Dear Faculty Participant

The Cleveland Council on World Affairs enthusiastically welcomes you to the 59th Annual Model United Nations conference. Whether you are a veteran or new to Model UN, we hope your experience will be eye-opening and exhilarating. As you and your students navigate the UN procedures, background research, resolution writing, and debating strategies, keep in mind that one of the most critical aspects of a successful MUN delegation is preparation.

This year you will be grappling with one of the primary items on the United Nations agenda: the immediate factors affecting or excluding groups of children and the wider and deeper causes of inadequate protection and rights violations against children. The spirit of the UN charter declared that children have the right to be brought up in the spirit of peace, dignity, tolerance, freedom, equality, and solidarity, a notion going back to the Geneva Declaration of the Rights of the Child of 1924, and reaffirmed by the Universal Declaration of Human Rights - children worldwide should be afforded special care, protection, and assistance. However, in today’s world the childhood of millions continues to be devastated by hazardous and exploitative labor, the sale and trafficking of children and other forms of abuse, neglect, exploitation and violence, particularly in developing countries.

Therefore, as participants, you will face a problem that is very real and relevant to the work undertaken daily by the Permanent Missions to the UN, governments, The World Bank, and humanitarian organizations. Each committee is uniquely linked by one overarching theme, and is faced with the challenge of offering viable solutions to nations in need of immediate answers and assistance. Social development, the quality of life, and international order and security all ride on our ability to develop effective programs, interventions and constructive solutions that will promote “A World Fit for Children”.

This Manual provides you with the tools to be a successful faculty advisor. Please take the time to read it carefully. Thank you for your participation and best of luck!

Sincerely,

Paula Cohen
Model United Nations Coordinator
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Though we stress that Model UN is first and foremost an educational and fun experience, CCWA recognizes the achievements of those delegates and schools whose performance at the conference exceeds expectations. Awards are offered for school and individual achievement.

School awards are based on the performance of all the members of a school’s MUN team. The awards recognize the large amount of effort and time that it takes to see that every delegate is as strong as the next one. Schools will be recognized for the following:

- Best Position Paper School - School with the best average position paper score
- Conference Winner - School with best average delegate score
- Conference Runner Up - School with second best average delegate score
- Conference Third Place - School with third best average delegate score
- Best Small School - School with best average delegate score and under 10 delegates

Each delegate is eligible for an award. These awards can be either superior or excellent. The former is awarded to the top one or two delegates of a committee. And the latter to other delegates who stand out in their committee. Awards are decided based on chair feedback and scoring, which is done for each country. Scoring is based on 4 criteria: 1. position paper, 2. committee skills (parliamentary procedure, resolution writing), 3. debate (interaction with other countries), and 4. country portrayal. The 4 are listed by increasing importance. These awards are independent of each other. In other words, there is not a set amount to be given out; if every delegate performs superbly, then they will all win a superior award. Conversely, if no one merits an award, no one will receive one. In addition to the in-committee awards of excellent/superior, students may also win Best Position Paper, which is for the highest quality position papers by a delegation.

Model U.N. Awards are announced on the last day of MUN Sessions. The Advisory Committee will consider the following questions when evaluating delegate performance:

* Does the delegate demonstrate a sound knowledge of his or her country, while engaging in accurate role-playing?
* Does the delegate have an understanding of the relevant issue?
* Does the delegate clearly and persuasively present his or her country’s views through the use of specific and pertinent information?
* Does the delegate effectively use Parliamentary Procedure?
* Is the delegate mature, civil, and respectful of his or her colleagues?
In order to participate in the MUN, every student must sign the Code of Conduct in which they agree to:

• Observe the distributed schedule of events
• Remain in the conference center at all times, unless granted permission to leave by their faculty advisor
• Attend assigned session and remain in the session until recess or adjournment
• Wear delegation badges at all times
• Refrain from using racial, sexual, and ethnic abuse in all verbal or written communications
• Refrain from using the use of tobacco, alcohol, or drugs
• Not bring any weapon to the MUN sessions
• Comply with the Cleveland Council on World Affairs staff who are enforcing this code

In order to be successful delegate, delegates must:

• Learn about the United Nations system and the structure and the purpose of the committee they are on
• Represent their country’s interests and strive to achieve its goals, even if these conflict with their own personal beliefs
• Interpret their country’s foreign policy and apply it to their committee’s agenda, not merely “parroting” its policies
• Prioritize objectives
• Be prepared to assert their position by referencing their research, facts, and past UN action
• Understand the basics of parliamentary procedure
• Treat all delegates with equal respect and be willing to compromise
• Show respect for the committee chair and his or her rulings
• Exhibit proper decorum at all times
• Negotiate with other delegates to create alliances and to build support for their resolutions
• Always stay in character!
The Role of the Faculty Advisor

The ideal Model UN faculty advisors do the following:

√ Assist the students in “becoming” a delegate of another country: encourage a non-American, non-Western views of issues, particularly when a student is representing a country considerably different from the United States.

√ Ensure that Model UN reaches the student body: many students may have an interest in international affairs or representing a foreign country, but just do not know about the club, get the word out! Run mock sessions to show potential club members how MUN works, put up posters.

√ Delegate responsibilities to your students so they feel integral to the club: in this respect, we encourage you to have an MUN officer corps: President, Vice-President, Treasurer, and Membership Secretary are a few of the positions we would suggest

√ Assist in students’ research; suggest websites and books where the students can learn about their countries; ask them the key questions to see if they are developing a thorough understanding of their country and its policies.

√ Build students’ confidence: as the often quoted saying goes, people are more afraid of public speaking than death; offer short opportunities for students to speak in front of the group and give them tips and encouragement; edit their position papers and offer suggestions; encourage students with the same country or with ones with similar policies to cooperate with each other and share information

√ Make MUN an interesting activity: though research and writing are important MUN skills, they can become tedious if done exclusively; use mock debates, country trivia games, and other friendly competitions among the students to make MUN a social activity and not just extra homework for the students

√ Develop students’ interests: do not simply fall back on representing the United States, Canada, or the United Kingdom all the time (unless a student is particularly passionate about these countries’ policies); encourage students to represent countries they have a particular interest in or know very little about.

√ Prepare each student for the basics, at a minimum: proper use of Parliamentary Procedure; brief opening speech outlining his or her country’s policies on the committee’s topic; ideas of possible solutions and obstacles to solving the problems posed.

√ Encourage particularly motivated and experienced students to apply for the MUN scholarships and assistant chair positions.
Other Research Resources

www.hrw.org/children/child-legal.htm
  Huge listing of children's rights links
www.uniceflac.org/
  Latin America regional UNICEF office
www.un.org/partners/civil_society/m-child.htm
  UN Children's issues website listing
  A world fit for children report
www.unicef.org/specialsession/under-18/childfriendlyver-outcome.doc
  Child version of a world fit for children report
hdrc.undp.org.in/childrenandpoverty/undp.htm
  UNDP and children
www.childinfo.org
  Various resources on children’s issues
www.unicef.org/specialsession/
  UNICEF coverage of the session on children
www.unicef.org/crc/fulltext-frameset.htm
  1990 Conference on the rights of children
www.iearn.org
  Info on children’s issues
www.unicef.org/voy
  Voices of youth diaries
www.savethechildren.net/homepage/
  International Save the Children Alliance
www.unicef.org/reseval/linksr.html
  UNICEF listing of children-related links
http://www.redcross.org/services/intl/ihl.html
  International Humanitarian Law Youth Module
www.un.org/documents/resga.htm
  General Assembly resolutions
Resolutions from the 56th session to look at:
  A/RES/56/139 The girl child
  A/RES/56/136 Assistance to unaccompanied refugee minors
  A/RES/56/128 The rights of the child
  A/RES/56/128 Traditional or customary practices affecting the health
  of women and girls
  A/RES/56/117 Policies and programmes involving youth
Faculty advisors should see to it that their students focus on 2 key areas of research:

1. **Country Background, History, and Policy Information**

All of this information serves to make the student familiar with his or her country. Students can begin their research by learning the basics: Is their country rich or poor? What is its primary religion, race? Has it ever had colonies? Who are its allies? etc. They should also learn about important, major events in a country’s history, regardless of if it concerns their committee and topic in particular. In knowing a country inside and out, it will be easy for students to create policy; that is, think of new solutions or react to ones proposed by others without failing to accurately represent their country and its policies. Essentially you want the students to become representatives and citizens of their country, so that they identify with its concerns rather than the concerns of who they really are: American high school students. The final part of research is the research that specifically pertains to the topic that the student’s committee is discussing. Since this is the actual country’s exact policy, it speaks for itself.

2. **Topic and Committee Information**

Students will not be able to find all of the information for a committee’s topics in researching their country. In fact, it may be difficult at all finding certain topics for countries that have little experience with it, say Rwanda’s policy on internet issues. As such, a fair amount of research time should be devoted to finding any and all information related to the students’ topics. Once this research has been gathered, students can then go through it, using the new found identity and country policy from the previous section, to determine if their country would be in favor of or opposed to this newly discovered information. Students should also research past action taken by the committee they are on in order to see what has been done and what has worked or not worked in the past.

**Researching Information**

Typical search engines such as Yahoo! and Google are usually very effective at finding information. Typing in a few key words such as the country, the UN committee, and/or the topic should bring up a number of sites, as all of this year’s topics have a lot of information. Additionally, limiting the search by enclosing the words in quotes “ ” makes the search engines even more powerful.

The UN site (www.un.org) is an excellent research portal providing a large number of links and search engines from which you can find just about anything on the UN.
Position Paper Guidelines

Position papers are short, brief summaries of a country’s policy with regards to committee topics. They are a good way to focus students’ research and prepare their policies for committee debate. A position paper must be turned in for each topic of a committee, so for every committee except the Security Council, 2 papers must be turned in. Students with partners can save time by splitting the two papers for each topic between them.

Position papers are to be no more than 1 page, single spaced. They are to cover 2 things: general policy and specific policy. General policy describes the country’s overall stance on the topic. It should not discuss specific action, but rather why the country has an interest in the topic. In the specific policy portion of the position paper, students should bring up specific acts, laws, and treaties that their country has been involved with concerning the topic.

As in the past, position papers will be evaluated for awards consideration. They will be graded on a 10 point scale, 60% of which is based on content (accurate portrayal of the country’s policy) and 40% of which is based on writing clarity and correct grammar/usage. Position paper-related awards will include Best Delegate Position Paper and Best School Position Papers, for schools with the best overall score. Additionally, position papers will make up an important part of a delegates’ overall scores, so they will affect their ability to win awards in committee.

The format of the position paper should be as follows:

2002 Model United Nations Position Paper

Submitted by: (country name) School:
Committee:

Delegates: (name of delegates)

I. General Policy

II. Specific Policy
2002 Model United Nations Position Paper

Submitted by: Germany
Committee: Disarmament and International Security

Delegates: John Doe and Katie Smith

I. General Policy
As a wealthy and small arms producing state, the Federal Republic of Germany holds an influential position in international affairs with regards to curbing the trafficking of small arms and their relationship with transnational crime. In this respect, our policies are often aligned with those of other European Union nations and the United States of America. While Germany understands that light weapons cause significant obstacles to resolving most - if not all - of the conflicts presently dealt with by the United Nations, we also understand the importance such weapons hold to every state’s self-defense and security needs. Therefore, we hope to allow states enough latitude to adequately meet their legitimate security needs, but, at the same time, we strongly want to limit the crime and violence caused by their small arms manufacturing industries.

In seeking to halt the problems cause by this topic area, Germany will draw upon such past agreements it has entered as the 1998 European Union Joint Action on Small Arms and Light Weapons and the OSCE Principles Governing Conventional Arms Transfers as well as the efforts of other regions as seen in the Economic Community of West African States’ suspension on all transactions involving small arms in West Africa to stop violence in its region. The ways these agreements hope to curb small arms trafficking - also the approaches Germany takes - are by focusing on the supply side of the problem, primarily strict export controls and international cooperation. We are certainly not oblivious to the roots, the demand side, of small arms problems, but, as most of the United Nations concerns that side, we only wish to reaffirm those principles and perhaps call upon other UN agencies and NGOs to increase their efforts through collaboration.

II. Specific Policy
The first and foremost way Germany both currently handles illegal small arms transfers and wishes to impress on the international community is by rigorous domestic controls; to name a few of such controls: licensing requirements; identification marks; destruction of all weapons without identification marks; adequate physical safeguards; and strong punishments for breaches of domestic law.

On the international level, Germany favors regional networks among states that can share information on seized weapons and from where they are coming. Also, we endorse the keeping of a registry by the UN that lists to whom small arms manufacturers can sell. As a third international approach, Germany encourages states to make thorough assessments
Resolutions are the final important aspect of the students' Model UN experience. They are, after all, the end result of all the committee’s hours of debate, as well as the way the vast majority of UN bodies express their decisions. Resolutions describe the committee’s problems, past efforts, and recommend how the international community can go about solving the issues. They are not legally binding, though they can put pressure on member states to comply by being supported by a wide range and number of countries.

Amendments are simply modifications to resolutions on the floor and are subject to the same rules for resolutions that are detailed below. See rule 26 in parliamentary procedure for how to introduce a resolution, and rule 29 for amendments.

If you have been involved with the CCWA’s MUN conferences in the past, there is an important change with regards to resolutions this year. In the past delegates pre-submitted resolutions. This year, however, resolutions will be a result of the debate and flow of a delegate’s particular committee. Delegates may still write out ideas they have for resolutions and bring them into committee, but resolutions must be introduced in the course of debate this year. In this way you’ll be crafting documents that are fine tuned to where debate has been going and to the ideas of other delegates that you may have not considered.

Resolutions must be written entirely on overhead paper. This is the most effective way for us to have students’ ideas reach the entire committee easily and quickly. The format should be:

Committee: (name of committee the resolution is being presented in)
Topic: (name of the topic the resolution deals with)
Author: (name of country that wrote the resolution)
Sponsors: (name of sponsors to the resolution)

Name of committee, (example: The UN Security Council,)

Preamble phrase 1 -------------,
Preamble phrase 2 -------------,

1. Operative clause --------------;
2. Operative clause --------------.

It is important to note the fine details here. The name of the committee must be followed by a comma; the preamble and operative clauses must be underlined; preambles are ended with a comma, and operative clauses are ended with a semi-colon or a period if it’s the final one.
Resolution 1368 (2001)
Adopted by the Security Council at its 4370th meeting, on 12 September 2001

The Security Council,

Reaffirming the principles and purposes of the Charter of the United Nations,

Determined to combat by all means threats to international peace and security caused by terrorist acts,

Recognizing the inherent right of individual or collective self-defence in accordance with the Charter,

1. Unequivocally condemns in the strongest terms the horrifying terrorist attacks which took place on 11 September 2001 in New York, Washington, D.C. and Pennsylvania and regards such acts, like any act of international terrorism, as a threat to international peace and security;

2. Expresses it deepest sympathy and condolences to the victims and their families and to the people and Government of the United States of America;

3. Calls on all States to work together urgently to bring to justice the perpetrators, organizers and sponsors of these terrorist attacks and stresses that those responsible for aiding, supporting or harbouring the perpetrators, organizers and sponsors of these acts will be held accountable;

4. Calls also on the international community to redouble their efforts to prevent and suppress terrorist acts including by increased cooperation and full implementation of the relevant international anti-terrorist conventions and Security Council resolutions, in particular resolution 1269 (1999) of 19 October 1999

5. Expresses its readiness to take all necessary steps to respond to the terrorist attacks of 11 September 2001, and to combat all forms of terrorism, in accordance with its responsibilities under the Charter of the United Nations

6. Decides to remain seized of the matter.
Resolution 1400 (2002)  
Adopted by the Security Council at its 4500th meeting, on 28 March 2002,

The Security Council,

Recalling its previous resolutions and the statements of its President concerning the situation in Sierra Leone,

Affirming the commitment of all States to respect the sovereignty, political independence and territorial integrity of Sierra Leone,

Welcoming the meeting of the Mano River Union Presidents held in Rabat on 27 February 2002 at the invitation of His Majesty the King of Morocco,

Welcoming the further progress made in the peace process in Sierra Leone, including the lifting of the state of emergency, commending the positive role of the United Nations Mission in Sierra Leone (UNAMSIL) in advancing the peace process, and calling for its further consolidation,

Encouraging the Mano River Union Women’s Peace Network and other civil society initiatives to continue their contribution towards regional peace,

Determining that the situation in Sierra Leone continues to constitute a threat to peace and security in this region,

Expressing its concern at the fragile situation in the Mano River region, the substantial increase in refugees and the humanitarian consequences for the civilian, refugee and internally displaced populations in the region,

Emphasizing the importance of free, fair, transparent and inclusive elections, and welcoming the progress made by the Government of Sierra Leone and the National Electoral Commission of Sierra Leone in preparing for elections, particularly with voter registration,

Reiterating the importance of the effective extension of State authority throughout the country, the reintegration of ex-combatants, voluntary and unhindered return of refugees and internally displaced persons, full respect for human rights and the rule of law, and effective action on impunity and accountability, paying special attention to the protection of women and children, and stressing continued United Nations support for the fulfilment of these objectives,

Welcoming the Agreement between the United Nations and the Government of Sierra Leone on the Establishment of a Special Court for Sierra Leone, and the recommendations of the Planning Mission on the Establishment of the Special Court for Sierra Leone (S/2002/246) and the report of the Secretary-General of 14 March 2002 (S/2002/267) that UNAMSIL should provide administrative and related support to the Special Court,
Secretary-General’s report of 14 March 2002 (S/2002/267), and requests the Secretary-General to inform the Council at regular intervals on progress made by UNAMSIL in the implementation of its key aspects and in the planning of its subsequent phases;

4. Encourages the Government of Sierra Leone and the Revolutionary United Front (RUF) to strengthen their efforts towards full implementation of the Ceasefire Agreement signed in Abuja on 10 November 2000 (S/2000/1091) between the Government of Sierra Leone and the RUF and reaffirmed at the meeting of the Economic Community of West African States (ECOWAS), the United Nations, the Government of Sierra Leone and the RUF at Abuja on 2 May 2001;

5. Encourages the Government of Sierra Leone and the RUF to continue to take steps towards furthering of dialogue and national reconciliation, and, in this regard, stresses the importance of the reintegration of the RUF into Sierra Leone society and the transformation of the RUF into a political party, and demands the immediate and transparent dismantling of all non-government military structures;

6. Welcomes the formal completion of the disarmament process, expresses concern at the serious financial shortfall in the multi-donor Trust Fund for the disarmament, demobilization and reintegration programme, and urges the Government of Sierra Leone to seek actively the urgently needed additional resources for reintegration;

7. Emphasizes that the development of the administrative capacities of the Government of Sierra Leone is essential to sustainable peace and development, and to the holding of free and fair elections, and therefore urges the Government of Sierra Leone, with the assistance of UNAMSIL, in accordance with its mandate, to accelerate the restoration of civil authority and public services throughout the country, in particular in the diamond mining areas, including the deployment of key government personnel and police and the deployment of the Sierra Leone Army on border security tasks, and calls on States, international organizations and nongovernmental organizations to assist in the wide range of recovery efforts;

8. Welcomes the establishment of the electoral component of UNAMSIL and the recruitment of 30 additional civilian police advisers to support the Government of Sierra Leone and the Sierra Leone police in preparing for elections;

9. Welcomes the signature on 16 January 2002 of the Agreement between the Government of Sierra Leone and the United Nations on the Establishment of a Special Court for Sierra Leone, as envisaged by resolution 1315 (2000) of 14 August 2000, urges donors urgently to disburse their pledges to the Trust Fund for the Special Court, looks forward to the Court expeditiously beginning its operations and endorses UNAMSIL’s providing, without prejudice to its capabilities to perform its specified mandate, administrative and related support to the Special Court on a cost-reimbursable basis;

11. Welcomes the summit meeting of the Mano River Union Presidents held in Rabat on
10. Welcomes progress made by the Government of Sierra Leone, together with the Secretary-General, the United Nations High Commissioner for Human Rights and other relevant international actors, in establishing the Truth and Reconciliation Commission, and urges donors urgently to commit funds to it;

humanitarian law set out in paragraphs 38 to 40 of the Secretary-General’s report of 14 March 2002 (S/2002/267), encourages UNAMSIL to continue its work and in this context requests the Secretary-General to provide a further assessment in his September report, particularly regarding the situation of women and children who have suffered during the conflict;

14. Expresses its serious concern at allegations that some United Nations personnel may have been involved in sexual abuse of women and children in camps for refugees and internally displaced people in the region, supports the Secretary-General’s policy of zero tolerance for such abuse, looks forward to the Secretary-General’s report on the outcome of the investigation into these allegations, and requests him to make recommendations on how to prevent any such crimes in future, while calling on States concerned to take the necessary measures to bring to justice their own nationals responsible for such crimes;

15. Encourages the continued support of UNAMSIL, within its capabilities and areas of deployment, for returning refugees and displaced persons, and urges all stakeholders to continue to cooperate to this end to fulfil their commitments under the Abuja Ceasefire Agreement;

16. Welcomes the Secretary General’s intention to keep the security, political, humanitarian and human rights situation in Sierra Leone under close review and to report to the Council, after due consultations with troop-contributing countries, with any additional recommendations, and requests in particular the Secretary-General to submit before 30 June 2002 an interim report assessing the post-electoral situation and the prospects for peace consolidation;

17. Decides to remain actively seized of the matter.
**Preparation Recommendations**

**Calendar of Preparation**

**8 weeks before conference**
- Hold a general meeting - provide an introduction to the club, ascertain interest in the club and students’ interest in attending a conference

**6-7 weeks before conference**
- Meeting to make country/committee assignments for students ready to commit. Break students into groups by country or topic to facilitate research

**4-6 weeks before conference**
- During general meetings perform a tutorial on a basic MUN skill each week: parliamentary procedure, resolution writing, research, committee skills

**4 weeks before conference**
- Attend delegate workshop

**3 weeks before conference**
- Aid students with their position papers and see that their research and familiarity with MUN (if they are new) are coming along

**2 weeks before conference**
- Tutorial based mock debate

**1 week before conference**
- Full fledged mock debate

Model UN meetings and tutorials can take any number of forms. The key is that they are somewhat entertaining otherwise it’ll become more of a chore for the students than a chance to expand their horizons. Be creative! For example, for the research meetings, you could hold trivia games to test your students’ knowledge, then everyone learns whether the students answer correctly or not. You can use games that pit all the students representing the same country or similar ones against other groups.

The tutorial based mock debate is a walk-thru of the full fledged mock debate. Talk the students through each step, but have them actually representing countries (so that they don’t have to do additional research, pick a topic they can make up information for on the fly: best movie of all time, best song, etc). Say what’s going on (we are now going to select a topic), and then ask who knows how to do that correctly.

The full fledged mock debate should have little or no help from you, the Advisor. Pick a topic the students won’t have to do outside research for, but let them handle it as if it were the day of the actual conference. Encourage new students to be active and involved.
Parliamentary Procedure is intended to assist a group of people (an assembly) come to decisions that are agreeable to the majority. These rules help the assembly smoothly conduct its meeting so that decisions can be made quickly and fairly. When Procedure is used excessively, incorrectly, or solely for the advantage of one group over another, business slows down. More importantly, such inappropriate behavior could reduce the enthusiasm and enjoyment of other participants. The thirty Model UN rules given below will be used throughout the conference. They must be reviewed and practiced prior to the sessions.

1. **Rule Priorities**: The rules contained on these pages are the official rules of all Model United Nations Assemblies. They will be the only legal basis for the trans action of business.

2. **Interpretation of the Rules**: Should a dispute over the interpretation of the rules arise, the Model UN Coordinator will be the final arbitrator.

3. **Official Language**: All business shall be conducted in English.

4. **Laptops**: In order to give delegates the same opportunities, the use of laptops while a committee is in session is prohibited.

5. **Responsibility of the Chairperson**: The Chairperson will be responsible for the orderly conduct of all meetings. The Chair will declare the opening and closing of each meeting, set the agenda, direct debate, ensure observance of these rules, accord the right to speak, set limits on speaking time, state and put motions and announce outcomes of votes. The Chair rules on Points of Order and responds to inquiries and Points of Personal Privilege. The ruling of the Chair may be challenged through the appeal process (see Rule 27).

6. **Roll Call**: All Model UN meetings will begin with a roll call. The chair will read off the name of each country in the committee, and those delegates present will respond ‘present.’ Delegates arriving late, after the roll call has been taken, need to submit a note to the chair informing him of their presence before they can be recognized by the chair. From this point, the number for a majority or 2/3 is calculated on those having responded ‘present’ at the initial roll call at the opening of the meeting. If certain members are habitually absent, a Chair may decide to hold another roll call to revise the number needed for a majority and 2/3.

7. **Voting Rights**: Each member nation will have only one vote. No country may cast a vote by proxy or on behalf of another country.

8. **Conduct During Voting**: After the Chair has announced the beginning of a vote,
no delegate will interrupt the voting except to make a Point of Order directly con
nected to the voting process.

9. **Dilatory Motions:** The Chair will rule as Dilatory (and therefore Out of Order) any
motion that is clearly intended to disrupt or delay the normal functions of the
meeting. The delegate making the motion may appeal the ruling of the Chair. If
the assembly overrules the decision of the Chair, the motion will be considered in
order. If the assembly upholds the decision of the Chair, then the sponsor of the
Dilatory Motion will be asked to apologize to the assembly for wasting its time.

10. **Withdrawing A Motion:** A sponsor may ask the assembly for permission to
Withdraw a Motion. Usually this is handled by the Chair through a simple state
ment: “If there is no objection (pause), the motion shall be withdrawn. There is no
objection and the motion is withdrawn.” If someone does object, the Chair will put
the question of withdrawing the motion to a vote. A majority vote is needed to
Withdraw a Motion.

**Rules in order of precedence:**

11. **Point of Order:** During the discussion of a matter, a delegate who feels that a rule
has been violated may rise to a Point of Order. The Chair must immediately
decide on the Point of Order. The Chair’s decision on the Point of Order is called a
ruling, and it may be appealed.

12. **Point of Personal Privilege:** Personal Privileges relate to the ability of any
delegate to participate in the meeting, or to the general comfort of the assembly.
Generally, this Point is made when a delegate is unable to hear the speaker
clearly. If the Chair determines that there is a problem, the Chair will ask that the
speaker speak louder, or that the delegate face the assembly. Similar problems
will be handled in a like manner.

13. **Point of Information:** This motion is used to make inquiries about Parliamentary
Procedure or the status of business in the meeting. A delegate cannot use this
motion to make a statement or argue in favor of an issue. Such use will be ruled
Out of Order by the Chair. Points of Information must be directed to the Chair and
cannot be asked of another delegate.

14. **Appeal the Decision of the Chair:** A delegate may appeal any ruling made by
the Chair on a Point of Order. Appeals must be made immediately following the
ruling of the Chair. These speeches will be limited to one minute each. The Chair
may also speak on behalf of his ruling. The Chair will put the question as follows:
“Shall the decision of the chair be sustained?” A “Yes” vote is for upholding the
decision of the Chair, and a “No” vote is for overruling it. A majority or tied vote
shall uphold the decision of the Chair.
15. **Motion to Adjourn**: Adjournment means that all business on the agenda has been completed. This motion may be made only at the last meeting session. The motion requires a second, is not debatable or amendable, and requires a 2/3 vote. The chair may also adjourn the meeting by the statement: "Unless there is further business to come before the assembly (pause), the meeting is adjourned."

16. **Motion to Recess**: Any motion to take a short interruption in the meeting (recess) should include a reference to the time period for the recess. This should not be longer than five or ten minutes. Its purpose is to allow time for delegates to caucus or deal with other pressing matters. When the meeting has reconvened, the business of the meeting will continue from the point where the recess occurred.

17. **Motion to Set the Agenda**: The first order of business will be to set the agenda. A delegate may do so by raising his placard and motioning to set the agenda to: agenda A or B for most committees, or agenda A or any topic for the Security Council delegates. The chair will then ask if there is any opposition to setting the agenda to the one specified by the delegate making the motion. If there is no opposition, the agenda is automatically set. If there is opposition, however, the chair will establish a speaker’s list with delegates wishing to speak for setting the agenda. Once the speaker’s list has been exhausted, the motion to set the agenda will come to a vote with a majority needed to set the agenda. The speaker’s list can be exhausted only by running out of speakers which occurs either naturally or after the passage of a motion to close speaker’s list (see rule 18).

18. **Motion to Close Speaker’s List**: If a delegate motions to close the speaker’s list, the chair will take one speaker for and one speaker against the motion to close the list. After the speeches, a vote will be taken and 2/3 is needed to close the list. If the motion is successful, no further speakers can be added to the list.

19. **Motion to Limit Speaker’s Time**: In most cases the Chair will announce to the committee a time limit on speeches (it can range from several minutes for formal debate to just 30 seconds). If a delegate feels the time limit is not appropriate, he may motion to change to limit the speaker’s time to X minutes/seconds. This motion requires one speaker for and one speaker against, and a 2/3 vote to successfully change the time.

20. **Motion to Table**: an agenda, a resolution, and all motions can be tabled. Tabling simply means you do not want to discuss the item any longer. A motion to table has one speaker for the motion and one against. It requires a 2/3 vote to pass.

21. **Motion to Take From the Table**: anything that is tabled can be taken up once again by the exact same procedure. Taking from the table needs one speaker for, one against, and a 2/3 vote to pass.
22. **Formal Debate**: Delegates will consider the items on the agenda through formal debate and should attempt to persuade the assembly to adopt or reject the proposal (resolution or amendment) under consideration by presenting arguments and facts in the form of short speeches. Remarks that stray from the subject, or are personal attacks will be ruled Out of Order. No questions may be asked of the speaker other than the sponsor of a resolution. There is a speaker’s list during formal debate.

23. **Formal Debate Yields**: a delegate may yield his time to another delegate (gives the remainder of his time to the country specified); or to questions (use remaining time to answer questions). If no yield is made, it is assumed the delegate yields to

24. **Motion to Move to Informal Debate**: This motion can be used when it is evident that it would help clarify confusing items. This motion requires only a majority to pass. During informal debate, all rules are suspended, delegates may speak to any issue, and there is no speaker’s list.

25. **Motion to Return to Formal Debate**: this motion is in order during informal debate. One speaker for and one speaker against the motion to return to formal debate are needed, and a 2/3 vote.

26. **Motion to Introduce a Resolution**: When a delegate has a resolution he would like to use. The resolution must be in proper format, on an overhead, transparent sheet, and have the necessary number of sponsors (3 for Security Council; 6 for all others). It has to be approved by the Chair before the delegate can read it, and speak for it. There will also be a delegate speaking against the motion. This motion requires a majority vote. Only one resolution may be on the floor at a time.

27. **Sponsors**: Countries wishing to debate a particular resolution or amendment become a sponsor by writing their name on a resolution or amendment. They need not be in favor of the issue, but merely in favor of discussing it. The writer of a resolution or amendment is not considered to necessarily be a sponsor.

28. **Working Papers/Draft Resolutions**: The CCWA Conference does not formally recognize either of these. Delegates may write whatever they want on paper and refer to it by whatever name they want, as long as formal resolutions adhere to the guidelines set above.

29. **Motion to Introduce an Amendment**: Delegates may seek to strengthen, weaken, or gain additional votes for a resolution by amending one that has already been introduced and is on the floor. An Amendment changes the text of a resolution by deleting, inserting, or adding words. The perambulatory clauses of a resolution may not be amended. It has to be in proper format and shown to the Chair before it can be introduced.
A speaker’s list will then be set up for delegates wishing to speak for amending the resolution with the one proposed and those wishing to speak against the amendment. The majority vote is required for this motion. The writer is not necessarily to be a sponsor.

30. **Minor Changes**: Orthographical changes to a resolution or amendment such as spelling errors or punctuation will not be subject to the full approval process. They shall automatically be considered part of the resolution or amendment.

31. **Motion for Previous Question Or to Close Debate**: These two terms mean you want to vote immediately on whether or not to adopt a resolution. Once a resolution has been introduced, voting occurs on it either when the formal speakers list runs out, or by the passage of this motion. This motion requires 2 speakers for and 2 speakers against, and 2/3 in favor. If it passes, the committee moves to voting procedure.

32. **Motion to Divide the Question**: Once the committee has moved into voting procedure and before the actual voting begins, a delegate may move that the operative clauses (everything but the perambulatory ones) of a resolution be considered and voted on in any way he wants. The proposal may be to vote on clauses 1, 2, 3-6, 7-8, or simply clause by clause. This motion requires one speaker for and one against, and is adopted or rejected by a majority vote.

33. **Method of Voting**: Voting will normally take place by a rise of placards. Roll Call Votes can also be held, but only on resolutions. To have a Roll Call Vote, a delegate must second, the Chair will then read off the list of those countries noted as present and respond either ‘Yes,’ ‘No,’ ‘Abstain,’ or ‘Pass.’ A ‘Pass’ on the second time will be noted as an abstention.

34. **Reconsider the Vote on a Resolution**: This is a very complex motion. It is used only with failed resolutions, and its purpose is to go back to a motion that was voted on, and to vote on it a second time. It has several steps: 1) A delegate who has voted on the side that prevailed when the vote was originally taken must move to Reconsider the Vote on the Resolution. The motion must be seconded. The motion can be made only when no other business is on the floor; 2) The Chair then opens a debate on whether or not the vote should be reconsidered. There will be one speech in favor and one in opposition. 3) The Chair will take the vote on the motion to Reconsider the Vote; 4) If this motion is adopted by a 2/3 vote, then the original resolution is before the assembly as if it were a new resolution and had never been subject to a vote.
<table>
<thead>
<tr>
<th>Motion</th>
<th>Purpose</th>
<th>Debatable?</th>
<th>Interrupt Speaker?</th>
<th>Vote Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of Order</td>
<td>Declare a rule has been violated</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Point of Personal Privilege</td>
<td>Inform Chair of discomfort</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Point of Information</td>
<td>Learn information</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Appeal the Chair’s Decision</td>
<td>Question a ruling of the Chair’s</td>
<td>Chair/1 against</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>Motion to Adjourn</td>
<td>End Session Altogether</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Motion to Recess</td>
<td>Dismiss for short time, or used between meetings</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Motion to Set Agenda</td>
<td>Set topic of the committee</td>
<td>Speaker’s list</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Motion to Close Speaker’s List</td>
<td>Stop further additions to speaker’s list</td>
<td>1 for/1 against</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Motion to Limit Speaker’s Time</td>
<td>Limit time of speeches</td>
<td>1 for/1 against</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Motion to Table</td>
<td>Set motion, resolution, agenda aside</td>
<td>1 for/1 against</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Motion to Take From the Table</td>
<td>Discuss something tabled</td>
<td>1 for/1 against</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Motion to Move to Informal Debate</td>
<td>Suspension of rules, chair moderates</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Motion to Return to Formal Debate</td>
<td>Go from informal debate to formal</td>
<td>1 for/1 against</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Motion to Introduce a Resolution</td>
<td>Formally bring a resolution to the floor</td>
<td>1 for/1 against</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Motion to Introduce an Amendment</td>
<td>Amend a resolution on the floor</td>
<td>Speaker’s list</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Motion For Previous Question</td>
<td>Vote on whether to adopt a resolution</td>
<td>2 for/2 against</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Motion to Divide the Question</td>
<td>Vote on resolution by sections</td>
<td>1 for/1 against</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Motion to Reconsider the Vote on a Resolution</td>
<td>Reintroduce a resolution</td>
<td>1 for/1 against</td>
<td>No</td>
<td>2/3</td>
</tr>
</tbody>
</table>
Conference Sessions
All 4 dates will be Model UN sessions, no regional meetings. Students participating must attend both days of either Session I or Session II. Each Session day will be comprised of four (4) meetings.

Conference Dates
This year’s conference will take place over a shorter period of time. The 4 total days will be held during 2 days of 2 weeks.

Resolutions
Students will no longer be required to pre-submit resolutions. Instead, they will produce resolutions as the real UN and collegiate MUNs do: in committee in response to the debate and ideas brought forth by their peers.

Committees
Four real United nations committees will be simulated this year. The Security Council, the Social, Humanitarian and Cultural Committee, the United Nations Children’s Fund, and the United Nations Development Programme. The Security Council will host all 15 states represent on it in real life.

Country Selection
Every school this year will be able to request their countries. On the registration sheet they will be able to write their preferences for as many delegations as they feel capable of bringing. A country represented on all of our committees like the United States, for instance, will require between 10 and 30 students to represent it, whereas a country represented only on the large committee such as Turkey will only need 2 to 6 delegates. Schools should pick and choose the right number of countries to represent based on the number of students they are bringing.

Rule Changes
A motion to move to informal debate has been added, as well as the procedures which accompany the introduction and amendment of resolutions. These are detailed in the rules of parliamentary procedure.
Delegate Workshop, Wednesday, November 6  
Thwing Center, Case Western Reserve University  
8:00 - 9:00 Registration  

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Session I Schedule  

Day 1: Wednesday, December 4, 2002  
Thwing Center, Case Western Reserve University  
8:00 - 9:00 Registration (Meeting Room A)  
9:00 - 10:00 Opening Ceremonies With Keynote Speaker (Ballroom)  
10:00 - 12:00 Meeting I: Committee (Room assignment)  
Social, Humanitarian, and Cultural Committee (Ballroom)  
UN Children’s Fund (Spartan Room)  
UN Development Programme (1914 Lounge)  
Security Council (Meeting Room D)  
12:00 - 1:00 Lunch  
1:00 - 2:15 Meeting II (Room assignments same as meeting I)  

Day 2: Wednesday, December 11, 2002  
Thwing Center, Case Western Reserve University  
8:30 - 11:00 Meeting III (Room assignments same as meeting I)  
11:00 -12:00 Lunch  
12:00 - 1:30 Meeting IV (Room assignments same as meeting I)  
2:00 - 2:30 Closing Ceremonies for Session I (Ballroom)
### Session II Schedule

**Day 1: Thursday, December 5, 2002**  
**Thwing Center, Case Western Reserve University**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:00</td>
<td>Registration (Meeting Room A)</td>
</tr>
<tr>
<td>9:00 - 10:00</td>
<td>Opening Ceremonies With Keynote Speaker (Ballroom)</td>
</tr>
<tr>
<td>10:00 - 12:00</td>
<td>Meeting I: Committee (Room assignment)</td>
</tr>
<tr>
<td></td>
<td>Social, Humanitarian, and Cultural Committee (Ballroom)</td>
</tr>
<tr>
<td></td>
<td>UN Children’s Fund (Spartan Room)</td>
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<tr>
<td></td>
<td>UN Development Programme (1914 Lounge)</td>
</tr>
<tr>
<td></td>
<td>Security Council (Meeting Room D)</td>
</tr>
<tr>
<td>12:00 - 1:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00 - 2:15</td>
<td>Meeting II (Room assignments same as meeting I)</td>
</tr>
</tbody>
</table>

**Day 2: Thursday, December 12, 2002**  
**Thwing Center, Case Western Reserve University**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 - 11:00</td>
<td>Meeting III (Room assignments same as meeting I)</td>
</tr>
<tr>
<td>11:00 - 12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:00 - 1:30</td>
<td>Meeting IV (Room assignments same as meeting I)</td>
</tr>
<tr>
<td>2:00 - 2:30</td>
<td>Closing Ceremonies for Session II (Ballroom)</td>
</tr>
</tbody>
</table>