

Maroc

Model United Nations

Delegate Handbook, MMXVIII

“Learn Today, Lead Tomorrow”

Dear Delegates,

In preparation for this year’s Conference, we advise you to work comprehensively and have all the required work done by early January. With this manual as a guideline you will prepare everything in detail concerning every possible aspect of your topic. before you can participate in a MUN Conference, you should read all the topics of the agenda and think of which Committee best suits your interests.

In this manual you will find the essential information of the rules of procedure that will help you initiate your knowledge and be your guide for this conference. We recommend you consult our website marocmun.org for more resources under our prep and resource page. We expect to see well prepared delegates, ready to participate actively in the debates with full capacity of the topics at hand.

Sincerely,

MaMUN MMXVIII Secretariat

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Research

In your research there are some questions you need to cover:

1. What is my topic about?
2. Which country do I represent?
3. What has my country got to do with the topic?
4. What is my country's policy on the topic?
5. What are the different aspects?
6. Recent events relevant to the topic?

Note: All these questions are of extreme importance for your preparation for this Conference

Some Useful Links:

- CIA: The World Fact Book: <https://www.cia.gov/library/publications/the-world-factbook/>
- U.S. Department of State: <http://www.state.gov/r/pa/ei/bgn/index.htm>
- United Nations Website <http://www.un.org/>
- UN Systems: UN Organisations: <http://www.unsceb.org/directory>
- BBC Country Profiles
 - http://news.bbc.co.uk/2/hi/africa/country_profiles
 - http://news.bbc.co.uk/2/hi/americas/country_profiles
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 - http://news.bbc.co.uk/2/hi/south_asia/country_profiles
 - http://news.bbc.co.uk/2/hi/middle_east/country_profiles

Policy Statement

The policy statement is a short speech which briefly and clearly explains the policies of a country with respect to the issues dealt at the Conference. There are 3 important reasons for drawing up this document: **a)** you can focus on the exact points of view of your country **b)** the policy statement can server as a reference document during the Conference and thus may provide an excellent tool in the lobbying process, **c)** they may also server as the basis for the opening speech in the Committee.

The policy statement must not exceed the time length of one-minute (about 1 paragraph). All policy statements shall be entertained at the begging of lobbying session.

A policy statement sets out to answer three basic questions:

- What is the background of your country's point of view in the issue?
- What is your country's current position on the issue?
- What does it hope to achieve in relation to the issue?

Policy Statement Example

Topic: Ensuring global accessibility to medication and treatment

Proposed by: Burkina Faso

Burkina Faso's position on the issue of the global accessibility to medication and treatment is that traditional medicine will always remain an important source of health care for the majority of the population since traditional medicine is part of African sociocultural foundations. In 1983, the Government encouraged the formation of associations of traditional medicine practitioners as well as pharmacopoeia units within decentralised sanitary structures of the health system. Moreover, under colonialism, traditional medical practices were outlawed as harmful and dangerous. Only after independence did the Government promote traditional medicine and begin to restore esteem to traditional medical practices. Last but no least the "Burkinabe" system is based on a rationalised supply structure combined with policy to promote generic medicines.

Position Paper

Position papers are usually one to one-and-a-half pages in length. Your position paper should include a brief introduction followed by a comprehensive breakdown of your country's position on the topics that are being discussed by the committee. A good position paper will not only provide facts but also make proposals for resolutions.

A good position paper will include:

- A brief introduction to your country and its history concerning the topic and committee;
- How the issue affects your country;
- Your country's policies with respect to the issue and your country's justification for these policies;
- Quotes from your country's leaders about the issue;
- Statistics to back up your country's position on the issue;
- Actions taken by your government with regard to the issue;
- Conventions and resolutions that your country has signed or ratified;
- UN actions that your country supported or opposed;
- What your country believes should be done to address the issue;
- What your country would like to accomplish in the committee's resolution; and
- How the positions of other countries affect your country's position

Note: Once you write your position paper , place it on the google drive document that your MUN Director/Advisor has shared with you.

Position Paper Example

Forum : Security Council

Question of: Development of a Sustainable Egyptian Government

Submitted by: Republic of Azerbaijan

Model United Nations

Security Council: Egypt's Sustainable Government

1. Introduce the Topic:

The Republic of Azerbaijan is a democratic nation that encourages Egypt to follow this form of government. The Egyptian conflict to establish democracy in the North African country has been going on since 2011 and is a direct cause of the Arab Spring which caused similar chaos in Tunisia, Libya, and Syria. Mohammed Morsi who served as the fifth president and the first democratically elected president of Egypt from June 30, 2012 to July 3, 2013 is now on trial due to the fact that he is accused of the murder of protesters on June 30, 2013. However, not only is he on trial, but Morsi was wrongly removed from the presidency by the military which does not abide by the rules of democracy. Because of the Republic of Azerbaijan's strong beliefs in democracy, this delegation would like to state that without Morsi being proven guilty of the crimes he is accused of committing, he must remain president until his five year term is over because Egypt will not be able to become a republic if every unwanted president is imprisoned. Not completing the five year term would be a failure of the system and a set back for democracy.

2. Past resolutions and UN Actions

In the United Nations, no resolution have passed concerning the Egyptian conflict. The last resolution number **1372** that passed dates from 28 September 2001 concerning the assassination attempt of President Hosni Mubarak. However, other organizations such as the European Parliament and the United States Senate have passed some resolutions in the past year. On 12 September 2013, the European Parliament voted on a non-legislative draft resolution regarding the ongoing dispute. The resolution number **2310** demands that " all acts of violence half immediately" and also stresses the need for complete investigations on all the killing that occurred during the turmoil. Meanwhile, the United States senate passed a resolution supporting Egyptians which was put forward by John MacCain and John Kerry. The resolution "ensures that the United States assistance to the Egyptian Government, military, and people will advance the goal of ensuring the respect for the universal rights of

the Egyptian people" . The Republic of Azerbaijan will address the issue to its full extent and will work towards finding a solution to ensure democracy in Egypt.

3. Country's Position:

The Republic of Azerbaijan does not fully support the presence of the Muslim Brotherhood in the Egyptian Government. Even though this delegation understands that the political party was democratically elected, it is preferable to keep religious beliefs out of the government. The Muslim Brotherhood is a political party that enforces Islam in the country' laws. The country is currently divided between the President Morsi's supporters and its Islamist allies and the opposition which includes moderate Muslims, and other religious faiths such as Christians and Liberals. However, the Republic of Azerbaijan respects the democratic reason why Morsi and the Muslim Brotherhood became the leaders of Egypt.

4. Conclusion and Country's Actions toward the Issue:

The Republic of Azerbaijan fully supports the new draft constitution that is currently being outlined by the military. The new constitution encourages democracy in the nation as long as the military can intervene if needed. Turkey, a strong ally of the Republic of Azerbaijan, also holds similar regulations in its constitution which was drafted back in 1982. This delegation promotes this type of system in Egypt since Turkey is clear example of a strong and democratic nation. However, some of the criticism is based on the fact that having the military control the president is not a clear form of democracy, nevertheless, no country can rise from a dictatorship to a full democracy without passing through some supervised conditions.

Draft Resolution

After having read the study guide, conducted the research on your count and written your policy statement, you have to write a draft resolution.

The draft resolution is a document which includes proposed measures in order to solve the issue. You have to acknowledge facts and measures already taken and propose new. The resolution has a very specific format which you must follow:

FORUM: (your Committee, e.g. Legal Committee)

QUESTION OF: (the topic, e.g. Human Cloning)

SUBMITTED BY: (your country, e.g. United States of America)

Note: Your expected to print your draft resolution and bring with you.

Clauses

Pre-ambulatory Clauses

These clauses are the introduction of the resolution. They contain the background and the argumentation to the issue you have chosen (such as historic background, past UN resolutions, etc). Each clause begins with a pre-ambulatory phrase and ends with a comma. These clauses do not take any action, since they are not debatable.

Operative Clauses

Those are your suggested solutions and the measures that should be taken. Each operative clause should be numbered, and should end with a semi-colon (;). The last operative clause should be followed by a period (.). Don't forget that those solutions must be similar to your country's policy.

Sample Resolution

Note: Once you write the resolution, place it on the google drive document that your MUN Director/Advisor has shared with you.

Below you will find: a) 1 sample resolution with the appropriate format/heading/perambulatory & operative clauses, b) a table with some pre-ambulatory & operative clauses

<p>Heading In upper case Font: Arial, Bold Size: 12</p>	<p>FORUM: Special Political & Decolonisation Committee</p> <p>QUESTION OF: The situation in Pakistan</p> <p>SUBMITTED BY: Brazil</p> <p>CO-SUBMITTED BY: Argentina, Belarus, Iran, Mexico, Somalia, Venezuela</p>
<p>Pre-amb clauses Font: <i>Arial, Italic</i> Size: 12</p>	<p>THE POLITICAL COMMITTEE,</p> <p><i>Guided by</i> the principles and the objectives of the Charter of the United Nations and the Universal Declaration of Human Rights,</p> <p><i>Expressing its appreciation</i> for the work of the United Nations Development Program (UNDP) in Pakistan,</p>
<p>Operative clauses Font: <u>Arial</u> <u>Underline</u> Size: 12 Each operative clause must be numbered</p>	<ol style="list-style-type: none">1. <u>Calls for</u> the implementation of measures to ensure that the madrassas (religious schools) refrain from recruiting mujahedeen fighters and religious terrorists, such as but not limited to:<ol style="list-style-type: none">a) revision of the current legislation for schools, stating that:<ol style="list-style-type: none">i. the State is mainly responsible for providing education to children,ii. school education is free of charge for all children,b) interference of UN peacekeeping forces for a limited period of time;2. <u>Proposes</u> the cooperation of the Security Council and the Disarmament Committee as far as the disarmament of Pakistani armed terrorists is concerned;3. <u>Decides</u> to remain actively seized on the matter.

Notes & Tips

- All perambulatory clauses must end in commas (,)
- All operative clauses must end in semi-colons (;)
- All operative clauses must be underlined and numbered
- Sub-operative clauses must be lettered; sub-sub operatives clauses must be in Roman Numerals
- Leave 5 lines space between pre-ambulatory clauses and 1 line between every
- operative clause
- All acronyms must be fully written out before appearing in the abbreviated form;
- you only need to write them out once, and then refer to the abbreviated form

Sample Preambulary Clauses

- ❖ Affirming
- ❖ Alarmed by
- ❖ Approving
- ❖ Bearing in mind
- ❖ Believing
- ❖ Confident
- ❖ Contemplating
- ❖ Convinced
- ❖ Declaring
- ❖ Deeply concerned
- ❖ Deeply conscious
- ❖ Deeply convinced
- ❖ Deeply Disturbed
- ❖ Deeply Regretting
- ❖ Expecting
- ❖ Emphasising
- ❖ Expecting
- ❖ Fulfilling
- ❖ Fully aware
- ❖ Further deploring
- ❖ Further recalling
- ❖ Guided by
- ❖ Having adopted
- ❖ Having considered
- ❖ In Seek
- ❖ In a effort to
- ❖ Taking in account
- ❖ Remembering

Sample Operative Clauses

- ❖ Accepts
- ❖ Affirms
- ❖ Approves
- ❖ Authorises
- ❖ Calls
- ❖ Calls upon
- ❖ Condemns
- ❖ Confirms
- ❖ Congratulates
- ❖ Considers
- ❖ Declares accordingly
- ❖ Deplores
- ❖ Designates
- ❖ Draws the attention
- ❖ Emphasizes
- ❖ Encourages
- ❖ Endorses
- ❖ Expresses its appreciation
- ❖ Expresses its hope
- ❖ Further invites
- ❖ Deplores
- ❖ Designates
- ❖ Draws the attention
- ❖ Expresses its appreciation
- ❖ Expresses its hope
- ❖ Further invites
- ❖ Further proclaims
- ❖ Further reminds

What should delegates do the during the conference

Lobbying

Lobbying is one of the most important components of a MUN Conference, since it is the main process through which draft resolutions are crafted and merged. This process will be an opportunity for the delegates to have an understanding of where they stand with respect to the positions of other delegates. Once you come in your Committee, you find the seat with your country's name, you take out your placard and wait until the Chairs start the Roll Call. When they say your country's name, be ready to respond by raising your placard and saying Present. You will also do this during voting procedures. Once they finish with the Roll Call, the chairs present themselves and split the house and time to prepare the topics. That's when you will have to form your alliances by persuading other delegates that your clauses are useful and include as many as possible in the final resolution and also try to be the main-submitter. After you have written your draft resolution, you bring it to the expert chair on the topic who will have to correct any policy mistakes. Afterwards, you have to take it to the computer lab in a digital form (remember the USB stick), print it and get a D-number by the computer staff. Then the resolution will be send to the Approval Panel again for an A-number (if contains no grammar/spelling mistakes). The resolution then is ready to be debated.

Debate

Open Debate (speeches are either in favor or against) is the mode followed in PSMUN when debating resolutions. However, when debating amendments the debate mode is closed debate (separate time for speakers in favor and speakers against).

Speeches

- Speeches addressed the House, may be in favor, against or neutral (e.g. Point of Information). They should not exceed 1-minute length and should by any mean the diplomatic courtesy.
- Speakers should refrain from using the first or second person (“I”, “you”) as it is not formal. Instead, we encourage you to use the third person.

Points

Point of Personal Privilege

- Refers to the comfort and well-being of the delegate
- May only interrupt a speaker if it refers to audibility
- May not refer to the content of a speech
- Is not debatable
- Does not require a second

Example: “Could the windows please be opened? It is very hot in here.”

Point of Parliamentary Inquiry

- Point of information to the chair concerning Rules of Procedures
- May NOT interrupt a speaker
- Don’t simply overrule them because they are unknown

Example: “Could the Chair please explain to the house what is meant by Open debate?”

Point of Information to the Speaker

Always remain standing when the speaker is replying to your Point of Information

- A question directed to the delegate having the floor, and who has indicated he/she is willing to yield to points of information
- Speaker asking the Point of Information may only speak if recognized by Chair
- Must be formulated in the form of a question, i.e. “Is the speaker aware of the fact that...”
A short introductory statement may precede the question

Example: “Could the honorable delegate, as she is the main submitter of this resolution, please explain to the house what she implies with clause 3?”

Point of Information to the Chair

- A question to the chair
- May **NOT** interrupt a speaker
- Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege
- Chair to answer clearly and swiftly and move on with business

Example: “At what time do we adjourn for lunch?”

Point of Order

Delegates use this motion when they want to bring the Chair’s attention to a speaker’s or another delegate’s mistake or violation of parliamentary procedure, i.e. if the chair makes an error in the order of debate or in the setting/observing of debate time

- May NOT interrupt a speaker it is not debatable
- Can only refer to something that just happened, direct reference, otherwise call it “out of order”
- Take your time to explain your decision clearly so that all delegates understand your arguments.

Example: “Is it in order for the delegate to yield the floor to another delegation since the floor was previously yielded to him by Saudi Arabia?”

Right of reply

- This is a short statement to a Speech by a delegate who has the floor
- When delegations feels insulted by comments by another in their speech they can request for the right of reply

Example: “Could the delegate of the Russian Federation please apologies for insulting our delegation?”

Motions

Motion to approach the Chairs

- When you want to speak to the Chair

Motion to move to the previous question

- Calls for the closure of debate and a vote to be taken on the motion
- (resolution/amendment) pending
- When discussing an amendment, in time in favor, this motion means to move
- to time against the amendment
- May be moved by the Chair or a delegate, may not interrupt a speaker
- Requires a “second” by the house, and is quickly voted upon if an objection is voiced
- May be overruled by Chair if time needs to be filled
- Although delegates like to say “Motion to move directly into voting procedure” the correct expression is “Motion to move to the previous question”. Remind the delegates of this new wording
- Chair needs to ask for objections

Motion to extend debate time

- At the chairs’ discretion/ not debatable
- Needs a second, if proposed by the house
- Needs a simple majority or a ruling by the chair to be adopted (e.g. due to lack of time or a guest speaker)

Motion to follow up

It is used when a delegate wishes the speaker to clarify or elaborate on the answer to the point of information just proposed by the same delegate. A motion to follow up should NOT be used to ask an entirely different question, and the chair must object to one as such.

Motion to divide the House

It is used when the majority of the final vote on a much-disputed issue comes to a tie to be considered conclusive. The house is then asked to vote again, but this time, with no abstentions allowed.

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Amendments

Amendment of the first Degree

- An amendment is only in order if it is submitted to the Chair on the official Amendment Sheet before the delegate obtain the floor, and must be easily legible
- Delegate moves the amendment, but the Chair reads it out slowly and clearly for all delegates to note down
- Only one amendment per amendment sheet will be in order
- Delegations can vote for, against or abstain an Amendment

Amendment of the Second Degree

- Can only be submitted in time against the Amendment of the First Degree, and debate on this amendment does not count as time against the Amendment of the First Degree
- Same procedure as for normal amendments
- Debate on the Amendment of the First Degree will always be continued, whether the Amendment of the Second Degree passes or fails

Voting

- Delegates voting on procedural matters, may only vote in favor or against
- During voting procedure, all points and motions are out of order, except the Point of Order
- A resolution will pass if the number for exceeds the number against, regardless of the number of abstentions; i.e. abstention do not count either for or against the adoption of a resolution; the Chairperson has to record the number of abstention
- A resolution or an amendment with a tied vote fails. Close votes should be followed, upon request through the motion to divide the house (note that abstentions are out of order). Chairs are to be flexible and use common sense by “mood of the house” if a roll-call vote is really necessary
- The Chair should not state his/her opinion whether an issue voted on is good or bad; delegates tend to raise to Points of Order stating that the Chair influences voting procedures. General statement such as “Passing resolution is good” is in order. A Chair must remain objective and neutral.
- There are NO informal votes at MaMUN; all votes are real and count!
- The Chair after voting procedure announce the result: “With ‘x’ votes in favor, with ‘y’ votes against, and ‘n’ abstentions the resolution on/amendment passes/fails. Clapping is in/out of order.”

Dress Code

Men:

- ✓ A suit, a pair of trousers
- ✓ A shirt and a jacket
- ✓ A tie
- ✓ Dark formal shoes
- × Casual dress (jeans)
- × Sneakers (all-stars/vans)

Women:

- ✓ A long skirt, a long dress
- ✓ A pair of trousers
- ✓ A blouse
- ✓ Formal shoes
- × Casual dress (jeans)
- × Short skirts or dresses

MaMUN Rules

Rule 1

English is the official and working of the conference. This rule also applies to the General Assembly, the session in the committees and all the school premises. Delegates are to speak with civility.

Rule 2

For the conference to achieve its purpose during the opening speeches, the general assembly and doing the sessions in the committees, all mobile phones and electronic devices must be switched off. Laptops are allowed on the premises. The conference is formal, so formal business style dress is required. Open necked shirts, T-shirts, jeans, denim or causal jackets, extremely high heels, trainers etc. will not be permitted.

Rule 3

The official opening ceremony, the official closing ceremony and the general assembly shall be supervised by the secretariat.

Rule 4

All resolutions shall be checked and approved by the approval panel. The President of the General Assembly will decide which resolutions of the general assembly committees will be discussed in the general assembly.

Rule 5

During all voting procedures in the committees the guests may stay in the room, the members of staff must take their place for the voting procedure.

Rule 6

No delegate can obtain the floor until the chair persons or secretariat member has opened the floor and given them permission to do so. This rule also applies to the general assembly and opening ceremony.

Rule 7

The chairpersons of each committee set debate time for the subjects which if necessary, can be extended.

Rule 8

Each country represented all only have one vote per voting procedure

Rule 9

If any delegate finds that it is impossible for them to attend their committees for any reason they must inform their chairpersons and their advisor.

Rule 9

All amendments shall be submitted during the committee sessions on the official amendment sheet. Abstentions will be allowed on both resolutions and amendments. On procedural matters (motions) abstentions are not allowed.

Rule 10

During the voting procedure delegates raise their placard, to vote in for of, against or abstain. However, when the motion to divide the house is entertained, abstentions will no be allowed.

Rule 11

No motion or point can interrupt the speaker except for the point of personal privilege when it refers to audibility problems. The point of order can only interrupt the voting procedure.

Rule 12

No resolution can contain financial amounts but can refer to possible financial resources without specifications of exact amounts.

Rule 13

No delegate has the right to question the authority of the United Nations. The decisions of the secretariat and the chairpersons are final.

Rule 14

The chair person decides when the proposals that refer to amendments shall be discussed. The amendment is entertained after the floor says been yielded by the chairperson to the submitter.

Rule 15

If the committee votes come to a tie then the proposal will be rejected.

Rule 16

The Secretary General reserves the right to ban any participants failing to adhere to the rules of the Conference.

Closing Remarks

Dear Delegates,

Congratulations! You made it to the end! Now you are ready to prepare all necessary materials for the Conference, but most important you are ready to be actively engaged in lobbying and debate process. We will be there to assist you in every step. We are looking forward to meeting you in Rabat.

Sincerely,
MaMUN **MMXVIII** Secretariat

Social Media Information

MaMUN Website : www.marocmun.org

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Visit Our MaMUN Facebook page (like and share): [Mamun/211752522217415?fref=ts](https://www.facebook.com/Mamun/211752522217415?fref=ts)

Follow us on Instagram: [marocmun](https://www.instagram.com/marocmun)



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