
IKMUN Delegate Guide



IKMUN Admin

1st Edition

Introduction.....	4
Using this delegate guide.....	4
Research.....	5
<i>How to do research for an MUN conference</i>	<i>5</i>
Country Research.....	5
Committee Research.....	5
Topic Research	5
Position Papers	6
<i>What they are and how to write them</i>	<i>6</i>
How to write a position paper	6
Resolutions	7
<i>Proper resolution format.....</i>	<i>7</i>
Heading.....	7
Pre-ambulatory clauses	7
Operative clauses.....	8
Pre-ambulatory and Operative clauses.....	8
<i>For use in resolutions</i>	<i>8</i>
Pre-ambulatory phrases	8
Operative phrases.....	9
Procedure	10
<i>What to do on the day of the conference</i>	<i>10</i>
Role Call	10
Opening Speeches	10
Lobbying & Merging	10
Debate	11
Accepted Points and Motions	13
<i>Defined and explained</i>	<i>13</i>
Points.....	13

Motions	13
Amendments	14
<i>When and how to use them.....</i>	<i>14</i>
How to submit an amendment	15
Debate on an amendment	15
Tips on making amendments.....	15
What To Bring To The Conference	16
<i>Everything you will need on the day.....</i>	<i>16</i>
IKMUN Dress Code	16
<i>Accepted attire.....</i>	<i>16</i>
Females:	16
Males:	17

Introduction

The Ibn Khuldoon National School's MUN team is proudly hosting its second annual MUN conference on March the 18th-19th. We strive to make this IKMUN conference even better than the last. As such, we have introduced many changes such as extending the conference by a day making it a two-day conference, going international by inviting Saudi schools to participate, and inviting a wider range of schools from Bahrain itself.

IKNS has been known to produce smart and able delegates who control debates and win many awards. The IKMUN team aims to reflect these qualities in our conference by making it a very high-caliber, well-organized one.

The team has put in many hours already by selecting relevant, interesting, and debatable topics for our councils, organizing the logistics of the event, maintaining various social media outlets, among many other things. We hope you make the best of this unique MUN experience.

-IKMUN Team

Using this delegate guide

This guide is meant to help delegates prepare for IKMUN starting from how to do research all the way to the day of the conference and everywhere in between. If a delegate wishes to print this guide and bring it with them on the day of the conference, they may do so.

Research

How to do research for an MUN conference

Once your MUN director has given you your committee, topics, and country, you're all set to begin the first (and arguably most important) part of any MUN conference: research.

Research can be divided into three main parts: country research, committee research, and topic research.

Country Research

Finding out information on your assigned country is the first part of the research process. Country research is especially important if you've been assigned a country you are unfamiliar with. To find out general information about your country including location, history and military, use CIA World Factbook. To use it, key in the phrase "CIA World Facebook (your country's name)" into google and it should pop up.

Committee Research

Along with your country assignment, you will be assigned a committee. The committees used in MUN model the actual UN's committees. Every branch of the UN or GA (General Assembly) has it's own website, often with archives of past resolutions and updates on current events. Find these websites through basic google searches.

Topic Research

The easiest way to start topic research is by simply googling the topic verbatim. For example, if your issue is "Russia's military involvement in Syria", then type that in google. This way, you can find relevant sources and familiarize yourself with the topic in general. If this does not work, try breaking the topic up into key words like "Russia in Syria". Also, make sure to look at credible news sources like the BBC for the most recent updates and developments in your topic.

Once you've familiarized yourself with the topic generally, you must begin to go more in depth. This can be done by, first of all, learning where your country stands on the issue. You can find out your country's position by looking at any statements a government official from your assigned country has made on the issue. Also, look at the actions your country has taken on the issue.

Another important part of your research is finding past UN actions or resolutions. This can be done by using the official UN website, www.un.org, or simply by using a search engine.

Take note of which policies were more successful and which were less successful and why they were so.

The most important part of your topic research is researching solutions. You must find out how to solve the issue at hand. This is mostly up to you to come up with however you can use your research to help you. For example, you can search various think tank websites to see if they have come up with a solution to the issue. This research will help you not only when writing your position paper, but also in the conference itself.

2

Position Papers

What they are and how to write them

A position paper is used to specify your nation's position on the given topic. You are to write **one** position paper **for each topic**. A position paper is where you put all the research you conducted. It should not exceed one page in length. Please note that position papers are **not** optional, you must hand them in when they are due.

How to write a position paper

Every position paper starts off with a heading that lists your committee, topic, country, and name. The actual paper consists of four parts: background information, past UN actions, your country's policy, and proposed solutions. Hence, you can divide the paper into four paragraphs. Background information should consist of general information about the topic including the history of the topic, any recent events that took place involving the topic, etc.. This should **not** make up the bulk of your paper however tempting it may be to fill your paper with background information.

The next paragraph should be past UN actions, this includes resolutions, sanctions, peacekeeping missions, etc.. This paragraph should be around 3-5 sentences.

After that is your country's policy. In other words, this is where you mention your country's position on the topic. You can find this out by looking at current events and news sources or by researching your country's position in similar situations in the past. This should be expressed in a brief 2-3 sentences.

Finally comes your proposed solutions. This is the paragraph where you generally go over a few methods to solve the given issue. You should go over around 3-5 solutions without going in depth. Ideally, this should make up the bulk of your paper.

Resolutions

Proper resolution format

A resolution is a document made up of clauses which discuss the topic at hand and ways to solve it. Resolutions are what discuss during debate time. They are made up of three parts: heading, pre-ambulatory clauses, and operative clauses. Delegates are expected to come to the conference with resolutions containing **at least 3 pre-ambulatory clauses and 3 operative clauses.**

Heading

Begin your resolution paper with a list of three points:

Topic:

State the full topic or issue that's being debated

Main Submitter:

Write the full country name of the delegate your group or bloc has chosen to lead the resolution. This is usually the person that has contributed the most to the resolution in general.

Co-Submitters:

List all the countries of the participants in the group/bloc that helped write the resolution also

Addressing the council:

After the heading, start off your resolution by addressing your council, as you would start a letter. For example:

Dear Security Council,

Respected Environmental Committee,

Pre-ambulatory clauses

The pre-ambulatory clauses or "preambs" serve to explain the "why" part of the resolution. Why is this topic important? Why is it even being discussed?

Pre-ambulatory clauses are not solutions to the problem, but background information. Delegates may pick and choose what information they decide to include and what

information they decide to withhold to suit a specific point of view and create (often much-needed) bias.

Make sure you:

Start every pre-ambulatory clause with a pre-ambulatory phrase that is underlined (noting, expressing, etc as shown on pages 8-9)

End every preamb with a comma

Operative clauses

These are the solutions to your topic. Each clause should pose a new idea, optimally answering the questions: who, what, when, where, and how. If the idea is big, multinational, or extravagant it would be beneficial to mention how it would be funded, also.

Make sure you:

Number every operative clause and use a, b, and c for sub-clauses

Start every operative clause with a operative phrase that is italicized (recommends, suggests etc as shown on page 9)

End every operative with a semicolon, except for the last operative which ends with a period.

4

Pre-ambulatory and Operative clauses

For use in resolutions

Pre-ambulatory 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	Noting with satisfaction
Confident	Fully aware	Observing
Contemplating	Emphasizing	Reaffirming
Convinced	Expecting	Realizing
Declaring	Expressing it's appreciation	Recalling
Deeply concerned	Fulfilling	Recognizing
Deeply conscious	Fully aware	Referring
Deeply convinced	Further deploring	Seeking
Deeply Disturbed	Further recalling	Taking into consideration
Deeply Regretting	Guided by	Taking note
Desiring	Having adopted	Viewing with appreciation
Emphasizing	Having considered	Welcoming

Operative phrases

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

Procedure

What to do on the day of the conference

This chapter will run through the three main parts of any MUN conference: Opening speeches, Lobbying & Merging and Debate. The full schedule for the conference is available on the IKMUN website.

Role Call

After the opening ceremony is finished, you will be moved to your respective councils. Once everyone is seated, your chairs will begin with role call. Role call is **formal** so you may not communicate directly with other delegates and no personal pronouns are to be used by delegates. When your country is called you must rise and state “Present” or “Present and Voting”. When you say “Present”, you are allowing yourself to abstain from a vote whereas saying “Present and Voting” means you have to vote for or against without the option of abstaining.

Opening Speeches

After that, time for opening speeches will begin. Time spent on opening speeches is **formal** and follows the same rules mentioned for role call. An opening speech is a (**maximum**) one minute speech which tells other delegates your country’s position on the topics. Basically, it should be a very condensed version of your position papers. When writing your opening speech, focus more on your country’s position and your proposed solutions and less on background information and past UN actions. Please be reminded that your opening speech should mention **all** the topics your council will be discussing. Your opening speech is the first impression other delegates will have of you, so please take the time to make a quality speech.

Lobbying & Merging

Lobbying & merging immediately follows opening speeches. This part of the conference is **informal**, meaning you are allowed to talk to other delegates directly normally and you are allowed to move around as long as you stay in the council room. **Note:** lobbying and merging might work differently based on your council. The following is true for most councils.

In lobbying & merging, you are supposed to find other delegates to write a resolution with. The delegates you work with should not be based on acquaintances, rather on your country's allies and other delegates' opening speeches. Look for countries who have similar foreign policies and proposed solutions.

Once you have formed a group, you should begin work on a joint resolution combining the clauses written by you and your partners. Once you've finished your resolution, hand it in to your chairs. The rest of lobbying & merging time should be spent preparing "main submitter" or "for" speeches for your resolution. These will be further explained in the next section.

Debate

Once the time for lobbying & merging has elapsed, it's time to begin debate! Debate time is a **formal** part of the conference, so no direct communication with anyone, no personal pronouns, and no leaving your seat without notifying your chairs. Your chairs should have all the groups' resolutions before debate time starts. They will select one to begin with. Each delegate receives a copy of the resolution. The chairs will give everyone time to read the resolution. In this time, try to find any clauses that either you find to be weak so you can ask the main submitter or co-submitters about it or any clauses that your country's policy might not agree with so you can try to get it off the resolution using an amendment (refer to the "amendment" chapter).

Once reading time has finished, the main submitter will be asked to read the operative clauses only and give a short speech to try and get other countries to vote for the resolution to pass. The perambulatory clauses are not read out because **only operative clauses are debated**.

After the speech, the chairs will "open the floor" for any points of information (refer to the "accepted points and motions" chapter). All speakers are required to answer a **minimum of two** points unless otherwise stated by the chair. If the speaker is willing to take any more, that is up to them.

If you have a point of information on the resolution or something the main submitter said, raise your placard and wait for your chair to call upon you. If you have been called upon, you may rise and state your point (in other words, you can ask your question). Please note that while asking your question, you can only refer to the speaker as "the delegate of (their country)" or simply "the delegate". Also note that once you have stated your point and received an answer, you **may not** follow-up. You will be asked to take a seat by your chair. Once the main submitter has answered all the points they are willing to take, they must yield the floor back to the chairs and take a seat.

Now, time for “for” or “against” speeches begins. Depending on the time, your chair might choose to allot time for “for” speeches only then move on to “against” speeches only. Alternatively, they could choose to allow time for either type of speech. In a “for” speech, you should aim to highlight the strong points of a resolution to other delegates. Make references to both the resolution itself and any research you have found which supports the resolution/ clause(s) you support. Co-submitters to the resolution should ideally try to give these speeches since they, like the main submitter, are trying to get the resolution to pass.

In an “against” speech, you should try to outline the weaknesses or ambiguities of a resolution/clause. You are trying to explain why this resolution should not pass. Ideally, if the problems in the resolution are not too hindering, you should aim to make an amendment. If the resolution is either too filled with weaknesses or is completely against your country’s position, you should make an against speech. Again, if you give a speech, be prepared to answer a **minimum of two** points of information. Delegates are always encouraged to give “for” or “against” speeches so if the chairs see that no one is giving one during the time for speeches, they may pick on delegates who have not participated much to give a speech.

Also, in the time allotted for speeches, a delegate may submit an amendment (further explained in chapter 7). After time for speeches/amendments has passed, voting procedure will take place. This is where delegates vote for, against, or abstain from voting on a resolution as a whole. Voting procedure happens one of two ways. The first is by placard voting. The chairs will say “all delegates voting **for** this resolution please raise your placard” and the delegates who want the resolution to pass will raise their placard. The same happens for against and abstaining. To abstain from a vote means that you neither wish to vote for or against the resolution. Make sure that you are voting for resolution based not on the delegates who made them, rather on whether your country’s foreign policy agrees with the resolution’s clauses or not. After voting procedure, the council will move on to discuss the next the resolution and the debate process is repeated until all resolutions have been discussed.

Accepted Points and Motions

Defined and explained

Points

Points are made by individuals for comment or inquiry about procedures. They are the most common feature in any MUN conference. A delegate may propose a point by raising his or her placard and stating the nature of the point. Points are not voted on, but may be overruled by a Chairperson, should they be deemed destructive or unnecessary.

Point of Personal Privilege

You may raise this to address a concern over the committee environment that is severely impeding your ability to participate. For example, this may include technical issues, inability to hear the speaker, and physical discomfort.

Point of Order

You may raise this to complain of improper THIMUN procedure from the Chair or another delegate.

Right of Reply

If you feel your national dignity has been insulted or been personally offended by a speaker's remark, you may call on this right. If the Chair acknowledges your right to a reply, you will immediately be given an opportunity to address the offending remarks. Exercising this right will result in a warning to the offending delegate.

Point of Information

A question asked by a delegate to the speaker. According to THIMUN procedure, there will be no requests to follow up.

Point of Parliamentary Inquiry

If a delegate has a question regarding the rules or procedures, or are uncertain of what is going on, they may ask a question for clarification. A Chair needs to answer it.

Motions

A motion is a formal proposition by a delegate to carry out a certain task within a conference. A motion is only effective if it is passed, and if that should be the case, it shall implement a small change in the structure of a debate.

Motion to Divide the House

If the voting procedure ends with a result that is close and could be decided if no one were to abstain from voting (i.e. 12 votes for, 11 votes against, and 7 abstentions would merit a motion to divide the house)

Motion to Extend the Debate

This motion extends the time set for the current debate time, allowing more opportunities for speeches on resolutions or clause. It should be proposed as soon as the allotted time for the debate ends.

Motion to Move into Voting Procedure

This motion ends the current debate on an issue, directly initiating voting procedure on that issue. It may be proposed during any debate time (without interruption).

Motion to Recess

This motion calls for a temporary recess, or “break”, from formal debate to allow delegates to participate in a lunch or coffee break. This motion should not be abused and if it is, may be suspended within a council by a chair.

Motion to Explain Vote

This motion calls for an explanation from a voting country to explain the reason behind an individual vote. If, for example, the co-submitter of a resolution votes against the resolution than other supporters of that resolution have the right to ask why. The Chairpersons pick the delegates to explain, at the podium, the motives behind their choice of vote on the issue.

Motion for Adjournment of Meeting

This motion may be raised to end the committee session for the remainder of the entire conference. Do not raise this motion until the end of the last scheduled committee session.

7

Amendments

When and how to use them

An amendment is a rectification to a clause in a resolution. They are only used during debate time. Basically, if you find that a particular clause is weak or does not belong in the resolution, you should submit an amendment. There are two ways of amend a clause:

striking it or fixing it. Striking a clause/sub-clause means completely removing it from a resolution. Fixing a clause involves changing the wording of the clause or adding an entirely new clause/sub-clause. Trying to fix a clause is always recommended before striking it.

How to submit an amendment

On a piece of note paper, write the word “Amendment” at the top then the number of the clause you wish to amend. Under that, write your amendment. If you wish to strike a clause or sub-clause, simply write “strike clause x”. If you wish to fix the wording of a clause, write the whole clause out with your changes. If you wish to add a clause/sub-clause, write down the number/letter of the new clause/sub-clause and the new clause/sub-clause next to it.

You then **send this note to the chair**. Amendments can be sent anytime during debate. If you sent the amendment mid-debate, the chair will announce that an amendment has been submitted after the debate has ended and floor is back open for any delegates wishing to make a speech.

Debate on an amendment

After you’ve submitted your amendment and the chair has recognized it, you are required to read out your amendment in front of the council then give a short speech explaining why your amendment should be included in the resolution. You are then required to take **at least** two point of information. In a way, the process is similar to main submitting a resolution. After the points of information, the floor will be open for delegates wishing to make “for” or “against” speeches. Once time for that has elapsed, voting procedure takes place. The process is the same as voting on a resolution as a whole; however, it is very easy to mistake voting on an amendment to voting on a resolution so make sure you do not get the two mixed up. If the amendment passes, the changes will be applied to the resolution. If it does not pass, no changes are made to the resolution.

Tips on making amendments

- Do not wait till the last minute to submit an amendment. The earlier the better.
- Try being constructive, don’t try to shoot down any ideas. Remember, an amendment is supposed to make a resolution better.
- Always inquire on how amendments are handled before debate by speaking to your chair
- Prepare a good speech before submitting an amendment to ensure that it will pass
- Always stress that the amendment is being made “in the best interest of all delegates, nations, and parties involved.”

8

What To Bring To The Conference

Everything you will need on the day

For IKMUN, you should have:

- A folder including:
 - A physical copy of your prepared resolution
 - A physical copy of your position papers
 - Any research you think you might need during the conference
- A laptop

(Note: Pens and USBs will be provided in the conference however if you wish to bring your own feel free to do so)

9

IKMUN Dress Code

Accepted attire

Females:

- Full formal business attire is required, preferably with a blazer or jacket
- Dresses and skirts are to cover the knee
- Tights do not compensate for short articles of clothing
- No holes, cutouts, or sheer panels
- Shirts must have sleeves
- Jeans and leggings are prohibited
- Formal shoes only- no sneakers or sandals

Males:

- Full formal business attire- a suit and neck or bow tie- is required
- A suit jacket or blazer is required
- Jeans are prohibited, formal suit pants only
- Shirts must be tucked into pants at all times
- Formal shoes only- no sneakers or sandals

Any and all violations of the dress code will result in a suspension from council until the violation can be rectified- by bringing a new outfit from home- and the delegate will be ineligible to win any awards.