



# **UNISMUN DELEGATE PREPARATION GUIDE**

# Delegate Preparation Guide

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This document is a brief overview of what the delegates should expect and understand regarding the full process of UNISMUN including the preparation up until the debate.

## Research and Preparation

Prior to the UNISMUN conference, delegates must have comprehensive knowledge of issues that will be debated in their respective committees. Delegates are encouraged to use further research regarding their topics.

Aside from researching topics, delegates also need to have a comprehensive understanding of the nations they are representing. During debate, delegates are expected to debate as a representative of their country, and not as themselves. Therefore, delegates also need to know what their country's position is on their topics. Useful links can be found on the [UNISMUN website](#). Furthermore, they can use the [LibGuides](#) created for each committee regarding their topic for the conference.

In Model United Nations, delegates try to find solutions to world issues. These solutions are written in documents called *resolutions*. When delegates come to a conference, they should have draft resolutions prepared to merge with other delegates' drafts (see [Lobbying](#)) so that they can be debated. During debate, the resolution is improved and eventually passes or fails in a vote (see [Debate Procedure](#)).

## Resolution and Formatting

Please refer to the document "[2023 - 2024 UNISMUN Resolution Guide](#)"

## Materials to Bring

Delegates are expected to come to the conference fully prepared. It is strongly suggested that delegates bring some materials stated below:

- The delegate's drafted resolution;
- A fully charged computer;
- Printed Opening Speech;
- Pen/Pencil;
- Any necessary research/reference materials.

## Dress Code and Student Conduct

As UNISMUN aims to simulate the real United Nations, delegates must be regarded as diplomats and ambassadors for their respective countries for the duration of the conference. Thus, we expect a high standard of personal conduct and professional behaviour from all delegates, both during UNISMUN and outside the conference. Chairs will report any inappropriate behaviour to the Secretary General, who will contact the relevant Director(s).

As in the actual United Nations, UNISMUN delegates, Chairs and MUN Directors are expected to wear formal attire. Male students are expected to wear long sleeved shirts, tie and dress trousers. Shirts must always be tucked in, buttoned up and sleeves should always be rolled down. Jackets or suits are not mandatory at UNISMUN. Dress shoes, preferably black or brown, should be worn. Female students are expected to wear dress or trousers or a skirt with a dress shirt. Dress shoes are required. All clothing must be modest and appropriate.

## Lobbying

Lobbying is the process of convincing other delegates to support your ideas as outlined in your draft resolution. Delegates will have quite a few hours for lobbying; the exact time depends on respective committees. During lobbying, delegates can move freely in the committee room, talking informally (without speaking in third person) to convince other delegates to group together to take the best clauses from all of their draft resolutions and combine them into one resolution to present to the committee for debate. Delegates typically find other countries that have similar or close views to theirs on the topic they are discussing. Lobbying time can also be used to add or improve clauses to make the resolution even better. Chairs will be looking for resolutions that are practical, innovative, and detailed. Thus, thorough research and preparation is necessary.

Delegates do not need to discuss all topics during lobbying time, but knowledge of all issues is required, especially for debate. During lobbying, delegates must obtain at least five co-submitters (delegates who agree to sign onto your resolution who want it debated) to support the resolution, or else the resolution cannot be debated.

## Policy Statement

In preparation for UNISMUN, delegates will prepare a policy statement. This is a document that briefly and concisely explains the policies of one's country/organization with respect to the issue dealt with at the conference. These statements will help delegates to focus on the exact objectives of their country providing an excellent basis for both the resolution and the opening speech. The policy statement should not focus primarily on the country's internal issues, but much rather on the relevance of the issue to the international community, and what the delegate's country would like to accomplish regarding the issue presented.

A policy statement sets out to answer three questions:

1. What is the background to the delegate's country point of view on the issue?
2. What is the country's current position regarding the issue?
3. What does the delegate hope to achieve in relation to the issue?

## Opening Speeches

All delegates are required to give a maximum 60-second-long opening speech before their committee before lobbying starts. The opening speech should outline the delegate's country and a summary of their position on their topics. Opening speeches may not be read off computers. Paper notes are advised to be brought up to aid a delegate's opening speech. These speeches are to help delegates find out which countries have similar positions and interests, so as to help the lobbying process.

## Debate Procedures

The purpose of debate in MUN, unlike competitive debate, is to promote collaboration between member nations and ultimately find solutions to the problems at hand. We aim for solutions to be as effective, practical, and detailed as possible. Delegates are strongly encouraged to act constructively during debate and not destructively, and to maintain their country positions.

Before the conference, delegates are required to familiarise themselves with the key points of debate procedure outlined below, and all committee Chairs will explain everything in greater detail at the start of the conference. Delegates should feel free to ask for clarification at any time by addressing a Point of Information to the Chair. Both MUN Directors and delegates may also email the Delegate and Ambassador Training Team if they have further questions before the conference.

### Chairs:

These are the students who will oversee debate. They have the right to decide who holds the floor (the right to speak at the podium). They will also be checking resolutions during lobbying. Once lobbying is complete and both a Chairs and the Approval Panel have checked your resolution, it is ready for debate.

### Delegate Responsibilities:

During all debates, delegates must refer to themselves and others in the third person such as “this delegate”, “the delegate of ... ” and “s/he”, never using “you” or “I”. When raising a point or asking a question, delegates must stand up and remain standing until the question has been answered. Delegates must always remain respectful and diplomatic during debate and listen to the Chairs’ directions.

Open Debate:

Debate on a resolution, called open debate, may take from 60 to 90 minutes at the Chairs' discretion. In open debate, delegates can raise their placards if they wish to speak either for or against the resolution and are chosen by the Chairs to take the floor. During their speech, delegates can try to convince the committee to vote for or against the resolution. After their speech, delegates can decide to open themselves to Points of Information (see below). Once they finish answering points or if they choose not to take questions at all, delegates can choose to either yield the floor to the Chair or to another delegate. If a delegate is yielded to by another delegate, he/she must yield the floor back to Chair. Once the floor is yielded back to the Chair, the floor becomes open for debate again.

Amendments and Closed Debate:

To improve a resolution, delegates may submit an amendment to change, strike, or add a clause in the resolution. Amendments will be written on the official amendment paper, to be provided at the conference, however, in the virtual conference delegates will send a private message to the chairs in order to submit an amendment. If a delegate submits an amendment, the Chairs will recognise the submitter to take the floor. Then, they will set a fixed time to speak in favour of the amendment and a separate time to speak in opposition; once time in favour of the amendment elapses, there will be time to speak against the amendment, to convince other delegates not to vote for this resolution. Amendments to the second degree (proposed changes to an amendment) are allowed in UNISMUN and can only be entertained during time against the original amendment. However, amendments to the third degree are not entertained in UNISMUN.

Note Passing:

In order to aid the flow of debate, delegates are allowed to pass notes to other delegations using note paper prepared by the delegates themselves. All notes should pertain to the debate and be kept appropriate. Delegates can also send notes to the Chairs clarifying regarding debate or the UNISMUN conference as a whole. Admin staff in the room will help pass notes between delegates and also scan notes; any inappropriate notes will be sent to the Chairs.

Voting Procedures:

Once the set time elapses for a resolution, an amendment, or an amendment to the second degree, the committee will vote to either pass or fail it. During voting, note passing will be suspended and delegates must remain silent. Delegates are allowed to vote for, against, or abstain from voting. For most committees, simple majority is required for a pass, if the votes are tied, delegates will revote. Security Council and Reform Council require a supermajority to pass a resolution.

## **Points and Motions**

Points are questions asked by delegates, ranging from points directed to the Chairs to questions regarding debate procedure. Motions are raised to propose an action the committee should take (for example, to move to voting procedure). The different points and motions are outlined below:

Point of Personal Privilege:

This refers to the well-being of delegates during debate. This is the only point or motion that can interrupt the speaker when delegates cannot hear debate.

An example is “Point of personal privilege: could the delegate please speak up?”

Point of Information to the Speaker:



This is a question directed at the delegate who has just finished speaking and will only be entertained if the speaker has opened him/herself to Points of Information. These should pertain to the resolution or topic being debated and must be in the form of questions. Delegates must be recognised by the Chairs to ask Points of Information.

Follow-up:

A delegate can request a follow-up if they feel their point of information has not been answered adequately, and wishes to ask another question. These are allowed in UNISMUN but can be denied at the Chairs' discretion.

Point of Information to the Chair:

These are questions directed to the Chairs and may not interrupt the speaker. These should be raised whenever delegates are unsure about anything regarding debate and the UNISMUN conference. These can range from "could the Chair please inform the house if Taiwan is represented in the United Nations?" to "how much time is there left to debate this resolution?"

Point of Order:

This point refers to procedural issues only and cannot interrupt the speaker. For example: "Is it in order for this delegate to ask her question now, as she was previously recognised by the Chairs?"

Motion to Move to the Previous Question:

Delegates propose this motion if they wish to cut off debate and move directly into voting procedure. This motion must be "seconded" by at least one other delegate and can be stopped by at least one "objection". Delegates are highly discouraged from

proposing this motion if there are still areas of the resolution yet to be debated and improved. The chairs may overrule this motion.

*Motion to Extend Debate Time:*

This motion is raised so that the committee is granted more time to debate the resolution at hand. Requires a “seconded” by one or more delegates and can be stopped by at least one “objection”. Chairs may overrule this motion.

*Motion to Divide the House:*

Delegates can raise this motion to re-do voting procedure. The voting procedure after this procedure cannot entertain any abstentions and delegates must vote either for or against the resolution. This motion requires “seconded” from other delegates and can be stopped by at least one “objection”. Chairs may not overrule this motion.