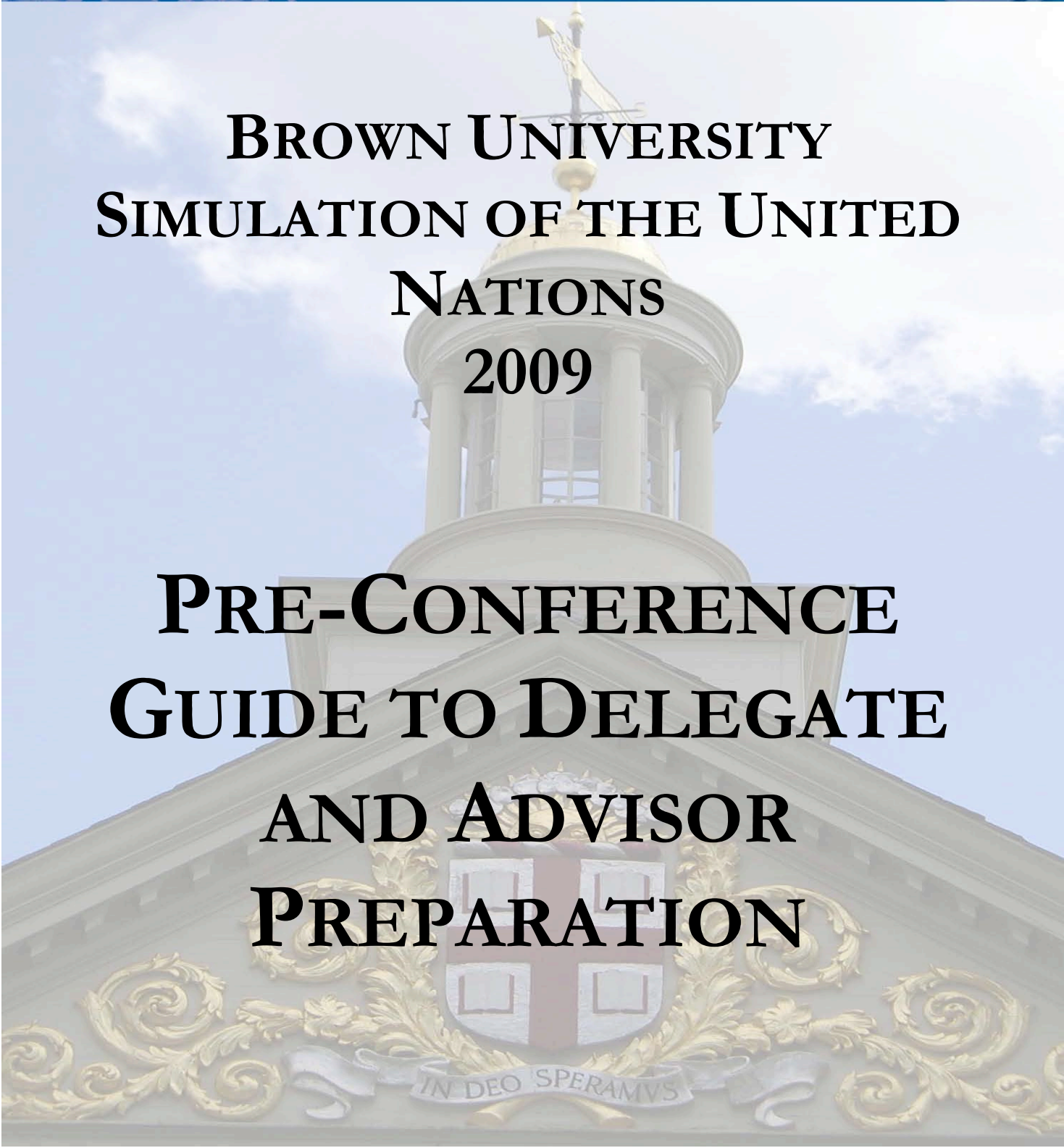




# BUSUN 2009



## BROWN UNIVERSITY SIMULATION OF THE UNITED NATIONS 2009

### PRE-CONFERENCE GUIDE TO DELEGATE AND ADVISOR PREPARATION



IN DEO SPERAMUS

## TABLE OF CONTENTS

|  |         |
|--|---------|
| Secretariat & General Contact Information .....    | Page 1  |
| BUSUN Preparation Checklist .....                  | Page 1  |
| Conference Schedule .....                          | Page 1  |
| Hotel Information .....                            | Page 2  |
| Shuttle Service .....                              | Page 2  |
| Taxi Service .....                                 | Page 2  |
| Advisor Lounge and Meetings.....                   | Page 2  |
| Code of Conduct .....                              | Page 2  |
| BUSUN Committees & Chair Contact Information ..... | Page 3  |
| Before BUSUN                                       |         |
| Delegate Preparation .....                         | Page 4  |
| Researching .....                                  | Page 4  |
| Suggested Sources .....                            | Page 5  |
| Position Papers .....                              | Page 5  |
| Position Paper Grading Guideline .....             | Page 6  |
| Sample Position Paper .....                        | Page 6  |
| Being at BUSUN                                     |         |
| Committee Rules and Structure                      |         |
| General Rules.....                                 | Page 7  |
| Rules Governing Debate .....                       | Page 8  |
| Speeches .....                                     | Page 8  |
| Amendments and Resolutions .....                   | Page 9  |
| Voting .....                                       | Page 10 |
| Points and Motions .....                           | Page 10 |
| Flow of Debate .....                               | Page 12 |
| Rules of Procedure Reference Chart.....            | Page 13 |
| In Committee                                       |         |
| Committee Decorum .....                            | Page 14 |
| Working Paper and Resolution .....                 | Page 14 |
| Prefabricated Resolutions .....                    | Page 14 |
| Resolution Format .....                            | Page 15 |
| Sample Resolution .....                            | Page 16 |
| Awards Criteria.....                               | Page 17 |
| FAQs .....   | Page 17 |
| Glossary and Acronyms.....                         | Page 18 |

## SECRETARIAT & CONTACT INFO

### Secretaries-General

Lilia Royanova  
secgen@busun.net

Leah Fraimow-Wong  
secgen@busun.net

### Under-Secretary-General

Angad Kochar  
usg@busun.net

### Director-General

Margaret Yi  
dg@busun.net

### Director of External Affairs

Jerry Cedrone  
info@busun.net

### Director of Publications

Amber Brown  
publications@busun.net

### Director of Crisis

Evan Rolfe  
directorofcrisis@busun.net

### Directors of Operations

Andrew Berg  
directorofops@busun.net

Brielle Friedman  
directorofops@busun.net

### Director of Decorum

Harris Li  
directorofdecorum@busun.net

Emailing info@busun.net is the most effective way to contact us with questions that cannot be answered on our website at www.busun.net. The BUSUN secretariat can also be reached via mail, phone or fax:

Brown Model United Nations (attn: BUSUN)  
Box 1930  
Brown University  
Providence, RI 02912

Fax: (401) 863-1155 (attn: Brown Model UN)  
Phone: (401) 867-6865  
Email: info@busun.net  
Web: http://www.busun.net

## BUSUN DATES TO REMEMBER

October 5th: Inform us whether you will be needing shuttle service.

October 5th: Last day to change delegation size at no cost. Last day to withdraw with a full refund of fees.

October 30th: Final list of delegate names due. No refunds for changes in numbers.

October 30th: Cancellation deadline for 50% refund of fees

November 1st: Please inform us if you would like a tour of the Brown campus on the afternoon of Friday the 14th

November 6th: Delegate position papers due to committee chairs.

November 13th: First day of BUSUN; delegate fees must be paid.

## CONFERENCE SCHEDULE

### Friday, November 13, 2009

|                 |  |
|-----------------|--|
| 9 am – 3 pm     | International relations classes open to visiting students* |
| 1 – 6 pm        | Conference Registration                                    |
| 2 – 4 pm        | Campus Tours*  |
| 4 – 5 pm        | Parliamentary Procedure Session*                           |
| 6 – 7 pm        | Opening Ceremonies   |
| 7:15 – 10:30 pm | Committee Session 1  |

### Saturday, November 14, 2009

|                 |   |
|-----------------|---|
| 9:30 am – 12 pm | Committee Session 2                                   |
| 12 – 2 pm       | Lunch   |
| 12 pm           | International Relations at Brown Information Session* |
| 2 – 5 pm        | Committee Session 3                                   |
| 5 – 7 pm        | Dinner  |
| 7 – 9:30 pm     | Committee Session 4                                   |
| After Committee | A Night on the Town (at Brown)*                       |

### Sunday, November 15, 2009

|                 |                     |
|-----------------|---------------------|
| 9:30 am – 12 pm | Committee Session 5 |
| 12:15 – 1:30 pm | Closing Ceremonies  |

\*indicates optional events

## HOTEL INFORMATION

BUSUN has made arrangements for delegates to stay at four area hotels. Please contact the hotels directly to make reservations. Be sure to mention BUSUN run by Brown Model UN. While we have blocked the rooms, we are not responsible for their service. Note that hotel deadlines differ from our own and rooms are available on a first-come, first-serve basis. We cannot guarantee the rates for any reservations made after their deadlines. Please see our website for more details.

|                             |                |
|-----------------------------|----------------|
| <b>Ramada Inn</b>           | (508) 336-7300 |
| <b>Comfort Inn</b>          | (508) 336-7900 |
| <b>Hilton Providence</b>    | (401) 598-8111 |
| <b>Courtyard by Marriot</b> | (401) 272-1191 |

## SHUTTLE SERVICE

BUSUN provides shuttle service from the hotels listed on the website at a highly subsidized cost of \$9 per person. The shuttles will run before registration, at the end of committee sessions on Friday night, and before the first committee session on Saturday and Sunday. The shuttles will make multiple trips during A Night on the Town at Brown Saturday night from the beginning of the event until the end.

**Please note that shuttle services will not be provided to hotels at the end of closing ceremonies. We will, however, provide a luggage room for those who wish to store their luggage.** Please let us know by October 5th if you will be in need of this service and, if so, for how many people (including advisors and chaperones).

## TAXI SERVICES

Taxis can be found at the airport, train station, and Kennedy Plaza, or they can be called:

|                     |                |
|---------------------|----------------|
| East Side Taxi      | (401) 521-4200 |
| Checker Cab         | (401) 944-2000 |
| College Cab Service | (401) 943-3636 |
| Economy Cab         | (401) 944-6700 |

## ADVISOR LOUNGE & MEETINGS

An advisor lounge will be available throughout the duration of the conference. A member of the Secretariat will always be in the advisor lounge to answer any questions and address any concerns. The room may also be used as a quiet and comfortable space to chat or work. Coffee and refreshments will be available. The Secretariat will also hold meetings with Advisors in the lounge to discuss the conference and any issues that need to be raised. The times of these meetings will be announced upon arrival at the conference.

## CODE OF CONDUCT

### Dress Code

Delegates are expected to dress in western business attire or the national dress of the country they represent for all committee sessions. If choosing to wear the national attire of a represented country, delegates are asked to ensure that their clothing choices are inoffensive and appropriately conservative. Western business attire is a collared shirt, tie, and slacks for males and a dress, business suit, or professional pants with an appropriate blouse for females. Sneakers, jeans, and t-shirts are unacceptable for committee sessions, but appropriate informal attire is acceptable for evening social events.

### Alcohol and Drug Policy

Alcohol and illegal drugs are prohibited at all times during the conference, including the hotel stay. Two BUSUN staff members will provide security in each hotel. If any delegates are caught in possession or under the influence of alcohol or any illegal drugs, parents or guardians will be immediately informed and the delegates will be expelled from the conference.

### Badges

Delegates must wear their badges in a visible manner at all times during the conference and related events. The badges serve as the primary form of identification recognized by BUSUN staff and campus officials. Lost badges must be promptly reported to BUSUN Operations, where they will be replaced for a small fee.

## BUSUN COMMITTEES & CHAIR CONTACT INFORMATION

### General Assembly Plenary

Chair: Yosuke Kurokawa

Plenary@busun.net

- Arctic Resources and the Law of the Sea
- Targeting Terrorism in Sovereign States
- The Question of Palestine

### Disarmament and International Security

Chair: Petros Perselis

DISEC@busun.net

- Biochemical Terrorism
- Privatization of War: Global Ramifications
- Consideration of Antipersonnel Landmines

### Economic and Financial

Chair: Laura Fried

ECOFIN@busun.net

- External Debt Crisis
- The Role of Microcredit in the Eradication of Poverty
- Financing Economic Development Projects

### Social, Humanitarian and Cultural

Chairs: Jessica Faiz and Briana McGeough

SOCHUM@busun.net

- Humanitarian Aid in Somalia
- Rights of Indigenous Peoples
- Peacekeeping Forces and Sexual Assault

### Special Political and Decolonization

Chair: Stephanie Koh

SPECPOL@busun.net

- Protection of Civilians in O.T. Palestine during Times of War
- UN Membership: Kosovo and Taiwan
- The Question of Western Sahara

### UN Development Programme

Chair: Jiacui Li

UNDP@busun.net

- Rethinking the Human Development Index
- Food Aid Programs and Local Development
- HIV/AIDS and the Workforce

### UN Environmental Programme

Chair: Kening Tan

UNEP@busun.net

- Basel Convention: Hazardous Waste Trading
- Deforestation
- Energy: Feasibility of Ethanol

### UN Security Council

Chair: John Noh

UNSC@busun.net

- Piracy in Somalia
- Crisis in Sri Lanka
- Iran's Nuclear Program

### World Trade Organization

Chair: Michael Perchonok

WTO@busun.net

- Effect of Protectionism on Trade
- WTO and the Environment
- Reevaluation of the TRIPS Agreement

### European Union

Chair: Melissa Dzenis

EU@busun.net

- The Asylum Process
- Turkey's Membership Bid
- Promoting Economic Stability in Eastern Europe

### World Health Organization

Chair: Neal Cohen

WHO@busun.net

- Compliance with the Report of The Commission on Macroeconomics and Health
- Community Based Participatory Research (CBPR) as the International Standard
- Reducing the Burden of Garbage in the Developing World

### Icelandic Cabinet

Chair: William Herrman

Iceland.cab@busun.net

- Domestic Economy
- Review of the Educational System

### United States Presidential Cabinet

Chair: Sanjay Bhatt

USPC@busun.net

- "Don't Ask Don't Tell"
- Iraq and Afghanistan: A Long-term Solution
- Cuban Trade Embargo

**African Union Peace and Security Council**

Chairs: Dominic Mhiripiri and Evan Sumortin  
AUPSC@busun.net

- Governance in the Congo
- Illegal Diamond Trafficking
- Crisis in Sudan

**Six Party Talks**

Chair: Jae Wan Ahn  
Six.Party@busun.net

**Press Corps**

Chair: Radhika Kumar  
Press@busun.net

**Historical Committees****Congress of Vienna**

Chair: Amelia Plant  
Vienna\_Congress@busun.net

**La Signoria of the Most Serene Republic of Venice**

Chair: Daniel Ma  
Venice\_Signoria@busun.net

**The Third Crusade**

Chairs: Alejandro Gutierrez and Matthew Clifford  
Third\_Crusade@busun.net

**Joint Crisis:****Serbian Cabinet**

Chair: Catherine Berger  
Serbia.cab@busun.net

**Kosovar Cabinet**

Chair: Courtney Hall  
Kosovo.cab@busun.net

**Bosnia and Herzegovina Council of Ministers**

Chair: Michael Ewart  
Bosnia.cab@busun.net

**European Union Council of Ministers**

Chair: Vaibhav Mathur  
GAERC@busun.net

**United States National Security Council**

Chair: Jennifer Therrien  
USNSC@busun.net

**Security Council of the Russian Federation**

Chair: Omar Lansari  
RFSC@busun.net

**Mini Crisis**

Coordinator: Vasundhara Prasad

**Indian Cabinet**

Chair: Megan Brattain  
India.cab@busun.net

**Pakistani Cabinet**

Chair: Nikhita Raman  
Pakistan.cab@busun.net

**BEFORE BUSUN****DELEGATE PREPARATION FOR BUSUN**

The best way to prepare for BUSUN is by researching, writing a position paper, reviewing the rules of parliamentary procedure, following international news and ensuring you have the proper attire and attitude for the conference. In addition to reading this pre-conference guide, we suggest you make frequent visits to our website at [www.busun.net](http://www.busun.net). Any additional information you need as well as updated news on the conference is posted there.

**RESEARCH**

The most successful BUSUN delegates arrive prepared with extensive research in three key areas: the **country** they represent, the **topics** to be discussed during sessions, and the **committee** they will be emulating at BUSUN. An organized binder with this research can help when discussing issues during the conference. Since remembering facts and details can be difficult during debate, the binder can facilitate efficient argumentation in committee sessions.

The best place to start looking for information is the background guide provided by committee chairs. Each guide provides a basic overview of the topics to be discussed and directs delegates to the specific issues and aspects of the topics that will be important during debate. The guides also include a list of sources that could be of help for further research. Many times the background guides' bibliographies are the best places to begin more extensive research.

After reading the background guides, delegates should begin researching the three areas discussed above to effectively participate in debate. Keep in mind that above all **delegates are to represent their countries accurately**. General knowledge of the country is required to fulfill this obligation, including its political structure, history, culture, resources, geography, bordering nations, infrastructure, economic health, past conflicts and wars, transnational issues, and recent allies and enemies. It is also helpful to know in which formal international organizations the country participates and with which countries, or blocs, it generally votes in the United Nations. Remember that delegates are to faithfully represent their particular country, even if they personally do not agree with the country's stance on specific issues.

In addition to understanding the general political stance of the represented country, delegates should research the specific topics to be discussed during committee sessions. Delegates should understand the main issues and conflicts surrounding the topic while also being sure to find their country's position on the topic, the stances of other countries and the opinions of traditional allies and enemies. When a country is not directly affected by the topic, its stance on the issues may be difficult to discern. In those cases, the opinions of traditional allies can help determine a country's probable stance. One can also infer a national position by finding a prominent bloc member's position or a joint statement. For example, New Zealand is often part of a bloc that includes the United Kingdom and former British colonies such as Canada and Australia. Their official positions can help determine New Zealand's position on an issue that might not directly affect the country.

While the country and topic research are most important in determining a position during debate, it is also important to learn about the United Nations itself and the committee being emulated. Often this aspect of research is overlooked, but delegates should understand that their committees have specific roles in the United Nations with certain limitations and responsibilities. These guidelines restrict the powers of each committee and the topics over which each committee has jurisdiction. For example, only the Security Council has the power to carry out the deployment of UN peacekeepers and has special rules for voting. For the most part, committees in the United Nations recommend actions to be taken but resolutions require additional approval to be put into action. Understanding who will be carrying out delegates' ideas and how they will be financed is crucial to write a coherent resolution in committee as well as to understand a specific delegate's position in committee. Delegates must find out when their committee was created and understand where it lies in the hierarchy of the UN, as well as what powers and restrictions a resolution passed by that committee might have.

### SOME SUGGESTED SOURCES:

The BUSUN Website ([www.busun.net](http://www.busun.net)) provides additional resources and tips for preparation for students. Feel free to contact chairs or other BUSUN staff with questions about the topics and procedures as well. Some helpful websites are listed below.

|                                |  |
|--------------------------------|--|
| <b>United Nations:</b>         | <a href="http://www.un.org">www.un.org</a>           |
| <b>Amnesty International:</b>  | <a href="http://www.amnesty.org">www.amnesty.org</a> |
| <b>The Electronic Embassy:</b> | <a href="http://www.embassy.org">www.embassy.org</a> |

### CIA World Factbook:

[www.cia.gov/cia/publications/factbook](http://www.cia.gov/cia/publications/factbook)

### UN Cyber School Bus:

[www.un.org/cyberschoolbus/modelun/prep.html](http://www.un.org/cyberschoolbus/modelun/prep.html)

Be sure to be up to date on the news before the conference as well. *The Economist*, *New York Times*, *Wall Street Journal*, *International Herald Tribune* and many other periodicals extensively cover international news. In addition to these news sources, *The World Press Review* ([www.worldpress.org](http://www.worldpress.org)), *Newspapers from Around the World* ([www.newspapers.com/country.htm](http://www.newspapers.com/country.htm)), and *World Magazine and Newspaper Directory* ([www.ecola.com](http://www.ecola.com)) provide coverage from prominent media in many countries.

## POSITION PAPERS

BUSUN requires delegates to submit position papers to their committee chair on or before October 24th. A position paper explains the delegate's nation's policy on a specific topic the committee will be addressing and provides possible solutions the nation might realistically suggest for problems pertaining to this topic.

A position paper should touch on a few key issues. Excellent position papers include a brief introduction and a cogent breakdown of the country's position on the topics being discussed. A clear statement of the country's policy on each topic is necessary in each position paper. This policy can be supported by comprehensively describing the country's background on the topic, including its political and foreign policy, actions taken by the government in relation to the topic, actions supported or not supported by the government, UN resolutions, conventions and declarations supported by the country, and quotes or statistics published by the government or other reputable sources. If the country clearly supports a particular action in a resolution, that should be explicitly noted. Not all information obtained during research will go into the position paper. Nonetheless, keep any information that seems helpful in a folder or binder for use during debate.

When writing the position papers (generally one for each topic of discussion), delegates should not copy their chair's background guide; the chair will certainly recognize his or her own writing. Also be careful to cite any information or ideas that are not original and quote and cite information that is copied directly from a source. Delegates should cite a source every time he or she is paraphrasing, quoting directly from another source or taking an original idea from a specific source. **Plagiarism of any kind will not be tolerated.** BUSUN recommends the use of MLA citation style; a helpful guide to the style can be found online at

[www.liu.edu/cwis/cwp/library/workshop/citmla.htm](http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm).

Additionally, there are a number of online tools that will automatically format citations correctly. We recommend using the free version of NoodleBib, accessible at <http://noodletools.com>.

**Note that a delegate's position paper on each topic should not exceed one page, size 12 font, double-spaced (it may be shorter) and should be submitted in MS Word or plain-text format to the committee chair via email.** Although not mandatory, failure to submit a position paper places a delegate at a significant disadvantage when the chairs decide awards. The chair's personal email address can be found on the committee's webpage on the BUSUN website, [www.busun.net](http://www.busun.net), as well as in the Committees and Chair Contact Information section of this guide.

### **SAMPLE POSITION PAPER:**

Delegate: Josiah Carberry  
 School: Brown University  
 Committee: GA Plenary  
 Topic: Debt Relief in the Developing World  
 Country: United Kingdom

With more than a billion people living on less than a dollar a day, the extreme poverty in low-income countries is a critical problem facing the global community. The positive effects of globalization brought a more subtle negative effect: debt. Due to the market distortions created by subsidies, and trade restrictions created by the globalized economy, third world nations are actually increasing their debts, as opposed to paying them back as had been hoped for. The International Monetary Fund along with the World Bank aids these developing nations in debt reduction by providing policy advice, technical assistance and monetary aid. One of its current steps is the implementation of the United Nations Millennium Declaration (UNMD), centered on halving poverty by the year 2015. This plan was formulated on the idea that a sustained, rapid rate of growth in average per capita incomes is essential for meaningful poverty reduction. In turn, the factors that have been shown to promote such growth include openness to international trade, sound economic policies, strong institutions and legal frameworks, and good governance. The UNMD hopes to promote debt relief in the developing world by promoting a nation to develop in those five aspects. Another means of reducing debt being promoted by the IMF is the Heavily Indebted Poor Countries Initiative, which calls for reducing the debt of 37 countries by more than \$50 billion.

The United Kingdom is aware of the ever-present problem of debt that third world countries face and is ready and willing to provide them with aid so that they can remove themselves from this debt. The UK has cancelled large amounts of debt, for example reducing the debt of Mali, one of the world's poorest nations, by 40% in 2002. In December 2000, Chancellor Gordon Brown pledged to write off the debt payments made to the UK from the world's poorest countries, including Cameroon, Tanzania and Mozambique, urging other rich nations to follow suit. Britain is committed to helping these countries get out of debt so that they are able to use their economies to fund humanitarian issues and develop their infrastructure. However, the UK strongly urges that if at all possible nations be required to pay back their loans rather than simply canceling what is owed.

The United Kingdom feels that as Pope John Paul II said, the repayment of a debt so huge would be impossible to pay off. The existence of such a debt acts only as a hindrance to any progress being made in any kind of advancement for these countries. Therefore, the solution to this lies in removing all debts, which Jubilee 2000, created by the UK in 1996 proposes be done. Although the project did not meet its deadline, the UK still firmly believes that the future of these countries relies on cancellation of all debts and aid with good governance and a strong infrastructure.

### **POSITION PAPER GRADING GUIDELINES**

Position papers will be examined by your committee chair, who will look for the following:

- Evidence of comprehensive research
- Accurate presentation of your nation's policy
- Original, creative and on-policy solutions to the problems your committee is addressing

BUSUN will not tolerate plagiarism of any degree, and delegates found guilty of this offense will be ineligible to receive awards. Be certain to cite properly any and every idea or piece of information that is not original.

# BEING AT BUSUN

## COMMITTEE RULES AND STRUCTURE

### General Rules

#### 1. Scope of the Rules

Unless otherwise stated by the Secretary-General, these shall be the rules of procedure for all BUSUN committees and are considered to have been accepted prior to their first meetings.

#### 2. Conduct

Delegates are expected to maintain decorum during all committee sessions and to avoid the use of inappropriate language.

#### 3. Dress Code

During all committee sessions delegates are expected to wear appropriate attire, as defined in the Guide to Delegate Preparation. BUSUN staff members may ask inappropriately dressed delegates to leave committee sessions.

#### 4. Language

English shall be the working language of all BUSUN committees. Speeches in another language are allowed at the chair's discretion, but the speaker must provide translations in English. The translation time, in addition to the original speaking time, will count towards the total allotment.

#### 5. Delegations

Each member will be represented by one delegate and one vote on each committee.

#### 6. Statements by the Secretariat

The Secretary-General and other members of the Secretariat will be permitted to make statements, either oral or written, at any time.

#### 7. Functions of the Chairperson

Each committee will have a chairperson, appointed by the Secretariat, who has ultimate authority over the committee's proceedings and the maintenance of order therein. The Secretariat may, at its discretion, appoint additional staff to a committee to assist the chairperson with these functions. The chairperson has final say in all procedural matters of the committee.

#### 8. Appeal of a Chairperson's Decision

A delegate may, if he or she wishes, appeal a discretionary decision of the chairperson and/or committee staff. The chairperson's decision to entertain or reject a non-debatable procedural motion is not open to appeal. The chairperson will speak briefly in explanation of the decision, following which the delegate may speak in favor of overturning the decision. The matter will be brought to an immediate vote. A two-thirds majority of the committee must vote in favor to overturn the decision.

#### 9. Quorum

One third of the expected membership of a committee must be present for session to begin. The determination of the existence of a quorum will be made either by the chairperson or an appointed official and may not be challenged by the delegates. However, a majority of the expected membership must be present for a substantive vote and any delegate may challenge this determination by requesting a recount.

#### 10. Voting Rights

Each member state will have one vote in all matters, substantive and procedural. A member state may abstain from voting only during a substantive vote and only if they have declared themselves "present" and not "present and voting" during roll call. Member states who abstain from voting are counted as not voting and do not contribute to the number of votes needed for a majority. Observer states will have one vote in procedural matters only; that is, they may not vote on resolutions. No one may abstain from a procedural vote.

#### 11. Majority

A majority vote is defined as one in which more states are voting in favor than against. A two-thirds majority vote is one in which twice as many states are voting in favor than against. States that have abstained from voting do not count towards the total.

#### 12. Veto Power

In the Security Council the delegations from the People's Republic of China, France, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America have veto power. A substantive motion will only pass with nine (9) members voting in favor and no veto members voting against. Any veto powers and extraordinary voting procedures in the Reformed UN Security Council shall be decided upon prior to the start of committee.

## Rules Governing Debate

### 13. Roll Call

The first order of business for any BUSUN committee will be to take a roll call to determine which delegations are present. The chairperson will read an alphabetical list of delegations and then ask that all delegations not called raise their placards to make their presence known. Delegates of member states should respond “present and voting,” or “present.” Member states which respond “present and voting” are obliged to vote either for or against all subsequent substantive motions; these member states may not abstain. Member states which respond “present” are at liberty to abstain on substantive motions. Delegates of non-member states or observers should respond “present.”

The chair may, at his/her discretion, re-take this count at any time. Delegations arriving after the initial roll call must communicate their presence to the chair via note prior to speaking or voting on any matters.

### 14. Agenda

Each committee must, prior to opening debate at its first committee session, settle on the order of the agenda. This agenda need not include all items on the provisional agenda from the Secretariat.

The chairperson will accept proposed orders of the agenda from delegates until he or she decides that a sufficient number of orders have been proposed. The chairperson will then proceed through each suggestion in the order it was proposed, recognizing for thirty seconds one speaker in favor of and one speaker against each proposed suggestion. Following both speeches, the agenda order under discussion will be voted upon. The committee will continue to examine and speak on the next agenda order until an agenda order passes with a simple majority vote, at which time debate will begin upon the first agenda item on the passed agenda order.

In the event of an international crisis or emergency, the Secretary-General may table the agenda item under discussion and direct the committee to consider a new topic.

Debate: one speaker for and one against  
Vote: majority

### 15. Addressing the Committee

No delegate shall address the committee during formal debate without having been recognized by the chair.

### 16. Recess of the Meeting (Caucus)

A motion to recess must be accompanied by a suggested time for the recess to last. Note that a recess may serve as caucus time, moderated or unmoderated, or for a scheduled break, such as dinner. In a moderated caucus, the chairperson will suspend the speakers list and call on delegates as they indicate their desire to speak with their placards. The speaking time during a moderated caucus must be specified with any motion requesting the caucus.

Debate: none  
Vote: majority

### 17. Tabling Debate

This motion suspends debate on a particular topic temporarily. The committee must move to accept this question as the topic of debate again to reopen it. At that time the speakers list that was in use when debate was tabled will come back into use.

Debate: one speaker for and one against  
Vote: majority

### 18. Closure of Debate

At any time a member may move to close debate. If this motion passes, debate on the current topic is closed and the topic is voted upon immediately. No more resolutions or amendments may be introduced once this motion has been passed.

Debate: one speaker for and one against  
Vote: a two-thirds majority in favor of closing debate is needed to pass the motion

## Speeches

### 19. Speakers List

After the agenda has been determined, one continuously open speakers list will be established. A separate speakers list will be made for each new topic of debate. Delegations wishing to be placed on the speakers list may send notes up to the chair expressing this desire. In addition the chair may, at his or her discretion, add nations to the speakers list based on a show of placards. No delegation may appear on the speakers list more than once at a given time.

Upon exhaustion of the speakers list, the debate is considered closed and the committee will move into voting procedure.

### 20. Speeches

Once recognized, a delegate may speak on any issue he or she feels is relevant to the current debate. The chair may call the delegate to order if he/she feels the speech is not related to the current issues before the committee. Only

remarks related to the current agenda item are in order. However, a delegate may discuss any working paper, amendment or resolution that has been presented to the committee with regard to the current agenda item, in addition to any ideas about it he/she might want to express.

### 21. Time Limits on Speeches

The committee may limit each speech to a specific amount of time. A motion must be made to set or change the speaking time and the delegate making this motion must specify what limit he/she would like. This motion requires a simple majority vote and the chairperson may rule it out of order if he/she feels the time is unreasonable. The chairperson will set time limits on procedural speeches.

### 22. Comments on Speeches

The committee may elect to allow comments on speeches immediately following them. Note that no comments are in order if a delegate has yielded to points of information. The addition of comments requires a motion and the delegate making the motion must specify the number of comments and how long they will last. A simple majority is required to pass this motion and the chairperson may rule it out of order if he/she feels the request is unreasonable. In addition the chair may, at any time during the comments, call a delegate to order if his/her comment is not specifically related to the speech that was just given.

### 23. Yields

Any delegate who has been granted the right to speak may yield the balance of their time to the chairperson, points of information, or any other member of the committee. If a speaker wishes to yield his/her time to another delegation he or she must specify to whom he/she wishes to yield before beginning his or her speech. Once time has been yielded, no comments will be in order. Multiple yields will not be allowed, and the chairperson will assume that time has been yielded to him/her if the delegate returns to his/her seat without yielding.

### 24. Right of Reply

A delegate may request the right of reply if he/she feels that his/her personal or national integrity has been grievously impugned. Please note that it is an extremely rare occurrence at the United Nations. The chair will rule immediately on this matter and the decision may not be appealed. If the right is granted, the chairperson will then set a time limit on the response. There will be no rights of reply to a right of reply.

## **Amendments and Resolutions**

### 25. Presentation of an Amendment or Resolution to the Chairperson

Once the number of sponsors and signatories reaches one-fifth the attendance of the meeting, the sponsors of an amendment or resolution may present it to the chairperson. At this time the chair is responsible for approving the format, legibility and legality of the resolution and forwarding it to the conference staff for duplication and distribution.

### 26. Introduction of a Resolution or a Friendly Amendment

Once the chair has notified the sponsors of a resolution or amendment that it is ready for distribution, the sponsors may move at any time to introduce it. This introduction will consist of, subject to the chair's discretion, a reading of the document by one or more sponsors and an optional period of informal debate to clarify questions of language. The extent of the informal debate is at the chair's discretion and may not be appealed.

Debate: chair's discretion

Vote: none

### 27. Friendly Amendments

An amendment to a resolution is considered friendly and is immediately applied to the text of the resolution if it is sponsored by all sponsors of the resolution. After receiving approval from the chair, suitably brief friendly amendments (at the chair's discretion) may be presented without additional copies for the rest of the committee.

### 28. Unfriendly Amendments

An amendment which is not sponsored by all the sponsors of the resolution it amends is considered unfriendly and therefore is only applied to the text of the resolution only if it is passed by the committee. After the chair has notified the sponsors of the amendment that it is ready for distribution or presentation, the sponsors may move at any time to introduce it. This introduction will consist of, subject to the chair's discretion, a reading of the document by one or more sponsors and an optional period of informal debate to clarify questions of language. Following the period of informal debate, the motion to introduce the amendment will be voted on, requiring a simple majority to pass. If the motion is approved, general debate will be suspended and a new speakers list will be established with speakers in favor and against the amendment. After the Committee has heard two speakers in favor and two against the motion, a motion to close debate will be in order. When debate is

closed, the Committee will immediately vote on whether or not to accept the amendment. If the vote receives a simple majority the amendment will be considered a part of the resolution. After the vote, debate will resume according to the previous speakers list.

Debate: two speakers for and two against

Vote: majority

### 29. Withdrawal of a Resolution or Amendment

If all of the sponsors of a resolution or amendment wish to withdraw the document, the committee shall cease all discussion of it following the notification of the chair.

## **Voting**

### 30. Conduct During Voting

Upon entering voting procedure the committee chamber shall be sealed by a member of the staff. All points and motions except those directly applicable to voting (outlined below) are out of order.

### 31. Points and Motions of Voting

Only the following motions from normal committee proceedings are in order during voting: appealing the chair, points of personal privilege, order and parliamentary inquiry, questions of competence, and the special voting motions listed below. The order of precedence shall be the same as usual, with the addition of the special motions in the order given below as the least pressing motions.

### 32. Reordering Resolutions

Normally the committee will vote on resolutions in the order they were presented to the committee. However any member may move to change the order before any voting has begun. They must specify the new order along with the resolution. This motion is out of order if the committee has begun the process of voting on any particular resolution (including all of its amendments).

Debate: none

Vote: two-thirds majority in favor of the new order

### 33. Division of the Question

Immediately before a resolution or amendment is to be voted on, a member may move to divide the document into several separate voting units to be voted on, individually. The preambulatory clauses remain with the largest intact portion of the resolution. Each part will then be voted upon individually, and all parts which pass will be voted on together as the final document. If there is more than one division, the chairperson shall have sole discretion over the order in which those divisions are put to vote.

Debate: one speaker for and one against

Vote: majority

### 34. Important Question

A resolution may be deemed an important question, thereby requiring a two-thirds majority to pass. This request must be made immediately before the resolution is to be voted upon and it must be accompanied with an explanation of how the resolution fits into one of the following categories:

- a) recommendations with respect to the maintenance of international peace and security;
- b) the admission of a new member;
- c) the suspension of the rights or privileges of a member;
- d) the expulsion of a member;
- e) budgetary questions.

If the chairperson determines that the resolution does fall within one of these categories, the body shall vote on the matter.

Debate: none

Vote: majority

### 35. Roll Call Vote

Only substantive questions can be taken to a roll call vote. In such a vote, the chair calls out each nation in alphabetical order and requests its vote. There are four possible responses: yes, no, abstain, or pass. Once the chair has gone through the entire roster of nations he or she will call on all states which passed the first time. Those states may only vote 'yes' or 'no' this time around. You may not pass more than once. Any state voting either 'yes' or 'no' may request the 'right of explanation'. Once the vote has concluded the chair will recognize all states that requested the 'right of explanation' in alphabetical order and provide them with 30 seconds to explain the vote.

The passage of this motion is solely up to the chair's discretion.

### 36. Voting on Resolutions

Unless a resolution has been deemed an important question, only a simple majority is needed so it may to pass.

## **Points and Motions**

### 37. Precedence

The order of precedence of motions is as listed below, from first to last by number. When a motion is pending, it is in order to move any motion above it, but not any motion below it, in order of precedence.

38. Lack of Speakers

If a point or motion calls for speakers for or against and too few delegates volunteer to speak on either side of the issue, then the side with enough speakers prevails and no vote is necessary. If too few delegates volunteer on both sides of the issue, the point or motion will be ruled dilatory.

39. Acceptable Motions

Only those motions listed below will be permitted. When making a motion, delegates must raise their placard, wait to be recognized by the chairperson, rise, and state their point.

40. Adjournment of the Meeting

Only the last scheduled meeting of a body will be adjourned. This motion is dilatory at any other time.

Debate: none

Vote: majority

41. Appealing the Chairperson's Decision

Any delegate may appeal the most recent ruling of the chairperson if they feel it was incorrect for any reason, except those reasons that are designated in the rules as being exempt from appeal.

Debate: appellant and chair

Vote: a two-thirds majority in favor of overturning the decision

42. Point of Personal Privilege

If at any time a member experiences personal discomfort which impairs his ability to participate in the proceedings, he may rise to a point of personal privilege. The chairperson will then take whatever action he feels is appropriate to remedy the situation. A point of personal privilege may interrupt a speaker only if the delegate cannot hear the speech.

43. Point of Order

A delegate should use this point to bring any procedural errors to the attention of the committee and staff. This point must be made at the time of the error and is dilatory once any other actions have taken place. A point of order may interrupt a speech only if the speech is out of order.

44. Point of Parliamentary Procedure

A delegate may rise to this point if he wishes for the chairperson to clarify a procedural question for the body.

45. Point of Information

This is a question to the speaker. It is only in order if the delegate has yielded to points of information. Once

recognized by the chairperson the member shall rise and present the question. Only the response time shall count against the speaker's allotted time. No cross debate is allowed, except at the chair's discretion and then only for purposes of clarification of language.

46. Question of Competence

A member may question the competence of the body to discuss a resolution, amendment, or any agenda items formerly approved by the Secretariat. This motion must be made immediately following the introduction of the questionable material.

Debate: one speaker for and one against

Vote: majority

47. Adoption of an Agenda Item

Prior to the setting of an agenda (or between items) the committee will debate which topic to discuss next. Any delegate may move to set the agenda at any time when the agenda has not been set (or if it has just been suspended) to adopt a particular agenda item.

Debate: two speakers for and two against

Vote: majority

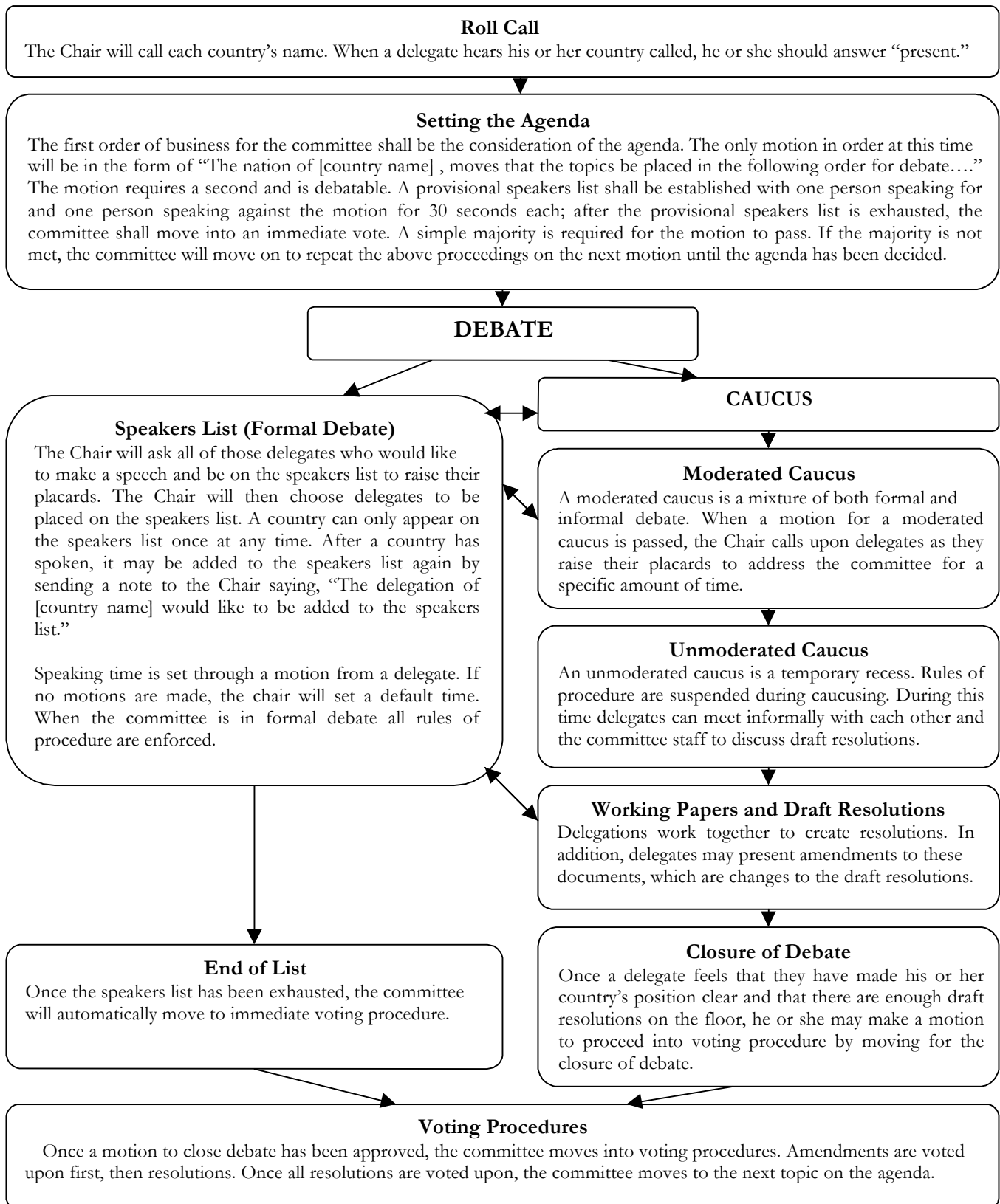
48. Reconsideration

A motion to reconsider a substantive motion must be made during the same session as the original motion and must be made by a member of the prevailing side. The chair may rule this motion out of order if no new substantive information has become available to warrant the reconsideration.

Debate: two speakers against

Vote: a two-thirds majority in favor of reconsideration is needed to pass this motion

## FLOW OF DEBATE



\*The above flow chart was adapted from a similar model in the UNA-USA Model United Nations Delegate Guide.

## RULES OF PROCEDURE REFERENCE CHART

| Motion  | Second Required | Debatable          | Interrupt Speaker | Special Notes  |
|---|-----------------|--------------------|-------------------|--|
| Establishment of Agenda   | Yes             | 1 For<br>1 Against | No                | Used to set the order in which topics will be addressed.   |
| Point of Order  | No              | No                 | Yes               | Addresses a procedural matter. Doesn't allow delegate to speak on topic of debate.   |
| Point of Personal Privilege   | No              | No                 | Yes               | Raised when a delegate experiences personal discomfort (e.g. can't hear, can't see).   |
| Point of Information  | No              | No                 | No                | Directed at other delegates for the purpose of asking questions in relation to speeches and draft resolutions.   |
| Yields  | No              | No                 | No                | Must be done before a delegate speaks. Can only yield to questions, another delegate, or to the Chair.   |
| Right of Reply  | No              | No                 | No                | Must be submitted in writing to the Chair. Requested when a delegate feels that someone has made a derogatory comment or insult.   |
| Withdrawal of Draft Resolution  | No              | No                 | No                | Withdrawal must be agreed upon by all sponsors.  |
| Appeal to the Chair's Decision  | No              | No                 | No                | Made when a delegate feels that the Chair has made an incorrect decision. This motion is made to the chair in writing.   |
| Division of the Question  | Yes             | 1 For<br>1 Against | No                | Divides clauses of a resolution to be voted on separately. Motion is made after debate is closed, but before voting. If a division is passed, the clauses are voted on in order of severity (most to least). |
| <b>The following motions take precedence over any others, in the order presented:</b> |                 |                    |                   |  |
| Suspend Meeting   | Yes             | No                 | No                | A specific length of time must be specified.   |
| Adjourn Meeting   | Yes             | No                 | No                | To end the meeting for the day. Adjournment of the final meeting shall adjourn the session.  |
| Adjourn Debate  | Yes             | 1 For<br>1 Against | No                | Table topic and move to next agenda item.  |
| Closure of Debate   | Yes             | 1 For<br>1 Against | No                | End debate and move into voting procedures.  |

\*The above chart was adapted from the UNA-USA Model United Nations Delegate Guide.

## IN COMMITTEE

### COMMITTEE DECORUM

While in committee session it is expected that delegates will follow the Rules of Parliamentary Procedure as laid out by the BUSUN Secretariat in this guide. Delegates are also asked to treat their chairs and their fellow delegates with respect. In addition, all BUSUN attendees are expected to wear proper Western business attire and their nametags at all times.

### WORKING PAPERS AND RESOLUTIONS

The purpose of researching, speaking, and debating is to generate ideas that will ultimately become working papers and resolutions. The delegate's preliminary step is to prepare his or her country's policies, and truly understand them before the committee. Upon arrival at BUSUN, delegates confer with one another by exchanging ideas in committee session and during caucuses. After identifying other countries that share similar opinions, delegates begin to compile a list of potential operative clauses, which eventually form the heart of potential resolutions. An operative clause is a single action—a criticism, suggestion, request or directive—that helps to solve the problem at hand. Operative clauses are numbered and attached to a subject and a preamble, which explains the problem, to form a resolution.

A paper in resolution format that has not been submitted to the chair is referred to as a “working paper in progress,” and must not be identified as a resolution in speeches or debate. Delegates wishing their paper to be recognized as a resolution should review formatting, confirm that they have at least three sponsors and at least one fifth of the committee members as signatories or sponsors, and then submit their paper to the chair. The chair will review format, syntax, competence, and relevance, and may approve the paper. Approved papers are marked as resolutions and will be sent to the operations center to be reproduced. Once the paper returns with photocopies for all delegates, it is eligible for introduction as a resolution. A sponsoring delegate should make a motion to introduce the resolution, at which time it will be distributed to the committee. Only at that time is it a substantive piece that can be debated, amended, and voted on by the committee.

Sponsorship indicates official support of a resolution. If all sponsors withdraw, a resolution is invalidated. Signatories do not necessarily support a resolution, and they are not obligated to speak or vote in favor of it. Withdrawal of

signatures after a resolution has been introduced does not invalidate it.

Turning a paper into a resolution is more difficult than submitting a paper to be an officially recognized working paper. Working papers are a good option when delegates are having trouble coming to consensus on issues and need a fast way to get some written ideas on the floor. Working papers require signatures from one-fifth of the committee and do not have sponsors. A paper can be submitted to the chair, and at the chair's discretion, reproduced, made into a transparency, or written on the board. There are no specific formats for a working paper. Some recommended formats are outlines and simple lists of operative clauses.

In order to be recognized as a resolution, the paper must be put in resolution format, have at least three sponsors and at least one-fifth of the committee as signatories, and be approved by the chair.

### PREFABRICATED RESOLUTIONS

**We strictly prohibit bringing prefabricated resolutions to BUSUN. A prefabricated resolution is any resolution written before BUSUN committee sessions begin.** The process of compromising, arguing, and creating working papers in consultation with as many delegations as possible is more valuable than the phrases that result. If we find clear and convincing evidence that any part of a working paper is prefabricated, we will withdraw the prefabricated resolution from consideration and consider disqualifying the delegation from awards.

This rule does not mean that delegates should avoid considering the kind of operative language their country would support. Indeed, thinking about the kinds of provisions in your national interest is an integral part of preparation. Delegates are welcome to bring a small number (no more than three per topic) of operative clauses created specifically for BUSUN. We encourage participants to work on ideas for operative language with advisors and veteran delegates before the conference.

We advise delegates to familiarize themselves with UN resolutions and actions on their topics. Participants are free to bring government and UN documents including resolutions and treaties as reference material and a foundation for new action. However, resolutions should neither plagiarize these documents nor merely restate prior actions or ideas.

## THE DRAFT RESOLUTION

A resolution is written as a single, long sentence broken into a heading, preamble, and operative clauses. There are formatting rules for resolutions just as there are grammatical rules for sentences. A well-written resolution demonstrates familiarity with the problem, recognition of the issues, proper form, conciseness and cogency.

### HEADING

Committee: i.e. the committee or organ in which the resolution is introduced.

Topic: the topic of the resolution.

Sponsors: list of sponsoring countries.

Signatories: list of countries that have signed the draft.

### PREAMBLE

The preamble is composed of preambulatory clauses, which are individual observations and statements of recognition that explain the need for the action to be taken and provide background of any preceding actions. The preamble shows that there is a problem to be solved, but it cannot propose an action or make any substantive statement in the topic at hand. The preambulatory clauses can include references to the UN charter, citations of past UN resolutions or treaties, general statements on the topic, its significance and effects, and the recognition of efforts made by other organizations in dealing with the issue. The first word in each phrase is underlined, and every phrase is separated by a comma.

#### Preambulatory Openings:

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

### OPERATIVE

The operatives form the most important aspect of the resolution. They are complete independent clauses that state the action to be taken by the body. Delegates should primarily read the operative clauses to decide whether or not they would like to support the resolution. Operative clauses should be organized in a logical progression, and each clause should contain a single idea or policy proposal. All operative clauses are numbered with the first word italicized; they are separated by semicolons. The last clause ends with a period to finish the sentence.

#### Operative Openings:

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

**SAMPLE RESOLUTION**

This is a sample resolution written by a member of the BUSUN Staff for a high school conference in 1996. Note the adherence to the style, language, and format described above.

Committee: Disarmament and International Security  
 Topic: Chemical and Bacteriological Weapons  
 Sponsors: Palestine, United Kingdom, United States  
 Signatories: Argentina, Australia, Brazil, Bulgaria, France, Ireland

The General Assembly,

**USE COMMAS TO SEPARATE PREAMBULATORY CLAUSES & UNDERLINE THE FIRST WORD OR PHRASE. THE LAST TWO PREAMBULATORY CLAUSES ARE SEPARATED BY A COMMA AND THE CONJUNCTION "AND."**

Reaffirming the Paris Weapons Convention signed in 1993,

Aware of the fact that many countries are presently in possession of disturbing quantities of chemical weapons,

Emphasizing the success of Russia and the United States in negotiations and compromises on the destruction of chemical weapons,

Expressing its appreciation to the United States for the environmental precautions taken in the dismantling of its chemical weapons,

Realizing that UN-sponsored intervention of this kind in the past has been optimized for speed, with the environment being of little or no concern,

Deeply disturbed by the inhumanity of chemical and bacteriological weapons,

Bearing in mind the potential for accidents caused by the presence of chemical weapons, and the deadly gases they contain, and

Seeking compromise and action in the field of chemical weapons,

**USE SEMICOLONS TO SEPARATE OPERATIVE CLAUSES & NUMBER AND ITALICIZE THE FIRST WORD OR PHRASE. THE FINAL CLAUSE ENDS WITH A PERIOD.**

1. *Deplores* the use of chemical and bacteriological weapons as a standard form of warfare and urges nations to discontinue their use;
2. *Requests* an international ban on the production of these chemical and bacteriological weapons;
3. *Encourages* nations to dismantle any remaining chemical weapons;
4. *Reminds* these nations that the environment is of paramount concern, and should always come before expediency;
5. *Calls upon* nations with experience and technology in the field of dismantling, such as the United States, to assist these countries;
6. *Endorses* United Nations penalties and the placement of economic sanctions against any countries that refuse to accept the following guidelines:
  - a) Discontinue the importation or exportation of bacteria, media (growing places for bacteria), irritant gases, nerve gases, and assembled chemical weapons or warheads to any nation,
  - b) Discontinue the use, stockpiling, proliferation, and manufacturing of chemical weapons and their components,
  - c) Start programs to dismantle existing chemical weapon stockpiles;
7. *Urges* all nations to ask for assistance from the United Nations in the event of any further disaster.

## AWARDS

Model UN is about compromising and working together to realize common goals through good research, competent debate, and the writing of effective resolutions. BUSUN uses awards to recognize delegates who work cooperatively to create realistic solutions to the problems presented. Although there are guidelines present, there is no scientific formula for determining awards. The final decision for the number of awards distributed and the delegates recognized are largely left to the discretion of the committee chairs. Every BUSUN award recognizes delegates who make important accomplishments during the conference, and BUSUN staff members do their best to keep up with the events in each committee. It is important to note, however, that the chairs may be unaware of crucial events in negotiations aside from formal debate or simply do not have enough awards to recognize each deserving delegation. If a delegate does not receive an award, it is certainly not an indictment of his or her performance. We hope that a delegate who contributes to committee sessions and learns about international relations will consider the experience a success regardless of whether he or she receives an award.

## AWARDS CRITERIA

### Diplomacy

Delegates should be respectful of each other and cooperate with the chair. We expect delegates to use diplomatic language and to work on maintaining good working relations with each other. It is important that delegates adhere to the Rules of Procedure and that working papers and resolutions produced comply with the given format and guidelines.

### Adherence to National Policy

Delegates should strive to represent their state's interests, outlook, and policies. Delegates must articulate state and bloc interests and support positions consistent with their state's current policy.

### Speaking

We will recognize delegates who communicate their ideas with relevant, clear, and well-delivered speeches. We are looking for well thought-out, concise speeches that contribute to debate instead of simply re-emphasizing points that have already been made in session.

### Preparation

We request that every delegate submit a clear position paper that demonstrates adequate research and fundamental knowledge of their topics and policy. Delegates should also

demonstrate their knowledge in speeches and resolutions. Constructive debate will result only if delegates are well prepared and willing to actively participate in committee sessions.

## FREQUENTLY ASKED QUESTIONS

### **What should I have with me in committee?**

You need to have paper and a pen or pencil. You will probably also want to have your position paper and all of your research materials. It is also a good idea to have a smaller pad of paper for sending notes to other delegates or the chair, which is the chief method of communication in most committees. Most delegates also have water bottles. We ask that you do not bring food or any drinks other than water into committee. Do not forget your placard (the large sign with your country's name) and your name tag. If you lose either, you will have to pay a nominal fee to get new ones.

### **Do I need to have prepared speeches for BUSUN?**

No, in fact, it is best to not bring prepared speeches to BUSUN. Speech times vary by committee and the topics may change throughout the course of debate, especially in smaller crisis committees. Often your research is only to supplement a different topic that will come up in a crisis situation. However, you should have a good idea of what you would say for any topic. While it is not a bad idea to keep your points in bullet form to reference, there is no need to write out a speech ahead of time.

### **When should I write my position paper?**

As early as you can. The earlier you start your research and your writing, the more information you will have available for committee. Email your chair if you have any questions and be sure that your position papers are submitted to your chair's email address (listed in this guide and online at [www.busun.net](http://www.busun.net)) on or before October 23rd. Keep in mind that position papers are regarded highly in deciding awards. Think of the timeliness and content of your position paper as a first chance to show your chair what you know about your country and the topics at hand.

### **Should I bring a laptop?**

**No.** Although laptops might seem like a helpful tool in committee, **BUSUN prohibits the use of laptops and we ask that you do not bring one.** We do not have the appropriate resources within the committee rooms for laptops, and they can be cumbersome during meals or social events. You will most likely not need laptops, as a delegate research center will be provided and BUSUN staff in our Operations center will gladly type your resolutions for you.

**GLOSSARY**

|                      |   |
|----------------------|---|
| Abstention           | A statement of no opinion.  |
| Amendment            | Additions to and deletions from a resolution.   |
| Assistant Director   | Assistant to directors and chairs.  |
| Autonomy             | Self-governance.  |
| Bilateral            | Between two parties.  |
| Bloc                 | Group of nations with similar perspectives on issues.   |
| Caucus               | A break in committee for the purpose of informal discussion and collaboration.  |
| Chair                | The person in charge of a committee, assisted by directors and assistant directors.   |
| Comment              | Speech immediately following and pertaining directly to a formal speech.  |
| Credentials          | Official identification indicating name, country, and committee.  |
| Delegate             | A student representative of a nation on a particular committee.   |
| Delegation           | The student representatives of a nation on all committees.  |
| Dilatory             | Causing unnecessary delay of committee proceedings.   |
| Director             | Assistant to the chair, aided by Assistant Directors.   |
| Extradition          | Legal surrender of a fugitive to the jurisdiction of another state, country, or government for trial.   |
| Formal speech        | A speech made by a delegate placed on the Speakers List.  |
| Gavel                | Used by the Chair during committee and awarded to the best delegate in the committee.   |
| GDP                  | (Gross Domestic Product) The total value of all final goods and services produced in a nation during a specific period of time, usually one year. |
| Operative clause     | Policy portion of resolution.   |
| Placard              | A piece of paper issued by BUSUN printed with the delegate's country; used to vote and be recognized by the Chair.                                |
| Perambulatory clause | Introductory clauses found in resolutions.  |
| Resolution           | A formal expression of opinion and suggested courses of action of a committee on an issue confronting the world.                                  |
| Rules of Procedure   | The rules used at a Model UN conference to run committee.   |
| Sanction             | A coercive measure adopted usually by several nations acting together against a nation violating international law.                               |

|                    |   |
|--------------------|---|
| Secretariat        | Composed of people who organize and run the Conference. Headed by the Secretary-General and Undersecretary-General.   |
| Sovereignty        | Absolute power or authority of a state against external control.  |
| Speakers List      | A list kept by the chair indicating the order in which delegates will speak in formal debate.   |
| Substantive Debate | The first portion of debate on an agenda item in which general policy, problems and potential solutions, as well as resolutions and amendments are discussed. |
| Voting Bloc        | Portion of committee devoted to voting on resolutions and amendments.   |
| Yield              | In a formal speech, time given up by one delegate to another for the purpose of speechmaking.   |

**ACRONYMS**

|         |   |
|---------|---|
| AUPSC   | African Union Peace and Security Council                          |
| DISEC   | Disarmament and International Security, First Committee of the GA |
| EU      | European Union  |
| GA      | General Assembly  |
| GAERC   | EU General Affairs and External Relations Council                 |
| NGO     | Non-Governmental Organization                                     |
| RFSC    | Security Council of the Russian Federation                        |
| SOCHUM  | Social, Humanitarian, Cultural                                    |
| SPECPOL | Special Political and Decolonization, Fourth Committee of the GA  |
| USNSC   | United States National Security Council                           |
| UNDP    | United Nations Development Programme                              |
| UNEP    | United Nations Environment Programme                              |
| WHO     | World Health Organization   |
| WTO     | World Trade Organization  |