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(Top Center: UN Secretariat building, General Assembly hall; Bottom Left: UN Headquarters in New York City; Bottom Right: UN Palace of Nations in Geneva Switzerland)

# Welcome!



## **To All New Members**

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As a new member of Model United Nations, you have taken an important first step to becoming more intellectually involved with your peers—to exercise an important duty of discussing and examining the world and its problems. You will learn to utilize UN procedures and protocols to address pressing issues from the past, present, and future. This booklet will act as your official guide to decoding and understanding the MUN experience. It will also help you to develop your abilities as a more effective thinker, speaker, problem solver, and policy representative. With your involvement, you will obtain a sense of fulfillment and be more ready to pursue interests which you have come to understand and care about.

MUN is excited to have you aboard!

# What is Model United Nations?

Model United Nations (MUN) is an educational organization that aims to provide students with the highest quality, most professionally run simulation of the United Nations available. MUN strives to combine educational quality with well organized simulations of the United Nations to give students unparalleled MUN participant experience. This academic simulation aims to educate participants about civics, effective communication, globalization and multilateral diplomacy. In standard MUN procedures, students take on roles as diplomats and participate in a simulated session of an intergovernmental organization (IGO). Participants research a country, take on roles as diplomats, investigate international issues, debate, deliberate, consult, and then develop solutions to world problems. More recently, simulation of other deliberative bodies has been included in MUN, even if they are completely unrelated to the UN or international affairs as a whole.

## What is the UN?

### Origins of the United Nations

The United Nations came into existence on 24 October 1945. On that day, the United Nations Charter became operative, having been signed by the fifty-one original Members. The concept of all nations uniting together in one organization designed to settle disputes peacefully was born of the desire of civilized nations to avoid the horrors of and produced by the First and Second World Wars. The United Nations developed as a successor to the League of Nations, which represented the first attempt by nations to achieve this unity.

In 1942, American President Franklin D. Roosevelt first coined the term “United Nations,” when forty-seven nations signed the Declaration of the United Nations in support of the Atlantic Charter. In 1944, the United States, the United Kingdom, the Union of Soviet Socialist Republics and China met in Washington, DC at the Dumbarton Oaks Conference, where the first blueprint of the United Nations was prepared. In 1945, the final details for the United Nations were worked out at the Yalta Conference. Fifty-one nations gathered from 24 April through 26 June in San Francisco to draft the Charter of the United Nations, which was signed on 26 June 1945.

### Purpose of the United Nations

The primary purposes for which the United Nations was founded are detailed in Chapter I, Article 1 of the Charter. These are:

- 1. To maintain international peace and security;*
- 2. To develop friendly relations among nations based on respect for the principle of equal rights and self-determination of peoples, and to take other appropriate measures to strengthen universal peace;*
- 3. To achieve international cooperation in solving international problems of an economic, social, cultural or humanitarian character, and in promoting and encouraging respect for human rights and for fundamental freedoms for all without distinctions as to race, sex, language or religion;*
- 4. To be a center for harmonizing the actions of nations in the attainment of these common ends.*

### How the UN Seeks to Achieve Its Purpose

Since 1945, the United Nations has established itself as a forum for discussing international disputes. Also, Member States recognize that the United Nations has an established machinery which can be utilized to solve international problems. The United Nations seeks, both through its principal organs and various subsidiary bodies, to settle disputes through peaceful means without resorting to the threat or use of force. It should be recognized that the United Nations is not a world government, nor does it “legislate.” Rather, the actions of the United Nations, as evidenced by resolutions passed by its bodies, have a strong moral persuasive effect. The Member States frequently find it within their own best interests to follow UN recommendations.

## Structure of the United Nations

The United Nations has six primary bodies:

- **The General Assembly (GA):** The GA is the central organ of the United Nations. The GA has been described as the nearest thing to a “parliament of mankind,” as all Member States are Members of the GA, and each Member has one vote. The GA makes recommendations on international issues, oversees all other UN bodies which must report to the GA annually, approves the UN budget and apportions UN expenses. On the recommendation of the Security Council, the GA elects the Secretary-General and holds the authority to admit and expel Member States. Voting in the GA is ordinarily by simple majority, although on “important questions” a two-thirds majority is required.
- **The Security Council (SC):** The Security Council is charged with the primary responsibility for maintaining international peace and security. It has the power to employ United Nations forces and direct action against threats to the peace. Fifteen Members sit on the Security Council, including five Permanent Members (China, France, the Russian Federation, the United Kingdom and the United States) and ten at-large Member States, which the General Assembly elects for two-year terms. A majority in the Security Council consists of nine Members voting “yes;” however, a “no” vote by any of the Permanent Members has the effect of vetoing or blocking motions.
- **Economic and Social Council (ECOSOC):** ECOSOC is the primary body dealing with the economic, social, humanitarian and cultural work of the United Nations system. ECOSOC oversees five regional economic commissions and nine functional, or “subject-matter,” commissions, along with a sizeable system of committees and expert bodies. ECOSOC is composed of fifty-four Member States, elected by the GA for three-year terms.
- **Trusteeship Council (TC):** In 1945 there were eleven Trust Territories, which were regions without their own governments. These eleven regions were placed under the TC, which helped them prepare for and achieve independence. With the admittance of Palau as a UN Member State in 1994, the TC has now completed its original mandate.
- **The International Court of Justice (ICJ):** The International Court of Justice, or World Court, is the primary judicial organ of the UN and decides international legal disputes. All UN Members are automatically able to bring matters before the ICJ; however, States must agree to accept the jurisdiction of the ICJ before it can decide a dispute involving that State. Fifteen judges serving nine-year terms sit on the Court.
- **Secretariat:** The Secretariat is composed of the Secretary-General and the United Nations staff. Approximately 16,000 people are employed as the staff of the UN, one-third of who work at the UN headquarters in New York City. The other two-thirds work for various subsidiary bodies of the United Nations. The Secretary-General serves a five-year renewable term.
- In addition to the six main bodies, the United Nations includes a large family of specialized agencies and programs which the UN administers. Examples include the Food and Agricultural Organization (FAO), the International Monetary Fund (IMF), the World Health Organization (WHO), and the UN Children’s Fund (UNICEF).

## Bloc Politics

Nations with mutual interests have used a system of “bloc politics” to organize their efforts within the UN. These blocs tend to be made up of nations with similar political, historical or cultural backgrounds. They are often formed on a geographical basis, but this is not exclusively the case. By organizing themselves with other nations that hold similar

interests, bloc Members hope to increase their influence above the level that they would have as a single nation in the General Assembly.

Bloc politics in the UN today is a misunderstood and rapidly changing phenomenon. The necessity of blocs in the UN was formally established in 1957, when the General Assembly endorsed four regional groups: the Latin American group, the Asian and African group, the Western European and Others group, and the Eastern European group. Since that time, the bloc system has grown to encompass many of the political, economic and military organizations of the world. Examples of the major blocs include the Non-Aligned Movement, the Group of 77, the Association of South East Asian Nations (ASEAN), the African Union (AU), the Organization of American States (OAS), the North Atlantic Treaty Organization (NATO), the Organization of Petroleum Exporting Countries (OPEC), and the European Union (EU).

Representatives are encouraged to caucus in their bloc groups only when appropriate. Please remember there are many issues which cross bloc lines and many opportunities to invite an interested party to another bloc caucus in an effort to achieve a consensus

## □ Rules and Guidelines □

### Committee Format

**Single Delegation:** Here, each delegate represents one body, organization, or member-state, and has to carry full responsibility for effective representation during the course of an event. This is the most typical set-up for MUN conferences and general meetings, and is generally also the official UN operational standard.

**Dual Delegation:** Here, two delegates represent one body, organization, or member-state either as equal representatives using the same research and policies or as specially appointed high-level officials empowered with the task of interpreting and voting on sensitive committee material, usually during crisis scenarios.

### Debate Structure

**Formal Debate:** During formal debate, the staff maintains a speakers list and delegates speak in the order they are listed. At this time, delegates have an opportunity to share their views with the entire committee. Delegates make speeches, answer questions, and introduce and debate resolutions and amendments. Formal debate is important to the committee's work. By not knowing the rules of procedure, delegates slow down the debate and hold back their committee's progress.

**Moderated Caucus:** In a moderated caucus, delegates speak much like during formal speeches, but for shorter periods of time and in relatively rapid succession of one another. This is a mixture of both formal and informal debate, and lets the delegates gain critical recognition on the floor. Anyone may speak if they raise their placard and are called on by the Chair.

**Unmoderated Caucus:** In an unmoderated caucus, delegates meet informally with one another to discuss and negotiate draft resolutions, amendments and other issues. This is usually the heart of participant diplomatic exchange, as rules are dropped in favor of close negotiations between the delegates for reasons such as drafting working papers. Anyone may speak if they raise their placard and are called on by the Chair.

# Flow of Debate

**Start of Debate:** Either formal or informal debate can begin, after the Roll Call and Setting of the Agenda. The Speakers List is usually begun automatically, after an agenda is set, and may last for quite a while as the Chair may want to see most if not all of the delegates make opening speeches. Following this session, multiple sessions of moderated and unmoderated caucuses will be in order, usually in 30 minute intervals, to promote diplomatic discourse and development of crucial topical issues.

**Closure of Debate:** Once the speakers list is exhausted, the committee automatically moves to voting. Also, once a delegate feels that his or her country's position is clear to others and that there are enough draft resolutions on the floor, he or she may make a motion to proceed into voting bloc by moving for the closure of that portion of the debate.

**Voting Procedure:** Once a motion to enter voting bloc has been approved, the committee suspends debate and proceeds towards clarifications and voting. Amendments are voted on first, then resolutions. Little to no exchanges will be allowed during this time, and the committee chamber will be held closed until the voting concludes. Once all of the resolutions are voted on, the committee moves to the next topic on the agenda.

# □ Parliamentary Procedures □

Motion	Purpose	Debate	Vote	Comments
<b>Point of order</b>	<i>Correct an error in procedure</i>	None	None	
<b>Point of inquiry</b>	<i>Request information or classification</i>	None	None	
<b>Appeal the chair</b>	<i>Challenge decision of the chair</i>	None	Majority	
<b>Suspension of meeting</b>	<i>Recess the meeting</i>	None	Majority	
<b>Unmoderated Caucus</b>	<i>Suspends all rules</i>	None	Majority	Requires specification of the length of the caucus
<b>Moderated Caucus</b>	<i>Suspends meeting for an informal debate</i>	None	Majority	Requires specification of speaking time, length of caucus, and topic
<b>Adjournment of meeting</b>	<i>End the meeting completely</i>	None	Majority	Closes session. Only used at the end of the conference
<b>Adjournment of debate</b>	<i>End debate without a substantive vote</i>	2 pro / 2 con	Majority	Upon success, move directly to the next topic. The older topic cannot be reopened
<b>Closure of debate</b>	<i>Move to immediate vote on draft resolutions</i>	2 con / 2/3rds		Closes debate and moves into voting bloc
<b>Division of the question</b>	<i>Vote on a section separately prior to voting on the entire resolution</i>	2 pro / 2 con	Majority	Requires specification on the type of division
<b>Roll call vote</b>	<i>Vote by roll call</i>	None	None	Chairs must entertain motion ( <i>Substantive votes only</i> )
<b>Acclamation vote</b>	<i>Approve resolution/amendment by consent</i>	None	None	Chairs will ask for objections ( <i>Substantive votes only</i> ) unanimous
<b>Reconsideration</b>	<i>Reopen debate on a topic</i>	2 con / 2/3rds		
<b>Set the speaking time</b>	<i>Set or change the speaking time</i>	2 pro / 2 con	Majority	
<b>Close the speakers list</b>	<i>No additional speakers may be added to the speakers list</i>	None	Majority	
<b>Adoption of the agenda</b>	<i>Approval of agenda order</i>	None	Majority	Only used at the first session

# □ Conference Prep □

## **RESEARCH:**

The first thing you should do when you receive your topic, country, and committee.

### **1. Topic Synopsis**

This was prepared for you by the chair to give an overview of the topic(s). The chair may even choose to include controversial issues about the topics and what bloc positions are.

### **2. The Committee**

Especially in specialized committees, learn how the committee is sup-posed to be run. The best way to do this is to visit the committee's website or by asking a fellow delegate who has been in the committee before.

### **3. Your country**

Learn a bit about your country, specifically, the type of government and its policy on your debate topic. A good resource for this is the CIA World Factbook.

### **4. The topics**

These are the most important part of your research. Study the topic's history and current issues. Read articles from newspapers and magazines. When researching on the internet, be sure it is from a reputable source, usually groups with .org or .edu in their URLs.

### **5. Policy and Solutions**

Develop the policy you want to argue and possible solutions. Be sure to consider whether or not the plan is feasible and past UN actions.

## **POSITION PAPER:**

Most conferences will require a position paper. The following is a generic outline to a position paper; however, specific conferences or committees may have different requirements, so be sure to check the conference's website for details.

### **General Format:**

12 pt font, double spaced, typed, stapled (no covers), correct spelling and grammar.

### SAMPLE POSITION PAPER

The problems of instability in fossil fuel markets and exhaustion of fossil fuel resources are apparent to nearly any global citizen. As inexpensive, accessible energy is the lifeblood of any modern economy, the United Nations has turned its attention to this issue on many occasions, through countless agencies and policy goals, ranging from the famous Kyoto Protocol to heavy emphasis placed on development of sustainable infrastructure whenever applicable.

Internationally, Russia contains the largest supply of natural gas, second largest supply of coal, and eighth largest supply of oil, making this issue of central importance to all facets of Russian society.<sup>1</sup> Still, Russia's Duma plans to invest in a variety of alternative energy programs on the regional level, and the opening of Monowei Energy, dedicated to taking advantage of Russia's large wind energy potential, marks the beginning of an era in terms of energy resources in Russia.<sup>2</sup> Additionally, Russian scientists recently confirmed that fossil fuels can be synthesized relatively quickly, countering common knowledge that fossil fuels are strictly finite and opening up vast new technological potential.<sup>3</sup>

With this in mind, Russia approaches this UNEP meeting with caution, fearing that Western powers looking to diminish Russian influence will frame hydrocarbons as rapidly vanishing, forcing the entire focus onto certain alternative sources. While countries that have suitable resources for these sources may logically seek funding, attempting to shove these ideas down the collective throats of the international community will not be tolerated. Especially in these economic times, premature efforts to minimize hydrocarbon usage are financially impractical and potentially extremely harmful. While some research and funding should obviously be placed towards these sources, the reality of the matter is that existing energy resources are plentiful, and focusing on improving the technology in use will be vastly more practical for years to come.

<sup>1</sup> United States of America. Department of Energy. Energy Information Administration. Web. 22 Jan. 2010. .

<sup>2</sup> Kireeva, Anna. "Regional Governments and Private Businesses in Russia are Aiming For Wind Energy." Bellona. 14 Sept. 2009. Web. 22 Jan. 2010. .

<sup>3</sup> Kolesniko, Anton, Vladimir Kutcherov, and Alexander Goncharov. "Methane-Derived Hydrocarbons Produced Under Upper-Crust Mantle Conditions." *Nature Geoscience* 2 (2009): 566-70. 26 July 2009. Web. 22 Jan. 2010.

Remember to not use first person pronouns (I think, we feel) – instead, use the state name (the United States thinks, the People's Republic of China feels)

Use the active, not the passive, voice

Avoid flowery language

Remember that your position paper is the first impression your chair will have of you, and it is a great way to help summarize your thoughts on the topics to be discussed. Therefore, go beyond your research when you are writing it.

# □ Prep Continued □

## Important Questions to Consider:

### A. Background of the Topic

- *In your country's opinion, what are the main elements of the problem?*
- *What are the roots of those elements?*

### B. Position taken by your delegation

- *What are your national interests in the situation?*
- *What are your nation's policies on the topic?*
- *What steps would you like to see taken to deal with the problem?*

### C. Justification

- *What are your main reasons for supporting these positions?*
- *What do you predict will be the main opposition to your proposals?*

## More on Working Papers / Draft Resolutions:

For a Draft Resolution to be considered on the floor, it must have a minimum of 20% of the delegations in attendance listed as sponsors or signatories.

**Signatories** are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments.

**Sponsors** of a draft resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs at the UN, since countries must work together to create widely agreeable language in order for the draft resolution to pass. Sponsors control a draft resolution and only the sponsors can approve immediate changes.

## Understanding Yields:

There are three different types of yields you can make. Please remember, though, that yields only apply to substantive speeches. There is only one yield per speech, and yielding precludes any comments.

### • *To questions:*

With this yield, the Moderator selects delegates who wish to ask you questions. Each delegate is allowed one question, and only your answer time is subtracted from your remaining time. Often the best kind of yield that you can make, yielding to questions lets you clear any misconceptions that delegates may have.

### • *To a delegate:*

When you yield to another delegate, he/she is given your remaining time to speak. You usually opt for this yield when an ally knows a particular idea especially well and would be better able to express it.

### • *To the Chair:*

After you make this yield, the Chair proceeds to the next speaker, unless there are any motions.

# □ Phrases of Diplomacy □

## Preambulatory Clauses

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma.

Preambulatory clauses can include:

- References to the UN Charter;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and
- General statements on the topic, its significance and its impact.

## Preambulatory Phrases

Affirming  
Alarmed by  
Approving  
Aware of  
Bearing in mind  
Believing  
Confident  
Contemplating  
Convinced  
Declaring  
Deeply concerned  
Deeply conscious  
Deeply convinced  
Deeply disturbed  
Deeply regretting  
Desiring  
Emphasizing  
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 examined

Having heard  
Having received  
Having studied  
Keeping in mind  
Noting with regret  
Noting with deep concern  
Noting with satisfaction  
Noting further  
Noting with approval  
Observing  
Reaffirming  
Realizing  
Recalling  
Recognizing  
Referring  
Seeking  
Taking into account  
Taking into consideration  
Taking note  
Viewing with appreciation  
Welcoming

## Operative Clauses

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period.

## Operative Phrases

Accepts  
Affirms  
Approves  
Authorizes  
Calls  
Calls upon  
Condemns  
Confirms  
Congratulates  
Considers  
  
Declares accordingly  
Deplores  
Designates  
Draws the attention  
Emphasizes  
Encourages  
Endorses  
Expresses its appreciation

Expresses its hope  
Further invites

Further proclaims  
Further reminds  
Further recommends  
Further requests  
Further resolves  
Has resolved  
Notes  
Proclaims  
Reaffirms  
Recommends

Regrets  
Reminds  
Requests  
Solemnly affirms  
Strongly condemns  
Supports  
Takes note of  
Transmits  
Trusts

(Source: UNA of the USA Resolutions Overview - Model United Nations Preparation Guide)

# □ Document Structure □

## Sample Resolution

### 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]**

## Sample Amendment

### General Assembly Third Committee

Amendment to Resolution A/1

Sponsored by: The United States of America

#### Amendment to A/1

A. Amends operative clause #4 to read:

4. Calls for the re-development of the United Nations Central Emergency Response Fund for deployment of emergency forces.

B. Deletes operative clause 6

C. Renumbers accordingly

D. Adds on the operative clause:

7. Suggests the utilization of United Nations observers in areas of high tension as well as a system of early warning devices to monitor volatile regions of the world and report on possible conflict situations.

### Crisis Summit - Directive

To: NATO Military Command

From: Chairman of the NATO Military Committee, Admiral Giampaolo Di Paola

- Send 10 destroyers to add to the blockade of the Somali coast

NOTE: If each delegate is taking the role of a specific character as opposed to a general UN representative, it is the delegate's responsibility to know what commands are reasonably within his or her character's capabilities. For example, it would be nonsensical for a finance minister to write a directive mobilizing troops—that would be a directive more appropriate for a president or general. The most common directives are those used to mobilize military forces.

# □ Useful Links □

## Research Links

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

UN List of Organizations  
<http://undcp.or.at/unlinks.html>

UN IRIN  
<http://www.irinnews.org/default.asp>

Human Rights Watch  
<http://www.hrw.org/>

CIA World Factbook  
<http://www.cia.gov/cia/publications/factbook/>

Amnesty International  
<http://www.amnesty.org>

BBC Country Profiles  
[http://news.bbc.co.uk/2/hi/country\\_profiles/default.stm](http://news.bbc.co.uk/2/hi/country_profiles/default.stm)

UN Cyberschoolbus  
<http://www.un.org/Pubs/CyberSchoolBus/in-dex.asp>

State Department Background Notes  
<http://www.state.gov/>

UNA-USA Resources  
<http://www.unausa.org/>

## Presentation Links

Model United Nations Overview  
<http://www.youtube.com/watch?v=268ROcmJjLU>

Model United Nations Do's and Don'ts  
<http://www.youtube.com/watch?v=i9Rwhw-L2iU&feature=related>

UNAUSA Model UN Documentary  
<http://www.youtube.com/user/UNAUSA01/search?query=Decorum+Model+UN>

Mock Model United Nations: The Movie  
[http://www.youtube.com/watch?v=aBh\\_RaX0gvs&feature=related](http://www.youtube.com/watch?v=aBh_RaX0gvs&feature=related)

UPMUNC: Model United Nations Training Video  
<http://www.youtube.com/watch?v=e2sf-9QNu8E&feature=related>



(Sources: UNA of the USA MUN Preparation Guide, UCSB & UCLA MUN  
(ABOVE: NATIONAL MODEL UNITED NATIONS HELD IN NEW YORK CITY, WITH OVER 5000 PARTICIPANTS IN 2010)

# □ Other Information □

## Dressing for Success

Dressing professionally and appropriately is an important aspect of Model UN preparations. Just like being polite and having proper manners, dressing appropriately is an important way to show respect for the nation you are representing, for your fellow delegates and for the United Nations. At some conferences, delegates may wear their own national dress; however, most conferences will require western business attire. Such attire usually entails wearing a full suit with tie. Conservative dress shoes and socks are also important. For women, skirts and dresses may be worn instead, as long as they fall to a decent length. Delegates must always insure that their appearance is tidy and well put-together.

## Documents in Crisis Situations

In a crisis committee scenario, delegates can be informed regarding having access to specific forms of documented communication between themselves and a separate crisis room staff. These documents break down into 4 rough categories, and can often over-lap with other forms of communication that may be utilized elsewhere or at different times: A **Directive** is a document that orders an official action be taken. It is like a Resolution in a typical MUN committee, except it is more direct, less formal, and should be used several times throughout the conference, not just at the end of debate. A **Press Release** is a public statement of a message the committee wishes to express. It can be addressed to a specific news agency or just be a general press release. A **Communiqué** is an official communication to another organization or individual. The final document type is an **Individual Action Order (Personal Directive)**. This is used by individual delegates to secretly order something that is fully within their purview and would not require committee-wide approval. For example, this could include a Director of Human Resources in a corporate committee asking his subordinate to look into the company personnel files for blackmail on another executive, someone asking their personal banker to transfer money for a bribe to a local official, or a Chief of Police giving his officers an order. These documents must be sent to the Chair and be approved by the Crisis Committee. All but the IAO must be sent to the Chair and passed by a vote of the Committee. All notes and communications must always be signed.

## Dominating a Caucus

When a moderator visits your caucus group, he or she will be looking to see how much you are participating in the group, namely, how much attention others are giving you. With this in mind, it becomes important to control the caucus group AND also make sure the chair sees this. How do you accomplish this? Bring the caucus group right in front of the dais or close by. To control caucus, become the moderator of the group, pointing out who should speak next and giving other people on the edge a chance to speak. In this way, you could even control a caucus block without knowing what you're talking about! You'll naturally come across people who will want to compete for the center or just talk quickly and loudly to overpower everyone else. In that case, just get a few allies and form a new caucus group, invite people from the old one to come over and give them open voice. The loud-mouth control-freak will soon be left standing alone.

Special Thanks To:

- University of California, Davis as a whole, including its central services office
- The UCD Political Science and International Relations Departments for involvement and support
- The ASUCD for campus recognition and support
- All those who have given extra hours to help improve this club. Without your dedication, this club would not have come this far! THANK YOU!