



DELEGATE HANDBOOK

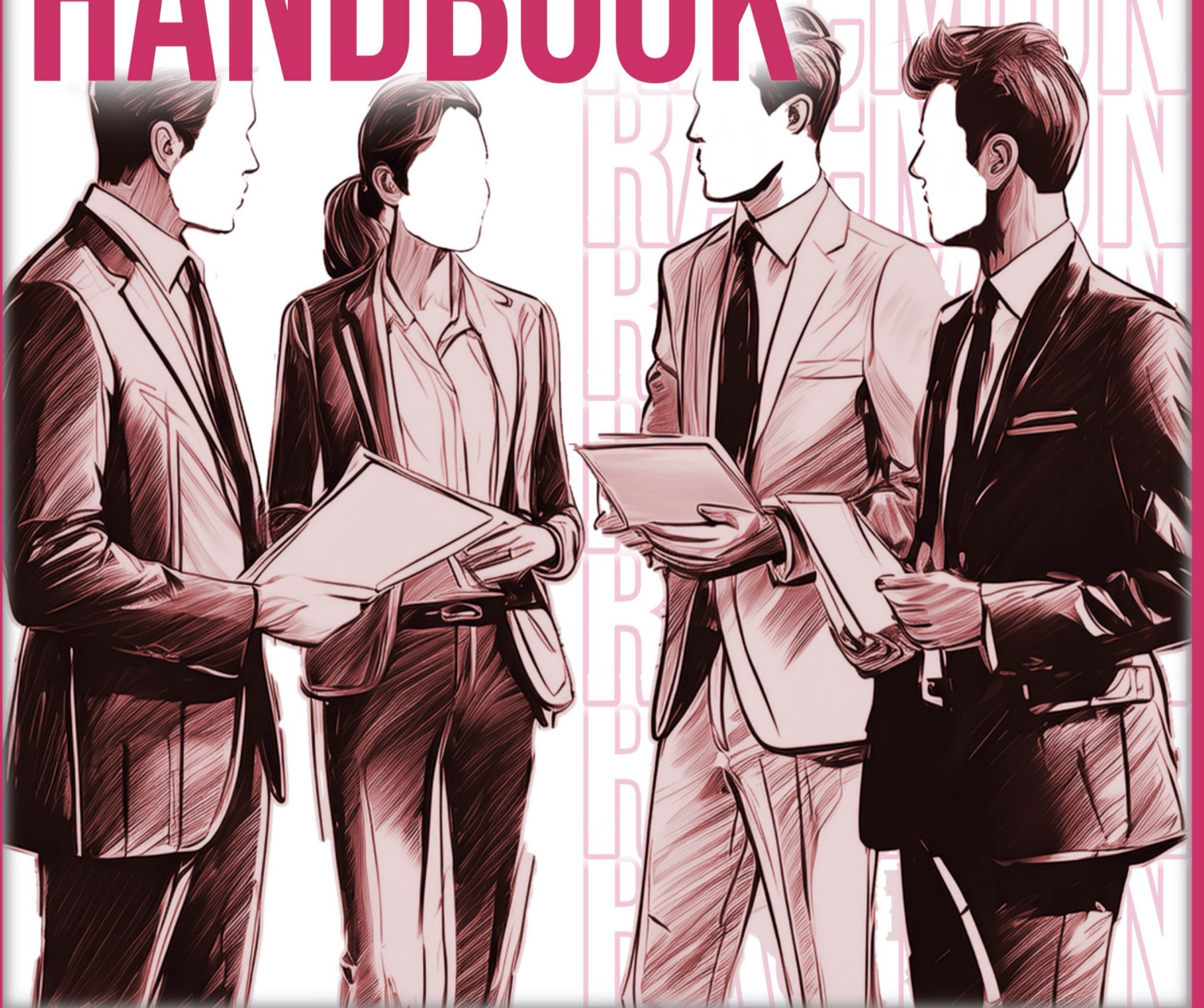




TABLE OF CONTENTS

1.	INTRODUCTION	2
2.	DRESS CODE	2
3.	CONDUCT POLICY	3
4.	IN COUNCIL PROCEDURE	3
5.	EXAMPLES	5
6.	PRE-AMBULATORY AND OPERATIVE CLAUSES	6
7.	POINTS, MOTIONS & AMENDMENTS	8
8.	CLIPPING	10
9.	POSITION PAPER	10



INTRODUCTION

Welcome to RACMUN! Whether you're new to MUN or an experienced delegate, this guide will help you navigate the basics and excel in your role.

RACMUN provides students with the opportunity to step into the role of diplomats and address global issues. Through debate and negotiation, you'll develop key skills in public speaking, leadership, and critical thinking.

Your role is to represent your assigned country, express its policies, and collaborate with others to create resolutions on global challenges. This handbook will offer the essential tips and strategies needed to succeed in committee.

We hope this guide supports you throughout your MUN journey. Good luck!

DRESS CODE

Following the dress code is crucial in any MUN, our dress codes are:

Female dress code:

- Skirts or dresses must be 2 cm below the knees
- Sheer and sleeveless tops are prohibited
- Bright/neon colors are prohibited
- Sneakers are prohibited
- Jeans are prohibited
- Heels exceeding 7cm are prohibited

Male dress code:

- Formal suit
- Suits and ties must be worn at all times
- Bright/neon colors are prohibited
- Jeans are prohibited
- Shorts are strictly prohibited



CONDUCT POLICY

Compliance to the Code of Conduct is mandatory. Any violation of these rules may result in disciplinary action, including the removal of your event badge or expulsion from the conference.

It is essential for all participants to strictly follow the Code of Conduct to ensure the smooth and safe operation of the event.

Punctuality: Arrive and depart at the designated times.

Dress Code Compliance: The prescribed dress code must be followed at all times.

Zero Tolerance for Bullying: Any form of bullying will not be tolerated.

Prohibition of Smoking/Vaping: Smoking and vaping are strictly forbidden.

Maintain Respect: Treat all participants and staff with respect and professionalism.

IN COUNCIL PROCEDURE

Council In-Session Rules:

- Any food and drink consumption is prohibited, with the exception of water, in which case, the delegate has to raise a Point of Personal Privilege.
- The use of electronic devices is prohibited while the council is in session
- Avoid using personal pronouns.
- Inappropriate or offensive language is not tolerated.
- Speaking out of turn is not allowed.
- Cross-talks are prohibited when the council is in session.

Procedure:

1. Roll call.

Roll call is the first procedure in councils, held at the start of the day and after breaks. During roll call, your chairs will call out delegates by their assigned countries, and delegates respond by standing and raising their placards to confirm their presence by declaring "Present" or "Present in Voting."

Choosing "Present" allows you to abstain when voting on a resolution. Choosing "Present in Voting" means you **MUST** vote either 'for' or 'against' a resolution, with no option to abstain.



How does Roll Call work?

- When the chairs start the session, they'll announce: "The council is now in session, and we will begin with roll call."
- When your country's name is called, you have two options:
"Present": This means you are here, and during voting, you may choose to abstain (not vote).
"Present in Voting": This means you are here, and during voting, you must vote.
- The chairs will call the countries in alphabetical order. Be ready to respond when you hear your country's name.

2. Opening Speeches

At the start of the council, each delegate gives an opening speech. This is your chance to introduce your country and share your country's position on the issues being discussed.

Tips for Opening Speeches:

- Prepare your speech in advance and write it on paper (no electronic devices allowed in the session).
- You have 1 minute to present your speech.
- The chair will knock once when you have 30 seconds left.
- The chair will knock twice when you have 10 seconds remaining.
- Make sure to finish within the 1-minute time frame; if you go over, the chairs will stop you.
- Practice your speech to stay within the time limit and to make a strong first impression!

3. Writing a Resolution

Resolutions are formal documents that outline proposed actions or solutions to specific issues being discussed. They reflect the collective opinions of the delegates and aim to resolve the issue given to the council. In resolutions, delegates use preambulatory clauses and operative clauses. Preambulatory clauses are clauses that appear at the beginning of a resolution to outline the issue being discussed. These clauses do not provide solutions; instead, they offer background information to explain the problem. Each preambulatory clause should start with a preambulatory phrase that is both underlined and italicized. While Operative clauses present proposed solutions for the issue. Each clause should be numbered, while sub-clauses should be marked with letters. Start each operative clause with an operative phrase that is both bold and underlined, and end it with a semicolon. The final operative clause should end with a period, indicating the conclusion of the resolution.



4. Debating

This is when delegates share their resolutions and discuss them with others to see if they agree or disagree. This can happen in a moderated caucus or unmoderated caucus

5. Voting

The voting procedure is when delegates vote to show whether they support or oppose a resolution, amendment, or motion. This process decides if the resolution, amendment, or motion is approved or rejected.

Example of Opening Speech:

Esteemed chairs, and distinguished delegates, How is it possible, that women in America are suffering subordination to men? and that women in Australia are suffering domestic violence? that women in Asia are suffering forced marriage? that women in Africa are suffering genital mutilation? that women in Europe are suffering human trafficking and forced prostitution? The delegation of The Netherlands greets the General Assembly on behalf of Queen Beatrix, feeling especially honored to participate in this year's Conference. Strengthening the role of women, all over the world, is not only a duty of global society, but also the pavement on the road of worldwide progress.

The delegate of The Netherlands invites all nations, straying on the wood way of violence and wrongfulness, to join in spreading peace and justice across the insignificant borders of countries, customs, and cultures.

The Delegation of the Netherlands is eagerly looking forward to a fruitful collaboration, keeping in mind that good intentions alone will not solve the problem!

Thank you.

Example of a Resolution:

Council: CCPCJ

Issue: International Criminal Tribunals and Accountability

Main-Submitter: Delegate of the Netherlands

Co-Submitter: Delegate of El salvador, Delegate of Belarus, Delegate of Norway, Delegate of Qatar, Delegate of Andorra, Delegate of Cyprus, Delegate of Sweden, Delegate of Singapore, Delegate of Kenya, Delegate of Chile and Delegate of Mongolia, Delegate of Moldova



Preambulatory clauses:

Bearing in mind International criminal tribunals exist to investigate and prosecute individual people for serious violations of international criminal law or international humanitarian law.

Acknowledging that state accountability is essential in utilizing international criminal courts to prevent offenders from evading prosecution and continuing to cause significant harm to innocent individuals while the international community remains passive.

Aware that International Criminal Tribunals are created by international agreements or resolutions.

Operative clauses:

1) Recommends the establishment of systems for publishing international crimes, committed within the country of origin;

(a) order a thorough investigation and documentation of international crimes occurring with the country of origin.

(b) agree to legal standards in the publishing to respect their human rights.

2) Calls upon the home country to take responsibility of the crime it's citizen committed;

(a)The criminal should get deported, the countries involved are required to sign treaties.

(b)Calls upon the home country to ensure that it's legal system imposes an appropriate punishment on the citizen.

3) Emphasizes Consistency and fairness in the application of criminal justice;

(a) It ensures that individuals are subject to the laws of their own country, irrespective of where the crime was committed.

(b) This approach treats all citizens equally and avoids potential disparities in legal outcomes based on nationality.

4. Urges all member states to support and strengthen the mandate of international criminal tribunals;

(a) Request the International Criminal Court (ICC), to ensure accountability for individuals responsible for serious international crimes committed by their nationals or within their territories.

(i) By doing so, it ensures that those responsible for serious international crimes, including individuals from the mother country, are held accountable for their actions.

(b) Encourages member states to cooperate fully with international criminal tribunals by providing them with necessary resources, including financial, logistical, and intelligence support, to effectively investigate and prosecute individuals accused of international crimes, particularly those committed by their nationals.

(i) It specifically highlights the importance of cooperation when addressing crimes committed by individuals from the mother country.



PRE-AMBULATORY & OPERATIVE CLAUSES

PRE-AMBULATORY CLAUSES:

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

OPERATIVE CLAUSES:

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



POINTS, MOTIONS & AMENDMENTS

In Model United Nations (MUN), "points" and "motions" are tools used by delegates to manage discussions and the flow of debate.

Points: A delegate can make a point by raising their placards and declaring it. The chairpersons have the authority to deny the point if they believe it is unnecessary or destructive. Common points include:

- **Point of Order:-** Used to correct a procedural mistake or to raise a concern about the conduct of the meeting.
- **Point of Personal Privilege:-** Used when a delegate needs something or is in discomfort (for example: in need of the restroom, turn up/down the AC, request for water, etc.)
- **Right to reply:-** Used when a delegate directly offends your country.
- **Point of parliamentary inquiry:-** Used when a delegate has a question about parliamentary procedure (to the chairs).
- **Point of information:-** After the for and against speech, the chair will ask if there are any points of information. 2 points of information are mandatory and it must be phrased as a question. This could also be used when a delegate wants to ask another delegate a question.

Motions: Motions are formal proposals that delegates make to initiate specific actions or changes in the debate. Common motions include:

- **Motion to move to unmoderated / moderated caucus:-** Used when a delegate wants to start a formal debate or informal debate . Delegates are given a specific amount of time to speak.

Moderated caucus: Moves to a formal debate.



Unmoderated caucus: Moves to an informal debate; parliamentary procedures do not apply.

- **Motion to Divide The House:-** In the event of a tied vote, a division of the house will occur, allowing votes for and against without any abstentions.

Amendments: An amendment is a change made to an operative clause or subclause such a deletion, addition or correction of the said operative clause.

How to submit an amendment?

In order to submit an amendment, a note that includes the delegate's country and requested change should be submitted to the chair. After the submitter has proposed the amendment and given a brief description of it, the chairpersons will set out time for both supporters and opponents of the proposal to speak. The chairpersons must then ask the main submitter of the resolution being put under an amendment if they deem this request as friendly or unfriendly. If it's unfriendly, then a debate needs to be set in position which includes a speech given to why the amendment should pass followed by a voting procedure.

For & Against Speeches:

After a resolution has been presented, it is time for delegates to give a For or Against speech for the resolution.

A FOR Speech: These speeches are given by the delegates and their purpose is to show support towards the resolution. The chairpersons have to make sure that the delegate mentions why they think the resolution should pass. There has to be a FOR speech given after the resolution has been presented by the main submitter or co-submitter of the group.

An AGAINST Speech: These speeches are given by the delegates and their purpose is to show disagreement towards the presented resolution. The chairpersons have to make sure the delegate mentions why they think the resolution presented should fail.

There has to be an AGAINST speech given after the resolution has been presented by the main submitter or co-submitter of the group and a FOR speech has been presented by any delegate.



CLIPPING

The clipping system is a disciplinary mechanism used by some conferences to maintain order and encourage proper behavior during debates. When delegates violate the rules of procedure or engage in inappropriate behavior, they may receive a "clip" as a formal warning.

How the Clipping System Works:

ISSUING A CLIP:

A delegate can receive a clip for various reasons, such as speaking out of turn, using inappropriate language, being disrespectful, or violating procedural rules (e.g., raising an incorrect point). The chair usually issues the clip after a warning.

CONSEQUENCES:

If a delegate accumulates multiple clips, there may be consequences, such as losing the right to speak for a certain period, being removed from the speakers' list, or even being disqualified from awards consideration.

PURPOSE:

The clipping system ensures that delegates follow decorum, respect the rules, and maintain the professionalism expected in MUN. It's a way to keep debates orderly while providing a clear structure for behavior.

POSITION PAPER

A position paper in MUN outlines a delegate's stance on the topics being discussed in the committee. It includes the country's perspective, proposed solutions, and relevant actions taken or supported by the country.

Example:



Name: Muneera Almeer

School: AbdulRahman Kanoo International School

Council: monopoly

Company: Boeing

Issue: the supplying counterfeit aircraft parts (unethicalities within monopolies)

An estimated 520,000 unapproved or counterfeit parts enter aircraft each year, according to FAA estimates. This is 2% of the 26 million pieces that go into making an aircraft today. Considering that a normal commercial aeroplane has roughly 6 million components, this could seem like a little amount. But we also have to take into account the limited tolerances for airworthiness that every piece needs to meet, which might range from material fatigue and wear to dimensional fit. The issue of counterfeit aircraft parts has spread widely, impacting airlines across the globe, including those in the US, France, and India. These fake components put passenger safety and the structural integrity of the aeroplane at risk when they find their way into vital systems like engines and safety devices. Because counterfeit goods are not manufactured in accordance with original manufacturer standards, they are not put through quality control checks, and they frequently don't work as intended, which can lead to catastrophic failures with potentially lethal effects, they offer a potentially major risk to consumers.

Boeing has addresses this issue in there contract and stated that Counterfeit Parts are unauthorized copies, imitations, substitutes, or modified parts misrepresented as genuine parts of an original or authorized manufacturer. They can include false identification of markings, grade, serial number, lot number, date code, documentation, or performance characteristics. Sellers must prevent counterfeit or suspect parts by planning, implementing, and controlling processes. These processes include training personnel in counterfeit awareness, applying a parts obsolescence monitoring program, controlling external product acquisition, ensuring traceability of parts and components, verifying and testing methodologies to detect counterfeit parts, monitoring counterfeit parts reporting from external sources, and quarantining and reporting suspect or detected counterfeit parts. If the seller provides Electronic,



Electrical, or Electromechanical (EEE) parts or assemblies containing EEE parts, they must implement a counterfeit electronic parts detection and avoidance system compliant with the requirements.

In the past, Boeing faced a counterfeit parts scandal related to its 787 Dreamliner aircraft in 2014. Fake components, such as fasteners and structural parts, were found in some aircraft. This incident highlighted the vulnerability of the global supply chain and the need for improved traceability and authentication of aircraft parts. After the legal issues and charges Boeing has committed to continuing to assist the Fraud Section in any current or upcoming investigations and prosecutions as part of the DPA, among other things. In exchange for its cooperation, Boeing agrees to notify any domestic or international government agency (such as the FAA), regulator, or airline customer of any proof or allegation that one of its employees or agents violated U.S. fraud laws. Furthermore, Boeing has committed to fortifying its compliance programme and augmenting its compliance programme reporting obligations. This means that Boeing must convene with the Fraud Section on a minimum of a quarterly basis and furnish the Fraud Section with annual reports that detail the progress of its remediation attempts, the outcomes of its compliance programme testing. Solution for such issues for the future include:

- Training of appropriate persons in the awareness and prevention of counterfeit parts
- Application of a parts obsolescence monitoring program or adopting digital systems for tracking and verifying the provenance of aircraft components
- Controls for acquiring externally provided product from original or authorized manufacturers, authorized distributors, or other approved sources
- Requirements for assuring traceability of parts and components to their original or authorized manufacturers
- Verification and test methodologies to detect counterfeit parts
- Monitoring of counterfeit parts reporting from external sources.