



LXXI
SEVENTY-FIRST SESSION

BMUN 71

DELEGATE

PROCEDURE

GUIDE

————— BERKELEY MODEL UNITED NATIONS —————

FLOW OF COMMITTEE

OPENING COMMITTEE:

Opening committee refers to a series of elements in procedure to officially begin debate. During this time, delegates are informed of announcements and roll call is taken. The following six steps are done by the HC at the start of the first committee session, based on the following acronym:

Quorum: Verbally state that quorum has been met if at least 1/3 of delegates are in attendance (visually).

Call to Order: "By the power of the Secretary General, I now call this committee of the [committee name] to order at [time]."

Introductions: Introduce yourself and the dais.

Point out relevant information: This includes locations such as OPI, bathrooms, and water fountains, followed by committee announcements.

Roll call: Take attendance of the countries on your roster in alphabetical order. Make note of "present" or "present and voting," as well as any absences. Update the sheet if a delegate enters committee after roll call with their time of arrival.

Entertain a motion to open debate from the delegates.

An easy way to remember this: Questioning Cops is Probably Really Entertaining

For sessions two through four (days 2 and 3 of conference), the steps of opening committee are typically reduced to the following:

Quorum

Point out relevant information

Roll Call

Entertain a motion to open debate

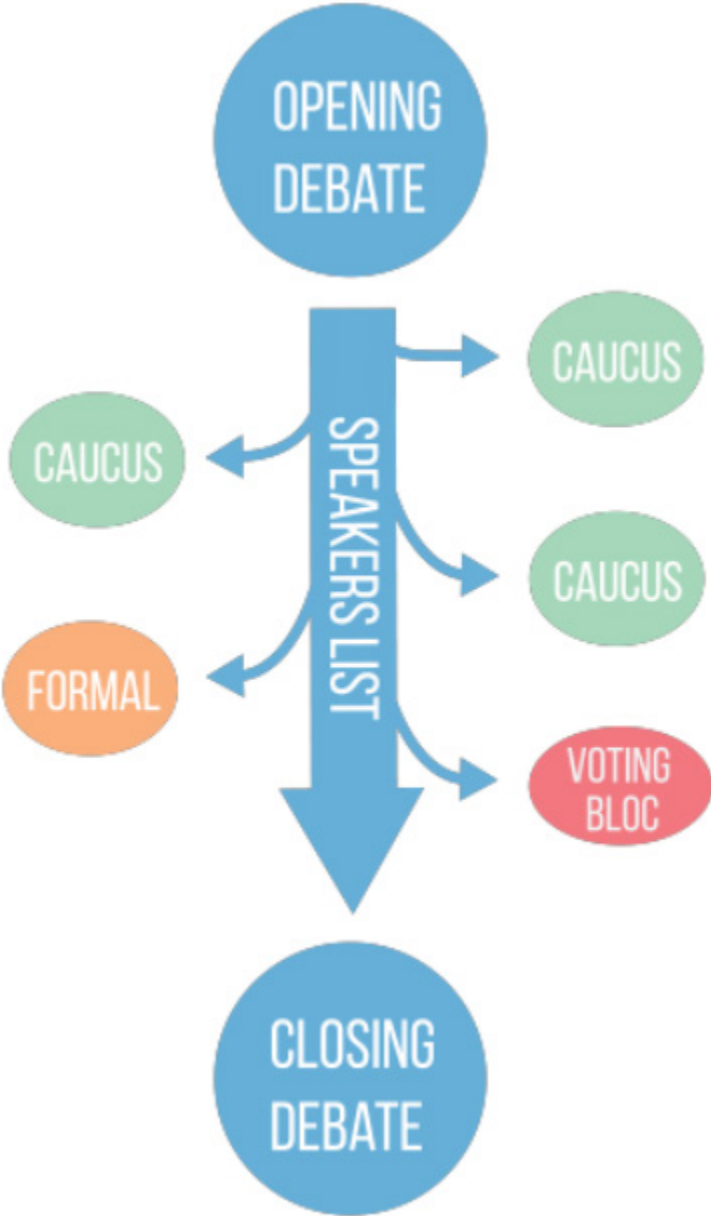
AFTER OPENING DEBATE:

Motion to Reset the Agenda: The default order of the agenda, most notably the order the topics are debated in, will be determined by the HC. This motion is only in order before any substantive debate or substantive discussion has begun on the previously set agenda topic. (50% + 1 vote required)

Motion to open the Speakers List: If this motion is in order, the Chair will typically ask the delegate who raised the motion if they would like to be the first speaker on the list. Following this, other delegates may begin to raise their placard for a position on the Speakers List.

Once the Chair decides to temporarily stop taking speakers on the Speakers List, debate typically begins with Speakers List. The flow of debate is accompanied with moderated caucuses and unmoderated caucuses between speeches, which delegates use to discuss ideas, form blocs, and draft resolutions. As the end of debate nears, draft resolutions are submitted to the Chair, presented through formal caucus, and voted on by the committee.

FLOW OF COMMITTEE DIAGRAM



POINTS AND MOTIONS

Points and motions provide a concrete way for the delegates to raise their placard and interact with the Chair. When raising points, the delegate may speak as they raise their placard (especially when other delegates may be raising their placards for motions). In other words, should raise their placard and state, "Point of Order" or the relevant point at hand. This is because issues such as audibility and questions about procedure can be addressed by the Chair before debate continues. Points and motions serve a variety of purposes, as described below.

For use by delegates

[Point of Personal Privilege](#) – If a concern regarding the personal comfort of a delegation arises, a request may be made to the Chair, who will then reconcile the issue.

Examples include:

Point of Personal Privilege, Audibility: Raised when the delegate cannot hear the speaker (e.g., the Chair, another delegate). This is the only time a delegate can interrupt a speaker.

Restroom breaks, breaks to refill water: Delegates may alternatively choose to send the Chairs a written note to request a personal break, or directly ask the Chairs during an unmoderated caucus.

[Point of Order](#) – If the committee is proceeding in a manner that is contrary to the rules outlined in this procedure guide, a delegate may bring this concern to the attention of the Chair, who will then judge the validity of the claim and reconcile the issue.

[Point of Inquiry](#) – If there is a question regarding the rules of procedure and/or committee proceedings, a delegate may ask for clarification from the Chair, who will be obliged to reply to the inquiry.

The above points of procedure are listed in order of precedence, meaning they are taken and resolved in this order.

[Motion to Open Debate](#) – The beginning of the committee’s session, as dictated by the official conference schedule. The Chair will typically request a motion to open or reopen debate after roll call for each committee session. (50% + 1 vote required)

[Motion to Reset the Agenda](#) – A change in the order topics are debated in. The default order of topics will be dictated by the order they are presented in the topic synopsis. The committee is allowed to reset the agenda or change the order the topics are discussed in during the first committee session. This motion can only be raised after debate is opened and before any substantial debate has begun, preferably before speakers are taken for the Speakers List. This motion requires a simple majority to pass and is typically followed by a moderated caucus to debate the pros and cons of discussing one topic before the other. (50% + 1 vote required)

[Motion for a Moment of Silence](#) – A portion of committee dedicated to prayer or meditation. The Chair will decide if such a motion is appropriate and will allot the proper amount of time. A motion for a moment of silence must specify a purpose and Chair approval is required.

[Motion to Open the Speakers List*](#) – Used to determine the order of speakers. The delegation that motions to open the Speakers List will be offered the opportunity to speak first, which they may choose to decline. (50% + 1 vote required)

[Motion for an Unmoderated Caucus*](#) – Moves away from the Speakers List to allow delegates to freely move around the room, discussing ideas with other delegates and drafting resolutions. When raising the motion, specify your delegation, total time of the caucus, and the purpose of the unmoderated caucus. (50% + 1 vote required)

Example: Denmark would like to motion for a 10-minute unmoderated caucus for the pur-

pose of finishing up draft resolutions and gathering signatories.

[Motion for a Moderated Caucus*](#) – Moves away from the Speakers List to discuss a particular topic in depth, with a new set of speakers for the caucus that will be determined if the motion passes. When raising the motion, specify your delegation and the purpose of the moderated caucus (what topic is being discussed), total time for the caucus, speaking time per delegate. The total time of the caucus must be divisible by the speaking time per delegate. (50% + 1 vote required)

Example: Canada would like to motion for a 10-minute moderated caucus with 1-minute speaking times on the topic of media censorship surrounding the state-run concentration camps.

[Motion for a Formal Caucus*](#) – After delegates have turned in their draft resolutions to the Chair, delegates should motion for a formal caucus, specifying the speaking time for each resolution. Resolutions are presented by up to 1/3 of the resolution's sponsors. (50% + 1 vote required)

[Motion to Move Into Voting Bloc*](#) – After debate on a resolution comes to a close in formal caucus, a 2/3 majority vote is required to move into voting bloc. This motion requires 2 speakers for and 2 speakers against unless there is a unanimous agreement among all delegations. A 50% + 1 vote is required for draft resolutions to pass.

[Motion to Suspend Debate](#) – A break in committee, as dictated by the official conference schedule. This motion indicates that committee as a whole is not yet finished, and debate will continue in the next committee session. A motion to suspend debate must specify a time at which the committee will reconvene. (50% + 1 vote required)

[Motion to Adjourn Debate](#) – The end of the committee's session, as dictated by the official conference schedule. (50% + 1 vote required)

*Complete explanations can be found in later sections of this procedure guide.

Rulings by the Chair

In order – The motion is valid and can be voted upon at this time.

Example: “That motion is in order; we will now entertain a 10-minute unmoderated caucus for the purpose of drafting resolutions.”

Out of order – The motion is invalid and will not be entertained.

Example: “That motion is out of order; we will resume with the Speakers List rather than entertaining the 5-minute unmoderated caucus to discuss [irrelevant topic].”

Dilatory – The motion raised is valid, but the Chair can decide the motion does not move the flow of committee in a way that is constructive to debate. Many motions can be repetitive, and it is up to the Chair’s discretion to determine which ones are entertained, especially if the committee is running behind schedule. Any delegation, except for the one that proposed the motion, can appeal the ruling with a point of order followed by a 2/3 majority vote from the committee.

Example: “We are going to rule that motion dilatory; we will resume with the Speakers List rather than entertaining the 5-minute unmoderated caucus.”

The precedence that the Chair will entertain motions will be:

- 1) Points of Parliamentary Procedure
 - a) Point of Personal Privilege
 - b) Point of Order
 - c) Point of Inquiry
- 2) Motion to Move into Voting Bloc
- 3) Caucuses (Most to disruptive least disruptive)

- a) Formal caucus
- b) Unmoderated caucus
- c) Moderated caucus
- 4) Motion to Suspend Debate
- 5) Motion to Adjourn Debate
- 6) All other motions in the order of proposal



SPEAKERS LIST

The Speakers List is a list of delegations that have voluntarily offered to speak on the topic. When the Chair asks for a Motion to Open the Speakers List, delegates are encouraged to raise their placard. If called on, they should state, "Motion to Open the Speakers List." The motion typically passes with a 50% + 1 vote. The Chair will then extend the opportunity for the delegation that raised the motion to be added first to the Speakers List, which may be declined. Once the Chair asks delegates to raise their placards to be added to the Speakers List, the Chair will begin to call out names of delegations. Note that this is not a sign to immediately begin speaking; it is simply a notification that you have been added to the list and will be called upon to provide a short speech once your delegation is reached.

The flow of debate defaults to Speakers List, meaning debate typically begins with speeches from the Speakers List. After several speeches, the Chair will ask if there are any points or motions on the floor. At this time, delegates may motion for moderated and unmoderated caucuses to move along the flow of debate. Following any moderated and unmoderated caucuses that take place, debate defaults back to the Speakers List or the Chair can ask if there are any other points or motions on the floor.

MOTIONS AND RULES FOR SPEAKERS LIST:

1. The motion to open the Speakers List is "Motion to open Speakers List."
2. The standard time for a speech on the Speakers List is 1 minute and 30 seconds. When there are **10 seconds** remaining in the speech, the dais will tap the gavel lightly to indicate the time is about to elapse. At the end of the 1 minute and 30 seconds, the Chair will loudly tap the gavel.
 - a. Delegates can motion to change the allotted speaking time.
3. By default, each speech is followed by **two 30-second comments** from any delegate. Delegates can choose to yield to another delegate, the Chair, and questions but this must be stated beforehand.

- a. In Security Council, the Speakers List is not voluntary, but rather already formatted in alphabetical order. Following each speech, there are two questions by the committee.

Side Notes:

1. Some competitive delegates will be very over-eager to be added to the Speakers List, and will waive their placard to grab the Chair's attention. Other delegates may wait until the Speakers List is already partially filled to raise their placard. Chairs are advised to call on delegates randomly to provide an equitable, orderly opportunity for all delegates to be added to the Speakers List.
2. A country cannot be on the Speakers List more than once at a given time. However, after they have spoken, they are allowed to be re-added to the Speakers List. They can do so by sending a note to the Chairs and will be added at the end of the list.

MODERATED CAUCUS

A moderated caucus allows individual delegates of the committee to state their opinions about a specific topic in debate. The pace is more rapid than a Speakers List and serves to debate issues more in depth. This can occur to discuss a portion of the topic that the committee is focusing on or to debate the content or opinions of draft resolutions.

To enter into a moderated caucus, a delegate must motion for a moderated caucus, stating their delegation, the topic they would like the committee to discuss, the total speaking time for all statements, and the speaking time for each delegation. The committee will then vote on this motion, and subsequently enter into the moderated caucus if a [simple majority \(50% + 1\)](#) vote is reached. The Chair will begin to take speakers for the moderated caucus. The country that motions for the passing moderated caucus is the first to speak, out of courtesy.

Example: "The delegate of [New Zealand](#) would like to motion for a moderated caucus on the [topic of global avocado shortages](#) for a total of [6 minutes](#) with a [45 second speaking time](#) per delegate."

Motion Needs: Delegation, topic, length of caucus, length per speaker.

The Speakers List is particularly useful for:

Stating your country's stance, the reasons behind that stance, and introducing any solutions or technology to the committee. In short, you are giving yourself a platform for your ideas to be heard and extending the opportunity to collaborate with other delegates. It is an opportunity to speak uninterrupted with the whole committee listening.

Listening to the stances and ideas of your fellow delegates, which helps with assessing which delegates share similar viewpoints and would be suitable for forming a bloc and drafting a resolution with. Speeches also help you identify which delegates have opposing views, which can be useful for committee-wide discussions and lobbying during unmoderated caucuses.

UNMODERATED CAUCUS

Other debate styles such as mock trial, mock parliament, and speech and debate tend to only focus on speech-giving and public speaking skills. This can be beneficial, but leadership and productive debate involve more than giving a good speech in front of an audience. MUN differentiates itself by not only having time for traditional speeches, but also allowing delegates to experience political maneuvering and sharpen their ability to communicate informally through unmoderated caucuses.

An unmoderated caucus is a segment of time during committee in which delegates are free to move about the room and freely engage in debate with other delegates in small groups. Normally, MUN debate has some level of structure, whether it's running through a Speakers List, giving quick thoughts in a moderated caucus, or presenting ideas in formal caucus. However, unmoderated caucus differs from this by allowing complete freedom for delegates to engage with any other delegate on whatever topic they want. Additionally, during this time, delegates will form groups (often referred to as "blocs") with other delegates that have similar policies and will eventually write draft resolutions that are later presented in formal caucus.

To enter into an unmoderated caucus, a delegate must motion for an unmoderated caucus, stating the [topic](#) and the [duration](#) of the caucus. The committee will then vote on this motion, and subsequently enter into unmoderated caucus should a simple majority (50% + 1) be reached.

Ex. motion: "The delegation of China motions for an unmoderated caucus for [10 minutes](#) for the purpose of [forming blocs](#)"

FORMAL CAUCUS

Formal caucus is a portion of committee that allows delegates to present draft resolutions and respond to questions from other delegates.

To enter into formal caucus, a delegate must motion for a formal caucus and state the speaking time for each resolution. The committee will then vote on this motion, and enter into formal caucus if simple majority (50% +1) is reached. Any time left after the speeches may be yielded to questions. Delegates may ask the Chair to tap the gavel partially through the time to indicate that the time remaining after the speech will be dedicated to questions. No follow-up questions can be asked; if a delegate is not satisfied with a response to one of their questions, they must re-raise their placard, be called on by the Chair again, and ask a new question.

E.g. "The delegate of France would like to motion for a [formal caucus](#) with [10-minute](#) speaking time per resolution."

Formal caucuses move along the flow of committee, progressing from discussions over specific issues to introducing well-formed solutions that respond to those issues. It is also a way for delegates to address potential problems that may have been overlooked in their draft resolution and evaluate its potential for passing in the committee later on.

VOTING BLOC

Voting bloc is a section of debate that allows the committee to vote on draft resolutions presented in formal caucus, and typically takes place near the end of debating each topic. Generally, the committee moves into voting bloc when delegates have either completed drafting their resolutions and any further debate has been exhausted. Remember that the aim of MUN and BMUN is for delegates to jointly find a common solution after debate and to make reasonable compromises that help the committee pass draft resolutions.

A motion to move into voting bloc is required for any voting on draft resolutions or amendments to begin. For example, a delegate would say, "The delegate of Japan would like to motion to move into voting bloc." This motion requires a [2/3 majority vote](#) by the committee instead of the usual simple majority. In addition, there must be two speakers for and against moving into voting bloc.

Voting in voting bloc is conducted as indicated below:

1. Amendments to specific resolutions are voted upon first. Should the amendment pass, the amended resolution will then be voted upon.
2. Following this, all other resolutions will be voted upon in the order they were received by the dais.

Note: Division of the Question must be motioned for before voting takes place on that resolution.

How voting takes place

The Chair will ask for all those in favor of the amendment or resolution to raise their placards and the number of raised placards will be tallied. Then, the Chair will ask for all those opposed to the amendment or resolution, which will also be tallied. Finally, the Chair will ask for all abstaining (deciding not to vote), and those will be tallied. The Chair will then announce, "by a vote of (# for), (# against), and (# abstentions) this resolution ([passes/fails](#))."

[Roll call vote](#) is used to ensure a precise tally of votes and can only be used only for resolutions. A Chair can elect to use a roll call vote in a close vote, or it could be requested by a delegate. If requested by a delegate, the Chair must approve it. A roll call vote will be taken in the English alphabetical order of the delegations. The Chair will call out countries in alphabetical order of the delegations present. A delegate may answer:

- [Yes](#): Indicates support for the draft resolution
- [No](#): Indicates rejection of the draft resolution
- [No with Rights](#): The delegation will be given the opportunity to explain its “no” vote, after voting has concluded
- [Abstain](#): Refrain from voting
- [Pass](#): The delegation will wait until the rest of the committee has voted before making a decision

After the Chair returns to delegations who have passed, these delegations may only vote “yes,” “no,” or “abstain.”

To pass a draft resolution, only [simple majority \(50% +1\)](#) is required. Once all the resolutions on the table have been voted upon, a delegate must [motion to move out of voting bloc](#) with a simple majority.

In addition, during voting bloc, no delegate is allowed to leave the room and no one is allowed to enter the room (advisors and BMUN staff included).

[Prior to Ending Debate:](#)

1. Move out of voting bloc. (50% + 1 vote required)
2. Remind delegates to clean up after themselves and turn in conference evaluations/feedback.
3. Make announcements about closing ceremony details, BMUN partnerships and merchandise, etc.
4. Motion to adjourn debate

DRAFT RESOLUTIONS

[Draft Resolution](#) – A list of proposed solutions that have not yet been adopted by the committee. Once a draft resolution is adopted, it may be referred to as a resolution.

Parts of a Resolution

[Header](#) – At the top left corner. It lists the topic, committee, sponsors, and title of the draft resolution.

[Sponsor](#): A delegation that is recognized as an upholder and contributor of the substantive ideas presented in the draft resolution. After submission and Chair approval of a draft resolution, sponsors may only be added if all of the current sponsors agree to the addition. Each country can only sponsor a single resolution, even if there are multiple draft resolutions in the committee. Each draft resolution must have at least one sponsor to remain on the floor.

Observer nations can sponsor draft resolutions and amendments given that they are co-sponsored with a non-observer nation. An observer nation cannot vote on draft resolutions and cannot be the sole sponsor of draft resolutions.

When presenting draft resolutions in formal caucus, only up to 5 of sponsors may introduce and speak on each draft resolution.

[Signatory](#): A delegation who does not necessarily support the substantive ideas in the draft resolution, but is interested in having the draft resolution be debated within committee. Each draft resolution must have 20% of the committee as signatories in order to remain on the floor.

A delegation cannot be both a signatory and a sponsor of a single draft resolution, but may sponsor one resolution and be a signatory on other resolution drafts.

Pre-Ambulatory Clauses – Introduce the problem at hand, provide background information, and indicate the general attitude of the draft resolution.

- Cannot be changed via amendments
- Begin these clauses with an italicized gerund such as *Reminding*.
- End each pre-ambulatory clause with a comma.

Operative Clauses – Outline the proposed action and specific solutions.

- Number each clause.
- Begin each clause with an underlined action phrase such as Calls Upon.
- End each operative clause with a semicolon.
- Only the Security Council has authority to take direct action through coercive language such as "Demands that" or "Requires that." All other committees can only make recommendations using language such as "Urges that" or "Recommends."

Amendments

Amendments are revisions to a draft resolution, which can be submitted by any delegate in committee. They must be submitted prior to moving into voting bloc on the resolution that is being targeted for amendment.

There are two types of amendments. Each amendment must have at least one sponsor and at least **10% of committee** as signatories in order to remain on the floor.

Friendly amendments: Must include all sponsors from the original draft resolution being amended and may not include additional sponsors not on the original draft resolution. Friendly amendments may only be used to correct grammatical or diction-related errors. They may not be used to add or delete operatives.

Unfriendly Amendments: Does not include all sponsors from the original draft resolution being amended. It may include additional sponsors not on the original draft resolution. These are typically submitted by delegations outside of the draft resolution's sponsors, and aim to amend, delete, or add operatives.

Format for Amendments

Header – Same format as draft resolutions, except it also includes the name of the draft resolution it is amending.

Operative Clauses – Lists exactly what is being amended. Each clause can begin in one of three ways:

- Amends operative clause xx to read [_____].
- Deletes operative clause xx.
- Includes a new operative clause to read [_____].

For use by delegates

Submission of Proposal – The submission of a draft resolution to be debated on the floor. The Chair must approve draft resolutions and amendments before they can be officially numbered, distributed, or debated.

Withdrawal of Proposal – At any time, a delegation may withdraw its sponsorship from a draft resolution, provided that the draft resolution has not been amended or divided.

- If all sponsors of a draft resolution withdraw, the draft resolution will be considered open.
- If no delegation motions to give sponsorship to an open draft resolution, it shall immediately be tabled.

[Decision on Jurisdiction of the Committee](#) – If there is a question regarding the jurisdiction of the committee to discuss a particular draft resolution, a delegation may ask to have the draft resolution tabled. Two speakers for and against will precede this motion. (2/3 majority vote required)

[Division of the Question](#) – The separation of one or more operatives from a draft resolution immediately before voting upon the particular draft resolution. (50% + 1 vote required)

- If the committee votes in favor for the division of the question, divided operative(s) will be considered a new draft resolution to be voted on separately. First, the original draft resolution (without the removed clause) will be voted on, while the new draft resolution created by the divided clauses will be added to the end of the list of resolutions to be voted on.
- Example: There are 3 draft resolutions: A/1, A/2, A/3. Certain clauses are divided out of resolution A/1. These divided clauses become a new draft resolution A/4. Now proceed to vote on the draft resolutions in normal order: A/1, A/2, A/3, and finally A/4 (the newly formed resolution).
- There may be more than one motion for division of a draft resolution.
- Motions for division shall be voted upon starting with the most destructive to the least destructive to the draft resolution, as determined by the Chair. Destructiveness is determined by the number of clauses divided from the draft resolution (the more clauses divided out, the more destructive).

Example: There are two draft resolutions on the floor that have contradictory clauses in them. The first draft resolution passes, and sponsors of the second draft resolution want to divide the question so the committee can vote on parts of the second draft resolution that do not directly contradict the first draft resolution.

Duties of the Chair

[Numbering Resolutions](#) – Draft resolutions will be numbered in the order they are received.

There are two parts to the numbering of a draft resolution:

- A letter will be used to indicate which topic the draft resolution pertains to (A or B)
- The subsequent number will indicate the order the draft resolutions were submitted in.

Example: Second topic, third draft resolution = B/3

Numbering Amendments – Amendments will be numbered in the order they are received. There are three parts to the numbering of an amendment:

- A letter will be used to indicate which topic the draft resolution pertains to (A or B)
- The subsequent number will indicate the number of the draft resolution.
- The third number will indicate the order the amendments were submitted in.

Example: First topic, second draft resolution, first amendment = A/2/1

Delegate Conduct in Committee

Language

Delegates are encouraged to speak in a professional, diplomatic manner, and are only to refer to themselves and other delegates in third person or by their delegation. For example, to refer to themselves, the delegate may say “this delegate” or “the delegate of the UK.”

Additionally, delegates are to remain respectful and diplomatic throughout committee. To address any unnecessary attacks on an individual or the delegation they are representing, a Right of Reply is allowed.

Right of Reply

During committee, some delegates may be rude and insult the dignity of another delegate. This can either be personal by insulting the delegate, or delegation-focused by insulting the nation the delegate represents. This can happen through any formal medium, whether it is a speech, moderated caucus speech, or comments. When this occurs, the delegate can ask the Chairs for a right of reply, which is a one-minute speech to respond to any accusations made

against them by a fellow delegate. This does not require a vote, as it is at the Chair's discretion.

An example in which right of reply is in order is a situation in which Ethiopia says South Africa's speeches are invalid or stupid. However, countries do not get a right of reply if they are mentioned passingly, such as mentioning Brazil's drug-smuggling issue if the topic is Latin American drug trade.

Note-Passing

As direct conversation between delegates is discouraged, delegates are permitted to pass written notes to other delegates in the committee. As there is no administrative staff to screen the notes, we ask that delegates be respectful in their communications and only pass notes on matters relevant to debate. We also ask that delegates submit to the Chairs any notes found to be offensive in any way.

Miscellaneous

Please only raise your placard once the Chair has finished speaking, and only when the Chair calls for speakers or if a point or motion needs to be made.

MODEL UN GLOSSARY FROM UNUSA

Model UN can be confusing to a beginner, not only because of the complexity of the issues and the pace of debate, but because of the strangeness of the language.

To save you some confusion, UNA-USA has provided this cheat sheet of Model UN terminology. Look it over, and soon you'll be able to discuss quorum, preambulatory clauses, division of the question, and unmoderated caucuses with the best of them.

Note that several of the terms below, including Secretariat and Secretary-General, have different meanings in Model UN than they do in the real UN; you should familiarize yourself with both meanings.

NOTE: Rules of procedure vary greatly from Model UN conference to Model UN conference. Though these are the most common definitions of the terms below, do not be surprised if you see them used in a slightly different manner at some of the conferences.

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 at the end of 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.

Background guide: 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. Often referred to as a topic synopsis in BMUN.

Binding: Having legal force in UN member states. Security Council resolutions are binding, as are decisions of the International Court of Justice; resolutions of the General Assembly and Economic and Social Council are not.

Bloc: A group of countries in a similar geographical region or with a similar opinion on a particular topic. Blocs typically vote together.

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

Chair: A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure. Chairs are members of the dais.

Dais: The group of Chairs in charge of a Model UN committee. BMUN secretariat members.

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.

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.

Dividing 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. This is a working paper that has been submitted to the dais but has not been voted on by the committee.

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.

Gavel: The tool, shaped like a small wooden hammer, which the Chair uses to keep order within a Model UN committee. A gavel is given to the delegate recognized by the dais as the best in that committee.

Head Delegate: The student leader of a Model UN club or team.

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.

Moment of Silence: A motion a delegate makes to ask for a moment of silence during committee. This can occur if a significant event has occurred during conference out of respect. Whether the motion is entertained is under the jurisdiction of the Chair.

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.

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: Someone 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

Position paper: A summary of a country's position on a topic, written by a delegate before conference and graded by the Chair.

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 each committee elected at the end of conference that gives a one minute summary of the weekend during closing ceremony.

Reset the Agenda: The default order the topics are discussed are the order they are presented in the topic synopsis. The committee is allowed to reset the agenda or change the order the topics are discussed during the first committee session. This requires a motion to reset the agenda and simple majority to pass. Following the motion, there is usually a moderated caucus to debate the pros and cons of discussing one topic before the other.

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. Requires Chair's approval to proceed.

Roll Call: The first order of business in a Model UN committee, during which the dais 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.

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. BMUN requires 20% of the committee to be a signatory on the resolution for it to be presented.

Simple majority: 50% plus one vote of the number of delegates in a committee.

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 added 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. Precursor to a draft resolution when the working paper has not been presented to the Chair.

Veto: The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States (the permanent five members of the UN) 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 leave the room.

Yielding: A portion of speech time given up by another Delegation.

- Yield to Questions: Speaker(s) may choose to allocate the rest of time to questions from other Delegates, as chosen by the Chair. The time taken to answer the question—not ask it— will be subtracted from the remaining time.

- Yield to Another Delegate: Speaker(s) may choose to allocate the rest of time to another Delegate. Delegates yielded to must be informed prior to the Speaker's speech.

Note: Delegates must inform the Chair about either of the above yields prior to speech.

- Yield to Chair: Signifies that the Speaker would like to allocate the rest of time to the Chair, who will then proceed with comments. Because comments will proceed automatically after each speech, yielding to the Chair is not necessary.