# Delegate Preparation Guide

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September 1, 2017

Dear Delegates, Faculty, and Staff:

The Cleveland Council on World Affairs (CCWA) welcomes you to this year’s Model United Nations Program. Since the first CCWA Model UN conference in 1945, CCWA has sought to provide an in-depth and enlightening experience about world affairs and current events to students from across Ohio. Whether you are new to Model UN or a veteran, we hope that you’ll enjoy the conference and gain a wealth of valuable knowledge about current international affairs.

Each year, CCWA selects a theme for our conferences that reflects the state of world affairs. The theme for this year’s conferences is *Power and Politics*. This theme illustrates how diplomatic, economic, cultural, and militaristic influence still manifests in significant power in international relations. While the United Nations was founded on the principles of sovereign equality, the influence wielded by individual countries significantly impacts the actions and policies presented by the organization as a whole.

To further students’ work at this conference, CCWA will be collecting resolutions passed by the committees and forwarding them to the U.S. Ambassador to the U.N., Samantha Power. Delegates have devoted many hours of research and careful consideration of these issues, and we believe the results of their deliberations will be of interest to decision makers.

CCWA is proud to present these conferences with funding from the John P. Murphy Foundation, the Nord Family Foundation, the Nordson Corporation, and Mr. Henri Pell Junod, Jr. Their generosity makes our work possible. We also acknowledge the time and dedication of our volunteer staff, the faculty advisors, and, of course, the delegates who have all worked so diligently to prepare for this event.

Regardless of which committee topics you are discussing, we hope that you will enjoy the opportunity to learn about the state of world affairs and practice your debate and diplomacy skills.

Sincerely,

Charles Polinko
Program Manager, Model UN
CCWA Model UN Conference Director
CONFERENCE PREPARATION & RESEARCH

Model United Nations is, at its core, a simulation of the behaviors, positions, politics and functions of the United Nations. As delegates representing another country in one of many United Nations committees, proper preparation is vital to ensuring the quality of the conference. While CCWA Model UN prides itself on having well-trained and quality members of the secretariat, the preparation of the delegates is a strong factor in the quality of the conference.

To be successful at the conference, delegates must have a thorough understanding of a number of areas ranging from the United Nations system as a whole, to their individual national positions on the topics. It is highly recommended that delegates structure their research as follows, building the foundations needed to Model UN success:

- **United Nations**
  - Begin by researching the structure, history and procedures of the United Nations

- **Committee Mandate**
  - Research the history of your committee, its mandate, and functions

- **Country Background**
  - Gain a general understanding of your assigned country. Research the history, political structure, economy, social and demographic makeup, and current issues.

- **Committee Topics**
  - Research the individual committee topics. Read the background guide, and conduct your own further research

- **National Position**
  - Research your country’s specific positions on the topics. Look for press releases, past voting records, and national policies. Research your country’s role in the committee.
BEGINNING YOUR RESEARCH

CCWA Model UN strives to provide delegates with topic Background Guides to aid in their research. While these guides outline the general background of the issues under discussion in the various committees, these guides should only be used as a STARTING POINT for your individual research.

To further your research, delegates are highly encouraged to use academic journals, newspaper articles, government documents by their representative countries, passed resolutions and treaties, and documents published by their respective committees.

Additional resources that will be particularly helpful for delegates beginning their research include:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>United Nations</td>
<td>The UN website allows students to access and explore the various committee sites and includes links to specific issue areas, and helpful data.</td>
</tr>
<tr>
<td>UN Bibliographic Information System (UNBISNET)</td>
<td>This helpful source serves as an archive for all UN documents including resolutions passed by the various bodies, meeting and voting records and press releases. UNBISNET also allows delegates to conduct committee or topic specific searches, yielding valuable information that can directly relate to their issue and national position.</td>
</tr>
<tr>
<td>Global Issues</td>
<td>This UN sponsored site provides information and specific links for dozens of contemporary global issues under consideration at the United Nations. Information included in these topic-specific links includes general background, prior actions taken by the UN or specific countries, and issue specific data.</td>
</tr>
<tr>
<td>UN Research Guides and Resources</td>
<td>This website is ideal for the beginning stages of research. The UN Documents search is particularly helpful in finding important United Nations documents.</td>
</tr>
<tr>
<td>UN 4 MUN</td>
<td>This website is sponsored by the United Nations Secretariat and provides strong tools in assisting Model UN delegates in their research of specific topics and committees.</td>
</tr>
</tbody>
</table>

Most United Nations committees also provide access to their individual archives, collections and databases. Delegates are highly encouraged to use a combination of these resources as they conduct their initial research.
To be truly successful as a Model UN delegate, you must first have a strong understanding of the United Nations system, as well as its history, structure, and operations. Having a strong understanding of the bodies within the UN system and the types of documents and recommendations that committees make is essential for ensuring that your ideas will be communicated in a way that is realistic to the United Nations.

This section will provide delegates with a basic understanding of the United Nations System and its principal organs. Please also use your individual Committee Background Guide to gain further understanding of your committee structure and mandate.

As illustrated in the graphic above, the United Nations is comprised of six principal organs, which include the General Assembly, Security Council, Economic and Social Council, Secretariat, International Court of Justice, and the now inactive Trusteeship Council. Each of these organs is tasked with their area of responsibility.

Additionally, the General Assembly, Security Council, and Economic and Social Council have the capacity to create subsidiary bodies to assist in specified areas. These bodies act under the auspices of their parent organ, providing specialized expertise on specific topics and recommendations to the principal body for action. These bodies are often created and dissolved at the will of the principal organs in relation to their changing needs.
GENERAL ASSEMBLY (GA)

The General Assembly is the main organ of the United Nations. Comprised of six deliberative bodies, all Member States of the United Nations are represented; each has one vote in accordance with the principal of sovereign equality. The duties of the General Assembly consist mainly of the peaceful settlement of disputes, the establishment of international law, economic and social development, addressing issues of human rights, and the maintaining international peace and security in matters that are not under the consideration of the Security Council. The General Assembly further elects the non-permanent members of the Security Council, the members of ECOSOC, the Secretary General, and the Justices of the International Court of Justice.

SECURITY COUNCIL (UNSC)

The Security Council is charged solely with the maintenance and enforcement of international peace and security. Comprised of fifteen Member States, of which five are permanent and ten are elected by the General Assembly for two-year terms. The five permanent members include China, France, the Russian Federation, the United Kingdom, and the United States of America, all of which have the exclusive right to veto any substantive matter proposed by the Council with a single dissenting vote, causing the resolution to fail. While resolutions passed by other United Nations bodies take the form of recommendations, resolutions passed by the Security Council have binding power over Member States.

ECONOMIC AND SOCIAL COUNCIL (ECOSOC)

The Economic and Social Council holds authority of the economic and social issues of the United Nations. The Council is comprised of 52 Member States, each elected by the General Assembly for three-year terms. ECOSOC oversees a number of specialized agencies, programs, and funds within the UN umbrella as well as coordinates activities among these agencies and outside organizations working in cooperation.
SECRETARIAT

The Secretariat forms the administrative arm of the United Nations. Headed by the Secretary General, the Secretariat works to support the work of the various committees by providing research, data, guidance, and expertise on the issues under consideration.

INTERNATIONAL COURT OF JUSTICE (ICJ)

The International Court of Justice is the primary judicial branch of the United Nations. Composed of 15 judges elected by the General Assembly for nine year terms, the ICJ is tasked with settling legal disputes submitted by states in accordance with existing international law. Additionally, the ICJ may provide advisory opinions to other UN agencies regarding questions of international law.

TRUSTEESHIP COUNCIL

On November 1, 1994 the Trusteeship Council formally suspended its operations. Originally designed to assist with decolonization across much of the world, the Trusteeship Council was tasked with supervising the administration of Trust Territories placed under its control with the main goal of promoting the advancement of development toward self-government and independence. The Council was comprised of the five permanent members of the Security Council – China, France, Russia, the United States, and the United Kingdom. With the independence of Palau, the final Trust Territory, the Council amended its procedures to meet only when the necessary as determined by the Council President, or at the request of the General Assembly or Security Council.

PROGRAMS, FUNDS, AND SPECIALIZED AGENCIES

At its core, the United Nations was designed to serve as a forum through which the nations of the world can solve international issues in a collective and peaceful way. The UN is an Intergovernmental Organization (IGO) and one of many to operate in the world today. With the broadest mandate and universal membership for the world’s states, the UN has the ability not only to coordinate and promote cooperation between states, but also other IGOs as well. Referred to as Specialized Agencies, these organizations are politically and structurally independent of the UN but have entered into cooperative agreements with the UN. While these Specialized Agencies are a part of the UN system, they are entirely independent, with their own charters, procedures, mandates, financial structures, and memberships. These specialized agencies, however, are much different than UN Funds and Programs. While Specialized Agencies retain their institutional independence, Funds and Programs are directly created and governed by the United Nations. Established by the General Assembly, ECOSOC, or the Security Council, they are created to address specific issues under the coordination of ECOSOC.

<table>
<thead>
<tr>
<th>Programs and Funds</th>
<th>Specialized Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Created by the UN;</td>
<td>• Legally independent with separate governing structures, rules, finances, mandates, and membership;</td>
</tr>
<tr>
<td>• Report to the General Assembly or ECOSOC;</td>
<td>• Have agreed to work with the United Nations;</td>
</tr>
<tr>
<td>• Governed by an intergovernmental body known as an executive board;</td>
<td>• Do not report to the UN;</td>
</tr>
<tr>
<td>• Have operational roles, with activities carried out in the field.</td>
<td>• Have normative, operational, and policy making roles.</td>
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COMMITEE MANDATES, STRUCTURES, FUNCTIONS, AND MEMBERSHIP

To be an effective delegate, it is essential to have a thorough understanding of your particular committee’s mandate, structure, and function. In addition to this guide, Background Guides will be published for each committee represented at the conference. While these guides outline the general information about the committee and the topics under discussion, these are only to be a **STARTING POINT** to your research on the committee.

As a delegate, you should have a thorough understanding of your committee’s governing structure, functions, membership, history, mandate, and powers. It is also vital to know about topics discussed in recent sessions and current items urgency. This will assist you immensely by forcing you to structure your arguments in a way that is consistent with reality.

The committee’s website is one of your most important tools. This will provide access to past actions taken by the committee, shedding light on its powers, mandates, and the ways in which it addresses issues. Through your research into your committee, you should focus on your committee’s founding documents, its evolution over time, and any documents that detail its specific responsibilities in the UN system.

RESEARCHING YOUR COUNTRY BACKGROUND

As a delegate, you have been assigned to represent a specific country in a UN committee. Once you have familiarized yourself with your committee, you should now begin your research on your country. At the conference, you are expected to set aside your personal beliefs and opinions and advocate only for your country’s position. You are no longer a student from Cleveland, but an Ambassador to the United Nations. As such, you should know your country inside and out.

Research your country’s history, religious and cultural makeup, economy, political structure, and any internal and external issues that your country may have. It is highly recommended that delegates fill out the Country Information Sheet located in Appendix III to keep in your binder. Having a thorough understanding of your country is important as it helps to shape your positions on the topics under discussion.

Understanding how your country behaves in diplomatic discussions is also critically important. Awards are given based on a delegate’s accurate portrayal of the character. Is your country known for being cooperative or disagreeable? Does your country frequently act abrasively or belligerently in the committee or to specific countries? Mimic the behaviors of your country in the committee.

**AWARD TIP!**

Awards are given to delegates that have a clear understanding of the topics, committee, and their country’s position. Being thorough in your preparation will set you apart from the rest!

**AWARD TIP!**

Delegates are expected to remain in the character of their country! Don’t be afraid to act aggressively or passively if that is your country’s general composure.
RESEARCHING YOUR COMMITTEE TOPICS

To be fully prepared for the conference, delegates must have a thorough and complete understanding of their particular committee’s topics. Prior to the conference, each committee is assigned two official topics to be addressed at the conference. These topics are current international issues and are reflected in the contemporary agenda of the UN committee.

Each delegate must have a keen understanding of both topics as the order of discussion will be decided by the committee at the beginning of the conference. It is NOT recommended to divide topics between partners. The first step in researching your topics is to read your committee’s Background Guide. These guides are designed to provide a foundation upon which to build your research and should not be the sole source of your information.

Additional sources of information should come from reputable new sources and articles, academic journals, and the websites of organizations and government offices working in the subject area. Because these issues tend to evolve and change over time, it is also valuable to look for past action taken by the UN, particularly in your assigned committee.

Topics addressed at the United Nations are frequently vague and complex, meaning that they can be addressed in different capacities in a number of different committees. To succeed at the conference, delegates must understand their committee’s mandate and scope. It is vital to understand how these specific topics relate to a committee’s overall purpose and to focus your discussion within those confines.

When researching your topics there are a number of details to take into consideration, including determining which international bodies or organizations are also considering the issue; what current laws, rules, or norms are in place; and what other issues or processes may be influencing the issue under consideration. You should also identify and analyze past successes and failures in addressing your topic to shape how you will move forward as a committee.

RESEARCHING YOUR NATIONAL POSITION

Much like a lawyer advocating for his/her client, as a delegate at a Model UN conference, you are expected to forego your personal biases or opinions and advocate solely for the position of your assigned country. This ability argue for or against a position that may not match your own is what makes Model UN a fun and valuable experience for students.

In researching your country’s national position, it is important to look for direct sources of information. Look for information from your country’s government websites, as many offer English versions. Look for policies implemented at the national level that could influence their position internationally. Find speeches and policy statements that have also been released. It may also be helpful to check the voting records of your country in debates on similar issues at the UN, which can be done through UNBISNET and the Dag Hammarskjöld Library. Additionally, delegates should also be able to identify potential allies or blocs that hold similar positions. This will be of great aid during negotiations and provides a stronger coalition in the committee.
POSITION PAPERS

As the culmination of your pre-conference preparation, each delegation is required to compose and submit a formal Position Paper. Taking the form of an official published statement by your country’s foreign ministry, position papers outline a delegation’s position on the topics under consideration in their particular committee. Position papers also serve as invaluable tools for delegates, forcing students to articulate their positions in a concise statement that can be used as a reference throughout the conference.

Please read the following information carefully when drafting your Position Papers. Only papers that have correctly followed the formatting requirements will be considered for an award. A sample position paper with proper formatting has been included in Appendix I.

Each delegation must submit a position paper at least two weeks before the conference date. Delegations that do not submit a Position Paper will be ineligible for all conference awards.

POSITION PAPER GUIDELINES

Each delegation (regardless of the number of delegates) should submit one (1) position paper addressing every issue to be considered in the committee. Position papers should be no more than two (2) pages in length (1 page per issue, not a separate paper for each issue) and are to be divided into three sections per issue. These sections should include:

1. A history of the topic and policy statement;
2. How the topic relates to your country, what measures your country has taken to address the issue, and resolutions, treaties, conventions or other international policies relating to the issue that your country has either supported or opposed;
3. Desired policy outcomes from the committee and how you would like the committee to address the topic.

POSITION PAPER FORMAT

When writing a position paper, proper format is essential. Please follow the format as provided in the Sample Position Paper using the following standards:

- Length may not exceed two pages. Only the first two pages will be evaluated for awards.
- Font must be Times New Roman sized between 10pt and 12pt and single spaced.
- Margins must be set at 1 inch.
- Text must be justified so that the left and right margins both have straight edges.
- A statement introducing the topics to be discussed in the committee must be included.
- Topics must be clearly labeled in separate sections. Topics must be centered, bolded and numbered with Roman numerals.
- Country name, school name, and committee name must be clearly labeled on the first page. Text should be bolded and italicized (Committee name should not be italicized).
- The use of flags, headers, or other national symbols is considered inappropriate.
- Papers must be submitted as a WORD document.
- Citations for CCWA MUN Position Papers are not required as with academic papers. Position Papers are to be written as if official policy statements coming from the foreign ministry. You are encouraged, however, to reference specific UN data and resolutions.*
STATEMENT ON PLAGIARISM

*Position papers and resolutions used at the conference must be composed entirely of original work. Any act of plagiarism will not be tolerated by CCWA Model UN and may result in removal from the conference. The term “plagiarism” for all purposes includes, but is not limited to, the use of language and ideas presented by another individual without proper citation and credit, the reuse of one’s own work and passing it off as new, the act of recycling position papers, working papers, and resolutions from previous conferences. While United Nations documents are within the public domain, CCWA Model UN does not permit their verbatim reuse.

SUBMITTING POSITION PAPERS

Position Papers are due to be submitted by 5:00 pm at least two weeks prior to the first day of the conference. The submission process can be done online. Only files formatted as Word documents will be accepted. Please rename the files using the following format (School_Committee_Country).

Position Papers can be submitted electronically through CCWA’s Model UN Website.

Prior to the conference, all position papers will be compiled into a single document for each committee and posted on the CCWA website. It is highly encouraged that delegates read through the position papers prior to the conference. This will give you a better idea of the positions of others and can give you an advantage and head start in planning your strategy.

AWARD TIP!

Position Paper awards are very competitive. Don’t simply throw something together. The best Position Papers are written from multiple drafts. If turned in early enough, CCWA staff will gladly provide feedback for improvement before the final deadline.
AT THE CONFERENCE: STRUCTURE AND FLOW OF DEBATE

This section will provide a detailed outline of the conference processes and procedures. Beginning with the Opening Session and ending with Voting procedure, this section will outline each phase of committee work and provide tips, definitions, and guidelines on the flow of the conference. This section should be used along with the Rules of Procedure, which can be downloaded from the CCWA Model UN website.

OPENING SESSION

Following the Opening Ceremony, each delegation will go to their assigned committee. The first session of the committee meeting is known as the Opening Session during which time delegates will decide the order in which the agenda will be addressed. This is an important time for delegates to become actively involved as the order in which the topics will be addressed could have considerable implications on a delegation’s ability to succeed throughout the conference.

Following the opening introductions, roll call, and announcements by the Chair, the Chair will open the Speakers’ List to allow for discussion on the agenda order. Once the speakers have been added, the Chair may ask for points or motions and delegates may wish to motion for a caucus to discuss the agenda.

Delegates may also motion to set the agenda as detailed in Article 11 of the Rules of Procedures. This will require two delegations to speak in favor and two to speak against. Multiple motions to set the agenda can be made simultaneously; however, the first to pass with a majority in favor will be accepted.

Once an agenda has been decided upon, the committee will move directly into formal discussion of the first topic and a new Speakers’ List will be opened.

FORMS OF DEBATE

FORMAL DEBATE

Formal debate is the default format for committee proceedings and will continue until a motion to suspend the meeting for a moderated or unmoderated caucus is made. During formal debate, the rules or procedures are enforced by the Chair.

While much of the substantive work of the committee will be done in unmoderated caucuses, there are several important functions of formal debate. During formal debate delegates share their positions;
identify potential allies; provide updates on the work done in informal debate; and vote on draft resolutions composed and negotiated during informal debate. The Chair will also use formal debate to provide assistance and guidance to the committee.

The principal feature of formal debate is the Speakers’ List. This allows committee members to address the entire body and share opinions, thoughts, and solutions to the issue under consideration. During formal debate, all delegates must be seated in the committee chamber, quiet, and respectful of those speaking. Notes may be passed during formal debate.

**SPEAKERS’ LIST**

The Speakers’ List is one of the most valuable tools available to delegates during the conference as the primary method through which delegates may make speeches about the topic under consideration. Because these speeches are made to the entire body, they are an efficient and effective way of communicating your ideas, positions, and opinions to the group.

The Speakers’ List is managed exclusively by the Chair and lists all delegations that wish to speak in the order they have been recognized. Once the Chair opens the list, delegations wishing to speak will raise their placards until called upon. As long as the list is open, delegations may be added to the list by sending a note to the Dais. There is no limit to the number of times that a delegation may be added to the Speakers’ List, but they must wait until after they have spoken to be placed back on the list.

When recognized by the Chair, speakers must stay within the allotted speaking time. This is automatically set at 30 seconds, but may be reduced or limited in accordance with Article 17 of the Rules of Procedure.

**Closing & Reopening the List**

A motion to close the Speakers’ List can be made at any time during formal debate. If a motion passes, another motion can be made to open the list. Once a speakers list is closed, delegations may not be added to the list.

**Exhausting the List**

When the end of the Speakers’ List has been reached and no delegations desire to be added, the Speakers’ List is considered to be exhausted. This requires an end to all debate and a direct move into voting procedures. If there are no draft resolutions on the floor, the topic will be tabled.

**INFORMAL DEBATE: MODERATED CAUCUS**

The committee is considered to be in formal debate until a motion is passed to move the committee into a caucus. Such motions must include a length for the duration of the caucus. When this allotted time expires, the committee must return promptly to formal debate.

“Thank you, honorable Chair and distinguished delegates...”
A moderated caucus is a form of debate which does not require strict adherence to the formal rules. To motion for a moderated caucus, the motioning delegate must include a length of time, and a speaker’s time. If passed, a moderated caucus signifies a break from the Speakers’ List for a more candid debate. During a moderated caucus, any delegation wishing to speak must raise their placards. The Chair will call on delegates to speak in turn for the allotted speaking time until the caucus’ time has expired.

INFORMAL DEBATE: UNMODERATED CAUCUS

Unlike a moderated caucus which still requires the Chair to enforce and oversee the rules of procedure, an unmoderated caucus signifies a complete detachment from the formal rules of procedure for a given time. At the conference, most of the substantive work of the committee will be done during an unmoderated caucus. It is during this time when delegates may actively engage in negotiation, debate, discuss, draft, and revise or amend working papers and draft resolutions.

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<thead>
<tr>
<th>Formal Debate</th>
<th>Moderated Caucus</th>
<th>Unmoderated Caucus</th>
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<tbody>
<tr>
<td>• The Chair enforces the rules of procedure;</td>
<td>• The Chair enforces amended rules of procedure;</td>
<td>• The Chair does not enforce rules of procedure;</td>
</tr>
<tr>
<td>• Delegates must be in their seats and respectful of the speakers;</td>
<td>• Delegates must be in their seats and respectful of the speakers;</td>
<td>• Delegates should be actively engaged in negotiations with other delegations;</td>
</tr>
<tr>
<td>• Delegates will:</td>
<td>• Delegates will:</td>
<td>• Delegates will:</td>
</tr>
<tr>
<td>o Raise placards to be added to the Speakers’ List;</td>
<td>o Raise their placard to be recognized by the chair in turn;</td>
<td>o Draft working papers;</td>
</tr>
<tr>
<td>o Make speeches in the order of those on the Speakers’ List;</td>
<td>o Make brief speeches;</td>
<td>o Negotiate, gather support, and discuss solutions raised in working papers;</td>
</tr>
<tr>
<td>o Raise points or motions;</td>
<td>o Ask questions of others to clarify ideas;</td>
<td>o Review and discuss work done by other groups;</td>
</tr>
<tr>
<td>• Computers, tablets, and phones may not be used or out.</td>
<td>• Computers, tablets, and phones may not be used or out.</td>
<td>• Computers and tablets may be used only for committee-related work. Phones may not be used.</td>
</tr>
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FORMAL VOTING PROCEDURE

Voting procedure occurs at the final stage of negotiation and debate on a particular topic. During voting procedure all draft resolutions and amendments that have been accepted by the Chair will be voted upon in the order that they are received. Draft resolutions that are passed are then accepted by the committee as resolutions.

Voting procedure can be enacted through two processes. The first is through a motion made by a delegate to close debate. This requires one speaker for and one against and, if passed by a simple
majority, moves the committee directly into voting procedures on the topic. Additionally, if the Speakers’ List has been exhausted, the committee will move directly into voting procedure. Only draft resolutions and amendments that have been accepted by the chair will be considered during voting procedures.

Voting procedure is an extremely formal part of the conference. Once a committee enters voting procedures, delegates may not speak with each other or pass notes. The room must also be sealed and all observers must also exit the room. No one may enter or exit the room until voting procedure has concluded.

The committee may choose three methods for voting:

- **Placard Vote**: This is the default method of voting. The Chair will ask delegates to raise their placards in favor, in opposition, or in abstention to the draft resolution or amendment under consideration.
- **Roll Call Vote**: This must be motioned for, but when made automatically goes into effect. The Chair will read through the list of delegations and ask each to announce their vote. A delegation may “pass”; however, when the chair returns to them, they may only answer with a “yes” or “no” vote.
- **Adopt by Acclamation**: This must be motioned for, but when made, automatically goes into effect. This is made when a delegation believes that there is no opposition to the draft resolution or amendment and thus can pass by consensus. When this motion is made, the Chair will ask delegates opposed to the item to raise their placards. If no opposition is raised, the item automatically passes. If opposition is raised, the body will vote by a placard vote.

All draft resolutions and amendments will pass with a simple ½ majority, regardless of abstentions. A tie is considered to be a failed vote. However, special rules applicable only to the Security Council state that a single dissenting vote from China, France, the Russian Federation, the United Kingdom, or the United States constitutes a veto of the item causing it to fail regardless of the majority vote.

During voting procedures, all Unfriendly Amendments will be voted upon before their respective draft resolutions; Friendly Amendments are considered to be part of the official text and therefore do not need to be voted upon separately. Once an Unfriendly Amendment passes, it is added to the text of the draft resolution, which must then be voted upon.

Once voting has concluded, the room will be opened and the committee returns to formal debate. The Chair will open a fresh Speakers’ List and the committee will move automatically to the next topic on the agenda, beginning the entire process over again.
WORKING PAPER & RESOLUTION WRITING

The official recommendations made by the committee to address a given issue are known as resolutions. Resolutions represent the final and completed work of the committee on any given subject; however, the development and composition of a resolution takes considerable time and negotiation, beginning as a Working Paper, evolving into a draft resolution, and only becoming an official resolution after a passing vote in formal voting procedure. This section will address the steps associated with developing an effective resolution.

Representing the official and formal recommendation of the committee regarding a particular topic, a resolution is not legally binding (with the exception of the Security Council), but rather takes the form of a statement of expressed commitment to action, or a request to members to promote certain policies.

WORKING PAPERS

The first step in drafting and passing a resolution is to develop working papers. After the committee has set the agenda and has begun discussion on a topic, groups of delegates with similar interest and positions will begin outlining their positions in what are referred to as working papers. During this early stage, these delegates should be actively negotiating among themselves, sharing their positions with other groups, revising their positions and language choice, and merging different working papers together to gain as much support as possible. Groups should also submit their papers to the Dias for helpful feedback.

Because changes at this stage can be made without the formal amendment process, it is important for groups to be particularly thorough and thoughtful while drafting working papers. These papers may go through several rounds of revisions before the Dias will consider them acceptable to be considered draft resolutions.

Working papers must meet the specific CCWA Model UN formatting provided in this manual to be accepted as a draft resolution. No other formats will be recognized.

SIGNATORIES AND SPONSORS

To be accepted as a draft resolution, a working paper must have the appropriate number of sponsors and signatories listed, which is set at 25% of quorum and announced by the chair following the attendance roll call at the beginning of each session.

At CCWA Model UN, there may only be one sponsor for a draft resolution; however, there may be any combination of co-sponsors and signatories so long as 25% of the committee is represented. Only when the group feels that their working
paper is thoroughly complete, formatted correctly, and has enough support to be considered by the committee for voting, should it be submitted to the Dias as a draft resolution. Only the sponsor may submit a working paper to the Dias as a draft resolution. The Chair however, retains the right to refuse to accept a working paper if they feel that the working paper is inappropriate for the committee’s mandate or has not been formatted correctly.

There are important differences between a co-sponsor and a signatory. While a co-sponsor has contributed directly to the language and composition for a working paper, a signatory represents a delegation that may not have been active in its development, but is interested in seeing it put to a vote. All co-sponsors and signatories must be listed alphabetically in the working paper; however, only co-sponsors must consent to a friendly amendment.

<table>
<thead>
<tr>
<th>Sponsor/Co-Sponsor</th>
<th>Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Delegations that have contributed content and specific language to the document;</td>
<td>• Delegations or Observers that have not contributed to the document but support the positions outlined within it;</td>
</tr>
<tr>
<td>• Must all provide consent to friendly amendments;</td>
<td>• Delegations that are interested in bringing the document to a vote.</td>
</tr>
<tr>
<td>• Must be able and willing to champion the document in the committee, defend it, and provide answers to questions.</td>
<td></td>
</tr>
</tbody>
</table>

**DRAFT RESOLUTIONS**

Once the Chair approves a working paper, it will be assigned a number and becomes a draft resolution. At this time, it will be sent for copies and distributed to the committee. During formal debate, the sponsoring delegation must then formally motion to introduce their working paper as a draft resolution.

Once a draft resolution has been introduced, it becomes open for debate by the entire committee. At this point, changes to the text may only be made through the formal amendment process.

**AMENDMENTS**

Once a working paper becomes a draft resolution, changes to the text may only be made through the amendment process. An amendment could be used to add, remove, or change the wording of a clause. Only operative clauses may be the subject of an amendment. Once an amendment is introduced, the text of the original draft resolution does not change, but rather the amendment form is added to the end of the draft resolution. There are two types of amendments that may be made:

“I motion to introduce the working paper sponsored by____ to the floor as a draft resolution.”
• **Friendly Amendments** can be proposed by any member of the committee; however they must have the written approval of every sponsor/co-sponsor of the committee. Once consent is given, they will be automatically added to the end of the draft resolution for consideration without needing a separate vote.

• **Unfriendly Amendments** can also be made by any member of the committee but do not have the unanimous support of the sponsors/co-sponsors. An unfriendly amendment must be formally introduced to the Dias before voting procedure and must have the support of 25% of the committee. These amendments will be voted upon separately in voting procedure prior to their respective draft resolution.

### RESOLUTION STRUCTURE

Unlike other forms of writing, a resolution is written as a long sentence and has specific grammar requirements. All UN resolutions follow a consistent structure with a heading, perambulatory clauses, and operative clauses. The preamble of the resolution sets the foundation of the issue; explaining the background, need for action, and prior action taken. The operative section, however, explains the specific recommendations and actions that the committee is requesting to solve the specific issue. A sample resolution with highlighted grammar is included in Appendix II.

### HEADING

While the content of the resolution body is most important, the information provided in the heading provides important details that are essential for the adoption and implementation of a resolution. The heading of a resolution must list the committee name, the official topic area under consideration, a resolution number assigned by the Dias, and a list of sponsors, co-sponsors, and signatories listed alphabetically by status. Abbreviations in the heading will not be acceptable. Draft resolutions will not be accepted by the Chair without a correctly completed heading.

### SPECIFIC FORMATTING

Resolutions require a specific formatting in the preambulatory and operative sections. In each section, every individual clause must begin with a key word. Because a resolution is essentially a single sentence, each resolution should begin by using the committee’s name as the sentence subject (“The Economic and Social Council,”...). The resolution will then progress through the preambulatory clauses as outlined below. Each preambulatory clause must begin on a new line and each key word must be **underlined**. Preambulatory clauses are separated by the use of a comma (,). Like the preambulatory clauses, each operative clause must also begin on a new line; however, operative clauses must also be numbered. Each operative clause should be separated by a semicolon (;) and the entire resolution should be concluded by the use of a single period (.)
PREAMBULATORY CLAUSES

The first section of a resolution body is composed of the preambulatory clauses. Perambulatory clauses are intended to provide the background information of the issue, and set the foundation for the actions invoked in the operative clauses. In a sense, preambulatory clauses shape how the issue is viewed and addressed in the operative section. The selection of preambulatory clauses has a number of strategic benefits for the resolution as well. They can be used to provide evidence to support a specific argument and can be used to garner support and acceptance among other delegations.

The composition and organization of preambulatory clauses should not be taken lightly. Because they may not be altered through an amendment, it is important that delegates are particularly thorough in their organization and word choice. Preambulatory clauses should also follow a specific order and flow from the broadest to most specific examples. Additionally, any historical examples listed should fall in chronological order.

Within the preamble, delegates may wish to invoke the Charter of the United Nations to provide legitimacy to the position and to emphasize how the position and proposed solution relates to the founding principles of the United Nations. Because this is the founding document of the United Nations, any invocation of the Charter should be made at the very beginning of the preamble.

Delegates may also wish to include UN resolutions, conventions, or international legal precedence within the preamble. These clauses should appear after the Charter and should include the full official name of the treaty or convention in *italics* or the official resolution number. Resolutions at the UN follow a specific coding which identifies the committee, the session, and the number in which the resolution was submitted. For example, in a resolution with the name A/RES/64/128, A indicates that the resolution was passed by the General Assembly, 64 indicates that it was passed in the 64th session or year of the United Nations, and 128 means that it was the 128th resolution to pass in that session.

After any discussion of the Charter or past documents and work relating to the issue, the delegates composing the document may want to include comments or observations about the issue. These clauses should provide a framework for the foundation of the solutions discussed in the resolution. These clauses should include statistics, and situational evidence that can be used as a call to action.
The following is a list of example introductions to preambulatory clauses:

<table>
<thead>
<tr>
<th>Acknowledging</th>
<th>Distressed</th>
<th>Paying tribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirming</td>
<td>Emphasizing</td>
<td>Profoundly concerned</td>
</tr>
<tr>
<td>Alarmed</td>
<td>Encouraged</td>
<td>Reaffirming</td>
</tr>
<tr>
<td>Appealing</td>
<td>Expecting</td>
<td>Realizing</td>
</tr>
<tr>
<td>Appreciating</td>
<td>Expressing</td>
<td>Recalling</td>
</tr>
<tr>
<td>Approving</td>
<td>Finding</td>
<td>Recognizing</td>
</tr>
<tr>
<td>Aware</td>
<td>Firmly convinced</td>
<td>Reconfirming</td>
</tr>
<tr>
<td>Basing itself</td>
<td>Fulfilling</td>
<td>Re-emphasizing</td>
</tr>
<tr>
<td>Bearing in mind</td>
<td>Fully alarmed</td>
<td>Referring</td>
</tr>
<tr>
<td>Believing</td>
<td>Fully aware</td>
<td>Regretting</td>
</tr>
<tr>
<td>Calling attention</td>
<td>Further believing</td>
<td>Reiterating</td>
</tr>
<tr>
<td>Cognizant</td>
<td>Gravely concerned</td>
<td>Resolving</td>
</tr>
<tr>
<td>Concerned</td>
<td>Guided</td>
<td>Seeking</td>
</tr>
<tr>
<td>Confident</td>
<td>Having</td>
<td>Seriously concerned</td>
</tr>
<tr>
<td>Conscious</td>
<td>Having adopted</td>
<td>Solemnly proclaims</td>
</tr>
<tr>
<td>Considering</td>
<td>Having considered</td>
<td>Stressing</td>
</tr>
<tr>
<td>Contemplating</td>
<td>Having heard</td>
<td>Strongly emphasizing</td>
</tr>
<tr>
<td>Continuing</td>
<td>Having received</td>
<td>Supporting fully</td>
</tr>
<tr>
<td>Convinced</td>
<td>Inter alia (among other things)</td>
<td>Taking into account</td>
</tr>
<tr>
<td>Declaring</td>
<td>Keeping in mind</td>
<td>Raking note</td>
</tr>
<tr>
<td>Deeply alarmed</td>
<td>Looking forward</td>
<td>Underlining</td>
</tr>
<tr>
<td>Deploiring</td>
<td>Mindful</td>
<td>Underscoring</td>
</tr>
<tr>
<td>Desiring</td>
<td>Noting</td>
<td>Urging</td>
</tr>
<tr>
<td>Desirous</td>
<td>Noting with interest</td>
<td>Viewing with appreciation</td>
</tr>
<tr>
<td>Determined</td>
<td>Noting with alarm</td>
<td>Welcoming</td>
</tr>
<tr>
<td>Dismayed</td>
<td>Observing</td>
<td>Wishing</td>
</tr>
</tbody>
</table>

**OPERATIVE CLAUSES**

The second, and perhaps most important, part of a resolution is composed of the operative clauses. The operative clauses outline the solutions recommended by the committee regarding the topic under discussion. The operative section should be very detailed and specific. Because the operative clauses outline the solutions and recommendations of the committee, they should follow a logical and progressive order. Operative clauses call for a specific action and can be as vague or specific as considered appropriate for the committee and topic.

When developing operative clauses, it is important to keep the mandate and authority of the committee in mind. Because only resolutions passed by the Security Council can be legally binding, all resolutions
should take the form of mere suggestions, recommendations, and encouragement as a way to call the international community to action. Much as with other countries, the United Nations does not exercise control or authority over NGOs (nongovernmental organizations) or other IGOs (intergovernmental organizations) serving as specialized agencies such as the International Monetary Fund or World Bank.

Because operative clauses must outline solutions to complex issues, delegates drafting a resolution may also wish to include sub-clauses. These sub-clauses are parts of a clause that cannot be represented as a separate clause and are used to clarify and provide further detail to the ideas. Because of the structure of a clause, when employed, there must be at least two sub-clauses.

The following is a list of example introductions to operative clauses:

<table>
<thead>
<tr>
<th>Act</th>
<th>Endorse</th>
<th>Proclaim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopts</td>
<td>Endorses</td>
<td>Proclaims</td>
</tr>
<tr>
<td>Affirms</td>
<td>Establishes</td>
<td>Reafirms its belief</td>
</tr>
<tr>
<td>Agrees</td>
<td>Expresses its appreciation</td>
<td>Recalls</td>
</tr>
<tr>
<td>Appeals</td>
<td>Expresses its belief</td>
<td>Recognizes</td>
</tr>
<tr>
<td>Approves</td>
<td>Expresses its concern</td>
<td>Recommends</td>
</tr>
<tr>
<td>Asks</td>
<td>Expresses its hope</td>
<td>Regrets</td>
</tr>
<tr>
<td>Authorizes</td>
<td>Expresses its sympathy</td>
<td>Reiterates</td>
</tr>
<tr>
<td>Calls upon</td>
<td>Fully supports</td>
<td>Reminds</td>
</tr>
<tr>
<td>Commends</td>
<td>Further invites</td>
<td>Repeats</td>
</tr>
<tr>
<td>Consensus</td>
<td>Further proclaims</td>
<td>Requests</td>
</tr>
<tr>
<td>Condemns*</td>
<td>Further recommends</td>
<td>Requires</td>
</tr>
<tr>
<td>Confirms</td>
<td>Further reminds</td>
<td>Reserves</td>
</tr>
<tr>
<td>Congratulates</td>
<td>Have resolved</td>
<td>Resolves</td>
</tr>
<tr>
<td>Considers</td>
<td>Insists</td>
<td>Solemnly affirms</td>
</tr>
<tr>
<td>Decides</td>
<td>Instructs</td>
<td>Stress</td>
</tr>
<tr>
<td>Decides accordingly</td>
<td>Intends</td>
<td>Strongly condemns*</td>
</tr>
<tr>
<td>Demands*</td>
<td>Invites</td>
<td>Suggests</td>
</tr>
<tr>
<td>Denounces</td>
<td>Notes</td>
<td>Supports</td>
</tr>
<tr>
<td>Deplores</td>
<td>Notes with approval</td>
<td>Takes note</td>
</tr>
<tr>
<td>Designates</td>
<td>Notes with concern</td>
<td>Transmits</td>
</tr>
<tr>
<td>Directs attention</td>
<td>Notes with deep regret</td>
<td>Trusts</td>
</tr>
<tr>
<td>Draws attention</td>
<td>Opposes</td>
<td>Underlines</td>
</tr>
<tr>
<td>Emphasizes</td>
<td>Pays special tribute</td>
<td>Urges</td>
</tr>
<tr>
<td>Encourages</td>
<td>Praises</td>
<td>Welcomes</td>
</tr>
</tbody>
</table>

* Available exclusively for the use of the Security Council and may not be used by other committees.
CONFERENCE SCORING AND AWARDS

AWARDS

At each conference, students will be evaluated for a number of awards based on their participation and knowledge as demonstrated throughout the conference. All awards are assigned by the committee Chairs and are presented to a delegation as a team, with the exception of the Gavel Award, which is assigned to a single delegate. The following is a list of awards and their weight in calculating school delegation awards:

- Honorable Mention Award: 1 point;
- Position Paper Award: 2 points;
- Excellent Delegation Award: 2 points;
- Superior Delegation Award: 3 points;
- Gavel Award: 4 points.

Following the conference, the weights of all awards given to each school will be added and divided by the number of students that the school brought to the conference to determine the school’s score. This is used to select the school winners of the Best Delegation Awards. Schools will be divided into two divisions based on their size with 15 or more students classified as a large delegation, and 14 or fewer students as a small delegation. The school with the highest score in each division will be awarded the Best Large/Small Delegation Award and presented with their award at the CCWA Annual Meeting.

SCORING

Scores for awards will be assigned based on participation and quality of performance in several areas. All areas are important to the success of a delegate as they are to the success of a diplomat, and scoring should be done with this in mind. Points will be awarded in the following five categories:

1) Verbal Skills: Formal Debate and Moderated Caucus
2) Writing Skills: Amendments and Resolutions
3) Knowledge of Topics/Policy
4) Parliamentary Procedure
5) Participation Skills

VERBAL SKILLS: FORMAL DEBATE AND MODERATED CAUCUS

When observing a delegate’s debating or verbal skills it is important to be aware of not only their level of participation but also to be aware of the caliber of participation. Speaking ability as well as enthusiasm in debate is important. Debating is the most important medium for the flow of ideas during the conference, and a delegate’s success is highly dependent on his/her ability to get ideas across to the delegates from other countries.

Scoring Method: Chairs will document the quality of delegates’ speeches and their contributions to debate.
WRITING SKILLS: AMENDMENTS AND RESOLUTIONS

Resolution writing is also important to the success of a delegation. Although students may be very active in debate, if their ideas are not somehow brought into a resolution, then their ideas are not brought into action.

Scoring Method: Chairs will note which delegates were sponsors and co-sponsors of resolutions and amendments, particularly of those that are successfully passed. Sponsors and co-sponsors that contributed significantly in unmoderated caucus will be specially noted.

KNOWLEDGE OF TOPICS/ POLICY

While an in-depth knowledge of country policy is not always necessary for success in passing a resolution in Model UN, it is the goal of the Model UN program to educate. A superior delegation should be well aware of its country’s policy; they should remain in character as well as have a grasp of international issues.

Scoring Method: Due to the vast variety of countries and policies, it is impossible for Chairs to be experts on the policies of all countries represented in a committee. However, delegates’ fluency with the topics and their countries’ policies is demonstrated by the quality and depth of the position papers submitted, as well as by the delegates’ statements in committee. Every delegation will receive credit for their position papers, and chairs and co-chairs will note which delegates portray their country faithfully and demonstrate a thorough grasp of topics assigned and their country’s policy in general.

PARLIAMENTARY PROCEDURE

Parliamentary procedure helps keep the events of the conference organized. It is important for each delegate to know the flow of debate and the specific ins and outs of the parliamentary procedure process, such as yielding time and time limits.

Scoring Method: A delegate’s knowledge of parliamentary procedure is shown in how a delegate operates during debate. Chairs will note when a delegate or delegation uses parliamentary procedure fluently, and to their advantage in committee. PLEASE NOTE – points of parliamentary procedure should not be abused! This is a learning conference, so delegates should maintain an attitude of respect towards all.

PARTICIPATION

Chairs will also be evaluating each delegation’s participatory skills as the conference progresses. How does the delegation work with other delegations? Do they work to secure agreement and communicate clearly and persuasively, use yields to benefit allies, seem to have a plan or strategy to get support for their policies, welcome contributions from others, listen as well as speak to other delegations? Are they respectful of the contributions and ideas of other delegations? Chairs will observe delegates interacting in all elements of debate, including during unmoderated caucus and even note-passing.
MODEL UN GLOSSARY

Abstention or Abstain from a vote – Declining to vote either affirmatively or negatively on a resolution. It’s not possible to abstain if a delegation gives “present and voting” as their status at roll call.

Amendments - Details or conditions added to resolutions. Friendly amendments require the support of the sponsors for their addition to resolutions. Unfriendly amendments can be initiated by anyone in the committee, but require a sponsor and co-sponsors and a majority vote to pass.

Bilateral v. Multilateral - Adjectives describing relations between states. Bilateral agreements or treaties involving only two countries were characteristic of the pre-WWI period, while multilateral relationships, involving more than two countries, are much more common today.

Bloc - A group of countries that form a logical combination because of geographical, economic, or cultural considerations (G8, African bloc, Arab League).

Caucus - A forum for informal debate, where the rules of debate are suspended or partially suspended, and delegates are able to gather in groups and freely discuss and work with one another. Caucuses can be moderated, in which the Chair calls on individuals to speak and the speaking list is not used, or unmoderated, in which delegates are free to move about the room and talk and work together. Motions and yields of all kinds are out of order during moderated and unmoderated caucuses.

Clauses - The individual sections of a resolution. They are of two types: preambulatory (at the beginning of a resolution to introduce the issue, state concerns, and previous United Nations’ actions) and operative, which set out solutions and initiatives for the committee to undertake. Operative clauses are numbered.

Comments - If a delegate does not yield his/her time during a speech in formal debate, the Chair may recognize two delegates to make comments specifically on that speech.

Consensus – Obtaining widespread agreement on action. Establishing consensus is the goal of UN resolutions and policy-making.

Dividing the Question – A motion in order during voting procedure. It allows the committee to vote on operative clauses of a resolution separately, as the delegate who makes the motion specifies (Motion to divide the question, to consider Clauses 1 and 3 together, but the rest individually). This is useful if you agree with one part of a resolution but not the whole thing.

Draft Resolution – The term for a resolution that has been formally introduced to the committee but has not yet been voted on in committee session. See “Resolution.”

Foreign Aid - Money given by one government to another for humanitarian or developmental purposes. It plays a key role in shaping many countries’ foreign policy. Non-governmental organizations are also key donors. Their contributions may be given to governments or to individuals/groups within a country. Today, however, states may be more interested in receiving foreign direct investment, through which
foreign citizens and companies may locate companies and businesses within the country and employ its citizens.

**Foreign Policy** - The attitudes and interests of a state towards external issues. Foreign policy can be influenced by a variety of factors such as military strength, trading partners, history, domestic government, and the interests of groups within the country.

**Formal Debate** – the “default” type of debate. In formal debate, the committee follows a speakers’ list, with strict time limits on speaking time. Speakers must also formally yield any of their remaining time to the Chair, another delegation, or questions. Most points and motions are in order in formal debate.

**G8 (Group of Eight)** - A body comprised of eight of the world’s most powerful nations: Canada, the U.S., U.K., France, Italy, Japan, Germany, and Russia. Yearly meetings enable the leaders of these nations to establish more personal relationships and discuss issues.

**Global Financial Institutions** - Recognizing the importance of economic factors in ensuring peace and human rights, the UN helped to sponsor these institutions shortly after WWII. Though they operate independently from the UN, they often work in consultation with various UN bodies. The International Monetary Fund (IMF) is primarily concerned with the stability of the world’s financial systems and currency controls, while the World Bank Group awards loans and grants to countries to alleviate poverty. Though both include members of most of the world’s states, they rely primarily on richer countries for their funding. The World Trade Organization (WTO) brings its members together to negotiate reductions in tariffs and other barriers to trade and to enforce the members’ agreements. Supporters praise the enormous growth in the volume of worldwide trade since the establishment of these institutions, while detractors criticize rich country dominance in making policy, and insufficient concern for labor and the environment.

**Lobbying** – Refers to informal caucusing between a small group of delegates, usually outside the committee room while debate is still in progress.

**Millennium Development Goals (MDGs)** - Accepted by most countries in 2000, these goals are guiding the work of the United Nations, the World Bank, and other global and national institutions. They include the halving of absolute poverty, establishing worldwide universal elementary school education, protecting the environment and human rights, meeting the special needs of Africa, and reforming the UN by 2015.

**Motions** - Motions can only be made in formal debate. They allow a delegate to petition the committee to change the status quo (e.g., motion for a moderated caucus . . . .), or allow a delegate to ask for or give information (e.g., motion to comment). A full list of motions is available in the CCWA Model UN Rules of Parliamentary Procedure.

**NGOs (Non-governmental Organizations)** - Organizations or associations that are not associated with a specific country or international political organization. Their aims can be broad (World Vision
International, Amnesty International, Greenpeace) or quite specific (Doctors Without Borders). The UN has a history of working closely with NGOs, especially on humanitarian projects.

**Non-Members or Observer States** - Countries which either do not belong to the UN or which have not been admitted to the UN. Current Observer States include Kosovo and the Vatican.

**Placard** - Sign stating the name of a delegate’s country, which is used to gain recognition from the Chair and to cast votes.

**Points** – Points can be raised in formal or informal debate. They allow a delegate to ask for information or accommodation from the Chair (NOT from fellow committee members!). There are only two points that can interrupt a speech: *Point of Personal Privilege* (if there is too much noise, heat/cold, etc.) and *Point of Order* (if a member believes a rule has been violated). Consult the CCWA Model UN Rules of Parliamentary Procedure for a complete list and rules governing them.

**Position Paper** - A written statement by a delegate on a particular agenda topic, outlining one’s foreign policy, proposed solutions, and alternatives. Two position papers (one on each assigned topic) are required from each delegation prior to a conference.

**Regional Organizations** - Regional organizations are specifically permitted by the UN Charter and may be economic, political, or a combination of the two. Frequently, they work in combination with the UN but they may also be tasked by the UN to carry out a specific function. Some of the better-known economic regional institutions are the European Union (EU), which has increasingly played a political role; the Organization of Petroleum Exporting Countries (OPEC); and the North American Free Trade Organization (NAFTA). Political regional institutions include the North Atlantic Treaty Organization (NATO), the Organization of American States (OAS), the Arab League, and the African Union (AU).

**Resolution** - A statement of policy accepted/rejected by various bodies or committees of the United Nations. Resolutions contain a preamble, ambulatory clauses, and operative clauses.

**Right of Reply** - Used only in formal debate when a delegate feels another debater has insulted and/or slandered their country or them personally. Rights of reply must be submitted to the chair in writing.

**Roll Call** - A motion made in voting procedure to individually call out each country’s name for their vote. A delegate can vote: yes, yes with rights, no, no with rights, abstain, or pass. A country that passes will be asked to vote again at the end of the list, but then cannot abstain.

**Sovereignty** - The right of a state to control its own territory and its own citizens without interference from other bodies. Security Council members are often particularly protective of their sovereignty and may use the threat or fear of loss of sovereignty to vote against or veto (if applicable) a draft resolution.

**Speakers’ List** - In formal debate, the Chair follows the Speakers’ List to recognize delegates. A country’s name can’t be listed on it more than once.
Sponsor/Co-sponsor - Working papers and draft resolutions require one sponsor (the main author), and co-sponsors representing 25% of the committee. Being a co-sponsor does not necessarily mean being in support of the ideas presented, but being in favor of introducing the working paper formally to the committee for a full debate.

Veto - The five permanent members of the Security Council (U.S., U.K., France, Russia and China) are said to exercise their veto when they vote “no” on a draft resolution. If any of the five permanent members cast their veto (i.e., vote “no” or “no with rights”), then the resolution automatically fails to pass, no matter how many other supporters it has.

WMD - Refers to weapons of mass destruction whether they are nuclear, chemical, or biological. Eliminating and controlling these weapons has been and continues to be a primary concern of the United Nations.

Working Paper - Sometimes referred to as an “idea paper,” it is drawn up in the form of a resolution but has not yet been formally introduced to the committee. Its status as a “working paper” allows for sponsors and co-sponsors to continue making changes without having to go through the amendment process. Their overall purpose is to set out specific solutions or policy stances on an issue that can be debated within the committee.

Yield - In formal debate, delegates must yield their time at the end of a speech in one of three ways: to the chair (once the speech is over the chair takes the floor and moves on with the speaker’s list); to questions (delegates can ask the speaker questions for the speakers’ remaining time), or to another delegate (another speaker uses up the remaining time to give a speech, but cannot yield themselves.)
CODES OF CONDUCT AND CONFERENCE POLICIES

DELEGATE CODE OF CONDUCT

Students participating in a CCWA Model United National Conference are expected to maintain the highest caliber of professionalism and diplomatic behavior. They are expected to treat conference staff, venue staff, faculty advisors, visitors, and fellow delegates with respect and courtesy. Delegates must maintain professionalism in their speech, behavior, and appearance at all times. It is also expected that students are respectful of the property of our host facility. To participate, each delegate must also submit a signed copy of the Delegate Code of Conduct to conference staff. Delegates who fail to adhere to these standards may be removed from the conference at the discretion of the conference leadership.

FACULTY AND GUEST CODE OF CONDUCT

Faculty advisors and guests attending a CCWA Model United National Conference are encouraged to oversee, monitor and provide assistance to students serving in their committees. While advisors may not directly interfere with the business of the committee or participate in the negotiation or writing of resolutions, they should make efforts to encourage and protect the educational quality of the experience by providing helpful advice and clarification to their students. Faculty advisors and guests must adhere to the highest standards of professionalism and courtesy toward all conference staff, venue staff, faculty advisors, and students.

DRESS CODE

All delegates, conference staff, faculty advisors, and guests must adhere to professional clothing guidelines. Delegates whose attire is deemed to be inappropriate by conference staff may be removed from the committee for the remainder of the day.

Appropriate conference dress must conform to Western business attire. This will consist of slacks/skirt, dress shirt/blouse, a tie for men, and dress shoes. A business jacket or blazer is considered to be optional. Sweaters, jeans, t-shirts, shorts, hats, and sneakers are considered to be casual and inappropriate for the conference. Clothing that exposes excessive skin or undergarments is considered inappropriate.

The display of national symbols, flags, and pins of a delegate’s representing country is considered to be inappropriate; however, a delegate may display United Nations symbols.

The use of traditional cultural dress is only permitted to students whose native country of origin includes traditional dress as professional business attire. CCWA Model UN staff will not tolerate any delegate who dresses in traditional cultural dress as a way to portray a character.

HARASSMENT AND DISCRIMINATION

CCWA Model UN is committed to providing an educational conference environment that is free of unlawful discrimination. CCWA Model UN will not tolerate any instance of discrimination on the
basis of race, religion, age, ancestry, national origin, gender identity, sexual orientation, or disability. CCWA Model UN will not tolerate any instances of harassment, sexual or otherwise, intentional or unintentional. The term “harassment” for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic, or physical conduct relating to the factors listed above.

If any delegate, guest, or staff member believes that they have been the subject of such discrimination or harassment, they must report the incident immediately to the conference director. The director and members of the staff of the Cleveland Council on World Affairs will alert the students’ faculty advisors and investigate the merits of the allegations by interviewing all involved parties. Based on the findings of the investigation, CCWA Model UN management may choose to take the following steps:

- Take no action;
- Issue a verbal warning or reprimand;
- Remove the offending individual(s) from the conference; or
- Any other action as deemed appropriate.

TECHNOLOGY

During the conference delegates are free to use laptop computers and tablets within certain parameters. Laptops and tablets may only be used during unmoderated caucuses and must be closed and put away during all other times. Delegates must restrict their use of technology to activities that directly relate to the conference proceedings. The use of mobile phones at the conference is strictly prohibited.

If students are found to be using their computers or tablets for reasons other than those deemed appropriate by conference staff, students may first be issued a warning. Upon the second offence, the device will be confiscated by CCWA Model UN staff and placed in the care of the student’s academic advisor. The student will lose all rights to the use of a computer or tablet for the remainder of the conference.

PLAGIARISM

Position papers and resolutions used at the conference must be composed entirely of original work. Any act of plagiarism will not be tolerated by CCWA Model UN and may result in removal from the conference. The term “plagiarism” for all purposes includes, but is not limited to, the use of language and ideas presented by another individual without proper citation and credit, the reuse of one’s own work and passing it off as new, the act of recycling position papers, working papers, and resolutions from previous conferences, and other instances of academic dishonesty. While United Nations documents are within the public domain, CCWA Model UN does not permit their verbatim reuse.
AWARD ELEGIBILITY

Only delegates who have submitted completed position papers by the appropriate deadline will be eligible for awards at the conference.

ALCOHOL, SMOKING, AND ILLEGAL SUBSTANCES

The consumption and or possession of alcohol, tobacco or illegal substances at the conference will not be tolerated under any circumstances. If a delegate is found to possess or consume alcohol, tobacco, or illegal substances, the delegate will be immediately removed from the conference.

VENUE COURTESY

Conference attendees are expected to treat the hosting venue, its staff, property, and guests with courtesy and respect. Conference participants will be held responsible for any and all vandalism or damage that they inflict upon conference venue or CCWA property. Excessive noise, rowdiness, roughhousing, throwing of objects, accessing prohibited areas of the conference premises, and/or any unruly behavior will not be tolerated. The conference staff and venue reserves the right to expel participants for these or other disruptions to the safety and wellbeing of other participants or venue guests.

VALUABLES

If delegates bring valuables to the conference, they accept full responsibility for these items. CCWA and the venue are not responsible for lost, damaged, or stolen items.

EXPULSION FROM THE CONFERENCE

The conference director reserves the right to expel any delegate, delegation, school, advisor, chaperone, or group from the conference at any time due to the violation of or failure to comply with conference regulations or for any other reason deemed appropriate. CCWA Model UN has a zero-tolerance policy concerning alcohol, illegal substances, theft, harassment of any kind, or assault. Expulsions will take effect immediately upon issuance and all conference materials must be surrendered to conference staff upon expulsion.

PHOTOGRAPHY, VIDEOGRAPHY, & INTERVIEWS

During the conference, CCWA staff may take photographs, videos, and interviews of delegates and conference participants. These photos, videos, and interviews may be used by CCWA for promotional, educational, and other purposes. By attending this conference and signing the liability release form, all participants consent to being photographed, videotaped or interviewed by CCWA and to CCWA’s use of these materials in any manner of their choosing.
REGISTRATION

Registration for any CCWA Model UN Conference must be made by an advisor or teacher. Once the online registration form has been submitted, CCWA staff will assign the country and committee placements for the number of students indicated on the form. While CCWA allows schools to request specific countries and committees for their students, assignments are given on a rolling basis. CCWA cannot guarantee that official assignments will match with those requested by the school.

Once CCWA has allocated the committee assignments, CCWA Model UN staff will send an email to the advisor listed on the form with the official assignments listed. The advisor will then have one (1) week to reply back to confirm and lock in their assignments. If an advisor fails to reply within one week, their spots will be forfeited and reallocated to other schools.

While CCWA institutes a limit of thirty (30) students per school for each conference, if open assignments remain thirty (30) days prior to the beginning date of the conference, those assignments will be made open to schools wishing to bring additional students to the conference.

Adjustments in the number of students attending the conference may be made at any time prior to the close of business ten (10) business days prior to the beginning date of the conference. Schools will still be responsible for the conference registration fees for students who have not been withdrawn from the conference before this time.

PAYMENT & REFUNDS

Payment of the conference fees must be made in full prior to admission into the conference. CCWA requests that payment be made in the form of a check, credit card, or purchase order at least 2 weeks prior to the first day of the conference. If payment cannot be secured before the conference, CCWA will accept a purchase order issued by the school. If payment or a purchase order is not received prior to the beginning of the conference, delegates will not be permitted to enter the conference.

If payment has been received, CCWA will issue refunds for schools and students who withdraw from the conference prior to the close of business ten (10) business days prior to the first day of the conference. After this time, CCWA will not issue refunds.

ADDITIONAL RULES

These rules are to be understood as additions to federal, state, and municipal laws and ordinances, participating school policies, venue policies, and common sense. Serious infractions of these rules may result in the expulsion of the individuals involved from the conference at the discussion of the conference director.

INTERPRETATION OF THE RULES

All interpretations of conference rules and policies are to be made by the conference director.
APPENDIX I – SAMPLE POSITION PAPER

Delegation from: the Republic of Chile
Represented by: Local High School

Position Paper for the Human Rights Council

The issues before the Human Rights Council are: Strengthening Human Rights of Returnees and Internally Displaced Persons (IDPs) in Conflict-Ridden Regions; and Access to Safe Drinking Water as a Fundamental Human Right. Chile is devoted to the protection of the rights of all people and expresses its hope for further advancement in cooperation between state and non-state actors in the advocacy and advancement of these rights.

I. Strengthening Human Rights of Returnees and Internally Displaced Persons (IDPs) in Conflict-Ridden Regions.

The Republic of Chile highly supports the work of international actors in the protection and assistance provided to civilians affected by international and domestic conflict. As a host of over 2,000 refugees and asylum seekers from over thirty countries of origin, the people and government of the Republic of Chile have made a considerable investment in the wellbeing and protection of refugees worldwide. This point is represented in the domestic legislation and actions taken to increase the protections granted to refugees in Chile and their rights as well, setting a principle for other states to follow.

Recognizing the importance of the protection of refugees as illustrated in 1951 Convention on the Status of Refugees, the Chilean government and people firmly believe in the protection and advancement of the rights and standard of living for those classified as refugees under the Convention’s definition. However, when considering the magnitude of modern conflict and the resulting human toll, it is important not to neglect those who have not crossed an international border, therefore not granted refugee status, and those who have returned, often to find their homes and livelihoods destroyed.

The Republic of Chile has consistently supported treaties and resolutions focused on the protection of refugees and internally displaced persons such as A/RES/66/165 and A/RES/65/287. Because the latter group cannot be classified as refugees per international law, they are therefore ineligible for the resources and assistance offered by the United Nations and other nongovernmental organizations, which have been designated for refugees. Because of the nature of modern conflict, it is vital that the international community expand its protection and resources to not only those who have crossed international borders, but those who have been displaced internally as well. The Chilean Delegation would also like to bring the Brasilia Declaration and the Mexico Plan of Action to the attention of the international community. These documents have been instrumental in the advancement and recognition of the rights of refugees and internally displaced persons in the Americas and have been widely accepted and praised. The Republic of Chile calls upon the international community to consider the principles and policies contained in the Brasilia Declaration and the Mexico Plan of Action and to adopt these principles as a global standard for the treatment of refugees and IDPs. Likewise, if the
Human Rights Council wishes to promote lasting and meaningful peace and progress, the council must also lend its assistance to those who wish to return to their home countries to rebuild their lives. Chile firmly believes that life in exile is not a feasible future for those affected by conflict. Instead, the international community must make it more accessible for people to return to their former homes by providing them with the assistance and resources necessary for repatriation.

II. Access to Safe Drinking Water as a Fundamental Human Right.

The Republic of Chile believes that access to safe drinking water is not only essential for the advancement of the quality of human life, but that it is also a key component in the development of societies in reference to the Millennium Development Goals. The Chilean delegation believes that access to clean water is fundamental, citing statistics from UN Water that nearly one in six people on the planet do not have access to clean drinking water.

In reference to Article 25 of the Universal Declaration of Human Rights, all people have a right to the recourses necessary for an adequate standard of living and wellbeing. While it is not mentioned specifically, access to safe drinking water is a key ingredient of sanitation and physical health. Because of the importance that safe and clean drinking water has to the health of individuals, the Chilean Delegation is of the highest support for the recognition of safe drinking water as a human right and has supported resolutions such as A/RES64/292, A/RES/54/175, A/RES/55/196 among many others.

While it is clear that safe drinking water is important for the true fulfillment of human life, it is also important to recognize the economic challenges of providing universal clean water as well as the principle of state sovereignty. Because many states lack the financial capability to provide universally accessible clean drinking water, the responsibility for the installation of clean water sources often falls upon the goodwill of numerous international organizations. While it is important to recognize access to safe drinking water as a human right, the Chilean delegation also recognizes the importance for the respect of national legislatures and state sovereignty in selecting the most efficient method for providing and distributing safe drinking water. While the universal recognition of clean water as a human right is an important step in the process of human progression, it is equally important to recognize the economic challenges that providing safe water will confront. For this reason, the Human Rights Council must ensure that any declaration of water as a human right must inevitably also contain a recognition of the sovereign right of states to decide the means and methods of providing this right. For these reasons, the Chilean delegation urges the United Nations to establish a program specific to the development of clean water systems for states that cannot develop their own. This program must work in cooperation with state governments to ensure national ownership and respect for state sovereignty. By establishing this cooperative program, the United Nations will be able to support the advancement of the Millennium Development Goals, contribute to the health of millions of people worldwide, and demonstrate its respect for the sovereignty of states in regards to development.
APPENDIX II – SAMPLE WORKING PAPER/RESOLUTION

Economic and Social Council

TOPIC A: THE IMMIGRATION OF PEOPLE WITH HIV/AIDS

RESOLUTION A/1

Sponsor: Lithuania

Signatories: Angola, Brazil, France, India, Kazakhstan, Malaysia, South Africa, Zimbabwe

The Economic and Social Council,

Recognizing the plight of peoples throughout the world infected by HIV/AIDS,

Aware of the rapid spread of HIV/AIDS within and among countries,

Recalling Article 13.2 of the Universal Declaration of Human Rights: “Everyone has the right to leave any country, including his own, and return to his country,”

Reaffirming the principle of national sovereignty,

1. Requests that all citizens of all states be granted the minimum international human rights standards affirmed by the Universal Declaration of Human Rights;

2. Deplores any state that impedes the basic human rights of and the internal movement of its citizens that are infected with HIV/AIDS;

3. Notes that the Universal Declaration of Human Rights permits peoples suffering from persecution to seek asylum in other countries;

4. Further notes that the above mentioned right may only be invoked in cases of political persecution;

5. Reaffirms that sovereign states have the right to deny entry into their countries;

6. Proclaims that all states have the right to control the entry of all individuals into their borders and to decide which applicants for citizenship in their state may become full citizens of that state;

7. Reminds the members of the UN that HIV-positive testing is an inefficient and expensive means of policing national borders;

8. Urges all states to pursue compassionate and humanitarian policies toward the victims of HIV/AIDS;

9. Affirms to remain actively seized of the matter.