

# DELEGATE PREP GUIDE



 [lmun.ng](https://lmun.ng)

 [info@lmun.ng](mailto:info@lmun.ng)

 [@lmun\\_ng](https://twitter.com/lmun_ng)

 [@lmun\\_ng](https://www.instagram.com/lmun_ng)



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## GLOSSARY

<b>ABSTENTION</b>	<p>An option for Member States during substantive votes. Member States may abstain only if they are “Present” during formal roll call. To abstain means a State is formally counted, but does not vote in favour of or against a substantive motion. Abstentions do not affect the result of voting, as the final total only considers votes for and against the motion.</p> <p>Example: A draft resolution that received 30 votes in favour, 10 votes against, and 40 abstentions would pass because the votes in favour outnumber the votes against.</p>
<b>ADJOURNMENT OF DEBATE</b>	<p>Ends debate on a topic, and on all draft resolutions for that topic, without voting on any proposed draft resolutions. A motion for reconsideration can reopen debate on this topic.</p>
<b>ADJOURNMENT OF THE MEETING</b>	<p>Ends the meeting until the next conference.</p>
<b>APPEAL OF THE CHAIR</b>	<p>A motion to challenge the decision of the Chair on a specific LMUN rule.</p>
<b>CHAIR</b>	<p>Person who is in charge of leading the committee’s formal debate in accordance with the LMUN Rules of Procedure.</p>
<b>DAIS</b>	<p>A raised platform or table at the front of the room where the Chair, Vice Chair and Rapporteur(s) are seated. Often, the term “the Dais” is also utilized to refer to these individuals collectively.</p>
<b>DECORUM</b>	<p>Overall respect for the formal committee process and speakers.</p>
<b>DEPUTY SECRETARY-GENERAL (DSG)</b>	<p>Member of the LMUN Secretariat. Chief substantive officer of the conference.</p>
<b>DILATORY</b>	<p>A motion is dilatory if it may obstruct or delay the will of the committee (e.g. motions to suspend the meeting proposed immediately after several previous suspension motions failed).</p>
<b>DRAFT RESOLUTION</b>	<p>A working paper that has been accepted by the Dais and is discussed and voted on by the body.</p>
<b>ECONOMIC AND SOCIAL COUNCIL (ECOSOC)</b>	<p>The principal organ of the UN responsible for the economic and social work of the organization.</p>
<b>EXPLANATION OF VOTE</b>	<p>Allows a sponsor of a draft resolution to explain why they voted against the draft resolution, after it had been amended or changed by a division of the question.</p>
<b>FUNCTIONAL COMMISSIONS</b>	<p>Functional commissions are established pursuant to Article 68 of the Charter of the United Nations and report to the Economic and</p>



	Social Council. They are also considered a subsidiary organ/body. Examples include the Commission on the Status of Women (CSW) and the Commission on Narcotic Drugs (CND).
<b>FRIENDLY AMENDMENTS</b>	Amendments proposed by ALL the sponsors of a draft resolution. Once approved by the Dais, these amendments are automatically incorporated.
<b>GENERAL ASSEMBLY</b>	The main deliberative organ of the UN system, comprised of all Member States of the UN.
<b>INTER-AGENCY COORDINATION MECHANISMS</b>	On thematic issues that cut across the work of many UN programs, funds, and agencies, an inter-agency coordination mechanism will often be established. These mechanisms are an essential source for information on these thematic issues, as they represent the work of the entire UN system. Examples include UN Water and the Intergovernmental Panel on Climate Change.
<b>LAGOS MODEL UNITED NATIONS (LMUN)</b>	An experiential education program in which groups of students are organized as delegations and represent Member States, Observer States, and nongovernmental organizations.
<b>MAJORITY VOTE</b>	A threshold at which many motions pass. A motion passes with a simple majority vote if more people vote yes than vote no (in the case of substantive votes, ignoring abstentions). Tie votes fail.
<b>MEMBER STATE</b>	A country that is a Member of the United Nations, having been granted membership by the General Assembly based upon the Security Council's recommendation.
<b>MODEL UNITED NATIONS (MUN)</b>	Educational conferences that simulate the purpose and practices of the UN.
<b>MOTION</b>	A request to do something during formal debate; motions are voted on by the body. Procedural motions: all Member States and Observers of the committee vote. Substantive motions: only Member States vote.
<b>MOTION OUT OF ORDER</b>	An invalid (non-LMUN) motion or a motion used at an incorrect time during the conference.
<b>NON-GOVERNMENTAL ORGANISATION (NGO)</b>	NGOs, also known as civil society organizations or CSOs, are non-profit groups independent from governments. Normally organized around specific issues, NGOs deliver a variety of public and humanitarian services.
<b>OPERATIVE CLAUSE</b>	Non-Member State or organization granted status to participate in deliberations. Observers may not sponsor resolutions or vote on substantive matters, but they may act as a signatory and must vote on procedural matters.
<b>POINT OF ORDER</b>	Information is given about what action the body believes should be taken



	Corrects an error in procedure and refers to an LMUN-specific rule
<b>PREAMBULAR CLAUSE</b>	Sets up the historical context and cites relevant international law or policies for a resolution, which justifies future action
<b>PRESENT</b>	Attendance status that establishes a delegation as present in the committee, with the opportunity to abstain during substantive votes.
<b>PRESENT AND VOTING</b>	Attendance status that establishes a delegation as present in the committee without the opportunity to abstain during substantive votes; delegations must vote “yes” or “no.”
<b>PRINCIPAL ORGANS</b>	Principal organs are established pursuant to the Charter of the United Nations. There are six principal organs of the UN: the General Assembly (Art. 9), the Security Council (Art. 23), the Economic and Social Council (Art. 61), the Trusteeship Council (Art. 86), the International Court of Justice (Art. 92), and the Secretariat (Art. 97). Each organ maintains its own area of responsibility from international peace and security (Security Council) to human rights and economic affairs (ECOSOC). The only organ that is currently inactive is the Trusteeship Council.
<b>PROCEDURAL VOTE</b>	A vote that takes place on a motion before the body; all delegations present must vote.
<b>PROGRAMMES AND FUNDS</b>	Programmes and Funds are established pursuant to Article 22 of the Charter of the United Nations in order to meet needs not envisaged in the founding of the UN, such as addressing the needs of Palestinian refugees, development assistance, food aid, or the environment. They are subordinate to the UN, immediately controlled by distinct intergovernmental bodies, and financed through voluntary contributions rather than assessed contributions.
<b>PROPOSAL</b>	In the LMUN Rules of Procedure, “proposal” means any working paper, draft resolution, an amendment thereto, or a portion of a draft resolution divided out by motion.
<b>QUORUM</b>	A minimum of one-third of the members of the body, based on the total number of Member States attending the first session.
<b>RAPPORTEUR</b>	Person responsible for maintaining the speakers list, order of the resolutions on the floor, verifying vote counts, and other administrative matters
<b>RECONSIDERATION</b>	Reopens debate on a topic that was previously adjourned (ended without a substantive vote), including any draft resolutions segments on the floor for that topic.
<b>REGIONAL COMMISSIONS</b>	Regional commissions are established pursuant to Article 68 of the Charter of the United Nations and report to the Economic and Social Council. They are also considered a subsidiary organ/body.



	Examples include the Economic and Social Commission for Asia and the Pacific (ESCAP) and the Economic Commission for Africa (ECA).
<b>RELATED ORGANISATIONS</b>	Related organizations are not officially part of the UN, but their support and cooperation are outlined by special arrangement. Related organizations all have their own separate members, governing bodies, executive heads, and secretariats.
<b>RESEARCH AND TRAINING INSTITUTES</b>	The various research and training institutes were established by the General Assembly to perform independent research and training. The UN Institute for Disarmament Research (UNIDIR) is an example of this type of entity.
<b>RIGHT TO REPLY</b>	Response to comments that have disparaged the sovereign integrity of a delegate's state.
<b>SECRETARIAT</b>	The Chairs, Vice Chairs, Assistant Secretaries-General and Under Secretaries-General are designates and agents of the Secretary-General and Deputy Secretary-General, and they are collectively referred to as the "Secretariat."
<b>SECRETARY-GENERAL</b>	Member of the LMUN Secretariat. Chief logistics officer of the conference.
<b>SECURITY COUNCIL</b>	The Security Council is the primary organ of the UN mandated to maintain international peace and security.
<b>SIGNATORIES</b>	Member States or Observers who are interested in bringing a working paper forward for consideration. A combination of sponsors and signatories equal to 20% of the committee membership on the first night or a minimum of five— whichever is greater—is required for all working papers to come forward for consideration.
<b>SPECIALISED AGENCIES</b>	Specialized agencies are established pursuant to Articles 57 and 63 of the Charter of the United Nations. There are currently more than 14 specialized agencies that have an agreement with the UN that work under the auspices of ECOSOC. Each agency has a separate function it carries out on behalf of the UN; they have their own principles, goals, and rules. In addition, they control their own budgets and have their own governance structure.
<b>SPONSORS</b>	Member States who created the content of a working paper and will be most responsible for ensuring that it will be voted on as a draft resolution. A combination of sponsors and signatories equal to 20% of the committee membership on the first night or a minimum of five—whichever is greater—is required for all working papers to become draft resolutions. There must be at least one sponsor.
<b>SUBSIDIARY ORGANS</b>	Subsidiary organs (or bodies) are established pursuant to Articles 22 and 29 of the Charter of the United Nations. A subsidiary body falls under the purview of the principal UN organ it reports to and





	was created by (the General Assembly, the Economic and Social Council, or the Security Council). The subsidiary bodies fluctuate in number from year to year, according to the changing requirements of the main organ concerned. Both the General Assembly and the Economic and Social Council, for instance, often create subsidiary bodies to assist them in new fields of concern and dissolve others. Examples include the Human Rights Council (HRC) and the UN Human Settlements Programme (UN-Habitat).
<b>SUBSTANTIVE VOTE</b>	Votes taken during voting procedure to accept a draft resolution, an unfriendly amendment, and/or the annex to a draft resolution (division of the question); results are disclosed after counting by the Dais.
<b>SUSPENSION OF THE MEETING</b>	Informal debate for a brief period of time. Often incorrectly referred to as “caucusing.” Delegates do not need to state a purpose for suspending the meeting.
<b>UNITED NATIONS (UN)</b>	An intergovernmental organization established in 1945, designed to promote international cooperation.
<b>UNITED NATIONS DIGITAL LIBRARY</b>	This source lists all UN documents archived by the UN Dag Hammarskjöld Library and provides access to UN-produced materials in digital format and bibliographic records for print UN documents starting in 1979.
<b>UNITED NATIONS OFFICIAL DOCUMENTS SYSTEM (UNODS)</b>	A database provided by the UN System, covering all types of official UN documentation after 1993.
<b>UNITED NATIONS SYSTEM CHIEF EXECUTIVES BOARD FOR COORDINATION (CEB)</b>	The UN System Chief Executives Board for Coordination is the longest-standing and highest-level coordination forum of the UN system. While not a policymaking body, the CEB supports and reinforces the coordinating role of intergovernmental bodies of the UN system on social, economic, and related matters. Most importantly, the CEB facilitates the UN system's collective response to global challenges, such as climate change and the global financial crisis.



## **1.0 INTRODUCTION**

The key to understanding and performing well at the Lagos Model United Nations is thorough and comprehensive preparation. Delegates must be abreast of five core aspects in order to fully grasp the LMUN structure. These five key areas are:

- The United Nations.
- Background of Member State or NGO Assigned.
- The Committee Assigned.
- Committee Topics.
- Member State or NGO's Position.

*It is important, to note that each is progressively more in-depth than the one listed before.*

A comprehensive knowledge of these five key aspects would ultimately reflect in the overall preparation of each delegate which would reflect in their contributions in the committee, speeches, working papers and final resolutions. Hence, every delegate is encouraged to follow these guidelines in preparation for the Conference.

A background of the United Nations (UN) would ultimately help in understanding the structure of the Conference, the various bodies and agencies, and provide an overview of the functions and structure of the United Nations. It would also help delegates to understand their roles as representatives of Member States. Hence, the delegate preparatory guide is the first prerequisite to understanding the Conference.

The Member State or NGO assigned is the identity every delegate shall adopt, regardless of their nationalities. Therefore, delegates are required to carry out full research on the Member State or NGO assigned to them. Delegates will act in the interest of the assigned Member State, and as such must be well-informed of the Member State's history, system of government, happenings, and most importantly, foreign policy.

Committees are typically the bodies or agencies of the United Nations. A committee is peculiar to a delegate, so there would be several delegates representing the interests of assigned Member States in various committees. It is important for delegates to understand the workings and structure of their committees, the committees' mandates, functions and powers. This is more in-depth than the general knowledge of the United Nations in prior research.





## 1.1 STARTING YOUR RESEARCH

Delegates must understand that, to conduct thorough, in-depth and accurate research for LMUN, there are primary resources and secondary resources that must be taken into consideration and imbibed, to ensure a full understanding of the Conference, the role of their assigned committee, the limits of such committee and how the work of the committee intertwines with other committees.

As a delegate, the **Primary Resources** are the starting points of your research. They contain documents that would guide you in proffering solutions during the Conference. The first document to be considered is the Background Guide of your respective committee. However, it is important to note that the Background Guide is not to be plagiarized. Delegates are urged to carry out individual research rather than relying solely on the Background Guides. Other resources including United Nations documents, websites and books would also aid research and help delegates in proffering pragmatic solutions at the Conference.

- **THE UNITED NATIONS WEBSITE:** The UN Website is one of the most easily accessible sources of information to conduct research. With information from over 1000 UN Information Centres, links to scholarly articles and websites, the missions of each Member State, the UN Website is pertinent to every delegate's research.
- **COMMITTEE WEBSITES:** Committee websites are a great way to understand the mandate and powers of your committee, founding documents, resolutions created, current projects and programs. They also contain the limitations and problems of your Committee.
- **UN DIGITAL LIBRARY:** This primary source contains virtually every document brought forth by the UN, compiled according to the committees they originated from. Containing landmark documents, UN press releases, meetings and voting records of Member States, the UN Digital Library is the gateway to UN data.
- **THE PGA HANDBOOK:** An initiative of a Member State, the PGA Handbook is aimed at providing information on the workings and gears of the UN, particularly the General Assembly. The Handbook highlights the structures and protocols of the GA and provides exquisite information on negotiation at the UN which is important for any delegate irrespective of the MUN Conference being attended.

There are other resources such as the UN Handbook, the UN research guides and other resources, scholarly articles, books, mission websites of Member States, press releases and so on. These resources make up the **Secondary Resources**. Delegates should be aware that secondary resources are as important as primary resources and would further aid them in providing in-depth solutions.

As stated above, plagiarism is not condoned at LMUN and will be dealt with in strict accordance to the LMUN Rules of Procedure. Sanctions will include non-recognition of submitted position papers.



## 1.2 KNOWING THE UNITED NATIONS

The disbanding of the League of Nations brought about the most prolific and the largest international organization in the world today known as the United Nations. Since all MUN conferences are based on a simulation of the United Nations, it is important for delegates to have adequate knowledge about the United Nations. Delegates must have a proper understanding of the workings of the UN, the founding documents of the UN, its achievements, rules and procedures.

*According to the Charter of the United Nations, there are six primary organs of the UN. Article 23 provides for the Security Council, Article 9 provides for the General Assembly, Article 61 provides for the Economic and Social Council, Article 86 provides for the Trusteeship Council, Article 92 provides for the International Court of Justice and Article 97 provides for the Secretariat. According to Articles 22 and 29, the General Assembly and the Economic and Social Council have the power to establish subsidiary organs which are usually focused on pressing global issues such as gender equality, development and the environment. They also have the power to dissolve those subsidiary organs that have outlived their usefulness.*

Each body or agency of the UN has its respective responsibility to ensure the stability, peace, prosperity and development of our world, ranging from peace and security issues to human rights and financial issues. At present, the Trusteeship Council is currently the only lethargic committee.

### ▪ GENERAL ASSEMBLY

The General Assembly (GA) is the congregation of all Member States of the UN with the sole aim of decision making and negotiation on various matters ranging from international peace and security to dispute settlements, human rights issues and so on. Each Member State has a single vote on any issue tabled before the GA for deliberation. Apart from these functions, the GA as the seat of every Member State has the power to elect non-permanent members of the Security Council, Justices of the ICJ and the Secretary General of the UN.

The GA is made up of six organs that facilitate the smooth running of the UN, as it is the largest single organ burdened with almost every global issue as its mandate. These organs are: GA First Committee (Disarmament & International Security); GA Second Committee (Economic & Financial); GA Third Committee (Social, Humanitarian & Cultural); GA Fourth Committee (Special Political & Decolonization); GA Fifth Committee (Administrative & Budgetary); and GA Sixth Committee (Legal).



## ▪ SECURITY COUNCIL

Comprised of fifteen Member State, that is, five permanent and ten non-permanent Member States, the Security Council is the foremost body of the UN for maintaining international peace and security.

The 'P5' (Permanent Member States) which consist of China, France, Russia, United Kingdom and the United States of America have veto powers. This means that if a resolution is voted against by any of these permanent members, the resolution fails. Security Council resolutions are binding on all Member States. The Security Council usually has sub organs which helps it to achieve its mandate. Some of these include International Tribunals, Counter-terrorism Committees, Peace Building Commissions etc.

## ▪ THE ECONOMIC AND SOCIAL COUNCIL

As the name suggests, this organ is focused on economic, educational, cultural, health and social matters through studies and reports which are then recommended to the General Assembly of the United Nations. Its fifty-four Member States are elected for a term of three years by the General Assembly, with eighteen new members elected annually. Apart from their normative functions, this organ is also tasked with coordinating the efforts of various Specialized Agencies, Functional Commissions, Programs & Funds, and Regional Commissions working with the UN.

## ▪ THE SECRETARIAT

The Secretariat is the engine of the UN. It carries out the administrative work of the organization concurrently with the task of ensuring that every organ, special committee, subsidiary organ, program and funds of the United Nations run smoothly and efficiently. The Secretary-General is the head of this organ and is at the reins of the leadership of the United Nations.

## ▪ INTERNATIONAL COURT OF JUSTICE

This is the principal judicial organ of the United Nations with all its judicial functions and powers contained in the Statute of the Permanent Court of International Justice.

Since 1974, the Trusteeship Council has been in abeyance, the main reason being that its aim of decolonization had been achieved in most continents, with every Member State of the UN that was formerly an administrative power relinquishing their powers.

Apart from the organs that make up the UN, the UN works with other international organizations called specialized agencies, which aid it to achieve its goals quicker and efficiently. Through Article 63 of the Charter, the Economic and Social Council can enter into negotiated agreements with these organizations. These agencies have their own separate mandates, constitutions, charters, rules, leaders and budgets even



though they are part of the UN system. Some of these specialized agencies are the Food and Agricultural Organization (FAO), International Maritime Organization (IMO) and the World Bank.

Another tool of the UN that is of utmost importance is the **UN Funds and Programs**. Created by a resolution of the General Assembly, these bodies make reports and recommendations to the GA or the Economic, Social and Cultural Council, with the aim of soliciting for funds or creating projects, to ensure that the problems they are created to solve are greatly diminished. A few of these Funds and Programs include the United Nations Developmental Programme (UNDP), the United Nations Human Settlements Programme (UN-Habitat) and the United Nations Children's Fund (UNICEF).



### 1.3 RESEARCHING YOUR MEMBER STATE

One of the important aspects of preparing for Model United Nations is researching on your Member State. When assigned a Member State, delegates must research on various issues in the country. This include cultural issues, economic issues or political issues which may include, recognition or otherwise of sexual or ethnic minorities, poverty, technology, healthcare, development, religious views, education, population growth, education, human rights, gender equality, criminal justice, amongst others.

This ensures that you have a full understanding of the strengths and limitations of your Member State when understanding the Member State's foreign policy, forming alliances with other Member States and proffering solutions at the Conference. The political structure, economic condition, religious beliefs, history and culture of your assigned Member State are factors that must be taken into consideration, as they contribute to shaping the country's foreign policy. One of the important documents that can help with this research is the CIA World Fact Book.

#### ▪ MISSION BRIEFINGS

One of the best ways to learn about the assigned Member State is through mission briefings at the respective country's missions or embassies. Delegates may visit these institutions, as this will provide the correct stance of the Member State on respective issues, solutions they have proffered and up-to-date data on current issues.

During these briefings, delegates would have the opportunity to ask questions about the Member State and specific issues, from high-level and low-level diplomats of such Member State.

*Delegates who wish to represent their assigned Member State accurately are encouraged to start by answering the following questions:*

- What kind of government does your Member State operate?
- What kind of ideologies (political, religious or other) influence your Member State's government?
- What domestic issues influence your Member State's foreign policy?
- What are some major events in your Member State's history? And why are they important?
- What ethnicities, religions and languages can be found in your Member State?
- Where is your Member State located and how does its geography affect its political relationships?
- Which countries share a border with your Member State?
- Which countries are considered allies of your Member State?
- Which countries are considered enemies of your Member State?
- What are the features of your Member State's economy?
- What is your country's gross domestic product (GDP)? And how does this compare to other countries of the world?



- When did your country become a member of the United Nations?
- What other international organizations does your Member State belong to?
- Does your Member State belong to any regional organization, or regional bloc within the United Nations?
- Does your Member State belong to any trade organizations or agreement such as the North American Free Trade Agreement (NAFTA) or the Organization for Economic Cooperation and Development (OECD)?

*Here Are Additional Tips for Researching Your Member State:*

- Look up your Member State's permanent mission to the United Nations. You may call the mission directly to ask questions or request a position statement on an issue.
- Find your Member State's voting records and read speeches on the UN Bibliographic Information System website.
- Look at the CIA World Fact Book for a general overview on your Member State, and for figures and statistics. The World Fact book is produced by the United States Central Intelligence Agency (CIA). Ask yourself, would your Member State's government agree with the way your country is characterized in the CIA World Factbook?
- You may also look up daily news and reports on general and specific issues of your Member State from verified sources. This would keep you updated on any important changes in this regard.

**OBSERVERS:** Observers are non-Member States, entities, and organizations that participate in the negotiations of each committee, but may not vote on substantive matters, such as the approval of reports or resolutions. Observers are expected to fully contribute to the work of the committee by contributing to working papers and discussions.

**NON-GOVERNMENTAL ORGANIZATIONS (NGOS):** NGOs are invaluable resources to the UN system. They provide information on political, economic, social, humanitarian, and cultural developments in all parts of the world, and introduce different perspectives to discussions among Member States. They often collaborate with the UN on projects, programmes amongst others.



### **1.4 RESEARCHING YOUR COMMITTEES**

Although each committee's Background Guide is a good starting point for research on committees, it is important for delegates to do further research.

Delegates must have a complete understanding of the mechanisms of their respective committees and the number of Member States and NGOs that make up the committee. It is important for delegates to understand the mandate of the committee, its powers, goals and the work of the committee. Delegates must consider the committee's history, founding documents, governance structure, functions and key documents.

Delegates must also consider the evolution or otherwise of each committee's mandate due to recent developments and arising global or internal issues. Delegates are advised to visit their committee's websites, and look up resources, articles, press releases, reports and newsletters listed on the website.

### **1.5 UNDERSTANDING THE TOPICS**

The crux of Lagos Model United Nations will be researching on your committee topics. Delegates must ensure that they have a proper understanding of their committee topics. The Background Guide (with its footnotes and bibliographies) will ensure that delegates have at least 40% understanding of their topics. Therefore, delegates are advised not to rely solely on the Background Guide for research.

It is pertinent for the delegates to understand the topics from the perspective of the assigned Member State. Therefore, delegates are encouraged to visit their Member States' mission websites and look up speeches on issues pertaining to the topics, given by representatives of the respective Member States. This would help delegates to understand exactly what the topic means to the Member State.

Reports, resolutions and other international documents from the delegate's assigned committee, the UN or any specialized agency on the topic would help delegates to further understand what the topic means to the United Nations.

The UN Digital Library is also a helpful resource in research on committee topics. Most of the topics are vast and complex, covering numerous issues which may be covered by other committees as well. It is advised that delegates should understand the mandate of their respective committees, and how the topics are meant to be discussed under the mandate, keeping in mind the solutions to be proffered.

Delegates may also look at past projects and documents to see if they contain loopholes or impractical solutions and review them to determine why they have succeeded or failed, with the aim of implementing some of these processes in a more efficient way.





- **DELEGATES POSITION**

As a delegate assigned to a Member State, you must have a position on certain topics which must be overtly seen during the Conference, through your position paper, speeches and the draft resolutions you create in tandem with other Member States who share the same view. This will also help you to identify your blocs and enhance the flow of the Conference for you. It is advised that delegates should be able to compromise to accommodate other Member States that do not share the same view as them, as one of the goals of the UN is international diplomacy and cooperation. However, delegates are further advised not to compromise to the point of contradicting their assigned Member State's foreign policies and position on the topics.

As stated earlier, many topics are extremely vast and complex, and could be related to more than one committee of the UN. Therefore, it is important to understand how the topics on your committee's agenda are discussed specifically in that committee while looking to the mandate of your committee. This will give you an idea of the tone and type of work done within your committee.

Researching a topic is a complex process, which calls for determining what various bodies within and related to the UN have done previously to address the matter, what is currently in place, and what is planned for the future. As stated earlier, it is important to examine the successes and failures, and to attempt to determine why those approaches have succeeded or failed.

*While reading the Background Guide, delegate should develop answers to the following basic questions:*

- When considering each topic, what essential questions are being raised?
- In your opinion as a diplomat, why are these issues important?
- Why do you believe these issues remain unresolved?
- What important documents are essential to your research?
- What UN committees exist to address these issues?
- What are the various 'sides' in the debate, or the different perspectives to the issues?
- What is your Member State's position on the topic?
- Are there any evidence or statistics that may help to back up your Member State's position?
- Which aspects of the issue are most important to your Member State?
- How do the positions of other Member States affect your Member State's position?
- What conferences and meetings have been held with regard to your issue?
- What actions have international or regional bodies taken in the past, regarding these issues?
- What are the most recent UN and regional actions on these issues?
- What has your Member State done to combat the problem?
- What should be done from the perspective of your Member State to resolve the issues?
- If your Member State is not involved with the issue, how can it become involved?
- How will your Member State shape the debate at the conference?



The most essential part of having a successful delegate experience at the Conference is active participation in committee sessions. This involves thorough understanding and use of the rules of procedure, speaking in formal debate, and most importantly, contributing during informal debate sessions through activities including networking, drafting working papers, identifying common positions, and building consensus.

Observers are expected to fully contribute to the work of the committee by contributing to working papers and deliberations in the committee. The majority of delegates will be serving as representatives of their Member States, as recognized by the UN. These delegates are expected to understand the foreign policies of their governments and act within these policies during the Conference.



## **2.0 GENERAL SCOPE OF THE CONFERENCE**

### **2.1 DUTIES OF THE SECRETARIAT**

Each committee of the Lagos Model United Nations will have a 'Dias' consisting of the Chair, the Vice-Chair and the Rapporteur. The Chair is the final authority on substantive matters in the committee and has the powers to edit working papers, change their formats and ensure that they are in sync with the mandate of the committee.

*The Secretariat has at their discretion the power to:*

- Ask delegates to remove duplication of prior work of the committee
- Ask delegates to remove items that are factually incorrect
- Ask delegates to ensure their work is in line with the mandate of the committee
- Encourage delegates to work towards addressing the topic at hand, if the content of the working paper does not do so
- Encourage delegates to give practical solutions and abstain from radical solutions that do not readily address the problem
- Ask delegates to clarify items such as the budgeting and financing of their proposals, how these proposals will be carried out and by whom, as well as the timeframe for the proposals
- Prompt delegates to develop their ideas with pertinent questions
- Ask groups or blocs with similar content to merge to ensure that the body of the committee addresses the topic through multi-dimensional ways
- Ensure delegates use their moderated caucus to reach solutions and compromise on their topics
- Call delegates to order during moderated caucus
- Accept working papers presented by the body which are practical, in tandem with the mandate of the committee, in the correct format and language and declare them as Draft Resolutions during committee sessions
- Provide templates for working papers
- Dismiss working papers that have been worked upon before the commencement of the conference and working papers presented by one country, as a quorum of signatories and sponsors is needed for it to be accepted by the Dias
- Accord the right to speak
- Announce decisions
- Announce rules on points of order
- Ensure and enforce all these rules



## **2.2 LANGUAGE**

English will be the official and working language of the Conference, during formal and informal sessions. Delegates who wish to say a quote, sentence, clause, phrase or word in their assigned Member State's native language in their speech during formal debate, must translate it to English and tell the body what it means using the same speakers time allotted to him/her.

## **2.3 COURTESY**

Delegates must show courtesy and respect to other delegates, the secretariat and the staff of the Lagos Model United Nations.

The Dias will immediately call to order any delegate that fails to comply with this rule. During formal debates, delegates are prohibited from speaking to other delegates. However, notes are allowed to be passed during committee sessions. The Dias will not condone any unruly noise made by delegates during committee sessions.

Delegates must be courteous to fellow delegates when they are giving their respective speeches by maintaining utmost decorum, remaining diplomatic and respectful of every Member State's position or view. Delegates should not use any electronic devices including laptops, mobile phones or tablets during formal debate. However, laptops may be used during informal session.

## **2.4 SPEAKING RIGHTS**

### **▪ SPEECHES**

No delegate will address the committee without previously obtaining the permission to speak from the Dias. The Dias may call a delegate to order if the speech is not relevant to the topic or subject under discussion, or if the content of the speech is offensive to committee members, a fellow Member State or staff of the Conference.

### **▪ SPEAKERS LIST**

The committee will have a speakers' list open to the delegates, on the topic being discussed at the present time. Delegates who want to be added to the speakers list may signify by raising their placards or by writing to the Dias. Delegates who want to be removed from the speakers list must follow the same process.

Delegates may ask to be added to the speakers list as many times as possible, as long as they have exhausted their previous speaking position either by using it or requesting for a removal, until the speakers list is closed. Once the speakers list is closed (by consensus of the committee) all deliberations on that topic



will cease when the speakers list has been exhausted and the committee will move straight into voting procedure.

- **SPEAKERS TIME**

When any new speakers list is opened, the speakers' time is automatically set to ninety seconds. Delegates may make a motion to adjust the time. However, this motion must be indicated previously to the Dias in writing, before it may be recognized. Thereafter, deliberations on the speakers' time will begin, and a simple majority vote is needed to ensure that the motion passes.

## **2.5 VOTING RIGHTS**

- **RIGHTS TO VOTE**

Each Member State of the committee has one vote. When the committee moves into voting procedure after all relevant motions have been entertained, Member States will use their sole votes on substantive matters of the committee such as draft resolutions and portions of draft resolutions divided out by motion. The replies permitted by the Dias when voting are 'Yes' 'No' and 'Abstain'.

- **RIGHT TO REQUEST TO VOTE**

Proposals (Draft Resolutions) and motions will be voted upon once a Member State moves a motion to close the debate, or after the speakers list has been exhausted. During this process, the committee may adopt the draft resolutions by acclamation. The Dias will usually ask if there are any dissensions. If there are no dissensions, there will be no voting procedure and the draft resolution will automatically become a resolution of the committee.

- **MAJORITY REQUIRED**

The decisions that will be made in respective committees will be made by the majority of the Member States that are 'present and voting' meaning they cannot abstain from voting on substantive matters. This ranges from a consensus of simple majority, which is half of the committee plus one, to two thirds majority of the committee.



#### ▪ METHOD OF VOTING

The committees' normative style of voting will be by a show of placards, except where a delegate requests for a vote by roll call. This means that the style of voting will evolve into calling Member States in alphabetical order to give replies as either '**Yes**' '**No**' or '**Abstain**'.

Only those members who have told the committee and the Dias that they are present, or present and voting during the attendance roll call, or through writing communicate their attendance to the Dias, are permitted to vote and, as such, no others will be called during a roll-call vote. Nor would their votes be counted by show of placards. Any Member State replying 'Pass' must, when asked a second time, respond with either a Yes or No vote. A pass cannot be followed by another pass for the same proposal or amendment, nor can it be followed by an abstention on that same proposal or amendment.

#### ▪ EXPLANATION OF VOTES

Delegates are allowed to make brief explanations of their vote after voting has been completed. A Sponsor of a proposal is not allowed to explain his/her vote unless there was an amendment to the proposal which he voted. All explanations of vote must be submitted to the Dias in writing before debate on the topic is closed, except where the representative is of a member sponsoring the proposal, as described above in which case the explanation of vote must be submitted to the Dias in writing immediately after voting on the topic ends. Only delegates, who are sponsors of a draft resolution that has been adopted with an unfriendly amendment, whom subsequently voted against the draft resolution, may explain their vote.

#### ▪ CONDUCT DURING VOTING

Delegates must remain silent during voting procedure and no Member State will interrupt the process of voting unless he/she has a pertinent Point of Order that he/she wishes to raise, which addresses the present voting procedure and not previous sessions.

#### ▪ AMENDMENTS

An amendment is a proposal to add, revise and delete information from an existing proposal. The Dias will only give permission to four speakers to debate on the proposal of amendment, two in favor and two in opposition. An amendment can add, amend, or delete entire operative clauses, but cannot in any manner add, amend, delete, or otherwise affect preambular clauses or subclauses of operative clauses. An amendment may not delete the entire operative clauses of a draft resolution. The Dias may limit the time to be allowed to speakers under this rule.



#### ▪ **VOTING ON AMENDMENTS**

When an amendment is made to a proposal, the amendment will be voted on first. Where there are two or more amendments, it will be the amendment that has the most significant impact on the proposal that will be voted on first.

This order will be followed until all amendments are exhausted. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on. The importance of the amendments in question will be deliberated upon by the Dias and once the Dias agrees on this, it is final.

#### ▪ **ORDER OF VOTING ON DRAFT RESOLUTIONS**

If two or more draft resolutions or proposals, other than amendments, relate to the same question, they shall, unless the Committee decides otherwise, be voted on in the order in which they were submitted.

#### ▪ **MEMBERS OF THE DIAS SHALL NOT VOTE**

Members of the Dias of each committee shall not vote on any matter, procedural or substantive, and may only advise the committee on which motion is appropriate at given times.

### **2.6 RIGHTS OF MOTION**

#### ▪ **SUSPENSION OF THE MEETING**

During the discussion of any matter, a delegate can move a motion for the suspension of the meeting, specifying a time for resumption of deliberations. Such motions will not be debated upon but shall be voted upon immediately, requiring the support of a majority of the Member States of the committee to pass. Delegates need not state a purpose for the suspension.

This motion should be used to go into informal session and at the end of the scheduled session time. Delegates should properly phrase this motion as a 'suspension of the meeting' and provide a length of time when making the motion.





#### ▪ **ADJOURNMENT OF THE MEETING**

During the discussion of any matter, a delegate is allowed to move for the adjournment of the meeting. Such motions shall not be debated upon but shall be put to the vote immediately, requiring the support of a majority of the members of the committee to pass. After adjournment, the Committee shall reconvene at its next regularly scheduled meeting time.

This motion will not be entertained by the Dias if successful until the end of the last day of committee sessions as the motion would end the meeting until the Committee's next scheduled session the following year.

#### ▪ **ADJOURNMENT OF DEBATE**

During the discussion of any matter, a delegate is allowed to move for the adjournment of the debate on the item under discussion. Two delegates will speak in favour of, and two against the motion, after which the motion shall be immediately put to the vote. This motion requires a support of the majority of the committee. The Dias may limit the time allotted to speakers under this rule.

#### ▪ **CLOSURE OF DEBATE**

A delegate may at any time move a motion for the closure of debate upon the item under discussion. Permission to speak on the motion shall be accorded by the Dias to two representatives opposing the closure, after which the motion shall be put to the vote immediately.

Closure of debate shall require a two-thirds majority of the Member States of the committee. If the committee favours the closure of debate, the committee shall immediately move to vote on all proposals introduced under that agenda item.

#### ▪ **POINTS OF ORDER**

During the discussion of any matter, a delegate may raise a point of order, and the point of order shall be immediately decided by the Dias in accordance with the rules of procedure. If the delegate is not satisfied, the delegate may appeal against the ruling of the Dias. The appeal shall be immediately put to the vote, and the Dias' decision shall stand unless overruled by a majority of the members present and voting.

A representative raising a point of order may not speak on the substance of the matter under discussion. Such points of order must never interrupt the speech of a fellow delegate. They must be used exclusively to correct an error in procedure.



### **3.0 RULES FOR COMMITTEES**

#### **3.1 ATTENDANCE**

It is not only important that all delegates are in attendance at all committee sessions, it is also expedient that delegates arrive early. At the beginning of every committee session, attendance is taken by the Dias and each delegate is to identify their voting status. This would be done by a roll call procedure, during which there are only two possible answers: *'Present'* and *'Present and Voting'*. The implication of the former is that the delegates who identify with it may choose to abstain from voting on substantive matters while delegates who identify their status as 'present and voting' are not permitted to abstain on any substantive vote while in that session of the committee. Instead, these delegates must vote strictly in favour of or in opposition to any motion before the committee.

It is however important to note that there can be no abstentions while voting on procedural issues such as voting on motions. An abstention is a non-vote or the decision of the delegate to refrain from voting either in favour or in opposition to a particular substantive question. Therefore, delegates should not respond to roll call as 'present and voting' if the possibility exists that their Member State may wish to abstain on a substantive matter as such would amount to being out of character. Where a delegate arrives while or after the roll call is being taken, and his/her attendance has not been recorded, the delegate in question should send a note forward to the Dais, indicating arrival and voting status. It is important that your Member State's attendance is recorded.

#### **3.2 SETTING OF AGENDA**

Two topics have been put forward for deliberations during committee sessions, however each topic will be addressed one at a time. Delegates are given the opportunity to decide the order in which the topics will be discussed, and afterwards, the debate proceeds in the order determined.

Setting the agenda is the first order of business for committees at LMUN. The Chair will open the speakers' list, and delegates on the list will address the committee, stating their preference for the order of the agenda. At this point, delegates may suspend the meeting to discuss the order in which the committee will address agenda topics. After resuming formal session, delegates may raise motions to set the agenda topics in a particular order. The committee will then vote on a motion from the floor to set the agenda in a proposed order and will continue to vote on such motions in the order which they were received until one passes by a majority vote.

*(Example: The delegation from Nigeria moves to set the agenda in the following order - Topic I as Topic II and Topic II as Topic I.).*



If the committee fails to reach an agreement on the agenda order by the conclusion of the first session, the agenda will be set in the order given in the committee Background Guide. After the agenda has been set, the Chair will entertain motions for the opening of the speakers' list to address the first agenda topic.

### **3.3 SPEAKERS TIME**

At LMUN, the speaker's time is set to one minute thirty seconds (90 seconds) for large committees, and two minutes (120 seconds) for medium or small committees. In order to change the speaker's time, a delegate must send a note to the Dias explaining this, after which the Dias may entertain the motion. This motion requires a debate of two speakers in favour, and two speakers in opposition.

It is at the discretion of the Chair whether or not to accept a motion to change the speaker's time. The speaker's time is set automatically so that it is suitable for the committee size. For large committees, given that there could be as many as 150 delegates or more on the speakers' list, a shorter time may be more appropriate in the interest of allowing all delegates to speak. In a small or medium-sized committee, a longer time will allow each delegate to fully express his/ her views on the issues. This rule should be used in the spirit of diplomacy to give each delegate an opportunity to express their views. At LMUN, the motion to yield the speakers' time is not recognized.

### **3.4 OPENING THE SPEAKER'S LIST**

After the agenda has been set, the committee will begin substantive deliberations on the topic which has been set as the first topic. This is a platform for delegates to give formal speeches, airing their Member State's views and expressions as regards the topic tabled before the committee for deliberations. The Speakers list is usually opened automatically by the Chair, after which a call would be made for delegates who want their names to be added to the speaker's list to raise their placards. Subsequently, delegates send their names to the Dias to be placed on the speakers list.

When a delegate is called or recognized to speak, that delegate must speak within the set speakers time, but may however choose not to exhaust the time allotted to them. Delegates may speak for as many times as they wish; however, they must wait until they have spoken before indicating that they want to be placed on the speaker's list again. No delegate can have their name on the speakers list more than once at a time.



### **3.5 CLOSURE OF SPEAKERS LIST**

Motions can be raised to close the speaker's list at any time. This means that additional speakers will not be added to the speaker's list. The list could also be closed automatically when it gets exhausted. A motion to close the speakers list will be passed if a simple majority of the committee votes in favour of it. A motion to reopen the speakers list requires a debate of two speakers in opposition and will be passed by simple majority. Once the speakers list has been exhausted, there cannot be a motion to reopen the speakers list, the debate on the agenda will be considered closed, even without a motion to close the debate and the committee will move directly into voting procedure.

The committee will then vote on all draft resolutions submitted and approved up to that point in time. If there are no draft resolutions, the topic will be tabled. Delegates should be on guard and keep watch over the speakers list to know when it is their turn to speak so that they do not get caught off guard.



## 4.0 RESOLUTION WRITING

### 4.1 INTRODUCTION

The substantive work of committees at MUN conferences generally takes the form of resolutions. It should be noted that pre-written resolutions are unacceptable and sanctions for erring delegates are meted out discretionarily by the Dias. In addition, any delegates found to be submitting plagiarized material within resolutions will be subject to dismissal from further participation within the Conference. Although UN documents are within the public domain, the verbatim exploitation of these documents will not be permitted at the Conference.

In addition to understanding the topic at hand, the position of the Member State, and the process for drafting reports and resolutions, delegates should consider some additional factors when developing working papers:

- *The mandate of the committee should be the starting point for determining what action can be taken on the topic at hand. The mandate defines what the committee has been given the authority or power to do. Therefore, it is within these parameters that delegates should develop working papers.*

For example, the Security Council is the only body that has the power to use military force (according to Chapter VII of the Charter of the UN)

The First Committee of the General Assembly, although also discussing matters of peace and security, does not have this ability. Delegates can find details regarding the mandate, as well as functions and powers, of their committees in the Committee Overview in the Background Guide.

- UN resolutions and reports are not adopted in a vacuum, but in the context established by prior international instruments and various international treaties or other agreements, as well as previous resolutions on the topic under discussion. Delegates are therefore expected to fully integrate the relevant documents in position papers, draft resolutions and reports. When writing a resolution, it is important to identify multiple actors beyond Member States who can address the issue such as the committee, UN Secretary General/ Secretariat, regional organizations, private actors, civil societies or NGOs.
- Resolutions represent the formal recommendations and/or decisions of the committee on the topic at hand. They are documents in which the body expresses a commitment to undertake certain actions or calls upon Member States to implement certain measures. Thus, resolutions represent a form of political commitment. Note however that resolutions are, with the exception of Security Council resolutions, not legally binding. Resolutions give a formal voice to the stance and/or desire for action of a UN entity.



## 4.2 WORKING PAPERS

This is the earliest stage of the resolution and report writing process. The document is still a work-in progress and has not been accepted or coded by the Dais. However, the Dais has begun to make revisions to it.

Delegates may be asked to merge working documents with other delegates who may share similar solutions, in view of the goal of creating an environment where the skill of compromise and conflict resolution skills can be learned.

Delegates cannot directly advocate or lobby for specific Working Papers in formal speeches but can speak to the substance within Working Papers in an explanatory and descriptive manner and can invite collaboration for others to work with them. As delegates work on Working Papers and receive revisions from the Dais, changes to Working Papers may be incorporated directly into the Working Paper.

**It is important to note that the Working Paper must be completed in the Working Paper format, making use of the LMUN Working Paper Template before it can be reviewed by the Chair and accepted as a Draft Resolution.**

*Here is an example of clauses as contained in a sample Working Paper*

*Bearing in mind* Article 55 of the United Nations Charter (1945), which states that the United Nations shall promote solutions of international economic, social progress and development,

*Aware of* the Article 192 of United Nations Convention on the Law of the Sea which states the obligation to protect and preserve the marine environment whether or not they are parties to United Nations on the Law of the Sea (1982),

*Recognizing* the G20 summit in June 2019 on Action Plan on Marine Litter which shows that we the countries are committed to solving the plastics pollution in conjunction to G20 summit,

*Reaffirming* the Research by the Alliance to End Plastics Waste group (2018), which noted that ‘over half of land based plastic leakage comes from five countries that are all signatories to United Nations Convention on the Law of the Sea’,

*Deeply disturbed by* the lack of commitment by some Member States on measures to prevent plastics pollution,

*Recognizing* the Convention on Prevention of Marine Pollution by Dumping of Wastes and Other Matter (1972) to increasing concentration CO<sub>2</sub> in the atmosphere and consequences in the environment and to ensure that new technology that aim to engineer the climate have the potential to marine environment, are effectively controlled and regulated,

*Approving* the achievement of DGRADE in transforming plastic waste into micro fibers for cloth production,



*Further recalling* Member States to make necessary steps towards adopting technologies to eradicate plastics pollutions in water bodies,

*Welcoming* the Draft Resolution on Marine Litter and Micro-Plastics developed by the United Nations (2015) that shows studies have been funded and vigorously carried out on combatting micro plastics,

*Emphasizing* the Cross Industry Agreement (CIA) (2017) which is a collaboration of European industries that deal with combating and control of the unintentional release of micro plastics into the aquatic bodies without check on the enforcement of the agreement,

*Seeking* the agencies to check Member States on their compliance with international agreement,

*Appreciating* the roles of NGOs in their efforts in creating awareness on drastic effects of plastics pollution,

*Noting with deep concern* the ignorance of citizens to the danger of dumping plastics in water bodies,

*Deeply conscious of* resolution UNEP/EA.4/12 (2019), which reports on the progress in the work of the open Ad hoc expert group marine litter and micro plastics established by UNEP/EA.3/Res 3/7(2017) on marine litter and micro plastics,

*Taking into consideration* UNEP/EA.4/Res.11 (2019) which addresses the analysis of voluntary commitments targeting marine litter and micro plastics pursuant to UNEP/EA.3/Res 3/7(2017) on the protection of the marine environment from land-based activities,

*Convinced that* the UNEA/EA.2/Res.11 (2016) on Marine Plastics Litter and Micro Plastics adequately emphasis on effective governance strategies and approaches to convert marine litter plastic,

*Applauding* the efforts of Government of Member States in combating and creating awareness on the hazard of plastics pollution in water bodies,

*Deeply concerned* on the rising rate of plastics pollution in water bodies and its hazardous effects on humans and environment,

The United Nations Environmental Assembly,

*Reaffirms* that it is each Member State's responsibility to promote the economic, social progress and development of issues regarding plastics pollution;

*Recommends* that stringent measures be used to enforce the United Nations Convention on the Law of Seas (UNCLOS) on Member States that are signatories to it by:

- a. Employing economic penalties on defaulting states and recommend that the United Nations encourages Member States to abide by the UNCLOS;





- I. Through economic measures such as Tax levies;
  - II. Through encouraging that these penalties be issued according to gravity of the offences;
  - III.
- b. Creating an Anti-Plastic and Micro-Plastics Agency under the Intergovernmental Panel on Climate Change (IPCC);
    - I. Which will be called the Anti-Plastics Pollution Task Force (APPTF);
    - II. Which will work closely with the UNEA and shall take directives from resolutions passed by the Assembly;
    - III. Which will have Funding from grants from International Bank for Reconstruction and development (World Bank);
    - IV. Which will measure the extent of plastics in the ocean and monitoring the progress towards plastics eradication would be a function of the task force;
  - c. Encouraging all Member States party or non-party to UNCLOS endeavors not to unduly pollute major bodies with obnoxious materials in particular plastics and micro-plastics;

*Further recommends* the implementation of technological inventions which will generate electricity from plastics by;

- d. Enabling plastics to be used as fuels and other useful chemicals;



e. Encouraging economically viable nations such as G7 or International banks, such as the World Bank or IMF, to aid Least developed Member States, through;

- I. Soliciting that Member States that have great technological advancements partner with other states that find it difficult to acquire such technologies;
- II. Urging the United Nations to encourage technological trade agreement between Member States;
- III. Extending financial aid to Member States that have peculiar problems with plastics and micro-plastics;
- IV. Which the Anti-Plastics Pollution Task Force would be the one measuring the peculiar problems;

*Calls on more* action from youth and NGOs in creating social awareness to promote general knowledge on plastics pollution and eradication of micro plastics;

f. By creating an application that helps in educating and creating awareness on marine pollution;

- I. Which would be called 'Oceans8';
- II. Through partnership between the NGOs and Youths the application would be created;
- III. Which education on plastics pollution being the key function;

g. As well as educating the common man on the dangers of plastics pollution to water bodies;



- h. Through creation of local and vocational training programs for young persons and government agency on recycling of plastics;
- i. Along with encouraging Member States to liaise with NGOs and major entertainment platforms to enlighten the public on the methods of eradicating plastic pollution through advertisement;

*Emphasizing* that Member States would encourage all plastic producing companies in their states to its laws;

- a. Through decline in the use of plastics, particularly disposable plastics, only recycled plastics should be allowed;
- b. With the adoption of other means of packaging such as paper cups, leaves and other biodegradable materials should be encouraged;
- c. Through an increase in plastic packaging tax and in turn a correlative decrease in the cost of material and energy used in the production of plastics alternatives, thus encouraging the adoption of these alternatives.

**It is important to note that the Working Paper must be completed in the Working Paper format, making use of the LMUN Working Paper Template before it can be reviewed by the Chair and accepted as a Draft Resolution.**

#### **4.3 DRAFT RESOLUTION/ INTRODUCTION OF A RESOLUTION**

This is the second stage of the process, in which the committee may formally debate on the document and begin the amendment process. Draft resolutions must have been accepted by the Dais, coded, and distributed to the committee for consideration in a substantive vote. Draft resolutions can only be altered through amendments. A draft resolution only becomes a resolution if it is approved by the committee in voting procedure.



UN resolutions follow a specific format. Each resolution has a heading, preambular clauses, and operative clauses. The entire resolution consists of one long sentence, with commas (,) and semicolons (;) throughout, and only one period (.) at the very end.

## ▪ THE HEADING

The heading is the identifying part of the draft resolution. It states the code of the resolution, name of the committee, the topic of discussion, and the Sponsors and Signatories

## ▪ PREAMBULAR CLAUSES

The purpose of the Preambular Clause is to supply a historical background for the issue as well as show the justification for the action. It serves to describe the foundation of what will be discussed in the Operative Clauses. Preambular clauses are critical because they provide the framework through which the problems of the topic are viewed and create a necessary background to the solutions proposed in the Draft Resolution.

The clauses should proceed from the broadest concept (*e.g. Charter of the UN*) to the most specific (e.g. citing a meeting that occurred on a specific date.) Further, specificity should go in historical or chronological order.) It is also important to consider the hierarchy of the documents or actions being cited; international – regional – domestic.

**Preambular Clauses:** *References to the UN Charter; Citations of past UN resolutions or treaties on the topic under discussion; Mentions of statements made by the Secretary-General or a relevant UN body or agency; Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; General statements on the topic, its significance and its impact.*

**Sample Preambular Phrases include:** *Affirming; Alarmed by; Approving; Bearing in mind; Believing; Confident; Contemplating; Convinced; Declaring; Deeply concerned; Deeply conscious; Deeply convinced; Deeply Disturbed; Emphasizing; Expecting; Expressing it's appreciation; Fulfilling; Fully aware; Emphasizing; Expecting; Expressing it's appreciation; Fulfilling; Fully aware; Further deploring; Further recalling; Guided by; Having adopted; Having considered; Noting with deep concern; Nothing with satisfaction; Noting further; Observing; Reaffirming; Realizing; Recalling; Recognizing; Referring; Seeking; Taking into consideration; Taking note; Viewing with appreciation; Welcoming.*

**It is important to note that each Preambular Clause must tally with a respective Operative Clause.**

## ▪ OPERATIVE CLAUSES



The solutions or recommendations are presented through a logical progression of sequentially numbered Operative Clauses. The language of Operative Clauses should be specific, to suggest action going forward. Each Operative Clause calls for a specific action. The action may be as vague as denunciation of a certain situation or a call for negotiations, or as specific as a call for a cease-fire or a monetary commitment for a particular project.

Operative clauses may have sub-clauses to provide further details for specific ideas. A sub-clause is part of a whole and cannot stand alone as a complete clause; instead, it must augment the main operative clause, in order to explain a whole idea or proposal and form a complete clause. There must be at least two sub-clauses if used. There cannot be only one sub-clause. Sub-clauses enable full development of clauses and are useful for explaining and giving sufficient detail for clauses that deal with specific items such as the establishment of new programs and initiatives.

It is important to remember that Operative Clauses begin with an active, present tense verb (*in italics*) and are followed by a semicolon (;), with a period (.) placed after the final clause.

**NB: It is important to bear in mind that only Security Council resolutions are binding upon the international community, and the GA, ECOSOC, and their respective subsidiary bodies may only make recommendations. Also, please note the operative clause ‘Decides to remain seized of the matter’ is only applicable in the Security Council and some select IGOs.**

**Operative Clauses:** Clause should be numbered; Each clause should support one another and continue to build on the solution; Add details to Operative Clauses in order to have a complete solution; Operative clauses are punctuated by a semicolon, with the exception of the last Operative Clause which should end with a period.

**Sample Operative Clauses include:** *Accepts; Affirms; Approves; Authorizes; 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; 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; Regrets; Reminds; Requests; Solemnly affirms; Strongly condemns; Supports; Takes note of; Trusts*

#### **4.4 AMENDMENT**

The terms ‘Sponsors and Signatories’ must be understood in order to fully understand the process of amending a Draft Resolution.



**Sponsors** of a Draft Resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs, since countries must work together to create widely agreeable language in order for the Draft Resolution to pass. Sponsors are in control of a Draft Resolution and only these sponsors can suggest immediate changes or amendments.

**Signatories** are countries that may or may not agree with the substance of the Draft Resolution but still wish to see it debated.

**A certain percentage of the committee must be either Sponsors or Signatories to a Draft Resolution in order for it to be accepted.**

Once a Draft Resolution or draft report segment has been introduced, it is formally debated as part of the topic area, and amendments may be proposed.

**An Amendment** is a clarification or change in a draft resolution or draft report segment that incorporates additional interests or concerns after a Working Paper has been formally submitted to a committee. Approved Draft Resolutions are modified through amendments. An amendment is a written statement that adds, deletes or revises an Operative Clause in a Draft Resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections.

There are two types of amendments:

A **Friendly Amendment** is a change to the draft resolution that all sponsors agree with. After the amendment is signed by all of the Draft Resolution's Sponsors and approved by the Chair, it will be automatically incorporated into the resolution.

An **Unfriendly Amendment** is a change that some or all of the Draft Resolution's Sponsors do not support and must be voted upon by the committee. The Sponsors of the amendment will need to obtain a required number of signatories in order to introduce it (usually 20 percent of the committee). Prior to voting on the Draft Resolution, the committee will vote on all unfriendly amendments.

- Amendments may be written to add, change, or remove one or several operative clauses or sub clauses; they may add and/or strike words, phrases, or whole clauses.
- Amendments may not be written to remove all operative clauses.
- Amendments may not be written to add, change or remove preambular clauses from draft resolutions, or the Introduction/Mandate from draft report segments.
- All spelling, format, and grammatical errors are considered corrected automatically, so no amendment is necessary.



## **5.0 APPROPRIATE DELEGATE CONDUCT AND PRACTICES**

### **5.1 DIPLOMACY**

The most important aspect of participating as a delegate at LMUN is the delegate's assumption of the role of a foreign diplomat and representative of the Member State's government. Delegates are reminded to conduct themselves in such professional manner, regarding one another with utmost dignity and respect, regardless of different positions, foreign policy affiliation or personal feelings.

It is of utmost importance for delegates to put aside personal opinions and arrive well-versed in the dynamics of the position of their assigned Member State or NGO. Delegates should also exhibit the ability to negotiate and compromise, demonstrate leadership and maintain specific and adaptive policy methods in order to successfully function in the negotiation process.

### **5.2 DECORUM**

Decorum is a rule throughout committee sessions of the Conference. All committees require a level of decorum to conduct normal business while in formal and informal session. All delegates must remain aware of the proper use of language during committee sessions, and refrain from disturbing the peace of the committee during these times. Therefore, an effective delegate will be recognized by the ability to employ negotiation strategies designed to expedite resolution of the topic under discussion.

### **5.3 UNDERSTANDING THE RULES OF PROCEDURE**

It is important for every delegate to understand the comprehensive rules for committee proceedings, known as the LMUN Rules of Procedure. It is important to note that the **LMUN Rules of Procedure** may differ from the rules of procedure used by other conferences and that, the rules may vary between the Security Council and all other committees. Therefore, it is important for delegates to familiarize themselves with the LMUN Rules of Procedure.

### **5.4 REVIEWING WORKING PAPERS**

Working Papers are the first step towards a resolution. It is an attempt to place ideas from the deliberations of the delegates and position papers into written form. They are proposals which help to focus the discussion on certain aspects of the entire topic at hand.





Working papers are drafted and discussed in conjunction with two or more delegates. A delegate may not work on a Working Paper alone. Working Papers are revised or merged as needed, by the Dias. In the Working Paper stage, it is very important for the committee to gain as much consensus as possible. In order to be formally introduced to the floor, Working Papers must garner a certain number of supporting Member States and be approved by the Dias, before it can be referenced, printed and distributed.

This requires a specific number of Sponsors and Signatories. A **Sponsor** is a Member State who creates the content of the Working Paper along with other delegates and is responsible for seeing it through until voted upon in the committee. A Sponsor may make a friendly or unfriendly amendment. A **Signatory** is a Member State, Observer, or NGO who supports the content of the Working Paper but is not necessarily instrumental in creating it and may ultimately disagree with its content. *Upon acceptance by the Chair, a Working Paper may become a Draft Resolution, which if passed by the committee becomes a Resolution of the Conference.*

### **5.5 MOVING MOTIONS**

Motions may only be made by a delegate when they have been recognized by the Dias to move same. A delegate has the floor when, upon raising his/her placard indicating a wish to move a motion or if the Dias has called for motions, he/she is recognized to speak. The Dias is responsible for grants of motion and may use its discretion to rule any motion in or out of order.