



**AMMUN'11
DELEGATE
GUIDE**

Table of Contents

| | |
|---------------------------------|----|
| Topics on the Agenda..... | 1 |
| AMMUN's Rules of Procedure..... | 5 |
| Research Pointers..... | 23 |
| What is a Position Paper?..... | 24 |
| What is a Resolution? | 25 |
| Structure of a Resolution..... | 27 |
| AMMUN's Secretariat | 29 |



Topics on the Agenda

General Assembly 'A'

1. Achieving sustainable development, by adopting effective measures to assist the reallocation of internally displaced persons (IDP's)
2. Eliminating the threat of Nuclear War posed by the Northern Koreans, specifically targeted to the US and Southern Koreans
3. Combating human trafficking in Eastern Europe in the context of implementation of human rights legislation and national security

General Assembly 'B'

1. Eradicating religious violence; focusing on the consequences of the Taliban administration through the implementation of adequate security measures
2. Meeting one of the Millennium Development Goals by means of addressing the issue of primary education and early childhood development
3. Legal measures to resolve conflict-induced displacement in areas of political unrest, in order to address the problem of migrant labor

ECOSOC:

1. Addressing the formation of south Sudan's economy
2. Eradicating the socio-economic effects of the Palestinian blockade
3. Addressing the issue of poverty in Eastern Europe through micro- finance projects

Human Rights Commission

1. Tackling the issue of protecting the internally displaced Palestinians and the refugees in order to eliminate poverty and discrimination
2. Combating the issue of armed conflict in schools to enhance the quality of education in the region of Sub-Saharan Africa
3. Addressing the issue of gender disparities in the Middle East as a means to empower women

Disarmament Commission

1. The issue of illicit trade and trafficking of small arms and light weapons in all of its aspects
2. The question of ensuring transparency of possessing armaments, particularly Weapons of Mass Destruction and nuclear weapons
3. Disarming Hezbollah as a means of promoting stability in the region

Environment Commission

1. Eradicating the excessive pollution due to industrial and agricultural waste in china's Taihu Lake
2. Addressing the environmental implications of the oil spills in the Niger Delta
3. Tackling the environmental effect and health hazards of nuclear waste

Security Council

1. Tackling the issue concerning the development of integrated missile programs in Iran, Pakistan, Afghanistan, Syria, India and China
2. Resolving the Iranian-Israeli conflict, instigating possibilities of violent outbreaks and wars between both entities
3. Addressing the Question of eradicating a possible deterioration in US-Pakistani relations, signaled by the act of war and infringement of Pakistani sovereignty regarding US operations towards the killing of Osama bin Laden
- 4.

International Court of Justice

1. Aegean Sea Continental Shelf Case (Greece vs. Turkey)
2. Application of the convention on the prevention and punishment of the crime of genocide (Bosnia and Herzegovina vs. Yugoslavia; Serbia and Montenegro)

The Amman Model United Nations Rules of Procedure

1. General Rules

Scope

The AMMUN Rules of Procedure shall apply to all regular sessions of all committees of the Amman Model United Nations conference, unless otherwise declared by the Secretary General.

Language

The official language of the Amman Model United Nations Conference is English. With the exception of greetings during opening speeches, all documents and speeches presented during AMMUN must be strictly in English.

The Secretariat

The Secretariat consists of the Secretary General (SG), the Deputy Secretary General (DSG) and the Presidents of the various forums. Any member of the Secretariat may address any committee or act as Chair at any time. Decisions made by Secretariat members are final, and override any other ruling. Any rule may be altered, suspended or added by any member of the Secretariat, with the Secretary General's approval, where appropriate.

Chairpersons

Each forum is appointed a Chairing Panel. After the Secretariat members, the Chairperson and Co-Chairs are the final authority figures of each committee. A Chair's decisions are final, and may only be overruled by members of the Secretariat. The competence of the Chair may not be questioned by any member of the forum. Only the Secretary General may remove a member of the Chairing Panel if necessary.

A Chair's duties include:

- Conducting Roll Call at the beginning of each committee session and after any relevant recess to determine the exact number of delegates present in the forum.
- Opening and adjourning each meeting.
- Determining durations of "open" and "closed" debate.
- Moderating debate by assigning the right to speak, recognizing points and motions, announcing decisions, introducing amendments, ruling on disputed points, and generally ensuring the observation of AMMUN rules of procedure.
- Conducting voting procedures and recording the results.

A Chair has the authority to:

- Extend or reduce debate time or speaking time where appropriate.
- Limit the number of points of information that the House can ask a speaker.
- Overrule points and motions proposed by delegates.
- Suspend note passing if it disrupts debate proceedings.
- Issue warnings to disruptive delegates and suspend delegates with repeated offences.
- Call on Delegates to speak.

The Forums of AMMUN

AMMUN has 6 debate forums: the General Assembly (GA), the Economic and Social Council (ECOSOC), the Security Council (SC), the International Court of Justice (ICJ), the Human Rights Commission (HRC) and the Advisory Panel (AP). The General Assembly is further divided into General Assembly A and General Assembly B. The Human Rights Commission consists of Sub-Committee 1 and Sub-Committee 2. Each forum is headed by a President and a Chairing Panel.

Delegates

Delegates are the representatives of the various countries and organizations that take part in debate in each of the forums.

Delegates must:

- Act according to the policies of the countries or organizations they are representing, and **not their personal opinions**.
- Respect all other delegates, Chairs, Secretariat members and administrative staff.
- Use formal, diplomatic language, and speak in English at all times during debate.
- Speak only when allowed to do so by the Chair.
- Stand when speaking.
- Wear formal clothing; which includes a suit for males, and a skirt or smart pants with a shirt for females. Delegates must refrain from wearing costumes, military attire or any slogans that may praise or insult the country they are representing, or any other country or individual.

Rights of Member States

With the exception of the ICJ, HRC and AP, each Member State shall be represented by one voting delegate on each committee. Representatives of Member States have the right to submit resolutions, propose amendments and motions, and be recognized by the Chair to speak.

Rights of Non-Member Nations

Representatives of Non-Member States, Non-Governmental Organizations (NGOs) and observers shall have the same rights as representatives of Member States, except that they may not vote on substantive matters.

Administrative Staff

The Administrative Staff are the members of the forum responsible for:

- Regulating note-passing between delegates. Admin Staff have the authority to screen all notes passed among the committee members
- Passing notes and amendments from delegates to the Chairing Panel and back. Notes to and from the Chairs may not be screened by Admin Staff.
- Counting votes during voting procedures, and reporting them to the Chairing Panel.
- Maintaining order in the forum.
- Escorting suspended or expelled delegates outside the forum hall.

Members of the Administrative Staff are to be respected by all delegates. Failure to demonstrate adequate respect will result in a reprimand from the Chair or Secretariat.

Censure

All delegates are expected to know their country or organization's foreign policy. Delegates who clearly misrepresent their assigned country's point of view in speeches and substantive votes will be subject to censure. Such delegates' voting rights may be revoked. They may be barred from speaking for a set duration, or for the remainder of the current committee session.

Personal Pronouns

All speeches made during debate must be made in third-person. The use of personal pronouns is not allowed under any circumstance. Delegates must refrain from using "I", "me" or "my", and must instead use "us" and "our", or "the delegate of (name of country/organization)". This is because delegates represent nations or organizations, and not themselves, in their forums.

Testimonies

Should a delegate require a statement from a country or faction not found in their forum, they may request a Testimony through their Chairperson. The Chairperson will then notify an available Student Officer, who will then prepare and represent the requested country or faction in the needed Forum.

2. Debate in the GA, ECOSOC, DC and the SC

Quorum

Quorum is defined as two-thirds of the members of the committee as determined by the roll-call list. Formal debate may not begin in any forum until it meets Quorum. Any delegate may, at any time, request verification of Quorum. The Chair will immediately rule on the motion, initiating a Roll Call if necessary. Quorum is assumed to be met, unless proven otherwise.

Roll Call

At the beginning of each session or after every major recess, the Chair shall initiate a Roll Call to determine Quorum. Each delegate must respond by either “present” or “present and voting”. If a delegation is not present at the time of Roll Call, it is expected to pass a note to the Chair once it arrives.

Opening Speeches

After taking Roll Call and meeting Quorum, The Chair announces that the house will be entertaining opening speeches. Countries/delegations are called up in fives, according to alphabetical order, to deliver their opening speeches. Opening speeches are not to exceed 1 minute each in the General Assemblies and ECOSOC, and 2 minutes each in the Security Council.

Following each set of 5 speeches, rights of reply are entertained. A right of reply is a statement comment on a speech made by one of the delegates. It is not a question. The delegate being addressed does not have the right follow-up on the right of reply.

The Agenda

The Agenda refers to the order in which the committee shall discuss its topics, and is determined by the President of each forum.

The Floor

Any delegate wishing to speak during debate must first be recognized by the Chair. When this happens, the selected delegate must approach the speakers’ podium, which is usually placed by the Chairing Panel’s bench. In UN jargon, the podium is usually referred to as “the floor”.

Open and Closed Debate

Open debate refers to a set duration of time when delegates may speak either in favor of or against a resolution.

Closed debate in favor of a resolution refers to a set duration of time when only delegates wishing to support the resolution at hand may take the floor. Closed debate

against a resolution refers to a set duration of time when only delegates wishing to attack the resolution at hand may take the floor.

Determination of the type of debate and its duration is left to the Chairing Panel's discretion.

Debate on Resolutions

- After opening speeches are given, a debate topic is introduced to the house. The Chair selects a resolution on the first topic that was merged and lobbied the day before.
- The Chair calls the main submitter of the resolution to the podium to read out the operative clauses.
- After the resolution has been read, the Chair specifies whether the house will be conducting open or closed debate, and sets debate time.
- The Chair then opens the floor to the main submitter. The main submitter has the floor and speaks in favor of the resolution.
- Once the main submitter is done talking, the chair asks if the delegate is open to any points of information.

NOTE: A **point of information** is a question. Any delegate present in the house may ask the speaker at the podium a point of information. Please note that a point of information must be phrased in the form of a question, *not* as a statement.

- a) - If the main submitter is open to points of information, then the Chair asks the house if there are any points of information in the house.
 - Delegates who wish to ask questions raise their placards and may only speak when selected by the Chair.
 - A delegate who is selected by the Chair approaches the nearest microphone and must remain standing while the speaker at the podium answers the question.
 - The number of points of information to be entertained is at the Chair's discretion.
- b) If the speaker at the podium is not open to open to any points of information, then the Chair asks the speaker to yield the floor back to the Chair or to another delegate.

NOTE: A speaker who is chosen by the chair to take the floor has the right to yield the floor to another delegate. However, a delegate to whom the floor has been yielded must yield the floor back to the chair. i.e. - yielding the floor to another delegate more than once is out of order.

- Once the floor has been yielded back to the chair, the chair asks if any speakers are willing to take the floor. - If debate has been designated as ‘open debate’, speakers in favor of and against the resolution are allowed to take the floor.
- If the debate has been designated as ‘closed’ debate, only speakers wishing to defend the resolution may take the floor during ‘time in favor of the resolution’, and only speakers wishing to attack the resolutions may take the floor during ‘time against the resolution’.
- Delegates wishing to take the floor raise their placards and the chair selects one of them.
- The process (as previously described) is repeated.

Amendments

An amendment is defined as any change, addition or removal a delegate wishes to propose to an existing resolution. Special amendment sheets will be provided during the conference. Delegates wishing to submit amendments must write them down on the designated amendment sheets and send them to the Chairing Panel via the Admin Staff.

- Amendments may be entertained at any time during open debate, but only during “time against” a resolution during closed debate.
- Debate time (usually of around 5 minutes) on amendments is set by the chair.
- Debate on amendments follows the same structure as debate on resolutions.
- Once debate time on amendments elapses, voting procedures take place.
- When voting on amendments, all delegates must vote either ‘for’ or ‘against’. Abstentions are not in order.
- NGOs, observers and Non-Member States are not allowed to vote.
- After voting on amendments, the house returns to regular debate on the resolution.
- If 2/3 of the resolution is amended, it automatically fails.

Voting Procedures

Member States have the right to one vote on substantive matters like motions, amendments and resolutions.

- Once debate time on a resolution or amendment elapses, the Chair announces that the house will be moving into voting procedures.
- All note-passing is suspended during voting procedures.
- Votes are cast by the raising of placards when instructed to do so by the Chair.
- Votes are then counted by Admin Staff and reported to the Chair.
- When voting on amendments, all delegates with voting rights must vote either ‘for’ or ‘against’. Abstentions are not in order.
- When voting on resolutions, delegates with voting rights may vote for ‘for’ or ‘against’ the resolution. They may also abstain from voting if they wish to do so.
- NGOs, observers and authorities are not allowed to vote in either case.

- After voting procedures, the chair announces the verdict. If a resolution passes, clapping is in order. If it fails, clapping is out of order.

Procedural Voting

Procedural voting refers to voting on motions proposed by delegates throughout the course of debate. For procedural matters, delegations with voting rights are obliged to vote either 'for' or 'against'. Abstentions are not in order.

Majorities

A simple majority is defined as more votes in favor than opposed to a matter. If voting on a motion ties, the motion automatically fails.

A two-thirds majority is defined as at least two votes in favor for every vote against the matter in question.

A unanimous vote is defined as a vote where all delegates present vote in favor of the matter in question. Any delegate abstaining or voting against a matter requiring unanimity shall cause it to fail. The absence of any number of delegates shall not affect the success or failure of a matter requiring a unanimous vote.

Ad Hoc in the Security Council

For one of the designated topics, the Security Council will also conduct Ad Hoc debate. Delegates will not merge resolutions for this topic on Merging and Lobbying day; instead they will formulate a resolution, clause by clause, during the actual debate. For more information about Ad Hoc, please see the Rules of Procedure for debate in the Human Rights commission.

3. Debate in the Human Rights Commission

Quorum

Quorum is defined as two-thirds of the members of the committee as determined by the roll-call list. Formal debate may not begin in any forum until it meets Quorum. Any delegate may, at any time, request verification of Quorum. The Chair will immediately rule on the motion, initiating a Roll Call if necessary. Quorum is assumed to be met, unless proven otherwise.

Roll Call

At the beginning of each session or after every major recess, the Chair shall initiate a Roll Call to determine Quorum. Each delegate must respond by saying 'present'. If a delegation is not present at the time of Roll Call, it is expected to pass a note to the Chair once it arrives.

Opening Speeches

After taking Roll Call and meeting Quorum, The Chair announces that the house will be entertaining opening speeches. Countries/delegations are called up in fives, according to alphabetical order, to deliver their opening speeches. Opening speeches are not to exceed 2 minutes each in the Human rights commission.

Following each set of 5 speeches, rights of reply are entertained. A right of reply is a statement comment on a speech made by one of the delegates. It is not a question. The delegate being addressed does not have the right follow-up on the right of reply.

Ad Hoc

Debate in the Human Rights Commission will follow the 'Ad Hoc' format. Ad Hoc is impromptu debate. Delegates in the Human Rights Commission do not discuss resolutions on a variety of topics, as in most other forums.

Instead, they build up a single comprehensive Action Plan that tackles one specific topic. An Action Plan is a much more detailed document than a resolution; providing practical solutions to a problem rather than simple general recommendations.

The Action Plan is written from scratch during the actual debate as follows:

- Delegates wishing to contribute points to the Action Plan write them out and submit them to the Chair.
- The Chair asks if any speakers are willing to take the floor, and delegates who have submitted ideas raise their placards.
- The Chair chooses a speaker. The speaker reads out his/her proposal and the other delegates write it down.
- The Chair sets a time limit for debate on the proposal. All debate in the Human Rights Commission is open debate.

- Debate on the proposal now commences, following the same structure as debate on amendments in the General Assemblies, ECOSOC or the Security Council.
- Once set debate time on the point elapses, normal voting procedures take place.
- This process continues over the course of 3 days, because an Action Plan is obviously much longer and so requires much more time than a resolution.
- Once the President feels that the Action Plan covers the topic adequately, it is printed out and handed to the delegates.
- A short length of time is allocated to debating the action plan as a whole. Delegates may amend parts of it, or strike out certain aspects.
- No voting takes place on action plans. The aim of each sub-committee is to produce 2 action plans by the end of the conference rather than debating several. The finished action plans will be presented to the Security Council or ECOSOC, who will in turn decide whether to pass or fail it.

Presentation to the Security Council or ECOSOC

On the morning of the last day of the conference, the members of each Sub-Committee will prepare a brief presentation of their work. One of the Human Rights two Sub-Committees will present its finished Action Plan before the members of ECOSOC, and the other before the members of the Security Council.

The delegates of these forums will in turn review the Action Plans and cast a vote to either pass or fail them. The verdict will be announced during Closing Ceremonies.

4. The International Court of Justice

The International Court of Justice, commonly referred to as the ICJ, follows an entirely different set of Rules of Procedure than any other forum at AMMUN. The ICJ resembles a regular court, and as such, much of its proceedings will be familiar to many.

The President

In regular court terms, The President of the ICJ resembles, at once, the judge and a juror. All rulings of the President are final and may not be questioned by any member of the Court at any time.

Advocates

ICJ Advocates are comparable to attorneys in a regular court. For each case, there are two teams of Advocates; each consisting of two members.

Each team of Advocates defends one side of the case. As a team, the Advocates are required to present opening speeches, call in and cross-examine witnesses, and present a long and comprehensive closing speech to wrap up the case.

Justices

ICJ Justices are a panel of 15 people, consisting of 13 regular Justices, as well as the President and Deputy President. In the ICJ, Justices are comparable to the jury panel. Justices must listen intently to the speeches made by the Advocates for each side of each case, as well as the testimonies of their witnesses, and finally come to a verdict on the case. After every speech the Justices will have a caucus. Caucuses are confidential meetings where the Justices, the President and Deputy President discuss the proceedings. Justices will have a chance to address the advocates before their Closing Speeches.

*Note: questions asked by Justices can only be asked if they serve clarification. They may not ask questions which favour a side.

The Stand

'The Stand' marks the opening of the ICJ. The 13 Justices and the Deputy President are asked to rise to welcome the President who then makes his/her entrance.

The Initiation Ceremony

The Initiation Ceremony follows The Stand. All the Justices rise and make an oath – all advocates present at this point. The President then introduces himself/herself and his/her Deputies if present, with their names and the schools they attend.

The Cases

The President introduces the first case with a short, neutral summary or brief outline of the conflict.

The first case then begins. Advocates of other cases are free to leave the ICJ hall at this point, though they may remain as observers if they so choose.

*Note: Advocates will be given badges with observer privileges, which allow them to enter the General Assembly, ECOSOC or Human Rights Commission forum halls and observe the debate procedures. Or should they wish, find a place to work on their cases. They may not loiter in the lobby without purpose.

Opening Speeches

Each side (team of Advocates) makes a 20-30 minute opening speech – introducing the case, giving a history of the conflict, as well as a brief mention of the evidence. There must also be a mention of the points which they expect the Justices to give a judgment. The Prosecution goes first, then the Defense.

*Note: objections are prohibited during the first five minutes of opening speeches.

Witnesses

After the opening speeches conclude, witnesses are brought in one at a time. Again, the Prosecution's witnesses precede the Defense's witnesses.

The Witnesses are, of course, mock witnesses that are pre-chosen by the Advocates. A Witness may represent an individual or an organization. It is the responsibility of each team of Advocates to pre-select a number of Witnesses well before the conference, and provide them with necessary background to prepare them for the cross-examination. Advocates must have between 4-5 witnesses.

NOTE: Advocates may choose any member(s) of their delegation to act as Witnesses, even if they are members of other AMMUN forums. When their turn to testify comes, they will be summoned from their individual forums to the Court by a member of the Admin Staff.

Witnesses are first examined by the side that presents them (i.e. the Prosecution's witnesses are first examined by the Prosecution; the Defense's witnesses are first examined by the Defense). The other side is then allowed to cross-examine the witness. This procedure is repeated with every witness.

Justices may ask questions after the cross-examination.

Advocates may object to any procedure or question asked by the opposing side based on the rules of procedure of the ICJ. In order to exercise this right, Advocates must be familiar with these Rules of Procedure. A faulty objection will look very bad in the Justices' eyes.

Evidence

During the case, evidence collected by both sides is presented to the Justices. Evidence must be drawn from official, published material. Relevant evidence must be collected well before the conference, highlighted to indicate the important parts, and emailed to the President by a set deadline.

The President will go through the evidence to make sure that it is drawn from an accepted source. After this process, evidence will be sent to the photocopying center to make enough copies for the Justices before the conference begins.

To collect evidence, Advocates must conduct comprehensive research of their cases. They must literally know their case inside out. Not only are they supposed to know the arguments for their own side; but it is also advisable to be familiar with arguments that might be used by the opposing side, in order to prepare a strong rebuttal.

Closing Speeches

After the all Witnesses have testified, the final step of the case is the delivery of closing speeches by both sides. Closing speeches are, again, made first by the Prosecution and then by the Defense. Closing speeches are 1-hour long for each side, and they may include a summary, and a recap of all the evidence presented by that side, as well as a reminder of the Witnesses that were presented by that side. This speech is the last chance the Advocate team has to convince the Justice's of their position, and it should be the **strongest** speech made throughout the case.

*Note: No objections are allowed after the first ten minutes.

The Verdict

The verdicts of all cases will only be given on the final conference day, in the closing ceremony. On the third day the President and Justices will convene and make their decisions on each case based on their notes on all that they have been presented with.

*Note: Justices **must** take detailed notes throughout each case, in order to be able to remember the particulars of each and every witness and speech presented in each case.

5. Debate in the Advisory Panel

The Advisory Panel:

The Advisory Panel, a new addition to AMMUN, will consist of a limited number of delegates (12). They, however, will be professional, dedicated, skilled debaters of a high standard who will be conducive to the high caliber of debate expected in this forum.

The Advisory Panel is unlike any other forum in AMMUN: the topic is unknown, but will be introduced in the conference, and the delegates will not represent countries, but will rather represent specific bodies and individuals which are relevant to the topic at hand. Delegates will have to produce a totally comprehensive action plan about the issue, which will encompass all aspects and problems related to the issue. The Advisory Panel is a demanding and enjoyable forum, full of innovative solutions, freedom to tackle specifics, and delegates of the highest ability.

Quorum

Quorum is defined as two-thirds of the members of the committee as determined by the roll-call list. Formal debate may not begin in any forum until it meets Quorum. Any delegate may, at any time, request verification of Quorum. The Chair will immediately rule on the motion, initiating a Roll Call if necessary. Quorum is assumed to be met, unless proven otherwise.

Roll Call

At the beginning of each session or after every major recess, the Chair shall initiate a Roll Call to determine Quorum. Each delegate must respond by saying 'present'. If a delegation is not present at the time of Roll Call, it is expected to pass a note to the Chair once it arrives.

Opening Speeches

After taking Roll Call and meeting Quorum, The Chair announces that the house will be entertaining opening speeches. Representatives are called up in fives, according to alphabetical order, to deliver their opening speeches. Opening speeches are not to exceed 2 minutes each in the Advisory Panel.

Following each set of 5 speeches, rights of reply are entertained. A right of reply is a statement comment on a speech made by one of the delegates. It is not a question. The delegate being addressed does not have the right follow-up on the right of reply.

Ad Hoc

Debate in the Advisory Panel will follow the 'Ad Hoc' format. Ad Hoc is impromptu debate. Delegates in the Advisory Panel do not discuss resolutions on a variety of topics, as in most other forums.

Instead, they build up a single comprehensive Action Plan that tackles one specific topic. An Action Plan is a much more detailed document than a resolution; providing practical solutions to a problem rather than simple general recommendations.

The Action Plan is written from scratch during the actual debate as follows:

- Delegates wishing to contribute points to the Action Plan write them out and submit them to the Chair.
- The Chair asks if any speakers are willing to take the floor, and delegates who have submitted ideas raise their placards.
- The Chair chooses a speaker. The speaker reads out his/her proposal and the other delegates write it down.
- The Chair sets a time limit for debate on the proposal. All debate in the Advisory Panel is open.
- Debate on the proposal now commences, following the same structure as debate on amendments in the General Assemblies, ECOSOC or the Security Council.
- Once set debate time on the point elapses, normal voting procedures take place.
- This process continues over the course of 3 days, because an Action Plan is obviously much longer and so requires much more time than a resolution.
- Once the President feels that the Action Plan covers the topic adequately, it is printed out and handed to the delegates.
- A short length of time is allocated to debating the action plan as a whole. Delegates may amend parts of it, or strike out certain aspects.
- No voting takes place on action plans. The aim of each sub-committee is to produce 2 action plans by the end of the conference rather than debating several. The finished action plans will be presented to the Security Council or ECOSOC, who will in turn decide whether to pass or fail it.

Presentation to the Security Council or ECOSOC

On the morning of the last day of the conference, the members of each Sub-Committee will prepare a brief presentation of their work the advisory panel will present its finished Action Plan before the members of ECOSOC, and the other before the members of the Security Council.

The delegates of these forums will in turn review the Action Plans and cast a vote to either pass or fail them. The verdict will be announced during Closing Ceremonies.

6. Summary of Motions and Points

| Procedure | Meaning | Can It Interrupt? | Second Needed? | Objection? | How is it Decided? |
|---------------------------------------|--|-------------------|----------------|------------|---|
| Point of Personal Privilege | To request something that has to do with the delegate personally (noise, room temperature, etc...) | Yes | No | No | Chair |
| Point of Information | To question a speaker <u>through the Chairperson.</u> | No | No | No | Chair |
| Point of Inquiry | To request information from the Chairperson. | No | No | No | Chair |
| Point of Parliamentary Procedure | To point out a breach of the AMMUN Rules of Procedure. | No | No | No | Chair |
| Point of Order | To object to a comment or point raised by another delegate. | No | No | No | Chair |
| Motion to Move to Open/ Closed Debate | To switch debate from open debate to closed or vice versa. | No | Yes | Yes | Two-thirds majority Can be overruled by the Chair |
| Motion to Extend/ Limit Debate Time | To lengthen or shorten the time allocated for debating a certain resolution. | No | Yes | Yes | Two-thirds majority Can be overruled by the Chair |

| | | | | | |
|--------------------------------|--|----|-----|-----|---|
| Motion to Table the Resolution | To postpone debate on current resolution until a later time. | No | Yes | Yes | Two-thirds majority Can be overruled by the Chair |
| Motion to Divide the House | To call a vote where all delegates must vote either for or against a substantive matter. Abstentions are not in order. | No | Yes | Yes | Chair |
| Roll Call Vote | To requests that voting procedures be conducted by calling on each delegate at a time. | No | Yes | Yes | Chair |
| Motion to Adjourn | To call for an end to debate. | No | Yes | Yes | Two-thirds majority Can be overruled by the Chair |
| Motion to Move into Caucus | To request an in-house recess whereby delegates meet to discuss policy. | No | Yes | Yes | Two-thirds majority Can be overruled by the Chair |
| Motion to Move into Recess | To request a break from debate. | No | Yes | Yes | Two-thirds majority Can be overruled by the Chair |
| Motion to Call for Testimony | Request a policy statement from outside the forum. | No | No | Yes | By Chair according to relevancy. |

Important Areas for you to Research as part of your preparation for a conference:

1. Know the UN system. We have created an on-line introduction to and virtual tour of the UN for students who want a basic
2. Become familiar with your country's history, culture, political structure, and current political affairs. In addition to resources you may be useful to read fiction and non-fiction books (e.g, biographies) written by authors who live in your country. They may offer insights into the culture you are learning about
3. Learn about your country's viewpoints on as many of the issues that will be discussed at the conference you will be attending as you can.
4. Know your allies and your opposition. In order to adequately represent your country during the conference, you will need to interact with delegates from other countries. Knowing their positions on your topic will help you predict their arguments during debate. This will be very useful in helping you decide in advance where it might be useful to seek cooperation or compromise
5. Be familiar with current statistical data on your topic and country
6. Review the rules and procedures for your conference. These rules are intended to create a level playing field allowing each country to accomplish its individual goals in speaking about their policies while maximizing opportunities for the group to reach agreement or even consensus on the issue. Each conference publishes a set of rules and procedures that are derived from those used by the UN. There are many resources on protocol and parliamentary procedure available through MUN sites and books

<http://cyberschoolbus.un.org/modelun/index.asp>

What is a Position Paper?

A Position Paper is a research paper, meant to provide the delegates with a source of reference before and after the conference. Position Papers are not required by the conference, nor will they be used during the conference except for reference. The idea is simply to write a paper composed of all the information and suggestions that will be in the resolution, and then some. This way, students can outline and clarify their resolution before they write it out in proper format. We find that Position Papers often save time from correcting resolutions, and they are a requirement for our ABS delegates. Whether or not your students will be required to write them before the conference is completely up to you and/or your delegates, according to your usual procedure.

The Point of the Position Paper is to:

- 1) Insure that delegates understand the issue at hand.
- 2) Insure that the delegates have researched their assigned country and fully understand the government's policy on the topic.
- 3) Provide a framework for each delegate's resolution.
- 4) Enable the MUN director, a more experienced MUN delegate, and/or anyone else to read the position paper **before** the resolution is written, which insures that the resolution-to-be is indeed in accordance to the represented government's position, and that the solutions suggested are plausible and practicable.

Information a Position Paper Should Include:

- 1) A basic introduction to the topic (basically an elaboration and clarification of the title). Why is this issue a problem? Why do we, as the international community need to solve it? What are the effects of this problem on the world at large and/or **your specific country**?
- 2) A brief and general history/background of the problem (if the history of the issue cannot be traced, then say this). When did this problem start? How did it start (generally)? When did the world and/or the UN begin to recognize this issue as a problem?
- 3) Information regarding past action taken by the UN, NGOs, and/or your government to solve this issue (not too detailed). Has any action been taken? By whom? Was it successful?
- 4) Suggest solutions for this problem **according to your country's position** (and not your own). Make these suggestions as comprehensive as possible. Try to remember all aspects of the problem and all sectors of government that might contribute to the solution. This should be the largest and most detailed section of your Position Paper.

*Points 1, 2, and 3 are the information that will be transformed into the **pre-ambulatory** section of your resolution, while point 4 will become the **operative** section.

What is a Resolution?

A resolution is a framework for implementation of solutions meant to work against a national and/or international problem. A resolution can be vague or detailed, broad or specific. A resolution must always be written **according to the specific policy and position of the delegate's represented country**, rather than his/her own personal stance on the topic. Delegates must keep in mind the general trend of the government of their represented countries, which is where delegates' research comes into play. A few questions that delegates can use as a guideline before writing their resolutions, keeping in mind that a government will not promote solutions adverse to its policy:

- Is the country a developing/developed state?
- Is the country open to international intervention? Does the country generally accept UN intervention? Does the country allow NGOs into its borders?
- Does the country receive financial aid? Does it need financial aid? Is it seeking financial aid?
- Is the government democratic? Does it claim to be democratic? Would the government promote democracy?
- Are education and/or healthcare major concerns for the country in question?

A resolution is divided into two sections: **pre-ambulatory** and **operative**.

The pre-ambulatory section is concerned with the background and history of the topic, as well as past resolutions passed concerning the issue at hand. This section is meant to introduce readers to the issue, briefly state why it is an issue that needs to be tackled, and support the resolution with references to past resolutions passed on the topic. Note that General Assembly resolutions would contain references to past GA resolutions, while Security Council resolutions would contain references to past SC resolutions. The pre-ambulatory section of a resolution does not suggest solutions, nor does it contain any action, and it is not debated in during the conference sessions. The clauses in this section begin with **pre-ambulatory phrases**.

The operative section of the resolution is the meat of the resolution. This is where the suggested solutions are proposed, and each clause begins with an **operative phrase** that indicates action. Debate in the conference revolves around this section and this section only.

The following table contains some phrases that may be used to begin clauses in the resolution. These are merely examples, and many others can also be used.

*Note: only members of the Security Council may condemn or deplore actions.

| Opening Phrases | |
|--|---|
| Pre-ambulatory Phrases | Operative Phrases |
| <p>Acknowledging, affirming, alarmed by, approving, aware of, believing, bearing in mind, confident of, congratulating, contemplating, convinced of, declaring, deeply concerned, deeply conscious, deeply convinced, deeply disturbed, deeply regretting, deploring, desiring, emphasizing, expecting, expressing its appreciation, expressing its satisfaction, fulfilling, fully alarmed, fully aware, fully believing, further deploring, further recalling, guided by, having adopted, having considered, having considered further, having devoted attention, having examined, having heard, having studied, keeping in mind, noting further, noting with appreciation, noting with approval, noting with deep concern, noting with regret, noting with satisfaction, observing, pointing out, reaffirming, realizing, recalling, recognizing, referring, reminding, seeking, taking into account, taking into consideration, taking note, viewing with appreciation, welcoming.</p> | <p>Accepts, affirms, approves, asks, authorizes, calls for, calls upon, congratulates, confirms, declares accordingly, designates, encourages, endorses, expresses its appreciation, expresses its hope, further invites, further proclaims, further recommends, further requests, further resolves, hopes, invites, proclaims, proposes, recommends, regrets, requests, resolves, seeks, strongly affirms, strongly urges, suggests, supports, trusts, transmits, urges.</p> |

Structure of Resolution

FORUM: name of forum, including sub-commission where appropriate (ex. General Assembly "B")
QUESTION OF: the issue which the resolution deals with (ex. Protecting Children's Rights in Disaster-Ravaged Areas)
SUBMITTED BY: name of country (not delegate)

Forum (ex. General Assembly),

(1) Preambulatory phrase preambulatory clause,

(2) Preambulatory phrase preambulatory clause,

(3) Preambulatory phrase preambulatory clause,

(4) Preambulatory phrase preambulatory clause,

(5) Preambulatory phrase preambulatory clause,

.....

(25) 1. Operative phrase operative clause;

(26) 2. Operative phrase operative clause,

(27) a) Operative sub-clause (does not begin with operative phrase),

(28) b) Operative sub-clause,

(29) i) Operative sub-sub-clause,

(30) ii) Operative sub-sub-clause,

(31) c) Operative sub-clause;

(32) 3. Operative phrase operative clause;

(33) 4. Operative phrase operative clause;

(34) 5. Operative phrase operative clause;

Note that:

- The assembly is addressed before beginning the resolution.
- The introductory word or phrase of each line is underlined.
- There is a line-space between each clause.
- Every line is numbered in brackets. When delegates write their individual resolutions, there is no need for line-numbering, because their resolutions will most likely change during merging and lobbying. However, the merged

resolution that is submitted to the Approval Panel must have line-numbering.

- Each operative clause is numbered.
- Sub-clauses are lettered, and sub-sub-clauses are numbered.
- Resolutions are written in **Times New Roman, size 12**.
- Preambulatory clauses end with a comma, while operative clauses end with a semi-colon. Sub-clauses and sub-sub-clauses all end with a comma except for the last one, which ends with a semi-colon

AMMUN's Secretariat

| | | |
|---------------------------------|-------------------|--|
| Secretary General | Tanya Khawaja | ammsenior@abs.edu.jo |
| Deputy Secretary General | Mohammed Katkhuda | |

PLEASE DON'T HESITATE TO CONTACT YOUR PRESIDENTS IF YOU NEED ANY HELP WITH PREPARATION FOR THE CONFERENCE

| Forum | President | Contact information |
|---------------------------------------|------------------|--|
| General Assemblies | Ali Nashashibi | ali.nashashibi@gmail.com |
| Security Council | Hussein Majali | husseinmajali95@gmail.com |
| Economic and Social Council | Tara Khawaja | tarakhawaja@hotmail.com |
| Human Rights Commission | Farah Nahar | nahar.farah@gmail.com |
| Disarmament Commission | Omar Rida | omarrida@rocketmail.com |
| Environment Commission | Zeena Saifi | zeena.saifi@gmail.com |
| Advisory Panel | Nadine Fattaleh | nadine.fattaleh@gmail.com |
| International Court of Justice | Celine Al Khaldi | celine.alkhaldi@gmail.com |