

# Delegate Preparation Guide

**Cleveland Council on  
WORLD AFFAIRS**





## Delegate Preparation Guide

This document is largely a compilation of our other online resources. We formed this to help participants, especially those newer to Model UN, navigate our other resources more easily. It is organized into sections matching the titles of these other resources to help with navigation and reference.

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## **Part 1: Introduction to the United Nations and Research**

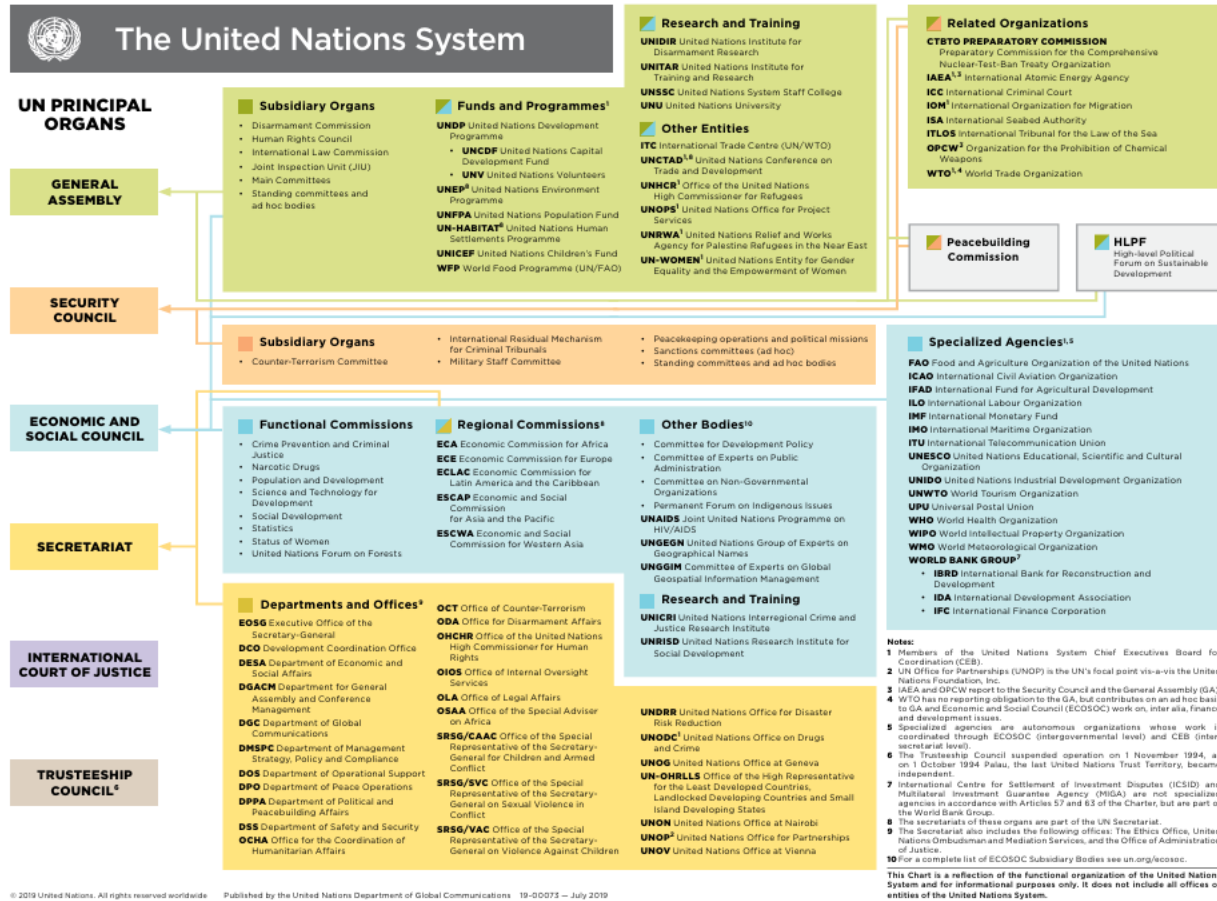
Model United Nations is a simulation of the positions, politics, and functions of the United Nations. At a Model UN conference, delegates are assigned to a committee and country and each committee will be in its own room. Delegates assigned to that committee will represent their assigned country in that committee throughout the entirety of the conference.

To be successful at the conference, delegates must have a thorough understanding of their own country, the United Nations purpose and structure, and their committee's role in the international arena.

### **OVERVIEW OF THE UNITED NATIONS**

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 near-universal membership for the world's states, the UN has the ability not only to coordinate and promote cooperation between member 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. Some well-known specialized agencies include the International Criminal Court, the World Health Organization, and the World Bank. While these specialized agencies are a part of what is referred to as "the UN system," they are entirely independent organizations, with their own charters, procedures, mandates, financial structures, and memberships.

Please reference the image on the following page:



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

Additionally, the General Assembly, the Security Council, and the Economic and Social Council have the capacity to create subsidiary bodies to assist in specified areas. These subsidiary 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 agendas.

## GENERAL ASSEMBLY (GA)

The General Assembly is the main organ of the United Nations. Comprised of six main committees, all states that are members of the United Nations (Member States) are represented; each has one vote in accordance with the principle 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 maintenance of international peace and security in matters that are not under consideration by the Security Council – or “on the agenda” 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.

#### GA MAIN COMMITTEES:

1. First Committee: Disarmament & International Security (DISEC)
2. Second Committee: Economic & Finance
3. Third Committee: Social, Humanitarian & Cultural (SOCHUM)
4. Fourth Committee: Special Political & Decolonization
5. Fifth Committee: Administrative & Budgetary
6. Sixth Committee: Legal

### **SECURITY COUNCIL (UNSC)**

The Security Council is charged solely with the maintenance and enforcement of international peace and security. It is composed 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 are China, France, Russia, 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 for the economic and social issues of the United Nations. The Council is composed 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 systems 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 organs and 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 regarding questions of international law.

## **RESEARCH GUIDE:**

### **STEP 1: Background Guide**

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 overtime, 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.

### **STEP 2: Researching Your Country**

As a delegate, you have been assigned to represent a specific country in a UN committee. At the conference, you are no longer a student at a conference in 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. At this stage you should be researching general history and policy of your country, not limited to the assigned topics. 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.

Unexpected situations are bound to arise. The better you know your country's policies, both related to the topic and generally, the better prepared you will be to address issues on the spot.

### **STEP 3: Researching Your National Position on the Topics**

As a delegate at a Model UN conference, you are expected to set aside your personal beliefs and opinions and advocate only for your country's position. This ability to argue for or against a position that may not match your own is what makes Model UN a fun and valuable experience. 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, particularly early in the conference, and during negotiations and provides a stronger coalition in the committee.

## **Part 2: Position Papers**

### **POSITION PAPER GUIDE:**

As an important part of the preparation process, Model UN delegates are highly encouraged to prepare and submit position papers for their countries. 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, guiding students to articulate their positions in a concise statement that can be used as a reference throughout the conference. Delegations that do not submit position papers will be ineligible for conference awards.

### **Position Paper Guidelines**

Position Papers that do not meet the guidelines below will not be considered completed, and those delegates will not be considered eligible for awards.

- 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 **two (2) single-spaced pages in length** (roughly 1 page per issue, not a separate paper for each issue). Please see below for further formatting guidelines.
- Each position paper should begin with a short 2-4 sentence introduction to your country's views on the topics. Following this, the paper is to be divided into two sections per issue. These sections should include:
  1. A history of the topic and policy statement, including:
    - a. How the topic relates to your country,
    - b. What measures your country has taken to address the issue, and
    - c. Resolutions, treaties, conventions or other international policies relating to the issue that your country has either supported or opposed;
  2. 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 (at the end of this document) using the following standards:

- Length must be two pages and only the first two pages will be evaluated for awards.
- Font must be Times New Roman in 12pt size 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.
- Topics must be clearly labeled in separate sections. Topics must be centered and numbered with Roman numerals.





- Country name, school name, and committee name must be clearly labeled on the first page.
- The use of flags, headers, colored text, or other national symbols is considered inappropriate.
- Papers must be submitted as a **WORD** document (.docx).
- Citations for CCWA MUN Position Papers are not required as with traditional academic papers. Position papers are to be written as if official policy statements coming from the foreign ministry. Position Papers *are* encouraged, however, to reference specific UN data and resolutions.\*

### Statement on Plagiarism

Position papers must be composed entirely of original writing. Any act of plagiarism will not be tolerated by the CCWA and may result in disqualification from conference awards. While United Nations documents are within the public domain, CCWA does not permit the verbatim reuse of these documents. Additionally, any delegates suspected of using any form of Artificial Intelligence to write their papers in any way will be subject to disqualification from all awards. Please note that all position papers are read by CCWA Model UN staff and volunteers who have spent months preparing background guides and committee materials. This has given them a deep understanding of the topics, which allows them to identify and report acts of plagiarism.

### How to Submit Position Papers

- Each delegation must submit a position paper at **least ten business days\*** before the conference date.  
Please note, the date of the deadline is subject to change depending on national holidays, or other considerations. Position paper deadlines can be found for each conference on the CCWA website: <https://www.ccwa.org/model-un/#registration>
- CCWA recognizes that formatting may shift when saving documents into the required type for submission. Delegates should still attempt to keep the formatting as close as possible to the guidelines outlined above.
- Position papers must be submitted electronically through CCWA's Formsite portal (<https://fs4.formsite.com/ccwa/form5/index.html>). Positions papers emailed to us will not be considered for submission.
- Please use the following format to name your file: (Country\_School\_Committee). Please feel free to contact us with any questions you may have.

### Sample Position Paper

You can find a sample position paper to reference at the end of this document in Appendix I

### **Part 3: MUN Glossary and Conference Structure** **(Overview of Parliamentary Procedure)**

#### **MUN GLOSSARY:**

***Abstention*** or ***Abstain from a vote*** – Declining to vote either affirmatively or negatively on a resolution. It is 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 and co-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 (G7, African bloc, Arab League).

***Caucus*** – A forum for informal debate, where the rules of debate are suspended or partially suspended. Caucuses can be *moderated*, in which the Chair calls on individuals to speak before the committee, or *unmoderated*, in which delegates are free to move about the room and talk and work together. Motions 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.

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

***Dais*** – The person(s) leading and moderating committee. Including the Head Chair and Co-Chairs.

***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. 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, namely, a Speakers List. In formal debate, the committee follows a speakers list, with strict time limits on speaking time. Most points and motions are in order in formal debate.

**G7 (Group of Seven)** – A body comprised of seven of the world’s most powerful nations: Canada, France, Germany, Italy, Japan, the United Kingdom, and the United States. 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.

**Intergovernmental Organizations (IGOs)** – multilateral organizations, such as the UN, established by treaty or convention and composed primarily of sovereign states (or other intergovernmental organizations). These organizations are created to pursue common goals and interests among their member states, often in areas like peace and security, economic and social issues, and global governance.



**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 for a Q&A). Consult the CCWA Model UN Comprehensive Rules of Parliamentary Procedure for a reference list and rules governing them.

**Non-governmental Organizations (NGOs)** – 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 (but 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, the speaker cannot be heard) and *Point of Order* (if a member believes a rule has been violated). Consult the CCWA Model UN Comprehensive 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. One position paper (covering both topics) are required from each delegation prior to a conference. Please see the CCWA Model UN Position Paper Guidelines for further information and requirements.

**P5** – The five permanent members of the Security Council (China, France, Russia, United Kingdom, United States).

**Regional Organizations (ROs)** – International organizations focused on cooperation within a specific geographic or geopolitical area, fostering integration, dialogue, and addressing transnational issues. These are typically not run by the UN but frequently work in combination with the UN. Some of the better-known regional organizations are the European Union (EU), the Organization of Petroleum Exporting Countries (OPEC), the North Atlantic Treaty Organization (NATO), the Arab League, and the African Union (AU).

**Resolution** – A statement of policy considered before committees of the United Nations. Debate throughout committee sessions seeks to culminate in the formation of one or more resolutions.

Please see the CCWA Model UN Resolution Writing document for further information and formatting requirements.

**Right of Reply** – Used only in debate when a delegate feels another debater has insulted and/or slandered their country or them personally. Rights of reply must be motioned for immediately following the speech in question.

**Roll Call** – A call to Quorum at the beginning of committee each conference day. It is also a motion made in voting procedure to individually call out each country’s name for their vote.

**Round-Robin** – A motion which requires each delegation to answer a question set forth by those who motioned for the round-robin. Each delegation is required to respond, but may respond with “pass” or “undecided”, and is given no more than 10 seconds to state their response. It is often utilized prior to motioning to move into voting procedure on a resolution, to get an idea of how each delegation intends to vote, although their response during the round-robin is non-binding.

**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/Signatory** – Titles delegations supporting a resolution may have on the document. All three must represent 25% of the committee. *Sponsor(s)*: These are the primary authors of the resolution. No more than two delegations may be the Sponsors on a resolution. *Co-Sponsors*: Co-Sponsors are any delegation who has contributed language to a resolution in some capacity. There is not a limit to the number of Co-Sponsors a resolution may have. *Signatories*: These are delegations who have not contributed language to a resolution, but are in favor of discussing it further. There is not a limit to the number of Signatories a resolution may have.

**Sustainable Development Goals (SDGs)** – Adopted by all United Nations Member States in 2015 with the 2030 Agenda for Sustainable Development. These guide all UN action and goals. They recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests.

**Veto** – The five permanent members of the Security Council (China, France, Russia, United Kingdom, United States) are able 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.

***Weapons of Mass Destruction (WMDs)*** – 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*** – 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. Please see the CCWA Model UN Resolution Writing document for further information and formatting requirements.

***Yield*** – During moderated caucuses, 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 caucus); 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).

## **CONFERENCE STRUCTURE: OVERVIEW OF PARLIAMENTARY PROCEDURE:**

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.

- **Beginning the first session:**
  1. Roll Call – the Chair will take roll call. When called on, delegates may respond “Present” or “Present and voting”.
  2. “Motion to open debate.”
  3. “Motion to set the agenda to Topic \_\_\_, followed by Topic \_\_\_”
    - a. Process: The Chair will ask for dissent. If there is any, the Chair will open a Speaker’s List with bias, meaning that they will call on two delegates to speak in favor of this agenda and two to speak against it.
    - b. Following these four speakers, the entire body will vote on the agenda.
    - c. After the agenda is set, a speaker’s list will automatically open.
- **Normal Debate:**
  1. The Speaker’s List is considered “Normal Debate” and is the default state of committee.



- a. Chairs will ask “All those wishing to be on the Speaker’s List” and delegates wanting to be on the List should raise their placards. It is highly advised to join the Speaker’s List. If at any point after this delegates want to be added or readmitted, they may send a note to the Chair.
- b. The speaking time is automatically set at 30 seconds, but delegates may motion to change it by saying “motion to modify speaking time to \_\_\_\_ seconds.”
- c. This is a good time to make introductory speeches.
- d. Speaker’s may not yield time. Time is automatically yielded to the Chair.
- e. No cross-talk is allowed. Delegations may communicate through note-passing.

- **Informal Debate:**

1. Moderated Caucuses (mods) – “Motion for a Moderated Caucus of a total length of \_\_\_\_ minutes, with a \_\_\_\_ second speaking time, for the purpose of \_\_\_\_.”
  - a. If passed, the Chair will ask those wishing to speak to raise their placards. The Chair will call on speakers who will speak one at a time.
  - b. Delegates may yield any remaining time to the Chair or another delegation.
  - c. A primary benefit of the Moderated Caucus is to limit debate to a specific topic within the main topic.
  - d. No cross-talk is allowed. Delegates may communicate through note-passing.
2. Unmoderated Caucuses (unmods) – “Motion for an Unmoderated Caucus of \_\_\_\_ minutes.”
  - a. If passed, formal rules are suspended for the period of time, and delegates are free to move around the committee room
  - b. Primary benefits of Unmoderated Caucuses is to build alliances, or “blocs”, and begin working papers.

- **Introducing Draft Resolutions:**

1. Working Papers – early-stage resolutions begin as working papers. These are in the editing stage where they can be added to or edited by delegates freely.
  - a. Debate may not be narrowed to working papers. This means that a Moderated Caucus cannot be on the topic of a specific working paper.
2. Chair Review – Once working papers have been finalized and put in correct resolution formatting, they may be submitted to the Chair for review.
  - a. For specifics on formatting and requirements for submission, please see the Resolution Writing document on the CCWA website.
  - b. Delegates should transfer ownership of the document to the Chair.
  - c. Delegates may no longer edit the document in any way while the Chair is reviewing it.
3. Introducing Draft Resolutions – If the Chair approves the paper, it may be introduced to the committee: “Motion to Introduce Draft Resolution [Name of draft resolution].”



- a. Only 2-3 draft resolutions may be introduced to committee per Topic.
  - b. The Sponsors will come to the front of committee and read the resolution.
  - c. Typically, a delegation will “Motion for a Q&A on the draft resolution for \_\_\_\_ minutes,” at which point the Sponsors will take questions from the committee on the resolution while the Chair keeps time.
4. Amendment Process – Following this, the only way to edit the document, for any reason, is to write amendments which must be submitted to the Chair. “Motion to Introduce all amendments before the Chair.”
  - a. Any delegation may write an amendment for the draft resolution
  - b. Friendly amendments: all the Sponsors and Co-Sponsors have agreed to the amendment and the amendment is automatically adopted into the resolution (by way of the Chair editing the document).
  - c. Unfriendly amendments: one or more of the Sponsors or Co-Sponsors have not agreed to the amendment. The entire committee votes on adding the amendment to the draft resolution. This vote will not be presented to the committee until the committee has entered Voting Procedure.
- **Voting Procedure:**
  1. “Motion to enter Voting Procedure.”
  2. The Chair will present unfriendly amendments to the committee to be voted on in the order they were introduced.
  3. The only motion that may be taken is a motion pertaining to the method of voting, e.g. a “Motion to vote by roll call.”
  4. The default voting style is a vote by placard, in which the Chair will ask “All those wishing to vote yes, no, and abstain,” and delegates will raise their placards for one of the options.
  5. Roll call vote – the Chair will call on delegations individually for their votes. Delegates may respond “yes, no, no with rights, abstain, or pass.”



## **Part 4: Resolution Writing**

### **RESOLUTION WRITING:**

A resolution is written in the form of one long, run-on sentence. This means there is no period in the document until the end of the final Operative Clause. The following rules apply:

- The committee name and topic name should be written against the top, left margin.  
This is the Heading
- The draft resolution's name will be assigned by the Chair, and is determined by the topic and the order in which it was introduced to the committee. For example, if the draft resolution is the third one introduced for the second topic, it receives the appellation: B/3.
- Sponsor(s), Co-Sponsors, and Signatories are listed following the Heading and resolution name.
  - Sponsor(s): These are the primary authors of the resolution. No more than two delegations may be the Sponsors on a resolution.
  - Co-Sponsors: Co-Sponsors are any delegation who has contributed language to a resolution in some capacity. There is not a limit to the number of Co-Sponsors a resolution may have.
  - Signatories: These are delegations who have not contributed language to a resolution, but are in favor of discussing it further. There is not a limit to the number of Signatories a resolution may have.
- The next section consists of Preambulatory Clauses. These address the problem at hand, recall past actions, explain the purpose of the resolution, and offer support for the Operative Clauses.
  - Each clause in the Preamble begins with an italicized word or phrase.
  - Preambulatory Phrases should be present participle verbs (these are usually verbs ending in -ING). Examples can be found on the following page.
  - Preambulatory Clauses should end in a comma.
- Operative Clauses are the final section of the resolution. These are the actions to be taken by the committee.
  - Each clause is numbered and begins with an underlined Operative word or phrase.
  - Operative Phrases should be present tense active verbs. Examples can be found on the following page.
  - Each Operative Clause ends in a semi-colon, except the last, which ends with a period

- Operative Subclauses:
  - Operative clauses may have subclauses. These do not need to start with an operative phrase.
  - Operative subclauses should begin with a lower-case letter (a., b., c., etc.) and sub-subclauses will have lower-case roman numerals (i., ii., iii., etc.).
  - There must be at least 2 subclauses, otherwise the single subclause should be moved to the main clause.
  - Subclauses should end in a comma, unless it is the last subclause and/or clause of the Operative Clause, in which case it ends in a semi-colon.

#### **Preambulatory Phrases:**

<i>Acknowledging</i>	<i>Deeply convinced</i>	<i>Gravely concerned by</i>	<i>Noting with regret</i>
<i>Affirming</i>	<i>Deeply disturbed</i>	<i>Guided by</i>	<i>Noting with</i>
<i>Alarmed by</i>	<i>Deeply regretting</i>	<i>Having adopted</i>	<i>satisfaction</i>
<i>Approving</i>	<i>Desiring</i>	<i>Having considered</i>	<i>Observing</i>
<i>Aware of</i>	<i>Emphasizing</i>	<i>Having further</i>	<i>Reaffirming</i>
<i>Bearing in mind</i>	<i>Expecting</i>	<i>considered</i>	<i>Realizing</i>
<i>Believing</i>	<i>Expressing its</i>	<i>Having devoted</i>	<i>Recalling</i>
<i>Cognizant of</i>	<i>appreciation</i>	<i>attention to</i>	<i>Recalling with concern</i>
<i>Considering</i>	<i>Expressing its</i>	<i>Having examined</i>	<i>Recognizing</i>
<i>Considering also</i>	<i>satisfaction</i>	<i>Having been notified</i>	<i>Referring to</i>
<i>Contemplating</i>	<i>Fulfilling</i>	<i>Having received</i>	<i>Seeking</i>
<i>Declaring</i>	<i>Fully alarmed</i>	<i>Having studied</i>	<i>Taking into account</i>
<i>Deeply concerned</i>	<i>Fully aware of</i>	<i>Hoping</i>	<i>Taking into</i>
<i>Deeply conscious</i>	<i>Fulling believing</i>	<i>Keeping in mind</i>	<i>consideration</i>
	<i>Further deploring</i>	<i>Noting</i>	<i>Viewing with</i>
	<i>Further recalling</i>	<i>Noting further</i>	<i>appreciation</i>
			<i>Welcoming</i>

#### **Operative Phrases:**

<u>Accepts</u>	<u>Decides</u>	<u>Further calls upon</u>	<u>Reminds</u>
<u>Affirms</u>	<u>Declares</u>	<u>Further endorses</u>	<u>Renews</u>
<u>Appeals</u>	<u>Demands*</u>	<u>Further recommends</u>	<u>Regrets</u>
<u>Approves</u>	<u>Deplores</u>	<u>Further reminds</u>	<u>Resolves</u>
<u>Authorizes</u>	<u>Designates</u>	<u>Further requests</u>	<u>Solemnly condemns*</u>
<u>Calls for</u>	<u>Draws Attention</u>	<u>Further suggests</u>	<u>Supports</u>
<u>Calls on</u>	<u>Emphasizes</u>	<u>Has resolved</u>	<u>Takes note of</u>
<u>Calls upon</u>	<u>Encourages</u>	<u>Notes</u>	<u>Transmits</u>
<u>Commends</u>	<u>Endorses</u>	<u>Offers</u>	<u>Trusts</u>
<u>Condemns*</u>		<u>Proclaims</u>	<u>Urges</u>



Congratulates  
Confirms

Expresses its  
appreciation  
Expresses its hope  
Further calls on

Reaffirms  
Recommends

**\*Only permissible in  
Security Council**

These are a few examples for reference, but not an exhaustive list.

## **Part 5: Codes of Conduct and Conference Policies**

### **CODE 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 Liability Release Form. 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, 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 the country represented by the delegate is considered to be inappropriate. However, delegates are welcome to display United Nations symbols (such as the UN flag or gavel).

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 permitted to use technology during committee sessions. Any usage of technology outside of conference purposes, as determined by conference staff, is deemed to be inappropriate.

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.

## 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 use of another delegates’ draft language without their consent,
- 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.

## Resolution Pre-Writing

Delegates may **not** work on resolutions outside of committee sessions, or engage in “pre-writing”. This includes **any amount** of editing or writing of the document before the start of the first committee session, during any breaks from committee (including lunch), and the time period between the close of committee session II, on day one, and the start of committee session III, on day two. Any delegates found to be editing or writing a resolution outside of committee sessions will be disqualified from awards. If a delegation is accused of this, the conference director will be notified and will investigate the merits of the allegations by interviewing all involved parties.

Delegations that accuse others of pre-writing or working on a resolution outside of conference hours without sufficient evidence, as determined by the conference director, will be penalized, but not disqualified, while awards are determined.

## Award Eligibility

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 reserve 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, and 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.

In cases of limited capacity, CCWA may institute a limit of thirty (30) to forty (40) students per school for each conference, depending on the 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 an online payment, 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 discretion 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 world-wide. 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 Resolution**

### **SAMPLE RESOLUTION**

**Resolution: A/3**

**Committee:** Security Council

**Topic A:** Maintenance of International Peace and Security

**Sponsors:** China, Japan

**Co-Sponsors:** Egypt, Senegal, United Kingdom, United States

**Signatories:** France, Russian Federation, Uruguay

*Bearing in mind* the purposes and principles of the Charter of the United Nations and the primary responsibility of the Security Council under the Charter for the maintenance of international peace and security,

*Recognizing* the important and positive contribution of youth in efforts for the maintenance and promotion of peace and security,

*Acknowledging* the on-going work of national governments and regional and international organizations to engage youth in building and maintaining peace,

*Encouraging* Member States to consider developing a UN common approach to inclusive development as a key for preventing conflict and enabling long-term stability and sustainable peace, and highlighting in this regard the importance of identifying and addressing social, economic, political, cultural and religious exclusion, intolerance, as well as violent extremism, which can be conducive to terrorism, as drivers of conflict,

1. Urges Member States to consider ways to increase inclusive representation of youth in decision-making at all levels in local, national, regional and international institutions for the prevention and resolution of conflict;
2. Calls on all relevant actors, including when negotiating and implementing peace agreements, to take into account, as appropriate, the participation and views of youth, recognizing that their marginalization is detrimental to building sustainable peace in all societies, including, inter alia, such specific aspects as:
  - a. The needs of youth during resettlement and for rehabilitation, reintegration and post-conflict reconstruction,
  - b. Measures that support local youth peace initiatives and indigenous processes for conflict resolution,
  - c. Measures to empower youth in peacebuilding and conflict resolution;
3. Calls upon Member States to comply with their respective obligations to end impunity and further calls on them to investigate and prosecute those responsible for genocide, crimes against humanity, war crimes and other egregious crimes perpetrated against civilians, including youth, noting that the fight against impunity for the most serious crimes of international concern has been strengthened through the work on and prosecution of these



crimes by the International Criminal Court, ad hoc and mixed tribunals and specialized chambers in national tribunals;

4. Reaffirms that states must respect and ensure the human rights of all individuals within their territory and subject to their jurisdiction as provided for by relevant international law and reaffirms that each state bears the primary responsibility to protect its populations from genocide, war crimes, ethnic cleansing, and crimes against humanity;
5. Urges Member States to support quality education for peace that equips youth with the ability to engage constructively in civic structures and inclusive political processes;
6. Encourages all those involved in the planning for disarmament, demobilization and reintegration to consider the needs of youth affected by armed conflict, including, inter alia, such specific aspects as:
  - a. Evidence-based and gender-sensitive youth employment opportunities and inclusive labor practices, including:
    - i. Employment and training in preventing the marginalization of youth,
    - ii. Investment in building young persons' capabilities and skills to meet labor demands through relevant education opportunities designed in a manner which promotes a culture of peace,
  - b. Support for youth-led and peacebuilding organisations as partners in youth employment and entrepreneurship programs;
7. Decides to remain actively seized of the matter.