

# Guide for the perfect delegate





Honourable delegates,

Welcome to the fifth edition of the MUN des Lycéens! This year hundreds of students will be attending the event. Hundreds of students, eager to exchange and debate about the greatest issues of our world, in English or in French! To help you approach this MUN with confidence, we have created this little booklet which recalls all the rules of the MUN and gives you several tips.

We hope you will find it useful and we wish you the best of luck!

See you soon!

ENU Training Team

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# I. GETTING PREPARED

## A. Writing your Position Paper

You must submit your Position Paper by January 25, 2021 on our [website](#).

Your Position Paper is a 2-page long document that outlines the opinion of your country on the two topics of your committee.

Each page should start by a small header, composed of three lines:

- On the first line write the name of your country.
- On the second line, write the name of your committee.
- On the last line, write your topic.

### Example:

Delegation from Colombia

Committee: Interpol

The topics before INTERPOL are: Protocol to suppress and punish human trafficking; and Measures to enhance cyber security, prevent and combat cybercrime. The Republic of Colombia is deeply concerned about these topics and is willing to cooperate with member states to address these issues.

#### Topic 1: Protocol to suppress and punish human trafficking

For each topic, you should write one page, divided in 3 paragraphs:

- The first paragraph explains the topic and its context. It should focus on why this topic is important to discuss now, how does it appear in the world and what are the underlying problems. It should give data and numbers that are relevant to depict the context.
- The second paragraph deals with the current situation in your country regarding the topic, but also past international action. You should explain what your country did or tried to do to tackle the issues you identified in the first paragraph. If your country has passed laws or signed treaties, you must mention it specifically. Most importantly, you should research whether the United Nations has already passed a resolution on your topic. If so, you must give the number of the resolution (it looks like this: resolution A/68/L.57/Rev.1), briefly say what the resolution is about, and state whether your country is part of this resolution.
- The last paragraph is about your position and ideas. Here, you can be creative!



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First, explain what your country thinks about the problem. Then, suggest things that could be done to improve the situation. Do not hesitate to give names to your projects or to the organisations that you want to create, it will help other delegates to remember your ideas!

A piece of advice :

- Give numbers, dates, convention names or resolutions.
- Make short sentences and make it precised.

You can find a [position paper example](#) on our website and watch our [e-learning videos](#) on our website

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## B. Meeting your friends and foes

One week before the session, we will upload the position papers of the other delegates in your committee online. You can read them to see if other countries agree with your ideas: this is your first opportunity to find potential allies... or your future rivals!

A Facebook group for your committee will also be created, you can join in to start talking to other delegates, arrange plans to come to EDHEC together, or ask questions about the conference!

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## C. Preparing for committee work

During the MUNL, most of your speeches will be improvised, since you cannot predict what other delegates will say or do. However, you can prepare you first speech in advance! In it, you can say what you stated in the third paragraph of your Position Paper. Something else you can also prepare in advance is your first message to other countries. Identify who your potential allies are and prepare a note inviting them to work with you.



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## II. DURING THE MUNL

The different steps of the negotiations will be the following :

### A. The roll call

At the beginning of each day, the chair will call all the delegates to check that they are present. When your country is called, you must stand up with your placard (if you are two in your delegation, only one delegate stands up) and say:

“The delegation of [your country] is present”.

The chair will count how many countries are present and announce the quorum. The quorum is the number of votes a motion or a resolution need to pass. In the MUNL, motions and resolutions need a simple majority to pass. That means the quorum will be equal to half the number of countries present, plus one.

#### Example :

If there are 40 countries in your committee, the motions and resolutions must obtain  $40/2+1 = 21$  votes to pass. Each country has only ONE vote.

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### B. Opening the debate

After the Roll Call, the chair will ask delegates: “Are there any points or motions on the floor?”. You must raise your placard and, if the chair gives you the floor, say:

“The delegation of [your country] motions to open the debate.”

This motion will be voted. If it passes (and of course it will!), the MUNL starts!

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### C. Setting the agenda

All committees have two topics. On the first day, you will vote on the order in which you want to tackle the topics. This is especially important since you will probably only have enough time to discuss one of your two topics during the MUNL.

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When the Chair calls for motions, delegates should first raise a motion to set the agenda. To do so, raise your placard, then say:

“The delegation of [your country] motions to set the agenda as follow: Topic 2 first, Topic 1 second, speaker’s time [insert time].” (or the Topic 1 first if you prefer this order)

The speaker’s time is how long you want delegates to speak and say why the committee should follow (or not) this Agenda.

This motion will be in order and the Chair will ask two delegates to speak in favour and two delegates to speak against this agenda. When the Chair asks who wants to speak, you can raise your placards and wait to be recognized.

The motion will then be voted. If it passes (like all motions it needs a simple majority to pass), the topics will be discussed in the proposed order. If it does not pass, the chair will ask again for a motion, until one passes.

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## D. The general speaker's list

The General Speaker’s List is the “default mode” of the conference. This is when countries deliver speeches about the topic. Speeches will last 1 minute maximum. You can do speeches that are shorter than one minute if you want to, but it is strictly forbidden to speak for more than a minute. The chair will indicate when you have ten seconds left and cut you once your time is up.

At the beginning of the session, the chair will ask: “Who wishes to be added to the General Speaker’s List?”. If you want to do a speech, raise your placard to be added to the list!

Later in the session, you can also ask to be added by sending a note to the chair, saying:

“Honourable chair,  
The delegation of [your country] wishes to be added to the General Speaker’s List.  
Thank you”



**Be careful:** you cannot appear twice on the General Speaker's List, so if you are already on the list, you must wait until you have done your speech before you can ask to be added again.

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## E. The formal debate

The Formal Debate is the usual form of debate that follows the General Speaker's List. Delegates speak one after the other and have to wait to be called by the Chair to have the Floor.

As said earlier, you cannot be added twice on the GSL: wait until you finish speaking and then send a note to the Chair to be added again on the GSL.

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## F. Moving to a caucus

Besides from the Formal Debate, there are two types of caucuses: the moderated caucus and the unmoderated caucus. If you want to move to a caucus, wait until the chair asks:

"At this point of the debate, are there any points or motions on the floor?". Then raise your placard and say: "The delegation of [your country] motions for...".

### MODERATED CAUCUS

A "moderated caucus" is when you want to discuss one specific issue of your topic. It has limited time and is always set on one specific topic. To ask for a moderated caucus, raise your placard and say:

"The delegation of [your country] motions for a moderated caucus on the following issue: [say what you want to talk about during the moderated caucus], speaking time: [say how long you want your caucus to last, in minutes], speaker's time [say how long you want each delegate to speak]."

**Example** : "The delegation of Colombia motions for a moderated caucus on the following topic: the environmental impact of globalisation'. Speaking time: 30 minutes, speaker's time: 45 sec."

This motion will be voted on. If it passes, the committee moves to a moderated caucus. The chair will then ask who wants to speak in the moderated caucus. If you want to, simply raise your placard. The country that suggested the moderated caucus always speaks during the caucus, but it can choose to speak first or last (depending on your strategy).



## UNMODERATED CAUCUS

An “unmoderated caucus” is when you can stand up from your seats and go talk to other delegates. The unmoderated caucus is a great time to find allies or write a draft resolution! To ask for an unmoderated caucus, raise your placard and say:

“The delegation of [your country] motions for an unmoderated caucus of [say how long you want your caucus to last, in minutes].”

Example: “The delegation of Italy motions for an unmoderated caucus of twenty minutes.”

This motion will be voted on. If it passes, the committee moves to an unmoderated caucus: you can now stand up and talk to other delegates! At the end of the caucus, the committee goes back to General Speaker’s List, unless a motion to extend the caucus is submitted to the chair. If you want to submit a motion to extend the duration of the caucus, simply raise your placard before the end of the caucus and say:

The delegation of [your country] motions for an extension of the caucus of [say how many more minutes you want].”

If it passes, the caucus continues. If the motion fails, the committee goes back to General Speaker’s List. Careful, you cannot ask for an extension longer than the caucus itself. For instance, if the caucus lasted ten minutes, you can ask for five more minutes, but not fifteen.

## G. Order of disruptiveness

The Order of disruptiveness is the order in which motions will be voted upon, often by which is the most disruptive. Disruptiveness is defined by:

- the nature of the caucus: an unmoderated caucus is more disruptive than a moderated.
- the length of the caucus: the longer the caucus, the more disruptive it is.

Motions will therefore be voted as followed:

1. Long unmoderated caucus 45 min
2. Short unmoderated caucus 30 min
3. Long moderated caucus 45 min
4. Short moderated caucus 25 min

Motions are voted one by one. If the first motion passes, you will not vote for the others and will directly go in, for example, a 45min unmoderated caucus. If the motion is rejected, you will vote for the second motion etc... So be strategic: if you want your motion to pass, ask for a long unmoderated caucus (not too long of course!)



## H. Writing a resolution

During unmoderated caucuses, you will have the opportunity to gather with other delegates to write a resolution (remember, the resolution is your final goal at the MUNL!). It is also called a draft resolution as you will write it several times and make changes before submitting it.

Your draft resolution looks like a list of the ideas you have to solve the problem. It would be written on a A4 sheet of paper and need to contain several elements.

- The name of your committee
- Names of Signatories: the countries that agreed to sign the draft resolution. They are not forced to vote for it or to completely agree with its ideas. Being a signatory just means you would like to debate this resolution. One country can sign many draft resolutions.

A draft resolution needs a minimum number of signatories to be submitted to the chair. The chair will tell you how many signatures you need to submit a draft resolution, depending on how many countries there are in your committee.

- Names of Sponsors: the delegates in charge of the resolution. The sponsors are responsible for submitting the resolution and will deliver a speech to defend their resolution.

There can be only a few delegates in charge of every draft resolution, the Chair will tell you how many. A delegate can only sponsor one draft resolution.

- Operatives clauses: the ideas you and your allies have, to address the topic. They explain concrete actions suggested by delegates to respond to the issues of the subject. They always start with a verb at the third-person singular ("s" en fin de verbe) and finish with a semicolon ";".

### Example of a draft resolution :

"Committee: INTERPOL

Signatories : Chile, China, Vietnam, Qatar, Norway, United Kingdom, Portugal, Togo

Sponsors : China, Qatar, Portugal

- Idea 1
- Idea 2
- Idea 3
- Etc... "

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## I. Submitting your draft resolution

Après avoir rédigé votre Projet de Résolution, vous pouvez le soumettre au Président, afin qu'il le propose au vote. Vous ne pouvez soumettre un Projet de Résolution que lors d'un caucus immodéré.



If you need more time to finish your draft resolution, you can raise a motion for an extension, or wait until the next unmoderated caucus! To submit your draft resolution, simply go see the chairs and give them your paper.

The chair will later read your draft resolution to check that you respected the format (signatories, sponsors, bullet points). If it is in order, the chair will then say: "the draft resolution submitted by [the sponsors of the resolution] is ready to be introduced".

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## J. Introducing your resolution

If you are the sponsor of a resolution and the chair tells you that your draft resolution is ready to be introduced, you can raise your placard and say:

"The delegation of [your country] motions to introduce its draft resolution".

This motion will not be voted, it passes automatically.

**Be careful:** once you ask to introduce your draft resolution, you must come to the podium to make a speech defending your resolution. So, if you are not ready to give your speech when the chair announces that the resolution is ready, do not raise your placard. You can ask to introduce your draft resolution later, when the chair asks if there are any points or motions on the floor

To introduce your draft resolution, you need to decide with the other sponsors if they prefer to do a speech all together or if only one delegate makes the speech. The speech to defend your resolution lasts 2 minutes.

After the introduction, the chair will give a number to your resolution: remember it, because this is how you and other delegates will refer to this resolution from that moment on!

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## K. Moving to voting procedure

Once you feel ready to vote, you can raise a motion for it! To submit the motion, simply raise your placard and say:

"The delegation of [your country] motions to move to voting procedure".

The motion will be voted on.

Be careful: once the committee moves to voting, it is too late to submit a draft resolution or do another caucus!



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### III. THE VOTING PROCEDURE

This is the final stage of the MUNL, where the resolutions will be voted on and one of them may be adopted. The draft resolution will be discussed and voted in the order in which they are submitted, unless someone raises a motion to change the order.

#### A. Changing the voting order

Once a resolution is adopted, the session is over, and the other resolutions are not voted on. Therefore, the order is very important. By default, draft resolutions are voted on in order of submission. But you can change this by raising a motion.

To do so, raise your placard and say:

The delegation of [your country] motions to rearrange the order of the debate as follow: [say the order you prefer].

Example : The delegation of Qatar motions to rearrange the order as follow: draft resolution number two first, then draft resolution number one, then draft resolution number three”.

The motion will then be voted on. If the motion passes, the order is set and will not change anymore. If the motion fails, the chair can decide to allow more motions to change the order to be voted on. They can also choose to move directly to the vote.

Draft resolutions are then discussed one by one, following the same procedure: first, there will be a round of debate, then, the chair will ask if there are amendments, lastly, the vote will take place.

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#### B. Round of debate

The sponsors of the draft resolution come to the podium to answer questions. Other delegates can raise their placard to ask a question about the resolution.

A round of debate lasts 15 minutes, delegates can ask as many questions as they want. It is the opportunity to express your country’s opinion on the resolution!

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## C. Amendments

After the round of debate, the chair will ask if there are amendments to the resolution. An amendment is a proposition to delete, modify or add an idea in the resolution.

- If you want to delete an idea, your amendment should say: "delete point number [put the number of the idea]"
- If you want to change an idea, say: "replace point number [say the number] by: [give the sentence you want to put instead of the original one]"
- If you want to add an idea, say: "add the following point: [give your idea]"

Example : "The delegation of Germany would like to suggest the following amendment: replace point number 3 by: 'Encourages countries to cooperate more on the issue of global warming'".

The amendment is given to the sponsors, and they decide if they like it or not:

- If the sponsors agree with the amendment, it is automatically added to the resolution. This is called a friendly amendment.
- If the sponsors disagree with the amendment, there must be a vote. The country that suggested the amendment, has 1 minute to explain why people should vote for it.

Then, the sponsors have 1 minute to explain why people should vote against it. If the amendment has a majority of vote in favour, it is added to the resolution.

Once all the amendments have been submitted, the resolution is ready for the final vote!

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## D. Final vote

To vote on a resolution, the chair can either ask delegates to raise their placards and count the number of delegates for and against the resolution. OR he can call the countries one by one. When the name of your country is called, stand up and say:

"The delegation of [your country] votes in favour / votes against this resolution".

You can also say that you abstain from voting.



The chair counts the votes and announce if the resolution has passed or not. If the resolution has failed, the committee moves on to debate the next resolution.

If the resolution has passed, it is adopted, and the other resolutions are not even debated. It is also possible that your committee does not vote in favour of any draft resolution and rejects all of them but try to avoid this situation!

When the vote is finished, you can start the second topic if you have some time. But if it is the end of a session, the chair will ask whether there is a motion to suspend the session until next year. Raise your placard and say:

“The delegation of [your country] motions to suspend the session until next year”!

**This is the end of the MUNL 2021, see you in  
2022 😊**

Thank you for reading this guide. We hope it was useful and we are looking forward to seeing you in session. Last advice: HAVE FUN! Go meet and talk to people and enjoy playing a role and discussing various issues! That’s the most interesting and fun part!

If you have any question, feel free to contact us by email!