

The United Nations logo, featuring a world map surrounded by olive branches, is centered on a dark blue background. The text "CONFERENCE HANDBOOK" is written in large, white, bold, sans-serif capital letters across the middle of the logo. Below it, the year "2018" is written in a similar font, also in white and bold.

# CONFERENCE HANDBOOK

## 2018

MODEL UNITED NATIONS 2018

HISTORICAL SECURITY COUNCIL

SHASHANK DOKANIA

SREEMOYEE SENGUPTA

HUMAN RIGHTS COUNCIL

ADITI AGARWAL

ATULLYA BAID

# ABOUT AUXILIUM INTRA MUN 2018

**Model United Nations is an educational simulation and academic activity where delegates or representatives of various nations take part in conferences and learn about diplomacy, international relations and United Nations. Delegates debate on a particular agenda, prepare draft resolutions, plot strategies and resolve conflicts.**

**The first edition of AUXILIUM INTRA MODEL UNITED NATIONS aims at improving public speaking skills, debating, teamwork, critical thinking, and research work of the future leaders of the world.**

AUXILIUM INTRA

MODEL UNITED NATIONS 2018

# RULES OF CONDUCT

## ELECTRONIC DEVICES

Delegates are allowed to bring electronic devices only limited to laptops, cell phones and tablets. The school authority may not be liable for any theft or misplacement of belongings. Internet access inside the committee is strictly prohibited.

## DRESS CODE

Day 1: International Formal Attire.

Day 2: Traditional Attire.

Boys are expected to wear a button down shirt and trousers. A necktie or a bow is advisable with formal shoes (blazers being optional). Girls must wear dresses, skirts, formal suits, etc.

## LANGUAGE

The medium of communication for the conference shall be English. The language used by all delegates at all points of time of the conference should be formal, cordial and appropriate.

# PROCEEDINGS OF THE COMMITTEE SESSIONS

## ROLL CALL

Once committee session has begun, the Executive Board shall begin with roll call. The delegates can respond to roll call in the following two ways:

- Present – The delegate who responds with “Present” may abstain from any substantive voting during the conference. However, he or she may not abstain from procedural voting.
- Present and Voting – The delegate who responds with “Present and Voting” cannot abstain from any substantive or procedural voting during the conference.

No delegate can change his/her voting preference at any time after the roll call has been conducted.

## MOTIONS

### **1. Motion to Open/Suspend/Close Debate**

- Motion to open debate is the first motion any delegate raises to commence committee.

- Motion to suspend debate is used to break committee session on the first and second day and/or before lunch and tea.
- Motion to close debate is used to end committee session on the second day.

## **2. Motion to Set the Agenda**

After the Motion to Open Debate, delegates are expected to set the agenda. If there are dual agendas, both agendas may be raised by the delegates in this motion. The Executive Board may permit a two-for-two against to gather consensus about which agenda to vote upon.

## **3. Motion to move into the Speakers' List**

- General Speakers' List:

A General Speakers' List is open throughout the entire duration of the conference, once it is opened through this motion. It consists of statements of one minute and thirty seconds by the various delegates on their stance and position on the pre-determined agenda. Once a delegate raises a motion to move into the General Speakers' List, the Executive Board will recognize speakers for the same. The delegate who raises the motion is automatically the first speaker on the list.

- Special Speakers' List:

A Special Speakers' List is opened by a delegate when a particular crisis arises in committee and needs immediate attention. A Special Speakers' List, unlike the General Speakers' List is open only till the crisis is not resolved.

#### **4. Motion to move into a Moderated Caucus**

A moderated caucus is a formal discussion on a sub-topic pertaining to the agenda, as raised by the delegate concerned.

A motion to move into a moderated caucus must have the following elements:

- Total Time Duration: The time period for which the moderated caucus shall take place.
- Individual Speaker's Time: The time period for which a particular delegate who has been recognized will speak on the topic decided.
- Topic: The sub-topic on which the delegates shall speak during the moderated caucus.

A typical moderated caucus motion shall be:

*"The delegate of China would like to raise a motion to move into a moderated caucus on the topic 'Syrian War' for a total*

*time being 12 minutes and individual speaker's time being 2 minutes."*

Points of Information are suspended during a moderated caucus.

## **5. Motion to move into an Unmoderated Caucus.**

A motion to move into an unmoderated caucus is a motion that suspends formal debate and allows delegates to discuss ideas informally in the committee room. The purpose of an unmoderated caucus is generally to formulate paperwork or gather consensus on a particular crisis.

### **POINTS**

They are used to ask questions, state comments, to clarify procedure or for personal discomforts. The types of points are:

#### **1. Point of Order**

This point is used to state a factual discrepancy in the speech of a particular delegate. It may not interrupt a speaker.

#### **2. Point of Parliamentary Inquiry**

This point is used for procedural clarifications from the Executive Board. It may not interrupt a speaker.

### **3. Point of Information**

This point is used to ask a question based on the speech of a particular delegate. The question should be short, precise and concise. It may not interrupt the speaker.

### **4. Point of Personal Privilege**

This point is used in the case of any personal discomfort being experienced by a delegate. It is the only point which can interrupt a speaker. However, delegates are advised to refrain from using this point, unless absolutely necessary.

### **5. Right to Reply**

If the sentiments of any delegate, his / her country or religion are directly or indirectly hurt by any of the remarks made by the delegates, he / she may opt for a right to reply seeking an oral or written apology for the same.

### **6. Right to Challenge (only for Human Rights Council)**

It allows a delegate to challenge another delegate over a particular topic. A maximum of four delegates can participate at a time.

# PAPERWORK

## COMMUNIQUÉ

These are official messages, formal diplomatic requests, proposals, or demands to other states, non- state actors, individuals, or entities and the committee itself. A communiqué must be issued, for example, to officially propose some sort of agreement or accord to another organization.

A communiqué is of two types:

- Private Communiqués:

A private communiqué is not disclosed to the committee. Only the Executive Board Members are privy to it and reply accordingly.

- Public Communiqués:

A public communiqué is read out in the committee.

Communiqués, both public and private, are not voted upon. They are implemented as per the discretion of the Executive Board.

Example of Private Communiqués:

**COMMUNIQUE**

From: *Delegate of the United States of America*

To: *Delegate of China*

Content: *Say “What is your country’s stance on Terrorism?”*

**PRESS STATEMENT**

A press release is an official statement of policy intended for worldwide distribution. It will likely include political rhetoric and posturing, and will attempt to ‘spin’ your country’s position to defray potential criticism, justifying actions and events that are supposedly confidential.

The press correspondents will have to draw up a daily report based on the happenings of the day. The report will have to be submitted at the end of the day to the IP Bureau. It must be in the format of a press release for publication.

**POSITION PAPERS**

A position paper is the first piece of paperwork submitted by a delegate for the conference. It is a summary of the stance of the country the delegate is representing on the agenda of the concerned committee. It should be in font size 12, font type

Times New Roman and should not exceed more than one and half typed pages.

### **How to write a Position Paper?**

The structuring of the Position Papers is intended to elicit responses from the delegates that provide a clear picture of a nation's stance on a particular topic area. By providing an outline of a Position Paper, we hope that delegates will be able to illustrate clear knowledge of their country's policies and interests instead of simply regurgitating parts of the Study Guide. However, all delegates should also read the section on Position Papers in their study guides and heed their Executive Board's specific instructions.

### **A Position Paper should include three sections, outlined below:**

#### **A. Background of the Topic:**

In your country's opinion, what are the main elements of the problem? What are the roots of those elements?

#### **B. Position taken by your delegation:**

- What are your national interests in the situation?
- What are your nation's policies on the topic?

- What steps would you like to see taken to deal with the problem?

### C. Solutions:

What does your nation believe needs to be done to solve the problem? What do you predict will be the main opposition to your proposals?

## WORKING PAPER

Working Papers are paperwork comprising concise solutions for discussion in committee. They follow no format and are written to formulate opinion on various problems pertaining to one or more subtopics of the agenda. They are ideally supposed to be concise and are the building blocks to resolutions. They are voted upon in committee and are passed by a simple majority. The number of authors and signatories shall vary for the five international committees, and will be communicated to the delegates by the Executive Board members. A committee can pass multiple working papers on the same issue.

## RESOLUTIONS

Your solution to the problems that the committee confronts takes the form of a resolution.

Resolutions represent the committee's final attempt to draw together the interests of many competing nations into a comprehensive solution that serves the interests of the

collective world community. From the procedural perspective, the resolution is the formal document upon which the committee will take action via the amendment and voting processes.

A resolution is a complex document that follows a strict format (see sample resolution) and reflects the negotiation, debate, and innovative proposals that the committee has produced. Before a resolution can be formally introduced into a committee, it must receive the approval of the Executive Board. The Executive Board will sign a resolution if it demonstrates an adequate understanding of the issue, answers the questions posed in the Study Guide, and has a wide base of support. A well-written resolution exhibits the following qualities:

- **Familiarity with the problem:** Relevant background information and previous UN actions should be referenced. In addition, a good resolution should keep in mind the actual power and influence of the committee. An ambiguous, unenforceable resolution is useless.
- **Recognition of the issues:** At the very least, the resolution should address the ideas in the “Questions a Resolution Must Answer” section of the Study Guide.
- **Concision:** Every clause and phrase has a purpose.

## FORMAT OF A RESOLUTION

Every Resolution should begin with a name. A typical resolution name is “Draft Resolution 1.1” or some other name analogous to the aforementioned name.

### **Authors:**

The authors of a resolution are those delegates who have drafted the resolution. They have laid down the clauses of the resolution in consultation with other delegates in the committee. The number of Authors of a resolution will vary from committee to committee.

### **Signatories:**

Signatories are those countries who want the concerned resolution to be discussed in committee. The numbers of Signatories vary from committee to committee.

### **Committee Name:**

After the Name of the resolution, authors and signatories, each resolution should mention the name of the committee followed by a comma, and preceded by the article “The”. This is mandatory for all draft resolutions.

### **Preambulatory Clauses:**

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and generally highlights

past international action on the issue. Each clause begins with a preambulatory phrase and ends with a comma. The Preambulatory phrase should be in italics.

Preambulatory clauses can include:

- References to the UN Charter;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue;
- General statements on the topic, its significance and its impact.

### **Operative Clauses:**

Operative clauses offer solutions to issues addressed earlier in a resolution through the perambulatory section. These clauses are action oriented and should include both an underlined Operative Phrase at the beginning of your sentence followed by the proposed solution.

Each clause should follow the following principals:

- Each clause should be numbered;

- Each clause should support one another and continue to build your solution;
- Each clause should add details to your clauses in order to have a complete solution;

Operative clauses are punctuated by a semicolon, with the exception of the last operative clause, which should end with a period.



AUXILIUM INTRA

MODEL UNITED NATIONS 2018

## PROCEDURE FOR DISCUSSION OF PAPERWORK

Motion to introduce a working paper/resolution:

To introduce any working paper or resolution, the delegates have to raise a motion to introduce it. Any delegate in committee can raise this motion, when the floor is open.

Motion to discuss a working paper/resolution:

Before moving into discussion of a working paper or resolution, the motion to discuss the working paper or resolution must be raised.

Methods to discuss a working paper or resolution:

### ***Moderated Caucus:***

Delegates may discuss paperwork via a moderated caucus of a stipulated time frame wherein various delegates may enlist pros and cons of the concerned paperwork and the authors may address their queries. However, since it is in the form of a moderated caucus, no points shall be entertained (except Point of Personal Privilege and Point of Parliamentary Inquiry).

### ***One for One Against/ Two for Two Against:***

Delegates may also raise a motion to discuss paperwork via a one for one against, two for two against or three for three against debate. The motion for this should include number of speakers and time limit per speaker. No cross-questioning will be permitted.

### ***Question Answer Session:***

Delegates may also raise a motion to discuss paperwork via a question answer session with the authors. This motion should consist of the total time period of the question answer session. The members of the Executive Board shall decide the delegates who will ask the questions. These questions should be short, precise and related to the clauses/points mentioned in the paperwork.

### **Emendments:**

The basic purpose of an emendment is to correct grammatical or syntax errors in a resolution. An emendment can be introduced at the time a draft resolution is being discussed, before it has been put to vote.

### **Amendments:**

An amendment involves introducing a substantial change in a draft resolution, either by amending an already existing clause or by adding a new clause.

Amendments are of two kinds:

- **Friendly amendments:** A friendly amendment is one that all the sponsors of a resolution support. The amendment must be submitted in writing to the executive board, and must be signed by all the sponsors of the draft resolution. Once approved by the Executive Board, no voting takes place on such a resolution.
- **Unfriendly amendments:** An unfriendly amendment is one that all the sponsors do not support. In this case, the authors of the amendment have to get the number of signatories, which a draft resolution requires. Once the Executive Board approves the amendment, it will be discussed and voted upon, before final voting on the draft resolution in question takes place.

### **Voting:**

Voting on resolutions in Auxilium Model United Nations will be done by roll call only. For any draft resolution to pass, it requires a *two-third-majority vote* in favor of it. There will be 3 rounds of voting. Delegates may answer roll call with a 'yes', 'yes with rights', 'no', 'no with rights', pass (applicable only for the first two rounds) or with an 'abstention'. When a delegate answers with a 'yes with rights' or a 'no with rights', it means that the delegate has given the vote despite it going against his/her country's policy to do so. At the end of the second round of voting, such delegates will be allowed to give short 30

second speeches to justify their decision. Any delegate who had answered the roll call on the first day of committee with a 'present and voting' cannot abstain from voting on a draft resolution.

---

*"In the 21<sup>st</sup> century, I believe the mission of the United Nations will be defined by a new, more profound awareness of the sanctity and dignity of every human life, regardless of race or religion."*

- Kofi Annan



AUXILIUM INTRA

MODEL UNITED NATIONS 2018

The list of pre-ambulatory phrase acceptable at AUXILIUM MUN 2018 is:

## PREAMBULATORY PHRASES

---

Affirming	Deeply regretting
Alarmed by	Deploring
Approving	Desiring
Aware of	Emphasizing
Believing	Expecting
Bearing in mind	Expressing its appreciation
Cognizant of	Expressing its satisfaction
Confident	Fulfilling
Contemplating	Fully aware
Convinced	Fully believing
Declaring	Further deploring
Deeply concerned	Further recalling
Deeply conscious	
Deeply convinced	
Deeply disturbed	

Guided by	Referring
Having adopted	Seeking
Having considered	Taking into consideration
Having considered further	Taking into account
Having devoted attention	Taking note of
Having examined	Viewing with appreciation
Having heard	Viewing with disapproval
Having received	Viewing with contempt
Having studied	Welcoming
Keeping in mind	
Noting with deep concern	
Noting with satisfaction	
Noting further	
Observing	
Reaffirming	
Realizing	
Recalling	
Recognizing	



AUXILIUM INTRA  
 MODEL UNITED NATIONS 2018

The list of Operative Phrases acceptable at AUXILIUM MUN 2018 is:

## OPERATIVE PHRASES

---



Accepts	Further reminds
Affirms	Further recommends
Approves	Further requests
Authorizes	Further resolves
Calls for	Has resolved
Congratulates	Notes
Confirms	Proclaims
Considers	Reaffirms
Decides	Recommends
Declares accordingly	Reminds
Deplores	Regrets
Draws attention	Requests
Designates	Resolves
Emphasizes	Solemnly affirms
Encourages	Supports
Endorses	Takes note of
Expresses its appreciation	Transmits
Expresses its hope	Trusts
Further proclaims	Urges