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## I. Note from the Secretary General

*Dear agents of change,*

*I would like to welcome you to the second edition of the Notre Dame University - Louaize Model United Nations (NDU MUN) conference, which will be held on April 21-22 2018.*

*With the youth making up 52% of the Lebanese population, and with similar numbers in different countries all over the world, it is considered crucial that the youth of today develop the skills necessary to tackle real-life critical scenarios. In this digital era with the world on the fast track of advancement, substantial and critical issues often arise. We believe in empowering the youth of today through providing a platform that allows them to voice their concerns and acquire skills like critical analysis, problem solving, research and debating.*

*At NDU MUN, we constantly strive to ensure all delegates leave the program as globally aware, collaborative analysts who we believe have the capacity to make a change, through sharing the culture of diversity, inclusion, progression and diplomacy.*

*Our theme for this year is Technology and The Future of Sustainable Development. With the United Nations working towards the 2030 Agenda through the 17 Global Goals, coupled with the fact that our world is becoming increasingly dependent on and affected by technological advancements today, we believe it is crucial that the leaders of tomorrow get the chance to explore and tackle the issues of today with regards to these goals.*

*I am truly honored to serve as the Secretary General for the second session of NDU MUN, and, on behalf of the NDU MUN team, we look forward to meeting you in the final conference. Feel free to browse through this guide to know more about the program and what is expected of you, and please do not hesitate to contact us at any time.*

**Let's transform  
our world,  
together.**

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*Maryam Nsaif  
Secretary General, NDU MUN*

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## II. General Information

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### A. What is the United Nations?

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The United Nations is an international organization founded in 1945. It is currently made up of 193 Member States. The mission and work of the United Nations are guided by the purposes and principles contained in its founding Charter. Due to the powers vested in its Charter and its unique international character, the United Nations can take action on the issues confronting humanity in the 21st century, such as peace and security, climate change, sustainable development, human rights, disarmament, terrorism, humanitarian and health emergencies, gender equality, governance, food production, and more. The UN also provides a forum for its members to express their views in the General Assembly, the Security Council, the Economic and Social Council, and other bodies and committees. By enabling dialogue between its members, and by hosting negotiations, the Organization has become a mechanism for governments to find areas of agreement and solve problems together.

*Recovered from <http://www.un.org/en/sections/about-un/overview/index.html>*

### B. What is Model United Nations?

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Model United Nations (MUN) is an academic replication of the United Nations that aims to permit students to diplomatically argue issues at the forefront of international relations, with the UN headquarters as a backup. Its purpose is to model the best practices of collaboration, cooperation, and constructive debate irrespective of an individual's race, gender, political or sexual orientation, age, or nationality. It educates participants about current events and topics including but not limited to international relations, health and medicine, the Arab-Israeli conflict discussed in the Security Council, Genetically Modified Food discussed in the FAO, and Aids and Young People discussed in ECOSOC. It encourages the development of useful skills that students will use throughout their lives such as research recruiting, public speaking, problem solving, conflict resolution, and cooperation. MUN is fundamentally good because of its numerous benefits which help in creating new leaders and diplomats seeking to change the world.

### C. What is Notre Dame University Model United Nations?

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NDU MUN is a student led program that aims to hold an MUN conference on an annual basis to provide delegates with the platform to experience Model United Nations and to help them improve their soft skills as well and encourage them to be agents of change.

#### **Mission**

Our mission at NDU MUN is to introduce high school students to the MUN program that promotes diversity, respect for human dignity and rights, and concern for the common good, in addition to permitting students to diplomatically resolve issues at the forefront of international relations. Furthermore, we aim to familiarize these students with what NDU stands for and prepare them to be future leaders who can exercise reason upon knowledge and shape a world of truth, justice, love, and freedom.

#### **Vision**

Our vision at NDU MUN is to ensure that the students of today are the effective and efficient leaders of tomorrow, with developed interpersonal, public speaking, writing, and research skills. Additionally, we envision a future where all participating students have high levels of self-esteem and self-confidence, which are qualities that can help them widen their circle of friends and in their future endeavors, and ultimately shape their path to success.



**D. Meet the Team**



My name is Maryam Nsaif and I am a third year Mechanical engineering student. I'm this year's Secretary General in addition to being the International Youth Federation representative in Lebanon, and a puzzles fanatic.



My name is Maria Rajha and I am a fourth year architecture student. I'm the Under-Secretary General of Operations for this year's conference. I look after the social media, social events, logistics, branding and design, communications, and international relations committees. My hobbies include swimming, drawing, public speaking, and sleeping.



My name is Steve and I take on the role of Under Secretary General for Academic Affairs. I'm just another lowly Mechanical Engineering undergraduate who holds a keen interest in all things academic. I am an ardent lover of movies, TV series, robotics, and needless to say, Model United Nations.



My name is Boutros Karam. I'm a senior Mechanical Engineering student. I'm the membership coordinator at NDU MUN and I deal with everything related to member activity and its respective duties. I'm vehemently interested in World Politics.



My name is Julio Abou Saleh and I am a senior majoring in Economics. I'm the treasurer for this year's NDUMUN conference and I cannot wait to see what this year's conference will bring out in you, honorable delegates.



My name is Stephanie Sleilati, 5th year Architecture Student and current Head of Academic Training. My job is to train my committee members to become professionals who hold the responsibility of transforming High School students into future leaders of the world.



My name is Elie Gharios. I'm a third year International Business Management Student and current Head of Communications. It is my team's job as well as mine to recruit the leaders of tomorrow and to run a smooth interaction between our beloved program and school advisors.



My name is Dany Lattouf. I'm a senior Financial Engineering student in addition to being the head of logistics. My team and I are the backbone of operations at NDU MUN, as well as ensuring that everything is available for all delegates during the final conference.



My name is George Junior Merheb, and I'm the head of Social Events and Public Relations. I'm in my fifth year of Architecture at NDU. My team and I are responsible for managing NDU MUN's public relations and throwing nothing but enjoyable events.



My name is Walid Faddoul and I'm a fourth year civil engineering student. As the International Relations Coordinator, it is my duty to work alongside the IR team to invite and host international delegations at the NDU MUN Final Conference.



My name is Elissar and I'm a fourth year architecture student. I am the Head of Branding and Design for this year's conference. My team and I are responsible for designing name tags, placards, roll-up banners, background guides, tote bags, the stage, documents and many more. We are working hard to guarantee a colorful conference.



My name is Tala Tlili and I'm an International Affairs and Diplomacy senior. I'm the current Head of the Editorial Board. My team and I are responsible for everything you submit to and read by NDU MUN, even these very paragraphs. I'm extremely passionate about Tool, and that's an understatement. Spiral out.



My name is Maria Aoun and I am a senior Journalism and Electronic Media student. I'm the head of social media for this year's conference and work with my team in order to manage our social media account and meticulously cover this year's events and final conference. I am interested in a wide range of things from classical music to theater.



### III. Note from the Under Secretary General of Operations

Dearest NDU MUN delegates,

***The only time a person truly develops  
is when they are put under  
challenging circumstances.***

*The moment you decide to invest in yourself and dedicate your time and energy towards bettering your interpersonal skills, do know that you are halfway there.*

*Following the mission and vision of NDU MUN, we as organizers and trainers seek to train you to believe that changing the world towards the better starts with changing yourselves. Model United Nations has been a very influencing factor that advanced our personalities and motivated us to defy the ordinary. We hope that we can translate this passion to you, future leaders, and together we can work on creating the world we all desire to live in.*

*I wish you a fulfilling experience at the second annual Notre Dame University Model United Nations conference.*

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*Yours truly,  
Maria Rajha  
USG of Operations, NDU MUN*



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## IV. Operations

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The following section provides a brief overview of important information you may need for the conference.

### A. Policies/Values

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#### Values and Etiquette

NDU MUN hosts a diverse body of students and staff from different cultural, religious, and ethnic backgrounds. Delegates are expected to respect their colleagues, the NDU MUN staff, and Advisors equally. Respect is a mutual act and should be granted from all ends with a fun and professional attitude. Disrespect towards any member or participant at NDU MUN for any reason will not be tolerated, and consequences may follow actions unbecoming of any member or participant alike.

#### Advisors and Guests

Advisors will receive a certificate of participation as advisors for their support of the delegates. Advisors and Guests are expected to follow the same code of conduct and etiquette mentioned above. Note that while guests are welcome, should an extra advisor/guest be accompanying the delegates during the time of the conference, it is advisable that the team receive prior notice of this by contacting the Communications team. Also, please note that no advisor or guest is allowed to enter any committee session without the prior consent of an executive committee/senior secretariat member.

#### Attendance & Drug Policy

NDU MUN has a strict attendance policy. Delegates may only miss one committee session upon presenting a valid excuse. Failure to abide by this may affect the delegate's performance. Delegates in attendance may not be intoxicated or under the influence of recreational substances. Failure to comply will result in immediate expulsion from the conference.

#### Language

The primary language of operation and use at Notre Dame University Model UN is English. Therefore, all committee sessions will be conducted in English, and delegates are expected to utilize this language as the primary language for the length of the conference. The usage of slang, slurs, or any other language is highly frowned upon during the conference sessions.

#### Smoking Policy

Smoking on the Notre Dame University campus is strictly prohibited for delegates during the conference days.

## Plagiarism and Pre-Written Draft Resolutions

Plagiarism is fully condemned at NDU MUN. Any complaints of plagiarism by the delegates will be taken very seriously and dealt with formally by the Executive committee and, primarily, the Secretary General. Pre-written draft resolutions/working papers are strictly forbidden at NDU MUN. Any delegate found in the possession of such a document risks being expelled from the conference.

## Authority of the Secretary General

The Secretary General is the ultimate body to refer to in terms of the interpretation of any rules, being rules of procedure or any policies applied at NDU MUN.

The Secretary General reserves the right to interpret the Policies and Values and the Rules of Procedure at NDU MUN. The Secretary General may address the committees at any point, through written or oral statements.

## Authority of the Senior Secretariat

The Senior Secretariat, also known as the Executive Committee, maintains the highest authority at the NDU MUN conference, and reserve the right to take any actions in response to any NDU MUN participant that does not comply with the rules in this guide.

Expulsion is a measure that the committee is capable of utilizing should it be necessary.

## B. Venue

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The conference will take place at Notre Dame University- Louaize.

Notre Dame University-Louaize (NDU) is a private, Lebanese non-profit Catholic institution of higher education, which adopts the American system of education.

The religious affiliation of the university does not impose any sectarian obligations on faculty members, staff, or students. The cultural and spiritual heritage of the Maronite Order of the Blessed Virgin Mary highlights a belief in a unified Lebanon, a belief in education as a means of protection against fanaticism and corruption, and a dedication to freedom of thought and expression. The university adopts such values and beliefs irrespective of color, creed, race, or gender and seeks to enhance these values through the liberal education it offers and the career preparation that caters to the real needs of Lebanon and the region.

### C. Schedule

The schedule for this year's NDU MUN Conference is as follows

<b>Final Conference - Sat April 21st, 2018</b>	
<b>Time</b>	<b>Event</b>
8:00 AM - 9:00 AM	Registration and Breakfast
9:00 AM - 10:00 AM	Opening Ceremony
10:00 AM - 12:00 PM	Committee Session I
12:00 PM - 1:00 PM	Lunch Break
1:00 PM - 3:00 PM	Committee Session II
3:00 PM - 3:30 PM	Coffee Break
3:30 PM - 6:00 PM	Committee Session III
6:00 PM - 10:00 PM	Cultural Bash
<b>Final Conference - Sun April 22nd, 2018</b>	
<b>Time</b>	<b>Event</b>
8:00 AM - 9:00 AM	Arrival and Breakfast
9:00 AM - 12:30 PM	Committee Session IV
12:30 PM - 1:30 PM	Lunch Break
1:30 PM - 3:30 PM	Committee Session V
3:30 PM - 4:00 PM	Coffee Break
4:00 PM - 6:00 PM	Committee Session VI
6:00 PM - 7:00 PM	Closing Ceremony

### D. Rooms

The following room distribution is to be followed for the Conference. Note that the opening and closing ceremonies will take place at Issam Fares Auditorium at NDU.

<b>Committee</b>	<b>Room</b>
GA1-DISEC	Pierre Abou Khater Auditorium
FAO	HA 302
ECOSOC	HA 303
UN WOMEN	HA 306
FHRC	HA 308
SC	FA 00.04
HSC	FA 00.08

## E. Dress Code and Etiquette

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We at NDU MUN follow the simulation of the United Nations. We therefore abide by the professional standards of any MUN conference, one of which is the professional Western Business Dress Code.

- Men must wear a suit with a shirt and a tie. Formal shoes are a must. Clean hair and beard cut are advised. No hats or caps will be allowed.
- Women must wear a dress, suit, or skirt of reasonable length (knee length). Formal shoes are a must. No hats or caps allowed.

The mentioned dress code applies to both conference days. Delegates are advised to bring casual clothes to change for the cultural bash that will take place on April 21st at 7 PM.



## F. Advisory Roles and Positions

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### Introduction

An advisor is a school representative. This guide is primarily about fulfilling the advisors' role at the conference itself.

As you've noticed that we asked for the assignment of a head delegate from every delegation. In case the advisor isn't present, the head delegate holds the advisor's position.

The advisor has two essential roles to fulfill. First, the contact and coordination between the NDU MUN team and one's delegation. Second goes without saying, and it is the guarantee of the well-being of their delegates. The advisors hold the duty to address the delegates concerns if any to the NDU MUN team. It is both our responsibility and yours to assure that the delegates enjoy their time during the conference.

### The Advisors as Mediators

The advisors hold a very important role, as previously mentioned. The Senior Secretariat, also known as the NDU MUN Executive Committee, is a small group, exactly 13 persons, which is a much smaller group than the great number of delegates. Therefore, if delegations are left unrepresented, the NDU MUN Senior Secretariat would have to communicate with every delegate individually, which is inefficient.

- **Applications**

The Advisor (or Head Delegate) has to, prior to the conference, apply as a delegation and allocate positions among the delegates by filling the Delegate Registration Form (PDF) which is present on the NDU MUN Microsite. They then are required to pay the Delegate Registration fee (\$20/delegate) at any Byblos Bank under the account of Notre-Dame University Louaize. Public Schools are exempt from the payment.

It is crucial that the Advisor keeps track of the deadlines, to ensure people can still participate. It is equally important to coordinate between the demand for attendance and the number of spots one gets allocated from NDU MUN. Please note that the country assignment is based on a first come, first serve basis. Therefore, we can't ensure that your delegates will receive their preferred spots.

- **The Agenda**

The Advisor (or Head Delegate) is expected to have complete knowledge of the conference's agenda, so that he or she may ensure their delegates are where they should be at the expected time, and that the delegates may make the most of their experience at NDU MUN. Please refer to the Conference Schedule at the beginning of this guide.

- **Registration**

The foremost duty of an Advisor (or Head Delegate) is to register their delegation, which takes place at Issam Fares Hall on the first day. Advisors are to approach the registration desk and confirm their arrival.

- **Head Delegates' Meeting**

At the end of the last committee-session of Saturday, Advisors and head delegates are all to attend a meeting with the NDU MUN secretariat. This serves as a feedback session for the secretariat, so that they may improve upon their efforts at subsequent conferences. Advisors will be asked a series of questions, and may bring to the secretariat's attention any points. Advisors are expected to gather information from their delegates over the course of the two day conference, so as to report back to the secretariat.



**V. Note from the Under Secretary General of Academic Affairs**

*Dear Delegates, Advisers, and interested readers,*

*I trust this letter finds you well and in good health. I also trust this letter finds you with a roof above your head, food on your plate, and a mattress to sleep on after sundown. We too commonly tend to take for granted the privileges we are born with, 'we' being of the wealthiest 20% of humans.*

*Rather than gloomily pointing out the publicly available figures and statistics which speak wonders with regards to the inhumanity of humanity, I will instead congratulate and applaud you for partaking in the Second NDU MUN Conference. The fact that you are a delegate (or adviser) who is undertaking the responsibility of research and preparation, you are taking the first step towards helping the nations of the world achieve the 17 Sustainable Development Goals. Your newly acquired knowledge of the global issues are the*

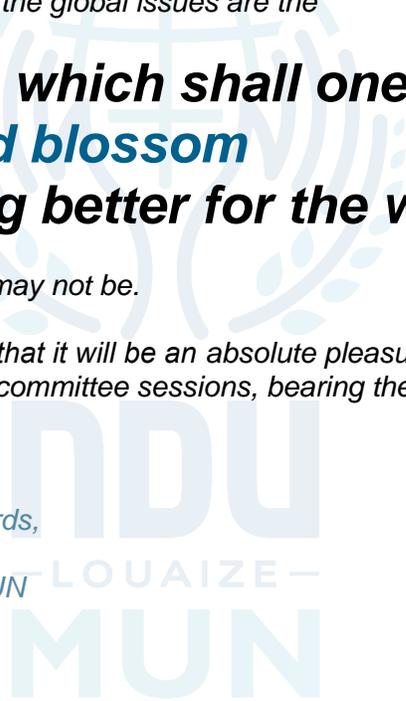
***planted seeds which shall one day  
sprout and blossom  
into something better for the world,***

*however insignificant they may or may not be.*

*I've nothing else to add other than that it will be an absolute pleasure to watch you all in action in your respective committee sessions, bearing the fruit of your time and efforts.*

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*Best of luck, and with kindest regards,  
Steve El-Hoyek  
USG of Academic Affairs, NDU MUN*



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## VI. Academic Affairs

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As every MUN Conference is, NDU MUN is very academically oriented. Participants always leave having accumulated a great deal of knowledge on current world issues, political ideologies, the functions of many organs at the UN, many countries' stances on current issues, obstacles faced by the international community, and many other areas. Ultimately, it is the goal of NDU MUN to nourish the attendees' pursuits of knowledge.

### A. Conference Type

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NDU MUN is not subscribed to a single predesigned MUN system, rather is an adaptation of the best features of many.

NDU MUN is mostly oriented towards the International MUN Rules of Procedure and Flow of Debate, everything will be meticulously explained in the latter half of this guide. It is safe to say that NDU MUN is a pioneer in the world of MUN Conferences.

NDU MUN creates an environment of youth engagement, where delegates are trained on public speaking, presentation, professionalism, learn about subject-specific international topics, attain a clearer overview of the political landscape we live in, and build a network of highly achieving friends, colleagues, and leaders in our community.



## B. Committees

The Committees for the Second NDU MUN Conference are:

Committee Name		
Topic A		
Topic B		
Chair	Co-Chair	Rapporteur

Economic and Social Council (ECOSOC)		
Topic A: Post Conflict Recovery in Fragile Communities		
Topic B: Strategies Towards Maintainable Technological Development		
Julio Abou Saleh	Walid Faddoul	Christina Said

Food and Agriculture Organization (FAO)		
Topic A: Food Waste in Developed Countries vs. Food Security in Malnourished Regions		
Topic B: Agricultural Biotechnology vs. Biodiversity and Climate Change		
Joanne Keyrouz	Rawi Saad	Yara Kehdy

Futuristic Human Rights Council (FHRC)		
Topic A: Rise of Technology in Relation to the Protection of Human Rights		
Topic B: Advancing Human Rights and Development Through Artificial Intelligence		
Charbel Dahdouh	Elise Nassif	Maria Aoun

GA1 – Disarmament and International Security (DISEC)		
Topic A: Cyber Warfare and the Role of the Internet in Conflict		
Topic B: Prevention of an Arms Race in Outer Space		
Perla Sawma	Alondra Mady	Bassel Aboul Hosn

<b>Historical Security Council (HSC)</b>		
Topic A: The Overthrowing of the Government of Grenada		
Topic B: The 1961 Berlin Crisis		
Boutros Karam	Tania Hannoun	Nour Kabbara

<b>Security Council (SC)</b>		
Topic A: Piracy in the Gulf of Guinea		
Topic B: Interpretation of the Arab-Israeli Situation in Aftermath of SC Resolution 2334		
Rony Shaar	Charbel Bou Tanous	Nabil Daniel Sukkar

<b>Entity for Gender Equality and the Empowerment of Women (UN Women)</b>		
Topic A: Reproductive Rights and Justice		
Topic B: Female Genital Mutilation		
Sam Nsaif	Elsie Nakhle	Yara Nassar



## C. General Rules of Procedure

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**Roll Call** is the start of every committee session. It is the attendance at NDU MUN.

### During Roll Call:

- Delegates can either be [present](#), or [present and voting](#).
- Delegates who are present and voting have to vote either [Yes](#) or [No](#) on the resolutions.
- Delegates who are present may [abstain](#) from voting on the resolutions.
- Delegates may change from present to present and voting by sending a note to the chair.

**Setting the Agenda** is the action which follows *Roll Call*. It is the deciding of the Topic.

The Dais may open the floor for points and motions. Two delegates raise their placards and motion to *Set the Agenda*, one delegate *for Topic A then B*, and the other *for Topic B then A*. These two delegates must speak about why their chosen topic should take precedence over the other. If only one delegate motions towards Setting the Agenda towards a certain topic and no delegate opposes, the Dais may ask the delegate who motioned for the topic to speak or the Dais might *Set the Agenda* for the chosen topic, at the Chair's discretion.

After *Setting the Agenda*,

The NDU MUN conference consists of **Formal Sessions** and **Informal Sessions**.

The Formal Sessions are:

**Speaker's List**, **Open Debates**, **Closed Debates**, and **Consultative Session**.

### During Informal Sessions:

- Electronics are allowed
- Delegates may [commence lobbying](#),  
*\*Lobbying: finding allies and persuading other delegates to join in on working on resolutions*
- Delegates may [write working papers/draft resolutions](#), or [write amendments](#).
- Delegates are free to roam the committee room.

### During Formal Sessions:

- Electronics are not allowed
- Delegates may raise their placards and propose Motions when the Dais *opens the floor for Points and Motions*.
- The Dais must recognize the delegate before the delegate can make a motion.
- The Dais may ask the delegates to perform speeches on the podium and for the remaining delegates to be listening to their fellow delegates speak.
- Notes may be passed to other delegates or to the Dais via the Ushers.

### Speaker's List:

It is the beginning of Formal Session.

The Dais may ask the delegates to raise their placards if they wish to speak at the podium.

The default Speaker's Time is 1 minute.

Each delegate presents their country's position in that speech and may only speak once during the speaker's list.

If the delegate has already spoken and wishes to be re-added to the speaker's list, they may send a note to the Dais to be added last in queue.

The Speaker's List is closed at the Chair's discretion, which is usually when  $\frac{1}{3}$  of the speakers present have spoken on the podium.

The Speaker's List may be revisited later if the Committee agrees upon the motion, or at the discretion of the Chair.

### Open Debate:

Reserved for the discussion of subtopics, of what happened during the informal session, and of working papers/draft resolutions. Speaker's Time and Total Time must be established.

The Dais may ask the delegates to raise their placards if they wish to speak at the podium.

The Dais may add, at random, the delegates who wish to speak to the list of delegates to be presenting at the podium, or alternatively pick delegates to approach the podium one by one.

If a Delegate wishes to be added during an Open Debate to the list, they may send a note to the Dais.

Delegates may yield their time when the Open Debate is in discussion of working papers or draft resolutions.

**Consultative Session:**

A dynamic formal session where only the topic of discussion and Total Time are established.

The delegate who motions for the session may speak at the podium or in their place and yields the floor when they are done speaking.

The delegate may yield the floor to another delegate who wishes to speak, indicated via raised placards.

A delegate may also yield the floor to a random delegate who they wish to hear from.

A delegate may speak for the full time or more than once during a consultative session, but opening up opportunity for more delegates to speak is of a diplomatic character and is encouraged.

**Closed Debate:**

Requested via written note to the Dais, indicating a Speaker's Time.

It allows the Delegate who sends the motion to reply to another delegate's stance or speech in the case that the other delegate has offended the sender's country, giving the challenged delegate a chance of reply.

The Dais must approve the motion for it to pass.

**Time Yielding:**

During **Speaker's List** and **Open Debates in discussion of working papers or draft resolutions**, when delegates at the podium are done speaking, remaining time must be yielded to one of the below:

- **Chair:** in which case the Dais is in control of the speaker's remaining time, and the speaker may take a seat if asked by the Dais
- **Points of Information:** in which case the delegates may raise their placards and ask the speaker questions. Speaker's time will be paused during the asking process and resumed when answering, and only one question may be asked per delegate.
- **Another Delegate:** in which case the other delegate may come up to the podium and speak. This delegate may not yield their time.

## D. Points and Motions

### 1. General Rules of Proposing Motions

The Dais may ask for Motions, one by one, at any point when the floor is *open for Points and Motions*.

When there are no more motions being raised or when the maximum number of motions has been reached (3), the Dais will stop asking for Motions and move to vote on those already raised.

Each delegate may only raise one Motion every time the floor is open for Points and Motions.

The Motions will be voted upon in the order of precedence with the exception of the Motions of *Setting the Agenda*, which will be voted upon starting by the most disruptive at the Chair's discretion.

The Motions raised must be Seconded before voting starts on these raised Motions.

The Motions which fail will be discarded, and the Dais shall move to the next most superseding Motion as established above.

This continues until a Motion is passed or the session returns to the *Speakers' List*.

If a Motion passes, all other previously raised Motions are removed from the floor.

All Procedural Motions require a simple majority of members present to pass.

Written Motions to *appeal to the decision of the chair* require  $\frac{2}{3}$  majority of members present to pass, while written Motions for a *closed debate* may pass at the Chair's discretion.

#### Procedural Motions:

##### i) Typical:

- Motion to **Set the Agenda** in favor of Topic A then Topic B/Topic B then Topic A
- Motion to set the **Speaker's List** (*default speaker's time is 1 minute*)
- Motion to suspend the debate into an **Open Debate** to discuss topic Z/discuss working papers/discuss draft resolutions with a total time of X minutes and a speaker's time of Y seconds.
- Motion to suspend the debate into a **Consultative Session** with a total time of X minutes
- Motion to suspend the debate into an **Informal Session** to commence lobbying/start writing working papers/introduce amendments with a total time of X minutes
- Motion to suspend the debate into **Formal Session** (*returns to Speaker's List with default speaker's time 1 minute*)

**ii) Situational:**

- Motion to suspend the meeting.  
*(when it is lunch time or at the end of the day)*
- Motion to adjourn the meeting.  
*(when it is the end of the conference, until next meeting session)*
- Motion to extend the Informal Session time by X minutes.  
*(when the time for an Informal Session has expired prematurely to the session goals)*
- Motion to introduce amendments  
*(the committee moves into an Informal Session when the draft resolutions are finished, received by the dais and right before voting procedure on the draft resolutions)*
- Motion to move into voting procedure on the draft resolutions  
*(when all the draft resolutions have been received by the dais and after amendments)*
- Motion to table the resolution  
*(when the committee cannot reach common ground regarding the resolution at hand wishes to move to another topic on the agenda)*

**iii) Written Motions:**

- Motion for a **Closed Debate** with a speaker's time of X seconds  
*(reason for the closed debate must be specified in the note)*
- Motion to **appeal to the decision of the chair**  
*(This motion is done when a delegate feels that the chair has been unfair in their decision. Reason for the appeal must be specified in the note)*

**2. General Rules of Raising Points**

There are 4 different Points at NDU MUN which may be raised:

- **Point of Personal Privilege:**  
It is made when a delegate is experiencing discomfort or would like to excuse themselves from the room.  
*(Can be used any time even when a speaker is on the podium)*
- **Point of Order:**  
Only used if the delegate noticed that the Chair has committed an error in the parliamentary procedure.  
*(Can be used any time except when a speaker is on the podium)*
- **Point of Parliamentary Inquiry:**  
Only used if the delegate has an inquiry regarding the parliamentary procedure  
*(Can only be used when the floor is open for points and motions)*

- **Point of Information**
  - i. **To Speaker:** Used when a delegate poses a question to the speaker during formal session: speaker's list or open debates discussing working papers/draft resolutions.  
*(Can only be used if said speaker yields his/her time to points of information).*
  - ii. **To Dais:** equivalent to Point of Parliamentary Inquiry



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## E. Working Papers and Draft Resolutions

### Working Paper

It is the first draft of a potential resolution. It contains most of the solutions that are agreed on by the countries, the [Main Submitters](#) and the [Signatories](#).

*\*Main Submitter: It is the country leading the working paper or draft resolution. There can be more than 1 Main Submitter*

*\*Signatories/Supporters: They are the countries who are supportive during a working paper and/or wish for the draft resolution to be discussed*

There can be more than 2 working papers/draft resolutions. Working Papers may be [Merged](#) if they contain similar solutions, in which case the [Blocs](#) of the working papers become one.

*\*Blocs: It is a group of countries with similar positions or stances, working towards a unified resolution.*

Below is a Sample Working Paper.

#### General Assembly First Committee

Submitter(s): USA and UK

Signatories: France, Brazil, Mexico, Greece, Japan, Canada, the Netherlands and Italy

Topic: "World Food Summit: Five Years Later"

The General Assembly,

1. [Welcomes](#) the holding of the World Food Summit: five years later, which was organized by the Food and Agriculture Organization of the United Nations in Rome from 10 to 13 June 2002; [use semicolons to separate operative clauses]

2. [Urges](#) Member States to implement in a coordinated manner and in close cooperation with relevant bodies of the United Nations system, as well as international and regional financial institutions, the Declaration of the World Food Summit: five years later International Alliance against Hunger;

3. [Requests](#) all relevant organizations of the United Nations system, in particular the Food and Agriculture Organization of the United Nations, the World Food Programme and the International Fund For Agricultural Development, as well as the international and regional financial institutions, to pursue, at the global, regional and country levels, the implementation of the outcome of the World Food Summit: five years later in the context of the achievement of the internationally agreed development goals, including those contained in the United Nations Millennium Declaration, in particular the goals of halving the levels of hunger and absolute poverty by 2015, and in the context of relevant follow-up to the Fourth Ministerial Conference of the World Trade Organization, the International Conference on Financing for Development and the World Summit on Sustainable Development. [end working papers with a period]

## Draft Resolution

In order for a Working Paper to be considered as a draft resolution, it requires a minimum of 20% of the committee to sign as signatories. The number of main submitters per draft resolution depends on the size of the committee. Security Council will entertain 1 main submitter, and General Assemblies can entertain up to 3 main submitters. For the remaining committees, the dais will inform you of the number of main submitters allowed per draft resolution. Draft Resolutions require simple majority to pass in all committees except for Security Council, which requires 2/3rd. Delegates representing any of the 5 permanent countries in the Security Council have the right to VETO.

### The Draft Resolution

It is the end goal and purpose of every conference.

It is the set of solutions to the problem at hand.

The draft resolution is comprised of:

- Main Submitters
- Signatories
- Pre-Ambulatory Clauses
- Operative Clauses

**Pre-ambulatory** 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.

**Operative** Clauses are the offered solutions.

The basic format followed is:

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

*Note:* Committee name and Topic must be indicated in both Working Papers and Draft Resolutions

*Below are samples of perambulatory phrases and operative clauses verbs:*

Preambulatory phrases		
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 verbs:		
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

Below is a Draft Resolution Sample:

Resolution GA/3/1.1
<p><b>General Assembly Third Committee</b></p> <p>Submitter(s): 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"</p> <p>The General Assembly,</p> <p><u>Reminding</u> all nations of the celebration of the 50th anniversary of the <i>Universal Declaration of Human Rights</i>, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, [use commas to separate preambulatory clauses]  <u>Reaffirming</u> 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,  <u>Noting</u> with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,  <u>Stressing</u> the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,</p> <ol style="list-style-type: none"> <li>1. <u>Encourages</u> 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]</li> <li>2. <u>Urges</u> member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid in the form of             <ol style="list-style-type: none"> <li>a. Doctors, medical workers, and aid workers, willing to be positioned in countries in need of medical and developmental aid,</li> <li>b. Supply crates to provide sustainable aid, containing:                 <ol style="list-style-type: none"> <li>i. Food rations,</li> <li>ii. Cooking supplies,</li> <li>iii. First aid kits,</li> </ol> </li> <li>c. Monetary donations to charity programs, including but not exclusive to Disaster Relief Funds, and Emergency Response Funds;</li> </ol> </li> <li>3. <u>Requests</u> that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;</li> <li>4. <u>Calls</u> 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;</li> <li>5. <u>Stresses</u> the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;</li> <li>6. <u>Calls</u> upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and</li> <li>7. <u>Requests</u> the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. [end resolutions with a period]</li> </ol>

## F. Amendments

Amendments are introduced after the delegates are done writing the draft resolutions.

They are an opportunity to [change](#), [strike-out](#) or [add](#) a clause to a draft resolution.

Any delegate, main submitter, signatory or otherwise are welcome to introduce amendments.

Delegates write amendments according to the below format, and then send them as notes to the Dais:

### AMENDMENT SHEET

**COMMITTEE:** [I, II, etc., ECOSOC, Security Council]

**QUESTION OF:** [insert topic of the currently discussed resolution, i.e.: Operative clause, preambulatory clause]

**DELEGATION:** [insert name of proposing delegation (delegation of Draft Resolution 1, 2...)]

**NATURE OF THE AMENDMENT:** [clearly indicate the nature of the amendment: change, strike out, and add]

**PROPOSED AMENDMENT:** [clearly indicate any references to correctly determine the amendment, i.e. line numbers, points involved etc.]

There are 2 types of Amednments:

- Friendly
- Unfriendly

**Friendly** Amendments:

They are amendments which are [signed](#) by all the main submitters.

They automatically pass and are added to the draft resolution.

**Unfriendly** Amendments:

They are amendments which are [not signed](#) by all the main submitters.

They are voted upon and require a [simple majority](#) of present delegates to pass.

## G. Awards

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Officially, the end-goal for every MUN Conference is to reach a suitable Draft Resolution, and voting upon it for it to potentially pass. In reality, the end-goals for every Conference or similar experience are learning and self-development, and this is what every Delegate should have in mind before attending the first Conference Session.

To reward exceptional delegates who exemplify all the traits of a true diplomat and showcase the best qualities of a delegate to the UN, at NDU MUN there are 3 awards a delegate may receive:

- Best Delegate Award
- Diplomacy Award
- Honorable Mention

### Best Delegate Award:

This award is given to a single delegate per Committee, at the decision of the Dais, and regulated by the NDU MUN Scoring Sheet. The Best Delegate must have done his/her research meticulously, be very knowledgeable on the topic and familiar with the rules of procedure, represent his/her country and push for its best interests throughout the Conference, whilst maintaining the utmost levels of diplomacy and remaining in character all throughout.

Awardees of the *Best Delegate Award* receive a **50% Academic Scholarship** at NDU for an entire year, upon his/her enrollment at NDU.

### Diplomacy Award:

This award is given to at least one delegate per Committee, and increases linearly with the size of each Committee, also given at the decision of the Dais, and regulated by the NDU MUN Scoring Sheet. The requirements to receive the *Diplomacy Award* are the same as those of the *Best Delegate Award*, and not only diplomacy.

Awardees of the *Diplomacy Award* receive a **25% Academic Scholarship** at NDU for an entire year, upon his/her enrollment at NDU.

### Honorable Mention:

This award is given at the discretion of the Dais to delegate(s) who indeed do deserve a mention for their efforts and participation in the Conference. This awardee may be an outstanding Delegate who just could not make the cut for a *Diplomacy Award*, or a novice who portrays a willingness to learn and participate as much as possible.

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