

Guide to the rules of procedure at SweMUN General Assembly



The aim of this quick guide is to help you as a delegate in your preparations for SweMUN, a Model United Nations arranged by United Nations Association of Sweden (UNA Sweden). With this quick guide we want to create clarity, inspiration and confidence, for and during the General Assembly meetings at SweMUN.

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What is SweMUN?

SweMUN is a simulation of the General Assembly of the United Nations and the Security Council. It is an opportunity to get an insight to how United Nations functions. At SweMUN you will be allotted a nation that you will represent throughout the Model UN. Every delegate will be a part of a delegation that will represent a country throughout the conference, and the delegates within a delegation shall cooperate with each other even though they are in different committees. Every country is represented in three or four committees. The issues addressed in the committees will later be discussed in the General Assembly. The countries represented in the Security Council are separate delegations from the ones that are represented in the committees, meaning that the delegations in the Security Council will not cooperate with the ones represented in the committees and the General Assembly.

Preparations

The first thing to do when accepted into SweMUN is to find out facts about the nation you have been allotted. You will write a so called position paper which summarizes information about what will be referred to as your nation's opinions and standpoints. After that you will write a resolution which addresses one of the questions that will be discussed in your committee. The resolution is where you will present your nation's ideas and what you want to do to make a difference in the subject allotted to you. Your delegation should also prepare an opening speech that one of you will present on the first day of SweMUN. The opening speech should be up to 60 seconds long, or up to 90 seconds if you deliver the speech in your countries official language, and thus need an interpreter. The delegate giving the speech and the interpreter has to *share* the 90 seconds.

SweMUN day by day

Day one

General Assembly

Welcome to SweMUN! All nations will hold an opening speech, and there might also be a guest speaker welcoming you to SweMUN.

Lobbying

This is where you will have the opportunity to come together with your delegation and other countries to cooperate and discuss drafted resolutions. If your delegation presents a resolution you will need other nations to sign your resolution for it to pass. You can also choose to sign another nation's resolution, and therefore help them pass their respective resolutions. The most important factor here is that you act as the country you are representing similar to how they would negotiate in the UN.

Day two

Committee work

Approval Panel

The day begins with the Approval Panel. The resolutions that gained the most supporters from the first days lobbying shall be submitted and be approved in the Approval Panel.

Committee work

After the lobbying and approval is completed the committee work will begin. All the approved resolutions from the lobbying will now be presented in the committee. There will be debating and voting about the resolutions in the committee. You can prepare a chain of speakers to speak together with you about your resolution to convince everyone else to vote for your resolution in order for it to pass. If your resolution passes, it will be presented in the General Assembly.

Day three

General Assembly

Today's work will be similar to yesterday, the only difference will be that you will now be speaking in front of all countries represented in the General Assembly, that is - if your resolution has passed the committee. Here you will also be able to see and hear what the other committees have been discussing, and you also have the opportunity to get involved in other resolutions.

Preparing for SweMUN

Position Paper

This paper will be a help throughout your participation at SweMUN and is for you and your delegation's use only. Here you gather information about your nation. Answer questions such as:

What sort of government does our nation have?

Which countries do we often collaborate with?

Where do we stand in the questions being discussed at SweMUN?

This paper will be useful to go back to and have a look at if you later have doubts about how the country you are representing would negotiate in certain issues. You can also find out or investigate if there are other nations represented that have similar ideas as the country you are representing. This will be helpful throughout the conference as you will know where to look for collaboration partners during the conference.

Excerpt from a position paper:

The United Kingdom of Great Britain and Northern Ireland

A member of the European Union. A G8 nation. Known to collaborate with the USA and France. Are against the continuing spreading of nuclear weapons although...

Writing a resolution

One of the most important parts of your preparations is to write a resolution. A resolution is a proposition of what can be done to improve a specific matter. Each delegation will take part in two or three committees with two delegates in each committee. Each delegation will write a resolution on the topic allotted to them in the committee. The ideas on the change to be made will be presented in the resolution. Remember to keep a formal language throughout your writing. A sample resolution can be found at the end of this guidebook.

Preambulatory clauses

This is the first part of the resolution where you will describe the problem. Why does this problem exist, and why do we have to do anything about it? You can refer to earlier UN resolutions and cite them, and also acknowledge non-governmental organizations (NGOs) work for this cause. Each clause starts with a preambulatory phrase and ends with a comma. A punctuation mark will not be

used until the very last sentence of your resolution. Study the sample resolution found at the end of the handbook.

Examples of Preambulatory phrases:¹

Affirming Alarmed by Approving Bearing in mind Believing Confident Contemplating Convinced Declaring Deeply concerned Deeply conscious Deeply convinced Deeply Disturbed Deeply Regretting	Desiring Emphasizing Expecting Expressing it's appreciation Fulfilling Fully aware Further deploring Further recalling Guided by Having adopted Having considered Having examined Having received Keeping in mind	Noting with deep concern Nothing with satisfaction Noting further Observing Reaffirming Realizing Recalling Recognizing Referring Seeking Taking into consideration Taking note Viewing with appreciation Welcoming
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Operative clauses

The operative clauses describe what needs to be done to change the problems you described in your preambulatory clauses. The first word of your operative clause needs to be an underlined verb, and instead of a comma, you use a semi-colon (;). Each operative clause should consist of a single idea or purpose. The operative clauses explain what the committee will need to do to address the issue. Try to create a detailed resolution that can be followed step by step in real life. Be realistic! The solutions need to work in real life.

Tip!

Every operative clause should be connected to a perambulatory clause. Build your resolution like a funnel – start with broad suggestions and then go on to more specific wishes. This way the resolution can be altered later to make enough nations support it.

Examples of operative clauses:²

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 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
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¹United Nations Association of the United States of America, webpage 2017-01-14; <http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/resolutions/preambulatory-and-operative-clauses>

²United Nations Association of the United States of America, webpage 2017-01-14; <http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/resolutions/preambulatory-and-operative-clauses>

After finishing your resolution you will send it to the person responsible for receiving resolutions.

Writing an opening speech

On the first day of SweMUN all nations will hold an opening speech. This speech will need to be prepared beforehand. The speech will start by addressing the chair and the other delegates appropriately. The speech will then focus on explaining to the audience what your aim with the conference is. What issues does your nation find most important? How do you wish to solve them?

Remember that the time is restricted and that it is important to plan your speech so you have time to finish within the allotted time.



A delegate holding a speech at SweMUN 2016.

Excerpt from an opening speech:

Highly honoured secretary general, honoured chairpersons, honoured delegates, ladies and gentlemen. The United Kingdom of Great Britain and Northern Ireland finds this Model United Nations of outmost importance for the question of Nuclear weapons. The UK believes that this question can be solved by all nations agreeing to further non-proliferation of nuclear arms. The UK further wants to point out the importance for all nations to join in the struggle in combating terrorism...

The days of SweMUN

First day of SweMUN

- Opening ceremony with guest speaker
- Opening speeches
- Lobbying
- Preparing for the second day

Opening ceremony

During the first day of SweMUN, you need to register to let the organizers of SweMUN know of your presence. After registration there will be an opening ceremony that gathers all delegates of the conference in one General Assembly. An invited guest speaker will hold a speech, and the chairmen and charwomen will welcome you to SweMUN. The Secretary General will begin the conference with making a role call. When your nation's name is being called, raise your placard high and call "present" loud and clear. The delegates will then proceed with giving their opening speech. After all delegations have given their opening speech, the Secretary General will decide if there is time for other nations to comment on the speeches. For example; France might want to say that they agree with The United Kingdom on what they said about nuclear weapons in their speech, or Israel might want to express their willingness to work with the United States of America on the question of human rights. When the Secretary General finds that there is no more time for comments, the next group of speakers will be called to stand next to the podium, and the former group will return to their seats.

Lobbying

After the opening ceremony, you will be sent to the committees. During the lobbying work you talk to the other delegates in your committee. There are several options during the lobbying. Either you work for your resolution to be passed, or you support another nation's resolution, and then help out to lobby in favour of this resolution. If you choose to try to have your own resolution passed, try to convince the other delegates to sign and support your resolution. Adjustments might be needed to fit the wishes of all nations. If you beforehand have read the resolutions of the other nations it will be easier for you to convince the other delegates that this is really something you have in common.

To make other nations support your resolution, you might have to change or add things in order to get everyone's wishes together. As long as all the nations that are signing the resolution approve of the changes, you can go ahead and make the suggested change. A certain amount of signing nations is needed for your resolution to pass to the next stage of SweMUN. Remember that it is not necessary to have your own resolution passed, but that you can support other resolutions. This could be the case if your resolution is similar to another nation's resolution. Sign theirs, and then work with that delegation on convincing other delegates that this resolution is the most important one. Then the resolutions can be merged. You can sign **one** resolution in every question in your committee.

Preparing for the committee work

Before the second day of SweMUN begins you should prepare a number of things. If you have a resolution that has passed you need to prepare a speech to speak in favour of your resolution. Try to

point out the all the good qualities of your resolution and how it is that it is going to work well. If you have signed a resolution you can be part of a chain of speakers. A chain of speakers is simply a series of speakers, the second speaker taking over the podium after the first has finished. The order and number of speakers are what needs to be prepared. This chain of speakers will hold a speech in favour of the resolution after the presenting nation has held their speech. The same thing goes for the chain of speakers as the main submitter: try to enhance all the positive things about the resolution. Be persuasive and try to convince the other delegates in your committee to support your resolution.

When preparing for the second day of SweMUN you should also consider if there is a resolution that you do not support, and if you would like to speak against this resolution. There will be a time to speak against each resolution that has passed to the second day, and if your nation does not agree on this resolution you should also prepare a speech against this resolution. In this speech try to point out how this resolution is weak and why the suggestions made in the resolution will not work. Remember to focus on the negative aspects of the resolution, while remembering not to insult the presenting nation.

Second day of SweMUN

- Approval panel
- Rewriting of resolutions
- Committee work
 - Time in favour of the resolution
 - Time against the resolution
 - Open debate
 - Amendments
 - Voting procedure

Approval panel

When you have the appropriate number of supporters for your resolution it will be handed in to the approval panel. The approval panel consists of the chairpersons, as well as a number of teachers, that will read the resolution and make sure that it is correctly formatted and that there are no errors in the spelling. After this is done your resolution is ready for the second day of SweMUN.

Rewriting of resolutions

Sometimes the Approval Panel finds errors in the resolution, article errors, typos or anything similar, and then the resolution shall be rewritten and again submitted to the Approval Panel in order to pass to the committee work.

The committee work

The gathering on the second day of SweMUN will be in the different committees. The day will start with the role call procedure, and then the first resolution will be debated.

The debating time will be divided in time for the resolution, time against the resolution and open debate. All parts will be allotted an equal amount of time. The presenting nation of the first resolution will be called forward to the podium with his or her eventual chain of speakers. The presenting nation will read out the operative clauses of the resolution.

Time in favour of the resolution

After reading the operative clauses, the delegate will be asked if he or she would like to speak in favour of the resolution. Then the delegate will read the speech planned beforehand. After reading

the speech, the delegate will be asked by the chairperson if the delegate is open for any questions. This will be a chance for the other delegates to ask you any questions concerning the resolution. You should always be open for questions; that makes the debate more interesting. Of course it is always okay to not be open for any questions. After answering the questions, the delegate will be asked if they wish to yield the floor back to the chair or to another delegate. If the delegate in beforehand has prepared a chain of speakers, this will be the moment to leave the floor to one of the delegates in the chain. That delegate will, just like the delegate reading the operative clauses, hold a speech and be asked if he or she is open for any questions. After that, the chair will again question if the delegate wish to yield the floor to the chair or to another delegate. Make sure you know the allowed number of people in the chain.



Writing resolutions at SweMUN 2016.

Tip!

When there is a chance to pose questions, you have great opportunities as a supporting, as well as an opposing nation to influence the debate. If you support the representative that stands at the podium, make sure to ask the delegate questions that enhances the positive aspects of the resolution. If you oppose the delegate, ask questions that reveals the faults in the resolution.

Sample of how the open debate may look:

Chairperson: Would the presenting nation The United Kingdom please step forward to the podium with your chain of speakers and read out the operative clauses?

UK delegate: (reads out the operative clauses)

Chairperson: Thank you. The chair sets a debating time of 20 minutes in favour, 20 minutes against and 20 minutes of open debate. Does the honourable delegate of the United Kingdom wish to speak in favour of this resolution?

UK: Yes

Chairperson: That is in order

UK: Highly honoured chairpersons, honoured delegates, ladies and gentlemen. The United Kingdom wants you to vote in favour of this resolution because...

Chairperson: Is the honourable delegate open for any questions?

UK: Yes I am open for two questions.

Chairperson: Are there any questions in the house? China, you have been recognized.

China: What does the United Kingdom think about... UK: The United Kingdom agrees with China, although...

Chairperson: Are there any further questions on the floor? Since that is not the case, does the honourable delegate wish to yield the floor back to the chair or to another delegate?

UK: I wish to yield the floor to the honourable delegate of the United States of America.

Chairperson: That is in order.

USA: Highly honoured chairpersons, honoured delegates, ladies and gentlemen. The United states of America want to take this opportunity to...

Chairperson: Is the honourable delegate open for any questions?

USA: No

Chairperson: In the interest of the debate, I would ask you to at least be open for one question?

USA: No

Chairperson: That is in order. Does the honourable delegate wish to yield the floor back to the chair or to another delegate?

USA: Back to the chair.

Chairperson: That is in order. Please return to your seats. Are there any other nations that wish to speak in favour of this resolution?

After the presenting nation as well as the chain of speakers have concluded their speeches and answered the questions the floor is open for any other delegate who would like to speak in favour of the resolution. If the time to speak in favour of the resolution has passed, you will move on to time against the resolution.

If there is still time left to speak in favour of the resolution, someone will need to *make a motion* to move into time against the resolution. The motion needs to be seconded at least twice, and there can be no objections, then the discussion can move on to time against the resolution. If the chairpersons decide that time is short, they can decide to move on to open debate without there being a motion made.

To make a motion:

Chairperson: I find that there still is time to speak in favor of this resolution. Are there any nations that wish to speak in favour of this resolution?

Venezuela: Motion to move forward to time against this resolution!

China: Second

Australia: Second

Chairperson: There has been a motion to move forward to time against this resolution, and it has been seconded at least twice. Are there any objections? Since there are no objections, we will now move forward to time against this resolution.

Time against the resolution

When the time has moved on to time against the resolution only nations that wishes to speak against the resolution can do so. This is where it will be great if you have prepared beforehand to hold a speech against the resolution. Here, in the same way as in the time in favour of the resolution, a chain of speakers is allowed. The time against the resolution works otherwise in the same way as the time in favour of the resolution. Any speaker that wishes to speak against the resolution raises their placard then holds a speech and answers questions.

After the time to speak against the resolution has passed, or a motion has been made to move to open debate the debate will move on. If the chairpersons decide that there is not enough time, they can decide to move on to open debate, or decide that there is not enough time for the open debate.

Open debate

In the open debate any nation is free to raise their placards and speak either against or in favour of the resolution. This time can be used by nations that are in favour of the resolution to take the podium and create an answering speech to the one the opposing delegates made in the time against the resolution. Otherwise the debate will work in the same way as the time in favour of and against the resolution.

The committee work will move on when the time for open debate has elapsed, or if a motion has been made to move forward to voting procedure.

Voting procedure

In the voting procedure there are three standpoints, i.e. three different ways to vote. Either you are in favour of the resolution, against the resolution or you choose to abstain. The most important thing is that you vote. Before the voting procedure takes place, the delegates will be given time to consider their votes. When the chairperson asks which nations are in favour of the resolution, all nations wishing to vote in favour will raise their placards high. Then the same will go for those who

would like to vote against the resolution and those who would like to abstain. If the chairpersons feel that the outcome of the vote will be unclear, they can decide that voting is necessary, and the no abstains are allowed. When the votes have been counted, the chairpersons will declare if the resolution has passed or not. If it has passed, applause is in order, and the resolution will move forward to the following day; to the General Assembly.

After this, the second resolution will be discussed, and the same procedures will be kept as in discussing the previous resolution.

Amendments

During the time the resolution is being discussed it is possible to make amendments to the resolution. An amendment can be any type of change to the resolution. You can change everything, from the placement of a comma, to an entire clause. There will be available forms at the committee that you can fill out. The forms make it possible to make alterations to the resolution. When the chairpersons have received an amendment form, the amendment needs to go through the same procedure as the resolution, with exception of the open debate. There will be time to speak in favour of the amendment, then time against the amendment and then finally there will be a voting procedure concerning the amendment, where there can be no abstainers.

Remember that when voting for the amendment, **you are not voting for the entire resolution**, only the amendment itself.

Making a point of order or point of personal privilege

A point of order is made when there is a problem concerning the rules or concerning the resolution. Raise your placard and call "point of order". The chairperson will give you the word and then you state your point as a question. If the speaker for example has insulted your nation you ask the chairperson if it is in order for the speaker to insult any other nation. The chairperson will then decide whether or not your point of order is appropriate. Points of order can also be made if you feel that the discussion has strayed from the subject of the resolution. A point of order is never to be posed when there is another delegate speaking at the podium.

A point of personal privilege can be made concerning audibility or comprehension. If the speaker is speaking too quietly or quickly you can raise your placard and state your point of personal privilege. It can also be made if you for any reason need to leave the room. You are allowed to make a point of personal privilege at any time during the discussion.

Third day of SweMUN

- Discussing the resolutions in the General Assembly
- Closing ceremony

Discussing the resolutions in the General Assembly

The same procedure will be carried out this day of SweMUN as on the second day. The difference will be that no amendments to the resolutions are usually allowed, but may be so if the Secretary General decides they may be. All nations participating in SweMUN will be able to speak either in favour or against the resolution, whereas in the committees, all nations are not represented.

Closing ceremony

During the closing ceremony the chairperson's awards for best delegate and delegations will be handed out. The chairpersons will finish SweMUN with thanking all the participants for the good work they have done.

Important things to remember

- The most important factor you need to remember during SweMUN is that you are always representing your own nation and its ideas. The opinions might not be similar to your own, but you need to represent your country's opinion concerning issues discussed throughout the entire conference.
- Equally important is to remember that as a delegate you need to be a good diplomat, to be able to listen to other delegates and be able to put your own ideas forward as well as listen to other ideas. The goal of SweMUN is that as many countries as possible reach an understanding, not that your own nation will stand as the winner!
- Always address fellow delegates in third person, and as honourable delegates. When asking or answering a question, use your own nation's name. For example, *The United Kingdom agrees that this is an interesting point, or: does the United Kingdom agree that this is an important question?*
- In the committees, there is no Secretary General. Instead address the chair in the committees as highly honoured chairpersons.
- Remember that you always have to remain standing while posing a question in the general assembly and in the committees, and that you need to remain standing throughout the question is being answered.

Glossary

- Abstentions – when a nation wishes to not make a standpoint in a question, they can choose to abstain.
- Amendment – changes that can be made to a resolution.
- Chairpersons – accompany the Secretary General, as well as leading the committee work. The chairpersons are there to organize the work so that the negotiations will be as successful as possible. As a delegate you can ask the chairpersons for advice and help whenever you need it.
- Committee – there are several different committees in SweMUN. Example of a committee is Peace, Security and Disarmament.
- Chain of speakers – a pre-made selection of speakers, can be used when holding a speech.
- Delegate/Delegation – all participants in SweMUN are delegates, and they are all part of one delegation, one nation.
- The floor – when a speaker has the floor, they are allowed to step forward to the podium and state their point/make their speech.
- General Assembly – when all nations are gathered to discuss the issues of SweMUN they form the General Assembly.
- The house – when the Secretary General or any chair person addresses all the delegates present, they address the house.
- Make a motion – to make a proposal to move on in the discussion, see further explanation on page 10 and 11.
- Open debate – see page 11.

- Operative clause - describes what needs to be done to change the problems you described in your preambulatory clauses, see page 5.
- Preambulatory clauses – part of the resolution where the problem to be solved is introduced, see page 5.
- Resolution – a proposition of what can be done to make things better in a policy matter. Needs to be formatted in a special way.
- Secretary General – the head of the General Assembly.
- Time to speak in favour of the resolution – see page 9.
- Time to speak against the resolution – see page 9.
- Yield the floor – if you have time left when you are making a speech, it is possible if allowed by the chairpersons to give the speaking time to another delegate, or back to the chair, i.e. to yield the floor to another delegate or to the chair.

Example resolution

Committee: Peace and Security

Issue concerning: Question of non-proliferation of nuclear weapons

Presented by: United Kingdom of Great Britain and Northern Ireland

Supported by:

AUSTRALIA, BELGIUM, NORWAY, TANZANIA, THE UNITED STATES OF AMERICA, VIETNAM

- (1) *Believing* that the proliferation of nuclear weapons would seriously enhance the danger
- (2) of nuclear war,
- (3) *Keeping in mind* the huge impact nuclear power has on innocent people and the
- (4) environment,
- (5) *Reminding* the huge impact the bombs on Nagasaki, Hiroshima and the problems
- (6) following the Tjernobyl accident and the impact those happenings have had on further
- (7) generations,
- (8) *Convinced* that we are approaching a point at which the erosion of the non-proliferation
- (9) regime could become irreversible and result in a cascade of proliferation,
- (10) *Deeply concerned* about the emergence of an international black market in nuclear
- (11) material, due to the large stockpiles of nuclear materials,
- (12) *Alarmed by* the determination of Non-Nuclear Weapon States (NNWS) to acquire
- (13) technology requisite for the production of fissile material,
- (14) *Deeply disturbed* by the resolve of terrorists to obtain Weapons of Mass Destruction
- (15) (WMD), including nuclear weapons,
- (16) *Noting with regret* the covert and illegal development of full-scale nuclear weapons
- (17) programmes by some countries, under cover of their Nuclear Non-Proliferation Treaty
- (18) (NPT) membership followed by the withdrawal from the Treaty at the point when they
- (19) are ready to proceed with armament,
- (20) *Pointing out* that the UK has provided the most transparent and informative accounts of
- (21) its stocks of weapons and fissile materials,
- (22) 1. Urges all countries to sign the Non-Proliferation Treaty;
- (23) 2. Recommends that the countries supporting the Non-Proliferation Treaty provides
- (24) informative accounts of its stocks of weapons and fissile materials;
- (25) 3. Requests the conversion of existing nuclear research reactors operating with
- (26) highly enriched uranium to ones using low-enriched uranium, and only to use it for
- (27) peaceful purposes;

(28) 4. Calls for an increased effort by states to pursue and prosecute illicit trading in nuclear
(29) material and technology;

(30) 5. Further requests the acceleration of nuclear disarmament by Nuclear Weapon States;

(31) 6. Strongly urges Nuclear-Weapon States to correct lacklustre approach to disarmament;

(32) 7. Seeks a securing agreement, between nuclear-weapon and non-nuclear weapon states
(33) on non-proliferation and disarmament;

(34) 8. Supports the prohibition of all states to support non-state actors attempting to acquire,
(35) use or transfer nuclear weapons and their delivery systems, also to implement domestic
(36) controls and legislative measure to prevent such weapons and means of delivery.