

# Delegate Handbook

FAMUN 2024







FAMUN



@FAMUN.2024



@FAMUN2024



[www.famun.nl](http://www.famun.nl)

FAMUN

Dear delegate,

Welcome to the Farel Academy Model United Nations! We are proud to host this four-day conference in the beautiful city of Amersfoort this February. We are honoured to organise a conference hosting more than 300 delegates of a great variety of nationalities from many different countries all across the globe. This booklet will help guide all delegates, ranging from first timers to the most experienced delegates, through this conference. It contains information and instructions regarding all procedural matters during the conference.

Our most important advice to all delegates is to keep in mind that every experienced Chair or delegate once started as a first-time delegate at a conference like ours, and that a Model United Nations is not about only debating, but also about having lots of fun!

If you still have questions regarding any of these matters don't hesitate to ask your questions to your Chairs or members of the Executive Team.

We wish you the best of luck, hope all of you can engage in fruitful debates and have lots of fun with each other at FAMUN 2024!

The FAMUN Executive Team of 2024

# Table of contents

Parties involved in FAMUN	5
Committee information	7
MUN Vocabulary	8
Research	12
• Position paper	
• Opening speeches	
• Resolution	
Flow of debate	17
Points	18
Requests	19
Motions	20



FAMUN

# Parties involved in FAMUN

## **The Secretariat**

The Secretariat consists of the Secretary Generals. They lead the Executive Team and the Student Officers. They keep an eye on the entire conference.

## **The Executive Team**

The ET of FAMUN 2024 consists of 30 students from Farel College, divided over 8 teams. They have organised all aspects of this conference and have worked hard from the beginning to make FAMUN 2024 possible. They are always available for questions.

## **Chairs**

The Chairs are responsible for guiding the debate in the different committees. They keep order in the committee and ensure smooth and fruitful debate. They also write the research reports which help delegates prepare for the conference. Some committees will have a Presidency chairing the committee. They will fulfil the same role only the name is different. The committees with a presidency are EU, SC, HRC, EcoSoc & GA (during the plenary)

## **Delegates**

Delegates represent member states in a committee, they debate about global issues in order to find a solution. Delegates represent countries that they are not from, so they have to research the topic and their countries' views and support ideas that their country would support.

## **Student Officers (StOff)**

The StOff consists of all Chairs, all Heads and deputy Heads in the ET and most importantly the Secretariat. StOff members are available for all questions, regarding different matters.

## **Administrative Staff (Admins)**

Administrative Staff, usually called admins, help the executive team to let the conference run smoothly. There are usually two admins in a committee, and they assist the chairs by filling water bottles, passing notes from one delegate to another, and counting votes, among other things. All admins study at Farel College, so you can ask them questions about the school if you don't know where to go.

**FAMUN**



# Committee Information

## Overview of the committees

### Beginner-Advanced:

GA1  
GA3  
GA6  
UNESCO  
UN Women\*  
EcoSoc  
UNICEF  
HRC\*

### Advanced-Expert:

Council of the European Union  
UNEP  
WHO  
African Union

### Expert:

Security Council  
Historical Council

\* UN women and HRC committees are both dual delegation committees.

### Ad Hoc Committees

At FAMUN 2024 a number of committees are ad hoc committees. This means that the delegates in such a committee will write a resolution together instead of discussing and adding to a prewritten resolution. Thus, delegates participating in ad hoc committees will not need to prepare resolutions before the conference. The ad hoc committees at FAMUN 2024 are:

- HRC
- UN Women
- Council of the European Union
- UNEP
- WHO
- African Union
- Security Council
- Historical Council

### Non-Ad Hoc Committees

At FAMUN 2024 the non-ad hoc committees will be debating and adding to a prewritten resolution. Delegates participating in these committees can prepare their own resolutions before the start of the conference. The non-ad hoc committees at FAMUN 2024 are:

- GA1
- GA3
- GA6
- UNESCO
- EcoSoc
- UNICEF

# MUN Vocabulary

## **Ad hoc**

Form of debate where all nations write a resolution together instead of discussing and adding to a prewritten resolution.

## **Amendment**

Change to the resolution through adding, striking, or changing a clause. Amendments change the content of the resolution. **Amendments to second degree** are amendments to an amendment. Amendments to the third degree are not in order. An amendment to the second degree is discussed during open debate on the amendment to the first degree. **Friendly amendments** are amendments which only change grammar, phrasing etc., not the actual content of the clause or amendment. Friendly amendments are always in order.

## **Approval panel**

The approval panel will check resolutions for any linguistic and factual or rules of procedure related mistakes. This will happen after resolutions have been passed by the committee.

## **Clause**

The different parts of a resolution each concerning a particular aspect of the issue. There are two kinds of clauses: **preambulatory clauses** which define the issue and are not numbered and **operative clauses** which take action and are numbered.



**Closed debate**

There are two types of closed debate, closed debate in favour, in which only delegates wishing to speak in favour speech and closed debate against in which only delegates wishing to speak against speech.

**Committee**

Forum preparing a resolution for the General Assembly.

**Delegate**

Representative of a country or organisation.

**Floor**

Whoever has the floor has the right to speak, the Chairs give a delegate the floor and only then can they speech. When they are done giving their speech they **yield**(give) the floor, either back to the Chairs or to another delegate.

**House**

The forum, used to indicate the entire assembly (all members of the forum except for the Chairs).

**IGO**


Inter-Governal Oranisation.

**In order**

Allowed.

**Lobbying**

To debate informally in the lobby (usually in the committee).



<b>Main submitter</b>	Author or main author of the resolution, who officially proposes it to the committee. A <b>Co-submitter</b> is a delegation who co-signs a resolution in the hopes it will be debated. Co-submitters can completely disagree with the resolution and therefore want to see it discussed. A delegation can only (co-)submit one resolution per issue.
<b>Merge</b>	To put two or more things (e.g. resolutions, clauses, etc.) together.
<b>Motion</b>	A proposal for the forum to do something. Most motions need at least one <b>second</b> which is said when a delegate supports a motion. <b>Objections</b> can also be said when a delegate is against a motion (has to be explained).
<b>NGO</b>	Non Governmental Organisation
<b>NMD</b>	Non Member Delegation
<b>Open debate</b>	Debate where delegates may speak in favour or against at any time.
<b>Operative clause</b>	These are the numbered clauses which take action.

**Placard**

Sheet of paper with the country name, used to be recognised during the debate

**Resolution**

Proposal suggesting ways to deal with a certain issue.

**Submit**

Propose, suggest.

**UNO**

United Nations Organisation

**Voting options**

During voting a delegate can either vote **in favour**: supporting the resolution or amendment, **against**: opposing the resolution or amendment, or abstain (**abstention**): a vote not in favour nor against.



**FAMUN**



# Research

## Position paper

During the conference it is important to be aware of the issues you will be debating, and your countries view and policy on them. Therefore, it is important to do research beforehand. It is useful to research general information about your country: a country profile. This might include, but is not limited to, answers to these questions:

*What type of government does the nation have?*

*Is it a developed or a developing nation?*

*What are the allies and enemies of the nation?*

*What are the biggest challenges the nation faces?*

*What are its main imports and exports?*

*What natural resources are located in the nation?*

*Which ethnic groups live in this nation?*

*Which religion is most common?*

*Are there ethnic or religious conflicts?*

The CIA world factbook is a very useful source of information for your country profile: <https://www.cia.gov/the-world-factbook/>

To research the issue as a whole it is important to read the research reports up on the website: <https://www.famun.nl/committees/about>

In addition to this, you can do your own research on the issue.

Lastly, it is important to research your nation's view on the issue:

*How is the nation involved in the issue?*

*Does it concern any important allies?*

*Could the nation promote negotiations?*

*How would this nation solve the issue?*

Think about what measures can be taken to solve the issue and which of those measures your country would like to see happening: this will be the basis for resolution or amendment writing.

## Opening speech

At FAMUN 2024 all committees will start the debate with opening speeches from the delegates of their respective delegation's view on the issue at hand. Please prepare your opening speeches before the conference. They are short statements no longer than one minute.

### **Example opening speech:**

*Honourable Chairs, fellow delegates and hardworking admins, the delegation of Ireland believes that it is of great importance to establish new protocols and create new treaties in order to fight the spread of drug addiction effectively on a global scale. We believe that drugs are very dangerous to people and therefore the production and distribution of them should be minimised.*

## Resolution

### **Writing a Resolution**

Resolutions are the very foundation on which every UN action is based. These Resolutions are statements made by the committee, aiming to change the situation of a certain issue and advising on the way in which this could be done. Therefore, debating, altering and approving resolutions is the main activity of (model) UN delegates. The entire resolution consists of 1 long sentence, divided into clauses which explain the issue and its possible solutions. Therefore, the only full stop in a resolution is found at the very end. All clauses end with a comma.

At any MUN, resolutions may not speak of issues regarding financing these solutions, since the assumption is that the UN has unlimited funding.

Resolutions cover only one issue and need to follow the format as on page 16. Resolutions are composed of three parts: the heading, preambulatory clauses and operative clauses.

The heading of the resolution consists of the following five things:

1. The committee in which the resolution is to be discussed
2. The issue or question the resolution is dealing with
3. The main submitter of the resolution
4. The co-submitters of the resolution
5. The opening of the resolution by addressing the committee, which is the beginning of the sentence.

Resolutions can only be debated when they have five (or more) co-submitters. The approval panel checks your resolution on spelling and factual mistakes and will where necessarily take them out.

### **Preambulatory clauses**

Preambulatory clauses are the clauses that start off the resolution and take no action. They will, for example, define the issue, recognise it as important or take note of previous actions, or decisions taken relating to the issue. In essence, they describe what the submitters consider the problem is and mention thoughts or assumptions concerning the problem. Preambulatory clauses are not numbered and must start with present or perfect participles (e.g. believing, convinced) or with adjectives (e.g. alarmed, aware). They end with a comma (,) and are separated by a blank line. The words listed below can be used to start the preambulatory clauses. You can add words like 'deeply', 'firmly', 'fully', 'further', etc. in front of these words.

### **Examples of Preambulatory phrases:**

Acknowledging	Declaring	Having examined	Realising
Affirming	Desiring	Having recieved	Recalling
Alarmed by	Disturbed	Keeping in mind	Recognising
Approving	Emphasising	Noting (further)	Referring
Aware of	Expecting	Noting with deep concern	Regretting
Bearing in mind	Expressing it's	Noting with regret	Seeking
Believing	appreciation / concern /	Noting with satisfaction	Stressing
Confident	hope / satisfaction	Observing	Taking into consideration
Conscious	Fully aware	Pointing out	Viewing with appreciation
Contemplating	Guided by	Praising	Viewing with concern
Convinced	Having considered	Reaffirming	Welcoming



## Operative Clauses

Operative clauses are the third, and final part of the resolution. The operative clauses ask for the action needed to solve the issue. Each clause addresses one certain aspect of the issue. Therefore, one clause should not call for a variety of extents but stay focused on one particular aspect.

When writing operative clauses, you should make sure to stay concrete and rational. If you call for a certain action, also explain briefly how you think it should be carried out. Operative clauses are numbered, must start with a verb in the third person present tense, and end with a semi-colon (;). The last operative clause ends with a full stop (.). The clauses are also separated by a blank line and are placed a bit further from the margin than the Preambulatory clauses.

### Examples of operative phrases:

Accepts	Designates	*Proclaims
Affirms	Draws attention to	Proposes
Approves	Emphasises	Reaffirms
Asks	Encourages	Recognises
*Authorises	Endorses	Recommends
Calls for	Expresses its hope	Reminds
Calls upon	Further invites	Requests
*Condemns	*Further proclaims	Resolves
Confirms	Further reminds	*Strongly condemns
Considers	Further recommends	Strongly urges
*Decides	Invites	Supports
Declares accordingly	*Insists	Trusts
*Demands	Notes	Urges

*\*At FAMUN 2024 all committees except the security council and the historical council are non-binding meaning that they can't make resolutions which force a nation to do something. This means only the Security and historical council may use starting words such as demands, condemns, insists, etc.*

## Format of a resolution

This is an example of what a resolution should look like, with the different titles on the top, the preambulatory clauses and the operative clauses. The preambulatory and operative phrases should either be underlined or Italic. A Resolution should have at least 6 operative clauses, 4 preambulatory clauses, and 5 co-submitters:

**Committee:** Social, Humanitarian and cultural committee

**Issue:** "Combating the Sexual Exploitation of Minors"

**Main submitter:** Socialist Republic of Vietnam

**Co-submitters:** Brunei, Canada, Ecuador, France, Gabon, Germany, Laos

The United Nations General Assembly,

*Observing* recent issues in the middle east and increasing sexual exploitation of minors in conflict areas,

*Believing* that sexual exploitation of minors is one of the worst violations of the human rights,

*Believing further* that the United Nations is the biggest worldwide guardian against violation of the Human Rights convention,

*Noting with concern* that a vast increasement of sexual exploitation of children has taken place in the expanding online world,

1) Requests a United Nations fund to be set up through funds of MEDC's and to a lesser extent LEDC's in order to financially assist those in need, as support for their battle against sex tourism and sexual exploitation of minors;

2) Calls for a UN program working on both national and international scale to stop sexual exploitation of minors;

3) Urges all UN member states to set up police forces specialised in crimes involving sexual exploitation of minors;

4) Requests that all nations establish a minimum of 20 years in jail for those found guilty of sexually abusing minors;

5) Calls upon nations to collaborate on researching and improving methods of sexual exploitation prevention;

6) Recommends all UN member states to remain actively seized on the matter.

# Flow of debate

## **Ad Hoc Committees:**

- I. Opening by the Chairs
- II. Roll call
- III. Drawing up the agenda by the Chairs
- IV. Opening Speeches by delegations on the topic at hand
- V. Lobbying
- VI. Debating clauses and amendments separately in the order of
  - i. Open debate on the clause or amendment
  - ii. Closed debate in favour on the clause or amendment
  - iii. Closed debate against on the clause or amendment
  - iv. Voting on the clause or amendment
- VII. Debate on the resolution as a whole in the order of
  - i. Open debate on the entire resolution
  - ii. Closed debate in favour on the entire resolution
  - iii. Closed debate against on the entire resolution
  - iv. Voting on the entire resolution
- VIII. Repeating points IV-VII for all topics.
- IX. Closing by the Chairs

## **Non-Ad Hoc Committees:**

- I. Opening by the Chairs
- II. Roll call
- III. Drawing up the agenda by the Chairs
- IV. Opening Speeches by delegations on the topic at hand
- V. Lobbying
- VI. Voting on which draft resolution is to be debated (if there are multiple)
- VII. Introduction draft resolution through:
  - i. Reading out the operative clauses by main submitter
  - ii. Opening Speech by main submitter
- VIII. Open debate on the resolution through:
  - i. Submission of amendments
  - ii. Debate on the amendments
- IX. Closed debate on the entire resolution
- X. Voting on the entire resolution
- XI. Repeating point V to X for each topic
- XII. Closing by the Chairs



# Points

A point is called for by a delegate by raising their placard. The Chairs will recognise the delegate, after which they are required to rise and state the essence of their point. The Chairs may then decide whether or not to entertain the point during which the delegate must remain standing until the Chairs has permitted the delegate to be seated.

The points used at FAMUN are:

## ***I. Point of Information (POI)***

After a delegate has made a speech, the Chairs will ask the delegate if they are open to any points of information. The delegate may choose how many points they wish to answer, ranging from none to any and all. Then the Chairs will ask if there are any such points in the house and request that any delegates wishing to ask a POI raise their placards. The Chairs will choose which delegates can ask their point and then the delegates chosen may ask their questions, in the order set out by the Chairs, and the delegate holding the floor will answer the question.

## ***II. Point of Parliamentary Inquiry***

May be called if a delegate is unsure about the interpretation of the Rules of Procedure or a matter related to it.

## ***III. Point of Personal Privilege***

### **a. Various**

Any and all points related to a delegate's wellbeing in order to ensure proper participation in debate. This may for example address, being dismissed to visit the bathroom or opening/closing a window.

### **b. Audibility**

This point is an exception to the normal point procedure as it may also interrupt a speaker. After a delegate made this point, the Chairs/Presidency will ask the speaker to alter the audibility of their statement.

#### ***IV. Point of Order***

May be called if a delegate feels the Rules of Procedures are ignored in session. The Chairs/Presidency must recognise this point and will ask the delegate to explain the point. The Chairs/Presidency will accordingly to the Rules of Procedure decide upon the validity of the point and whether an adjustment to the (Chairing of the) session must be made. Further disagreement may be handled through a Motion to Appeal to the Chairs' decision.

## Requests

Requests are designed to improve the delegate's participation in the debate and can be called by any delegate. A request is simply called for by loudly and clearly exclaiming the essence of the request.

The requests used at FAMUN are:

#### ***I. Request to follow up***

A request to follow up allows a delegate to ask a second Point of Information but may usually only be called out once per Point of Information.

#### ***II. Request to be added to the Point of Information list***

This request/motion allows a delegate to ask a Point of Information after the Chairs have recognised such points in the house. May also be referred to as: ***Motion to extend the number of Points of Information by (any number)***

# Motions

During all debates when no one is speaking at that time, any delegate may call out a motion to improve the flow of the debate. A delegate may exclaim a motion loudly and clearly during debate. All motions need at least one second in order to pass and may be objected to unless stated otherwise here below. Objections should always be explained, and the Chairs may decide whether the objection is valid. The Chairs may always overrule any motions being made in the house. If there are no objections and the Chairs don't overrule the motion it will pass. The motions used at FAMUN are:

## ***Motion to move into previous question***

May be called if a delegate wishes to continue with the next step of the debate. Will follow the order of the flow of debate:

1. Lobbying time
2. Open debate
3. Closed debate in favour
4. Closed debate against
5. Voting procedure

## ***Motion to extend ... time (by any number of minutes)***

May be called if a delegate feels more time is required for a certain part of the procedure. Applies to:

- Lobbying
- Open debate
- Closed debate in favour
- Closed debate against

FAMUN



### ***Motion to move into ...***

May be called if a delegate feels that a session of any type is beneficial. If the motion passes the debate will immediately move into this part of the debate. It may skip one or several steps of the order of debate. This motion applies to:

- Lobbying time
- Open debate time
- Closed debate time in favour
- Closed debate time against
- Voting procedure

### ***Motion to divide the house***

May be called if there are enough abstentions in the house which, if forced to vote in favour or against, could topple the result of the voting. If the motion passes the house will revote and abstentions will not be in order. May be combined with Motion to vote by roll call.

### ***Motion to vote by roll call***

May be called if the delegate feels that the votes counted by the Administrative Staff were inaccurate. If the motion passes, the Chairs will ask each delegate to state their vote individually in order of roll call. Abstentions are in order. May be combined with Motion to divide the house.

### ***Motion to adopt by acclamation***

May be called if the house is clearly in favour of an amendment or clause. If there are no objections the Chairs will add the amendment or clause to resolution immediately without the house voting on the amendment or clause. This motion is not in order to resolutions as a whole.

### ***Motion to explain the vote***

If a delegate (1) feels that another delegate (2) has voted in a manner that doesn't align with the member state's (2) policy, the delegate (1) may ask the Chairs to ask the delegate (2) to explain their vote. The motion needs to be explained first by the delegate (1) proposing it.

### ***Motion to extend the number of Points of Information by (any number)***

This request/motion allows a delegate to ask a Point of Information after the Chairs have recognised such points in the house. May also be referred to as: ***Request to be added to the Point of Information list***

### ***Motion to Appeal the Chairs' Decision***

May be called if the delegate feels that the Chairs made an incorrect procedural decision. This motion does not need a second to pass but can be objected. In the event of such a motion being called, the delegate will have to explain the reason why they called the motion. Then, the Chairs might agree and change their earlier made decision. If a consensus cannot be reached the secretariat will get involved and make a final decision.



FAMUN



**FAMUN**