



## DELEGATE MANUAL

### *PREAMBULATORY AND OPERATIVE CLAUSES*

#### **1. Preambulatory Clauses:**

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma. Preambulatory clauses can include:

- References to the UN Charter;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency; Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue;
- General statements on the topic, its significance and its impact.

#### ***Sample Preambulatory Clauses:***

Affirming	Alarmed by
Approving	Bearing in mind
Believing	Confident
Contemplating	Convinced
Declaring	Deeply concerned
Deeply conscious	Deeply convinced
Deeply Disturbed	Deeply Regretting
Desiring	Emphasizing
Expecting	Expressing its appreciation
Fulfilling	Fully aware
Further deploring	Further recalling
Guided by	Having adopted
Having considered	Having examined
Having received	Keeping in mind
Noting with deep concern	Nothing with satisfaction
Noting further	Observing



Reaffirming	Realizing
Recalling	Recognizing
Referring Seeking	Taking into consideration
Taking note	Viewing with appreciation
Welcoming	Noting

## 2. Operative Clauses:

Operative clauses offer solutions to issues addressed earlier in a resolution through the preambulatory section. These clauses are action oriented and should include both an underlined verb at the beginning of your sentence followed by the proposed solution. Each clause should follow the following principles:

- Clause should be numbered;
- Each clause should support one another and continue to build your solution;
- Add details to your clauses in order to have a complete solution;
- Operative clauses are punctuated by a semicolon, with the exception of your last operative clause which should end with a period.

### *Sample Operative Clauses:*

Accepts	Affirms
Approves	Authorizes
Calls	Calls upon
Condemns	Confirms
Congratulates	Considers
Declares accordingly	Deplores
Designates	Draws the attention
Emphasizes	Encourages
Endorses	Expresses its appreciation
Expresses its hope	Further invites
Deplores	Designates
Draws the attention	Further proclaims
Further reminds	Further recommends
Further requests	Further resolves



Has resolved	Notes
Proclaims	Reaffirms
Recommends	Regrets
Reminds	Requests
Solemnly affirms	Strongly condemns
Supports	Takes note of
Transmits	Trusts

## MOTIONS

1. Motion to suspend the meeting :Recess the meeting for a specific period of time:

**Decision:** The Presidency

2. Motion to close the debate: Ends the debate. If the debate has been closed, it will not be reattained.

**Decision:** The Majority

3. Motion to move into open debate In Open Debate it is possible to speak both in favour and against a resolution. The motion is used by a delegate if he/she feels the need to comment on arguments made in Time Against, or did not get the opportunity to speak during Time in Favour. If another delegate is against the motion he/she may object to it, but will then have to take the floor to explain or further speak against the resolution. The motion must be seconded at least twice to be in order, but it will always be up to the chair to deny the motion in the interest of the debate. If a member of the house continually appeals this decision, the Secretary General is called upon.

**Vote:** Second/ Objection

4. Motion to appeal the decision of the President:

**Decision:** The Presidency/ The Secretary General



5. Motion to enter a consultative session: Suspend rules and move to an informal debate session. (Time of this session will be determined by the chair):

**Decision:** The Presidency

6. Motion to add an Agenda Topic: This motion will only be entertained if all approved resolutions of the house have been voted upon.

**Decision:** The Majority

7. Motion to change the order of consideration of the Working Agenda: Change the order in which agenda items are set on the agenda.

**Decision:** The presidency

8. Motion to divide the house:

**Decision:** The Presidency

9. Motion to table the resolution:

**Decision:** The Majority

10. Motion to table the issue:

**Decision:** The Majority

11. Motion to move into time against:

**Vote:** Second/ Objection

12. Motion to move into time in favour:

**Vote:** Second/ Objection



13. Motion to extend debating time:

**Decision:** The Presidency

14. Motion to move into voting procedure:

**Vote:** Second/ Objection

15. Motion to explain the vote:

**Decisions:** The Presidency

16. Division of the Question: Divide an amendment into two or more clauses, each to be voted on separately after Closure of Debate.

**Decision:** The Majority

17. Motion to propose an amendment: can only be proposed when the original amendments within the draft resolution have been debated.

**Decision:** The Presidency

18. Motion to propose a draft resolution:

**Decision:** The Presidency

19. Motion to call upon a party of dispute: Request that a non-Security Council member be invited to the session.

**Decision:** The Presidency

20. Motion to make friendly amendment:

**Decision:** The Presidency



21. Motion to adopt an amendment by acclamation: adds an amendment to a draft resolution without moving into voting procedure if there are no objections.

**Decision:** The Presidency

22. A delegate makes a motion to appeal the decision of the chair when he or she feels the chairperson has incorrectly decided upon a point or motion. The appealing delegate explains his/her motion and the chairperson defends him/ herself before going into voting procedures. If this motion is used on several occasions or is obstructing the debate, the chair may call upon the Secretary General to make the final decision.

**Vote:** Two-Thirds Majority

23. A motion to open the speaker's list allows delegates to sign up to speak. At some conferences a motion to close the speakers list closes the list for the remainder of the session or topic. However, at most Model UN conferences the speakers list can be opened and closed multiple times. This motion requires an immediate vote. During the speaker's list other motions will not be entertained.

**Decision:** The Chairperson

24. Delegates motion to enter a consultative session for the purpose of holding a caucus. At EGMUN a caucus is a closed, informal meeting between delegates of the house, in which they may debate the resolution while disregarding formalities. If you move into a consultative session, be sure to specify the purpose and the amount of time. If the chair objects the motion, delegates may appeal the decision, but are then required to explain the appeal on the stand. If the motion is continually denied, the Secretary general is called upon to settle the issue.

**Decision:** The Chairperson

25. A motion to adjourn meeting ends the committee session until the next session, which may be the next year's conference, or after lunch. (Delegates may propose a motion to suspend the meeting if they want a regular recess, unrelated to the debate).



**Decision:** The Chairperson

26. A motion to table the resolution is used to table, or put on hold, all of the work that the committee has completed on a particular resolution. The motion is used if the house is growing tired of a topic, and wishes to move to the next resolution. Once tabled, the work on a resolution may be resumed upon the decision of the chair.

**Vote:** Two-Thirds Majority

27. A delegate makes a motion to move into voting procedure in order to move the committee to a vote, usually when the delegate has made his or her country's position clear and there are enough draft resolutions on the floor.

**Vote:** Second at least twice, Objected once

28. A motion to extend lobbying time is used to extend the time used for writing resolutions.

**Decision:** The Chairperson

29. A motion to follow up is used when a delegate wishes the speaker to clarify or elaborate on the answer to the point of information just proposed by the same delegate. A motion to follow up should NOT be used to ask an entirely different question, and the chair must object to one such.

**Decision:** The Chairperson

30. The Request for a right of reply may be used if a delegate has been addressed or offended directly by the speaker, and wishes to defend him/herself without posing a question. If the delegate has been seriously insulted, he/she may demand an official apology from the speaker. If a delegate will not apologize, the ambassador of his/her nation will be called upon to state the apology. If the ambassador also refuses the Secretary General must be contacted.

**Decision:** The Chairperson



31. Motion to move into time against Used when arguments in favour of a resolution seem to have exhausted, and the time has yet to elapse.

**Decision:** Second/ Objection

32. Motion to move into open debate In Open Debate it is possible to speak both in favour and against a resolution. The motion is used by a delegate if he/she feels the need to comment on arguments made in Time Against, or did not get the opportunity to speak during Time in Favour. If another delegate is against the motion he/she may object to it, but will then have to take the floor to explain or further speak against the resolution. The motion must be seconded at least twice to be in order, but it will always be up to the chair to deny the motion in the interest of the debate. If a member of the house continually appeals this decision, the Secretary General is called upon.

**Decision:** Second/ Objection

33. Motion to divide the house is used when the majority of the final vote on a much-disputed issue is too narrow to be considered conclusive. The house is then asked to vote again, but this time, with no abstentions allowed.

**Decision:** Second/ Objection

34. A Motion to explain the vote may be used by a delegate who is confused about the opinion of a nation, and wants it to explain to the house the reason for its vote.

**Decision:** Second/ Objection

## POINTS

1. A point of order is used when a delegate believes the chair has made an error in the running of the committee. The Delegate should only specify the errors they believe were made in the formal committee procedure, and may not address the topic being discussed.



**Decision:** Chairperson

2. A point of parliamentary procedure can be made when the floor is open (i.e. when no other delegate is speaking) in order to ask the chairperson a question regarding the rules of procedure.

**Decision:** No Vote

3. A delegate may raise a point of personal privilege in order to inform the chairperson of a physical discomfort he or she is experiencing, such as not being able to hear another delegate's speech.

**Decision:** No Vote

4. A delegate raises a point of information to the speaker in order to pose a question to a speaker during formal debate. The speaker chooses whether or not to yield his or her time to points of information after having finished the policy statement.

**Decision:** Decision of Speaker

5. A point of information to the chair is made when a delegate wishes to ask a question without relation to the rules of procedure, and one that is not a point of personal privilege.

**Decision:** No Vote

## **SAMPLE DRAFT RESOLUTION**



Desiring to make better provision for effective political oversight of the principal United Nations operations established by mandate of the Council,

Desiring also to make better provision for consultation between the Council and member states not represented on it,

Recalling Article 44 of the Charter of the United Nations,

Acting under Article 29 of the Charter of the United Nations,

1. Decides to establish a subsidiary organ to be known as “the Security Council Committee for Monitoring Peacekeeping Operations” for the purposes of regular monitoring of United Nations operations established by mandate of the Security Council and for consultation between the Council and member states not represented on it who have contributed armed forces to such operations or are in a special position to assist the Committee discharge its functions,
2. Decides further that
  - a. the committee shall be comprised of all members of the Security Council;
  - b. the Chair of the Committee shall rotate following the same pattern as the Presidency of the Council.
3. Authorises the Committee
  - a. to meet informally or in closed session as may be necessary for the proper discharge of its functions including in particular consultations with States not represented on the Council;
  - b. establish effective procedures for liaison with and briefings from representatives of the Secretariat including Special Representatives, Force Commanders and staff of the Situation Room;
  - c. to establish sub committees or working groups as may be necessary.
4. Requests the Committee
  - a. to focus its attention on the work of the principal United Nations operations being those with a total personnel in excess of 500;



- b. to ensure that consultations are held with States contributing armed forces to United Nations operations in the event of significant developments relating to such operations and in connection with reviews or renewals of mandates;
- c. to report to the Council at least once every six months and at any time if in the course of carrying out its functions it becomes apparent that there are matters which should be drawn to the attention of the Council;
- d. to cooperate as may be appropriate with the Special Committee of the General Assembly on Peacekeeping Operations.

5. Requests the Secretary-General to establish, in cooperation with the Committee, procedures for regular liaison with and briefing of the Committee by members of the Secretariat including Special Representatives, Force Commanders and staff of the Situation Room and to provide the necessary facilities for the discharge of the Committee's functions.