

# Diplomatic Conduct

## 1.1 Courtesy

Show **basic common courtesy** to your fellow delegates and chairs. While the countries you are representing may have differences, this does not mean that verbal abuse, foul language or anything as such will be in any way tolerated.

## 1.2 Dress code

During the sessions the Dress Code is **formal**, consisting of a jacket and trousers (or skirts for ladies), a neck or bow tie for men and appropriate shoes are in order.

We would like you to **refrain from wearing any national or political symbols** during the Conference. An exception to this would be symbols of the UN or its bodies and sub organizations.

## 1.3 Working language

The official language at the MUNFrance 2017 Conference is **English!** (Except for the European Council) we strongly recommend you to refrain from using your mother tongue for the best understanding of every delegate around you.

## 1.4 Note passing

In order to have an atmosphere where you can properly work and listen to speeches, you can only communicate with other delegates by passing handwritten notes during formal sessions. Be warned that this is not allowed during voting procedure however!

## 1.5 Electronic devices

Electronic devices are allowed for research during committee. They can be used for facts, writing draft resolutions and amendments. At the discretion of the chairs the use of electronic devices can be forbidden if they feel it detracts the committee or a specific delegate from the session.

## 1.6 Basic rules

Interrupting another delegate while he is speaking is **not in order**. This also means no chit-chatting amongst delegates.

When you speak, rise when addressing the chairs or the committee and remember to properly address them, *e.g.* "Honorable chairs, distinguished delegates..."

During formal session remember that you are representing your country's view, not your own thus **do not speak in the first person**, but rather in your country's name.

Before holding a speech, wait until the chairs have recognized you and granted you the floor. If asking a Point of Information (a question) raise your placard and wait for the chairs to call on you.

## 1.7 The Secretariat

The Secretariat of the Conference will be available at any time if you have any question. You will be able to pass notes to them during the session and talk directly to them during breaks.

# Proceedings of the Session

## **2.1 Roll Call and Quorum**

**Roll call** is taken at the beginning of every session. The chairs will read out the list of countries with a seat in the committee and the countries will state their presence as either **present** or **present and voting**. Those present and voting are **not allowed to abstain** during substantive voting.

Session will not start before the **quorum**, the number of delegates needed to have a debate, is at 20% of the total of the committee.

## **2.2 Setting the Agenda**

The first thing the delegates will have to do at the opening session of their committee is to set the agenda. In all committees there will be two topics to debate. The delegates will have to decide which of these topics shall be addressed first.

In case there is a second, the chairs will ask for objections. If no objections are raised, the motion will pass without discussion and procedural vote.

In case of objections, a speakers' list will be established to discuss the motion. On closure of debate, the committee will move directly to vote. When the speakers' list has elapsed, a procedural vote will be held. This vote requires a simple majority.

## **2.3 The General Speakers' List**

After the Agenda is set the chairs will ask which country would like to be added to the General Speakers' List. This list is continuously open, the chairs shall ask from time to time if any country wishes to be added, or a country can pass a note on to the chairs to be added.

The list is set and every country on it will have the opportunity to express its concerns on the agenda, or any papers submitted to the floor.

Should the General Speakers' List elapse the agenda would be considered finished and the committee shall go into closing procedure.

## **2.4 Motions**

Motions are the formal term used for when one initiates an action. Motions cover a wide variety of things.

Once the floor is open, the chairs will ask for any points or motions.

If you wish to bring one in, this is what you should do:

1. Raise your placard in a way that the chairs can read it (usually horizontally).
2. Wait until the chairs recognize you.
3. Stand up and after properly addressing the chairs ( eg "Thank you, honorable chairs" or something along these lines), state what motion you wish to give, its duration and the speaking time.
4. chairs will generally repeat the motions and may also ask for clarification. chairs may do this if they did not understand and may also ask for modifications to the motion that they feel might benefit the debate.

Your committee will vote on most motions to decide if they shall pass. While voting upon motions, there are **no abstentions**. If a vote is required, everyone must vote either "Yes" or "No". If there is a draw on any vote, the vote will be retaken once. If there is a draw again, the motion will fail.

## **2.5 Setting the speakers' time**

During the General Speakers' List the speakers' time will be set at 2 minutes.

When a delegate proposes a motion he will be asked to specify the speaking time.

## **2.6 Motion for a moderated caucus**

If you want to bring in a motion for a moderated caucus, you will have to specify the duration, a speakers' time, and the purpose of the caucus.

In moderated caucuses, short speeches are given by the delegates in direct reply to each other although you are not allowed to address to another delegate as a response.

Its aim is to have an open discussion on the topic under consideration with more possibilities for interaction among the delegates. During a moderated caucus, there will be no speakers' list. The moderator will call upon speakers in the order in which they signal their desire to speak.

This motion is subject to seconds and objections but is not debatable.

As you are no longer in formal session, points and motions cannot be entertained once a motion to suspend the meeting has been passed.

At the end of the caucus, an extension can be voted by a majority and at the discretion of the chairs. The extension can not exceed the time of the original motion and shall not be repeated more than twice.

## **2.7 Motion for an unmoderated caucus**

In an unmoderated caucus proceedings are not bound by the Rules of Procedure. Delegates are allowed to move around the room freely and converse with other delegates. This is also the time to create blocks, develop ideas, formulate working papers, draft resolutions, amendments. Remember that you are required to stay in your room unless given permission by your chairs.

When raising a motion to suspend the meeting for an unmoderated caucus, the delegate must state the desired duration of the caucus. No topic needs to be specified. The duration of an unmoderated caucus shall not exceed 20 minutes. This motion is subject to seconds and objections, but is not debatable.

At the end of the caucus, an extension can be voted by a majority and at the discretion of the chairs. The extension can not exceed the time of the original motion and shall not be repeated more than twice.

Be aware that even though the Rules of Procedure are not binding it is still forbidden to use its own mother tongue.

## **2.8 Motion to suspend the meeting**

A suspension of the meeting is a pause in the debate for the purpose of a break. It is permitted to step outside the committee room during this break, but you can of course continue your discussions. The chairs will clearly indicate the time the committee reconvenes.

## **2.9 Motion to divide the question**

A motion to divide the question can be rose when voting on the Resolution. A delegate may ask for the **division if the question** when he or she feels that the Resolution should be voted upon points after points.

# **Ways to suspend the debate**

## **3.1 Motion to adjourn debate**

Sometimes the committee is not able to reach a solution. In that case, a motion to adjourn debate is the appropriate motion. No substantial voting on any draft resolutions or amendments takes place if the debate is adjourned and the assembly will start debating on the next topic.

This motion is subject to seconds and objections and requires a debate with a balanced speakers' list with up to two speakers in favour and against and a speakers' time of up to 30 seconds. As usual, the speeches have to be procedural.

### **3.2 Motion to close debate**

At the conclusion of debate on a topic a motion for the closure of debate is introduced. Passing this motion means an immediate end to the debate and the start of voting on any resolutions and amendments on the floor. This motion requires two speakers in favour and two speakers against with a speaking time of 30 seconds each. A 2/3-majority is required to pass.

### **3.3 Motion to adjourn the meeting**

Before the closing ceremony of the Model United Nations France 2017 Conference a motion to adjourn the meeting will end the annual session of MUNFrance for your committee, *ergo* only use this at the very end.

This motion does not require a second or objections and is not debatable.

## **Points**

Points are used to clarify questions or point out errors in the proceedings of the committee. These are always used for procedural purposes.

### **4.1 Point of Personal Privilege**

If a discomfort is seriously impairing your ability to participate in the debate, you may raise a point of personal privilege about this. This concerns matters like a cold room or an inaudible delegate. Please try to avoid interrupting a speech with this point.

You may raise this point if there is anything that you feel uncomfortable with during a session.

### **4.2 Point of Parliamentary Inquiry**

In case you have a question concerning the rules or proceedings, you can raise a point of parliamentary inquiry in formal session. Be reminded that this point may not interrupt a speaker. In informal session you should just approach the chairs. For a point of parliamentary inquiry, raise your placard, wait until recognized and then stand up and ask your question. Please remain standing while your question is answered. Also, this point should not lead to any cross talking.

### **4.3 Point of Order**

A point of order can be used in any situation the delegate feels that the Rules of Procedure or diplomatic conduct are being violated. A point of order may *never* interrupt another speaker.

### **4.4 Right of Reply**

If a delegate offends or insults another delegate or another country in their speech, the concerned delegate may rise for a Right of Reply. The delegate wishing to rise to a Right of Reply must not interrupt the speech, but shall pass a note to the chairs who will consider if the point is in order and acknowledge the need of an excuse from the offending delegate. A Right of Reply can only be used under extreme circumstances of actual insults and not just if you have a fundamental difference of opinion with the previous speaker.

**Important: The Point of Personal Privilege, Point of Order, Right of Reply are *exceptions to the rule* that all points and motions shall be introduced just by raising your placard. In addition, they must be stated clearly so they are not overlooked.**

## **Yielding**

When a speaker from the speakers' list has the floor, it is allowed not to use all the allotted time. If sufficient time remains, the delegate may:

- **Yield the floor to questions:** Other delegates may raise their placards. The chairs will choose a delegate who may then pose a question. The question itself does not count against the remaining time, but the answer does. Cross-talking is not allowed. The speaker may ask for clarification or rephrasing.

The asker must remain standing as its question is answered. The speaker is not required to answer the question.

- **Yield the floor to another delegate:** The remaining time will be passed to another delegate. The delegate yielded can accept or refuse the yielding but he cannot yield again.

- **Yield the floor back to the chairs:** The remaining time can be yielded back to the chairs.

## Specific Rules of Committees

The United Nations has some modified rules for the Security Council that become crucial in order to understand the functioning order of the debate.

### **5.1 The Security Council**

Participating in the Security Council will put delegates under a diversity of situations that are different from any other committee. This council has 15 members and 5 of them are permanent, meaning that they have veto power, which makes consensus much more difficult to be reached.

### **5.2 Voting Procedure in the Security Council**

According to Article 27 of the Charter of the United Nations all votes in the Security Council must have a majority vote of 9 votes in favour in order for a resolution or a motion to be passed. This must also include the P5 members because each one of them has veto power. If 14 members of Committee vote in favor of a resolution and Russia, for example, votes against, even though the count is 14 x 1, the resolution does not pass.

### **5.3 Motion to declare a vote substantial**

This is a motion that may only be used by the permanent members of the Security Council. In this motion the aim is to change the required vote into a substantial vote, which means that delegates that have marked themselves as only being "present" can abstain. The required majority, however does not change, 9 votes in favor, including all the P5 members. With this the permanent members get a chance to veto a normal procedural motion.

This motion cannot be voted by Roll call or any other voting procedure on motions that have been declared substantial.

## Introducing written documents

The goal of the sessions in all committees is to adopt resolutions. Resolutions are not required to solve the whole problem and can also deal with part of it or lay the groundwork to begin a more comprehensive solution. Their effectiveness and power depend on the authority of the committee, the intent of the sponsors and their acceptance among member states. The only body that has the possibility to legally adopt binding resolutions is the Security Council. Delegates should be aware of the thematic scope and mandate of their committee.

### **6.1 Motions to introduce a written proposal**

Once a written proposal (meaning Draft Resolutions or Amendments) has been approved by the chairs, one of the sponsors may move to introduce it. This motion does not require seconds, will not be subject to a debate and will not be voted upon. The written document shall be read out loud by one of the sponsors.

To discuss a written document delegates may motion for a **Panel of Authors** for up to 15 minutes. In such a case, up to 2 writers of the document (can be sponsors or signatories) will briefly explain its main points and answer questions from other delegates for the duration of the panel.

There are three different kinds of written proposals that can be introduced:

**Draft resolutions** are voted upon after the debate during voting procedure.

**Friendly amendments** - When all the sponsors agree with the amendment. Friendly amendments automatically become part of the draft resolution.

**Unfriendly amendment** - When at least one of the sponsors does not agree to the amendment. Unfriendly amendments can be discussed in a moderated caucus. The caucus, or caucuses, are moderated by the chairs and its duration is up to the chairs's discretion. Afterwards, the committee will immediately move to a substantial vote on the amendment.

For further details on written proposals see 8 "Resolution writing"

## 6.2 Working papers

A paper is called a 'working paper' before it is handed in to the chairs and accepted by him. This is the time when you work on the paper itself, formulate phrases, negotiate with delegates to find compromises, and look for sponsors and signatories. During this phase, the entire paper, preambulatory and operative clauses, may be changed without any formal procedure. The working paper does not require a specific format or layout. It could be a chart, a power point slide or something else entirely.

## 6.3 Draft resolutions, Sponsors and Signatories

If a working paper provides a viable solution, it may be handed in to the chairs. This is only possible if it is formatted as a draft resolution (your chairs will make available a sample file that you can use).

Handing in a working paper in order for it to become a draft resolution requires a certain amount of sponsors and signatories.

To be a sponsor means that you support the working paper in substance and you are expected to vote in favour of it. Also any friendly amendment of the resolution will need your support.

A signatory only supports the topic to be discussed. He or she does not have to agree with the text of the working paper that he or she signed. The amount of sponsors and signatories needed is dependent on the number of countries present in your committee.

At least 20% of the committee need to sponsor or sign the resolution, with at least 10% being sponsors.

There is no limit to the number of sponsors and signatories to a paper, but keep it simple.

After you have handed in a working paper, the chairs will correct it if necessary and decide whether or not to accept it as it is. If the chairs have some remarks, corrections or advice, he or she will inform the sponsors and ask them to change the paper accordingly. As soon as the chairs accepts the working paper, the paper becomes a 'draft resolution'. The chairs will inform the committee that a draft resolution is on the floor and give one of the sponsors the opportunity to introduce it to the committee by reading it out loud and/or distribute it electronically to the committee.

Afterwards it is open for the whole committee for debate. Its operative clauses may be changed by friendly or unfriendly amendments (see below). The preambulatory clauses cannot be changed anymore. The paper stays a draft resolution until it has been voted upon. If it is adopted, it becomes a 'resolution'.

## 6.4 Amendments

Amendments are 'altering requests' for draft resolutions. Once a draft resolution has been introduced, every country has the chance to work on an amendment in order to *strike out* clauses, to *change* clauses or to *add* clauses. There are two types of amendments: *friendly* and *unfriendly*.

**Friendly Amendment** - An amendment is considered friendly if it has the support of all sponsors of the draft resolution. Signatories do not matter. All sponsors have to sign it before it is submitted to the chairs.

After the amendment, the chairs will correct it if necessary and decide whether or not to accept it as it is. If the chairs have some remarks, corrections or advice, he or she will inform the sponsors and ask them to change it accordingly. As soon as the friendly amendment is introduced, it automatically becomes a part of the draft resolution. It will not be voted upon.

If the support of all sponsors of the draft resolution cannot be obtained, an **unfriendly amendment** can be written.

**Unfriendly Amendments** - These require a certain amount of signatories (10% of those present or present and voting during the first roll call or a minimum of 3, whichever is bigger), in order to be handed in. After an unfriendly amendment is accepted, the signatories may move to introduce it (motion to introduce a written proposal).

Remember that preambulatory clauses cannot be changed through an amendment, only operatives.

## 6.5 Preambulatory clauses

The preambulatory clauses are aimed at providing the justification for the actions taken with the operative clauses. They can supply information on the current situation, historical background, refer to past actions on the topic or important declarations, conventions or the UN Charter in general. Delegates who are not fully convinced of a proposed idea may be more likely to agree with it, if formulated as a pre-ambulatory clause.

Pre-ambulatory clauses always begin with a present participle and always end with a comma.

Pre-ambulatory clauses must be written in past tense with legally binding language. As such, they start with the following phrases:

Affirming	Emphasizing	Having received
Alarmed by	Expecting	Having studied
Aware of	Fulfilling	Keeping in mind
Bearing in mind	Fully alarmed	Noting further
Believing	Fully aware	Noting with deep concern
Confident	Further believing	Noting with regret
Contemplating	Further deploring	Noting with satisfaction
Convinced	Further recalling	Observing
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking note
Desiring	Having heard	Welcoming

## 6.6 Operative clauses

Concrete actions taken by the committees in their resolutions are written down in the operative clauses. These clauses may urge, encourage or request a specific action or state the specific opinion of that UN body regarding a situation. Another important point that you have to consider is the specificities of the resolution. It has to either be concrete and layout solid pathways to solve the problem at hand or it has to be broad enough so that you get backed by as many nations as possible in your committee. Important to consider is that only the Security Council may act under Chapter VI or VII of the United Nations Charter, meaning that it is the only council that may intervene in the sovereignty of a country, create sanctions and instal UN peacekeeping operations. Furthermore it is crucial to always remember that these clauses have to be as specific as possible and directly have to address single aspects of a solution to the problem at hand in order to improve the situation in the affected country.

Operative clauses are lead by an active verb and end with a semicolon. The last operative clause of a resolution must end with a period and in order to furthermore facilitate the understanding of the resolution all clauses have to be sequentially numbered.

Operative clauses may start with the following phrases:

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