

DELEGATE MANUAL

PREAMBULATORY AND OPERATIVE CLAUSES

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; and
- General statements on the topic, its significance and its impact.

SAMPLE PREAMBULATORY CLAUSES

Affirming	Expecting	Having examined
Alarmed by	Emphasizing	Having received
Approving	Expecting	Keeping in mind
Bearing in mind	Expressing it's appreciation	Noting with deep concern
Believing	Fulfilling	Nothing with satisfaction
Confident	Fully aware	Noting further
Contemplating	Emphasizing	Observing
Convinced	Expecting	Reaffirming
Declaring	Expressing it's appreciation	Realizing
Deeply concerned	Fulfilling	Recalling
Deeply conscious	Fully aware	Recognizing
Deeply convinced	Further deploring	Referring
Deeply Disturbed	Further recalling	Seeking
Deeply Regretting	Guided by	Taking into consideration
Desiring	Having adopted	Taking note
Emphasizing	Having considered	Viewing with appreciation
		Welcoming

Operative Clauses

Operative clauses offer solutions to issues addressed earlier in a resolution through the

perambulatory 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 PHRASES**

Accepts	Encourages	Further recommends
Affirms	Endorses	Further requests
Approves	Expresses its appreciation	Further resolves
Authorizes	Expresses its hope	Has resolved
Calls	Further invites	Notes
Calls upon	Deplores	Proclaims
Condemns	Designates	Reaffirms
Confirms	Draws the attention	Recommends
Congratulates	Emphasizes	Regrets
Considers	Encourages	Reminds
Declares accordingly	Endorses	Requests
Deplores	Expresses its appreciation	Solemnly affirms
Designates	Expresses its hope	Strongly condemns
Draws the attention	Further invites	Supports
Emphasizes	Further proclaims	Takes note of
	Further reminds	Transmits
		Trusts

MOTIONS AND POINTS

	Decisions	Vote
Motion to suspend the meeting :Recess the meeting for a specific period of time	The Presidency	
Motion to close the debate: Ends the debate. If the debate has been closed, it will not be reattained.	Majority	
Motion to move into open debate		Second/objection
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.

Motion to appeal the decision of the President	The Presidency (or the Secretary general)
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).	The Presidency
Motion to add an Agenda Topic: This motion will only be entertained if all approved resolutions of the house have been voted upon.	Majority
Motion to change the order of consideration of the Working Agenda: Change the order in which agenda items are set on the agenda	The Presidency
Motion to divide the house:	The Presidency
Motion to table the resolution:	Majority
Motion to table the issue:	Majority
Motion to move into time against:	Second/objection
Motion to move into time in favour:	Second/objection
Motion to extend debating time:	The Presidency
Motion to move into voting procedure:	Second/objection
Motion to explain the vote:	The Presidency
Division of the Question: Divide an amendment into two or more clauses, each to be voted on separately after Closure of Debate	Majority
Motion to propose an amendment: can only be proposed when the original amendments within the draft resolution have been debated.	The Presidency
Motion to propose a draft resolution:	The Presidency
Motion to call upon a party of dispute: Request that a non-Security Council member be invited to the session	The Presidency
Motion to make friendly amendment:	
Motion to adopt an amendment by acclamation: adds an amendment to a draft resolution without moving into voting procedure if there are no objections.	

POINTS

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 of Chairperson

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.

No vote

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.

No vote

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 of speaker

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

No vote

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.

Two-thirds majority vote

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 of the chair

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 of the chair

A motion to adjourn meeting ends the committee session until the next session, which may be the next year's conference, or after

Decision of the chair

lunch. (Delegates may propose a motion to suspend the meeting if they want a regular recess, unrelated to the debate)

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.

Two-thirds majority vote

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.

Second at least twice, objected once

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

Decision of the chair

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 of the chair

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 chair

**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.**

Second/objection

**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.**

Second/objection

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 of the chair

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 of the chair

Sample Draft Resolution

Resolution GA/3/1.1

General Assembly Third Committee

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, **[use commas to separate preambulatory clauses]**

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

- .. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**
- .. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
- .. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;

- . Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
- . Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
- . Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
- . Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[end resolutions with a period]**

