



Sri Lanka Model United Nations - The Fifth Session

Delegate Manual

SLMUN 2012

Delegate Manual

SLMUN 2012

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EDITORS NOTE.

This manual has been designed in a user friendly, easy to understand format specially targeting novice delegates. More seasoned delegates would also have quite a lot to gain, especially in terms of the intricacies of the different protocol and procedure that would be used at SLMUN 2012.

The information here was gathered from previous versions of the SLMUN manual and delegate manuals of other MUN conferences around the world, prepared over the years by previous secretary generals, chairs, admins, and teachers, archived SLMUN documents, the UN website and other online sources, the United Nations Association of the United States of America, the UN Charter, the Universal Declaration of Human Rights and firsthand experience of participating in many MUN conferences. I must extend my gratitude to all these parties.

More information can be gained through the following links:

Official website: www.slmun.org

Official blog: <http://srilankamun.wordpress.com/>

Don't forget to join our Facebook page:

<http://www.facebook.com/groups/131970983524341/?ref=ts>

Subscribe to our YouTube Account:

<http://www.youtube.com/user/SLMUNproductions?feature=watch>

And follow us on Twitter:

https://twitter.com/#!/SL_MUN

We plan on giving you nothing less than the ultimate MUN experience of your lives coupled with an unforgettable 3 days of conference which will truly reflect how far SLMUN has come. All the very best!

Maleen Jaysuriya
Secretary General
SLMUN 2012

IMPORTANT SLMUN EVENTS AND DEADLINES.

- **Delegate Workshop:** 30th of June 2012.

Venue: *The British School in Colombo*
63, Elvitigala Mawatha,
Colombo 08.

Time: 9 am to 2 pm.

- **Closing of registration database:** 30th of June 2012
- **Practice debate one:** 7th of July 2012

Venue: *The British School in Colombo.*

Time: 9 am to 5 pm.

- **Practice debate two:** 14th of July 2012

Venue: The British School in Colombo.

Time: 9 am to 5 pm.

- **Deadline for the submitting of position papers:** 14th of July 2012
- **Practice debate three:** 21st of July 2012

Venue: *The British School in Colombo.*

Time: 9 am to 5 pm.

- **Workshop For international delegates:** 4th of August.

Venue: The Sovereign Corporate Hotel, Rajagiriya

Time: 7 pm to 9 pm.

- **Conference:** 5th, 6th and 7th of August 2012

Venue: *Waters Edge*
316, Ethul Kotte Road ,
Battaramulla

AN INTRODUCTION TO THE UN.

On October 24th 1945, the United Nations came into force as an official organization. The UN charter was signed by fifty nations in June of that year, in the closing stages of history's most destructive war, with the hope that it could prevent such an atrocity from ever occurring again

This idea was not new. Prior to World War II, the League of Nations was charged with maintaining world peace. Although it died an undignified death, some of the principles behind it did not. The United Nations took a more pragmatic and realist view as opposed to the completely idealistic view that the League took, making it a more successful predecessor, and has since through many challenges, managed to preserve world peace.

Today the UN comprises of 193 nations and the United Nations Headquarters resides in international territory in New York City, with further main offices at Geneva, Nairobi, and Vienna. The organization is financed from assessed and voluntary contributions from its member states, and has six official languages: Arabic, Chinese, English, French, Russian, and Spanish.

THE STRUCTURE OF THE UN

The United Nations is divided into six major organs:

1. General Assembly (GA)
2. Security Council (SC)
3. Economic and Social Council (ECOSOC)
4. Trusteeship Council (TC)
5. International Court of Justice (ICJ)
6. Secretariat

These 6 organs are further divided into many subsidiary and specialized bodies. Visit the page named ["Committees"](#) on our website which will help you navigate the UN structure better and understand where your committee fits into the bigger picture of things.

AN INTRODUCTION TO SLMUN.

Within the span of 4 years the Sri Lanka Model United Nations Conference has grown into one of the largest youth based conferences in Asia. Not only has it been successful in providing a unique and innovative diplomatic experience to students, but it has also managed to harness and channel all the positive energy and enthusiasm shown by the average high school students that participate at this conference, into actual practical and tangible social work.

What does SLMUN have to offer?

Nothing but the best. Set in a background and context of a country which is rich in a very dynamic and strong MUN and debating culture, SLMUN has throughout the years strived to provide it's participants with a new and unique MUN experience.

Bringing over 1500 students from across Sri Lanka and opening up our arms to international students has made SLMUN possibly the largest youth based conference of this nature in Asia. SLMUN has always strived for inclusiveness and has not confined itself to the more developed and urbanized Colombo District. Reaching out to students from various regions of Sri Lanka including the North and the South stands testament to this.

SLMUN also provides dynamic and new committees for students to explore each year keeping the MUN experience fresh and exciting for MUN connoisseurs.

One world Volunteers

Something that no other MUN offers, which makes SLMUN stand out is the opportunity it provides students with, to actually make a difference in the world. The One World Volunteer Initiative, a spin off if you may, of the SLMUN conference is a volunteer charity group that has harnessed the raw potential and enthusiasm of the youth in Sri Lanka, was a concept introduced only last year. Already it has been successful in carrying out a massive number of large scale community service projects and continues to do so at present.

Join the Facebook group for OVW by following this [LINK](#)

SLMUN 2012 is the perfect platform for students to learn, speak, make new friends and give back to the community.

ROLE PLAYING: THE BASIC CONCEPT BEHIND MUN.

At SLMUN, or any MUN for that matter you leave your personal views on international issues at the door, and assume the stance of the nation you are representing. You will cease to be a student, and become a delegate to the United Nations.

This means acting in a professional manner and representing your assigned country's interests to the best of your ability, whether or not you actually agree with your allocated country's position. This is exactly what actual diplomats do every day. It is statistically unlikely that all of them agree with everything they say, but their job requires them to serve their government's interests, or to look for new employment.

Representing a state's interests

As the representative of a particular country you are expected to represent your country accurately and within the character of the country. The better you understand your country the better you will be able to represent its interests. To accurately represent your country and to formulate your country's position on issues, you will have to conduct extensive research on your country.

Role Playing at SLMUN

Role playing is taken seriously at SLMUN, and an odd result of this is that while strong friendships are formed between delegates, they often address each other by their country names even when meeting each other outside conference!

Your task will be helped considerably if you learn everything there is to know about your country's stance. Governments rarely take action without a reasoned basis, and understanding this will help you succeed as a delegate, and also learn to consider several points of view on any issue.

One important thing to remember is that all arguments that take place during conference are just business, not personal. Delegates who argue vociferously against your resolution or speech have nothing against you; they just disagree with the position of your government.

RESEARCH.

The first step in preparing for a rewarding Model UN experience is to gather information. Give yourself plenty of time before a conference to research, read and then formulate your arguments. Since most delegates use the Internet for a majority of their research, UNA-USA has compiled a list of web resources to help you get started. However, you should not overlook the resources available in books and periodicals at your local library. While conducting research, try to keep in mind that your primary goal is to represent your country as realistically as possible. To do so, you will need to research three different areas:

1. The UN system.
2. Your country and its positions.
3. The issues to be debated at the conference.

1. The UN system.

Understanding the UN system will help you play your role realistically at a Model UN conference. It is important to understand which bodies and actors make up the UN system, what the UN can and cannot do, and how international issues are addressed by the UN. Here are some questions that will help get you started:

- What are the important elements of the UN Charter?
- What are the main bodies of the UN?
- How are the UN's bodies and agencies organized?
- Which countries serve on the body or agency you are simulating?
- How does the body or agency you are simulating operate?
- What are the most recent UN actions on your issue?
- Why did past UN actions succeed or fail?
- What conferences and meetings have been held with regard to your issue?
- What have UN officials said about your issue?

2. Your country and its positions

First, you will need to learn about your country so you can address the issues raised at the conference as a real UN delegate from that country. To represent your country accurately, start by answering the following questions:

- What sort of government does your country have?
- What types of ideologies (political, religious or other) influence your country's government?
- Which domestic issues might influence your country's foreign policy?
- What are some major events in your country's history? Why are they important?
- Which ethnicities, religions and languages can be found in your country?
- Where is your country located and how does its geography affect its political relationships?
- Which countries share a border with your country?
- Which countries are considered allies of your country?
- Which countries are considered enemies of your country?
- What are the characteristics of your country's economy?
- What is your country's gross domestic product (GDP)? How does this compare to other countries in the world?
- When did your country become a member of the UN?
- Does your country belong to any intergovernmental organizations outside the UN system such as the North Atlantic Treaty Organization (NATO) or the Organization of the Petroleum Exporting Countries (OPEC)?

- Does your country belong to any regional organizations such as the European Union (EU), the African Union (AU) or the Organization of American States (OAS)?
- Does your country belong to any trade organizations or agreements such as the North American Free Trade Agreement (NAFTA) or the Organization for Economic Cooperation and Development (OECD)?

Look up your country's permanent mission to the UN. You can also call the mission directly to ask questions or request a position statement on an issue.

Foreign embassies can be very helpful in providing information about their country and their country's position on the issues you are discussing. We recommend visiting these as a delegation. In the past, delegations have had very productive meetings with embassy officials, and received information packages, and conducted interviews with embassy press secretaries. Not to mention, this could be fun and makes great photo opps!

Find your country's voting records and read speeches on the United Nations Bibliographic Information System website.

Look at the CIA World Factbook for a general overview on your country, and for figures and statistics as well. The World Factbook is produced by the United States Central Intelligence Agency (CIA). Would your country's government agree with the way your country is characterized in the World Factbook?

Check out news and media sources for recent developments in your country.

Read the US State Department report on your country. Call the US State Department desk officer for your country to find out more about conditions there.

3. The issues to be debated at the conference.

Next, you should develop an understanding of the issues that will be debated at your Model UN conference. Many conferences send out background materials or issue briefs, which can help jumpstart your research. You may want to look at the sources cited in these materials for more in-depth information. If the conference background materials pose questions, you should answer them with your country information in mind. Here are some additional questions to help guide your research:

- What is the problem? How does it affect your country?
- What has your country done to combat the problem?
- What are the various sides in the debate?
- Which aspects of the issue are most important to your country?
- If your country is not involved with the issue, how can it become involved?
- How will your country shape the debate at the conference?
- What arguments will other countries make?
- How do the positions of other countries affect your country's position?
- Is there evidence or statistics that might help to back up your country's stance?

Check out news and media sources for up-to-date developments on an issue. Ask your community, school or university librarian if you can get access to LexisNexis Academic Universe. LexisNexis is a system that searches thousands of periodicals. Another service is Questia. This service costs about \$15.00 per month, but allows you to access thousands of documents from your personal computer.

Look at the UN Economic and Social Development page, which has an index to some prominent issues as well as a list of UN agencies that work in various issue-areas. Also, through the United Nations Documentation Center, you can find resolutions and voting records from the current and previous years.

Visit non-governmental organization (NGO) websites. NGOs are an important part of the UN system, in part due to the valuable research and information they generate. Look for NGOs that address your topic.

Read academic publications. Although they can be complex, they provide in-depth information on many issues. Professors, students and researchers are constantly conducting studies and publishing papers.

How to Find UN Documents in Four Steps or Less

The UN has made it easier than ever to find resolutions, treaties, speeches, decisions, voting records and more on its website. Below is a list of where to locate commonly used documents, followed by specific instructions.

1. The UN Bibliographic Information System (UNBISnet), available at unbisnet.un.org, can be used to find:

- **Resolutions** passed by the Security Council, ECOSOC, and General Assembly (1946 onward);
- **Voting records** for all resolutions which were adopted by the General Assembly (1983 onward) and the Security Council; and
- **Speeches made** in the General Assembly (1983 onward), the Security Council (1983 onward), the Economic and Social Council (1983 onward), and the Trusteeship Council (1982 onward).

2. The UN News Centre, available at www.un.org/news, can be used to find **press releases** from UN bodies and the Secretary-General.

3. The International Court of Justice's website, available at www.icj-cij.org, can be used to locate **ICJ decisions**.

4. For **research, news and resources** on specific topics, the UN's website has a section on "Issues on the UN Agenda," available at www.un.org/issues.

How to Find Resolutions Passed on Any Topic

1. Go to UNBISnet at unbisnet.un.org

2. Under the heading "Bibliographic Records," click on "New Keyword Search."

3. You are presented with four optional search fields.

- Enter a topic or keyword next to "Subject (All)."
- If you want to refine your search to one specific body, such as the Security Council, select "UN Doc. Symbol / Sales No." in the second drop-down menu, and enter the appropriate resolution code. For instance, all Security Council resolutions begin with S/RES; all General Assembly resolutions begin with A/RES; all ECOSOC resolutions begin with E/Year where year

is the year in which the resolution passed. Enter any of these codes in the second search field, or leave it blank to search all committees on the topic.

- To limit the search results by date, scroll down to the "User Defined Limits" and select "Year of Publication," the appropriate delimiter, and enter the year of the resolution.

4. Click on the "Go" button.

5. All the resolutions passed by the UN on that subject will appear in a list. If available, a link to the actual resolution will be provided in each of the official UN languages.

How to Find Voting Records for a General Assembly or Security Council Resolution

NOTE: GA resolutions passed before 1983 are not available.

1. Go to UNBISnet at <http://unbisnet.un.org/>

2. Under the heading "Voting Records," click on "New Keyword Search."

3. You are presented with four optional search fields. Enter the appropriate resolution number next to the drop-down reading "UN Resolution Symbol."

4. Click on the "Go" button.

5. The resolution you want will come up. Under the resolution number is a link to the full text of the resolution. Below that is the full voting history, with Y and N standing for yes and no votes.

How to Find Speeches on an Issue Delivered by Your Country's Representatives

NOTE: Speeches are only available if they were made in the General Assembly, Economic and Social Council, Trusteeship Council, or Security Council since 1983; not all speeches made in this time are yet online. Most speeches made in subsidiary bodies of these organs will not be available.

1. Go to UNBISnet at <http://unbisnet.un.org/>

2. Under the heading "Index to Speeches," click on "New Keyword Search."

3. You are presented with four optional search fields.

- Enter the country's name next to the drop-down reading "Country/Organization."
- If you would like to limit the topic, enter a keyword next to the drop-down reading "Topic."
- To limit the UN body in which the speech was given, enter the appropriate code next to the drop-down reading "Meeting Record Symbol." Enter A for the General Assembly, S for the Security Council, E for ECOSOC or T for the Trusteeship Council.

4. Click on the "Go" button.

5. All speeches given by your country on this topic will be listed. Click on the link to display the full text of the speech if it is available.

How to Find All Press Releases on a Topic

NOTE: Only press releases issued in 1995 or later are available.

1. Go to the Press Release Series Symbols Index at www.un.org/Depts/dhl/resguide/press1.htm. Scroll down until you see your committee. Record the symbol listed to the right of it.
2. Go to the UN News Centre at www.un.org/news.
3. Under "Press Releases" on the sidebar on the left, click on "Search."
4. The Full Text search page will appear. In the box next to the word "Keywords," type your topic or a one-word description of it, a space and the symbol you found in Step 2.
5. Click on the "Search" button.

THE POSITION PAPER.

Purpose

The Position Paper (PP) is a paper prepared by the delegate that outlines his/her country's stance and actions regarding the issues of his committee.

The PP is vital for chairs in deciding whether a delegate understands his/her country's position or not. Chairs will judge the correctness of statement, and whether the delegate deviates from the stated stance.

When deciding Best Delegate Awards, chairs take the PP as a prime factor, as it concisely displays the delegate's skills of research, writing and organization. Remember that at this year's SLMUN, we will be awarding Best Position Paper awards as well.

Guidelines

All too often, delegates submit massive collations of information and deem them collectively their PP. This is unnecessary, and will not impress chairs. A good Position Paper contains just enough information to give accurate answers to these three questions on every issue that a committee debates:

- a) Does my country support the topic?
 - Yes or No answer. You are free to justify this with two or three sentences if you wish.
- b) What is my country doing to support or condemn the topic?
 - Treaties, conventions, resolutions that your country has signed related to the topic
 - Actions and laws passed by your country's government related to the topic.
 - Quotations from statements and speeches made by your government officials.
 - Evidence and statistics.
 - Any other related actions that can support the above question.
- c) What does my country plan to do in the future to further support or condemn the topic?
 - A reasonable projection of what your government wants done at this year's SLMUN.

If you answer them in your PP in a concise manner, while maintaining accuracy and displaying that you've done your research, you will make your own life easier, and receive a favorable evaluation on your work. The word limit for each topic should be in the range of **300-400 words**.

The format for producing your PP can be downloaded from the SLMUN website and blog. You can download the format from this [LINK](#). A copy has also been emailed to all student coordinators and faculty advisors.

Position Paper Tips

- **Keep it simple.** To communicate strongly and effectively, avoid flowery wording and stick to uncomplicated language and sentence structure.
- **Get organized.** Give each separate idea or proposal its own paragraph or bullet point making it easy for you and your chairperson to separate and identify different ideas.
- **Cite your sources.** Use footnotes or endnotes to show where you found your facts and statistics. This is not essential, but it does help the chairs in terms of confirming the facts in the PP.
- **Don't copy and paste!** Many delegates copy and paste directly off of websites. This makes your position paper incoherent. It is very easy to spot a PP that has been copy pasted from different sources. Such PP's would be penalized.
- **Read and reread.** Leave time to edit your position paper. Ask yourself if the organization of the paper makes sense and double-check your spelling and grammar. Getting someone else to read it helps too.

An exemplar PP is attached to the end of this section. Make note of the language, content, and style of this statement. Also notice how the word count is roughly between **300- 400 Words**.

Exemplar

Position Paper

Delegation: **Benin**
Date: **12.02.2007**

Committee: **1st Committee**
Name of Delegate: **Deleted**
School: **Deleted**

Questions:

1. Measures to prevent terrorists from acquiring weapons of mass destruction and eliminating black market nuclear weaponry.
2. The prevention of illegal trafficking of minors during times of conflict.

a) Does my country support question 1

- **Yes, Benin strongly believes that? All countries should take every possible step towards preventing terrorists from gaining weapons of mass destruction (WMD) and preventing black market nuclear weaponry.**

b) What is my country doing to support or condemn question 1?

- **Benin has fully supported resolutions and draft resolutions:**
 - **document A/C.1/61/L.52 which addresses issues such as strengthening international and national measures in preventing terrorists from acquiring WMD's, their means of delivery and appealing to all Member States to consider signing and ratifying the International Convention for the Suppression of Acts of Nuclear Terrorism.**
 - **Resolutions 57/83 ,1540 which addresses the issue of WMD's falling to the hands of terrorists and,**
 - **Resolution 1373 and other conventions and resolutions concerning terrorists in general.**
- **Benin believes that the problem of terrorists accessing WMD's and nuclear weapons entering the black market stems from the unacceptable accumulation of such weapons by States. Hence Benin has taken every step to prevent such situations nationally, by:**
 - **Promising that it does not, and will not, provide any form of support to non-State actors including terrorists that attempt to develop, acquire, manufacture, possess, transport, transfer or use nuclear, chemical or biological weapons and their means of delivery at the national, sub-regional, regional and international levels.**
 - **Promising not to acquire or produce such weapons (This is highlighted by the fact that Benin is party to the NPT, CTBT and the treaty of Pelindaba.)**
 - **Adopting stricter import, export policies especially in the case of weapons. Etc**

c) What does my county plan to do to further support or condemn question 1?

- **Benin believes that the total elimination of WMD's and nuclear weapons is an important step towards preventing them from entering the black market and terrorists from acquiring them, therefore Benin plans to continue supporting all measures that will be taken to disarm such weapons.**

a) Does my country support question 2?

- ***Yes my country supports question 2. Even though at present Benin is not experiencing any conflicts, there are other forms of child trafficking in the country which is a serious issue that Benin believes should be resolved. Benin is also used as a trafficking route for minors to countries such as, Cameroon, Chad, the Republic of the Congo, Côte d'Ivoire, Equatorial Guinea, Gabon, Guinea, Nigeria (particularly the Ogun State), and Togo.***

b) What is my country doing to support or condemn question 2?

- ***The government of Benin has taken many steps to combat this issue, most notably including:***
 - ***The establishment of the Brigade for the Protection of Minors (in the year 2000) along with many other relevant committees.***
 - ***Working with international organizations to increase literacy rates, diversify the economy, and improve health care.***
 - ***Improvement in national legislature. For example, the smuggling or attempting to smuggle a person into the country with the intention of "alienating" the freedom of that person is considered a punishable offence.***
- ***We have also shown our fullest support to nearly all conventions, resolutions and international instruments concerning this issue in all its aspects, including the five Security Council resolutions: 1261 (1999), 1314 (2000), 1379 (2001) and 1460 (2003) concerning Children and armed conflict, The Optional Protocol to the Convention on the Rights of the Child, and various more international instruments introduced by the International Labor Organization (ILO).***
- ***Benin has co-operated with other African nations to address this issue through; numerous agreements, and projects carried out by the Economic Community of West African States (ECOWAS).***

c) What does my country plan to do to further support or condemn question 2?

- ***The government of Benin plans to create as well as strengthen and improve existing legislature concerning this issue.***
- ***We also believe that the initiatives that have been proposed through the various co-operative agreements we have with the other African nations should lead to concrete actions.***

NEGOTIATING.

Politics, it is often said, is the art of the possible. At SLMUN, you will practice politics on an international scale to achieve the most desirable outcome possible for all involved parties, which is not an easy task. You will do this through negotiating.

Negotiation is the practice of diplomacy; carefully balancing ideas and opinions, and compromising with other delegates. To compromise is to be willing to give up small, less important goals in order to achieve the larger, more imperative goals in such a way as to satisfy your national interest.

Objectives, Strategies, and Tactics

Determining your country's objectives can be done by analyzing all the information you have researched on it with these questions in mind: Does my country have a specific stance on this issue? Does it wish to see action taken? If so, what kind of action? Answers to these questions will tell you what your country's best interests are with regard to every issue. There are several strategies and tactics you may employ during caucusing and debating to strengthen your position:

Aggression: This can be done by emphasizing errors and flaws in an opponent's argument, e.g. by pointing out that the president of your opponent's country recently stated a view contrary to what your opponent has just said. This weakens your opponent's confidence in the stance that they have taken, and the knowledge that they hold. On the other hand, this may make them more stubborn on the issue if your aggression embarrasses them too much.

Surrendering: This can help you out of a difficult situation, such as one where an opponent has pointed out flaws in your knowledge. You may limit damage to yourself by simply admitting your error, and trying to move the train of thought back in the direction you want it to go. This may appeal to your opponent's sense of ethics and fairness. On the other hand, having weakened one aspect of your argument, they may wish to use that to suggest further fallacies in your stance.

The above, as you can see, are double edged swords, and must be applied with care based on what you know about the delegate in question. Less risky tactics include:

Dividing the issues: Sometimes, countries can appear to be more divided on an issue than they actually are. Try to identify points of agreement with other nations, and work towards strengthening the actions on which you do agree, and achieving mutually acceptable compromises on points of discord.

Horse-trading: When you and a delegate disagree on two or more aspects of a resolution, you can propose to allow him or her to have their way on one issue, while allowing you to pursue another issue to your country's interests. This way, both delegates' sides win something.

Negotiating in MUN: Un-moderated Caucusing

At MUN, the phase of negotiation is known as **un-moderated caucusing**. During this time, delegates from the same committee gather in a room and discuss the issues informally. During this time, they will form a consensus towards a certain action on an issue, or take none at all. Normally, delegates will form two or more groups centered behind one side of the argument. These groups may decide to either produce resolutions supporting their views, or instead decide to launch a coordinated attack on another resolution during debates.

Generally, delegates form voting blocs, or groups of states that agree to vote the same way once a resolution has been debated.

Important Tips

While it is often necessary to give up something that you want, make sure that you are not giving up anything too important.

- **Listen:** By listening to what others are saying you will be able to build on other people's ideas and add more to the discussion. Listening also shows respect for each delegate in your group.
- **Do not interrupt:** Allow other delegates to finish their thoughts rather than interrupting others in the middle of a sentence. It sometimes helps to write down your idea so that you can bring it up when the delegate is finished speaking.
- **Record ideas:** Start to formulate a resolution in writing. Rather than waiting until the last minute, begin recording fellow delegate's ideas right away.
- **Be resourceful:** By providing fellow delegates with resolution text, maps or information as they need it, you will show that you are valuable to the group.
- **Have one-on-one conversations:** Speaking with an individual or in a small group is the best way to find out a delegate's position on an issue. Larger groups are better suited to brainstorming.
- **Stay calm:** In caucuses, delegates can sometimes —lose their cool. Staying calm will not only help your group be more effective, but will be noticed by the conference staff. Always keep your voice at a normal level. If you see that you are becoming upset or raising your voice, excuse yourself from the group for a few minutes.
- **Use time effectively:** Make sure you have enough time to hear everyone's ideas so that you can discuss them during formal debate. Try not to waste time arguing over small details that do not seriously affect the draft resolution.
- **Show respect:** Never give orders or tell other delegates what they should or should not do. Be polite and treat all your fellow delegates with respect.
- **Provide constructive critique:** Rather than negatively criticizing another delegate, focus on providing constructive critique. If you dislike an idea, try to offer an alternative. Criticize ideas, not people.
- **Establish connections with other delegates:** Although it can be tempting to call a fellow delegate —Pakistan, —Brazil or —Sweden, you can form a better connection with a delegate by learning his or her name and where he or she comes from. Ask the delegate about his or her ideas and impressions of the debate. Showing interest in your fellow delegates at the beginning of the conference will help you gain more support later on and can help you to form lasting friendships.

The Presence of Chairs

During caucusing, the chairs of each committee will be in the room, maintaining a low profile. They may seem invisible, and delegates often forget their presence, but they are monitoring the room to make a note of which delegates are dominating discussions with their charisma, which delegates are standing in the corner, and whether delegates maintain a friendly atmosphere. Even though the setting is informal, chairpersons retain the authority to remove from the room any delegate who is causing problems. On the other hands, chairs are also standing by to provide information about procedure, advice on writing a resolution, and to help delegates to the best of their ability. Do not hesitate to approach them.

RESOLUTION WRITING

The final results of discussion, writing and negotiation are resolutions—written suggestions for addressing a specific problem or issue. Resolutions, which are drafted by delegates and voted on by the committee, normally require a simple majority to pass (except in a few committees that are outlined below). Only Security Council resolutions can compel nations to take action. All other UN bodies use resolutions to make recommendations or suggestions for future action.

Working Papers

Working papers are solutions structured within committee which are to be submitted to the Head Table for Approval. If these are approved, they will be discussed as Draft Resolutions. Delegates write working papers alone or with other countries. There are three main parts to a working paper and draft resolution: the heading, the preamble and the operative section.

Draft Resolutions

Draft resolutions are all resolutions that have not yet been voted on. Delegates write draft resolutions alone or with other countries. There are three main parts to a draft resolution: the **heading**, the **preamble** and the **operative** section. The heading shows the committee and topic along with the resolution number. It also lists the draft resolution's sponsors and signatories (see below). Each draft resolution is one long sentence with sections separated by commas and semicolons. The subject of the sentence is the body making the statement (e.g., the General Assembly, Economic and Social Council, or Security Council). The preamble and operative sections then describe the current situation and actions that the committee will take.

Preambulatory Clauses

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a Preambulatory phrase) and ends with a comma. 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; and
- General statements on the topic, its significance and its impact.

Operative Clauses

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period.

- Don't be blatantly political in the content of the resolution; this may damage efforts to reach a consensus on the issue.
- Take into account the points of view of other nations whenever possible.
- Write the resolution from your country's "international" or "United Nations" perspective, not just from your country's individual point of view.
- Refer issues which need further discussion to appropriate existing bodies.
- Don't create new committees, commissions, working groups, etc. without considering the funding for these groups, or if other, similar bodies already exist
- Don't write resolutions that address problems your committee is not equipped to deal with (e.g. - Calling for humanitarian aid from NGOs when you are in ECOSOC).
- Always consider previous UN resolutions on the topic; don't duplicate what other resolutions have done without referencing the appropriate sources. This is plagiarism.

Sponsors and Signatories

Sponsors of a draft resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs at the UN, since countries must work together to create widely agreeable language in order for the draft resolution to pass. Sponsors control a draft resolution and only the sponsors can approve immediate changes. SLMUN allows a maximum of three sponsors.

Signatories are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments. A certain percentage of the committee must be either sponsors or signatories to a draft resolution in order for it to be accepted.

Format

Topic:

Sponsors:

Signatories:

Preambulatory clauses:

Operative clauses:

Sample Resolution

Res GA 3/01/01

Question of: Strengthening UN coordination of humanitarian assistance in complex emergencies

Committee: General Assembly 3

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

The General Assembly,

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,

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;
6. **Calls upon** states to respond quickly and generously to consolidated appeals for humanitarian assistance;
7. **Requests** the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[end resolutions with a period]**

Sample Preambulatory Phrases

Acknowledging
Affirming
Alarmed by
Approving
Aware of

Bearing in mind
Believing

Concerned
Confident
Contemplating
Congratulates
Convinced

Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Desiring
Deploing
Determined

Emphasizing
Expecting
Expressing its appreciation
Expressing its satisfaction

Fulfilling
Fully alarmed
Fully aware
Fully believing
Further deploring
Further recalling

Guided by

Having adopted
Having considered
Having considered further
Having devoted attention
Having examined
Having heard
Having received
Having reviewed
Having studied

Keeping in mind

Noting with regret
Noting with deep concern
Noting with satisfaction
Noting further
Noting with approval

Observing

Reaffirming
Realizing
Recalling
Recognizing
Referring
Regretting

Seeking
Stressing

Taking into account
Taking into consideration
Taking note

Viewing with appreciation
Welcoming

Sample operative phrases

Accepts	Reaffirms
Adopts	Recommends
Affirms	Regrets
Appeals	Reminds
Approves	Renews
Authorizes	Requests
	Resolves
Calls upon	
Commends	Solemnly affirms
Concurs	Strongly condemns
Condemns	Supports
Confirms	
Congratulates	Takes note of
Considers	Transmits
	Trusts
Decides	
Declares accordingly	Urges
Demands	
Deplores	
Designates	
Directs	
Draws the attention	
Emphasizes	
Encourages	
Endorses	
Expects	
Expresses its appreciation	
Expresses its hope	
Further invites	
Further proclaims	
Further reminds	
Further recommends	
Further requests	
Further resolves	
Has resolved	
Invites	
Notes	
Offers	
Proclaims	

Voting

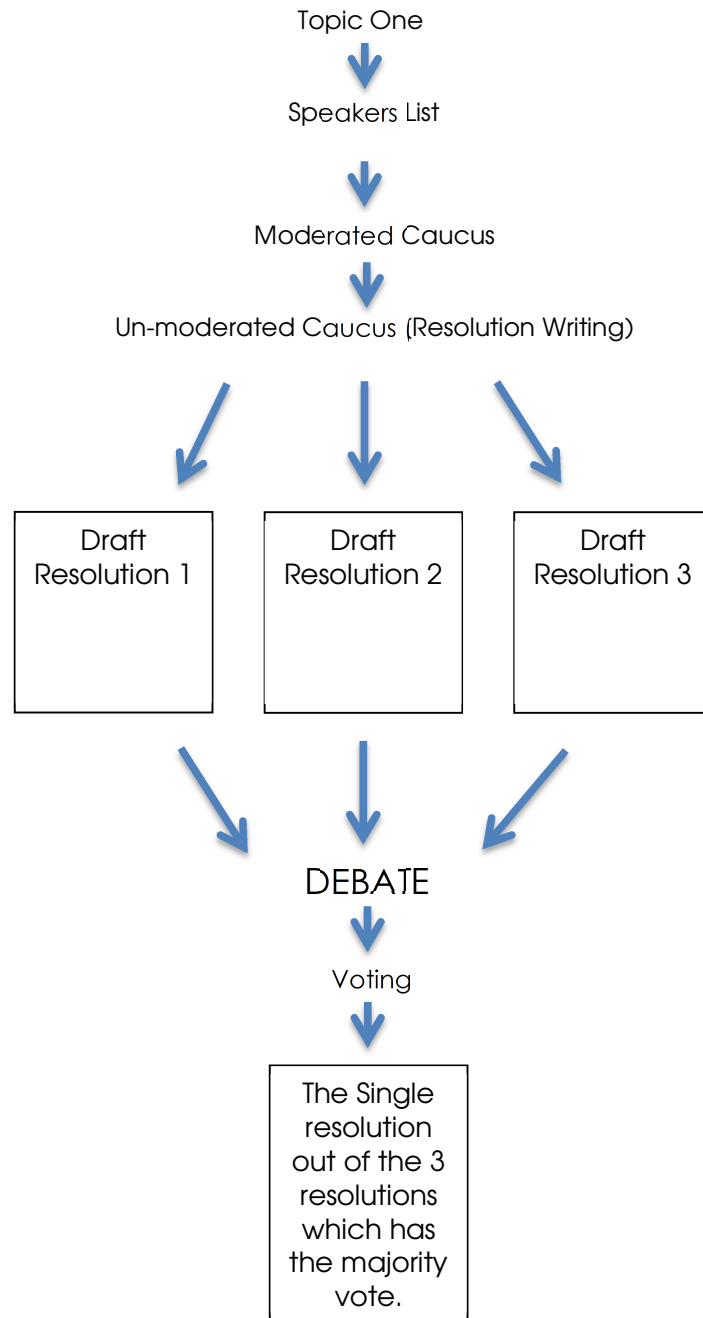
The success or failure of a resolution is determined by a vote in most cases. In some cases, there may be so little opposition to a resolution that the chair may ask the committee whether to pass the resolution through **general consent**. If there is no opposition to this motion, the resolution passes without a vote. A lack of opposition to a motion of general consent does not mean that everyone agrees with the resolution; it simply means that the opposition feels that it is sufficiently outnumbered as to render a vote useless. Conditions for a resolution to pass vary committee to committee, as shown below:

- GA 1, GA 2, GA 3: General Assembly resolutions usually require a simple majority (50% of all votes plus one) to pass. However, if the General Assembly determines that the issue is an "important question" by a simple majority vote, then a two-thirds majority is required; "important questions" are those that deal significantly with maintenance of international peace and security, admission of new members to the United Nations, suspension of the rights and privileges of membership, expulsion of members, operation of the trusteeship system, or budgetary questions. What topic may fall under the "important question" definition will be at the discretion of the Head Table.
- WFP, ECOSOC, UNHRC, AL, CCPCJ: Simple majority for the resolution
- SC, HSC, FSC: Simple Majority without the objection of any of the Permanent 5 members.
- CRISIS: Two thirds majority of the members.

Resolution Life-Cycle

During the 3 days of conference, issues are debated and the various groups within a committee draw up working papers based around their opinion. These working papers are submitted to the chairs of the respective committees. If it is approved by the Head Table, then it becomes a Draft Resolution.

Draft Resolutions are then debated within the committee in the order in which they were submitted and approved. The first resolution to pass survives into the third day of conference. No other resolutions on the issue will be considered. Therefore it is generally a good idea to ensure that your resolution is submitted first. Draft Resolutions that pass are known as Resolutions, and they represent a great achievement for their respective committees, in showing that they have learned the art of diplomacy.



*This process will be repeated for Topic 2.

RULES AND PROCEDURE.

Like real UN bodies, Model UN committees have lengthy agendas and many delegates who want to convey their country's positions. To help maintain order, Model UN conferences adopt rules of procedure to establish when a delegate may speak and what he or she may address. Some conferences adopt a few simple rules, while others use lengthy and complex rules of procedure. Because each conference is independent – there is no governing body for Model UN – rules of procedure vary. A few conferences adapt their rules of procedure directly from the United Nations rules while most use variations of the Roberts Rules of Order. It is essential to familiarize yourself with the rules of each specific conference you plan to attend.

Patterns of Formality

Delegates should:

- Address the chair as "Mister/Madam Chairman"
- Address the chairpersons as a whole as "The Chair," or "The Head Table"
- Address a person with a title of office if present in the room, e.g. "Mister/Madam President"
- Address the chair before speaking
- Speak through the chair when addressing another delegate
- Not speak without first obtaining the floor
- Not use pronoun "you" when addressing the chair or other delegates.

Chairs should:

- Address themselves as 'The Chair'
- Address the delegate in as impersonal a manner as possible, e.g. "The chair asks the delegate of X"

Call to Order

This procedure is carried out by the chairpersons at the opening of any meeting or debate. The chair opens a meeting by standing, waiting, or signaling for quiet, and then announcing: "The meeting shall now come to order". The admin will then take a roll call where appropriate

Setting the Agenda

The agenda, or order of business, is the name given to the collection of issues debated by each committee. The agenda is proposed by the President, and should first be approved by the committee before commencing its business.

Speaker List

This is the first formal session where delegates will make speeches. This is an opportunity for delegates to provide a general and basic view of the stance their particular country has taken with regard to the topic, and provide a brief introduction to how the topic has affected their country.

Moderated Caucus

A moderated caucus is a mixture of both formal and informal debate. Anyone may speak if they raise their placard and are called on by the Chair. Moderated Caucuses occur during the speakers list. It's an opportunity for delegates to bring up sub topics and issues to be discussed under the main topic.

Un-moderated Caucus

In an un-moderated caucus, delegates meet informally with one another and the committee staff to discuss and negotiate draft resolutions, amendments and other issues. This is the period where resolutions are written

Formal Debate

This is the session where Delegates make speeches, answer questions, and introduce and debate resolutions and amendments. Formal debate is important to the committee's work, especially in terms of convincing other delegates that your resolution is the best and finally passing a resolution.

Voting

For resolutions and amendments:

- Voting is normally carried out via a show of placards.
- The three choices are to "be in favor," "be opposed to," and "abstain."
- If voting results are very close and the outcome is in doubt, a delegate may request a division of assembly, a recount of the votes via a roll call, in which members are called in alphabetical order to state their position. The chair may deny such a request if he or she feels that it is unnecessary.

For procedural matters:

- Always carried out via a show of placards.

In SC, FSC, HSC and Crisis:

- Voting on resolutions is always via a roll call.
- Voting on amendments and procedural matters is always via a show of placards.

Obtaining, Yielding, and Being Assigned the Floor

Obtaining the floor:

The floor must be obtained by the member of the assembly that wishes to make a motion or speak. The floor is obtained by being recognized by the chair:

- The delegate who wishes to be recognized raises his or her placard when no one is speaking.
- The chair announces, "The chair recognizes the delegate of X"
- The delegate requests, "The Delegate wishes to obtain the floor."

Yielding the floor:

When a delegate finishes speaking, the chair asks, "Does the delegate wish to yield the floor back to the chair, or to another delegate?" The delegate may reply, "The delegate yields the floor to the chair," or "The delegate yields the floor to the delegate of X"

The floor may only be yielded once consecutively, and never to a member of the same delegation.

A delegate must speak if yielded the floor.

MOTIONS.

A motion is a call by a delegate, or the chairs, to perform a certain action. Chairs generally have the power to deny most motions, including the motion to appeal (explained later). There are three different types of motions:

1. Resolutions (Main Motions)
2. Subsidiary Motions
3. Privileged and Incidental Motions

These shall now be examined in detail. A table which summarizes information about each motion is attached at the end of this section. It is recommended that the reader detach this sheet during conference and keep it available for quick reference.

1. RESOLUTIONS (MAIN MOTIONS)

Resolutions are known as main motions, as they bring issues to the attention of the conference. When people speak of a main motion being adopted, they are saying that the resolution on the issue was passed.

Rules on Drafting a Resolution

General procedure:

- Resolutions are written during un-moderated Caucus time.
- The drafts are typed up by the Administrative Staff.
- The pre-ambulatory clauses state the background to and the reason for the resolution and the operative clauses chart the course of action to be taken on the issue.
- Specific, underlined vocabulary is used at the start of each clause in order to ensure a general understanding of the word's implications in the clause.
- Number of Signatories required:
 - GA 1, 2, 3, WFP: At least 8 countries
 - ECOSOC, UNHRC, CCPCJ, AL: At least 4 countries
 - SC, FSC, HSC, CRISIS: None

Debates on Resolutions

Opening debates:

- The chair calls the house to order.
- The chair introduces the issue and asks the submitting nation to obtain the floor.
- The submitter is asked to read out the operative clauses.
- The chair asks for any objections to the consideration of the issue and opens the issue for submission by stating, for example, "It is moved that the First Committee adopt the resolution just read."
- Debate time is set separately for speeches for and against the resolution by the chair. If the chair senses general agreement, he or she may set time for open debate, where the floor is open to speeches either for or against the resolution.
- The submitter is then given the floor to make a speech.

Speeches:

- Delegates may only speak for 120 seconds.

- Each delegate has the right to speak twice on the same issue. The second speech may only be made if no delegate who has not yet spoken desires the floor. After the second speech, the delegate has exhausted his or her right to debate on the issue.
- Speakers must address their remarks to the chair and maintain a courteous tone.
- Speakers should mention other delegates solely by their countries' names, and never by their actual names.
- Chairs may not interrupt a speaker unless any rules are being violated, or there is disorder or other overriding concerns.

Move to the question (Voting)

This is when the chair puts the resolution to vote. This is done when debate time ends, or when no delegates desire the floor, whichever comes first.

A general consent pass is possible in which case there may not be a vote. In such a case, the chair says, "The chair proposes a pass by general consent. Are there any objections?" If there are no objections, the resolution passes. This does not necessarily mean that every delegate agrees with the resolution; it may only mean that the opposition feels it useless to continue.

Before voting:

- The chair should state, "The debate is now closed, and we are moving into voting."
- Admin may be asked to take their counting positions.
- The chair restates the question: "The question is on the adoption of resolution number Y, submitted by X. Those in favor please raise your placards. Those opposed please raise your placards. Are there any abstentions?"

2. SUBSIDIARY MOTIONS

These motions assist the assembly in dealing with debating a resolution. These motions are put forth during debate on a resolution.

1. Postpone Indefinitely

This motion kills or cancels the main motion for the duration of the session. It must be seconded, debated, and adopted by a majority of the delegates.

Rules:

- It is out of order when another delegate has the floor.
- It can only be applied to any resolution once.

Dialogue:

(Country X raises placard.)

Chair: The chair recognizes the delegate of X.

Country X: The delegate of X moves that the resolution be postponed indefinitely."

Chair: Is this motion seconded?

(Country Y raises placard.)

Chair: It is moved and seconded that the resolution be postponed indefinitely. Country X, you now have the floor.

Debate and voting:

One speaker will speak in favor of the motion and one against, each receiving 60 seconds to state their case. The motion will then immediately be put to the vote with the chair starting with the statement, "The question is on the motion to postpone indefinitely resolution number X." If the motion is adopted, the conference moves into the next agenda item. If the motion fails, debate on the resolution continues.

II. Amendments

A motion to amend is submitted during debate to modify a resolution. A delegate may request to:

- Insert or add a word or clause
- Strike out a word or clause
- Strike out and insert a word
- Substitute a clause by replacing with a new one

Primary Amendments are modifications to a resolution. While a primary amendment is being debated, a **secondary amendment** can be submitted to modify the amendment being debated. This must be dealt with before the primary amendment can be concluded. Some other points regarding amendments are:

- They must be germane: closely related to the subject of the resolution. No new subject may be introduced on the pretext of being an amendment.
- The pre-ambulatory clauses are not opened for amendments until the operative clauses have been completely amended.
- An amendment cannot be proposed to a secondary amendment.

Debate and voting:

The delegate who proposed the amendment would have the floor by default. A debate for and against the amendment will follow. The motion will then immediately be put to the vote. If the amendment is adopted, necessary changes have to be made to the resolution.

Friendly amendments

Friendly amendments are a form of amendments where voting and debating is not required. A friendly amendment can only be submitted if all the sponsors of a resolution agree to it. Therefore a friendly amendment has to be submitted to the chair along with the consent of all the sponsors.

III. Postpone to a Certain Time

This motion postpones a pending resolution to a definite hour, but not beyond the end of the session. When it is resumed, it is in exactly the same state as before the postponement, including any subsidiaries.

Debate and voting:

- There is one speaker speaking for and one speaking against the motion.
- Speakers are only allowed one minute.
- Motion can be applied to the main motion or any subsidiary motion.
- It is out of order when another has the floor.

- The motion must be adopted by a majority.
- The motion must be seconded.
- The motion is amendable.

IV. *Limit or Extend Debate Time*

Normally, main motions receive 10 to 20 minutes for and against. Amendments generally receive 10 minutes of open debate or 5 minutes for and against. The President or Chair may propose a limitation or extension of debate time for each motion.

When debate time has elapsed, the chair will propose to either extend debate time or close the debate and move straight into voting.

Other points:

- Chairs may call on certain delegates to speak based on their judgment.
- Chairs may also limit the time of individual delegates at their discretion.

V. *Previous Question*

This motion closes debate and brings the assembly to vote on the current resolution or amendment.

This motion must be seconded, and requires a two-thirds majority to be adopted.

VI. *Lay on the Table*

This allows the assembly to put the pending issue aside temporarily when something of immediate urgency arises. When adopted, this effectively pauses debate on a resolution, and all subsidiary motions attached to the resolution are frozen in place until they are taken from the table.

It is generally used in the Security Councils and ECOSOC.

This motion is out of order if used frivolously, e.g. if the aim is to avoid dealing with the issue on the agenda.

VII. *Take from the Table*

This resumes the debate on an issue which has been placed on the table.

This motion needs to be seconded and adopted by a two-thirds majority, and is only in order when no other issue is pending.

A delegate may propose this motion by saying, "Mr. President, I move to take from the table motion number Y."

3. PRIVILEGED AND INCIDENTAL MOTIONS

These do not refer to the main motion, but deal with other urgent matters.

I. *Call for the Orders of the Day*

This allows a delegate to require the GA to move to the motion scheduled closest to the time at which this motion is made.

Rules:

- It is only in order when another question is not pending.
- It must be seconded.

- It must be adopted by a two-thirds majority.

Dialogue:

Country X: Madame Chair, I call for the orders of the day.

Chair: Orders of the day are called for. The order of business states that the question of (question) shall be dealt at (time) today. It is now (time), the question is on (question).

After the resolution is completed, the business the assembly was conducting will continue.

II. Point of Personal Privilege

This permits a delegate to bring up for immediate consideration an urgent matter relating to his/her rights or privileges.

Rule:

- This motion may interrupt a speech, but the reason has to be valid (e.g. the delegate cannot hear the speech, or he/she has not been given a copy of the resolution).

III. Point of Order

If at any time, if a delegate feels that an important rule has been disregarded, whether by another delegate or by the chair, he/she may immediately bring this to the attention of the chair.

IV. Point of Parliamentary Enquiry

If a delegate is unsure of a rule or procedure, he/she may request an explanation from the chair, but this does consume debate time, so it is strongly recommended that such enquiries be made via a note to the chair, or through other means.

V. Point of Information

At the end of a speech, the chair may ask if a delegate is open to points of information. These are questions from other delegates. The delegate may say that he/she is/is not open to points of information, and/or specify a limit to the amount of questions he will entertain.

VI. Right of Reply

Can be used under two circumstances:

- 1) If there is a factual or statistical error.
- 2) If your nation or allied nations have been insulted or degraded.

VII. Recess

A recess is a short break in the assembly's proceedings after which business is immediately resumed at exactly the place where it was interrupted.

Rule:

- Only the President, Chair, and Secretary General are empowered to call a recess.

VIII. Adjourn

To adjourn is to close a meeting.

- It is permitted at SL-MUN only in a case of emergency.
- Only the President, Chair, and Secretary General are empowered to call this motion.
- Whenever a meeting is adjourned whilst there is still outstanding business, a time shall be set for the meeting to resume.

IX. Appeal

Any two delegates have the right to appeal against the decision of the chair. ***This is the only manner in which a delegate may criticize a decision of the chair,*** and must be made with the utmost respect.

Rules:

- It must be seconded.
- It must be adopted by a two-thirds majority.

X. Suspend the Rules

Should the assembly wish to do something that it cannot do without violating one or more of its regular rules; it can adopt a motion to suspend the rules.

Rules:

- When business is pending, the motion may only take precedence if it is for a purpose connected with that motion.
- Rules protecting the rights of a minority or individual cannot be suspended.
- It must be adopted by a two-thirds majority.
- It can only be authorized by the President, Chair, Secretary General.

PUBLIC SPEAKING.

At SLMUN a delegate has the opportunity to formally express their views on the issue, and the resolution in three separate sessions that were explained previously:

- 1) Speakers list**
- 2) Moderated Caucus**
- 3) Formal Debate**

During these sessions you will come across two types of speeches:

- **Prepared Speeches:** These are written in advance and given mostly during the speakers list to state the country's stance with respect to a particular issue.
- **Spontaneous Speeches:** These are prepared during the debate itself, and sometimes not at all. These can be made in response to another speech, or in order to respond to a question, or a point made by another delegate. All speeches given at SLMUN, whether prepared over weeks or seconds, must be well organized, clear, and concise. They must never make derogatory remarks, divert attention away from the issue, or fall below the standards of a serious conference on international issues.

Prepared Speeches

There are no strict rules for making prepared speeches, but generally, a good prepared speech contains:

- An introduction explaining your country's interest in solving the problem
- Specific suggestions on how to solve the problem
- Supporting arguments
- A conclusion

Spontaneous Speeches

Some delegates are intimidated by the prospect of making an impromptu speech, but this should not happen if one follows these guidelines:

- Make quick notes to remind yourself of your points; looking at these should allow you to articulate your points off memory.
- Pay careful attention to the debate so that you don't repeat phrases used by another delegate, and so that you can refer to other speeches if necessary.
- Address specific clauses of the resolution and explain your support for or opposition to them.

Giving the Speech

Good public speaking skills are a prime factor in separating outstanding delegates from the crowd. Here are some tips that will help your speechmaking:

- Know what you are going to say.
- Project and articulate.
- Practice prepared speeches in advance.
- Make eye contact with as many delegates as possible.
- Try to add some interesting facts into your speech, e.g. "Delegates, there are enough weapons of mass destruction stockpiles in the world to completely destroy every square inch of the planet."
- Maintain an intellectual and mature tone, and speak as if addressing equals.

- Eliminate unnecessary “filler” words: Fillers are words and phrases such as “umm,” “well,” “sort of, and —like”. These words take away from the message you are trying to convey. Some additional fillers to avoid are —so, “you know,” “I think,” “just,” and “uh.”
- Use meaningful pauses: Leaving a moment of silence between sentences can be a powerful public speaking tool. Pausing after an important point or before answering a question will help to hold the audience’s attention. A pause can also give you time to formulate your next statement.
- Breathe: Try to breathe from your diaphragm – the organ below your lungs that controls your respiration. You are breathing properly if you can see your abdomen rising and falling with each breath. Try to inhale and exhale completely.
- Pace yourself: Don’t talk too fast or too slow. Remember that most speakers have a tendency to talk too quickly.
- Choose a powerful posture: Be aware of your posture when you speak. Slouching, tilting your head and crossing your arms or legs will take away from your message. Stand up straight, relax your shoulders, plant your feet firmly and keep your knees unlocked to help you communicate confidence.
- Gesture: It is worthwhile to use your face, hands, arms and body to help you communicate as long as your motions do not distract the audience from your speech.
- Connect with your audience: Glance at your notes rather than reading them so that you can make eye contact with the other delegates. It is often helpful to speak directly to individual members of the audience.
- Get to the point: Speak concisely so that your audience does not lose your main arguments among less-important details. Try not to speak in circles. Instead, go straight to your most important point.
- Be positive: Rather than criticizing another point of view, critique it in a constructive way. Always provide alternatives and be sure to back up your arguments.

CODE OF CONDUCT.

It is imperative to be maintained that this is an event which is endorsed by the Sri Lankan Ministry of Education and the United Nations; hence we are under the obligation to maintain extremely high disciplinary standards.

Issue of suspension and subsequent expulsion

- If delegates are found to be guilty of minor infractions (eg: constant talking with other delegates, bringing laptops etc., misuse of chits, being disrespectful to the chairs). They will be initially suspended from the conference hall for ten minutes. A repeat of this behavior will lead to expulsion.
- If delegates are found to have committed serious infractions (such as fighting with other delegates, Waters Edge or British School Property, in possession of alcohol/drugs (includes weed)) they will be immediately expelled.
- In the case of expulsion there will be no refunding of delegate fees and an official letter of complaint will be sent to the delegate's school.

Minor Infractions

- Constant Talking with other delegates (provide two warnings and then suspension)
- Abusing laptops (accessing unnecessary materials)
- Being Disrespectful to the chairs
- Being repeatedly late (more than twice)
- If you do not speak at least once for each day (not necessarily on the last day)
- Sexual Activity etc.
- Aimlessly walking around or loafing around within the venue during committee sessions.
- Passing inappropriate chits.
- Disrespecting the Sponsors.

Serious Infractions

- Getting into a fight
- Vandalizing property at either venue
- Aggressive attitude towards other delegates
- In possession of alcohol/drugs (includes weed) etc.

DRESS CODE

Dressing professionally and appropriately is an important aspect of Model UN preparations. Just like being polite and having proper manners, dressing appropriately is an important way to show respect for the nation you are representing, for your fellow delegates and for the United Nations. At some conferences, delegates may wear their own national dress; however, most conferences will require western business attire

What is Western Business Attire?

Western business attire, or international standard business attire, serves as customary dress for workplaces. It entails wearing a suit, which is made up of trousers, a matching jacket, a button-down dress shirt, and a tie. Conservative dress shoes and socks are also important. Skirts and dresses may also be worn as long as they fall to a decent length. The main thing to remember is to always insure that your appearance is tidy and put-together, and that you are well-covered.

Clothing	Females	Males
Suits	A suit always looks professional. Be sure to keep suits clean and wrinkle-free.	A suit always looks professional. Be sure to keep suits clean and wrinkle-free.
Tops	No t-shirts. A blouse, sweater, or button-down shirt of any kind is appropriate. Dresses are also appropriate as long as they are not revealing and adequate in length (follow the rules below for skirt length).	No t-shirts. A collared/button-down shirt is appropriate and do not forget a tie!
Bottoms	No jeans or shorts. Slacks and suit-pants are acceptable. Skirts must be worn with pantyhose/stockings and should not be more than two inches above the knee. Bottoms should have a subtle pattern; Avoid loud signs.	No jeans or shorts. Slacks, preferable in dark colors, are appropriate.
Shoes	No sneakers or open-toe sandals. Remember: high-heeled shoes may look pretty, but they can also be very uncomfortable, so use your discretion.	No sneakers or open-toe sandals. Loafers or other types of dress shoes are preferred.
Hair	Keep hair clean and out of your face for a professional look.	Keep hair clean and out of your face for a professional look.

*We sincerely hope that you will expand your horizons, make unforgettable memories, meet new friends and enjoy every second of **SLMUN 2012**. All the very best!*