



ELMUN 2024

Official Handbook





Dear Delegates,

We are ecstatic you have decided to participate in the Elephant Model United Nations conference. This guide has been designed to help you prepare for the event and understand its practices. Explanations are offered for the different terms and procedures as well as definitions of the rules the conference will follow.

The General Secretariat has been working hard with the entire team in order to ensure high standards for you, the delegates, and we are proud of what we have achieved, of helping ELMUN out of its infancy and to a whole other level. Everyone of us is convinced this is going to be the greatest ELMUN yet – and we sincerely hope you will feel it!

Should you have any further questions after reading this guide, feel free to contact the Secretariat at any time via info.elmun@gmail.com. For questions referring specifically to your committee or council, please contact your Chairs.

We wish you all the best with your preparation and look forward to seeing you all in Bremen for ELMUN 2024!

Antonia de Bieberstein Ilgner, Juliana Kanj
Secretary General, President of the General Assembly

Liere Aicha Liere, Artin Majidi
Deputy Secretary General, Deputy President of the General Assembly



Our Supporters



BÜRGER STIFTUNG BREMEN

BREMEN GEMEINSAM BEWEGEN

elmun.org is sponsored by [Michael Jentzsch](#):



[@GIANTGERMANGINA](#)



Table of Contents

Our Supporters	3
Table of Contents	4
The UN General Assembly	6
Elephant Model United Nations	6
Issues on the Agenda	7
Disarmament and International Security Committee (GA1)	7
Economic and Financial Committee (GA2)	7
Social, Humanitarian and Cultural Committee (GA3)	7
Sustainable Development Committee (GA4)	7
Human Rights Commission (HRC)	7
Registration	7
The Opening and the Closing Ceremony	7
Attendance Regulations	8
Positions	8
The MUN-Directors	8
The General Secretariat	8
The Secretary Generals	8
The President of the General Assembly	9
The Chairs	9
The Administrative Staff	9
The Press Team	9
The Delegates	9
Preparing for the Conference	10
List of Useful Websites	10
Your Country	10
Your Topic	11
Your Country's Opinion on Your Topic	11
The Committee Guides and the Committee Member List	11
Speeches, Policy Statements and Resolutions	12



Speeches	12
The Opening Speech	12
The Policy Statement	13
Resolutions	15
Layout and Structure of a Resolution	15
Lobbying	20
The Approval Panel	20
Debates	21
Note Passing	21
Amendments	21
Voting Procedures	22
General Rules During Debate	22
Debating Procedures	22
Points	24
General Rules of Conduct	27
Dress Code	27
Conference Language	27
Politeness	27
Food and Drink	27
War	28
Modes of Address and Other Useful Terms	28
Phrases to be Used by Delegates	28
Phrases to be Used by the Chair	29
A Short Glossary	30



The UN General Assembly

The United Nations General Assembly (GA) is the central organ of the United Nations (UN). It provides a platform for multilateral discussions on all international issues covered by the UN Charter.

Since its establishment in 1945, all member nations of the UN have had one vote in the GA¹. The Assembly comes together from September to December every year and gathers for additional meetings throughout the year, if necessary.

The GA does not have the power to order member states to act in a certain way. However, it may make recommendations on all matters of maintaining international peace and security, including disarmament.

The Security Council (SC) is the United Nations organ with the power to decide upon matters of maintaining international peace and security and to enforce these decisions. It consists of the permanent five veto powers, the USA, the UK, France, the Russian Federation and China, commonly referred to as “P5,” as well as several elected members from the GA. If a P5 vetoes a resolution, the matter is passed on to the GA, where a 2/3 majority is needed to pass the resolution. If the SC is considering a certain issue, the GA may not interfere and make its own recommendations.

Besides the aspect of international security, the GA has the important task to handle all kinds of issues related to the structure of the UN, the UN budget, the international economic system, human rights, social and humanitarian issues, such as, but not limited to, providing food to the poor, cultural, educational and health issues. Resolutions dealing with international security or peace require a 2/3 majority in order to pass, resolutions regarding other issues are passed with a simple majority.

Elephant Model United Nations

The Elephant Model United Nations (ELMUN) is a simulation of the United Nations, which will take place at the Hermann-Böse-Gymnasium and several other sites from March 6th to 8th 2024 for the fourteenth time. Students will discuss international politics in the name of a UN member state or of an organization and try to find solutions to current problems of the international community. Why “*Elephant*” Model United Nations? Pupils from the Hermann-Böse-Gymnasium will know the reason. The school’s emblem is an elephant, in reference to the anti-colonial memorial in the park next to the school.



Issues on the Agenda

Disarmament and International Security Committee (GA1)

“The issue of preventing nuclear weapons being used in terms of a threat.”

Economic and Social Committee (GA2)

“The issue of guaranteeing the stability of supply chains and ensuring the availability of essential goods in times of multilateral humanitarian crises.”

Sustainable Development Committee (GA3)

“The question of finding suitable approaches to combat global water scarcity and pollution.”

Special Political Committee (GA4)

“The ongoing grain and Wagner group crisis in Africa stemming from the Russo-Ukrainian war.”

Human Rights Commission (HRC)

“The issue of ensuring measures that respect the human rights of migrants and asylum seekers without further violations at borders.”

Registration

On Wednesday, all delegates can register for the conference. Upon registration, they will receive an ID badge and other material needed during the conference. If you lose your ID badge, you will have to inform the Secretariat and pay one Euro in order to get a replacement. You will not be allowed to enter the conference’s venues without your ID badge. On Wednesday morning and Friday afternoon, the General Assembly will be simulated, so that you will be seated together with the other delegates of your country or organization.

The Opening and the Closing Ceremony

On Wednesday morning and Friday afternoon, the General Assembly will be simulated, delegations will sit together as a country.

The ELMUN conference will officially be opened by the Secretary General on Wednesday morning during the Opening Ceremony. During the Ceremony, the ambassadors, one delegate from each country or organization, will deliver an opening speech not exceeding one minute.



On Friday, all delegates of the General Assembly's committees will meet in the General Assembly for a closing debate on the resolutions passed by the GA committees during the two previous days. The conference will officially end with the Closing Ceremony.

Attendance Regulations

At the beginning of each session, there will be a roll call by the President of the General Assembly or the Committee Chairs, respectively (see "Debating Procedures").

Delegates who are absent will be noted.

Therefore, if you could not attend the conference due to illness, hand your excuse note either to your Committee Chair or to the Secretariat. If you are absent for other **relevant** reasons, please notify us beforehand. In case of unexcused absence you will not receive a participation certificate from the Secretariat, which serves as your excuse for the absence in school!

Positions

The MUN-Directors

The MUN-Directors, who support and advise the General Secretariat, are installed by the principal of the Hermann-Böse-Gymnasium Bremen.

The General Secretariat

The General Secretariat is the group of students that is responsible for organizing the conference. During the conference, they will be ready to help with any problems that might occur. This group consists of the Secretary General (SG), Deputy Secretary General (DSG), President of the General Assembly (PGA), Deputy President of the General Assembly (DPGA) and the MUN-Directors of the HBG.

The Secretary Generals

The Secretary General and the Deputy Secretary General oversee and ensure the smooth running of the conference. The SG is the highest student authority at the conference and their decisions on the agenda, the schedule and the correct application of the rules will be final. The DSG replaces the role of SG in their absence. For ELMUN 2024, Antonia de Bieberstein Ilgner will serve as Secretary General and Idrisa Aicha Liere as Deputy.



The President of the General Assembly

The President of the General Assembly and their Deputy moderate the debate in the GA and make sure it follows the agenda. They also assist the committee Chairs in their work both previous to and during the conference. Juliana Kanj is President of the General Assembly of ELMUN 2024, with Artin Majidi as her Deputy.

The Chairs

The Chairs are in charge of the GA committees and the commissions and are the main contact persons for the delegates throughout the conference. They assist the delegates with preparing for ELMUN, preside over the meetings of the committee, help the delegates during lobbying and moderate the committee's debates. They are responsible for the work of the committee; therefore their decisions are final.

The Administrative Staff

The members of the Administrative Staff are essential for the smooth running of the conference. They distribute resolutions, count the votes during voting procedures, pass notes between delegates and assist the Chairs whenever necessary. The Chiefs of Staff coordinate the work of the Administrative Staff.

The Press Team

The Press Team is in charge of the media representation. They will record the conference, including taking pictures of the delegations of every country. The team might also ask some delegates to give a brief interview on a certain issue for the ELMUN-Press.

The Delegates

The delegates are the most important participants of each MUN. They discuss the topics of the different committees and try to find solutions aligned with the aims of the country they represent. Delegates are required to follow the rules of the conference and respect the decisions of the Secretariat and their Committee Chairs.



Preparing for the Conference

In order to fulfill your task as a delegate properly, you need to inform yourself both about the topic of your committee and the country you are representing.

List of Useful Websites

United Nations: <http://www.un.org/english>

The United Nations News Service: <http://www.un.org/news/>

Permanent Missions in New York: <http://www.un.org/members/missions.shtml>

UN Cyber School Bus: <http://cyberschoolbus.un.org>

The CIA World Factbook: <https://www.cia.gov/the-world-factbook/>

Council of World Affairs of Canada: <http://www.cowac.org>

Embassies Worldwide: <http://www.embassyworld.com>

The Economist <http://www.economist.com>

International Debate Education Association: <https://idebate.org>

CNN: <https://edition.cnn.com>

BBC World: <https://www.bbc.com/news/world>

Best Delegate Model United Nations: <https://bestdelegate.com>

Your Country

What do you need to know about your country? Certainly not the dates of all national holidays, or the national dish. It is, however, useful to have a general overview of issues such as religion, culture, history and geography, but do not worry too much about them. Just keep in mind that the Netherlands are flat when it comes to rendering assistance to mountain countries and that India probably would not support a resolution promoting the increased use of beef to feed the population.

More important aspects about your country are its recent history, its economic situation and its political system. Furthermore you should be informed about the relations your country has to other states, such as: who is the most important trading partner, is it part of a military alliance, does it refuse to entertain diplomatic relations with some countries? **One way** of doing your **country research** is to contact its Embassy in your country. You will find that some Embassies are cooperative and others will be less so. **Another option** is to use the Internet. A widely used website for this is the **CIA World Factbook (see above)**. Choose the country you represent and a lot of the information you need will be presented to you. If you need a guideline on what you need to know



about your country you can refer to the **Council of World Affairs (see above)**. This is a very useful site, in preparing for many aspects of a conference. Alternatively, you might try individual **countries' websites**.

Your Topic

Obviously, you have to be familiar with the topic discussed in your committee. Some basic guidelines will help you in your research:

What is the current situation? What are the origins that led to it? Which are the different views on the topic? Which are the key players (i.e. countries that are most involved) and what is their opinion? What kinds of proposals for solutions exist?

Going to the **UN website** and typing in the issue on the agenda into its search engine will be a good way to start your research on these issues. Some further knowledge on past UN-resolutions, policies, guidelines or mandates on **your topic** will be necessary for developing your own creations.

Your Committee Chairs will further publish a Research Report on the issue at hand, which will help you to get more familiar with the topic. You can find the Research Reports on our website: www.elmun.org

Your Country's Opinion on Your Topic

The most important information about your country is its view on the issue at hand. What is your country's opinion on the topic discussed in your committee? What sort of solution does it promote? In normality member states have websites for their Permanent Missions at the UN (see above) that can be useful if you want to learn about the views of your country on a given issue.

Nevertheless, sometimes, despite intensive research, you may not find any significant information on your country's opinion, perhaps because it does not consider the issue of great importance. In that case, try to deduce its view from its opinion on related topics, or from possible political ties to more affected countries. In any case, you can always ask your Chairs for help.

The Committee Guides and the Committee Member List

Your committee Chairs will write a **Research Report** to help you with your preparation. It will try to answer the points posed in the "**Your Topic**" section above and thereby give you an overview of the issue. It might also define certain aspects of the topic that you should focus on. However, this does not mean that you do not have to do research on the topic yourself!



Speeches, Policy Statements and Resolutions

Once you have researched your country's opinion on your topic, you should write a **policy statement (see below)**. You should also try to formulate one or more possible clauses for a resolution on your topic.

The final resolutions will be drawn up and combined during lobbying, but it will be extremely useful to prepare clauses on those aspects that are most important to your country, as this will increase your chances of actually having them included in a resolution.

Besides, it will speed up the lobbying process considerably. Speeches, resolutions and the lobbying process will be explained in detail on the following pages.

Speeches

Speeches are a very important element of any Model United Nations Conference. They give delegates the opportunity to express their country's opinion. Please note that speeches may not attack or insult any country directly. You are, however, allowed to give hints. For example, you might say: "a greedy group of eight imperialistic nations" instead of accusing the G8 of these characteristics directly. While most speeches throughout the debate will be held spontaneously, two kinds of speeches will have to be prepared beforehand.

The Opening Speech

Each delegation will have to select **one delegate (the ambassador)** to present an opening speech in front of the GA on Wednesday morning. The opening speech should be a general statement on the issues of the ELMUN conference. Opening speeches should not exceed **one minute**. The following opening speech was held by the Venezuelan delegation at The Hague International Model United Nations (THIMUN) in 2006:



Honourable Secretary Generals, President of the General Assembly,
Distinguished delegates, Ladies and gentlemen of the house,

I greet you on behalf of Venezuela and in particular of our president, Hugo Chavez, who in his remarkable speech at the UN General Assembly last September proclaimed his dissatisfaction with the current structure of the United Nations by saying “the United Nations has exhausted its model” and “it does not work”.

Nevertheless we welcome the interest of this conference in the problems facing Central America, including peace and education. We are proud to announce that Venezuela has recently been declared illiteracy-free territory. And as our president has put it: “We are thirsty for peace and justice”.

Although we deeply appreciate your concern for these topics, we would like to see the adoption of a new International Economic Order Action Plan, since we are discontented with the current inequitable socioeconomic model.

Thank you for your attention,

The floor is yielded back to the
President.

The Policy Statement

All delegates should prepare policy statements on the issues that are being discussed in their committee. Delegates will have the opportunity to hold policy statements at the beginning of the committee session on Wednesday after the Opening Ceremony in their committees.

Policy Statements will also be useful during lobbying as well as during formal debate as they remind the delegate of the position their country has on the issue. A policy statement should include the following information:

- How is my country affected by the issue?
- Why is my country affected?
- What would help my country to solve the issue?



The following policy statement was held by the Namibian delegation at the Oldenburg Model United Nations (OLMUN) in 2007, addressing the question of setting guidelines for international cooperation in border control:

Honourable Chairs,
Distinguished Delegates,

Globalisation has created a world with open borders. But while trade – and crime - have developed to an international level long ago, border policy is still, in many cases, a national matter only and cooperation among states is certainly improvable.

The international community faces a lot of challenges concerning border control – trafficking in persons, illicit drugs and firearms, illegal migration, refugee movements and the quick spread of diseases. With this in mind, we believe that for proper cooperation in border control, we need a commission of its own – a working group, consisting of NGOs and IGOs which are all affected by the topic, such as the United Nations Office on Drugs and Crime (UNODC), the United Nations High Commissioner on Refugees (UNHCR) and others. The commission would coordinate their work on border policies, support cooperation among member states and set international standards border questions.

With regard to the various challenges mentioned before, Namibia is convinced of the necessity of special trainings for border personnel facing such challenges. Another important aspect is the fighting of corruption and the cooperation between further and less developed countries, mainly if these are connected by special migratory or trafficking patterns.

But in all these attempts to improve border policies we must be careful not to complicate border crossing procedures even more. On the contrary, we need to facilitate these procedures as much as security allows it. This simplification is necessary regarding the losses to the economy caused by excessive border delays.

We believe that these approaches will prove to create fruitful guidelines for international cooperation in border control.

Thank you for your attention.



Resolutions

Resolutions are the formal documents that constitute the decision of the committee on the committee's topic. However, as the Security Council and the International Court of Justice (ICJ) are the only UN bodies that can order member states to do something, GA resolutions are not binding. They advise member states to take certain actions to solve the problem at hand.

During your research of the topic, you may have come across former resolutions, international treaties, or other kinds of documents that offer solutions to the problem discussed in your committee. While you may use them to develop your own ideas, you may not copy any contents of these documents into your own resolution.

This is considered **plagiarism** and strictly forbidden at MUN conferences.

The only exception to this is when you are suggesting that your committee should follow a certain policy outlined in a previous resolution. If you choose to suggest such an action, you need to state the identification number of the resolution or the name of the document. Resolutions are drawn up during the lobbying process. A resolution needs one third of the committee as submitters including the main-submitter to be debated in the committee. This will be explained in detail in the chapter on lobbying. Resolutions consist of one long sentence divided into a number of clauses. There are two kinds of clauses, preambulatory clauses and operative clauses.

Layout and Structure of a Resolution

There are strict rules for the layout and structure of a resolution. Delegates can use the official Resolution Template from elmun.org, and the Approval Panel will assure that resolutions fulfill the formal requirements before they are printed. A resolution has to be structured in the following order:

1. The header (name of the committee, the topic and the country submitting the resolution)
2. Addressing the committee
3. Preambulatory clauses
4. Operative clauses



Preambulatory Clauses

Preambulatory clauses form the first part of a resolution. They state the aims of the resolution and establish the context in which it is to be seen. Often international treaties or previous resolutions on the same topic are mentioned.

Each preambulatory clause ends with a comma and a new line has to be started with each new clause. There are special phrases with which to start a preambulatory clause (in case a phrase is used more than once, “further” has to be placed at the beginning):

Affirming	Fulfilling	Noting with regret
Alarmed by	Fully alarmed	Noting with satisfaction
Approving by	Fully aware	Observing
Aware of believing	Fully believing	Reaffirming
Bearing in mind	Further deploring	Realizing
Contemplating	Further recalling	Recalling
Convinced	Guided by	Recognizing
Declaring	Having adopted	Referring
Deeply concerned	Having considered	Seeking
Deeply conscious	Having devoted attention	Taking into account
Deeply convinced	Having examined	Taking into consideration
Deeply disturbed	Having heard	Taking note
Deeply regretting	Having received	Welcoming
Desiring	Having studied	
Emphasizing	Noting further	
Excepting	Noting with approval	
Expresses its appreciation	Noting with deep concern	



Operative Clauses

The operative clauses form the part of a resolution that actually calls for action and defines specific measures that should be taken to solve the respective problem. Each clause should deal with only one aspect of the topic and clauses should follow each other in a logical succession.

All operative clauses are numbered consecutively. Each operative clause ends with a semicolon and a new line has to be started with each new clause. The last operative clause ends with a full stop. There are special phrases with which to start an operative clause (in case a phrase is used more than once, “further” has to be placed at the beginning):

Accepts	Encourages	Regrets
Affirms	Endorses	Reminds
Approves	Expresses its appreciation	Requests
Authorizes	Expresses its hope	Solemnly affirms
Calls	Invites	Strongly condemns
Calls upon	Further proclaims	Supports
Condemns	Further recommends	Takes note of
Confirms	Further reminds	Transmits
Congratulates	Further resolves	Trusts
Considers	Have resolved	Urges
Declares accordingly	Notes	
Deplores	Proclaims	
Designates	Reaffirms	
Draws the attention	Recalls	
Emphasizes	Recommends	

Phrases such as “condemns”, “declares” and “decides” are reserved for the Security Council and may **not** be used in GA resolutions!

If a clause contains a very complex thought or an enumeration, sub-clauses or even sub sub-clauses can be added. There are no sub sub sub-clauses, however, and preambulatory clauses do not have any kind of sub-clauses. Sub-clauses are



numbered using small letters (a,b,c, etc.) and sub sub-clauses are numbered with i, ii, iii, etc.. Sub-clauses and sub sub-clauses end with a comma.

Please note that in MUN **we do not bother ourselves with questions regarding the budget and funds**; our budget will be unlimited. A sample resolution can be seen on the next page:



FORUM: 2nd Committee of the General Assembly

QUESTION OF: Rendering assistance to poor mountain countries to overcome obstacles in socio-economic and ecological areas
SUBMITTED BY: The Kingdom of Swaziland

The Second Committee of the General Assembly,

Recalling its previous resolutions on the subject, especially resolution 53 / 24 which declared 2002 the International Year of Mountains,

Emphasizing the importance of mountains for the world's freshwater supply,

Viewing with concern the dangers to which mountainous biotopes are exposed as a result of global climate change,

Convinced that successful assistance to poor mountain countries must promote sustainable development consistent with the environment,

1. Proposes that the UN launch programmes to help states in fields such as, but not limited to:
 - a) informing local farmers in mountain areas about the possibilities of new cultivation methods and growing other than the traditional plants,
 - b) finding investors to engage in the economy of mountain regions;
2. Encourages all poor mountain countries to review the possibilities for tourism in their mountain areas and to:
 - a) promote the development of ecotourism to protect the mountainous environment and to inform the public of the need to do so,
 - b) prevent excessive and thus harmful tourism,
 - c) encourage local people to engage in the tourist industry and providing them with starting capital;
3. Asks that the United Nations help states to implement the measures suggested in clauses 1 and 2 by:
 - a) providing monetary and technological aid,
 - b) sending experts to assist the local authorities and to assure proper application of the assistance provided;
4. Recommends that for the distribution of assistance, the following steps be taken:
 - a) each member state wishing to receive assistance in a certain field will have to apply for such,
 - b) a committee of experts nominated by the United Nations will decide whether a country's request is justifiable by applying the following criteria:
 - i) whether a state actually has problems in the concerned field and whether these are caused by the fact that the country contains mountains ranges,
 - ii) if the state has convincing strategies and plans (for cases mentioned in clauses 1 and 3),
 - iii) the overall condition of the nation's economy and the general living standard and which impact the mountain ranges have on it;



5. Suggests that assistance is only granted for 10 years, after this period a country will have to renew its application and the process laid out in clause 4 will be repeated to determine whether the state still fulfils the conditions required;
6. Welcomes further suggestions on the issue.

Lobbying

Lobbying is the informal part of an MUN conference. It forms the basis for nearly all other procedures at the conference. During lobbying, delegates move freely throughout the committee room, and formal procedures and modes of address are suspended with the exception of the official dress code.

Delegates exchange opinions on the committee's topic and look for allies, i.e. delegates whose state has a similar view of the topic as their own. Once a group of delegates has decided that their opinions are similar enough, they start to formulate a resolution. Most likely, they will base it on some of the clauses the delegates have written before the conference.

Although their states might not be interested in all aspects of the problem, delegates should try to create a comprehensive resolution, encompassing as many aspects of the issue as possible. The delegates will also have to appoint a main-submitter. This would usually be the delegate who contributed most to the authoring of the resolution. The main-submitter is the contact person for the Chairs and, during the debate; he is responsible for reading out the operative clauses to the committee and holding the first speech.

In order to be debated in the committee, the ELMUN Secretariat has decided that a resolution needs one third of the delegates in the committee, i.e. delegates who support it. Note that each delegate can submit only *one* resolution!

The Approval Panel

When the delegates have finished work on their resolution and have found enough co-submitters, the resolution is forwarded to the committee Chairs. The Chairs then



check the resolution for compliance with the agenda and rough formal or textual mistakes.

They explain possible mistakes to the main-submitter and suggest in which way the structure or formulation would have to be changed to fulfill the requirements. After that, the main-submitter has to show the edited version of the resolution to the co-submitters.

When all of them have agreed to the changes, the resolution is passed on to the Approval Panel. The Approval Panel consists of English teachers and Secretariat members. They check the resolutions for any grammatical and formal mistakes.

Debates

On Wednesday and Thursday, formal debates will take place in all GA committees.

Note Passing

During formal debate sessions, the delegates may not talk to each other. Delegates are expected to behave appropriately and will maintain respectful silence while the committee is in formal session. However, in order to enable the delegates to coordinate their efforts, the staff may pass on notes written by the delegates.

Notes may be passed from delegate to delegate, delegate to Chair and Chair to delegate. If the members of the house do not come to order, the Chair may decide to suspend note passing. Note passing is automatically suspended during voting procedures.

Each delegation has to bring its own paper to be used as notepaper. Delegates need to write the names of their own delegation and the receiving delegation onto it. It is not required to prepare special notepaper, but delegations are welcome to create their own special notepaper with their nation's emblem and other information on it. Delegates may not write private messages, but only messages related to the committee's activities. The staff is screening the notes sent from one delegation to another delegation. The notes sent from a delegation to the Chair or from the Chair to a delegation will not be screened.

Amendments

Amendments are clauses that are not included in the original resolution. A delegate may propose to change or strike out one or several other clauses and to replace them with a



new clause, or they may propose to add a new clause to the resolution. Amendments have to be handed in to the Chairs in written form.

Amendment sheets will be available for this purpose. If a delegate feels that an amendment is not entirely perfect, the delegate may propose an amendment to the second degree. Amendments to the second degree may be introduced during time against an amendment.

The proceedings are the same as they are for an amendment. The time in favor/against the amendment to the second degree will be shorter than the time on the amendment as a whole. If the amendment to the second degree passes, the original amendment passes as well. If the amendment to the second degree fails, debate against the original amendment continues. Amendments that request to change words or spelling and are not changing the meaning of the resolution may be treated as friendly amendments and can be adapted without discussion and voting if the main submitter agrees.

Voting Procedures

The debate on a resolution or on an amendment ends with the voting procedures. Each member state has one vote and the delegate can either vote in favor, against or abstain. Only the votes in favor and those against decide whether a resolution passes, abstentions do not count. Resolutions pass with a simple majority.

Note: Only member states have the right to vote on resolutions and amendments!

General Rules During Debate

The Chair may interrupt a delegate if he feels that the delegate is talking too long. The delegate should then come to his closing remarks. Delegates may never interrupt each other or talk to each other directly. If they have anything to discuss they need to do it in accordance with the rules of formal debate or by writing notes. Delegates will refer to each other in third person and follow the orders given by the Chair at any time.

Debating Procedures

The debates will be held according to the following list:

1. The Chair will read out all delegations that should be present (roll call). As the delegates hear their respective name, they need to raise their placards and state “present”.
2. The Chair will set the order in which the resolutions that have been submitted will



be considered.

3. The Chair calls upon the main-submitter of the first resolution to take the floor.
4. The main-submitter takes the floor and addresses the Chair and the other delegates.
5. The main-submitter reads out the operative clauses.
6. The Chair announces the time the committee will spend discussing the resolution.
7. The main-submitter presents his or her arguments in favor of the resolution.
8. The main-submitter opens him/herself to points of information. This is not necessary. If the main-submitter does not want to answer points of information, he does not have to. *If the main-submitter chooses not to answer points of information, proceed with 11..*
9. The Chair will ask all those delegations who have a point of information to raise their placards and will choose the delegates who are permitted to state their point of information.
10. The delegates state their points of information and the main-submitter answers them. If the main-submitter is not able to understand the point of information, he may ask the Chair to ask the delegate to rephrase the point of information. The main-submitter must not talk to the delegate directly.
11. The main-submitter yields the floor back to the Chair or requests the right to yield the floor to another delegation. The floor may only be yielded among delegations once, after that it automatically returns to the Chair.
12. The Chair will ask all those delegations wishing to speak on the resolution to raise their placards.

From now on, the debate will be held like this:

1. The Chair recognizes a delegate.
2. The delegate takes the floor and addresses the Chair and the other delegates.
3. If the delegate likes to submit an amendment, he needs to tell the Chair. *If the delegate does not propose an amendment, continue with 5..*
4. The Chair will read out the amendment.
5. The delegate will present his or her arguments.
6. The delegate opens him/herself to points of information.
 - a. This is not necessary. If the delegate does not want to answer points of information, he does not have to. *If the delegate chooses not to answer points of information, go on to 9..*
7. The Chair will ask all those delegations who have a point of information to raise their placards and chooses the delegates who are permitted to state their point of information.
8. The delegates state their points of information and the delegate answers them. If the



delegate is not able to understand the point of information, he may ask the Chair to ask the delegate to rephrase the point of information. The delegates must not talk to one another directly.

9. The delegate yields the floor back to the Chair. If the delegate did not propose an amendment, go on to 17.
10. The Chair will set the time the committee will spend discussing the amendment in closed debate. Usually, an amendment will not be discussed for more than ten minutes.
11. The Chair will ask the committee whether there are any delegates wishing to speak in favor of the amendment.
12. Points 1.-2. and 5.-9. take place until time in favor has elapsed
13. Points 1.-13. take place until time again has elapsed.
14. The Chair will announce that the committee will move to voting procedures. Note passing will be suspended and the committee will come to order.
15. After the staff is ready, the Chair will ask all those in favor of the amendment to raise their placards, after that all those against. Abstentions are in order when voting on an amendment. The amendment passes with a simple majority. Abstentions do not count.
16. If the amendment has passed, the clause that has been changed may not be amended anymore. In case only a sub-clause was changed, other sub- clauses of the same clause can still be amended.
17. The committee is back in open debate on the resolution as a whole.
18. Points 1.-16. take place until the debate time on the resolution as a whole has elapsed or until there are no more delegates wishing to take the floor.
19. The Chair will announce that the committee will move to voting procedures. Note passing will be suspended and the committee will come to order. After the staff is ready, the Chair will ask all those in favor of the resolution to raise their placards, after that all those against. Abstentions are in order when voting on the resolution as a whole. The resolution passes when there are more votes in favor than votes against. Abstentions do not count.

Points

There are several points that can be brought up by delegates during the debate, usually for clarification. To raise to a point, a delegate has to say “point of...” and raise his placard. The Chair will then ask the delegate to rise and state his point. Here are some points that are often used by delegates:



Point of Information to the Speaker

After a speaker on the floor has finished their speech, they may open themselves to Points of Information. These are questions by other delegates, which can but do not need to be entertained by the Chairs. Suggestive questions are not in order. A Point of Information may not interrupt a speaker or voting procedure.

Point of Information to the Chair

If delegates feel the need to have the Chairs clarify facts regarding the topic at hand, they may raise such a point by raising their placards and exclaiming “Point of Information to the Chair.” The Chair then recognizes the delegate who may rise and state their point. A Point of Information to the Chair may not interrupt a speaker or voting procedure.

Point of Order

In case any delegate feels there has been a mistake in parliamentary procedure, they may raise a Point of Order by raising their placard and exclaiming “Point of Order.” It may not interrupt a speaker or voting procedure.

Point of Parliamentary Inquiry

If delegates are unsure about parliamentary procedure, they may raise a Point of Parliamentary Inquiry by raising their placard and exclaiming “Point of Parliamentary Inquiry.” It may not interrupt a speaker or voting procedure.

Request for a follow-up

A Point of Personal Privilege concerns a delegate’s personal well-being or most often audibility. It is the only point which may interrupt a speaker, but only when raised due to audibility; it may not interrupt voting procedure.

Request for a Follow-up

If a point of information has been answered unclearly or if the speaker gave an irrelevant reply, the delegate who stated the point of information may ask for a follow-up. The Chair will decide whether it is appropriate and grant the follow-up if time allows it.



Motions

A motion can be proposed by a delegate to change the course of the debate. A motion may not interrupt a speaker and it always needs a 'second', i.e. another delegate who supports it. If a delegate wants to propose a motion, he says "motion to ..." and raises his placard. Other delegates who want to support the motion then say "second". *There is no "third"!* Delegates who oppose the motion can say "objection", however, this does not automatically mean the motion will not be entertained. The Chair will decide whether a motion is entertained or not, depending on whether time allows it and on whether it is a sensible and serious suggestion. If he or she does not entertain a motion, they should explain why. If a motion is voted upon, delegates can vote in favour, against or abstain.

Motion to Divide the House

After the votes have been taken, a delegate may feel that there has been a mistake in counting the votes and that delegates should reconsider their voting decision. They may then raise a Motion to Divide the House by raising their placard and exclaiming "Motion to Divide the House." The motion does not need to be entertained by the Chairs. If it is entertained, the voting procedure will be repeated. Every delegation will be called up and expected to state their vote; delegates may only vote in favor or against the resolution.

Motion to extend debating time

If delegates feel that important statements are still to be made, but debate time has already exceeded, they may raise a Motion to Extend Debate Time by raising their placard and exclaiming "Motion to Extend Debate Time." It is then up to the Chairs to decide whether time will allow for the debate time to be extended.

Motion to reconsider the decision of the Chair

If a delegate feels that a decision of the Chair was against the rules, he can call for a motion to reconsider the decision of the Chair. However, he should always call for a "point of order" first.

If a delegate has risen to a point of order and still disagrees with the Chair, he can then call for a motion to reconsider the decision of the Chair. This motion must be entertained by the Chair. In the ensuing vote, it needs a 2/3 majority to pass. If it passes, the Chair must take back his decision and reconsider the matter.



Seconds and Objections

Delegates may express their approval of any motion by exclaiming the word “second” and their disapproval by exclaiming the word “objection.”

General Rules of Conduct

There are a couple of general rules of conduct that delegates should abide by at all times.

Dress Code

A very strict dress code is applied at most MUN conferences, with male delegates having to wear a suit and a tie and female delegates having to be dressed accordingly. At ELMUN, the dress code will not be as strict. However, you should still be dressed appropriately. This means that male delegates should wear slacks, a proper shirt, a jacket and a tie. Female delegates should wear a blouse along with an appropriate skirt or appropriate trousers. In any case, do not wear trainers!

Conference Language

The ELMUN conference language is English and English only! All notes and all speeches have to be delivered in English.

However, this does not mean that your English has to be perfect. Do not be afraid of speaking in front of the committee, even though you think you might make mistakes. One of the main purposes of ELMUN is to allow you to improve your English.

Politeness

The delegates, Chairs and members of staff have to treat each other politely. The Chairs may exclude a delegate from the committee session if he repeatedly disturbs the committee’s work. In extreme cases, the Secretary General may even exclude delegates from the conference completely.

Food and Drink

There will be a lunch break and short breaks will be held throughout the days of the conference. Drinks will be provided as well as a possibility to get food during lunch break in



the city. Delegates may not eat during formal sessions, however, drinking non-alcoholic beverages is in order.

War

Delegates who run out of arguments sometimes go for desperate measures. However, it is not allowed to declare war on other states at an MUN conference! Delegates who do so may be excluded from the session.

Modes of Address and Other Useful Terms

It is essential to bear in mind that a debate is a very formal means of discussion. Therefore, special phrases exist that should be used by the Chair and the delegates during debate. All speeches should begin by addressing the Chairs and the members of the house. For example: “Honourable Chairs, fellow delegates...” or “Mr./Madam Chair, ladies and gentlemen of the house...” Other delegates and the Chair should be addressed in the third person. For example, say: “The honorable delegate of Egypt just told the house...” instead of “You just told us...”

Phrases to be Used by Delegates

- Mr./Madame Chairman...
- The delegate requests/wishes to have the floor
- The delegate rises to a point of...
- This delegate wishes to speak in favor of/against this resolution/amendment because...
- Is the Chair/the speaker (not) aware that...
- The speaker stated in his speech...
- Does the speaker (not) realize/agree that...
- The delegate is open to (one/two/any and all) points of information
- I move to amend the resolution by striking/inserting/adding the words...
- I urge the house to vote in favor of/against this resolution/amendment.
- Is it in order to yield the floor to the delegate of...?
- The delegate would like to yield the floor to the delegate of...
- I yield the floor back to the Chair.



Phrases to be Used by the Chair

- The house will come to order/Would the house please come to order
- The Chair calls upon the delegate of X/the main-submitter to take the floor and read the operative clauses of the resolution to the house.
- The Chair sets the debate time to X minutes of open/closed debate.
- The delegate of X has the floor.
- All points are out of order until the speaker has concluded his speech.
- The Chair recognizes X. To what point does the delegate of X rise?
- Please rise and state your point (of order/information).
- Will you please state your point in the form of a question.
- The speaker appears not to have heard/understood your question. Will you please repeat/rephrase your question.
- Are there any further points on the floor/points of information to the speaker?
- There has been a point of order. Please rise and state your point.
- Your point is well taken/will not be entertained.
- Could the speaker please come to his concluding remarks.
- Are there any delegates wishing to take the floor to speak in favor of or against this resolution?
- Debate time on this resolution/amendment has elapsed/expired.
- The Chair proposes an extension of debate time by...
- Debate time has expired. At this point, would the speaker please yield the floor back to the Chair?
- The debate is now closed. We will move into voting procedures. All points are out of order and note passing is suspended. Will the administrative staff please take their voting positions?
- Will all delegates wishing to vote in favor/against this amendment/resolution please raise their placards high.



- All delegations wishing to abstain from voting on this resolution/amendment, please raise your placards.

A Short Glossary

Important terms that will be used during the Model United Nations will be explained below.

The delegate

The representative of a country or organization.

The delegation

The group of delegates that represent a country or organization.

To have the floor

To have been given the right to speak during debate.

The house

All members of the committee except the Chair.

The motion

A proposal for the course of debate, which may be voted upon.

The placard

A sign that carries your country's or organization's name on it.

The resolution

A resolution is a long, complex series of proposals on the committee's topic. During lobbying and debate, a resolution is said to be in its draft form. Once it has been voted upon and adopted, it becomes the decision and policy of the committee.

The submitter

The person who proposes a resolution or motion.



To yield the floor

To give up one's right to the floor.