



# CASMUN

## DELEGATE GUIDE

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## UNA-USA Format

### Start of Committee:

- Dias (Chairs) begins with roll call
- Delegates may respond “present” or “present and voting”
- Next, the Dias asks to hear any points or motions
- If there are no points or motions on the floor, the Dias will recognize the next speaker on the Speakers’ List from the previous session
- In the first committee session, a delegate must move to open the Speakers’ List
- During the first committee session, the agenda must also be set (choose topic 1 or 2)

### Speakers’ List:

- The Speakers’ List is the default format of committee, if there are no points or motions
- A country may only appear on the list once at any given time
- A delegate can be added by raising their placard when the Dias asks or by sending a note to the Dias
- The speaking time will be set by the delegate who moves to open the Speakers’ List, but a delegate may move to change the speaking time
- If the Speakers’ List is exhausted and no other delegates wish to be added, committee moves immediately into voting procedure on any draft resolutions that have been introduced
- If there is still time remaining when a delegate concludes his or her speech, he or she must yield his or her time (to the Dias, to another delegate, or to questions, by saying either “I yield my time to ...”)
- Yielding to Dias ends the speech, yielding to another delegate allocates the remainder of the time to that delegate (the second delegate may not yield to a third delegate), and yielding to questions allows for feedback from other delegates

### Moderated Caucus:

- When the Speakers’ List is open, a delegate may introduce a motion for a moderated caucus, which is a less formal debate format to debate a specific subset of the topic
- No set speaking order; each new speaker is chosen after the previous speaker concludes
- A delegate may not yield her or his time; if delegate finishes early, move to next speaker
- Must have a set topic, duration, and speaking time (which will be voted on)

### **Unmoderated Caucus:**

- When the Speakers' List is open, a delegate may introduce a motion for an unmoderated caucus, the least formal debate format
- Delegates may move around the room and speak freely to one another to draft resolutions
- Delegate may not leave the room without permission from the committee director

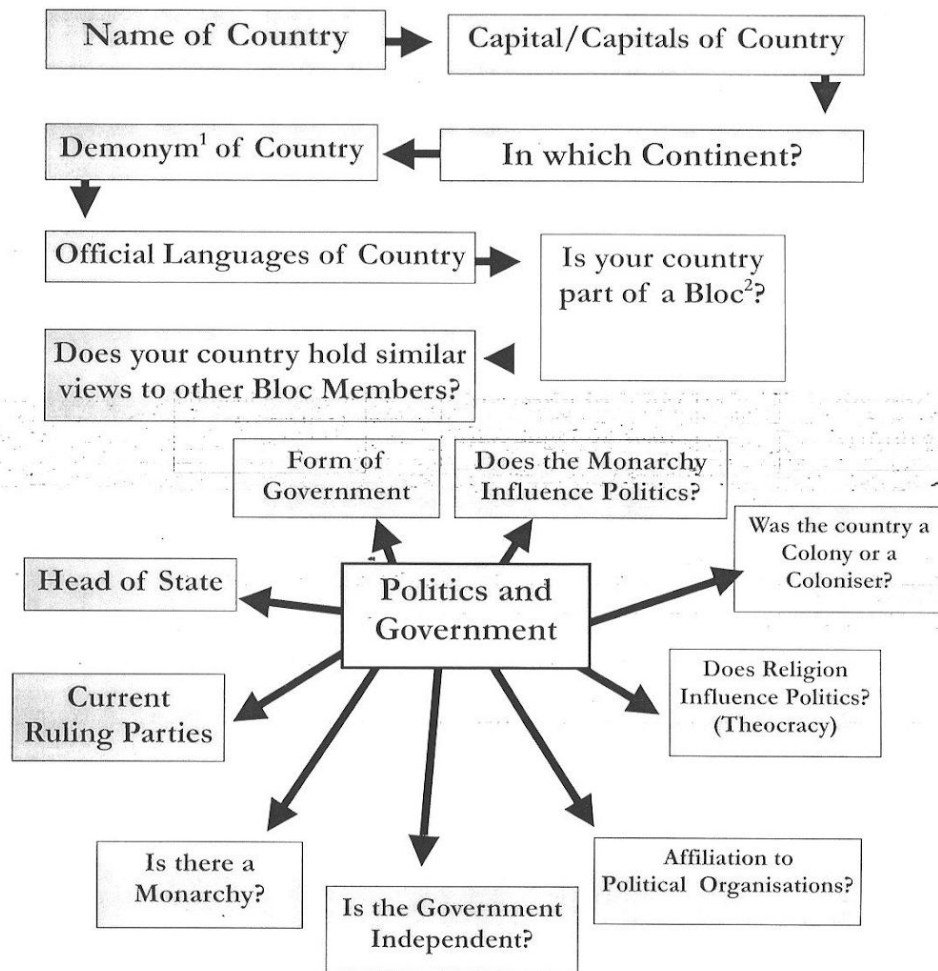
### **Resolutions:**

- The first stage of resolutions are "working papers," or the first draft of a resolution
- Working papers, like draft resolutions, require sponsors and signatories
- Sponsors must submit working papers to the Dias for feedback
- Committee discusses working papers and subsequently moves to creating draft resolutions
- Draft resolutions should be improved and edited versions of working papers, like working papers, they will be assigned numbers based on the order in which they were received by the Dias
- When a working paper is ready to be introduced as a draft resolution, one of its sponsors may move to introduce a new draft resolution
- This motion is not voted on, but instead is at the discretion of the Dias
- At that point, the committee will be given time to read the resolutions
- Then the sponsors will explain it and answer questions in a Q&A session
- The Dias chooses the allotted time for each activity
- If delegates wish to improve a draft resolution, they may pass an amendment ○ Amendments must first be written down with a sponsor and signatories
- If all sponsors of the draft resolution agree that the amendment should be added, it is considered a "friendly amendment," meaning it can be added without debate
- If at least one sponsor does not agree with the amendment, it is considered an "unfriendly amendment" and needs support from a majority of the committee
- After debate, delegates may move to enter voting procedure
- When entering voting procedure, four delegates can speak, two in favor and two against
- If the motion passes, doors are closed and no delegates may enter or exit the room until all voting has been completed
- Amendments are voted on first
- Each amendment is read, with one or two speakers for and against, and then voted upon
- During voting procedure, delegates may move to ask for each country's vote individually ("roll-call vote") or to vote on different parts or clauses of the resolution instead of all at once by dividing the question
- Delegates may not pass two draft resolutions that have conflicting clauses
- Once a draft resolution passes, it becomes a Resolution

## Resolution Sample:

How to Help MUN Delegates Become Prepared By Uday Mehra, International School of Amsterdam

### How to Research a Delegation Researching a Country



Foot Notes:

<sup>1</sup> Demonym refers to the name of the people of your country (E.g. Japan's Demonym is Japanese)

<sup>2</sup> Bloc refers to the standing of your allied countries, geographically neighbouring countries, same sided countries that are involved in the topic and are similar in their wealth, economy, governing, etc. For the different Blocs of the world, please refer to page 44

## Position Paper Sample:

- Arial 11
- 4 Sections:
  - General introduction to the topic
  - Topic background information in depth
  - Previous efforts
    - Past international efforts to solve the issue
    - Your country's position on the issue
    - Your country's past efforts to solve the issue
  - Suggestions to solve the issue and its evaluation (personal opinion - still has to follow your country's policies)
- Bibliography: MLA format (use sites such as noodletools, bibme...)
- Should be about one and a half to two pages
- Share with ALL Club Leaders

### POSITION PAPER

#### COMMITTEE:

**TOPIC:** Addressing the drug and human trafficking in sub-Saharan Africa

**DELEGATION:** Arab Republic of Egypt

*(General Introduction)*

The Arab Republic of Egypt has been long working for the improvement of human rights, constantly working for the eradication of any form of trafficking. being a part of and elimination of trafficking in any form, by every possible mean. The Arab Republic of Egypt believes that drug and human trafficking in sub-Saharan Africa is a significant and necessary topic to be resolved. The Arab Republic of Egypt has been an active part of the international community to eradicate human and drug trafficking.

*(Background Information)*

Drug and human trafficking are problematic not just because it is illegal against the law, but it may harm the entire society and economy as a consequence. Trafficking of humans and drugs is happening all around the world. No one specific country can be stated as free from these issues. However, considering the fact that many less-economically developed countries(LEDGs) show a higher percentage of trafficking of both drug and human (Average

GDP of countries that were classified as Tier 3 was only about 15% of that of Tier 1 countries, according to PBS), it can be reasonably inferred that illegal trafficking of human and drug characterize these countries, especially relating to criminal groups. In fact, in many cases of trafficking, both human and drug, large scale organizations or criminal groups are involved in the process, which often includes political corruption, election fraud, and hurting the economy thus re-emphasizing the significance of the issue. Ultimately, the one who gets the most damage from human and drug trafficking are the poorest and vulnerable people in society.

Drug trafficking is primarily done for the economic benefit of the seller. Because many drug addicts feel the hardship to stop it, they are forced to purchase successively, no matter their economic condition. For this reason, the price of drugs is very high, often quite impossible for poor people, who start drugs to escape from harsh reality, to afford it, and thus selling drugs bring large economic benefit to the seller but a vicious chain impossible to escape for the user. According to the International Drug Policy Consortium (IDPC), the major production of the drug in Sub-Saharan Africa is cannabis, produced throughout the area, and khat cultivated intensively in Ethiopia and Kenya. These drugs are sold mostly to Europe by private smugglers. Egypt is not a big part of the illegal drug trade, however, it is estimated that there are certain inputs and outputs of drugs, which exists, but impossible to discover. Egypt hopes to fight the problem effectively with the international community.

The problem of human trafficking is even more problematic in sub-Saharan Africa. Human trafficking is a significant problem mainly due to its violation of human rights. It goes against the Universal Declaration of Human Rights by the UN in 1948, Article 1, 2,3,4,5, and 6. In fact, Egypt has been a global controversy regarding human rights. For example, Egypt has been spotlighted for its trafficker favoring court decisions in 2017. According to African Sisters Education Collaborative (ASEC), non-governmental organization fighting for women's rights and human trafficking in Africa, Sub-saharan Africa region is responsible for 13.5% of entire human trafficking in the world, and this reaches approximately 6.25 million individuals who are estimated to be enslaved. It also stated that the most common form of trafficking is forced labor and forced marriage, caused primarily because of the bad economy, violence, and political unrest. Although it explained that the most problematic country was Sudan, Egypt was also once entitled to Tier 2 country in the annual monitor by the U.S Department of State's Office, reminding the necessity to step for the eradication of human and drug trafficking. Egypt, aware of the necessity to resolve the issue, would like to work with the committee for an effective solution.

#### *(Previous efforts)*

The United Nations and the international community have been actively working to resolve the question of human and drug trafficking. Resolution 11/3 of Human Rights Committee, 76/167 of General Assembly and Resolution 2231(2016) of the Security Council represents recent United Nations' efforts to deal with human trafficking. Also,

the United Nations adopted Resolution 61 series and A/RES50/148 of CND(Commission of Narcotic Drugs) represents the UN's efforts for drug trafficking. In addition, conventions such as United Nations Convention Against Illicit Traffic of Narcotic Drugs and Psychotropic Substances and United Nations Convention Against Transnational Organized Crime as well as Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children showed international bond of sympathy to resolve the issue. On top of that, organizations and funds such as UNODC(United Nations Office on Drugs and Crime) and United Nations Trust Fund for Victims of Human Trafficking are making its efforts to prevent the trafficking and help its victims. NGO(Non-Governmental Organizations) such as African Sisters Education Collaborative(ASEC), Catapult, and other international organizations are also cooperating to eliminate trafficking in any forms

Egypt has also signed the United Nations Convention Against Transnational Organized Crime and Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children in an attempt for a world with no trafficking. Also, Egypt is directing the anti-trafficking movement on a national scale, putting efforts and funds to create an institutional framework for better public order and security. For example, NCCM(National Council for Childhood and Motherhood) began to provide protection for trafficked victims with its provided national fund. Nationally, human trafficking has been a constant issue and relating laws for being enacted. Despite these efforts, however, Egypt is still struggling to decrease the number of estimated trafficked victims or drugs by significant rate, both domestically, and sub-saharan Africa.

#### *(Possible solutions)*

Many solutions are already existing to eliminate the supply of human trafficking and drug trafficking. However, not many have attempted to deal with the demands. One solid possible solution for human trafficking may be enabling nations' foreign labor incomes. As most trafficked people are forced to work in harsh jobs for low compensation, if the country can fill these jobs, such as street cleaner; farmer, fisherman or construction laborer, there will be no need for trafficked personnel, which reduces demand for trafficking. A good human resource here may be immigrants from LEDCs who come to earn money and get citizenship while living in MEDCs. This solution is strong in that it attempts to eliminate not only the supply but also the demand of human trafficking, but however, it will not be effective for those who are not put into laboring jobs, such as begging, or sexual abuse. In a similar manner, actively restricting drug use, by campaigns and stricter legal regulation in Europe and America will help reduce drug trafficking in sub-Saharan Africa. Obviously, no demand for drugs means there is nowhere for traffickers to sell. This also deals with a new point of view of eliminating demands, however, it is a very challenging task to completely extinguish drug usage everywhere in the world.

## Resolution Writing Clauses

### Preambulatory and Operative Clauses:

One of the most important elements for writing a successful Model UN resolution is the correct use of appropriate phrases to begin the preambulatory and operative clauses. Below is the full list of preambulatory and operative phrases to maximize the effectiveness of your MUN resolution.

### What are Preambulatory Clauses?

Preamble clauses state the reasons for why the committee is acting on a given topic. It should highlight relevant legal precedents, former relevant United Nations resolutions and past international actions on the issue. Each clause should begin with a preambulatory phrase (known as a present participle) is written in italics and ends with a comma. For more information about preambulatory clauses check out our articles on [How to Write a Resolution](#) or [How to Write a Clause](#).

### Preambulatory Phrases:

Acknowledging  
Acting  
Affirming  
Alarmed by  
Alarmed  
Anxious  
Appreciating  
Approving  
Aware of  
Bearing in mind  
Believing  
Cognizant  
Concerned  
Confident  
Conscious  
Considering  
Contemplating  
Convinced  
Declaring  
Deeply concerned  
Deeply conscious  
Deeply convinced  
Deeply disturbed

Deeply regretting  
Deploring  
Desiring  
Determined  
Emphasizing  
Encouraged  
Expecting  
Expressing appreciation  
Noting with approval  
Expressing concern also  
Expressing concern  
Expressing its appreciation  
Expressing its satisfaction  
Expressing satisfaction  
Firmly convinced  
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 reviewed  
Having studied  
Having adopted  
Having approved  
Having considered  
Having decided  
Keeping in mind  
Mindful  
Noting  
Noting further  
Noting with deep concern  
Noting with regret  
Noting with satisfaction  
Observing  
Reaffirming

Reaffirming also  
Realizing  
Recalling  
Recalling also  
Recognizing  
Recognizing also  
Recognizing with satisfaction  
Referring  
Regretting  
Reiterating  
Reiterating its call for  
Reminding  
Seeking  
Seized  
Stressing  
Taking into account  
Taking into consideration  
Taking note  
Taking note also  
Taking note further  
Underlining  
Viewing with appreciation  
Viewing with apprehension  
Welcoming  
Welcoming also

## **What are Operative Clauses?**

Operative clauses are actionable solutions to the problems raised in the preambulatory clauses. Operative phrases are action oriented. They should be written in italics and with numbers before each operative clause. Sub clauses do not need to start with operative phrases. However, operative sub clauses should still avoid vague language and be action oriented.

## **Operative Phrases**

Accepts  
Acknowledges  
Adopts  
Advises  
Affirms  
Also calls for  
Also recommends  
Also strongly condemns  
Also urges

Appeals  
Appreciates  
Approves  
Authorizes  
Calls  
Calls for  
Calls upon  
Commends  
Concurs  
Condemns  
Confirms  
Congratulates  
Considers  
Decides  
Declares  
Declares accordingly  
Demands  
Deplores  
Designates  
Directs  
Draws the attention  
Emphasizes  
Encourages  
Endorses  
Expresses its appreciation  
Expresses its hope  
Expresses its regret  
Further invites  
Further proclaims  
Further recommends  
Further reminds  
Further requests  
Further resolves  
Has resolved  
Instructs  
Introduces  
Invites  
Notes  
Notes with satisfaction  
Proclaims  
Reaffirms  
Recalls  
Recognizes  
Recommends

Regrets  
Reiterates  
Reminds  
Renews its appeal  
Repeats  
Requests  
Requires  
Solemnly affirms  
Stresses  
Strongly advises  
Strongly condemns  
Strongly encourages  
Suggests  
Supports  
Takes note of  
Transmits  
Trusts  
Underlines  
Underscores  
Urges  
Welcomes

## Resolution Sample:

Resolution GA/3/1.1

### General Assembly Third Committee

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, **[use commas to separate preambulatory clauses]**

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**
2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[end resolutions with a period]**

## Opening Speech (General Speaker's List) Guide

### Preparing yourself

#### 1. Know the details

At some conferences, only the General Assembly delegates make opening speeches. In others, all committees have their own speeches. Make sure you know that you have to make a speech. In addition, make sure you know how long your speech needs to be. In CHEMUN conference, you are given 1 minute.

#### 2. Focus on one topic only

We all don't prepare a resolution for each and every topic to be debated at a committee. Focus on the issue that matters to your member nation the most and how that relates to the topics to be debated at the conference. When trying to get people to listen, depth is more important than breadth.

Some may argue that the purpose of an opening speech is to show your knowledge on everything – but for me, an opening speech is there to impress, to establish yourself as a leader and a good orator, which is something all committees love and need.

#### 3. Word limit and time

We'll talk about pacing later, but many people ask how many words is a good guideline for a one minute speech. If you are talking at the proper, slow pace – 150 words maximum is a good idea. It's important to practice your speech before you deliver your speech, but you can bet that 150 words for one minute is a good idea. Remember, it's about impact and depth, not breadth.

#### 4. Formatting

Choose a font that you are most comfortable with, preferably Times New Roman or Arial, and make it 16 size font, justified, and 1.5 spaced. This could apply to other speeches you make as well. If you need to do so, bold, underline, or make notes after printing to make sure you know which words to emphasize or be careful in pronouncing. This format allows for you to be able to read everything clearly in the confusion of nervousness or unexpected events.

#### 5. Make it interesting, but not too "interesting"

Be creative with your entry by introducing the topic straight out.

Example: December 26th, 2004 is a day every expert in this room will never forget. 283,000 people were killed when an 9.1 magnitude earthquake caused one of the largest tsunamis in human history.

By introducing the issue with a “slammer,” you will gain everyone’s attention.

Most Chairs, including myself find it extraordinarily cheesy when someone makes another donut, mini-skirt, or Gandalf reference in their speech. Don’t be pretentious, cheesy, or vain in your speech, the opening speech isn’t the occasion for that and will make you look bad.

## **Delivering the speech**

### **1. Practice and be prepared**

Make sure you practice at least one day in advance. Print your opening speech – it’s unprofessional to use an electronic device! Timing is especially important. You don’t want to work hard on your speech only for the Chair to ask you to “come to your closing remarks.” Make sure you have necessary items, be it your glasses or a reading light if necessary.

### **2. Body Language**

You aren’t expected to make full eye contact during the speech nor are you expected to be as comfortable as the late Steve Jobs presenting the iPad. However, make sure you spend at least three quarters of the time looking at your audience.

If you’re unsure about what to do with your hands, put them on the podium. If you’re feeling more comfortable, use hand gestures. Never ever put your hands to your side or in your pocket.

### **3. Tone and Pace**

I always tell Chairs I am training and delegates I’m helping that when they speak, they should be able to speak clearly and slowly enough for somebody to be able to copy what they have said word by word on paper. If you’re done saying 150 words in 30 seconds, you need to speak slowly. Speaking quick is not a speaking style – it’s distracts from your message and makes you seem like you want to end the speech as soon as possible.

Make sure you are talking into the microphone if there is one, and projecting your voice outwards. This does not mean shouting nor does it mean talking to yourself qualifies as making a speech.

### **4. Be confident**

When the Chair calls your nation’s or organization’s name, walk up to the podium with confidence. Shoulders back, back straight, and walk at a good pace with confidence and preparedness. It definitely makes a difference seeing a confident speaker walk up and ready to make a speech rather than a scared speaker scurrying up to the podium.

### **5. Let mistakes happen**

If you have taken all these things into consideration, you should be fine. If you speak too quickly or speak too slowly and get told to come to your closing remarks, that is fine. Take a mistake and don't do anything with it. Move on.

Do not cringe to yourself or gesture that you've made a mistake, most people don't even realize.

An opening speech is a small task that requires a lot of thoughtful planning. Stand out in the crowd and don't make a speech someone else could have made with their eyes closed. Think about it and deliver it well, and the committee you're in will be impressed and want to get to know you.

## Opening Speech (General Speaker's List) Sample

Honorable chairs, fellow delegates, and most esteemed guests,

The international human rights law declares that “equality and non-discrimination [are guaranteed] ... to all people, regardless of [their] sexual orientation.” However, nearly 50% of LGBT individuals claim that they have experienced any forms of bias-based violence.

LGBT rights in Japan is ongoing progress as they started providing protective measures to LGBT individuals from 2017 as well as adopting several UPR recommendations. Later, in March 2017, Japan updated its national bullying prevention policy, including the LGBT students as one of their targets.

The delegate of Japan believes that the rights of all LGBT individuals must be protected. Therefore, this delegate suggests implementing an educational program to help society understand that having a different sexual orientation is not something to be condemned for. This will help in changing the perception of society and will certainly prevent any inhumane and criminal treatments of LGBT individuals.

This delegate hopes for a fruitful and constructive debate in order to solve the issue at hand.

Thank you

## **Points and Motions**

### **Points:**

#### **Point of Information**

This is a question a delegate might have for the speaker after he/she has finished his/her speech. A Point of Information can only be brought forth once the chair has asked for them, and can never interrupt a speaker. When the chair has authorized points of information, raise the placard and wait to be called on. When recognized, rise and ask ONE question to the delegate about the content of their speech. Be respectful and follow delegate conduct while asking a question. If the delegate has not answered the question or the delegate wishes to ask another question, the delegate may request a follow-up. To do so, simply ask the chair by saying "Request a follow-up", after the speaker has finished answering the first question. It is at the chair's discretion to recognize this and if he/she does, state the new question following the above procedure.

#### **Point of Order**

This is a point used when the delegate wants to bring the Chair's attention to the current speaker's or another delegate's mistake in or violation of parliamentary procedure. In order to voice a point of order, the delegate should wait for the speaker to finish his or her speech and then raise their placard while saying "Point of Order". The chair will ask the delegate to rise and state his or her point, after which the delegate should explain what the problem is. The chair may determine whether this is appropriate or not, and address it accordingly.

#### **Point of Personal Privilege**

This is a point used to let the chair and the speaker know that something is uncomfortable. This could be related to the speaker (too loud/quiet, too fast/slow, too unclear) or the conditions in the room (too cold/hot). When wishing to bring across a point of personal privilege, simply raise the placard and say "Point of Personal Privilege". These points will only be entertained while a speaker is talking if it affects the house's ability to comprehend - in this case, the speaker need only state the following: "Point of Personal Privilege, audibility". The chair will automatically request the speaker to speak louder.

#### **Point of Parliamentary Inquiry**

This is a question directed to the chair concerning parliamentary procedures with regards to time and related issues. This cannot interrupt a speaker, and may be asked by stating "Point of Parliamentary Inquiry" after the floor has been yielded to the chair. Avoid asking questions about procedures that are obvious, unless there is reason to believe that the chair has made a mistake. Remember to be respectful and continue to use formal register.

## **Motions**

### **Motion to Move into Previous Question**

This motion is directed to the chair. If whatever is being debated appears redundant or pointless to entertain, such as highly obvious statements, a delegate can call out the following: “Motion to Move into Previous Question”. This is the delegate’s way of stating that the house should move directly into voting procedure on either the amendment or the resolution as a whole. If the house agrees, at least one other delegate must second this motion. If someone disagrees, just one objection is enough to overrule the motion. If there are no objections, the chair can move into voting procedures unless they wish to prolong debate time.

### **Motion to Approach the Head Table**

This motion is directed to the chair. If the delegate would like to approach the chairs for clarification of content or procedure, they may raise their placard when the floor has been yielded to the chair. If the chair finds this appropriate, the delegate may approach the table and speak with the chair. This motion does not need to be seconded by the house.

### **Motion to Extend Points of Information**

This motion is directed to the chair. If a delegate wishes to ask an additional point of information and the delegate is open to any and all points of information, a delegate may ask for a motion to extend points of information. If there are no objections and at least one second, this motion is entertained. The chair will then ask delegates if they are open to points of information again.

### **Motion to Divide the House**

If a vote on a resolution has failed or passed barely, and the number of abstentions added to the number of votes for would yield a significant majority, delegates may propose a motion to divide the house. This motion is always entertained: a second vote is taken in which delegates may not abstain.