Utrecht, Netherlands, International Simulation of the United Nations

Conference Manual

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1. Resolutions

1.1 Concept and Aims

A resolution is a document expressing the hopes, wishes, desires, concerns etc. of the International Community as represented by the United Nations. In other words, a resolution passed by the United Nations reflects the position of the United Nations towards a particular issue and the collective and individual actions that the nations intend to take in response to the issue. A resolution is the foundation on which actions taken under the name of the United Nations is based.

Resolutions are written by member states of the United Nations, and presented to the committees, commissions or other bodies of the United Nations (hereafter: forums). In all forums except the Security Council, at least five countries must co-submit a draft resolution before it can be discussed. A simple majority is needed to pass a resolution in a forum.

1.2 Stages of a Resolution

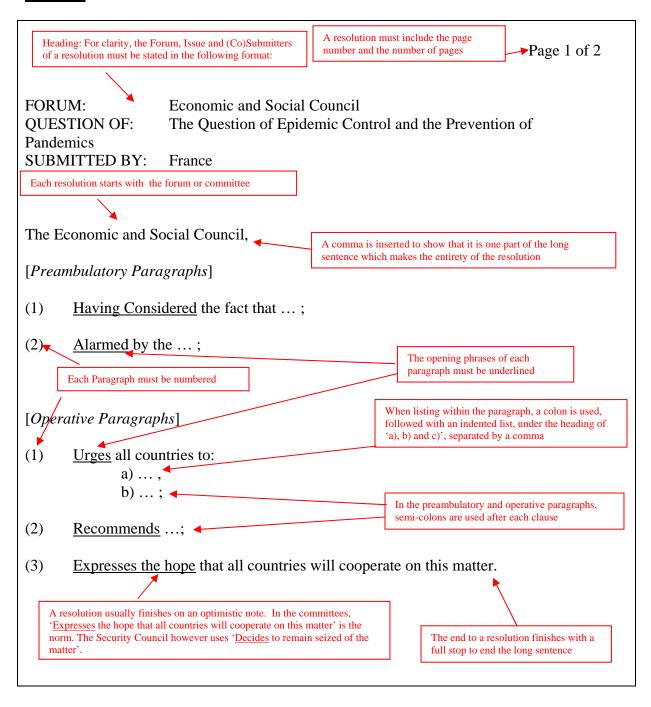A resolution goes through several stages. In the context of UNISUN 2006:

a) In the first stage, you must try to think of your country's position in a certain matter, and see what kind of actions your country wishes the United Nations to take (or allow) in response to the issue. Remember that other countries will take very different stances; it may be helpful for you to write some paragraphs you feel should absolutely be in the resolution, but do not expect the International Community to adapt your wishes completely.

b) When you have figured out your (official) standpoint on an issue, and have thought about possible solutions your country would wish to subscribe to, you will have to find delegates from countries that are either like-minded, or that you can convince through lobbying (perhaps in return for something else?). When you have found a group of at least five, yourself included, you can begin drafting a resolution. Try to make your draft as broadly acceptable as possible, while of course keeping it as close as possible to your (country's) wishes.

c) When you have successfully drafted a resolution, you must hand in the resolution electronically to the Chairs of your forum. This resolution will then undergo debate in preparatory sessions (see §2.3) in which other delegates will put forward amendments (see §1.4) to the resolution. The aim is to reach the broadest possible consensus between all groups. Further lobbying time in between the preparatory sessions will allow you to try and convince others of the value of your resolution.

d) When the resolution has been properly debated, the time has come for the forum to adopt or fail the resolution. This happens in a final formal session on the topic. It is important that there is as much consensus as possible before entering this stage. If no differences about the wording of the resolution remain, the forum may decide to adopt the resolution without a vote. If differences do remain, they may be formally voted upon clause by clause. Finally, the resolution as a whole will be put to a vote.

1.3 Format of a Resolution

A resolution is (apart from the heading) *one long sentence* divided into a number of clauses. It consists of the following elements:

1. The resolution starts with a heading. This consists of the *forum*, the *issue* the resolution deals with, and the *main-* and *co- submitters* of the resolution. Do not forget to add page numbers to the document. You can see all of this in the example below.

2. After the heading, the single long sentence of which the resolution consists starts with the name of the forum. The forum is always the grammatical subject of the sentence.

3. Next are the preambulatory clauses. These clauses explain the exact problem addressed in the resolution. They can be used to 'set the scene', provide background information, refer to previously adopted resolutions etc. Preambulatory clauses are descriptive and do not contain any action. Examples of how to start a preambulatory clause (opening phrases) can be found in Appendix I.

   As you can see in the example (next page), every line of the text has to be numbered from this point on. Also, all opening phrases have to be underlined. A preambulatory clause ends with a semi-colon. As the resolution is one long sentence, there is never a full stop except at the end.

4. The second part of the resolution contains the operative clauses. This is the most important part of the resolution, as it states what should be done to solve the problem. Every clause deals with a different aspect and if necessary, a clause can be divided into sub-clauses and sub-sub-clauses. Every operative clause has to be numbered, and they end with a semi-colon. The last clause ends with a full stop. Usually, this is a positive note such as 'Hopes all states will cooperate on this matter'. In the Security Council, the last clause usually reads 'Decides to remain seized of the matter'.

Example

FORUM: Economic and Social Council
QUESTION OF: The Question of Epidemic Control and the Prevention of Pandemics
SUBMITTED BY: France

The Economic and Social Council,

[*Preambulatory Paragraphs*]

(1)   Having Considered the fact that … ;

(2)   Alarmed by the … ;

[*Operative Paragraphs*]

(1)   Urges all countries to:
                  a) … ,
                  b) … ;

(2)   Recommends …;

(3)   Expresses the hope that all countries will cooperate on this matter.

1.4 Amendments

Amendments are formal changes in the draft resolution proposed by the delegates. Normally, amendments need to be handed in in writing to the Chair. The Chair will then decide if and when the amendment is in order. If an amendment is in order, the delegate submitting the amendment will be called upon to explain and defend. Typically, the Chair will ask whether there are any objections to accepting the amendment. If there are, debate follows to reach consensus. If no consensus can be reached, the amendment requires a simple majority (half plus one) to be inserted.

Amendments come in three varieties; to insert, to replace, or to strike. Amendments will be inserted in the text of the draft resolution between brackets, to indicate what exactly is to be inserted, replaced or struck. See the box below for details on bracketing.

Suppose a very contested paragraph looking like this:

2. <u>Aware</u> of the fact that the Security Council [R:Saf: is responsible [W:] has primary responsibility], [I:Chn: under the Charter,] for the maintenance of international [S:Fra: peace and] security and is [R:Mal: so organized [W:] organized in such a way so as] to be able to function continuously, because a representative of each of its [S:Uga: permanent] members must be present [I:Nld: at all times] at United Nations Headquarters.

There are six amendments proposed to this clause (something you will wish to avoid in actual life). The first is [R:Saf: is responsible [W:] has primary responsibility]. This means that South Africa wishes to *replace* (R:) the words 'is responsible' with ([W:]) 'has primary responsibility'. Note that the phrase to be replaced is not repeated outside of the brackets.
The second amendment is proposed by China. It proposes to *insert* (I:) the phrase 'under the Charter,' between the words 'is responsible' and 'for the maintenance'. Note that any amendment must leave the entire clause and resolution a grammatically correct sentence (hence the comma after Charter).
The third amendment is made by France, proposing to *strike* (S:) the words 'peace and' from the clause.

There are three more amendments, make sure you can read them!

When writing amendments to the Chair, please make sure to identify the clause involved explicitly. Also make sure that it is absolutely clear what the amended paragraph will look like *undecided*, i.e. in brackets as shown above. Finally, but closely linked to the previous; indicate clearly whether your amendment proposes to insert, replace or strike a phrase.

1.5 Important Notes

When drafting the resolution, keep in mind the distinction between preambulatory and operative paragraphs. Preambulatory paragraphs never contain references to actions except previously taken actions. A useful guideline is to stick to the opening phrases as provided in Appendix I.

A resolution is meant to express the opinion of the whole international community as represented in the forum, and never the opinion of a single country or small group of countries, let alone your own personal opinion. It is therefore unrealistic to expect a draft resolution to be accepted without extensive lobbying, debating and amendments.

Finally, remember that a problem may be addressed at different levels: the international community, regions such as the European Union or the Arab League, individual countries, your own forum, and other relevant actors. Take into consideration what can be done at each of the levels and the powers each of the actors have. As for your forum, with the exception of the Security Council, it does not have the power to forbid or compel. Thus you must use the subtle powers you have (e.g. to draw attention to issues, encourage certain actions) to the fullest, bearing in mind that the resolution you come up with is generally respected as the opinion of the international community.

2. Rules and Procedures of Debate

2.1 General Rules of Debate

The rules listed here are not specific to UNISUN, but are the very basic rules everyone with MUN experience is probably familiar with. To those who have no such experience, or for those who need to refresh their memories:

General:
1) English is the official language of the UNISUN conference. During the conference, all matters related to the content or procedure of the conference must be discussed in English.
2) **Formal dress is mandatory for all sessions of the forums.** The Chair will not recognize any delegate deemed by the Chair to be improperly dressed.
3) **It is mandatory to be on time** for all parts of the conference. Entrance may be denied to delegates who are late.
4) **Food and alcoholic beverages are not allowed during sessions.**
5) **Please note that smoking is prohibited** in all University College buildings except the UCSA bar.

In session:
6) Delegates are allowed to speak only when recognized by the Chair.
7) Delegates wishing to speak will express this by raising their placard for the Chair to see. It is, however, considered rude to raise a placard while another delegate or the Chair is still speaking.
8) When addressing the forum, the delegate will not refer to himself but to his country; not saying for example 'I wish', but '(The delegate of) Finland wishes'.
9) The delegates will not address each other directly at any point during session, but must speak to (and through) the Chair. The delegate must therefore always start by referring to the Chair. For example: 'Thank you Mr/Mme Chair, (the delegate of) China would like to know whether (the delegate of) Rumania is of the opinion that…'
   NB. It is considered extremely rude to address a fellow delegate with 'you' in session.
10) Extensive amendments other than grammatical corrections will not be recognized unless handed in to the Chair in writing. Note-passers will collect and deliver written amendments to the Chairs.

11) In addition to written amendments, note-passers may be called upon to deliver notes with any other content to the Chairs, other delegates, and even to other forums. A note-passer may be called upon by raising the note in the air.,

12) A delegate who wishes to make a speech or long statement must 'take the floor', i.e. address the forum from the designated spot in the conference room. For other statements, the delegate will suffice in standing behind his or her own seat.

13) The Chairs have limited freedom in implementing and drawing up 'house-rules' of their forum. These should be made in the light of achieving more efficiency and a more productive debate (e.g. whether or not delegates should stand when making a statement). Rules can be drawn up in contradiction to this handbook only if there are no objections in the forum and the Secretary General plus at least one Academic officer have approved of it.

14) Again, please make sure to arrive at sessions *on time*. Delegates arriving late may have to face certain sanctions, e.g. not being allowed to speak for fifteen minutes. It is to the discretion of the Chairs to decide on such sanctions.

2.2 Preparatory and Formal Sessions

UNISUN 2006 works with two different kinds of session; preparatory and formal. In preparatory sessions, draft resolutions are discussed clause by clause by the forum. The forum does not vote on issues, but tries to resolve points through discussion, reaching consensus as much as possible. Formal sessions can contain a number of things, the most important of which are agenda setting, official statements by delegates, and passing resolutions.

Each forum will start the UNISUN 2006 conference with a formal session to set the agenda and allow for a round of official policy statements by the delegates. When, after lobbying and caucusing, a draft resolution is presented to the forum, preparatory sessions start on the resolution. It is likely that multiple sessions will be required to go over the entire resolution in detail with lobbying sessions in between. The preparatory sessions prepare the forum (and the resolution) for the final formal session, at the end of which the forum passes or fails the resolution discussed. The procedure then repeats itself for the next topic.

2.3 Sessions

Preparatory Session
1. Opening by the Chair
2. Roll call
3. Reading out the draft resolution and opening speech by main submitter
4. Debate, moving through the resolution clause by clause and amendment per amendment
6. Closing by the Chair

Formal Session
1. Opening by the Chair
2. Roll call
-Before any preparatory sessions can commence-
3. Drawing up the agenda
-If desired-
4. Round of official policy statements by delegates wishing to take the floor on a subject

-After preparatory sessions on a draft resolution-
5. Reading out the draft resolution
6. Formal debate
7. Voting on resolutions, passing or failing the resolution before the session ends
8. Closing by the Chair

2.3.1 Preparatory Sessions in Detail

[1 and 2]
The Chair will start by welcoming delegates, followed by a roll call to make sure all delegations are present and where they are supposed to be. If a majority of the members is not present debate cannot start.

[3]
Before the debate starts, the main submitter will be asked to take the floor, and read out the resolution. The delegate will retain the floor and has the opportunity to give a (persuasive) opening speech. The time-limit for such a speech depends on the number of countries represented by that speech; 5 countries (minimum) is 4 minutes, 6 countries 5 minutes and so on, to a maximum of 8 minutes.

[4]
Before debate starts, the Chair may wish to limit debate time on an amendment, or limit the number of speeches.

The forum will debate on each clause of the resolution separately, starting with preambulatory clause one. The delegates are free to hand in any amendments (large ones in writing) to the Chair. Any delegate who wishes to take the floor is welcome, although the Chair may decide to limit the number of speakers on a clause or amendment.

NB. In case consensus cannot be reached on a particular clause or amendment, a poll can be taken to indicate the division in the forum. The issue CANNOT be decided through voting; this is impossible in preparatory session. The contended phrase remains in brackets until the problem is resolved either through lobbying (and one of the parties withdrawing its amendment or objections) or through voting in a formal session.

[5]
The Chair formally adjourns the session.

2.3.2 Formal Sessions in Detail

[1 and 2]
See §2.3.1

[3]
Before any other sessions can commence, the official agenda needs to be set. Points on the agenda can be when and how long to have formal, preparatory or lobbying sessions, and which topic is to be discussed. Usually, the Chairs propose a draft agenda. The delegates can then amend the agenda by making proposals to the Chair. After the agenda is adopted formally, the delegates can make no amendments to it until the next formal session.

NB. While only the forum properly has the right to make changes to the agenda, the Chairs have the power to make 'provisional' changes in between formal sessions. For example, when discussions come to a deadlock the Chairs may deem a lobbying session to be beneficial. Since the delegates, can only make official objections to such a change in a formal session, the 'provisional' changes will be carried out until then. In other words, the Chairs have complete freedom in changing all the preparatory sessions in between the formal ones.

[4]
After the agenda has been set, it may be useful for the forum to have a round of official policy statements. It provides you with the opportunity to convince other delegates of the importance or validity of your country's point of view and to make a good impression. Furthermore, it gives you an overview of the standpoints of different countries, which allows you to figure out the possibilities of possible coalitions.

The delegates will be asked in advance whether they would like to take the floor. If so, they will be called to make a speech by the Chair. The content can range from any or all of the topics at hand to more general remarks to the forum.

A delegate may speak on behalf of a group of countries that have similar wishes or concerns. Of course this is to be decided upon beforehand by the countries concerned. There is a time-limit: a delegate representing one country will have 3 minutes; one representing two will have 4 minutes and so on. There is no maximum.

[5]
In the last formal session, the draft resolution that has been under discussion in the preparatory sessions will be read out again. Usually, only two or three amendments remain in brackets although ideally, none would. At this point, there is an opportunity to give a speech in favor of the resolution.

[6]
The rules for debate in formal session do not differ so much from those used in preparatory ones. The important difference is that in the formal sessions typically no new ground is covered; the clause or amendment has already been debated earlier and has most likely been the subject of intense lobbying. Ideally, the conflict will be decided before formal session starts.

The delegates are allowed to hand in amendments in the same manner as in preparatory sessions. However, this is not recommended because of the slow nature of formal sessions and often very strict time restraints on the session. The delegates are advised to put forward amendments earlier in the preparatory sessions, or use lobbying beforehand to reach their goals.

In most cases, time constraints will allow for only two to four speakers on a contended phrase. If consensus is still lacking after the short debate (often just a rehearsal of the different stances) a vote will be taken to resolve the issue.

[7]
The Chair will ask whether there are objections to adopting the resolution without a vote. If there are (which is often the case) the forum will move into voting procedures (see § 2.6 for more details).

[8] see §2.3.1 [5]

2.4 Debate, Speeches and Questions

All content-related remarks made in a forum in session are part of debate. In both preparatory and formal sessions, the debate starts with reading out the resolution (the Chair can choose to limit the reading to the operative paragraphs only) and a short speech in favor of the resolution made by the main submitter. After this, the debate moves through the resolution clause by clause[1].

Delegates proposing substantive amendments to the resolution will be requested to take the floor when their amendment is debated. They can make a short (1 minute, with an extra half minute per country co-submitting the amendment) speech on the amendment. The only other time when speeches are made (i.e. taking the floor addressing the forum) is with the round of formal policy statements made in the first formal session of the conference.

After a delegate has made speech, the floor has to be yielded. This can be done in two ways. The delegate can yield the floor either to the Chair or to points of information. When the speaker yields to the Chair (the speaker *must* do so *explicitly*) the Chair moves the forum to the next speaker or procedural issue. Yielding the floor to points of information is, in simple terms, giving the other delegates the chance to ask questions to the speaker (through the Chair). When the speaker 'yields the floor to points of information', or is 'open to points of information', the Chair recognizes delegates that wish to rise to the point. See the section on points (§2.5.1).

2.5 Points and Motions

2.5.1 Points

Points are used when delegates deem it important to react to other speeches. Delegates communicate and interact with each other through these points.

No point may interrupt a speech (except for a Point of Personal Privilege pertaining to audibility). In addition the Chair has the right to overrule any points made.

When delegates wish to make a point,, they should raise the placards and wait to be recognized by the Chair before speaking. Alternatively, they can make the 'time-out' sign to indicate a point of order or motion to the Chair. Points and motions take precedence over normal debate.

Point of Information
>   Most frequently used, through this point delegates can ask questions to the speaker holding the floor. The speaker is always the one who decides whether he or she is willing to answer any (and how many) points of information, which will be indicated to the Chair while remaining on the floor. The Chair may decide to limit the number of points allowed.
>
>   Delegates raising their placards to address the speaker will be selected by the Chair to do so. Delegates can only ask one question at a time and are not allowed to make a statement.

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[1] NB There is one motion (see §2.5.2) dealing with the resolution as a whole, viz. the 'objection to the main motion'

The purposes of a point of information include:
- Gaining information
- Strengthening the position of the delegate holding the floor
- Undermining the position of the delegate holding the floor

Keep in mind that you can answer anything to a point of information and that the delegate posing the question has no right to respond to your answer. This is an excellent opportunity to further your point(s) and strengthen your speech.

Point of Information to the Chair
> To direct a question to the Chair, simply call out "point of information to the Chair!" (not during speeches). The Chair decides whether the point is in order or not.

Point of Order
> If a delegate feels that the *rules of procedure* are violated by the speaker or someone else in the forum, he or she may ask the Chair to intervene by calling out (again never during a speech) "point of order!" and formulating a question to the Chair.

Point of Personal Privilege
> This point always relates to the personal well-being of the delegate that uses it and is *only* allowed to interrupt a speech if the delegate is unable to hear the speaker. The point includes things like 'could one of the conference assistants open a window', but does not include sanitary breaks, which do not need to be requested.

Point of Parliamentary Inquiry
> This point may be used if a delegate has a question concerning the formal debating rules and procedures and is addressed to the Chair.

Call for the Orders of the Day
> This point, made by calling out "Call for the orders of the day!" is used when a delegate feels that the speeches made in the forum do not lead anywhere. If the Chair decides the point is in order, the forum will return to its main agenda. The decision of the Chair is not open to appeal. Keep in mind that such a call is not made lightly, and the possibility exists that such a call may cause the delegate in question to feel offended.

2.5.2 Motions

Motions are proposals of action with regards to *procedural matters* of the debate. Motions cannot be made towards the substantive content of the debate.

One must call the actual name of the motion for it to be proposed, and it can be used for anything: e.g. "Motion to caucus". Most points and motions require a seconding ("Second!") from another delegation. If the point or motion is in order, it can be debated if there are objections ("Objection!"), or put to an immediate vote. The Chair will adopt the motion without debate or vote if no objections are made.

Motion to Extend Debate Time
> As the name suggests, anyone calling for this is aiming at debating the resolution longer for some reason (complicated matter, controversial points, etc.). The delegate must

explain and indicate a time-limit. The Chair may overrule the motion, not subject to appeal. When in order, the motion will be voted upon immediately and requires a simple majority.

Motion to Divide the Question
When delegates feel that the debate confuses or conflates to separate issues, this motion can be called to separate the issues. The delegate making the motion must explain and suggest the exact division to the forum. If objections are made, the Chair will recognize one delegate to speak against the motion. The motion will then be put to a vote, requiring a simple majority. The Chair can overrule the motion subject to appeal.

Motion to go into Voting Procedures
This motion is used when delegates feel that the debate is turning into a waste of time since the consensus is (in their opinion) already reached. It requires a second, but the decision is made by the Chair, subject to appeal.

Motion to Adjourn
When delegates feel that there is nothing more to be achieved in the remainder of debating time in the forum, they may call for a motion to adjourn; end the session. This motion is in order only after 2/3 of set debating time has elapsed. The motion will be put to a vote and requires a simple majority to pass.

Motion to Caucus
This motion calls for a short recess (with a maximum of 20 minutes) to give delegates time to lobby on matters that arose during discussion. It is a useful tool when the debate is in danger of getting too polarised and unproductive. During this time, the forum is officially still in session, and the delegates are therefore not allowed to leave. The Chair can overrule the motion, and the decision is not subject to appeal. If in order, the delegate motioning must briefly explain the motion and suggest a time-limit, followed by an immediate vote on the motion.

NB. A motion to caucus is not necessarily related to caucusing (see §3.2); see it as a motion 'to go into lobbying time while remaining in session'.

Motion to Call for a Division of the House
Used when the vote results in the rejection of the resolution or amendment with a slight margin, this motion is to recount the votes. This is done by the Chair asking the delegates for their individual votes and then reading out the results. The Chair can overrule the motion, not subject to appeal. If the motion is in order, there will be an immediate vote, the motion requiring a simple majority.

Motion to Table the Resolution
In case delegates feel that further investigation of the issue is necessary before discussing the resolution they can propose to 'table' it. This means that it is taken off the agenda. A subject tabled cannot be officially discussed until a motion to 'take a resolution from the table' is made. The motion requires a 2/3 majority of the forum to pass. The Chair can overrule the motion subject to appeal.

Motion to Take a Resolution from the Table
This is used to return to the debate on a resolution tabled in the past, requiring a 2/3 majority to be carried. The Chair can overrule the motion subject to appeal.

Motion to Appeal from the Decision of the Chair
>
> Delegates might feel seriously disadvantaged by the decisions of the Chair. In this case, the delegate can call for a motion to recall the decision of the Chair. The delegate motioning must explain, and the Chair has the right to defend the decision. The Chair *cannot* overrule the motion. The motion requires a 2/3 majority to be carried. Note that some decisions are not subject to appeal, and that a motion to appeal is not in order in those cases.

Objection to the Main Motion
>
> This motion is to indicate that a delegate has conscientious objections to a resolution. After the delegate calling for the motion makes a one-minute statement, a two-thirds majority is needed to discard the resolution without discussing it. The Chair can overrule the motion subject to appeal.

Motion to Refer a Resolution to Another Forum
>
> If the delegates in an assembly feel that it is not up to them to deal with a certain issue they may decide to refer the issue, i.e. refer the resolution to another forum. In case a resolution is adopted containing an action that only the Security Council is authorized to call for, it must be approved by the SC before it can be implemented. The motion is, therefore, sometimes automatically necessary.

Motion to Withdraw a Previous Motion
>
> The adoption of a motion can be made undone by a counter-motion, calling for the first motion to be withdrawn. It requires a two-thirds majority and is used rarely. The Chair can overrule the motion subject to appeal.

Motion to Reconsider
>
> A motion to reconsider is in order when a resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. If carried, the motion will put the issue back on the agenda as though voting did not take place. The Chair has the right to overrule the motion, subject to appeal. If in order, the Chair will recognize two speakers for and two against the motion. The motion is then put to a vote and requires a 2/3 majority to pass.

Motion to Alter the Agenda
>
> A motion to alter the agenda is in order only during formal session. The Chair will recognize one speaker for and one against the motion. The Chair can overrule the motion subject to appeal. The motion requires a simple majority.

For a schematic overview of the points and motions recognised in the UNISUN conference, and their most important characteristics, see Appendix II.

2.6 Voting Procedures

Deciding on issues other than points and motions by means of voting can only be done during formal sessions. The forum can then vote on whether or not to accept a given amendment, or on whether or not to accept a resolution. Only countries that have official permanent member status are allowed to vote. Countries with permanent observer status, organizations and other bodies may not vote, except when voting on procedural matters.

There are three options, one can vote in favour, against or abstain from voting on a resolution. For an amendment or resolution to pass, there need to be more votes in favour than against. This means that a 'tie' results in not passing the amendment or resolution. While an abstention does not count as a 'against vote', it can contribute to the failure of a resolution to pass. If a resolution fails, then the chair may call for further lobbying time, allowing delegates to negotiate and find compromises so as to allow the resolution to pass in the next formal session.

When going into voting procedures, the Chair will read out what is to be voted upon. Delegates then express their vote by raising their placards. Once voting procedures have started, interruptions will not be allowed unless they pertain to the actual procedure of voting.

2.6.1 Voting in the Security Council

All members of the Security Council have one vote. Countries and organizations that have been called to the Security Council to participate in the debate do <u>not</u> have a vote on any matters. The same three options are available for voting as in the other forums. The permanent five members of the Security Council, however, have veto power. The veto may be used to block a resolution from passing if it is not to their satisfaction. However, a veto should not be used lightly, but rather only when a country's national interest is at stake. A veto is thus rarely used, and objections to a resolution are usually expressed with an abstaining vote. A veto does not always mean the end to the resolution. Further lobbying may lead to a compromise so as to allow the resolution to pass.

Furthermore, for a resolution to pass in the Security Council, at least 9 of the 15 Security Council members must vote in favour of a resolution. This means that when there are 7 votes against or abstentions, a resolution fails. Therefore, an abstention in the Security Council, while not officially being a statement against the resolution, has the effect of a 'against' vote.

3. Lobbying and Caucusing

3.1 Lobbying

Lobbying is consulting with fellow delegates, chairs, and members of the press outside formal or preparatory sessions. If done strategically, it is often the most efficient and effective way to gain support for your viewpoints. The more support you are able to gain, the more likely your forum will adopt a resolution that is favorable for the country you represent.

Before preparatory sessions, the main objective of lobbying is to come up with a draft resolution which has as large as possible a chance of being adopted by the forum. It is therefore advisable to gather as many co-submitters as possible. It is likely that during this process, several draft resolutions prepared by different delegates are merged to come to one draft resolution carried by all of these delegates. In addition, merging resolutions usually improves the overall quality of the resolution, which again makes it more likely for the resolution to be adopted by the whole forum.

Keep in mind, however, when drafting a resolution, that there will probably also be countries against your resolution. Although in the end only a majority is required to pass a resolution when put to a vote, a high degree of consensus is preferable.

Between preparatory sessions, lobbying can be used to convince other delegates why certain amendments or draft resolutions should or should not be passed. It is also possible to gather co-

submitters for an amendment. What may be very useful is to negotiate compromises with other delegates during lobbying, e.g. agreeing not to go against a certain amendment given that the other delegate also agrees on yours.

It is important to think strategically about who you approach during lobbying. When deciding, keep the following points in mind:
- To what extent are there similarities between your country and another country? Similarities may indicate a like-mindedness leading to effective cooperation.
- How much influence does a country have in the international arena? For obvious reasons, a country with much influence is likely to be a valuable partner.
- What is the issue being debated about? Although you may agree with a certain country on one issue, you may not on another.
- What are the qualities of the delegate? A delegate who is strong during debates may be a valuable ally. On the other hand, a delegate who is not too sure about himself may be more easily convinced of your standpoints.
- Do the Chairs know to take you seriously? Although the Chairs have nothing to say about the content of the resolution, lobbying with them may provide you with a strategic advantage. If you can show them, for example, that you have strong arguments against or in favour of something, they might be more inclined to recognize you during debate.
- What is your reputation in the press? During the conference, members of the press will be present. They will be reporting on different aspects of the conference in the conference newspaper 'Sententia'. It might be a good idea to offer an interview to improve your overall reputation or provide an insight into the developments of your forum which may again influence further developments in favour of your standpoints.

Finally, it is important to note the possibility of lobbying with members of other forums. This may for example allow for more extensive compromises. Furthermore, it is important for members of the CSD and the Second Committee to lobby with each other, because the CSD reports back to the Second Committee. This means that the Second Committee will review resolutions passed by the CSD, and pass them again. Members of the CSD will therefore need to convince members of the Second Committee of the importance and validity of a certain resolution or certain clauses if they want to be sure the resolution is passed as it was passed in the CSD.

3.2 Caucusing

A caucus is a supranational organization outside of the United Nations. Examples include the European Union, G7, the Movement of Non-Aligned States or OPEC. Such organizations are usually bound by regional interests or like-mindedness, and may prove to provide powerful coalitions, although this largely depends on the strength of the caucus as such and the issue at hand. Caucusing is consulting with fellow members of such organizations to find out whether a powerful coalition is possible and then reaching agreement within the coalition. In order to make effective use of this possibility, it is important to find out beforehand to which caucuses your country belongs.

4. Delegations

A delegation consists of all the delegates in the conference representing the same country. Because there are four forums, and the same member states are not represented in every forum, it is possible for a delegation to consist of one, two, three or four delegates. Although most forums will be discussing different issues, it is important that the standpoints of the delegates in a

delegation are consistent. This is especially so for the delegates of the CSD and the Second Committee, as the Second Committee will be reviewing the resolutions passed in the CSD. It would be strange if a clause put forward by a delegate in the CSD would be taken out in the Second Committee by a delegate of the same delegation.

Before going into sessions, delegates of the same delegation will have the chance to meet each other during the delegation meeting. During this meeting, they will be able to make sure that their policies are more or less consistent. This is also a good way to be introduced to the issues being debated in other forums and of course to get to know each other.

Another thing that needs to be decided upon during the delegation meeting is who will be the representative of the delegation during the General Assembly on the last day of the conference. During the General Assembly, all of the resolutions passed in the second and third committees will be put to a vote. Although all members of the delegation (except Security Council members) will be present during the General Assembly, the representative will be the one who casts the vote.

Appendix I: List of Opening Phrases

Preambulatory Phrases

Acknowledging
Affirming
Alarmed by
Approving
Aware of
Believing
Bearing in mind
Confident
Congratulating
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Deploring
Desiring
Emphasising
Expecting
Expressing its
appreciation

Expressing its
satisfaction
Fulfilling
Fully alarmed
Fully aware
Fully believing
Further deploring
Further recalling
Guided by
Having adopted
Having considered
Having considered
further
Having devoted
attention
Having examined
Having heard
Having received
Having studied
Keeping in mind
Noting further
Noting with appreciation
Noting with approval

Noting with deep
concern
Noting with regret
Noting with satisfaction
Observing
Pointing out
Reaffirming
Realizing
Recalling
Recognising
Referring
Reminding
Seeking
Taking into account
Taking into
consideration
Taking note
Viewing with
appreciation
Welcoming

Operative Phrases

Accepts
Affirms
Approves
Asks
Authorises
Calls for
Calls upon
Condemns
Confirms
Congratulates
Decides
Declares
Declares accordingly
Deplores

Designates
Encourages
Endorses
Expresses its
appreciation
Expresses its hope
Further invites
Further proclaims
Further recommends
Further requests
Further resolves
Hopes
Invites
Proclaims

Proposes
Recommends
Regrets
Requests
Resolves
Seeks
Strongly affirms
Strongly condemns
Strongly urges
Suggests
Supports
Trusts
Transmits
Urges

Appendix II: Table of Points and Motions

POINT / MOTION	Second Required?	Right to Interrupt Speaker?	Right to Appeal?	Debate Required?	Vote Required?
Point of Order	No	Yes	No	None	Chair's Decision
Point of Personal Privilege	No	Yes	No	None	Chair's Decision
Point of Parliamentary Inquiry	No	No	No	None	Chair's Decision
Point of Information	No	No	No	None	Chair's Decision
Call for Orders of the Day	No	No	No	None	Chair's Decision
Motion to Extend Debate Time	Yes	No	No	None	Chair's Decision
Motion to Adjourn	Yes	No	Yes	None	Majority
Motion to Caucus	Yes	No	No	None	Majority
Motion to Go into Voting Procedure	Yes	No	Yes	None	Chair's Decision
Motion to Divide the Question	Yes	No	Yes	(1 pro, 1 con)	Majority
Motion to call for a Division of the House	Yes	No	No	None	Chair's Decision
Motion to Table the Resolution	Yes	No	Yes	None	(2/3)
Motion to take resolution from the Table	Yes	No	Yes	None	(2/3)
Objection to main motion	Yes	No	Yes	None	(2/3)
Motion to refer a resolution to another forum	Yes	No	No	None	Majority but can be automatic
Motion to withdraw a previous motion	Yes	No	Yes	None	(2/3)
Motion to Reconsider	Yes	No	Yes	(2 pro, 2 con)	(2/3)
Motion to Alter the Agenda	Yes	No	Yes	(1 pro, 1 con)	Majority
Motion to Appeal from the Decision of the Chair	No	No	N/A	(1-Chair)	(2/3)

Appendix III: List of Country Abbreviations

Country	Abbreviation
Algeria	ALG
Argentina	ARG
Australia	AUS
Austria	AUT
Bangladesh	BAN
Belarus	BLR
Belgium	BLG
Belize	BLZ
Bolivia	BOL
Brazil	BRA
Burkina Faso	BUR
Cameroon	CAM
Canada	CAN
Chile	CHL
China	CHN
Colombia	COL
Congo	CON
Congo (Democratic Republic of the)	CDR
Cuba	CUB
Democratic People's Republic of Korea	DPK
Denmark	DEN
Egypt	EGP
Ethiopia	ETH
Fiji	FIJ
Finland	FIN
France	FRA
Georgia	GEO
Germany	GER
Ghana	GHA
Greece	GRE
Guinea-Bissau	GUI
Honduras	HON
Hungary	HUN
India	IND
Indonesia	INS
Iran	IRN
Israel	ISR
Italy	ITA
Japan	JAP
Kazakhstan	KAZ
Luxembourg	LUX
Macedonia	MAC

Country	Abbreviation
Malaysia	MAL
Mexico	MEX
Nepal	NEP
Netherlands	NLD
New Zealand	NWZ
Nigeria	NIG
Pakistan	PAK
Paraguay	PAR
Peru	PER
Philippines	PHI
Poland	POL
Portugal	POR
Qatar	QAT
Republic of Korea	KOR
Russia	RUS
Saint Lucia	SLU
Saudi Arabia	SAU
Serbia and Montenegro	SEM
Slovakia	SLO
South Africa	SAF
Spain	SPA
Sudan	SUD
Sweden	SWE
Switzerland	SWI
Tanzania	TAN
Thailand	THA
Tunisia	TUN
Turkey	TUR
Uganda	UGN
Ukraine	UKR
United Kingdom	UKG
United States	USA
Venezuela	VEN
Vietnam	VTN
Zambia	ZAM
Zimbabwe	ZIM