

How to AMUN

I. Who is who?

- *Delegate*: As a delegate, it is your task to represent your respective country in all forms of discussion.
- *Ambassador*: The ambassador represents his country as well as his whole delegation and has to deliver a one minute speech during the opening ceremony.
- *Chair*: The chairs will direct discussions and lead the debate.
- *President*: The president directs the conference and declares the conference open and closed.
- *Add-Staff*: The highly appreciated Ad-staff passes notepapers, counts votes and serves beverages.
- *Conference Manager*: The Conference Manager organises the conference and is responsible for administrative tasks.
- *Secretary General*: The Secretary General is the highest authority of the conference.

II. What are committees?

Committees are groups of delegates representing different countries. In the committees, the delegates try to find a resolution to a specific topic or problem. In this year's AMUN there is:

- The First *Committee (Disarmament and International Security)*
- The Second *Committee (Economic and Financial)*
- The Third *Committee (Social, Humanitarian and Cultural)*
- The Fourth *Committee (Special Politics and Decolonisation)*
- The Sixth *Committee (Legal)*
- The *Security Council*

III. What are the rules (overview)?

1. Dress code:
 - a. Participants should be formally dressed,
 - i. Jeans are not in order,
 - ii. Shirts must have appropriate necklines,
 - iii. Appropriate colours are a requirement, flashy and mismatched colours, as well as prints are not in order,
 - b. Formal footwear is required, all kinds of trainers, sandals and open-toed footwear is not in order,
 - c. Skirts and dresses are not allowed to be shorter than one palm above the knee,
 - d. Female participants should wear a trouser suit or a blazer and a skirt or dress,
 - e. Male participants should wear suits and ties,
 - f. Transgender participants are allowed to choose between either the female or the male dress code.
 - g. The dress code can be altered in an agreement with the secretariat.
2. Roll Call

Occasionally the Chair will roll-call to see if all nations are present. When the Chair calls out your country raise your placards high and say present.
3. Behaviour
 - Always be on time.
 - Always refer to yourself in third person.
 - Only speak when called to the floor or when making a point or motion.

- If you wish to communicate with other delegates, use notepaper and pass it on through the ad-staff.

IV. How to debate:

→ Points:

Points are requests to the chair or speaker that you can voice during debate. They are not in order, while there is a speaker on the floor (except it regards audibility).

| <i>Point</i> | <i>Description</i> | <i>Particularities</i> |
|---|--|--|
| Point of Personal Privilege | Any discomfort (audibility etc.) | Can be overruled by the chairs |
| Point of Information | Question about previously given statement | Can be overruled by the chairs; only if the speaker is willing |
| Point of Information to the Chair/President | To ask the Chair/President a question | Cannot be overruled by the chair; only if there is no speaker on the floor |
| Point of Parliamentary Inquiry | Question about the rules of procedure | Can be overruled by the chair; only if there is no speaker on the floor |
| Point of Order | Indicates possible violation of rules of procedure | Chairs can overrule irrelevant or incorrect Points of Order |

→ Motions

Motions are requests to the house/chair about the process of discussion that you can voice during debate. If you want to make a motion raise you placard after your chair has asked if there are any motions in the house.

| <i>Motion</i> | <i>Description</i> | <i>Particularities</i> |
|----------------------------------|---|---|
| Motion to Follow Up | Asking for a second question after having made a point | Stated after first question; can be overruled by the Chairs |
| Motion for a Right of Reply | Request the right of reply to an insulting or incorrect statement | Can be overruled by the Chairs |
| Motion to Explain the Vote | To call for an explanation of a vote by another delegate in voting procedures | After voting procedures |
| Motion to Amend the Resolution | Is made when wishing to make an amendment | Can be overruled by the Chairs |
| Motion to Move into Time Against | When debating a resolution, to move from time in favour to time against | Can be overruled by the Chairs, has to be seconded at least twice |
| Motion to Move into Open Debate | When in time against a resolution, to move into open debate where speakers can speak both, for and against it | Can be overruled by the Chairs, has to be seconded at least twice |

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|---|---|---|
| Motion to Close the Debate | When in time against or open debate, to close the debate and move directly into voting | Can be overruled by the Chairs |
| Motion to Extend Debating Time | To extend debating in time for, against or in open debate. | Can be overruled by the Chairs, has to be seconded at least twice |
| Motion to Declare this an Important Question | Enables the delegate to declare the proposed draft resolution a matter of such importance that the forum has to vote for it with a two-thirds majority in order for it to be passed | Requires voting; Decided with a simple majority |
| Motion to Adopt the Resolution by Acclamation | Leads to a proposed draft resolution being passed without any kind of voting procedures. | Does not require voting, but if it is objected it will not be entertained again |
| Motion to Divide the House | Voting is repeated, abstentions are not in order | After voting procedures; can be overruled by the Chairs |

Further Points and Motions can be found in the Rules of Procedure.

→ Notepapers

The passing of *notepaper* is a possibility for the delegates to communicate within their forum solely on agenda-related issues. They have to be written in English and concern the topic of debate. The Notepapers will be read by the Add-Staff

→ What are Resolutions?

Resolutions are the main subject of debate. They consist of Perambulatory- and Operative clauses:

1. *Perambulatory Clauses (PCs)*

The *perambulatory clauses* provide facts about the topic, causes of the problem and conditions that must be met when solving the problem at hand. These clauses can also be used to conclude which opinion or perspective the main submitter chose for the resolution. There are certain words one is allowed to use when starting a perambulatory clause.

Acknowledging, Affirming, Anxious, Appreciating, Approving, Aware, Bearing in mind, Believing, Concerned, Confident, Contemplating, Convinced, Declaring, Deeply concerned, Deeply Conscious, Deeply convinced, Deeply disturbed, Deeply regretting, Deploring, Desiring, Determined, Emphasising, Expressing appreciation, Expressing satisfaction, Fulfilling, Fully aware, Fully, alarmed, Fully believing, Guided by, Having adopted, Having approved, Having considered, Having decided, Having examined, Having received, Having reviewed, Keeping in mind, Noting further, Noting with approval, Noting with deep concern, Noting with regret, Noting with satisfaction, Observing, Reaffirming, Realising, Recalling, Recognising, Referring, Regretting, Stressing, Taking into account, Taking into consideration, Taking note, Viewing with appreciation, Viewing with apprehension, Welcoming

2. *Operative Clauses (OCs)*

These clauses determine which actions have to be taken in order to solve the problem. As with perambulatory clauses, operative clauses must start with one of the certain words/word combinations, allowed for OCs:

Accepts, Adopts, Affirms, Appeals, Appreciates, Approves, Calls upon, Confirms, Considers, Declares, Deplores, Designates, Directs, Emphasises, Encourages, Endorses, Expresses, Invites, Notes, Reaffirms, Recognises, Recommends, Regrets, Reiterates, Renews its appeal, Repeats, Suggests, Supports, Transmits, Urges, Welcomes.

The following words may only be used by the Security Council:
Authorises, Condemns, Demands, Decides, Instructs.

Every Operative Clause can be combined with the words: "Further ..." and "Strongly ..."

→ What are amendments?

With an amendment you can change the content of the resolution (only the OCs). You can either *change* singular words to sentences or whole OCs; *strike* complete OCs or subclauses or *add* new OCs/subclauses.

V. How to prepare:

→ Research your topics and country!

→ Useful sources are f.i. the CIA-Factbook, newspaper articles, information provided by the UN and its sub-organisations, your country's own web-presence and Wikipedia.

→ It is very useful to bring a laptop or a tablet-pc, since it allows you to work on resolutions. Furthermore, not every chair will allow the use of a mobile phone and you may need to do research during the debate.

→ An offline-dictionary (app) may be useful.

→ Write a Position Paper, not only is it mandatory but it helps you to develop your stance and arguments.