

SRH BERLIN MODEL UNITED NATIONS

Guide to Delegate Preparation and Parliamentary Procedure

The Third Edition | May 2027 | SRH Campus Berlin

SRH BERLIN MODEL UNITED NATIONS

Dear Delegates and Faculty Advisors,

On behalf of the Secretariat, it is my privilege to welcome you to the third edition of the SRH Berlin Model United Nations (SRHMUN III), and to present you with the Guide to Delegate Preparation. In this guide you will find an overview of the substantive activities at conference, an explanation of the characteristics of our four committees, a listing of the powers of the committee staff, and the Rules of Parliamentary Procedure. It also offers guidance on what to expect in an SRHMUN committee and how to perform well in one.

While this guide contains most of the information on the substantive side of the conference, I invite you to consult the following resources as part of your preparation:

Committee Background Guides: Each committee is led by a team of student chairs who research and write a background guide on their committee's agenda topic. Each guide provides a history and discussion of the problem at hand, suggestions for further research, questions a resolution must answer, and ways to contribute to solutions in the real world. They will be published on our website as they are completed.

Delegate Procedure: This page on our website walks you through the delegate journey, from registering your delegation to the closing ceremony, and sets out what we expect of every delegate.

Please do not hesitate to contact the Secretariat at srhmunberlin@gmail.com with your questions. We wish you every success in your preparation for SRHMUN III, and we look forward to welcoming you to Berlin in May 2027.

Sincerely,

Rehan Tariq
Secretary General
SRH Berlin Model United Nations 2027

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Position Papers

Position paper requirements, if any, will be announced by the Secretariat together with the background guides.

Powers of the Committee Staff

The staff of SRHMUN has distinct roles and responsibilities at conference. Delegates may find that the committee staff takes a more active role than they are accustomed to at other Model United Nations conferences. The primary job of the staff is to work with the delegates in achieving the goals of the committee in particular and of the conference as a whole. The staff of each committee includes a Chair and a Vice Chair (the Security Council has two Chairs, who share these responsibilities). The Crisis Committee also has a crisis team. Together the Chair and Vice Chair share the duties of running the committee.

The **Chair** is the leader of the committee. Chairs prepare their committee's agenda topic, write the background guide and do extensive pre-conference preparation. The Chair oversees the submission of all documents to be discussed. All draft resolutions and amendments must be approved by the Chair before they are presented to the committee as a whole. Please note that the Chair may not approve every written submission and may suggest changes before accepting a draft document. The Chair also oversees debate, and has the discretion to rule on all points and motions brought before the committee. The Chair may periodically comment on the direction of debate and suggest alternative courses of action. Any substantive question should be raised with the Chair.

The **Vice Chair** supports the Chair and is the procedural expert who runs the committee when it is in formal session. The Vice Chair has a full understanding of the rules of procedure and facilitates the committee's work by ensuring that sessions run smoothly. The Chair retains the ultimate power to rule any motion dilatory. Any question about procedure should be raised with the Vice Chair. During caucuses the Vice Chair also answers delegates' questions, monitors blocs, and acts as a sounding board for delegates' ideas, solutions and concerns.

In the **Crisis Committee** the crisis team writes and delivers crisis updates, reads and responds to crisis notes, and decides the outcome of the actions delegates take. The direction of a crisis is determined by the course of debate. The chairs may guide delegates when debate strays from the topic at hand, but they do not steer debate along a predetermined plan.

INTRODUCTION

General Comments

Welcome to SRH Berlin Model United Nations (SRHMUN) 2027, the third edition of our conference. We are happy to have you with us. Throughout the conference weekend you will work with highly motivated students toward the common goals of international awareness and consensus-building. This guide explains both the philosophy of SRHMUN and the practical details of the conference. Without understanding both the overall goal of SRHMUN and how the conference operates, delegates may feel overwhelmed or confused by the simulation.

Whether you are attending your first Model UN conference or your twentieth, we encourage you to read this guide carefully. Experienced delegates will find that some of our practices differ from what they are used to, and newer delegates will find the explanations they need to take part with confidence.

Philosophy: The United Nations as an International Forum

Our primary goal is to provide students interested in international relations with a forum where they can learn about diplomacy, negotiation and the complexity of global

problems by taking part in them. SRHMUN is a simulation. Delegates do not argue their own opinions. They represent the interests of a country, or of a character, and must work toward a solution that reflects that perspective while still finding common ground with others.

That process of simulation is what makes Model UN valuable. A delegate who has to defend a position they disagree with learns to understand why others see the world as they do. A delegate who has to persuade a room of strangers to sign a document learns to listen first. These are skills that outlast the conference.

We also believe that the United Nations is not the only place where international cooperation happens. Regional organisations, civil society and ordinary citizens all play a part. Throughout the conference we encourage delegates to keep in mind that the solutions they write should be realistic, and that the real world will judge them by whether they could work.

Structure

SRHMUN III has four committees, each designed to give delegates a different kind of experience:

- **General Assembly: DISEC (UNGA):** the Disarmament and International Security Committee, a resolution-style committee in which every member state has an equal voice. Agenda topic: *AI-Enabled Cyber Warfare and Autonomous Digital Defense*.
- **UN Women:** a resolution-style committee focused on gender equality and the protection of women and girls. Agenda topic: *Safeguards for Minority Women Facing Targeted Violence, Forced Conversion or Persecution in Conflict Zones*.
- **Security Council (UNSC):** a smaller committee with special voting rules, responsible for peace and security. Agenda topic: *Escalating Tensions and Ceasefire Frameworks in the Middle East, with Special Emphasis on the Russia–Ukraine War*.
- **Crisis Committee:** a directive-style committee in which delegates represent individual characters and respond to events as they unfold. Scenario: *The Berlin Wall Never Fell: Cold War 2000*.

COMMITTEE	AGENDA TOPIC	CHAIRS
General Assembly: DISEC	AI-Enabled Cyber Warfare and Autonomous Digital Defense	Chair: Amin Vice Chair: Tiara
Crisis Committee	The Berlin Wall Never Fell: Cold War 2000	Chair: Rehan Vice Chair: Duru
Security Council	Escalating Tensions and Ceasefire Frameworks in the Middle East, with Special Emphasis on the Russia–Ukraine War	Chair: Allaith & Hassan
UN Women	Safeguards for Minority Women Facing Targeted Violence, Forced Conversion or Persecution in Conflict Zones	Chair: Vinayak Vice Chair: Jennifer

About this Guide

The main purpose of this guide is to prepare delegates for the conference. It is split into three kinds of preparation: procedural, substantive and skills-based. Together these cover how debate works, what to research, and how to speak and negotiate effectively. The guide ends with the full Rules of Parliamentary Procedure and sample documents.

Procedural Preparation

In order to perform in committee, delegates must have a firm understanding of the rules of procedure. The rules decide when you may speak, how motions are made, and how documents move toward a vote. Knowledge of the rules is an important tool: delegates who understand them can shape the direction of debate, while those who do not may find that debate moves on without them. The Rules of Parliamentary Procedure at the end of this guide are the rules we use at SRHMUN, and the Flow of Committee section gives an overview of a typical session.

Substantive Preparation

Once delegates understand the rules of committee, they should turn to the substance. Each background guide gives

an overview of the committee's agenda topic. Delegates should read it carefully, then research further. Each background guide also contains a section on questions a resolution must answer, which is the best guide to what a successful document should address. Lastly, delegates should learn their country's policy on the topic under discussion. The Substantive Preparation section of this guide walks you through the research you should do.

Skills-Based Preparation

Beyond mastering procedure and substance, delegates should prepare the skills that will make them effective: speaking clearly and briefly, listening to other delegates, writing concise documents, and building coalitions. Practise your opening speech aloud. Prepare two or three solutions you could propose. Think about who your natural allies are and who you will need to persuade.

Committee Information

This section contains other details about SRHMUN that all delegates should know. Because the committees are different in kind, the way they operate is different too. Delegates are strongly encouraged to read the section that applies to their committee, and the background guide for its specific mechanics.

What to Expect at SRHMUN

For the most part, this guide describes standard Model United Nations practice, and delegates with experience will recognise it. There are a few points worth noting:

- Chairs may approve, reject or ask for changes to any document before it is introduced.
- No prewritten work of any kind is allowed. Working papers, draft resolutions and crisis notes must be written during conference.
- Being a signatory to a draft resolution does not mean you must vote for it. Signing means you would like it to be discussed.
- Delegates are expected to stay in character and in policy at all times.
- Delegates who work well with others, and who help committee make progress, are valued more than those who simply speak the most.

COMMITTEE INFORMATION

This section explains the differences between the various committee types at SRHMUN III. The differences between committees are not limited to their topics or the countries involved. They also differ in how they run, the documents they produce and the kind of debate they encourage.

Resolution Committees

The General Assembly (DISEC) and UN Women are resolution-style committees. Delegates represent member states. Debate begins with a General Speakers' List, and the committee moves between formal debate, moderated caucuses and unmoderated caucuses. Delegates work in blocs to write working papers, which are merged into draft resolutions, which are then amended and voted on at the end of the conference. Each member state has one vote.

The **General Assembly** is the main deliberative body of the United Nations and includes all member states. Its First Committee, the Disarmament and International Security Committee (**DISEC**), addresses threats to global security, and because of its size, bloc-building is especially important. **UN Women** is the United Nations entity dedicated to gender equality and the empowerment of women. Delegates in this committee will often find that their documents must balance respect for sovereignty with the obligation to protect women and girls from violence and discrimination.

The Security Council

The Security Council is the body of the United Nations responsible for the maintenance of international peace and security. It has fifteen members: five permanent members

(China, France, the Russian Federation, the United Kingdom and the United States) and ten elected members. It operates much like a resolution committee, but with special rules for voting. A substantive resolution needs at least nine affirmative votes and may not be vetoed by any permanent member. A negative vote by a permanent member on a substantive matter blocks the resolution, regardless of the other votes. Abstention by a permanent member does not block a resolution.

Because of its size and its power, the Security Council moves quickly. Delegates should expect shorter speaking times and an emphasis on concrete, enforceable measures. Delegates representing permanent members should think carefully about when to use their veto, since doing so can end debate on a topic.

Crisis Committee

The Crisis Committee is a directive-style committee that differs from the other committees in several ways. Delegates do not represent countries. Each delegate represents an individual, such as a minister, general or advisor, and has personal powers that come with that role. There is no General Speakers' List. Formal debate happens through moderated caucuses, which follow the same rules as in other committees.

The committee does not write resolutions. Instead it passes **directives**, which are short documents that take action. The story is moved forward by **crisis updates**, which the crisis team delivers during committee, and by **crisis notes**, which delegates send to the crisis team to take personal actions. Representing an individual differs greatly from representing a country. Delegates must think about their character's goals, resources, relationships and weaknesses, and be prepared to cooperate with, or work against, other characters in the room. Each delegate has a great deal of agency, and each is responsible for the outcome.

THE PATH TO A RESOLUTION

Before we can discuss the specifics of debate, it is important to note that the purpose of debate is to produce a comprehensive and pragmatic solution to the topic, embodied in a document called a resolution. To understand the nuances of the debate, we must first grasp the path toward the resolution. The process for producing a resolution in a committee at SRHMUN consists of two main written stages: the working paper and the draft resolution.

Working Paper

Working papers are brief documents that introduce and recommend ideas for addressing a few aspects of the topic being discussed. Given the vast range of issues that fall under a single topic and the limited time of the conference, working papers help narrow the scope of discussion so that the eventual draft resolution is easier to write. A working paper serves as a precursor to the draft resolution, primarily in the sense that working papers allow delegates to introduce ideas and outline areas on which they would like to focus.

Working papers differ from draft resolutions in several ways. Although delegates are encouraged to consider the questions a resolution must answer, it is not mandatory that a working paper address all of them. It is also not necessary for an idea to appear in a working paper before it can appear in a draft resolution. Nonetheless, delegates are advised to introduce ideas at the beginning of debate through working papers, so that they can receive constructive input from others, refine their ideas, and enable others to consider how potential flaws can be improved before they are included in a formal draft resolution.

Working papers are the intellectual property of the entire committee once they are introduced. It is not against the rules for draft resolutions to borrow ideas or language from any working paper that was introduced to the committee; however, delegates should consider requesting permission

before they do so. Delegates are not permitted to write working papers before the conference begins.

Draft Resolutions

The central mechanism by which the United Nations operates is the resolution. To truly reflect the nature of the UN, the ultimate goal of delegates at SRHMUN is to collaborate and produce a formal document that details how the committee envisions action must be taken to solve a specific world issue. Delegates are encouraged to use the sample resolution included in this guide as a source of reference.

In order for a draft resolution to be introduced to the committee, the following conditions must first be fulfilled:

- It must adequately address the points set out in the questions a resolution must answer section of the background guide, as well as any other points raised in the course of debate.
- It must be well written, concise, correctly formatted and free of grammatical and typographical errors.
- It must have the minimum number of signatories stipulated in the Rules of Procedure.
- It must be typed and presented to the dais in digital format for distribution.
- It must receive the approval of the Chair. Chairs have the discretion to suggest changes before approving a draft resolution.

Delegates will need to work effectively to consolidate the ideas of many into a single document. Merging working papers is usually the best path: blocs with similar ideas combine their text and present a single, stronger document, rather than many competing ones.

Amendments

Fundamental to the process of debate, compromise and consensus is the ability to improve a draft resolution after it has been introduced. The amendment process serves as an opportunity for delegates who were not sponsors of a document to shape it. Amendments can draw attention to points not initially addressed, change language that some delegates find unacceptable, or add clauses that strengthen the document.

Delegates should be aware of the difference between a friendly and an unfriendly amendment. A **friendly amendment** is one that all sponsors of the draft resolution agree to. Once approved by the Chair, it is automatically added to the document. An **unfriendly amendment** is one that not all sponsors support, and requires a vote by the committee. Amendments are introduced in writing and must be approved by the Chair, in the same way as a draft resolution.

Voting

At the end of the conference, delegates have the duty of voting on the draft resolutions. Voting is the last stage in the path to a resolution, and the point at which all of the committee's work is tested. During voting procedure, no one may enter or leave the room, and no notes may be passed. In order for a resolution to pass, a majority of the members present and voting must vote in favour. The Security Council has special voting rules, described in the Committee Information section.

Delegates who are present and voting may not abstain on substantive votes. Delegates who answered the roll call "present" may abstain. Delegates who wish to explain their vote may request the right of explanation, and will be given a short time to do so after voting has concluded. Directive-style committees vote on each directive as it is introduced, rather than at the end of the conference.

SUBSTANTIVE PREPARATION

This section serves as a guideline for delegates regarding the research they should do before conference. It is not meant to be exhaustive. Delegates are encouraged to expand their research beyond what is listed here, and to use the sources that work best for them.

Understanding the Mandate of the Committee

The primary source of information for delegates is the background guide, but it should not be the only one. A delegate should understand the powers and the limits of their committee. What can this body actually do? Can it make binding decisions, or only recommendations? Which other bodies does it work with? A resolution that asks the committee to do something it has no power to do will not be taken seriously.

The Charter of the United Nations, the founding document of the organisation, is the best place to start. Reading resolutions made by the committee in the past is also very helpful: they show the language, the structure and the kind of action the committee has been willing to take.

Researching the Topic Areas

The background guide is written by the chairs of the committee and is the best starting point for research. It gives an overview of the history and the current state of the issue, and it lists questions a resolution must answer and suggestions for further research. Delegates are encouraged to go beyond the scope of the guide, using reliable sources such as United Nations documents and reports, official government websites and respected news organisations.

Delegates are especially encouraged to consult the following kinds of sources:

- United Nations reports, resolutions and databases relevant to the topic.
- Reports from international organisations, think tanks and research institutes.
- Reputable news outlets for current developments.
- Previous action taken on the topic, including treaties and conventions.

Researching Country Policy

It is crucial that delegates research their country's policy on the topics before their committee. Representing a country other than your own is one of the most valuable parts of Model UN, as it forces delegates to examine perspectives that may differ from their own. A delegate who knows their country's position, history and alliances can speak with authority and can anticipate which countries will support or oppose their ideas.

Developing a better general understanding of the country is also useful. Delegates should learn about its government and economy, its regional relationships, and its voting record on related issues at the United Nations. Official statements made by the country's representatives are often the most reliable source of its position.

FLOW OF COMMITTEE

This section serves as an overview of the typical flow of a resolution-style committee at SRHMUN. Directive-style committees follow a similar structure, without a speakers' list and with directives in place of resolutions.

Setting the Agenda

Each committee at SRHMUN III debates a single agenda topic, which is published in advance and listed in this guide. Because there is only one topic, the agenda is set automatically (see Rule #10) and no vote on the order of topics is needed. Once the committee has been called to order and the roll has been called, the Vice Chair confirms the agenda topic and opens the General Speakers' List.

Debate

After the agenda has been determined, the committee will begin substantive debate. Debate moves between three forms: the Speakers' List, moderated caucuses and unmoderated caucuses. A delegate who wants to change the form of debate makes a motion, which the committee votes on.

Speakers' List

Once the agenda is set, the Vice Chair will ask delegates to be added to the General Speakers' List. Delegates who wish to speak send a note to the dais and are called in order. Speakers' List speeches are the main opportunity for delegates to state their country's position and to present their ideas to the whole committee. When no other motion is on the floor, the committee returns to the speakers' list.

Moderated Caucus

A majority of formal debate will be held in the form of moderated caucuses. A moderated caucus is a structured discussion on a specific subtopic. The delegate who moves for it must state the topic, the total length of the caucus and the speaking time for each delegate. The Vice Chair then calls on delegates who raise their placards. Moderated caucuses are the best way to focus the committee's attention on a particular issue, and to hear many voices in a short time.

Unmoderated Caucus

Unmoderated caucuses constitute informal debate, in which delegates are free to leave their seats and talk to one another. The motion needs only to state the duration. Once the motion has passed, delegates have permission to move around the room, form blocs, and write working papers and draft resolutions. Depending on the stage of debate, the primary focus of an unmoderated caucus will change: early on it is for sharing ideas and finding allies, and later it is for merging documents and gathering signatories.

Working Outside of Committee

Working outside of the committee room during formal sessions is not permitted. Delegates may leave the room during unmoderated caucuses, but should return promptly when the caucus ends. If delegates wish to do more individual research, they are welcome to do so before and after sessions, and during breaks between sessions. Remember that no prewritten work is allowed.

Flow of Debate

A typical session begins with a speakers' list, in which delegates state their positions. Once the committee has a sense of the main issues, delegates begin to call for moderated caucuses on particular subtopics, and for unmoderated caucuses in which blocs begin to form and to write working papers. As blocs mature, working papers are introduced and discussed, and delegates begin to merge them into draft resolutions. Once draft resolutions are introduced, the committee debates and amends them. Finally, debate is closed and the committee votes.

Closure of Debate

When the committee has finished discussing a topic, or when time is running out, a delegate may move to close debate. Two speakers for and two against will be heard, and the committee votes. A two-thirds majority is required for closure. If the motion passes, the committee immediately moves into voting procedure on the documents that have been introduced.

GUIDE TO THE CRISIS COMMITTEE

The Crisis Committee works differently from the other committees. This section explains its key elements, and the committee's background guide will give further details about the specific scenario.

Role of the Delegate

Delegates represent individuals, not countries. Each character has a portfolio of powers, resources, contacts and goals. Delegates are expected to act within those powers, to keep

their character's perspective, and to balance their personal goals against the goals of the committee.

Directives

Directives are the documents that drive action in the committee. They are short, specific and written in clear, concrete language. Their form varies: they can be public statements, decisions, orders or any other action that the committee is empowered to take. A directive is introduced when it has been approved by the Chair and has the required number of signatories, and is passed by a simple majority vote of the committee.

Crisis Updates

Crisis updates are announcements from the crisis team that describe new events. Updates may be *timed*, in which case a directive must pass before the deadline in order to prevent the situation from escalating, or *untimed*, in which case there is no deadline, but the crisis may escalate at the discretion of the crisis team. Delegates should use unmoderated caucuses to respond to updates.

Crisis Notes

Crisis notes are letters to the crisis team that advance a character's personal goals. They can be used to take personal actions, gather information, call on resources or contacts, or work against other characters. Notes should be addressed to the people or organisations outside the committee that realistically relate to the character, and should contain concise, concrete commands. The crisis team decides the result of every note.

Awards

Outstanding delegates will be recognised at the closing ceremony. Award categories and evaluation criteria will be published by the Secretariat on the website.

WRITING A POSITION PAPER

A position paper is a short document in which a delegate sets out their country's stance on the topics before their committee. The Secretariat will announce whether position papers are required for SRHMUN III, together with their format and deadline. Even when they are not required, writing one is the best way to organise your research and prepare your opening speech.

Recommended Structure

Heading

Include the committee, the topic, your country, and the names of the delegates who represent it.

1. Background of the Issue

Explain the issue in a short paragraph: what it is, why it matters and the key facts the committee should keep in mind. Refer to the background guide, but do not copy it.

2. Your Country's Position

State what your country believes and why. Refer to official statements, treaties your country has signed, its voting record at the United Nations, domestic policy and its main allies and partners on the issue.

3. Proposed Solutions

Propose two to four realistic measures. For each, say who would carry it out, how it could be financed and how it fits your country's interests. Concrete proposals are more convincing than general statements.

Length and Style

- One page per topic is a sensible length.
- Use a formal tone and write in the third person: "The delegation of [Country] believes that...".
- Be accurate. Cite your sources, and use official documents wherever possible.
- Write in your own words. Plagiarism is not permitted.

Checklist. Does the paper state your country's position clearly? Does it refer to relevant United Nations documents and treaties? Does it propose concrete measures? Is it proofread and within one page per topic?

DELEGATE EVALUATION CRITERIA

Chairs observe delegates throughout the conference and decide the awards at their discretion. The criteria below describe what they look for, so that every delegate knows what good participation looks like. Final award categories will be published by the Secretariat.

CRITERION	WHAT CHAIRS LOOK FOR
Preparation and knowledge	Command of the topic, the committee's mandate and the relevant facts. References to real documents and previous action.
Policy accuracy	A consistent and realistic representation of the assigned country or character, even when it differs from your own views.
Public speaking	Clear, concise and confident speeches that make a point and respect the time.
Diplomacy and collaboration	Listening, building blocs, working with delegates who disagree, and helping the committee make progress.
Writing and documents	Well-formatted, concise working papers, resolutions or directives that answer the questions in the background guide.
Use of procedure	Correct use of motions and points, and respect for the rules and the chairs.
Conduct	Courtesy to chairs, staff and fellow delegates at all times.
Initiative (Crisis)	Creative and realistic use of the powers of your portfolio through directives and crisis notes.

How to stand out

- Speak often, but make every speech count.
- Credit and include other delegates' ideas instead of competing with them.
- Help quieter delegates take part.
- Stay in character and in policy under pressure.

SPEAKING AND NEGOTIATION TIPS

Opening Speech

Aim for 60 to 90 seconds. Open with a clear statement of your country's position, give one or two facts that support it, propose two or three solutions, and close by inviting other delegations to work with you. A model speech with placeholders appears later in this guide.

Moderated Caucus

- Stay on the subtopic that was proposed.
- Respond to what others have said, rather than repeating prepared remarks.
- End with a proposal, not only a problem.

Building a Bloc

- Use the first unmoderated caucus to find delegations with similar interests.
- Agree on two or three main ideas before writing anything down.
- Share the writing so that every member of the bloc feels ownership.

Handling Disagreement

Look for the interest behind the position. Offer compromise language that protects what matters most to each side, and thank delegates who change their minds.

Common Mistakes

- Speaking about your own opinion instead of your country's policy.
- Reading a long script instead of speaking to the room.
- Working alone and arriving late with a document no one has seen.
- Proposing solutions the committee has no power to carry out.

In the Crisis Committee

Be specific in your notes: say who does what, with which resources, and by when. Collaborate with other characters, and keep your goals consistent with your portfolio.

RULES OF PARLIAMENTARY PROCEDURE

Introduction

The rules of procedure exist to keep debate fair, orderly and productive. Delegates should understand that these rules apply to every committee at SRHMUN, with the specific exceptions stated for the Security Council and the Crisis Committee. In the event of a dispute about the interpretation of the rules, the decision of the committee staff is final, subject to the right of appeal in Rule #9.

General Rules

RULE #1 - Scope: These rules apply to all committees at SRHMUN III. Committee staff may suspend or modify a rule, with notice to the committee, in order to allow debate to proceed.

RULE #2 - Language: English will be the official and working language of the conference. All speeches, documents and notes must be in English.

RULE #3 - Authority of the Committee Staff: The Chair has the authority to rule on all points and motions, to approve or reject all written documents, and to rule any motion out of order or dilatory. The Vice Chair runs the session procedurally. Questions about substance should be directed to the Chair and questions about procedure to the Vice Chair.

RULE #4 - Quorum: The Vice Chair may declare a committee open and permit debate to proceed when at least one-quarter of the members of the committee are present. A majority of the voting members will be required for any substantive vote. A quorum is assumed to be present unless specifically challenged and shown to be absent. A roll call is not required to determine the presence of a quorum.

RULE #5 - Roll Call: At the start of each session, the Vice Chair will call the roll. Delegates may answer "present" or "present and voting". A delegate who answers "present and voting" may not abstain on substantive votes.

RULE #6 - Courtesy: Delegates will show courtesy and respect to the committee staff and to other delegates. No talking is allowed in the committee room, except during an unmoderated caucus or when recognised by the dais. The Vice Chair will immediately call to order any delegate who fails to comply.

RULE #7 - Electronics: No electronic devices may be used in the committee room during formal debate or moderated caucusing, except as permitted by the dais. Electronic devices may be used outside the committee room, and laptops may be used in the committee room during unmoderated caucusing.

RULE #8 - No Prewritten Work: No prewritten work of any kind is allowed. This includes working papers, draft resolutions, directives and crisis notes. Delegates may prepare research, speeches and ideas in advance.

RULE #9 - Appeal: Any decision of the Vice Chair or Chair, with the exception of matters that are explicitly stated to be unappealable, may be appealed by a delegate. Appeals only refer to procedural motions, not substantive decisions. A motion to appeal must be made immediately after the decision of the committee staff is made. The delegate will be recognised for thirty seconds to explain their motion and there will be no further debate on the matter. The Vice Chair or Chair may speak briefly in defence of the ruling. The appeal will then be put to a vote, and the decision of the dais will stand unless overruled by a two-thirds majority of the total membership. The following may never be appealed by a delegate:

A. The Chair's approval of a draft resolution or amendment (Rules #28 and #29).
B. The Vice Chair's decision to rule a moderated or unmoderated caucus out of order or dilatory (Rules #12 and #13).
C. The Vice Chair's decision to end an unmoderated caucus early (Rule #12).
D. The Vice Chair's decision to refuse a right of reply (Rule #21).
E. The Vice Chair's decision to refuse Information Points on a draft resolution (Rule #26).
F. The Vice Chair's decision to rule a motion for a roll call vote out of order or dilatory (Rule #35).

Rules Governing Debate

RULE #10 - Agenda: The first order of business for the committee will be the consideration of the agenda. Once the committee has been called to order, a motion to set the agenda should be raised. The delegate who raises this motion must propose one topic area to be considered first. The topic areas that may be proposed are those listed in the preparation materials. If the committee has only one topic area, the agenda is automatically set. A "for-against" speakers' list with no comments will be established to debate the motion. A motion to close debate on setting the agenda will be in order after the committee has heard at least two speakers for the motion and two against, and requires a two-thirds majority.

RULE #11 - Speakers' List: The Vice Chair will establish a General Speakers' List once the agenda is set. Delegates may be added to the list at any time by sending a note to the dais. A delegate may only appear on the list once at a time, but may be added again after speaking. If no motions are on the floor, the committee returns to the Speakers' List by default.

RULE #12 - Unmoderated Caucus: A motion for an unmoderated caucus must state its duration, which may not exceed twenty minutes. The motion requires a simple majority. The Vice Chair may rule the motion out of order, or end a caucus early, if the delegates are not using it productively.

RULE #13 - Moderated Caucus: A motion for a moderated caucus must state the topic, the total length (which may not exceed twenty minutes) and the speaking time for each delegate. The motion requires a simple majority. The delegate who proposed the motion will be called on first or last. The Vice Chair may rule the motion out of order or dilatory.

RULE #14 - Extension of a Caucus: A caucus may be extended once, by no more than the length of the original caucus, by a motion that requires a simple majority. The Vice Chair may rule the extension out of order.

RULE #15 - Closure of Debate: A motion to close debate will be in order after the committee has heard at least two speakers for the motion and two against. A two-thirds majority is required. If the motion passes, the committee immediately moves into voting procedure. If it fails, debate continues.

RULE #16 - Suspension of the Meeting: A motion to suspend the meeting is a motion to recess the committee until its next scheduled session. It requires a simple majority and is not debatable.

RULE #17 - Adjournment of the Meeting: A motion to adjourn the meeting is a motion to end all committee business for the conference. It requires a simple majority and is in order only at the end of the final session.

RULE #18 - Postponement and Resumption of Debate: A motion to postpone debate on a draft resolution or topic, or to resume a postponed debate, requires a simple majority. Two speakers for and two against will be heard before the vote.

Rules Governing Speeches

RULE #19 - Speaking Time: The Vice Chair will set an initial speaking time for the Speakers' List. A delegate may move to change the speaking time, which requires a simple majority. The Vice Chair may rule the motion out of order.

RULE #20 - Yields: A delegate who has finished speaking with time remaining may yield the floor to the Vice Chair (in which case the remaining time is forfeited), to another delegate, or to questions. Time yielded to another delegate may not be yielded again. When yielding to questions, the Vice Chair may limit the number of questions.

RULE #21 - Right of Reply: A delegate whose personal or national integrity has been impugned by another delegate may request a right of reply. The request must be submitted in writing and is granted at the discretion of the Vice Chair. The Vice Chair's decision may not be appealed.

RULE #22 - Relevance: Speeches must be relevant to the topic under discussion. The Vice Chair may call a speaker to order if their remarks are not relevant, or if they use inappropriate language.

Rules Governing Points

RULE #23 - Point of Personal Privilege: A delegate who experiences personal discomfort that impairs their ability to participate in the proceedings may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may interrupt a speaker, but delegates should use this power with the utmost discretion.

RULE #24 - Point of Order: A delegate who believes that the rules of procedure have been improperly applied may rise to a Point of Order. The Vice Chair will rule on the point immediately. A Point of Order may interrupt a speaker only if the point relates to the speech. A Point of Order may not be used to question the substance of a speech.

RULE #25 - Point of Parliamentary Inquiry: When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Vice Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

RULE #26 - Point of Information: A delegate may rise to a Point of Information to ask a question of a speaker who has yielded their time to questions. The Vice Chair may limit the number of questions. Information Points on a draft resolution may be taken at the discretion of the Vice Chair.

Rules Governing the Path to a Resolution

RULE #27 - Working Papers: Delegates may write working papers during unmoderated caucuses. Working papers are informal and have no formal standing until introduced to the committee with the approval of the Chair. Working papers may not be written before the conference.

RULE #28 - Introduction of a Draft Resolution: A draft resolution may be introduced after it has been approved by the Chair. It must have the minimum number of signatories set by the Chair, who may take into account the size of the committee. Signatories are not required to vote in favour of the draft resolution. A motion to introduce a draft resolution requires approval by the Chair only. After introduction, the sponsors will present the draft, and the committee may ask questions.

RULE #29 - Amendments: An amendment is a written change to an introduced draft resolution. It must be approved by the Chair and have the minimum number of signatories. A friendly amendment, accepted by all sponsors, is automatically added to the draft resolution. An unfriendly amendment is voted on by the committee after debate, and requires a simple majority. Amendments to amendments are not in order.

RULE #30 - Reordering Draft Resolutions: After debate has been closed, a delegate may move to reorder the draft resolutions, which sets the order in which they will be voted on. The motion requires a simple majority. If no motion is made, the draft resolutions are voted on in the order in which they were introduced.

Rules Governing Voting

RULE #31 - Voting Procedure: Voting procedure begins when debate is closed, and ends when the committee has voted on all introduced documents. During voting procedure, no delegate may enter or leave the room, and no notes may be passed. Only the points and motions listed in the order of precedence for voting are in order.

RULE #32 - Procedural Votes: Every delegate present must vote on procedural matters. Abstentions are not permitted. A procedural vote needs a simple majority, unless otherwise stated in these rules.

RULE #33 - Substantive Votes: Delegates may vote yes, no or abstain on substantive matters, unless they declared themselves "present and voting". A draft resolution passes if more than half of the members present and voting vote in favour. In the Security Council, a draft resolution requires nine affirmative votes and no negative vote from a permanent member.

RULE #34 - Division of the Question: A delegate may move to divide a draft resolution so that its clauses are voted on separately. The motion requires a simple majority. Two speakers for and two against will be heard. If it passes, the committee votes on the clauses in the order proposed. Clauses that pass are combined into a new draft resolution, which is then voted on as a whole.

RULE #35 - Roll Call Vote: A delegate may move for a roll call vote on a draft resolution. The Vice Chair may grant or refuse the motion. In a roll call vote, each delegate is called in alphabetical order and answers "yes", "no", "abstain" or "pass". A delegate who passes will be called again after the others have voted, and may not pass a second time.

RULE #36 - Right of Explanation: After voting on a draft resolution is complete, delegates who requested the right of explanation will be given time, not to exceed thirty seconds per delegate, to explain their vote.

Rules Governing Special Committees

RULE #37 - Security Council: In the Security Council, a substantive resolution requires nine affirmative votes and no veto from a permanent member. Procedural votes require nine affirmative votes and are not subject to the veto. A permanent member that abstains does not block the resolution.

RULE #38 - Crisis Committee: In the Crisis Committee there is no General Speakers' List. Directives replace draft resolutions. A directive requires the approval of the Chair and the minimum number of signatories, and passes by a simple majority. Crisis notes may be sent to the crisis team at any time and are answered at the team's discretion. Delegates may not communicate with outside parties except through crisis notes.

SAMPLE WORKING PAPER

The purpose of the working paper is to clearly communicate the intention of one or more countries. Please bear in mind that this is not formal but is a starting point for the committee. It is a good idea to format a working paper like the sample below, as that is the format of a draft resolution, but you are not required to do so. Working papers do not need to be signed.

Committee: General Assembly
Topic: Strengthening Access to Clean Drinking Water

1. Each member state is encouraged to publish a national plan for access to safe drinking water, with clear targets for the next ten years;
2. A voluntary fund should be created, financed by member states and donors, to support water infrastructure in the countries that need it most;
3. Technical cooperation between countries with advanced water treatment and those without should be expanded, including:
    a. Training programmes for local engineers and technicians;
    b. Sharing of low-cost purification technology;
    c. Regional centres for monitoring water quality;
4. An annual report on progress toward these targets should be presented to the General Assembly.

Bloc members: Bloc A (countries to be added during conference).

RESOLUTION FORMAT GUIDE

Heading

The title should be in capital letters, above the main body of the resolution. The title consists of a number (signifying the topic area discussed, which is always 1 at SRHMUN III because each committee has a single topic), followed by another number (identifying the individual resolution). For example, the first draft resolution on the topic discussed would be titled "Draft Resolution 1.1" accordingly. The Chair will assign the number once the resolution has been approved. On the left margin and two lines below the title should be: 1. the committee name, 2. the topic addressed by the resolution, and 3. the signatories of the resolution. NOTE: There are no sponsors of a resolution.

Body

The resolution is written in the format of a long sentence. Just as grammatical rules make a language more uniform in its usage, so is the resolution in its format. The resolution begins with "The General Assembly," for the General Assembly, "UN Women," for UN Women, and "The Security Council," for the Security Council, as the introductory line. The rest of the resolution consists of phrases and clauses with the first word of each phrase or clause underlined. The next section, consisting of Preambulatory Phrases, describes the problem being addressed, recalls past actions taken, explains the purpose of the resolution, and offers support for the operative clauses that follow. Each clause in the preamble begins with an underlined word and ends with a comma. Operative clauses are numbered and state the action to be taken by the body. These clauses all begin with present tense active verbs, which are generally stronger words than those used in the preamble. Each operative clause is followed by a semi-colon except the last, which ends with a period. Any sub-operative clauses also end with a semi-colon. There should be no periods in the body of the resolution.

Content

Of course, the most important characteristic of the final resolution is the content, which will be carefully scrutinised by the Chair before approval. A well-written resolution demonstrates:

- Familiarity with the problem. Relevant background information and previous United Nations actions are included.
- Recognition of the issues. Arguments on the topic are specified early. At a minimum, the resolution should address in some form all the issues listed in the "questions a resolution must answer" section of the background guide.
- A clear and concise style. Every clause and phrase should have a purpose.
- Good form. Each phrase and clause should follow the exact format described above.

All delegates who requested the right of explanation will be granted time to explain their votes, not to exceed thirty seconds per delegate.

PRECEDENCE OF POINTS AND MOTIONS

Precedence of Points and Motions

#	POINT OR MOTION	RULE
1	Point of Personal Privilege	23
2	Point of Order	24
3	Point of Parliamentary Inquiry	25
4	Adjournment of the Meeting	17
5	Suspension of the Meeting	16
6	Unmoderated Caucus	12
7	Moderated Caucus	13
8	Motion to Change Speaking Time	19
9	Introduction of a Draft Resolution	28
10	Introduction of an Amendment	29
11	Postponement of Debate	18
12	Resumption of Debate	18
13	Closure of Debate	15

At the start of final voting procedure, only the following points and motions are in order, in the following order of precedence:

#	POINT OR MOTION	RULE
1	Point of Personal Privilege	23
2	Point of Order	24
3	Point of Parliamentary Inquiry	25
4	Reordering Draft Resolutions	30
5	Division of the Question	34
6	Motion for a Roll Call Vote	35

The Vice Chair will then announce the outcome of the vote.

PREAMBULATORY AND OPERATIVE PHRASES

Preambulatory Phrases

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

Operative Clauses

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

SAMPLE RESOLUTION

Please bear in mind that this document is intentionally shorter than most SRHMUN resolutions in terms of the number of clauses. All countries and details are fictional examples.

DRAFT RESOLUTION 1.1

Committee: General Assembly
Topic: Strengthening Access to Clean Drinking Water
Signatories: Argentina, Australia, Brazil, Canada, Egypt, Germany, India, Indonesia, Kenya, Mexico, Nigeria, Norway, Pakistan, South Africa, Sweden, Turkey, Uganda

The General Assembly,

Recalling its resolution 64/292 of 28 July 2010, which recognises the human right to safe and clean drinking water and sanitation,

Further recalling the Sustainable Development Goals, in particular Goal 6 on clean water and sanitation,

Deeply concerned that billions of people around the world still lack access to safely managed drinking water services,

Realizing the need for sovereign nations to maintain control over their own water resources while cooperating across borders,

Emphasizing that climate change and population growth place increasing pressure on freshwater supplies,

1. Recommends that each member state develop a national plan for access to safe drinking water, with clear and measurable targets, to operate as follows:
    a. Plans will be published and updated every five years;
    b. Plans will include specific measures for rural and low-income communities;
    c. Plans will be developed with local governments and civil society;
2. Urges the establishment of a voluntary Global Water Infrastructure Fund, to be administered by an existing United Nations body, with the following aims:
    a. To finance the building and repair of water treatment and supply systems in the countries most in need;
    b. To prioritise projects that are sustainable and managed by the communities they serve;
    c. To report publicly each year on how funds have been spent;
3. Encourages technical cooperation among member states, including training programmes for local engineers and technicians, and the sharing of low-cost purification technology;
4. Calls upon member states that share river basins and aquifers to establish joint monitoring of water quality and quantity;
5. Requests the Secretary-General to present a report on progress toward the goals of this resolution to the General Assembly at its next session;
6. Decides to remain actively seized of the matter.

SAMPLE OPENING SPEECH

An illustration of structure. Replace the placeholders with your country and its real policy. Speaking time about 75 seconds.

GENERAL SPEAKERS' LIST · GENERAL ASSEMBLY · TOPIC: ACCESS TO CLEAN DRINKING WATER

Honourable Chair, distinguished delegates.

[Country] believes that access to clean drinking water is not a privilege but a right. [One fact that shows why the issue matters to your country, for example a statistic from a United Nations report.]

[Country] has already [one concrete action your country has taken, for example a national programme, a treaty, or a vote at the United Nations]. We have learned that lasting progress needs three things: reliable funding, local ownership and cooperation between neighbours.

That is why [Country] proposes, first, [solution one]; second, [solution two]; and third, [solution three].

No country can solve this alone. [Country] invites all delegations that share these goals to work with us in the unmoderated caucus. Thank you, Chair.

SAMPLE DIRECTIVE AND CRISIS NOTE

Fictional scenario for illustration only: floods in a coastal capital.

DIRECTIVE 1.1

Committee: Crisis Committee
Signatories: Minister of Transport, Minister of Health, Chief of Civil Defence, Governor of the Port Authority

The committee hereby orders the following, effective immediately:

1. The Chief of Civil Defence will open the three highest-lying schools as emergency shelters within six hours;
2. The Governor of the Port Authority will redirect all cargo ships to the northern harbour until further notice;
3. The Minister of Health will send mobile clinics to each shelter and report the number of patients to the committee each evening.

CRISIS NOTE

From: Minister of Transport
To: The Director of the National Railway Company
Action: Run free evening trains from the flooded districts to the northern suburbs, using the reserve carriages stored at the central depot. Report the number of passengers carried to the crisis team after each trip.

Good notes and directives are short, specific and realistic. They say who acts, what they do, with what means, and by when.

GLOSSARY OF MODEL UN TERMS

Abstain
To neither support nor oppose a substantive vote. Not allowed to delegates who are "present and voting".

Adjournment
The end of all committee business, or the end of a session.

Amendment
A written change to a draft resolution. A friendly amendment is accepted by all signatories. An unfriendly amendment goes to a vote.

Background guide
A document written by the chairs that introduces the committee's topics and suggests further research.

Bloc
A group of delegations that share interests and work together on a document.

Caucus
A form of debate. In a moderated caucus the chair calls on speakers. In an unmoderated caucus delegates talk freely.

Chair or dais
The committee staff who run the session: the Chair and the Vice Chair.

Clause
A numbered or unnumbered phrase of a resolution. Preambulatory clauses give context. Operative clauses state action.

Crisis note
A private message to the crisis team asking for a personal action.

Delegate and delegation
A delegate represents a country or character. A delegation is the group registered together under one name.

Dilatory
A motion that wastes time or has no real purpose. The chair may rule it out of order.

Directive
A short document passed by a Crisis Committee that orders a specific action.

Division of the question
A motion to vote on parts of a resolution separately.

Draft resolution
A working paper approved by the chair, with the required signatories, ready to be debated and voted on.

Floor
The right to speak. "Yielding the floor" means giving your remaining time away.

General Speakers' List
The default order of speakers, to which delegates add their country.

Head Delegate
The member of a delegation who registers it and communicates with the Secretariat.

Motion
A formal proposal to change how the committee works, for example to start a caucus.

Observer
A state or organisation that takes part in debate but cannot vote on substantive matters.

Placard
The sign a delegate raises to ask for the floor or to vote.

Point
A request to the chair: personal privilege, order, parliamentary inquiry or information.

Position paper
A short document that sets out a country's stance on the committee's topics.

Present and voting
A roll call answer that means the delegate will not abstain on substantive votes.

Procedural vote
A vote on a motion. Every delegate must vote, with no abstentions.

Quorum
The minimum number of delegates needed to open debate.

Resolution
The document a committee passes, setting out its decisions and recommendations.

Right of reply
A chance to respond when another delegate has criticised your delegation personally. Granted by the chair.

Roll call
The reading of the list of countries to record who is present.

Secretariat
The organising team of the conference.

Signatory
A delegate who signs a document so that it may be introduced. Signing does not require voting in favour.

Simple majority
More than half of the delegates present and voting.

Substantive vote
A vote on an amendment or a resolution.

Two-thirds majority
Two-thirds of the delegates present and voting. Needed to close debate.

Veto
The power of a permanent member of the Security Council to block a substantive resolution with a negative vote.

Working paper
An informal draft of ideas written by a bloc during caucus.

Yield
To give remaining speaking time to the chair, to another delegate or to questions.