

WLMUN

Delegate Handbook



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Introduction:

Conference Philosophy:

The West Lake MUN conference was founded in 2006 and is hosted by Hangzhou International School. The conference was founded in order to provide students, new to

the Model United Nations, with an introduction to the principles and practices of the MUN program. This conference is still designed for that purpose but with the understanding that a certain percentage of the delegates may be returning for the second or third time and looking for new challenges. Therefore, the conferences are at a moderately challenging level. West Lake MUN involves international students as well as Chinese students and is open to both middle and high school students (ages 11 to 18).

WLMUN Contact Information and Website:

Theme of WLMUN 2023:

If the chartered course for our planet continues in the same way that it is right now, we are in for a very bleak future indeed. However, we are still predicted to have about 11 years left to help fix these crises before we descend into a level of unmatched chaos. The doomsday clock hasn't struck midnight just yet however close it may be. It is time for us to rise up and embrace our roles in an ever-advancing society and recognize that we have to advance ourselves in the world to fit our needs, too. It is time for us to rise to "A Chance to Advance," which will be the theme for the West Lake Model United Nations conference 2023. This conference will aim to tackle some of the issues that are most imminently threatening, and we hope to inspire and motivate the attendees of this conference to decide what issues they find closest to their heart, and work to figure out solutions, because, after all, if we are challenged to change, we may as well give it our best shot.

Expectations:

General Expectations:

- Model appropriate diplomatic procedure and behavior.
- Reach out to other delegates in the spirit of the United Nations
- Finish Tasks on Time
- Research the country you have been assigned.
- Pick a topic and write a draft resolution about it.
- Prepare an opening speech about the topic you chose.
- Participate
- Have Fun

Online Expectations:

- All note passing in the conference will be done through the “private chat” function of Microsoft Teams.
- To vote, or to raise you placard for any other motion, use the “raise hand” function in the meeting.
- Set your background as your country’s flag
- Participate
- Be respectful
- Delegates are allowed to criticize the position of a country, however personal attacks towards delegates will not be tolerated.
- Appear on camera dressed professionally, as you would in an in-person MUN conference.
- All delegates should have their cameras on at all times and microphone muted unless they are speaking.
- Listen to your committee chairs

Essentials/What to Bring:

- Computer
- Pencil Case
- Etc.

Schedule:

Friday:

- 16:00-17:00 Early Registration – First Floor Upper School Library
- 17:10-17:40 Opening Ceremony – Fourth Floor Theater
- 17:40 – 18:30 Director Meeting
- 17:40 - 18:30 Free Play Activities - (Basketball Courts, Football Pitch, etc.)
- 18:30-19:30 Dinner – First Floor Cafeteria
- 19:30 – 20:00 Dismissal

Saturday:

- 8:00 Student Officers Briefing: First Floor Upper School Library
- 8:00-9:00 Late Registration/Arrival
- 9:10-10:00 Opening Speeches and Roll Call
- 10:00 Approval Panel Opens
- 10:00-12:00 Lobbying and Merging

- 12:00 – 13:00 Lunch
- 13:00 – 14:00 Lobbying and Merging (continued)
- 14:00 Approval Panel Closes
- 14:00 – 14:20 Break
- 14:20 – 17:00 Committee Session 1 – Formal Debate
- 17:00 - 18:00 Press Room
- 18:00 Adjournment

Sunday:

- 8:00 Arrival
- 8:00 – 8:30 Roll Call
- 8:30 – 10:30 Committee Session 2 – Formal Debate
- 10:30 – 10:50 Break
- 10:50 – 12:00 Committee Session 3 – Formal Debate
- 12:00 – 13:00 Lunch
- 13:00 – 15:00 Committee Session 4 – Formal Debate and Conclusion
- 15:15-15:45 Closing Ceremony
- 16:00 Schools Dismissed

How to Prepare for a Conference:

- Research the country you have been assigned
- Pick a topic and write a draft resolution about it.
- Prepare an opening speech about the topic you chose.
- Join the discussion on the West Lake MUN

Dress Code:

Delegates are required to wear clothes that fit the occasion of a meeting of countries. Standard business attire is expected of all delegates. Furthermore, styles and accessories that detract from the proceedings by drawing an unwarranted amount of attention to one delegate are prohibited. Delegates may find that they have a question about a specific shirt, type of shoe, earring, etc. A good rule of thumb is “If you have to ask, it’s not appropriate for the conference.” Directors are expected to guide delegates in this regard. The debate chairs will also review the mechanics of merging resolutions and may make a few announcements, so it’s always a good idea to attend these meetings.

Rules of Procedure:

General Rules:

These rules are designed to ensure that each delegation enjoys an equal opportunity to voice its opinion at the conference. It is the responsibility of each delegate to understand these rules and act according to the procedures detailed below. The debate chairs will apply these rules with the goal of facilitating a fair debate. Any misuse of the rules will not be tolerated.

Since this is a simulation of the United Nations, all articles and principles of the United Nations Charter and the Universal Declaration of Human Rights will guide the delegations during this event. However, since West Lake MUN will last only two days, certain additions and changes to the above principles are in order. They are detailed in this handbook.

Diplomatic behavior is expected from each delegate. First and foremost, the delegates must respect all decisions of the debate chairs. Such decisions are final. It follows that delegates must always obtain the floor before speaking and yield the floor at the request of the chair. Additionally, delegates should always stand when speaking, refrain from using personal pronouns in their speech, and be courteous. Disruptive behavior or non-diplomatic language may result in a warning, expulsion from the debate, or expulsion from the conference, at the discretion of the president or chair.

Opening Speeches in General Assembly:

Each delegation is expected to come prepared with a policy statement or speech centered on one of the conference debate topics. These speeches must be restricted to two minutes.

At the discretion of the debate chairs, the right of reply will be available to delegates following a specified number of opening speeches. The President will call for replies from the house and grant the floor to chosen delegates. Each reply must refer to one of the preceding speeches.

Lobbying & Merging:

Definition of the Process:

A resolution passed by the committee represents a consensus by a majority of the member states. Such a consensus is built slowly, one member state at a time. On Friday afternoon, delegates are given a few hours for the purpose of discussing their resolutions with one another. The goal of lobbying and merging is to create successful resolutions that already enjoy the support of a number of nations even before the debates begin. A merged resolution is one that contains ideas and even clauses from several authors. These meetings are definitely “standing room only.”

Main Submitter and Co-submitters:

At the close of a merging discussion, a form needs to be completed. The form will include spaces for the country names of the main submitter and up to three co- submitters, and for the

signatures of ten supporters. The main submitter is the person who will introduce the resolution to the house if it is chosen for debate.

This person may be chosen for their speaking ability or for their contributions to the merged resolution. At least one co-submitter must be chosen. The presence of more than one co-submitter can be seen as evidence of a strong group discussion and suggests that a lively debate will take place. The final section of the form requires minimum of ten country signatures in support of the resolution. Ideally, this will indicate that at least ten other countries were involved in the discussion.

Merging a Resolution:

At this point, it is essential for the delegates to have electronic copies of their resolutions. Internet access is available throughout the school. After cutting and pasting and then editing the relevant clauses, delegates can upload their resolutions to the server to get approved.

Submitting Merged Resolutions:

To submit a merged resolution, first name the file “D-{forum name}-{country of main Submitter}” Once you have reached the MUN server, place the merged resolution into the correct folder. A different folder is used for each forum. **Please take care not to disturb the other contents of the folders!**

The Approval Panel:

A group of teachers is available to students for the purpose of checking the resolution. Once a resolution is approved, the cover sheet with signatures is attached and the resolution is retained by the teachers. After the opening ceremonies, the debate chairs will examine the approved resolutions and select several from each topic. These are the resolutions that will be debated on Saturday.

The teachers at the approval panel will be focusing on two aspects of the resolution: does it follow the rules of format and is the English readable. Gross errors in either category need to be corrected. The approval panel is not concerned with the viability of the resolution's content. If a resolution requires changes, delegates take the resolution back to the computer lab, make all required corrections, print another copy, and return to the approval panel. It is not unusual for delegates to make more than one trip to the approval panel with their merged resolution. When a resolution initially appears at the approval panel, a teacher will require several minutes to discuss the resolution with delegates. Once changes have been made, delegates usually need only a brief discussion at the approval panel.

The Challenges of Lobbying and Merging:

The traditional challenges inherent in lobbying and merging involve the motivation of the students. Some delegates will feel nervous and unmotivated. Other students see the process as a competition and become motivated for the wrong reasons. Students deserve to feel a sense of accomplishment if they are the main submitter of a resolution that passes with a large majority in the committee debates. However, problems emerge when the end is used to justify the means. Main submitter should have earned their sense of accomplishment through consensus-building during lobbying and merging, not by positioning themselves as intimidating experts.

Obviously, lobbying and merging is a challenging exercise for adults, so adolescents will understandably find certain aspects difficult. To overcome these challenges, the debate chairs and directors are asked to catalyze discussions and otherwise guide delegates. All of us are here because we enjoy MUN. Lobbying and merging is a chance for even the directors to become involved in the discussions and share our enthusiasm and experience with the delegates. The conference organizers appreciate any advice and guidance you can give to your delegates to further the success of lobbying and merging.

What does success look like?:

In light of this fact, any level of lobbying and merging could be considered a success. However, since we are also setting a precedent for future West Lake MUN conferences, a strong performance by delegates would be most auspicious. Success will be evident if a majority of the delegates are engaged in discussions. If a visitor were to walk the halls during lobbying and merging, we would expect them to see some large groups and several smaller groups holding discussions: students sitting in a circle or around a table, holding their binders, perhaps even a laptop or two open, with one person talking at a time, and some delegates simply learning by listening and watching.

Resolution Format:

Resolutions should be produced in Times New Roman 12-point font with single spacing. The instructions below assume the use of Microsoft Word to format the resolution. Please choose A4 size paper in the Page Setup option (look in the File drop-down menu) and keep 1" margins.

Headings:

The following headings should be listed in the upper left-hand corner, each on a separate line and in order: Forum, Question of, and Delegation

The name of forum, the issue, and delegation name should each be set off by two spaces from the heading.

The resolution is one long, grammatically-correct and logical sentence. Its subject is the name of the forum or body which is proposing the resolution. This is written on the second line following the delegation name, in uppercase letters and followed by a comma.

Preambulatory Clauses:

Preambulatory clauses are capitalized but not numbered or indented.

Each preambulatory clause begins with a present or past participle or an adjective, and these words should be italicized (see example below).

Preambulatory clauses are separated from each other by a comma and a line-space.

Operative Clauses:

Each operative clause is numbered and capitalized. Operative clauses, sub-clauses, and sub-sub-clauses are indented one tab stop. Sub-clauses are labeled with a lower-case letter. Sub-sub-clauses, if needed, can be labeled with a lower-case Roman numeral.

Each operative clause begins with a 3rd person singular verb of the present tense, and these words should be underlined (see example below).

Operative clauses are separated from each other by a semi-colon and a line-space. The final operative clause ends in a period.

Sub-clauses are listed following a colon. They are written on separate lines without any punctuation or line-spacing separating them. The final sub-clause is followed by a semi-colon.

Sub-sub-clauses are also listed in the same way as sub-clauses: following a colon, on separate lines with no punctuation other than a semi-colon at the end of the last sub-sub-clause in the list.

Procedures During Debate:

Parliamentary Procedure:

Roberts Rules of parliamentary procedure will be used at West Lake MUN. Debate chairs are trained in these rules and their application. They will gladly provide insights and advice to delegates. Delegates with questions can express them in the form of a note to the chair or by rising to a point of order, a point of information to the Chair, or a point of parliamentary inquiry. These points will not be allowed to interrupt a speaker.

Powers of the Chair During Formal Debate:

All decisions of the Chair are final.

The Chair proposes the amount of time allotted for debate and in caucus. The Chair may keep all debate open or may set the amount of time spent debating for and the time against the resolution. If amendments are considered, the chair will announce the time for open debate on the amendment. All amendments will be debated using open debate. At the close of debate time, the Chair may propose an extension of the time for open debate. Conversely, the Chair may also limit or cut short the debate time. Debate time includes the time taken by speakers in answering questions but not the time taken up for questions to the speaker or other interruptions. The Chair may also call recesses and will announce when the forum is adjourned.

The Chair may call on any delegation to speak, even if that delegation has not raised its placard. This is usually done in the interest of providing a fair or lively debate. The Chair also has the power to restrict a delegate's ability to speak. Again, this is usually done in the interest of providing a fair debate, especially if one delegate has spoken several times.

The Chair will be allowed to eject delegates from the assembly if their behavior deviates dramatically from the rules of procedure. The delegate in question will be warned at the chair's discretion.

Caucusing:

The debate chair may initiate a caucus session and announce the amount of time allotted in caucus. The purpose of the caucus time is to allow delegates to discuss the resolution being debated. Debate chairs will circulate among the delegates to encourage such discussion. MUN directors are also encouraged to be available within the chamber for questions from delegates related to the content of a resolution. Delegates should make the most of their time in caucus by meeting with other countries in their region or with similar positions on an issue. The drafting of amendments to the resolution can also occur during caucus.

Amendments to Resolution:

Amendments to resolutions can be made by any delegate and should be proposed with the aim of improving the resolution so that a wider consensus can be achieved. Official conference amendment paper will be provided to each delegate during registration. Proposed amendments should be sent to the Chair. Any speaker who is granted the floor can ask the house to consider an Amendment. In the interest of time, however, the Chair may deny a speaker that opportunity. If a speaker is given the opportunity to speak in favor of their amendment, the Chair will first read the amendment out loud several times. After the speaker has entertained points of information, the Chair may select more speakers in open debate on the amendment. Following open debate, the House will move into voting procedures on the amendment.

Yielding Floor to Other Delegates:

A speaker may ask the chair for permission to yield the floor to another delegate. Such yielding may only be done only once consecutively and only at the discretion of the Chair. The use of "yield chains" is not within the procedures of West Lake MUN.

Rising to Points:

A Point of Personal Privilege must refer to the comfort and well-being of the delegate. It may not refer to the resolution or the contents of a speech. A point of personal privilege may interrupt the speaker only if the speech is inaudible. This is the only case in which a point may interrupt the speaker.

A Point of Order is directed only to the chair and is used to point out a misuse of the rules.

A Point of Information is a question directed to the speaker who has the floor or to the Chair. Although a delegate may ask for a follow-up point of information, the Chair will rarely grant such a request.

A Point of Parliamentary Inquiry is a point of information directed to the Chair concerning parliamentary rules.

As stated before, points may not interrupt the speaker except in the case of a point of personal privilege referring to audibility. All other points are dealt with only when the speaker has yielded the floor.

Note Passing:

The administration staff will assist in the passing of notes during the debate. Note paper will be provided. Notes are intended to help delegates move the debate forward. All notes will be read by the administration staff of one of the debate chairs. Notes that appear to relate to non-MUN topics will be retained by the Chair.

Note passing will be suspended during voting procedures, opening ceremonies, and closing ceremonies. The Chair also has the authority to suspend note passing at any time. Delegates wishing to be excused to the restroom should send a note to the chair and wait for a response.

The Previous Question:

Moving the Previous Question calls for the closure of debate and for a vote to be taken on the pending motion. Usually, the Chair will make this motion, but a speaker who has the floor may also make such a motion.

Voting:

All delegates representing member states of the United Nations may vote.

After the Chair has announced the start of voting procedures, no interruptions are allowed except for points of order related to the conduct of the voting.

Abstentions do not count for or against a resolution or amendment. In the event of a close vote, a delegate can move to divide the house. The Chair will once again start the voting procedures, and any delegates who abstained are encouraged to vote.

The rules of procedure for West Lake MUN were adapted from the rules used at The Kuwait Schools Activities Association (KSAA) Model United Nations conference and The Hague International Model United Nations (THIMUN) conference.

Frequently Asked Questions:

What Should I Bring:

- a binder or folder to use as a hard surface for writing.
- hard and soft copies of their resolutions.
- notepaper, a binder as a hard surface for writing.
- umbrella.

- a water bottle – water coolers are available, and delegates are free to use a water bottle during the weekend instead of constantly throwing away plastic cups.
- playing cards – great for bus rides, hotel rooms, and dances if you don't like to dance.
- If delegates bring laptop computers for lobbying and merging, they can keep the laptops with them, but closed, during opening ceremonies. Laptops should not be used during debate. Delegates are personally responsible for their laptops during the conference.

What Will We Receive at Registration:

- Hard copies of the directors' handbook for directors.
- Name badges with lanyards. The lanyard can be kept by delegates or returned on Saturday so that they can be re-used next year.
- Country placards will be found on seats at the opening ceremonies and at the beginning of each debate. These placards are the property of West Lake MUN and must be returned at the end of the conference. If placards are broken, delegates must pay a fee of 20 RMB.
- Notepads and pen will be handed out.
- Certificates will be handed to the directors on Saturday.

Appendix A: Introductory Phrases for Resolutions:

The following lists were taken from Williams and Stein and Brian and Adam. Further examples can be found in UN resolutions.

Words and phrases to introduce Operative Clauses:

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

Designates
Draws attention to
Emphasizes

Encourages
Endorses
Expressing its appreciation
Expresses its hope
Further invites
Further proclaims
Further recommends
Further reminds
Further requests
Further resolves
Has resolved
Hopes
Invites

Notes
Proclaims

Proposes
Reaffirms Recommends Regrets
Reminds
Requests
Resolves
Seeks
Solemnly affirms Strongly condemns Suggests

Supports Transmits Urges Welcomes

Noting with appreciation Noting with approval Noting with deep concern Noting with regret

Noting with satisfaction Observing
Pointing out Reaffirming

Words and phrases to introduce Preamble Clauses:

Acknowledging Affirming Alarmed by Approving Aware of Bearing in mind Believing Confident

Expecting
Expressing its appreciation Expressing its satisfaction Fulfilling
Fully alarmed
Fully aware
Fully believing
Further deploring

Appendix B: Useful Terms and Phrasing for Debate:

General Phrases:

The Chair: the manager of the debate

The Resolution: the proposed solution to a world problem. This solution is what you debate.

The Main Submitter: the delegate who played the lead role in creating the resolution.

The Second Speaker: another delegate who played an important in creating the resolution.

The Floor: the right to speak. The Chair controls who has access to the floor. If you have been given the right to speak, you have been given the floor. After you have spoken, you yield the floor, or give up your right to speak.

Modes of Address:

Polite speakers always address the chair when they begin speaking. As the person who manages the discussion, the chair deserves respect.

“Madame/Mister Chair” or “Honorable Chair”

Polite speakers always use formal language when addressing another delegate. “Honorable Delegate” or “The Delegate of”

A good way to begin every speech: “Honorable chair, fellow delegates...”

Obtaining and Yielding the Floor:

The chair controls who has the right to speak. This is NOT because the chair is better than the rest of the delegates in the house. The chair’s job is to manage a debate in which every delegate has an equal opportunity to speak. A debate is a very structured event, and the chair is the person who keeps everyone organized within that structure.

During regular debate, there are two opportunities for delegates to obtain the floor.

Points of Information:

The Chair asks, “Are there any points of information on the floor at this time? Please raise your placards.”

After the resolution is introduced and the main submitter has read the operative clauses, the chair will ask the main submitter if he or she is open to points of information. In other words, will the speaker take questions? If the speaker agrees to take points of information, the chair will ask the delegates if they have any points of information. Don’t raise your placard until you have been asked. If you are “recognized” (chosen), you may rise and ask your question to the speaker. At the conclusion of the speaker’s answer, it is your right to ask for a follow-up question if you feel your question was not answered properly. Say “Request follow-up.” The chair will probably deny it, however. Remember, there are a lot of other delegates who would like to ask questions. When your turn to ask questions is at an end, return to your seat.

Speaking For/Against the Resolution:

The Chair asks, “Are there any delegates wishing to speak in favor of / against the resolution? Please raise your placards.”

When one speaker has finished taking questions, the chair will open the floor to other speakers. ANY delegate has the right to get up and make a speech (usually one minute in length). At the conclusion of your speech, the chair will ask you if you are “Open to any points of information.” You may say no, but that is undiplomatic. You may say “Any and all,” allowing the chair to decide how many questions you will answer from the house.

You may also set the number of questions that you will answer by saying “Two points of information.” At this point, the chair will ask the house if there are any questions.

After answering the questions relating to your speech, the chair will ask you to yield the floor back to him or her. It is polite for you to say "The Delegate of

say your country name_ yields the floor back to the chair." Notice that you are referring to yourself in the 3rd person.

Instead of yielding the floor to the chair, it is your right to ask the chair if you can yield the floor to another speaker. "The Delegate of Country A (you) requests permission to yield the floor to the Delegate of Country B (your ally)". The chair may allow or deny this request. The chair's decision is final.

Asking a Question:

Most delegates enter the debate the first time by asking a question of the main speaker.

If you are new to debate, listen to the way other delegates ask questions as well as the type of questions they ask.

Questions usually begin with the following phrases:

"Does the speaker agree that..." or "Does the speaker not agree that ..."

"Is the speaker aware that..." or "Is the speaker not aware that..."

"The Delegate of delegate's country stated that...Does the delegate not realize that"

Even though these appear on the surface to be "yes or no" questions, it would be very rude of any delegate to answer them in such a simple fashion. In fact, every question is chance to move the discussion forward. You will notice that some delegates precede their questions with one or two statements of opinion. These must be short, but they are allowed. You may also notice that the speakers' response to a question may be quite brief and then followed by the presentation of an entirely different argument by the speaker.

Making a Speech For or Against a Resolution:

There are no winners in MUN. A debate is not a contest. It is a discussion about the best possible action to take. At the end of the debate, a failed resolution is a failure for everyone. On the other hand, the goal is not only to pass a resolution. The true sign of success is when a resolution passes with a very large majority of delegates. This signifies that the countries of the world have come to a consensus on a difficult issue.

If you are speaking for a resolution, emphasize the benefits without making anyone look bad. If you are speaking against a resolution, do not belittle the resolution or those who support it. Always feel free to suggest amendments in your speech. Make certain that you write these amendments on the amendment paper that has been provided and submit them to the chair before you speak.

Keep your speech short. Make your points clearly.

At the conclusion of your speech, you should restate your position for or against.

“The Delegate of your country urges the house to vote for/against this resolution/amendment.”