate has begun on the topic, said request must be made in writing to the presiding officer.

**Rule 14***Closure of Speakers' List*

Any representative may move that the list of speakers be closed, or if already closed, reopened. The Motion is not subject to debate, and requires the support of a majority of the members present to pass. If the list of speakers is exhausted, closure of debate is automatic and voting procedure begins.

**Rule 15***Expiration of Speakers' List*

The speakers' list is said to expire at the point when the last delegate on the list has been recognized and charged with the time limit on his or her speech. After this point in time, no further requests to be placed on the speakers' list shall be honored, and the body will move directly into voting procedure on the topic at hand.

**Rule 16***Time Limit on Speeches*

The Director may determine the initial time limit for speakers. The committee may, by a majority vote, limit the time allotted to each speaker and/or the number of times a representative may speak on a question. Before a decision is taken, however, two representatives may speak in favor of, and two against, a proposal to set such limits. When a delegate exceeds the allocated time, the Director shall call him or her to order without delay. Delegates shall make all motions to reset the time limit in writing to the Director.

**Rule 17***Points of Order*

To correct an error in procedure, a representative may rise to a point of order during the discussion of any matter. The Director, in accordance with the Rules of Procedure, shall immediately decide on the point of order. A representative may appeal against the ruling of the Director to the Secretariat. A representative rising to a point of order may not speak on the substance of the matter under discussion.

**Rule 18***Points of Personal Privilege*

Any representative may rise to a point of personal preference if the noise in the chamber is too loud, the speaker cannot be heard, if the temperature of the room is uncomfortable, or for some similar reason. If and only if a question requires immediate action shall this point interrupt a speaker.

**Rule 19***Points of Information*

Any representative may rise to a point of information to direct a question, concerning procedure, to the Director. The point may concern a clarification regarding the Rules of Procedure, the United Nations, or the direction of the proceedings. This point is in order only when the floor is open to formal debate.

**Rule 20***Rights of Reply*

If a remark impugns the integrity of a representative's State, the Director may permit a right of reply following the conclusion of the controversial speech, and shall determine an appropriate time limit for the reply. No ruling on this question shall be subject to appeal. Requests for any rights of reply must be submitted to the Director in writing.

**Rule 21***Suspension of the Meeting (Unmoderated Caucus)*

During the discussion of any matter, a representative may move for the suspension of the meeting, specifying a time for reconvening. Such motions shall not be debated upon, but shall be immediately put to a vote, requiring the support of a majority of the members present, or present and voting, to pass.

**Rule 22***Adjournment of the Meeting*

During the discussion of any matter, a representative may move for the adjournment of the meeting. This motion requires no debate and shall be put to a vote, requiring the support of a majority of the members present, or present and voting, to pass. After adjournment, the committee shall reconvene at its next regularly scheduled meeting time; adjournment of the final meeting shall adjourn the session.

**Rule 23***Adjournment of Debate*

During the discussion of any matter, a representative may move for adjournment of debate on the item under discussion on the floor. Permission to speak on the motion shall be accorded only to two representatives favoring and two representatives opposing the adjournment, after which the motion shall be put to an immediate vote. If a motion for adjournment of debate is passed by two-thirds of the members present, or present and voting, the topic is considered dismissed and no action will be taken. The committee shall immediately proceed to consider the next agenda topic.

**Rule 24***Closure of Debate*

A representative may, at any time, move for the closure of debate on the item under discussion. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately put to a vote. Closure of debate shall require a two-thirds majority of the members present, or present and voting, to pass. If the committee favors the closure of debate, the committee shall immediately move to voting procedure on all proposals introduced under that agenda topic.

**Rule 25***Order of motions*

The motions indicated below shall have precedence in the following order over all proposals or motions before the committee:

- A. To suspend the meeting;
- B. To adjourn the meeting;
- C. To adjourn debate on the item under discussion;
- D. To close debate on the item under discussion; and
- E. To suspend the rules.

**Rule 26***Suspension of the Rules (Moderated Caucus)*

During the discussion of any matter, a delegate may move for the suspension of the rules, specifying a time limit. Such motions shall not be debated upon, but shall be immediately put to a vote, requiring the majority of the members present, or present and voting, to pass. The Director shall moderate the committee and set all limitations during the specified time period.

**Rule 27***Proposals, Amendments to Proposals, and Modifications to Proposals*

Proposals and substantive amendments shall be submitted in writing to the Director, with the names of at least four sponsoring members and a minimum total of ten members recognized by the Secretariat who would like to see the committee consider a proposal. A proposal shall retain the required number of sponsors to remain in debate and shall be written in the correct format. The Secretariat may, at its discretion, approve the proposal or amendment for circulation of copies to the delegations. The Director, however, may permit the discussion and consideration of proposals or amendments without such proposals and amendments having been circulated. The Director, at his or her discretion, may also set a limit to proposals that may be introduced, and may also limit the discussion to one proposal while in a given sub-topic. There will be no formal introduction of a proposal; it is considered formally introduced when it is adopted by the Director.

If the sponsors agree to the adoption of a proposed amendment, the proposal itself shall be modified accordingly and no vote shall be taken on the adoption of the proposed amendment. A document modified in this manner shall be considered as the proposal pending before the body for all purposes, including subsequent amendments.

**Rule 28***Withdrawal of Motions and Proposals*

Any motion made may be withdrawn, by its sponsoring representative, from the floor before it is entertained by the Director and action taken upon it. Likewise, the sponsors of a proposal may withdraw their proposal at any time before voting procedure has commenced, provided that no amendments have been submitted for the proposal. A motion or proposal thus withdrawn may be reintroduced by any representative.

**Rule 29**

### *Yields*

If a speaker concludes his or her substantive speech before the allotted time has expired, he or she may yield the remaining time to the Director.

## **Voting**

### **Rule 30**

#### *Voting Rights*

Each member of each committee shall have one vote on all substantive and procedural matters.

### **Rule 31**

#### *Majority Required*

Unless specified elsewhere in these Rules, decisions of the committee shall be made by a majority of the members present and voting.

### **Rule 32**

#### *Meaning of the Phrase 'Present and Voting'*

For the purpose of these Rules, the phrase "members present and voting" shall mean the members casting an affirmative or negative vote. All members must cast an affirmative or negative vote on procedural motions. However, on substantive motions members may abstain from voting, provided they are not recorded on the roll as present and voting. Members, which abstain from voting, are not considered as voting.

### **Rule 33**

#### *Method of Voting*

Committees shall normally vote by a show of placards, but any member may request a roll call vote on any item of substantive consideration. The roll call vote shall be taken in the English alphabetical order of the names of the members, beginning with the letter 'A'. The name of each member shall be called in any roll call, and one of its representatives shall reply, "Yes," "No," "Abstain," or "Pass." The results of voting shall be listed in the record in the English alphabetical order of the names of the members. Only one pass is allowed per delegation per vote, and any member wishing to pass relinquishes their right to abstain from the vote.

Any member may also request to adopt an item of substantive consideration by acclamation. Such motions shall not be debated upon, but shall be put to a vote, requiring no opposition to pass. However, a motion for a roll call vote during voting procedure shall take precedence over a motion to adopt by acclamation.

### **Rule 34**

#### *Conduct During Voting*

After the Director has announced the beginning of voting, no representative shall interrupt the voting except to a point of order in connection with the actual process of voting. At the beginning of voting, the page system will be suspended and entry into the chamber will be prohibited. The Director may permit members to explain their vote, either before or after the voting if a request has been submitted, in writing, before the commencement of voting procedure. The Director may limit the time to be allowed for such explanations. The Director shall not permit any sponsor of a proposal or amendment to explain his/her vote on his/her own proposal or amendment. Explanations shall be permitted only if a member has voted in a manner contrary to what was made apparent during debate.

### **Rule 35**

#### *Voting on Proposals*

If two or more proposals are related to the same topic, the committee shall vote on the proposals in the order in which they have been submitted.

### **Rule 36**

#### *Voting on Amendments*

When an amendment is moved to a proposal, the amendment shall be voted upon first. When two or more amendments are moved to a proposal, the committee shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on until all amendments have been put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment if it adds to, deletes from, or revises part of the proposal without having the full support of all sponsors of the proposal.

**Rule 37***Division of proposals and amendments*

Immediately before a proposal comes to a vote, a representative may move that sections of a proposal or amendment be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon, requiring the support of a majority of the members present and voting to pass. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. The Director may limit the time allowed for these speeches. At the completion of these speeches, the committee shall move to an immediate vote. If the motion for division is carried, each section of the proposal or amendment that has been divided shall be substantively voted on separately. If a majority of the members present vote in favor of the divided sections of the proposal or amendment, the sections are returned to the proposal or amendment as an annex. If a majority of the members present vote against the divided section of the proposal or amendment, the section will be considered rejected by the committee. If all operative sections of the proposal or amendment have been rejected, the entire proposal or amendment shall be considered rejected.

**Of Special Notice****Rule 38***Security Council voting*

Passage of any substantive item of consideration in the Security Council shall require the approval of at least nine members, including no negative votes from all five permanent members. Resolutions should have at least three sponsors (at least 1 permanent member) and five signatories to be accepted.

<b>GTSMUN 2005 Rules of Procedure—Short Form</b>			
<b><i>Number</i></b>	<b><i>Rule</i></b>	<b><i>Debate</i></b>	<b><i>Vote Required</i></b>
5	Adopt the Agenda	None	Majority
13	Close (or Reopen) the Speaker's List	None	Majority
14	Change Speaker's Time (must be written)	2 Pro – 2 Con	Majority
15	Point of Order	None	Presiding Officer
20	Right of Reply (must be written)	None	Presiding Officer
21	Suspend the Meeting	None	Majority
22	Adjourn the Meeting	None	Majority
23	Adjourn Debate	2 Pro – 2 Con	Two-Thirds
24	Close Debate	2 Con	Two-Thirds
26	Suspend the Rules	None	Majority
31	Roll Call Vote	None	None
37	<i>Divide the Question (2 votes)</i>		
	Vote 1: Divide out the Indicated Material	2 Pro – 2 Con	Majority
	Vote 2: Consider the Divided Material Separately	None	Majority