

SBUMUNC 2024 Delegate Handbook



March 23rd, 2024

St. Bonaventure University

Room Assignments

Committee

Security Council
European Union
League of Nations

Room Location

Plassmann 306
Plassmann 307
Plassmann 011

Special Locations

A-Team
Advisor Room
Opening & Closing Ceremonies
Computer Labs

Plassmann 007
Plassmann 201
Walsh Auditorium
Plassmann Lounge

SBUMUNC 2024 Conference Itinerary

8:30-8:45	Opening Ceremony	Walsh Science Center Auditorium
9:00-10:30	Committee Session I	Plassmann Building
10:30-10:45	Break	
10:45-12:00	Committee Session II	Plassmann Building
12:00-1:00	Lunch	Hickey Dining Hall
1:00-2:30	Committee Session III	Plassmann Building
2:30-2:45	Break	
2:45-4:00	Committee Session IV	Plassmann Building
4:15-5:00	Keynote Speaker	Walsh Science Center Auditorium
5:00-5:30	Closing Ceremony	Walsh Science Center Auditorium

Important Information

Registration

All schools participating in SBUMUNC 2024 must be registered before attending any conference functions. The adviser must sign their team in and make sure all registration payments are finalized before opening ceremonies. Registration will be in the Walsh Science Center Auditorium, St. Bonaventure University Campus, and any questions regarding registration or lack of materials in conference packets should be directed to one of SBUMUNC staff members in the lobby or in the delegate services. Placards and name tags will be given out at the registration table.

Badges

Badges must be worn at all times. For security reasons, delegates without a badge will not be allowed admittance to SBUMUNC functions. Lost badges may be replaced at delegate services.

Delegate Services

Delegate Services will be located in Plassmann 007 on the lower level (basement) of Plassmann Hall. If any questions arise during the conference regarding lost badges, school accounts, or records, please consult this area. Also, messages for the Secretariat or other staff members may be left at Delegate Services.

Timeliness

It is imperative that all delegates of SBUMUNC 2024 arrive to committee sessions and meetings on time. In the course that a delegate is late to committee they must notify their chair upon arrival with a note so that the chair can redefine the majorities.

Accidents

All accidents of any sort for the duration of the conference must be reported to a member of the SBUMUNC Staff. In the case of an emergency, contact security or have SBUMUNC staff contact security. Accidents, no matter how seemingly trivial, must be reported. You can always text or call Dr. Kubal, the advisor for the Model UN, and her cell number is 716-307-0084.

Security Services

716-375-2525

Meal Cards

In every delegate folder there will be a meal card available to be used at the St. Bonaventure University Hickey Dining Hall. This card must be given to the dining hall staff at the entrance of either side of the facility. These cards will only be good for lunch on Saturday, March 23rd, 2024. In the circumstance where a meal ticket has been lost or cannot be located, please contact delegate services.

Scoring

We grade all delegates individually regardless if you are a single delegation or double delegation. Even if your delegation has two delegates, it is possible for only one of the two delegates to receive a medal. That gives a fair chance to everyone.

Glossary

Abstain: During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a country does not support the resolution being voted on, but does not oppose it enough to vote no.

Adjourn: All UN or Model UN sessions end with a vote to adjourn. This means that the debate is suspended until the next meeting. This can be a short time (e.g., overnight) or a long time (until next year's conference).

Agenda: The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

Amendment: A change to a draft resolution on the floor. Can be of two types: a "friendly amendment" is supported by the original draft resolution's sponsors, and is passed automatically, while an "unfriendly amendment" is not supported by the original sponsors and must be voted on by the committee as a whole.

Presidents Letter: A guide to a topic being discussed in a Model UN committee usually written by conference organizers and distributed to delegates before the conference. The starting point for any research before a Model UN conference.

Caucus: A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.

Chair: A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure. Also known as a Moderator.

Dais: The group of people, usually high school or college students, in charge of a Model UN committee. It generally consists of a Chair, a Director, and a Rapporteur. The dais is also the raised platform on which the chair traditionally sits.

Decorum: The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors.

Delegate: A student acting as a representative of a member state or observer in a Model UN committee.

Delegation: The entire group of people representing a member state or observer in all

committees at a particular Model UN conference. They are usually all from the same school.

Director: A member of the dais that oversees the creation of working papers and draft resolutions, acts as an expert on the topic, makes sure delegates accurately reflect the policy of their countries, and ensures that decorum is maintained during caucuses.

Division of the Question: During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as division of the question.

Draft resolution: A document that seeks to fix the problems addressed by a Model UN committee. If passed by the committee, the draft resolution will become into a resolution.

Faculty Advisor: The faculty member in charge of a Model UN team, class or club.

Flow of debate: The order in which events proceed during a Model UN conference. This usually indicates the movement between formal and informal debate and the process of drafting, debating and voting on resolutions.

Formal debate: The "standard" type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speakers' list.

Member State: A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. Currently, there are 193 member states.

Moderated Caucus: A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate.

Motion: A request made by a delegate that the committee as a whole do something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into voting procedure.

Observer: A state, national organization, regional organization, or non-governmental organization that is not a member of the UN but participates in its debates. Observers can vote on procedural matters but not substantive matters. An example is the Holy See.

On the floor: At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Director and introduced by the committee, it is put "on the floor" and may be discussed.

Operative clause: The part of a resolution which describes how the UN will address a problem. It begins with an action verb (decides, establishes, recommends, etc.).

Page: A delegate in a Model UN committee that has volunteered to pass notes from one delegate to another, or from a delegate to the dais, for a short period of time.

Placard: A piece of cardstock with a country's name on it that a delegate raises in the air to signal to the Chair that he or she wishes to speak.

Point: A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege

Preambulatory Clause: The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary. It begins with a participle or adjective (noting, concerned, regretting, aware of, recalling, etc.).

Procedural: Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

Quorum: The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

Rapporteur: A member of the dais whose duties include keeping the speakers' list and taking the roll call, as well as assisting in and keeping track of administrative duties in the committee room.

Resolution: A document that has been passed by an organ of the UN that aims to address a particular problem or issue.

Right of Reply: A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech. Generally requires a written note to the Chair to be invoked.

Roll Call: The first order of business in a Model UN committee, during which the Rapporteur reads aloud the names of each member state in the committee. When a delegate's country's name is called, he or she may respond "present" or "present and voting." A delegate responding "present and voting" may not abstain on a substantive vote.

Rules of Procedure: The rules by which a Model UN committee is run.

Second: To agree with a motion being proposed. Many motions must be seconded before they can be brought to a vote.

Secretariat: The staff of a Model UN conference.

Secretary-General: The leader of a Model UN conference.

Signatory: A country that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish this. A signatory need not support a resolution; it only wants it to be discussed. Usually, Model UN conferences require some minimum number of sponsors and signatories for a draft resolution to be approved.

Simple majority: 50% plus one vote of the number of delegates in a committee. The amount needed to pass most votes.

Speakers' List: A list that determines the order in which delegates will speak. Whenever a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by sending a note to the dais.

Sponsor: One of the writers of a draft resolution. A friendly amendment can only be created if all sponsors agree.

Substantive: Having to do with the topic being discussed. A substantive vote is a vote on a draft resolution or amendment already on the floor during voting bloc. Only member states (not observer states or non-governmental organizations) may vote on substantive issues.

Unmoderated Caucus: A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. Frequently used to sort countries into blocs and to write working papers and draft resolutions.

Working Paper: A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently the precursor to a draft resolution.

Veto: The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.

Vote: A time at which delegates indicate whether they do or do not support a proposed action for the committee. There are two types: procedural and substantive.

Voting procedure: The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or exit the room during this time.

SBUMUNC-Rules of Procedure Short Form

Motion	Purpose	Rule	Needs Second	Interrupt Speaker	Debatable	Amendable	Vote Needed
Points							
Personal Privilege	Experiencing personal discomfort that impairs the ability to participate.	Article 18: 1a	N/A	Yes	N/A	N/A	N/A
Order	Rules are being violated.	Article 18: 1b	N/A	Yes	N/A	N/A	N/A
Information	Make an inquiry to the Chair concerning these rules, the state of business, or any other relevant question on conference matters.	Article 18: 1c	N/A	No	N/A	N/A	N/A
Privileged Motions							
Recess	A set period of time during which no official business is conducted	Article 34	Yes	No	No	No	Simple Majority
Caucus	Complete suspension of all rules to discuss the business at hand	Article 15	Yes	No	No	No	Simple Majority
Request an Outside Representative	Invite an unrepresented member of the United Nations or another Organization recognized by the United Nations to speak	Article 7	Yes	No	No	No	Simple Majority
Subsidiary Motions							
Limit or Extend Speaking Time	Change the amount of time each delegation may speak while on the Speakers' List.	Article 16	Yes	No	if: 1a	Yes	Simple Majority
Close or Reopen the Speakers' List	Close or Reopen the Speakers' List.	Article 13: 4, 5, & 6	Yes	No	if: 1a	No	Simple Majority
Table Debate	Table a motion, resolution, recommendation, or topic.	Article 33	Yes	No	if: 1a	No	Simple Majority
Close Debate	Motion to close debate on topic in order to move into previous question.	Article 26	Yes	No	2f: 2a	No	2/3rds Majority
Previous Question	Begin voting procedure for all proposals on the floor.	Article 27	Yes	No	if: 1a	No	Simple Majority
Question Competence	Questions the competence of the body to discuss a proposal	Article 11	Yes	No	2f: 2a	No	Simple Majority
Adjourn Debate	Closes the topic area for the remainder of the conference.	Article 35	Yes	No	if: 1a	No	Simple Majority
Main Motions							
Introduce	Submit a resolution or recommendation to the body.	Article 24: 8	No	No	No	No	N/A
Take from the Table	Take from the table any motion, resolution, recommendation, or topic.	Article 33: 2	Yes	No	if: 1a	No	2/3rds Majority
Reconsider	Reconsider a resolution/ recommendation that has just been voted upon.	Article 32	Yes	No	if: 1a	No	2/3rds Majority
Set the Agenda	Choose a topic to discuss.	Article 12	Yes	No	2f: 2a	Yes	Simple Majority
Incidental Motions (incidental to a specific situation and take precedence at that time)							
Appeal the Ruling of the Chair	Overrule a specific decision made by the Chair.	Article 3	Yes	No	Chair f: 1a	No	Simple Majority
Divide the Question	Take separate votes on different clauses of a resolution. Most severe division gets precedence.	Article 28	Yes	No	if: 1a	No	Simple Majority
Roll Call Vote	Vote by calling each member nation individually.	Article 31: 1, 2, & 3	Yes	No	No	No	N/A

Sample Resolution

Committee: Security Council

Sponsor(s): United States

Signatories: Greece, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The Security Council,

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, **[use commas to separate preambulatory clauses]**

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**
2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and

7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[end resolutions with a period]**

Grammar Notes:

- Use commas to separate perambulatory clauses and underline the first word or phrase.
- Use semicolons to separate operative clauses and underline the first word or phrase.
- End resolution with a period.

Operative Clauses

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

Preambulatory Clauses

Affirming	Expecting	Having examined
Alarmed by	Emphasizing	Having received
Approving	Fully aware	Noting with deep concern
Bearing in mind	Emphasizing	Nothing with satisfaction
Believing	Expecting	Noting further
Confident	Expressing it's appreciation	Reaffirming
Convinced	Fulfilling	Realizing
Declaring	Fully aware	Recalling
Deeply concerned	Further deploring	Recognizing
Deeply Disturbed	Further recalling	Seeking
Deeply Regretting	Guided by	Taking into consideration
Desiring	Having considered	Viewing with appreciation
		Welcoming

