

The cover features two large, abstract, blue shapes that resemble stylized leaves or petals. One is in the top right corner, and the other is in the bottom left corner, both pointing towards the center. The background is white.

DELEGATE

OFFICIAL HANDBOOK

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Introduction to MUN

WHAT IS A MODEL UNITED NATIONS 'MUN' CONFERENCE?

A Model United Nations conference is where high schools get a taste of international diplomacy through debating and uniting together to give speeches and provide possible solutions for modern-day issues. Here, they take on the roles of delegates from different countries, tackling real-world challenges that fall under the UN's Sustainable Development goals. This allows them to develop their research, public speaking, and teamwork skills, all while learning about global issues and working together to find common ground – just like the real UN!

Duties of MUN attendees

As mentioned, students usually begin their journey at the level of delegation, when they gain further experience, they become qualified for other roles like chairs, staff, and press. Each role carries a duty that every participant must fulfill to be viable for MUN awards. The duties of each group of MUN attendees are outlined below:

Delegates:

A "delegate" is the first position a student applies for in an MUN conference, as it helps them understand the purpose of the event. Delegates are assigned to a council where they represent a country and debate on a topic chosen by the organizers from that country's perspective. During the conference, delegates will act as skilled diplomats for the country they represent within their committee.

Chair:

In an MUN conference, a "chair" is the person who leads a committee. They help guide the debate, keep order, and make sure the rules are followed. Chairs are trained before the conference so they can do their job well. They also support delegates by answering questions and making sure everything runs smoothly during sessions and help delegates write their resolutions.

Staff:

Staff members are the essential operational support for the MUN conference, combining the functions traditionally handled by 'runners' and 'security' personnel. Their primary role is to facilitate the smooth running of all conference activities. This includes assisting in distributing supplies, assisting delegates, setting up rooms and ensuring a safe, orderly environment (e.g., monitoring proceedings to maintain proper conduct, passing diplomatic notes, issuing initial warnings for rule violations, managing crowd flow, monitoring common areas, reporting issues). Working closely with the chair, they help enforce rules and escalate security concerns, keeping the committee organized, secure, and productive for all participants.

Press:

At MUN conferences, the press team acts like journalists. They attend committee sessions and are always around to take photos and videos of the event. This keeps everyone informed, raises awareness of the issues, and creates a sense of a larger global event.

Points & Motions

Points & Motions are the tools used by Model United Nations delegates to communicate with their chairs and fellow delegates. It is the formal language to ask for things, clarify things and, when necessary, appeal to them.

A point can only be entertained at the chair's discretion and may not interrupt a speaker.

A motion can be done by raising your placard high and mentioning the motion. Motions are actions proposed by delegates that require support from the rest of the committee and the chair's approval. A chair may ask who seconds the motion and other delegates can raise their placard.

Points:

- **Point of order: used to correct a procedural error. (E.g. "Point of order the delegate used personal pronouns which is out of order)**
- **Point of parliamentary inquiry: used when a delegate has a question about parliamentary procedures. (E.g. A delegate doesn't know what lobbying is so he asks the chair)**
- **Point of personal privilege: used when a delegate is experiencing discomfort or personal concerns in session. (E.g. The room is too warm) Can only interrupt a speaker if it relates to the audibility of a delegate speaking. (E.g. A delegate is speaking in a quiet voice and its inaudible)**

- **Point of information to a delegate:** used when a delegate wants to ask a question to another delegate.
- **Right to reply:** used if a delegate directly offends your assigned country (E.g. A delegate talks inappropriately about your country or its politics)
- **Point of information to a chair:** Used when a delegate wants to ask a question to one of the chairs.

Motions:

- **Motion to move to moderated caucus:** moves to a formal debate format, allowing delegates to debate with parliamentary procedures in place
- **Motion to move to unmoderated caucus:** moves to an informal debate format, allowing delegates to debate with each other and without parliamentary procedures in place. (Can only be used by chairs)
- **Motion to set speaking time:** used to set a time for both sides of the debate to present a speech
- **Motion to explain vote:** used when a delegate's vote differs from their initial position on the issue.
- **Motion to move to voting procedure:** used when a delegate wants to skip speeches and proceed directly to voting.
- **Motion to extend time for/against:** used to add time to the delegate's side of the debate
- **Motion to extend debate time:** used to add time to “for” and “against” sides of the debate
- **Motion to divide the house:** all delegates must vote for or against. This is to be used when the votes are equal

Position Papers

In an MUN conference, a position paper is like a calling card for your country. It introduces your assigned nation's stance on the topic, showcases your research, and lays out the groundwork for debate. Typically, position papers do not exceed the length of an A4 paper. Although position papers are optional in APG MUN V, it's a chance to impress the committee with your preparedness and set the stage for productive discussions

A good position paper has four parts:

1. **Information about the topic**
2. **How the United Nations is/was involved**
3. **Country's Relation to the Topic**
4. **Potential solutions to the issue**

Delegates are expected to cite their material and use reliable sources to support their search.

The following list shows reliable sources for use:

1. **UN.ORG**
2. **Google news**
3. **BBC news**
4. **Reuters**
5. **Un-ilibrary.org**
6. **Cia.gov**

Sample position paper

COUNCIL: United Nations Educational, Scientific and Cultural Organization.

COUNTRY: Austria

NAME: (Enter your name)

TOPIC: Integrating Surveillance Cameras in Schools to Avoid Harmful Acts

The percentage of schools worldwide that use surveillance cameras is very high, approaching 100% in many regions. While exact global data is limited, studies consistently show a strong trend toward the widespread adoption of surveillance in educational institutions. This is driven by several factors. **Safety and security concerns:** Cameras provide evidence of crime and violence and help identify perpetrators. **Improved monitoring:** Surveillance offers real-time footage, allowing staff to quickly respond to incidents.

Technological advancements: Costs and complexity have decreased, making systems more accessible to schools of all sizes.

Some of the United Nations 'sustainable goals are Quality Education and Peace, Justice, and Strong Institutions. Schools aim to provide strong education and maintain peace. However, Austria takes a different approach. It maintains a more restrictive stance on school surveillance due to privacy and data protection concerns.

Austrian law emphasizes individual privacy. Since cameras collect personal data, there are concerns over how that data is stored and used. Strict regulations like the General Data Protection Regulation (GDPR) limit surveillance and require a clear purpose for its use.

Ethical concerns also arise regarding mass surveillance and its impact on students' sense of privacy and freedom.

Austria may tackle this issue from another angle—by focusing on preventing crime and bullying before they happen. This can be done by introducing mentoring programs from early grades, helping raise students to be respectful and socially responsible. While the issue may not disappear entirely, Austria prefers other safety measures such as increased staff presence, controlled school access, and safety education, rather than relying heavily on surveillance.

Austria does allow limited camera use in certain cases, such as preventing crime or protecting student safety, but overall it takes a more cautious, privacy-focused approach than many other countries.

Procedure

Roll Call → Opening Speeches → Lobbying & Merging → Debating → Voting

1- Roll call

Delegates will be called on, in alphabetical order, based on their assigned countries. This helps the Chair determine who is present and who isn't. Chairs will take roll call at the start of both days and after every out-of-council break. Delegates must respond with either 'Present' or 'Present & Voting'

'Present' - the delegate is present in the council (The delegate can either vote or abstain)

'Present & Voting' - the delegate is present and must vote on all amendments, resolution papers, speeches, and motions. (The delegate cannot abstain from voting)

2- Opening speeches

Opening speeches are prepared beforehand and are required for all delegates. All delegates are required to deliver an opening speech in which they explain their country's stance on the two issues assigned to the council. Each delegate will be given a minimum of 45 seconds and a maximum of 1 minute 30 seconds to read their opening remarks.

3. Speakers List

The speaker's list is a simple list of delegates who wish to speak during formal debate that takes part before lobbying & merging. Chairs are to ask the delegations to raise a motion upon opening the speakers list, and ask for seconds, then if any objections are available. If both seconds and objections are called upon, move to the voting procedure.

If the motion had failed, move to lobbying and merging.

If the motion had passed, the chair requests, "All delegates who wish to be added to the speakers list please raise your placards now." After writing down all the names of the participating delegates, the chair will call upon the delegates that are in the speakers list;

- Each delegate will have 60 seconds maximum to speak.**
- Each delegate will only be given one chance to speak in the speakers list.**
- None of the delegates can withdraw after being written in the speakers list.**

The purpose of the speakers list is to formally break the ice by introducing the delegation and their expectations of the council. In addition, it can influence the chairs in choosing awards. The chair may also refer to the speakers list when participation is weak.

4- Lobbying & Merging

Delegates with similar stances on the topic, merge their clauses and combine their ideas to create a resolution that tackles the issue effectively. Delegates can talk informally, use electronic devices, and move around freely during this session.unless the chair declares the council in-session. It is preferable and highly recommended that the delegates come prepared with at least a few clauses on the topics to aid in the lobbying process.

5- Debating procedure

Presentation of the resolution

The main submitter of each group will be invited to the podium to formally present the resolution, the delegate should:

- Read out all operative clauses to the council**
- Deliver a speech explaining each clause and the significance of the resolution**

Points of information

- Following the presentation, the main submitter is required to take 3 mandatory**
- points of information from other delegates and answer them.**

Yielding the floor

After responding, the main submitter must yield the floor:

- Back to the chair, or:
- To another delegate, if permitted by the chair.
 - Amendments
 - For & Against speeches
 - Debate

Debates are divided into moderated or unmoderated caucuses.

During debating, delegates will present their resolutions and discuss them with council members to determine their support for the resolution papers.

Moderated caucus: A moderated caucus debate is a formal debate in which the chair moderates and recognizes individual delegates to speak on a specific topic. This type of debate is initiated by a motion, raised by a delegate or the chair, and must be voted on by the council. If the motion passes, the debate begins by following the total time and individual speaking time.

For example, “Motion for a 10-minute moderated caucus with 30-second speaking time on the topic of digital surveillance.”

In this case:

- The total duration of the debate is 10 minutes
- The chair will recognize the delegates one after the other
- Delegates should raise their placards in order to be recognized
- Each recognized delegate will be allowed a maximum of 30 seconds to speak

Unmoderated Caucus: An unmoderated caucus is an informal debate where the delegates may speak freely and move around without following the in-session rules. Unlike moderated debate, only the chair may raise the motion to move to unmoderated debate, typically when they feel like it is appropriate to encourage informal interactions and break the ice between delegates.

For example, “Motion for 5-minutes unmoderated caucus on the topic of digital surveillance.”, the motion must be voted on by the council, followed by the start of the debate for the specified time if it passes.

Note: Both motions must include a time limit and topic for the caucus. The caucus requires a simple majority vote to pass

6- Voting

The voting is when delegates have to vote whether they are in favor of the resolution, amendment, or motion presented, or against it. The voting procedure determines whether the resolution, amendment, or motion has passed or failed. Delegates who responded by ‘Present and voting ’in the roll call are required to vote either ‘For ’or ‘Against ’the resolution passing, on the other hand delegates who responded by ‘Present ’can abstain from voting unless the motion to divide the house is raised.

Opening Speeches

Opening speeches are prepared beforehand and are required for all delegates. Each delegate will have about a maximum of 1 minute and 30 seconds to speak and present their country's position on key sub-issues. Opening speeches must include the following:

1. A summary of the topics assigned to the committee (both of the issues).
2. The stance of the delegate's country on the topic
3. Potential solutions to the issues.
4. Research findings to support your solutions.

Notes:

- Opening speeches must not exceed 1 min 30 sec
- When speaking, delegates must speak clearly and with confidence.

Sample Opening Speech

Greetings my esteemed chairs and fellow delegates,

The amount of internet access and restrictions have differed in every country in the UN,

The Internet has always created and spread propaganda, with a click of a button you're exposed to a world full of content, some of it could be beneficial and useful.

However, the internet is full of lies, misinformation, offensive content, etc. The stance of The country of Russia is strict and restrictive and supports internet censorship.

Russia censors the internet to protect its national security, maintain social stability, and promote economic interests. This censorship is also used to suppress authority over the internet content, and stop misinformation, harmful posts and having a stable country.

The delegate of Russia wishes to make a resolution paper satisfying all the delegates and having a good debate.

Thank you.

Resolution Paper

Resolution papers are formal documents written by the delegates in council during the lobbying and merging session, they include the following parts:

Preambulatory clauses: Preambulatory clauses must begin with a preambulatory phrase (e.g., acknowledging) and each preambulatory clause should be separated by a comma.

These clauses state the reasons for why the committee is acting on a given topic. They highlight the issue under discussion, reference previous actions taken, clarify the resolution's purpose, and offer support for the operative clauses.

Operative clauses: Operative clauses must begin with an Operative phrase (E.g Affirms) and each operative clause is separated by a semicolon.

These clauses state the actions to be taken and solutions that should be done. Following each operative clause, delegates may provide further explanation using sub-clauses, using the letters (e.g., a, b, c).

Note: A minimum of 3 preambulatory clauses and 3 operative clauses.

Resolution papers must mention the council's name in full form, main submitter, co-submitters, and the topic of the resolution at the top of the document, the topic's name must be written with each word's first letter capitalized. Throughout the resolution, sentences must end with commas and semicolons, except with a period only at the very end.

Tip: Write fewer pre-ambulatory clauses than operative clauses. More operative clauses convey that you have more solutions than you have problems.

Sample Resolution Paper

Council: Committee of Public Policy

Main submitter: The Delegate of Argentina

Co-submitter: The Delegate of Switzerland, The Delegate of Germany, and The Delegate of the Kingdom of Bahrain

Topic: Internet Censorship

Preambulatory:

Fully aware that some countries have more internet crime due to the absence of internet censorship,

Taking note that there are about 97 cyber crime per hour,

Taking in account that 1.4 billion accounts are hacked monthly on social media platforms,

Operative clauses:

1) Recommends the monitoring of public websites or applications by the government ,

- a) social media platforms such as “ Twitter “ and “Instagram”**
 - i. ensures citizens have their freedom of speech**
 - ii. only posts breaking any set laws will be taken down**
- b) completed by the help of AI**
 - i. detects any words that indicate any harm, disrespect towards the government, or inappropriate posts**
- c) protects citizens from harmful content**
 - i. Block any fake governmental news**

2) Urges governments to block any harmful websites,

- a) 18+ websites**
 - i. inappropriate platforms**
- b) virus or data collecting websites**
- c) disrespectful websites**
 - i. racist, gender harmful or cultural mocking**

3) Calling upon the blockage of harmful and disruptive content towards governments,

- a) Citizens could share their thoughts through a governmental websites**
 - i. Any feedback, issues, inquiries about the governmental actions**
 - ii. The website would be continuously checked with quick replies**
 - iii. reduces any chances of social riots protests**
 - iv. aims to fulfil citizens 'wants**

4) Establishing laws to protect citizen's safety without the increase in censorship rates,

- a) Fines for breaking those certain laws**
 - i. Inappropriate posts result in a \$300 fine and account probation**
 - ii. Hacking illegally results in a fine starting from \$1000 dollars and may face jail time based on the severity of the case**
 - iii. Other cases may result in account monetization or probation.**

Preambulatory phrases

Acknowledging	Affirming	Alarmed by
Approving	Aware of	Believing
Bearing in mind	Confident	Congratulating
Convinced	Declaring	Deeply concerned
Deeply conscious	Deeply disturbed	Deeply regretting
Deploing	Desiring	Emphasizing
Expecting	Expressing its appreciation	Expressing its satisfaction
Fulfilling	Fully alarmed	Fully aware
Fully believing	Further deploring	Further recalling
Guided by	Having adopted	Having considered

Having devoted attention	Having examined	Having received
Having studied	Keeping in mind	Noting further
Noting with appreciation	Noting with approval	Noting with deep concern
Noting with regret	Noting with satisfaction	Observing
Pointing out	Reaffirming	Realizing
Recalling	Recognizing	Referring
Reminding	Seeking	Taking into account
Taking into consideration	Viewing with appreciation	Welcoming

Operative phrases

Accepts	Affirms	Approves
Asks	Authorizes	Calls for
Calls upon	Condemns	Congratulates
Confirms	Declares accordingly	Deplores
Designates	Encourages	Endorses
Express its appreciation	Express its hope	Further invites
Further proclaims	Further recommends	Further requests
Further resolves	Hopes	Invites
Proclaims	Proposes	Recommends

Regrets	Requests	Resolves
Seeks	Strongly affirms	Strongly condemns
Strongly urges	Suggest	Supports
trusts	Transmits	urges

Amendments

Each resolution will include 1 mandatory amendment which must be introduced by a delegate, debated on, and then voted upon by the council. During the presentation of the resolution, delegates wishing to propose an amendment must submit it in a written note to the chair.

After that the Chair will:

- **Select a delegate with a reasonable amendment to present it and deliver a 'For' speech which must not exceed 2 minutes about it.**
- **The delegate must then respond to 3 mandatory points of information.**
- **This will be followed by a speech against the amendment 2 minutes maximum, also with 3 mandatory points of information.**
- **Then a moderated debate to discuss the amendment**
Following the debate the council will proceed to voting procedure on the amendment.

'For' & 'Against' Speeches

After each resolution paper is presented, delegates will be required to deliver speeches both in favor of and against the resolution.

To deliver an effective speech, delegates should adhere to the following guidelines:

- 1. Clearly state your position on the resolution, indicating whether you are in favor or against it.**
- 2. Justify your stance, explaining why you support or oppose the resolution.**
- 3. Support your argument with evidence from the resolution.**
- 4. Speak confidently and persuasively.**
- 5. The speech would be no longer than 2 minutes, the delegate is then obligated and required to take 3 mandatory points of information.**

Tips: Consider the possible questions you might be asked before giving your speech.

Take your time to answer the questions thoroughly, and do not rush your responses.

Sample 'For' Speeches

Honourable Chair, Distinguished Delegates,

The Delegate of Germany pleads for this resolution to pass.

The proposal seeks to address alarming statistics on cybercrime and disinformation by advocating targeted monitoring of social media platforms using AI to remove only illegal or harmful content. Germany sees merit in mechanisms that deter hacking, virulent 18+ sites, fake governmental news, and online harassment. The introduction of clear penalties; including fines and probation, could strengthen digital accountability and protect citizens, provided that freedom of expression is preserved through precise legal definitions and due process protections.

Germany urges refinement of the resolution. Inclusion of clear legal definitions, independent oversight, and appeal mechanisms is essential to ensure accountability and effectiveness while preserving freedom of speech. Implementation must learn from best practices to deter cybercrime and disinformation without enabling overreach or abuse of power.

Thank you.

Sample ‘Against’ Speech

Honourable Chair, Distinguished Delegates,

The Delegate of Germany pleads for this resolution to fail.

The lessons from Germany’s NetzDG law illustrate significant dangers. Under NetzDG, social media platforms faced €50 million fines for delayed content removal, prompting overblocking—the indiscriminate deletion of lawful content due to fear of penalties. Independent bodies like the UN Human Rights Committee have warned that the lack of judicial oversight and reliance on private companies to police speech can “chill” free expression.

Furthermore, vague definitions of “inappropriate” or “disrespectful” content and AI dependence risk bias, lack transparency, and infringe on due process.

Germany urges rejecting the current draft in its present form.

Without strict safeguards, transparent content standards, and judicial review, government-led censorship driven by AI is prone to overblocking, bias, and chilling effects on lawful expression.

Lessons from Germany’s own NetzDG framework criticized by the UN Human Rights Committee for enabling platforms to act as censors without due process underline the necessity of external oversight and appeal rights

Thank you.

Specialized Councils

The New World Council Procedure

DAY 1: Roll Call → Lobbying & Merging → Debating → Grouping

1. Roll Call

Delegates will be called on, in alphabetical order, based on their assigned commander. This helps the Chair determine who is present and who isn't. Chairs will take roll call at the start of both days and after every out-of-council break. Delegates must respond with either 'Present 'or 'Present and Voting'.

2. Lobbying & Merging

Is the time designated by the chairs for delegates to draft resolutions on the topic assigned to the council. During lobbying and merging, delegates are allowed to speak to each other informally, use personal devices, and move around the council freely, unless the chair declares the council in-session. It is preferable and highly recommended that the delegates come prepared with at least a few clauses on the topics to aid in the lobbying process.

3. Debate Procedure

Presentation of the resolution

The delegate will be invited to the podium to formally present the resolution.

Points of information

Following the presentation, each delegate is required to take 2 mandatory points of information from other delegates and answer them.

Debate

Following that the chair should look for motions so that the delegates will debate on what was presented, either moderated or unmoderated caucus debate.

4. Grouping

Lastly, the chair should group the delegates according to who addressed the same or similar issue. Then they will start working on the resolution paper.

Notes:

The delegates will be presenting commanders.

On day 2 delegates must follow the regular resolution paper structure.

The New World Resolution paper

Resolution papers are formal documents written by delegates in the council during the lobbying and merging session, they include the following parts:

Perambulatory clauses: These clauses address the problems, injustices, cruelty, disorder, and the chaos happening in the world. A minimum of 3 clauses should be presented.

Operative clauses: The delegate must present at least 1 operative clause, suggesting solutions that should be done.

Notes:

This structure is for day 1 only

It is an individual work; each delegate will present a resolution paper.

The delegate should come prepared with draft clauses.

International Court of Justice Council

Procedure

In the International Court of Justice the chairs will be representing judges, and delegates will be divided into two groups. Prosecutor office, in which they submit sufficient evidence for conviction. Defense office, they analyze the submitted evidence.

Roll Call → Opening Statement → Lobbying & Merging → Debating → Final Verdict

1. Roll Call

Delegates will be called on, in alphabetical order, based on their assigned commander. This helps the Chair determine who is present and who isn't. Chairs will take roll call at the start of both days and after every out-of-council break. Delegates must respond with either 'Present 'or 'Present and Voting'.

2. Opening Statement

Each side (Prosecution and Defense) will work on delivering an opening statement summarizing their stance, key arguments, and objectives. The purpose is to introduce the case, outline the main points, and set the tone for the proceedings.

3. Lobbying and Merging

Is the time designated by the chairs for delegates within each office to collaborate and combine their evidence and arguments. They

should merge ideas, refine their positions, and prepare a unified case presentation

4. Debate

Each counsel formally presents its case and supporting evidence to the judges. After both sides present, a debate session follows where counsels can rebut opposing arguments and defend their evidence.

5. Final Verdict

After hearing both sides, the Judges (Chairs) will deliberate privately.

- They will assess the strength of arguments**
- Validity and relevance of evidence**
- Diplomacy and professionalism**

The session concludes with the Final Verdict, where judges announce their decision and provide brief reasoning behind the ruling.

Notes:

Day 1:

Prosecutor Office: Stands with Ukraine

Defense Office: Stands with Russian Federation

Day 2:

Prosecutor Office: Stands with South Africa

Defense Office: Stands with Israel

International Court of Justice Presentation

Each counsel must prepare and present their evidence in an organized and formal manner. The presentation should include the following components:

1. Introduction

Introduce the counsel (Prosecution or Defense)

State the case title being addressed & briefly outline the purpose of the presentation

2. Case Overview

Provide a summary of the background and context of the case

Highlight the main issues

3. Facts of the Case

Present a summarized version of the facts relevant to the argument

Ensure all information is accurate and verifiable

4. Arguments

Outline the key legal and moral arguments supporting your stance

Link each argument to evidence or precedents

Maintain clarity, logic, and professionalism

5. Evidence

Present supporting documents and clearly explain how each piece of evidence supports the argument

6. Conclusion

Summarize the overall position of the counsel

Reinforce the main argument and desired judgment

End with a strong closing statement to persuade the judges