



Instructional Guide

Bonaventura Model United Nations

Twentieth Session ~ 11th, 12th and 13th of October 2019



Instructional Guide

BONAMUN



Instructional Guide

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1. The United Nations

I. What is the United Nations?

The United Nations (UN) is an international organization which tries to secure peace and safety on earth. At this moment there are about 193 member states of the UN that have all agreed to the Charter of the United Nations (a charter is a pact between many states). This charter consists of nineteen chapters of which the first one is really the most important one, because it describes the purposes of the UN.

II. What are the United Nations allowed to do and capable of doing?

The UN has many committees and councils in which, during meetings, delegates of the member states are represented. During those meetings they try to get solutions for global problems. This is done by passing resolutions (a sort of treaty or pact that contains the solution to a problem).

Countries are not always obliged to execute these resolutions, most of the time the resolutions are advisory, not binding. The UN cannot totally assure peace and safety, because they cannot oblige all nations to agree on everything.

That is, in short, the most important information about the UN. If you still have questions about the UN, you can probably find the answers at this website: <http://www.un.org>. Of course you can always ask people of our MUN-staff to explain matters by writing or e-mailing.

BonaMUN Secretariat
Burggravenlaan 2
2313 HV Leiden
The Netherlands

BonaMUN Website: <http://www.bonamun.org>
E-mail address: info@bonamun.org



2. *The Model United Nations*

At the Model United Nations there are also several committees and councils, and there is (just as in the real UN) a General Assembly (GA), which is something like a really big committee. During a MUN conference everybody speaks in English, as it is the official language for most MUN conferences. This may all seem quite difficult, but it is easier than it seems. We will try to explain what everything is and then give you an outline that makes the structure clear. After that we will also tell you who the important persons at a MUN conference are.

I. Committee, Council and General Assembly (GA)

A committee is a group of people who discuss a certain topic. A council is very much the same, but the biggest difference is that councils are independent from all other committees, and committees are groups that first meet separately and then come together with the other committees in the General Assembly to discuss the resolutions that were passed in the committees once again. The names of the committees and councils tell you what their main subject is, and in every committee several topics are discussed that correspond with the main subject.

In a committee at MUN the 15-30 delegates (students) all represent a country or Non-Governmental Organization, in short a NGO (which will be assigned to you all later) and they have prepared for the conference by learning about their country's or organization's views and politics and writing resolutions that correspond with the views of their own country or organization.

On the first day the delegates that have written resolutions (they are the submitters of the resolution) start lobbying: they all try to get other delegates to co-submit (support) their resolution. When there are enough co-submitters for a resolution, it can be approved and then on the second day the approved resolutions are discussed in the committee, and finally, they pass or fail by voting. On the third day the passed resolutions of the second day are discussed in the General Assembly (there are about 100-120 delegates in the GA) and are finally passed or rejected by the General Assembly.

The Security Council (SC) is a special council with only 15 delegates. Usually no resolutions are written beforehand here, but they are made during the debate. Therefore the resolutions are written by the whole Security Council. This is why there is no lobbying on the first day, and on the third day they continue writing their resolution(s) or they try to control a crisis.

Also special about the SC is that there are 5 countries that have veto power, namely: China, France, Russia, UK and USA. This means that when 1 of these 5 countries disagrees with something, they can use their veto and then it will not pass. Finally, resolutions only pass in the SC when there is a 2/3 majority.



II. Structure of committees and councils

At BonaMUN 2019 we have the following committees and council:

Disarmament and International Security (GA1)

Social, Humanitarian and Cultural (GA3)

Decolonisation and Special Political (GA4)

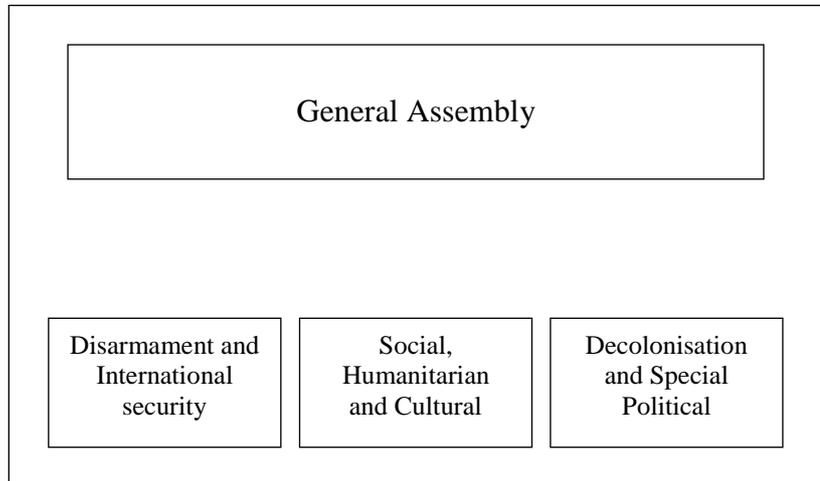


Figure I: An outline of the forums of our conference.

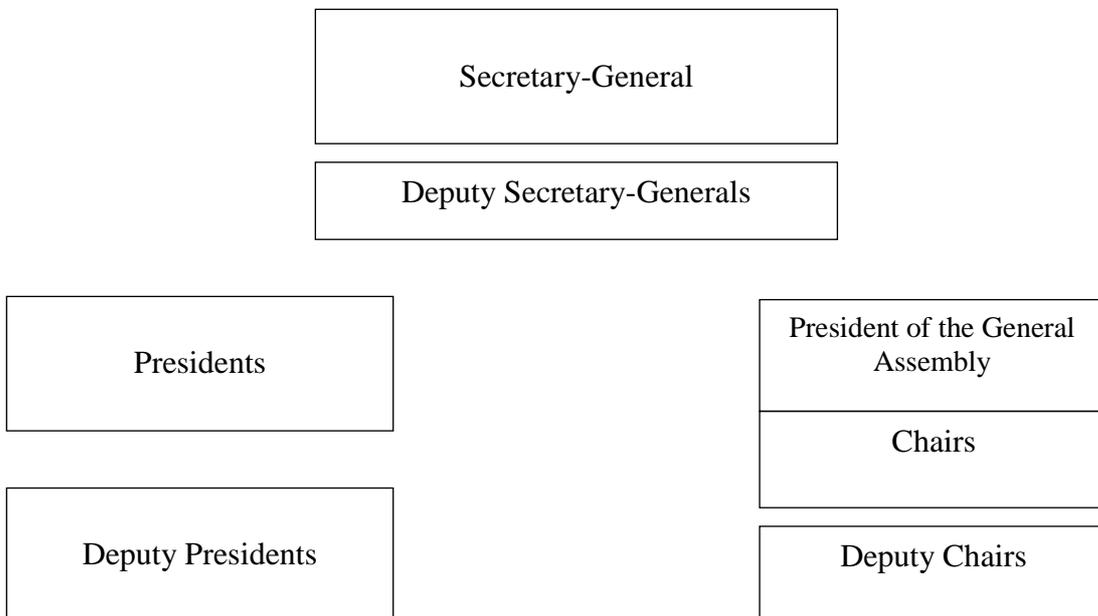


III. Important people

The highest-ranking person of an MUN (and the UN) is the Secretary-General (SG). This is the big boss of the (M)UN. Under him there is (are) the Deputy Secretary-General(s) (DSGs) and the President of the General Assembly. This last person is the one who is the “boss” of the General Assembly; he leads the debates there. In the committees the people who lead the debate are called chairs. Every committee has a Chair and a Deputy Chair (there are two people so that they can take turns with leading the debate). When you are in a council, the leaders are called President and Deputy President.

All the chairs and presidents will also explain the procedures of a MUN debate to you, but to give you the opportunity to prepare we will explain something about debating later in this Instructional Guide & Issue Bulletin.

Figure II: The outline of important people during the conference.





3. Resolutions

I. What is a resolution?

A resolution is a solution to a certain problem, and it is written in English according to the standard rules of a resolution. It can also contain a recommendation or a part of a solution, because most problems that are debated are impossible to solve with just one resolution (like ending a war or the fight against AIDS).

II. Structure of a resolution

A resolution consists of three different parts:

1. A general part on top of the page. This contains:
 - a. The number of the page
 - b. The forum to which the resolution will be submitted
 - c. The issue the resolution is meant for
 - d. The main submitter (this is the country that wrote the resolution)
 - e. The co-submitters (these are the countries that agree with your resolution and want to support it by co-submitting it, and of course voting in favour)

2. The pre-ambulatory clauses (pre-ambs for short). These are the introducing sentences of the resolution. The pre-ambs contain a number of facts on the subject of the resolution. They are written in a special form: the present participle. These are something like a (present) continuous without a form of 'to be'. Present is between brackets because we do not use a form of 'to be' with it. The word is isolated. There are also some past participles used for the pre-ambs.

Examples of gerund: Noting, Expecting, Stressing, Believing, etc.
Examples of past participles: Alarmed (by), Convinced, Guided (by), etc.

3. The operative clauses (operatives for short). These describe the plan of action for the problem that the resolution is about. The operatives are another form than the pre-ambs. They are in the third person in the present tense.

The general part, the pre-ambulatory clauses and the operative clauses are the three parts of which a resolution consists. All this probably seems rather confusing and complicated, but to make clearer how a resolution is built up we have included a copy of a resolution on the next page. Next to the resolution you can find a list of words for pre-ambulatory and operative clauses. By means of this we hope you will understand a little more about writing a resolution.



Example of a resolution:

COMMITTEE: Economic and Social Council
QUESTION OF: The Combat against AIDS
SUBMITTED BY: Mozambique
CO-SUBMITTED BY: Italy, Tunisia, Afghanistan, United States of America, Rwanda, Canada, United Kingdom, Iran, Honduras, Russian Federation, Jamaica, Belgium

The Economic and Social Council,

- (1) Deeply concerned by the fact that AIDS is taking more and more lives,
- (2) Drawing attention to the fact that HIV can be transmitted through:
 - (3) a. Unprotected sexual intercourse,
 - (4) b. Needle-sharing among injection drug users,
 - (5) c. Transfusion of infected blood or blood products,
 - (6) d. An infected mother to child during pregnancy, at child birth and through breast feeding,
- (7) Alarmed by the fact that AIDS is a common problem especially in developing countries,
- (8) Realizing that research of AIDS is difficult and needs much attention,
- (9) Observing that information about the prevention of AIDS is not available everywhere,
- (10) Noting that the research on AIDS is done by a few independent organizations,
- (11) Aware that AIDS has orphaned 10 million children in Africa alone and that a whole generation is on the verge of growing up without parents,
- (12) Supporting the WHO-program in their combat against AIDS,
- (13) Welcoming all ideas and suggestions which can improve this resolution,
- (14) 1. Stresses the need to act now since the AIDS problem is a major problem without border, which must be solved;
- (15) 2. Calls upon all organizations concerned with the AIDS problem to hand all necessary information on AIDS over to the WHO so that the WHO will be the only AIDS research institution in order for the research to be done in a more efficient and less expensive way;
- (17) 3. Calls upon UNAIDS to set up a plan to make the distribution of condoms as cheap as possible;
- (18) 4. Urges to pay more attention to the research on AIDS and to publish all results from this research through:
 - (19) a. The Internet,
 - (20) b. Mass Media;
- (21) 5. Calls upon all nations, especially developing countries to:
 - (22) a. Check their hospitals' blood for AIDS so that blood-blood contact is not an immediate danger in hospitals,
 - (23) b. Support their hospitals with the control of donor blood,
 - (24) c. Make sure that there are not any AIDS infected needles are used in their hospitals;
- (25) 6. Recommends all nations to spread clear information about the prevention of AIDS through:
 - (26) a. Mass Media,
 - (27) b. Distribution of informative pamphlets and leaflets,
 - (28) c. Pictures and theatrical groups;
- (29) 7. Urges for a special campaign to be set up by the WHO about the use of condoms:
 - (30) a. In developing countries,
 - (31) b. About the prostitution sector;
- (32) 8. Urges to decrease the danger of AIDS infection by drug needles by way of:
 - (32) a. Cleaning places frequently used by drug-addicts,
 - (33) b. Creating awareness among parents about the necessity to inform their children about the danger of picking up needles;
- (34) 9. Suggests that all nations participate actively in creating an International Solidarity Fund which will receive voluntary donations made by citizens, enterprises, national governments and WHO, and that aid provided by this Fund will go to regions where it's needed, in order to raise the standard of living, fight diseases and educate about social problems, such as AIDS; (36)
- (37) 10. Expresses its hope that this resolution will contribute to solving the AIDS problem.



Words for Pre-ambulatory Clauses

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

Words for Operative Clauses

Accepts	Encourages	Recommends
Affirms	Endorses	Regrets
Appreciates	Expresses its appreciation	Reminds
Approves	Expresses its concern	Requests
Asks	Expresses its hope	Resolves
Authorizes	Further invites	Seeks
Calls for	Further proclaims	Solemnly affirms
Calls upon	Further recommends	Stresses
Condemns	Further requests	Strongly affirms
Confirms	Further resolves	Strongly condemns
Congratulates	Hopes	Strongly urges
Considers	Insists	Suggests
Declares	Invites	Supports
Declares accordingly	Notes	Takes note of
Deplores	Proclaims	Transmits
Designates	Proposes	Trusts
Draws the attention	Reaffirms	Urges
Emphasizes		



4. Research

In order to enjoy the MUN-experience at its best, a delegate should research his appointed nation thoroughly and must be ready to express its opinion on any issue at all times during the conference. BonaMUN has created a quick-start guide on how to prepare for a conference in the best way possible. This guide is helpful for both beginning and more experienced delegates and should be considered to be guidelines and not mandatory.

I. Research your country's historical, economical, political and military status.

It is important to know your country's major historical, economical, political and military events as this might give you an idea on how your appointed nation would (not) tackle issues you may run into during the conference. Historical ideas may lead to solutions to present-day's problems. There are a couple of websites that are very helpful for providing you with this information, such as:

[The CIA World Factbook](#): a website that, although created by the American Central Intelligence Agency, is accessible for everyone and contains a lot of information on all countries.

[Wikipedia](#): a commonly know virtual encyclopedia that contains information on a broad range of subjects. Especially useful on finding information on international relations, disputes and treaties. Please note that anyone can change the information displayed on Wikipedia, so always double-check your sources.

Your nation's official website: some governmental websites have a page on Frequently Asked Questions (such as the [DPRK](#)'s which can be very helpful on finding out what your country's official policy is).

II. Write a policy statement containing your country's policy on every issue.

As stated above, a delegate should always be ready to express its nation's opinion on any issue. It is therefore wise to write a policy statement containing your nation's policy on every issue. It is quite conventional to have this at your side, should you be asked to give a speech on an issue without being able to properly prepare one. Also, you could base your speech on your policy statement. Sometimes, the chair will call upon a delegate to read out his or her policy statement.

III. Write a draft resolution.

There is no better way to enjoy a MUN-conference than by writing and submitting a resolution. However, time is limited during lobbying, so it is recommended that you write a draft resolution when preparing for the conference. This could consist of individual clauses up to an entire resolution. These clauses can be merged or amended during the conference. If you wrote a resolution that you would like to see discussed, but you do not feel confident enough to submit it yourself, you could ask another delegate (for instance the person you are merging resolutions with) to be the main submitter.



5. Debating, Voting and Passing / Failing

I. When you debate on a resolution, you have to represent the country or organization that has been assigned to you. You discuss, with the other delegates, the clearness and possibilities of implementing the resolution and of course the justification for it. For a debate the Chair / President can set time in favour or time against the reso, or there can be an open debate. When it is time in favour, you can only speak in favour of the resolution, and in time against only against it. In an open debate you are allowed to speak both in favour and against.

If you want to say something about the resolution, you can request the floor to the Chair / President by raising your placard. If the Chair / President recognizes you, you are allowed to come forward and speak on the resolution.

When somebody has spoken you can also ask him or her questions (points of information). This can also be done by raising your placard and being recognized. During the debate you are not allowed to walk around. If you want to say something to a friend or ask them something, you can do this by sending notes. You write these notes on the official notepaper that you or the ambassador of your delegation (country or organization) has made and on that paper you also write the name of the country or organization and the committee / council the one you write to is in. When you have done all that you raise the piece of notepaper and an Administrative Assistant (AA) will come to you, pick it up and deliver your note to the right person. The AAs are the only ones that are allowed to walk during the debate.

During the debate you can make changes (amendments) to the resolution if you want. You could, for example, strike a clause, or implement a new one or change something in a clause. If you want to make an amendment you can write it down on an amendment sheet and send the amendment to the chair / president. Then there will be a discussion on it. It is possible to make an amendment on the amendment, but only once. You can't make two amendments on the amendment. After that discussion there will be a voting procedure after which it shall be implemented or not. You can only vote in favour or against an amendment, you cannot abstain.

When time on the resolution had elapsed there is another voting procedure. You can vote in favour or against the resolution, or you can abstain (you have no opinion in that case). After the Administrative Assistants have counted the votes, it will be clear if the resolution has passed or failed.

II. Formal Debate

At the BonaMUN conference is a formal debate structure which you have to follow.

Most of the time you will follow the next structure:

1. Opening by the chair
2. Roll call (in the General Assembly this includes the opening speeches)
3. Drawing up the agenda
4. Reading out loud the Operative Clauses of the resolution
5. Speaking time in favour and against, or an open debate. Amendments and motions can be made during this debate
6. Voting on the resolution
7. Repeating points 4 till 6 if there are more than one resolution to be discussed
8. Closing by the chair



Roll Call

After the Opening of the chair there will be a roll call in every council and committee. This means that the Chair of every council and committee will call up every nation and when the Chair calls up your nation you have to raise your placard and say “present”.

This also counts for the General Assembly but they will have opening speeches right after the roll call. The opening speeches implement that every country will make a speech of one minute. There is a right to reply at every speech. The Chair will ask if there any rights to reply in the General Assembly. If any nation wishes to reply at a speech they have to raise their placard and then the chair can call the ambassador of this nation forward to make his or her right to reply to one of the speeches. The reply may take 30 seconds and can only implement one opening speech.

Agenda

If any delegate feels that there should be another issue on the agenda there is a “motion to amend the agenda”. To let this motion pass there has to be a majority on the motion. This motion implements to add an issue which will only be discussed when all other issues are dealt with. In the General Assembly there can't be a motion to amend the agenda because all issues discussed in the General Assembly have already passed in the committees.

Course of Debate

When a resolution has passed the approval panel, it will be discussed in the committee or council. First the main submitter has to take the floor and read the operative clauses out loud. After that the chair will set debate time, either open or closed debate on the resolution. The first one to speak is the main submitter and his or her speech will be usually in favour. After his or her speech he or she can open himself or herself to points of information. After this he or she can either yield the floor back to the chair or to another delegation. After this the chair will ask if there are any delegates wishing to take the floor to speak on this resolution. If you wish to take the floor, you have to raise your placard and then the chair can call you forward to state your point. After your speech there are three things you can do:

1. Open yourself to points of information.
2. Yield the floor to another delegation. This can only be done once.
3. Yield the floor back to the chair.

Amendments

An amendment is an adjustment to change a pre ambulatory clause or an operative clause of the resolution you are debating. You can also make an amendment on the amendment. There will be time to speak in favour of this amendment and time to speak against this amendment. When time has elapsed there will be voted on the amendment. If it passes the debate on the resolution will go on with this amendment in the resolution. If the amendment fails, the submitter of the amendment will retain the floor. The only one who is allowed to propose an amendment is the speaker on the floor and that only if he or she has send the amendment to the chair on an amendment sheet and the amendment has to be approved by the chair. The procedure on an amendment is the same as on a resolution. After the debate on the amendment there will be a voting procedure on the amendment. It is not allowed to abstain on an amendment.



6. Points and Motions

During a debate you can yell several points and motions to the chair or points to the speaker. The chair is not able to recognize every point or motion, but by crying ‘second’ with motions the chair will recognize it in most cases. With motions the chair will sometimes ask for any ‘objections’. In some cases there will follow a vote.

Points

Point of order

This point may never interrupt a speaker. You can use it to ask the chair, not the speaker, something about the procedure. You can also use it to propose a motion.

Point of information to the Chair

This point may never interrupt a speaker. You can use it to ask the chair something, like how much time there is left until lunch.

Point of information to the speaker

If the delegate has opened himself to points of information, you can raise your placard to ask the speaker a question, mostly about the speaker’s speech, statement or the resolution.

Point of personal privilege

You can use this point for your own wellbeing. It’s the only point, which may interrupt a speaker, but only when it’s used when a person can’t understand the speaker. You can also use it for example when you have to go to the bathroom or when you think the temperature in the room is too high.

Point of parliamentary enquiry

This point may never interrupt a speaker. You can use it to ask the chair something about the rules of debate.

Call for the orders of the day

This point may never interrupt a speaker. You can use it to ask the chair to return to the actual agenda.



Motions

Motion to extend debate time

When time has elapsed on a resolution, in favour or against, and you want to debate for a longer time, you can use this motion.

Motion to table the resolution

This motion is rarely used. With this motion, the chair will put this resolution at the bottom of all the resolutions. It often means it will not get debated. It needs a simple majority to pass and a two-thirds majority is needed to take a resolution from the table.

Motion to move into voting procedures

When a delegate wishes to vote on the resolution he or she can use this motion. This motion will only be approved when there are no objections. If there are any objections the debate on the resolution or the amendment will proceed.

Voting on resolutions

On resolutions you can vote either in favour or against. You are also allowed to abstain.

Voting on amendments

On amendments you can vote either in favour or against. Abstentions are not allowed.

Voting on other motions

With other motions you can vote either in favour or against. To abstain is not allowed, observers also have the right to vote with this motion.

Motion to call for a division of the house

If the counts almost have no difference with either in favour or against, you can call for a division of the house. The chair will ask every delegation for its vote and you are not allowed to abstain.



The Chair and President

The Chair and President are the persons who are leading the debate in a committee or council. He or she is allowed to speak during a speech and he or she is in charge of his or her delegates. Decisions of the Chair and President are binding. Every Chair or President has his or her Deputy Chair or Deputy President. These two work together and are leading the debate. For the delegates there is no difference between the Chair or President and the Deputy Chair or Deputy President.

Making a Speech

Making a speech is not easy so we will try to make it less difficult for you.

It might be a good idea to write down a few points that you want to discuss. After you have written down these points you are going to make sentences of them. If you haven't got enough time you just write down the points and try the best you can during your speech. Your presentation is also very important, you have to try to keep everybody's attention. You can do this by:

- Speaking loud and clearly, staying calm and trying to articulate carefully.
- Looking relaxed.
- Trying to vary the tone of your speech.
- Don't try to over shout the noise, ask the chair if he or she can call the committee or council to order.
- Looking at your audience.
- Trying to be a bit funny, but stay to your point and be constructive.

Questions

It is only allowed to ask one Point of Information. If the person who is asking tries to ask more than one question, the chair will interrupt him or her. There are informative questions (for example when you ask the speaker if he or she can explain something).

There are also positive questions, like "Does the speaker agree with the delegation of X that banning WMD's should be of the highest priority?".

And at last there are negative questions. These are the questions with an ironical or some other negative tone.



7. MUN-Directors

MUN-Directors are teachers who guide the students during their preparation for the Conference and during the Conference itself. All mail from the Executive Staff of the Conference is sent to the MUN-Director and he or she passes all the information to the students. He or she is the one who arranges everything and fills out all the forms sent to the school. Every school assigns its own MUN-Director.



8. *Finally...*

Broadly speaking this is what a MUN conference is all about. Hopefully it has now become clearer how everything works. It is impossible to already know it all now, but when you are really in a debate, it will be much clearer how everything works. If you still have any questions, we are very happy to answer them. You can always ask a member of the BonaMUN Staff, a Student Advisor or you can ask your MUN-Director for more information. And last but not least, all the members of the Executive Staff of BonaMUN 2019 wish all the participants a wonderful conference with many fruitful debates and we hope it will be an incredible experience for you as it will be for us.





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Burggravenlaan 2
2313 HV Leiden
The Netherlands
Phone 071 566 01 66

BonaMUN Website: <http://www.bonamun.org>
E-mail address: info@bonamun.org

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