

Centennial High School MiniMUN 2021

Beginner Delegate Guide



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Welcome to MiniMUN 2021! This document will cover the basics of parliamentary procedure and how our chairs will run committee. If anyone has any specific questions, don't hesitate to reach out to our team through our [website](#) or via email at centennialmodeluninfo@gmail.com. Additionally, all chairs have listed their emails on their background guides!

What is the UN

The United Nations is an international organization with 193 member states with the mission to tackle current events around the world. It was founded after World War II, succeeding the League of Nations, and focused on improving international relations to prevent another world war. Today the United Nations deals with a plethora of issues, including political, social, humanitarian, economic, environmental, cultural, criminal, and many more. The United Nations provides a forum for delegates from different member states to collaborate to approach complex issues from an international perspective. Delegates should keep in mind that the United Nations doesn't have the authority to mandate any of the resolutions, meaning that any country that wishes to comply can while those that don't want to, don't have to. While creating resolutions in committee, delegates should ensure that they aren't mandating anything or encroaching on country sovereignty.

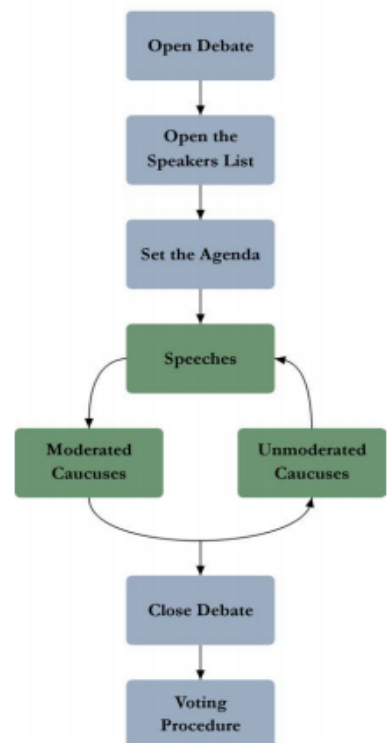
What to expect from the conference

Model United Nations is a simulation of the United Nations for young adults that allows them to research a topic, improve their public speaking skills, and collaborate with other delegates to create a resolution. This year our conference will be held virtually but we hope to provide a learning experience for all attendees. Before the conference, all delegates are asked to read through the background guides for their committee (which is a document written by the chairs in which they go over the topic(s) that will be discussed/debated within each committee) and research their topic further to write a position paper. While often disliked by delegates, position papers help delegates organize their thoughts prior to the conference. During committee, delegates will go through various forms of discussions with other delegates in hopes of creating a multilateral solution to the topic at hand. Discussions take place in the form of moderated caucuses (formal debate) and unmoderated caucuses (informal debate) with the overall purpose of creating the best solution that addresses the topic.

Overall Flow of Committee

Model UN, just like the actual UN, is governed by specific rules and procedures that determine when and how delegates speak and how committee runs to stir meaningful conversations.

The flow of committee is outlined in the chart to the right. Delegates will start by opening debate followed by opening the speaker's list. The speaker's list allows delegates to share their stance on the topic(s) with the rest of the committee before setting the agenda. The next step, Setting the Agenda, is where delegates can decide which topic should be discussed first if there are multiple on the floor. After deciding a topic order, delegates will go through a



myriad of moderated and unmoderated caucuses to collaborate and brainstorm solutions to the topic. Delegates will be virtually drafting preambulatory and operative clauses in their resolutions, which will be voted on at the end of the committee session. To pass a working paper, a simple majority of support from the committee is required.

Parliamentary procedure

Roll Call

Roll call in Model UN is also known as attendance. At the start of the conference and the beginning of any new session, the chairs of the committee are required to take attendance. Each country will be called on and delegates are expected to unmute and respond with their form of attendance (present or present and voting). When delegates are Present, it means that they can abstain from voting on papers, while if a delegate is Present and Voting, they are required to vote on all papers during voting procedure. Keep in mind that all delegates must vote for all procedural matters in the committee. When the chairs call upon a delegate, delegates should respond like such: “FullNameOfCountry/Person is (insert Present/Present&Voting)”. This way, when the chairs are taking attendance, they will be sure to correctly mark which delegates are present and which are present and voting during the committee session.

Speakers List

The Speakers List is a running list of all of the delegates in the committee that are wishing to speak. When the Speakers List is opened, delegates are allowed to send a note to the chair if they want to be added. The Speakers List allows delegates to share their thoughts, without a certain topic allotted, for a 1 minute speaking time (if not altered). After debate is opened at the beginning of the conference, delegates can motion to open the speaker’s list, where they can get a chance to give opening speeches and hear stances on the topic from other delegates in the committee. Anytime delegates would like to be added to the Speakers List, they can send a private message to the dias asking them to do so.

Setting the Agenda

In a General Assembly committee, usually, more than one topic is on the floor up for debate. In this scenario, generally after opening speeches have elapsed, delegates will push to set the agenda. In other words, this means that the committee will vote on which topic the committee would like to open discussion towards first. For example, if a delegate wishes to discuss the first topic before the second they can motion to set the agenda similar to this “NameOfCountry/Person moves to set the agenda to topic order 1 then 2”. Delegates are asked to come prepared on both topics to avoid any confusion after the agenda is set. Delegates in a crisis committee will generally not have to set the agenda because they are given one specific topic/role within the conference.

Moderated Caucuses

After a topic order has been decided, delegates will focus on discussing all of the aspects of the topic. Every topic is different and consists of a multitude of facets. Moderated caucuses are segments of formal debate where delegates get a chance to hear from the committee on a specific aspect of the topic. Moderated caucuses require a specific topic, speaking time per delegate, and total time of the caucus. To motion for a moderated caucus, delegates can say the following: “Country/Person motions for a (insert total time) moderated caucus, with a (insert speaking time) speaking time, on the topic of (insert a topic).”

If the motion for a moderated caucus passes, the delegate that proposed it is given the privilege of speaking first or last during the caucus.

Unmoderated Caucuses

Unmoderated Caucuses are segments of informal debate where delegates have the liberty to discuss and work with others in the committee session. Unmoderated caucuses are used to start forming blocs (or groups) where delegates that agree to a solution for the topic can begin drafting a working paper. Unmoderated caucuses will increase as the committee progresses but should be used diligently, as it is time granted to be brainstorming or finishing papers. In an unmoderated caucus (especially a virtual one), it is easy for delegates to speak over each other and cut each other off. Delegates should be cognizant of this and ensure that no delegate is left out or overshadowed by another. Unlike a moderated caucus, proposing an unmoderated caucus only requires a set time limit. To propose an unmoderated caucus, delegates can motion the following: “Country/Person motions for a (insert time) minute unmoderated caucus”. Once a motion for an unmoderated caucus gets passed, the chairs will open 10 breakout rooms where delegates can enter any room they want, which will remain open until the time elapses.

Voting procedure

After delegates have completed draft resolutions and have debated all of the papers on the floor, delegates will commence voting procedure. Voting procedure is where delegates will vote on each of the draft resolutions in the committee. Before voting procedure begins, attendance will be taken by the chairs to determine the simple majority of the committee. A simple majority of the committee is required to get a draft resolution passed. To go into voting procedure, 2 speakers for and 2 speakers against are required. During voting procedure, no delegate or sponsor can enter/leave the room or communicate with one another (chat will be disabled). Voting is required on all draft resolutions for all delegates that are present and voting in the committee session but optional for delegates that are present, as they can choose to abstain from the vote if they would like. Voting procedure can be done in 3 ways: vote by roll call, vote by acclamation, or vote by placard. A vote by roll call is similar to how attendance is taken, as the chairs will go delegate by delegate to which delegates will respond “Yes”, “No”, or “Abstain”. A vote by acclamation is where the chair will slam the gavel 3 times and ask for any dissent against the paper. If a delegate speaks out within these 3 hits, the paper will move into a vote by placard. A vote by placard is where delegates will raise their placards to indicate their vote, as the chair will request all that are in favor to raise their placards, all that are against to raise their placards, and all that are abstaining to raise their placards. Due to the virtual platform, voting by placard will be conducted via polls. After a short voting period has elapsed, the chairs will indicate whether or not the draft resolution gets passed. A reminder that due to the diversity of beliefs in the UN, it is likely that not all papers will get passed.

Resolution Writing

During the conference, delegates will be focused on drafting resolutions to the topic at hand. The format of a working paper will resemble the format of UN Official Resolutions. A draft resolution should be formatted with the following: a list of sponsors and signatories at the top, preambulatory clauses, and operative clauses. Sponsors are delegates that wrote the actual clauses in the paper while signatories are delegates that want to hear the paper debated in committee. Preambulatory clauses are at the top of the paper and showcase the problems/current situation, whereas operative clauses detail the solution that delegates have come up with to address the topic.

Tips for Success

While there is no “right way” of being a delegate and all delegates are different, there are some things that can help a delegate stand out in committee. Delegates should keep in mind that more than anything this conference will be a learning experience for all. Also, chairs and co-chairs are resources and here solely to help delegates so reach out to them for help without hesitation! Centennial has been an avid participant in Model UN and has participated in numerous conferences, excelling in almost all of them so here are some ways we have learned to be a good delegate:

Before the conference

Before the conference, delegates should research their topic(s) thoroughly and write a position paper. Research for a conference allows a delegate to be prepared and have background knowledge before going into the conference. Effective research can help a delegate stand out in committee, for example with specific measures and statistics. Research should mainly cover the following: the overall topic, country/person’s stance, past measures taken by the UN (if any), past measures taken by country/person, and any possible solutions. Researching these topics allows delegates to approach the topic from both a narrow and big perspective and mentally prepares delegates for the conference.

In addition to this, delegates should set a goal for themselves before the conference. As stated many times in the past, MiniMUN is meant to be a learning experience for all delegates. That being said, before the conference, delegates should outline a specific target or goal for themselves, whether that be making multiple speeches or being an author on a paper. Goals/targets help delegates grow and better their skills and are very effective in the long run.

During the conference

During the conference, delegates should be attentively listening and participating in committee. While the virtual format can easily distract delegates or delegates can suffer from what is termed as zoom fatigue, delegates must remain focused and take advantage of the breaks to prevent any fatigue. Centennial always prioritizes constant substantive engagement in committee, which means that delegates should not only be constantly engaged but also contribute substantially to the committee session. Delegates should be avidly participating in the conference by raising their placard (hand) often and speaking out every opportunity that they get. Model UN is a great way for delegates to improve their public speaking skills and thus giving speeches in committee can help them do so. Delegates should also be using their research to form speeches with meaningful material, avoiding saying the same things as others.

Good delegates bring others up, not push them down. Delegates should always aim to do their best but in doing so shouldn’t speak over others. Delegates must recognize this and try to get as many people to share their thoughts in the session. At Centennial, we value being a shepherd, not a shark or a sheep. Sharks are those that rudely cut people off and steal ideas to make their presence, but shepherds’ guide others in a way that is helpful to all. Some of the best advice is to recognize that sometimes the best leaders are the best listeners and also know how to follow.

With that, we are so excited to be launching our first ever virtual conference and can’t wait to meet everyone on April 16th! Please reach out to us with any other questions!